# TENDER SPECIFICATION VOLUME- I BOOK- II

#### **TECHNOCOMMERCIAL BID - Consists of Book- I & Book- II**

**Book- I Consists of** 

**Notice Inviting Tender** 

**Volume-IA: Technical Conditions of Contract** 

**Book-II consists of** 

**Volume-IB: Special conditions of Contract,** 

**PSSR-TLBR-AD-R0** 

**Volume-IC: General conditions of Contract** 

**PSSR-TLBR- AD-R0** 

**Volume-ID : Forms & Procedures** 

**PSSR-TLBR- AD-R0** 



BHARAT HEAVY ELECTRICALS LIMITED (A Government of India Undertaking)
Power Sector – Southern Region
Chennai – 600 097.

# VOLUME-IB SPECIAL CONDITIONS OF CONTRACT (SCC)

PSSR-TLBR- AD-RO

BHARAT HEAVY ELECTRICALS LIMITED

## SPECIAL CONDITIONS OF CONTRACT (SCC)

#### **CONTENTS**

| SI<br>No | DESCRIPTION  | Chapter      | No. of<br>Pages |
|----------|--|--------------|-----------------|
| 1        | General Intent of the Specifications   | Chapter-I    |                 |
| 2        | General Services to be rendered by the Bidder  | Chapter-II   |                 |
| 3        | General Technical Requirements (Codes and Standards)   | Chapter-III  |                 |
| 4        | Obligations of Contractor (In respect of Tools, Tackles, Consumables, etc employment of supervisory staff and workmen) | Chapter-IV   |                 |
| 5        | Responsibilities of Contractor (In respect of employment of Labour, Supervisory staff, etc)                            | Chapter-V    |                 |
| 6        | Material Handling, Storage, Preservation, etc  | Chapter-VI   |                 |
| 7        | Drawings and Documents   | Chapter-VII  |                 |
| 8        | Inspection and Quality   | Chapter-VIII |                 |
| 9        | HSE & OHSAS Obligations  | Chapter-IX   |                 |
| 10       | RA Bill Payment  | Chapter-X    |                 |
| 11       | Performance Monitoring   | Chapter-XI   |                 |
| 12       | Suspension of Business Dealings  | Chapter-XII  |                 |
| 13       | "HSE Plan for Site Operations by Subcontractor" (Document No. HSEP: 14 Rev 01)   |              |                 |

# SPECIAL CONDITIONS OF CONTRACT (SCC) Chapter - I : General Intent of Specifications

| 1.0 | INTENT OF THE SPECIFICATION  |
|-----|--|
| 1.1 | The intent of this erection specification is to provide services for execution of the project according to most modern and proven techniques and codes. The omission of specific reference to any method, equipment or material necessary for the proper and efficient services towards installation of the plant shall not relieve the contractor of the responsibility of providing such services / facilities to complete the work or portion of work awarded to him. The quoted / accepted rates / price shall deem to be inclusive of all such contingencies. |
| 1.2 | The work shall conform to dimensions and tolerances given in various drawings and documents that will be provided during erection. If any portion of works is found to be defective in workmanship and not conforming to drawings / documents or other stipulations, the contractor shall dismantle and re-do the work duly replacing the defective materials at their own cost, failing which recoveries, as determined by BHEL, shall be effected from contractor's bills.   |
| 1.3 | It is not the intent of this specification to specify herein all the details of erection and commissioning. However, the system shall conform in all respects to high standards of quality and workmanship for performing the required duties in a manner acceptable to purchaser who will interpret the meaning of drawings and specifications and shall be entitled to reject any work or material, which in his judgments is not in full accordance herewith.   |
| 1.4 | The omission of specific reference to any fabrication / erection or other method, equipment or material necessary for proper and efficient working of the plant shall not relieve the tenderer of the responsibility of providing such facilities to complete the work at quoted rates. Any mismatch/ defect found due to mistake in fabrication / erection shall have to be rectified by the vendor free of cost. Inspection by BHEL/Customer does not relieve vendor of his responsibility of executing quality erection.  |
| 1.5 | The work covered under this specification is of highly sophisticated nature, requiring the best quality workmanship, supervision, engineering and construction management. The contractor should ensure proper planning and successful and timely completion of the work to meet the overall project schedule. The contractor must deploy adequate quantity of tools & plants, modern / latest construction aids etc. He must also deploy adequate trained, qualified and experienced supervisory staff and skilled personnel.                                     |

# SPECIAL CONDITIONS OF CONTRACT (SCC) Chapter - I : General Intent of Specifications

| 1.6   | Contractor shall erect and commission all the equipments and auxiliaries as per the sequence & methodology prescribed by BHEL depending upon the technical requirements. Availability of materials and fronts will decide this. BHEL Engineer's decision regarding correctness of the work and method of working shall be final and binding on the contractor. No claims for extra payment from the contractor will be entertained on the ground of deviation from the methods / sequence adopted in erection of similar sets elsewhere. |
|-------|--|
| 1.7   | Following shall be the minimum responsibility of contractor and have to be provided within finally accepted rates / prices:  |
| 1.7.1 | Provision as required of all types of labour, supervisors, engineers, watch and ward, tools & tackles, calibrated MMEs (Monitoring and Measuring Equipment) as specified and otherwise required for the work, consumables for erection, testing and commissioning including material handling  |
| 1.7.2 | Achieving Proper out-turn / Turn-over as per BHEL plan and commitment.   |
| 1.7.3 | Completion of work as per BHEL Schedule  |
| 1.7.4 | Good quality and accurate workmanship for proper performance of the equipment  |
| 1.7.5 | Repair and rectification   |
| 1.7.6 | Preservation / Re-conservation of all components during storage / erection / commissioning till handing over.  |

## SPECIAL CONDITIONS OF CONTRACT (SCC) Chapter - II : General Services to be rendered by the Bidder

| 2.0  | GENERAL SERVICES TO BE RENDERED BY THE BIDDER   |
|------|---|
| 2.1  | Services for construction, fabrication, equipment erection testing as well as trial run & commissioning of various equipment and accessories under the contract shall include but not be limited to the following:  |
| 2.2  | Issuing materials from store / open yard from time to time for erection as per the construction programme. The Contractor shall be the custodian of all the materials issued till the plant/equipment is officially taken over by the owner / BHEL after complete erection any successful trial run & commissioning.  |
| 2.3  | Transport of material to their respective places of erection and erection of the complete plant & equipment as supplied under this specification.   |
| 2.4  | Trial run and commissioning of individual equipment / sub-systems to the satisfaction of Owner / BHEL.  |
| 2.5  | Deployment of all skilled and unskilled manpower required for erection, supervision of erection, watch & ward, commissioning and other services to the rendered under this specification.   |
| 2.6  | Deployment of all erection tools & tackle, construction machinery, transportation vehicles and all other implements in adequate number and size, appropriate for the erection work to be handled under scope of this specification except otherwise specified.  |
| 2.7  | Supply of all consumables, eg welding electrodes, cleaning agents, diesel oil, lubricant etc as well as materials required for temporary supports, scaffolding etc as necessary for such erection work, unless specified other wise.  |
| 2.8  | Providing support services for the contractor's erection staff eg construction of site offices, temporary stores, residential accommodation and transport to work site for erection personnel, watch and ward for security and safety of the materials under the Contractor's custody etc. as required.   |
| 2.9  | Maintaining proper documentation of all the site activities undertaken by the Contractor as per the proforma mutually agreed with BHEL, Submission of monthly progress reports and any such document as and when desired by BHEL/owner, taking approval of all statutory authorities i.e Boiler Inspector, Factory Inspector, Inspector of Explosives etc., as applicable for respective portions of work fall under the jurisdiction of such statutes of laws. |
| 2.10 | Any other service, although not specifically called for but required for a contract of the size and nature indicated in the specification.  |

### SPECIAL CONDITIONS OF CONTRACT (SCC) Chapter - III : General Technical Requirement (codes and Standards)

| 3.0 | GENERAL TECHNICAL REQUIREMENTS (CODES AND STANDARDS)   |
|-----|--|
| 3.1 | Except where otherwise specified, the plant/equipment shall comply with the appropriate Indian Standard or an agreed internationally accepted Standard Specification as mentioned elsewhere in contract specifications, each incorporating the latest revisions at the time of tendering. Where no internationally accepted standard is applicable, the Bidder shall give all particulars and details as necessary, to enable BHEL to identify all of the plant/equipment in the same detail as would be possible had there been a Standard Specification. |
| 3.2 | Where the Bidder proposes alternative codes or standards he shall include in his tender one copy (in English) of each Standard Specification to which materials offered shall comply. In such case, the adopted alternative standard shall be equivalent or superior to the standards mentioned in the specification.  |
| 3.3 | In the event of any conflict between the codes and standards referred above, and the requirements of this specification, the requirements which are more stringent shall govern.   |
| 3.4 | Tools used during erection and commissioning shall not be accepted except with the specific approval of the Engineer.  |

| 4.0   | OBLIGATIONS OF CONTRACTOR   |
|-------|---|
| 4.1   | CONSUMABLES & OTHER ITEMS   |
| 4.1.1 | The contractor shall provide within finally accepted price / rates, all consumables (excepting those indicated in BHEL scope) like welding electrodes (including alloy steel and stainless steel), filler wires, TIG filler wires (over & above as supplied by the unit along with the plant materials, which will be given free of cost to bidder), gases (inert, welding, cutting), soldering material, dye penetrants, radiography films, etc. Other erection consumables such as tapes, jointing compound, grease, mobile oil, M-seal, Araldite, petrol, CTC / other cleaning agents, grinding and cutting wheels are to be provided by the contractor. Steel, packers, shims, wooden planks, scaffolding materials hardware items etc required for temporary works such as supports, scaffoldings are to be arranged by the contractor. Sealing compounds, gaskets, gland packing, wooden/concrete sleepers, for temporary work, required for completion of work except those which are specifically supplied by manufacturing unit are also to be arranged by the contractor. |
| 4.1.2 | All the shims, gaskets and packing, which go finally as part of plant equipment, shall be supplied by BHEL free of cost.  |
| 4.1.3 | It shall be the responsibility of the contractor to plan the activities and store sufficient quantity of consumables. Non-availability of any consumable materials or equivalent suggested by BHEL cannot be considered as reason for not attaining the required progress or for additional claim.  |
| 4.1.4 | TIG Filler wire for Boiler, Filler wires and Electrodes for P91 / T91 piping:  These shall be supplied by BHEL free of cost as supplied by BHEL Manufacturing Units as part of regular supply. Required quantity as arrived at by calculation / standards will only be supplied. It would be the contractors' responsibility to account for the consumption of these filler wires. Additional consumption beyond standard / calculated quantity will be at cost recovery basis only unless and otherwise accounted for. Surplus quantity of TIG filler wire, if any, shall be properly stored and returned to BHEL stores.  |

| 4.1.5  | It shall be the responsibility of the contractor to obtain prior approval of BHEL, regarding suppliers, type of electrodes etc before procurement of welding electrodes. On receipt of electrodes at site these shall be subjected to inspection and approval by BHEL. The contractor shall inform BHEL details regarding type of electrodes, batch number, date of expiry etc and produce test certificate for each lot / batch with correlation of batch / lot number with respective test certificate. No electrode without a valid test certificate will to be used.                           |
|--------|--|
| 4.1.6  | BHEL reserves the right to reject the use of any consumable including electrodes, gases, lubricants / special consumables if it is not found to be of the required standard / make / purity or when shelf life has expired. Contractor shall ensure display of shelf life on consumable wherever required and records maintained.  |
| 4.1.7  | Storage of all consumables including welding electrodes shall be done as per requirement / instruction of the Engineer by the contractor at his cost.  |
| 4.1.8  | In case of improper arrangement for procurement of any consumable, BHEL reserves the right to procure the same from any source and recover the cost from the Contractor's first subsequent bill at market value plus the departmental charges of BHEL from time to time. Postponement of such recovery is normally not permitted. The decision of Engineer in this regard shall be final and binding on the Contractor.  |
| 4.1.9  | All lubricants and chemicals required for pre-commissioning, commissioning, testing, preservation and lubricants for trial runs of the equipment shall be supplied by BHEL / BHEL's client. All services including labour and T&P will be provided by the contractor for handling, filling, emptying, refilling etc. The consumption of lubricants / chemicals shall be properly accounted for. Surplus material if any shall be properly stacked / tagged and returned to BHEL/ CUSTOMER stores at no extra cost to BHEL. BHEL reserves the right to recover costs for wastage by the contractor. |
| 4.1.10 | Transportation of oil drums, from stores, filling of oil for flushing, first filling, subsequent changeover if any, topping/making up till the unit is fully commissioned and handed over to customer is included in scope of this contract. The contractor shall have to return all the empty drums to BHEL / BHEL's client store at no extra cost. Any loss / damage to above drums shall be to contractor's account.  |

| 4.1.11  | Void.   |
|---------|---|
| 4.2     | TOOLS AND PLANTS / MONITORING AND MEASURING EQUIPMENT (MMEs)  |
| 4.2.1   | T&Ps and MMEs to be provided by Contractor  |
| 4.2.1.1 | All T&Ps and MMEs excepting those specifically indicated in BHEL scope are to be provided by the Contractor. Contractor has to make his own arrangement at his cost for completing the formalities (including arrangement of Road permits, if any) if required with Sales Tax/VAT authorities, for bringing their materials, plants and equipments at site for the execution of work under this contract. |
| 4.2.1.2 | All suitable cranes, lifting and transport equipments for material handling at stores/yard/siding of BHEL/Customer are included in scope. BHEL's cranes will not be available for this purpose unless otherwise specifically permitted as per contract conditions   |
| 4.2.1.3 | All T&Ps to be deployed by the contractor shall have the approval of BHEL Engineer with regard to brand, quality and specification.   |
| 4.2.1.4 | Indicative list of Major T&Ps in the scope of Contractor are given in the Technical Conditions of Contract. Bidders to note that these are only indicative and as such all other T&P necessary for timely and satisfactory completion of work in scope shall be mobilized by Contractor   |
| 4.2.1.5 | Timely deployment of adequate T&Ps is the responsibility of the contractor. The contractor shall be prepared to augment the T&P at short notice to match the planned programme and to achieve the milestones.   |
| 4.2.1.6 | Contractor shall maintain and operate his tools and plants in such a way that major breakdowns are avoided. In the event of major breakdown, contractor shall make alternative arrangements expeditiously so that the progress of work is not hampered.   |
| 4.2.1.7 | In the event of contractor failing to arrange the required tools, plants, machinery, equipment, material or non-availability of the same owing to breakdown, BHEL will make alternative arrangement at the risk and cost of the contractor. Decision of BHEL shall be final and binding on the contractor.  |
|         | It is not obligatory on the part of BHEL to provide any tools and tackles or other materials other than those specifically agreed to do so by BHEL. However, depending upon the availability, BHEL/ BHEL's  |

|          | Customer handling equipment and other plants may be made available to the contractor on payment of hire charges as fixed, subject to the conditions laid down by BHEL/ Customer from time to time. Unless paid in advance, such hire charges, if applicable, shall be recovered from contractor's bill/ security deposit or any other due payment in one instalment.   |
|----------|--|
| 4.2.1.8  | The T&P to be arranged by the contractor shall be in proper working condition and their operation shall not lead to unsafe condition. The movements of cranes, and other equipment should be such that no damage / breakage occurs to foundations, other equipments, material, property and men. All arrangements for the movement of the T&P etc shall be the contractor's responsibility.  |
| 4.2.1.9  | Use of welding generators / rectifiers only shall be permitted for welding. Use of welding transformers will be subject to specific approval of BHEL engineer.   |
| 4.2.1.10 | The contractor at his cost shall carry out periodical testing of his construction equipments. Test certificates shall be furnished to BHEL.  |
| 4.2.1.11 | Contractor shall ensure deployment of serviced and healthy T&Ps including cranes, lifting tackles, wire ropes, manila ropes, winches and slings etc. History card and maintenance records for major T&Ps will be maintained by the contractor and will be made available to BHEL Engineer for inspection as and when required. Fitness certificate / Test Certificates of T&P shall have to be submitted before it is put in use. Identification for such T&Ps will be done as per BHEL Engineer's advice.   |
|          | BHEL reserves the right to permit only new slings up to 20 mm and lifting tackles up to 3 MT capacities.   |
| 4.2.1.12 | Contractor shall ensure deployment of reliable and calibrated MMEs (Inspection measuring and Monitoring equipment). The MMEs shall have test / calibration certificates from authorized / Government approved / accredited agencies traceable to National / International standards. Each MME shall have a label indicating calibration status i.e. date of calibration, calibration agency and due date for calibration. A list of such instruments deployed by contractor at site with its calibration status is to be submitted to BHEL Engineer for control. |
| 4.2.1.13 | Re-testing / re-calibration shall also be arranged at regular intervals during the period of use as advised by BHEL Engineer within the contract price. The contractor will also have alternate arrangements for such MME so that work does not suffer when the particular instrument is sent for calibration. If any MMEs not found fit for use, BHEL shall have the right to stop the use of such item. It will be   |

| 4.2.1.14 | necessary for the contractor to deploy proper item. Any readings taken by the defective instrument will be recalled and repeat the readings taken by that instrument with a proper one. In case he fails to do so, BHEL may deploy MMEs and retake the readings at contractor's cost. BHEL shall have lien on all T&P, MMEs and other equipment of the  |
|----------|---|
|          | contractor brought to the site for the purpose of erection, testing and commissioning. BHEL shall continue to hold the lien on all such items throughout the period of contract / extended period. The contractor and / or his sub-contractors, without the prior written approval of the Engineer, shall remove no material brought to the site.   |
| 4.2.1.15 | The month wise T&P deployment plan to execute the work is to be submitted as per relevant format as per the instruction of BHEL. It shall be the contractor's responsibility to deploy the required T&P, for timely and successful completion of the job, to any extent.  |
| 4.2.2    | Obligations in respect of T&Ps and MMEs provided by BHEL  |
| 4.2.2.1  | T&P / MMEs being provided by BHEL to sub-contractor free of hire charges shall be shared by other subcontractors working for BHEL at site and the allotment done by BHEL Engineer shall be final and binding.   |
| 4.2.2.2  | BHEL T&P will be issued in basic assembled condition. Additional loose components / sub-assemblies / attachments as and when necessary, will be issued by BHEL. Assembly of such additional loose components/sub-assemblies/ attachments is in contractor's scope.  |
| 4.2.2.3  | In case of non-availability of the T&Ps to be provided by BHEL due to breakdown, major overhauls, distribution pattern or any other reason, the contractor shall plan / amend / alter his activities to meet erection / commissioning targets in consultation with BHEL.  |
| 4.2.2.4  | void  |
| 4.2.2.5  | The contractor shall engage trained and experienced operators for the operation of BHEL's T&Ps. Their skill / performance will be checked by BHEL Engineer before they are allowed to operate the same. However checking of skills by BHEL does not absolve the contractor of his responsibilities for proper and safe handling of equipment, consistent good performance of operators and regular performance evaluation of operators. |
| 4.2.2.6  | The day to day operation and maintenance of BHEL's T&Ps (Other than cranes) shall be carried out by contractor as per manufacturer's / BHEL's maintenance schedule at his cost. The contractor shall  |

|          | arrange, at his own cost, trained operators, fuel and other consumables for their operation. BHEL shall arrange all spares needed for upkeep of major T&Ps provided like Huck Bolting Machine*, DG Set, Induction Machine and Hydraulic Test pumps. The contractor has to arrange for fixing of the spares; supervision in specialized cases will be provided by BHEL. For upkeep of all other T&Ps supplied by BHEL, spares shall be arranged by the Contractor. BHEL supplied T&Ps shall be maintained in good working condition during the entire period of use. T&Ps in defective / damaged condition shall be rectified promptly to the full satisfaction of BHEL engineer. Contractor shall maintain records for maintenance of major T&Ps. These shall be made available for Inspection whenever required. In case of any lapses on the part of the contractor, BHEL at its own discretion shall get the servicing / repair of equipment done at the risk and cost of the contractor along with BHEL overheads. Further, if there |
|----------|--|
|          | are breakdowns / damages due to negligence of the contractor, the complete service / repair charges and cost of all the spares damaged with BHEL overheads shall be recovered from contractor's RA bills.  |
|          | *: for operation and maintenance of ESP Huck bolting machine, BHEL shall provide the basic power rig and hose. Balance toolings ie.,Guns, chuck jaws etc are to be arranged by contractor.   |
| 4.2.2.7  | void   |
| 4.2.2.8  | Increasing / shortening of the crane boom to suit work requirements shall have to be arranged by the indenting contractor at his cost including restoration to a state as directed by BHEL. All necessary manpower tools, support, consumables, illumination etc. will have to be arranged by contractor at his cost. If required, contractor has to return the crane with original boom.  |
| 4.2.2.9  | The area and infrastructure development of the area to be carried out by the customer. However in construction projects of this magnitude it is possible that all the areas / approaches may not be ready. In such cases backfilling of approaches where ever necessary, consolidation of ground and arrangement of sleepers / sand bag filling etc for safe operation / movement of equipment including cranes / trailers etc shall be the responsibility of the contractor at his cost. No compensation on this account shall be payable.  |
| 4.2.2.10 | In the event of contractor not using and maintaining BHEL T&Ps according to BHEL's instructions. BHEL will have the right to withdraw such item without any notice and no claim in this regard shall be  |

|          | entertained and contractor shall be responsible for delay in execution on this account.  |
|----------|--|
| 4.2.2.11 | The contractor shall furnish regular utilization report of the BHEL T&Ps, as per requirement of BHEL.  |
| 4.2.2.12 | Any loss / damage to any part of BHEL T&Ps and MMEs shall be to the contractor's account and any expenditure on these accounts by BHEL will be recovered from the contractor's bill in case the contractor fails to make good the loss.  |
| 4.2.2.13 | It shall be responsibility of the contractor to take delivery of T&Ps and MMEs from stores or place of use by other contractor at project site, transport the same to site and return the same to BHEL store / place as intimated by Engineer in project site in good working conditions after use.  |
| 4.2.2.14 | The contractor shall return BHEL T&Ps and MMEs issued to him in good working condition as and when desired by BHEL (on completion or reduction of workload). If contractor delays return of T&P and MME, hire charges as applicable shall be levied by BHEL from time, it was requisitioned till the time of actual return.  |
|          | T&Ps and MMEs returned in damaged / unserviceable condition shall be got repaired by BHEL at its own discretion and entire cost of repair with BHEL overheads shall be recovered from the contractor.  |
| 4.2.2.15 | Replacement cost including BHEL overheads in respect of irreparable / completely damaged / non return of T&Ps and MMEs shall be recovered from the contractor's running / final bills  |
| 4.2.2.16 | Obligations in respect of Cranes provided by BHEL  |
| a)       | BHEL will make available the cranes (as per Technical Conditions of Contract) free of charge to the contractor on sharing basis mainly for the purposes enumerated/ indicated therein. BHEL cranes have to be shared with other agencies / contractors of BHEL. The allocation of cranes shall be the discretion of BHEL engineer, which shall be binding on the contractor. |
| b)       | BHEL Cranes may be initially issued in basic assembled condition. Any alteration/addition like boom reduction / extension, assembly of components/sub-assemblies needed for modulating the capacity/reach/other features of cranes and restoration to the state as directed by BHEL shall be the contractor's responsibility.  |
| c)       | In case the BHEL cranes are not covered under AMC of BHEL, then the day-to-day upkeep and running maintenance like filling / topping up of lubricants, changing filters, etc including repair of self starter and  |

|    | dynamo of these cranes shall be the responsibility of the contractor. If on checking it is found that the same is not followed, BHEL will exercise its right to get the job/works done at the risk and cost of contactor.  |
|----|--|
|    | In case BHEL cranes are covered under AMC awarded by BHEL, then the day-to-day upkeep and running maintenance as described above are excluded from scope. However any additional helpers if any required during Preventive / Breakdown Maintenance, Assembly / disassembly shall be provided by contractor at no extra cost.                                   |
|    | BHEL may also provide cranes through crane hiring agencies in which case the day-to-day upkeep and running maintenance shall be excluded from scope of contractor.   |
| d) | Minor consumables like cotton cloth, cotton waste, etc is to be supplied by Contractor. All spares and lubricants/grease is excluded from scope. Contractor to give the requirements of these items well in advance in case the cranes provided by BHEL are BHEL owned cranes.   |
| e) | Unless otherwise specified, trained operators for BHEL owned cranes shall be provided by the contractor. These operators should possess valid license for heavy vehicle.   |
| f) | BHEL cranes will be withdrawn for regular and capital maintenance as per the respective schedule of maintenance. As far as possible such schedules will be intimated to the contractor in advance and may be adjusted depending on the work requirements at site. However no claim whatsoever will be entertained on account of non-availability of cranes.    |
| g) | Where the services of the cranes provided by BHEL are to be shared by other agencies / contractors of BHEL, the contractor's responsibilities defined above will also be apportioned accordingly to the beneficiary agency. Working arrangements in this regard will be done at site by BHEL engineer and in any case his decision shall be final and binding. |
| h) | Major breakdowns will be attended to by BHEL. However, in case of breakdowns or damages due to negligence of the contractor, the complete service / repair charges including cost of spares shall be to the account of the contractor, along with BHEL overheads.  |

| 4.2.2.17 | Obligations in respect of Construction Lift/Elevators provided by BHEL   |
|----------|--|
| a)       | The total erection including commissioning, maintenance, statutory clearances shall be in included in scope of work. Supervision by the original equipment supplier or their authorized agency shall be arranged for by BHEL, in case found necessary.   |
| b)       | All day to day and routine maintenance and checking is to be carried out by the contractor as per the recommendations of the supplier. He should periodically check the brakes and carry out the all works to ensure the safety of all those using the lift/elevator. BHEL shall arrange spares required for upkeep of Construction lift/elevator  |
| c)       | The construction lift / elevator should never be overloaded as this can lead to serious accidents. Ensuring all safety aspects in operation of the lift shall be the responsibility of the contractor. Erection of all the required number of landing platforms is included in scope. Landing platforms are to be provided with proper barricades and hand railings.   |
| d)       | After completion of contractual scope of work or as per BHEL advice, the temporary elevator / lift shall be dismantled and handed over to BHEL neatly identified/tagged. Temporary structures/platforms etc erected for the elevators/lifts are also to be dismantled and materials to be returned to stores as applicable. The construction and dismantling of the foundations required for the construction/elevator lifts is included in the scope of the contractor. |

### SPECIAL CONDITIONS OF CONTRACT (SCC)

Chapter – V : Responsibilities of Contractor in respect of Labour, Supervisory Staff, etc.

| 5.0 | RESPONSIBILITIES OF CONTRACTOR IN RESPECT OF LABOUR, SUPERVISORY STAFF, ETC.  |
|-----|---|
| 5.1 | Refer relevant clauses of General Conditions of Contract (GCC) also in this regard  |
| 5.2 | The contractor shall deploy all the necessary skilled/semiskilled/ unskilled labour including highly skilled workmen etc. These workmen should have previous experience on similar job. They shall hold valid certificates wherever necessary. BHEL reserves the right to insist on removal of any employee of the contractor at any time if he is found to be unsuitable and the contractor shall forthwith remove him.                    |
| 5.3 | Contractor shall also comply with the requirements of local authorities/<br>project authorities calling for police verification of antecedents of the<br>workmen, staff etc.  |
| 5.4 | It is the responsibility of the contractor to engage his workmen in shifts and or on overtime basis for achieving the targets set by BHEL. This target may be set to suit BHEL's commitments to its customer or to advance date of completion of events or due to other reasons. The decision of BHEL in regard to setting the erection and commissioning targets will be final and binding on the contractor.                              |
| 5.5 | Contractor shall provide at different elevation suitable arrangement for urinal and drinking water facility with necessary plumbing & disposal arrangement including construction of septic tank. These installations shall be maintained in hygienic condition at all times.   |
| 5.6 | The Contractor in the event of engaging 20 or more workmen, shall obtain Independent license under the Contract labour (Regulation and Abolition) Act 1970 from the concerned authorities based on Form-V issued by the Principal Employer/Customer. In order to issue Form-V by Customer, Contractor shall fulfill all Statutory requirements like Insurance Policy, PF Code/PF Account number etc as per the requirement of BHEL/Customer |
| 5.7 | Contractor shall deduct the necessary amount towards Provident Fund and contribute equal amount as per Government of India laws. This amount will be deposited regularly to the provident Fund Commissioner. BHEL/Customer may insist for submission of the account code duly certified by PF Commissioner  |
| 5.8 | Contractor may also be required to comply with provisions of ESI Act in vogue if applicable and submit evidence to BHEL.  |
| 5.9 | BHEL / customer may insist for witnessing the regular payment to the labour. They may also like to verify the relevant records for compliance with statutory requirements. Contractor shall enable such facilities to BHEL / Customer.  |

### SPECIAL CONDITIONS OF CONTRACT (SCC)

Chapter – V : Responsibilities of Contractor in respect of Labour, Supervisory Staff, etc.

|      | Contractor shall deploy only qualified and experienced engineers/   |
|------|---|
|      | supervisors. They shall have professional approach in executing the work.   |
| 1    | The contractor's supervisory staff shall execute the work in the most professional manner in the stipulated time. Accuracy of work and aesthetic finish are essential part of this contract. They shall be responsible to ensure that the assembly and workmanship conform to dimensions and tolerances given in the drawings/instructions given by BHEL engineer from time to time.  |
|      | The supervisory staff employed by the contractor shall ensure proper outturn of work and discipline on the part of the labour put on the job by the contractor. Also in general they should see that the works are carried out in a safe and proper manner and in coordination with other labour and staff employed directly by BHEL or other contractors of BHEL or BHEL's client.   |
|      | It is the responsibility of the contractor to arrange gate pass for all his employees, T&P etc for entering the project premises. Necessary coordination with customer officials is the responsibility of the contractor. Contractor to follow all the procedures laid down by the customer for making gate passes. Where permitted, by customer / BHEL, to work beyond normal working hours, the contractor shall arrange necessary work permits for working beyond normal working hours.          |
| 1    | The actual deployment will of Labour and Engineer / supervision staff shall be so as to satisfy the erection and commissioning targets set by BHEL. If at any time, it is found that the contractor is not in a position to deploy the required engineers / supervisors / workmen due to any reason, BHEL shall have the option to make alternate arrangements at the contractor's risk and cost. The expenditure incurred along with BHEL overheads thereon shall be recovered from the contractor |
| 5.15 | Contractor shall not deploy women labour at night.  |

# SPECIAL CONDITIONS OF CONTRACT (SCC) Chapter – VI: Material Handling, Storage & preservation

| 6.0   | MATERIAL HANDLING, STORAGE AND PRESERVATION ETC  |
|-------|--|
| 6.1   | MATERIAL HANDLING AND STORAGE  |
| 6.1.1 | All the equipments/materials furnished under this contract shall be received from the project stores, sheds / storage yards and transported to pre assembly area / erection site and stored in the storage spaces in a manner so that they are easily retrievable till the contractor erects them. While drawing/lifting material from BHEL / customer stores, the contractor shall ensure that the balance / other materials are stacked back immediately. No claim is admissible on this account |
| 6.1.2 | While BHEL will endeavor to store / stack / identify materials properly in their open / close / semi closed / tarpaulins covered storage yard / shed, it shall be contractor's responsibility to assist BHEL in identifying materials well in time for erection. They should take the delivery of the same, following the procedure indicated by BHEL, and transport the material safely to preassembly yard / erection site in time, according to program.  |
| 6.1.3 | The contractor shall take delivery of components, equipment / consumables from storage area after getting the approval of BHEL Engineer on standard indent forms.  |
| 6.1.4 | The contractor shall identify and deploy necessary Engineers / supervisors / workmen for the above work in sufficient number as may be needed by BHEL, for areas covering their scope.   |
| 6.1.5 | All the equipment shall be handled very carefully to prevent any damage or loss. No untested wire ropes / slings etc. shall be used for unloading / handling. The equipment shall be properly protected to prevent damage either to the equipment or to the floor where they are stored. The equipment from the stores shall be moved to the actual location at the appropriate time so as to avoid damage of such equipment at site.  |
| 6.1.6 | Contractor shall ensure that while lifting slings shall be put over the points indicated on the equipment or as indicated in the manufacturer's drawings. Slings / shackles of proper size shall be used for all lifting and rigging purposes. All care shall be taken to safe guard the equipment against any damage. Dragging of piping / valves should be avoided. In case of any damage the cost shall be covered from the contractor.   |
| 6.1.7 | Approach road conditions from the stores / yards to the erection site may not be equipped and ideal for smooth transportation of the equipment. Contractor may have to be adequately prepared to transport the materials under the above circumstances without any extra cost. The contractor may familiar himself with soil conditions at site.   |

# SPECIAL CONDITIONS OF CONTRACT (SCC) Chapter – VI: Material Handling, Storage & preservation

| 6.1.8  | Contractor shall be responsible for examining all the plant and materials issued to him and notify the Engineer immediately of any damage, shortage, discrepancy etc before they are moved out of the stores / storage area. The contractor shall be solely responsible for any shortages or damages in transit, handling, storage and erection of the equipment once received by him. As the erection work will be spread in different areas / locations of the project, contractor has to arrange sufficient number of watch / ward personal to avoid any pilferage of material |
|--------|---|
| 6.1.9  | The contractor shall maintain an accurate and exhaustive record-detailing out the list of all equipment received by him for the purpose of erection and keep such record open for the inspection of the engineer at any time.   |
| 6.1.10 | All the material in the custody of contractor and stored in the open or dusty locations must be covered with suitable weather proof / fire retardant covering material wherever applicable and shall be blocked up on raised level above ground. All covering materials including blocks and sleeper shall be arranged by the contractor at his cost.   |
| 6.1.11 | If the material belonging to the contractor are stored in area other than those earmarked for his operation the engineer will have the right to get it moved to the area earmarked for the contractor at the contractors risk and cost.   |
| 6.1.12 | The contractor shall be responsible for making suitable indoor storage facilities to store all equipment (drawn by the contractor from BHEL / customer stores), which require indoor storage till the time of their installation. The Engineer will direct the contractor in this regard, which item in his opinion will require indoor storage, and the contractor shall comply with Engineer's decision.  |
| 6.1.13 | The contractor shall ensure that all surplus / damaged / scrap / unused material, packing wood / containers/ special transporting frames etc are returned to BHEL at a place in project area identified by the Engineer. The contractor will maintain an account for all items received and returned to BHEL. Any shortage in returning such items shall be chargeable to the contractor except allowable wastage for packing wood only.  |
| 6.1.14 | The contractor shall hand over all parts / materials remaining extra over the normal requirement with proper identification tags to the stores as directed by the concerned BHEL engineer.  |
| 6.1.15 | The contractor shall ensure that all the packing materials and protective devices installed on equipment during transit and storage are removed before installation.  |

# SPECIAL CONDITIONS OF CONTRACT (SCC) Chapter – VI: Material Handling, Storage & preservation

| 6.1.16  | It shall be the responsibility of the contractor to keep the work / storage areas in neat, tidy and working conditions. All surplus/unusable packing and other materials shall be removed and deposited at location(s) specified by BHEL within the project premises. If required weighing of the same within the project premises will have to be carried out.  |
|---------|--|
| 6.2     | PRESERVATION OF COMPONENTS   |
| 6.2.1   | After taking delivery from BHEL / customer's stores, plant materials storage shall be subjected to the following protection besides other provisions indicated in these specifications elsewhere.  |
| 6.2.1.1 | Items stored outdoors shall be stacked up at least six inches (6") off the ground. Items should not be stored in a low lying area where water logging is a possibility. Contractor should have sufficient numbers of wooden / concrete / steel sleepers for the job.   |
| 6.2.1.2 | Motors, valves, electrical equipment, control equipment and instruments, and special or precision items requiring special care, etc shall be stored indoors. Motor windings shall be kept dry by use of external heat or space heaters.  |
| 6.2.1.3 | Bearings and other wearing surfaces of plant materials shall be protected against corrosion and kept clean and should be regularly monitored.  |
| 6.2.1.4 | Insulation materials shall be stored indoors or otherwise protected against getting wet/ damaged, using suitable measures and should be protected from direct rain.  |
| 6.2.2   | It shall be the responsibility of the contractor to apply preservatives / touch up paints (primer) on equipment handled and erected by him till such time of final painting. It shall be contractor's responsibility to arrange for required paints (primer), thinners, labour, scaffolding materials, cleaning materials like wire brush, emery sheets, etc, cleaning of surface and provide one coat of preservatives / paints (primer) from time to time as decided by BHEL engineer. The accepted rate shall include this work also. It is to be noted that such painting may have to be done as and when required till such time the final painting is carried out. |
| 6.2.3   | The contractor shall effectively protect the finished work from action of weather and from damage or defacement and shall cover the finished parts then and there for their protection.  |
| 6.2.4   | Any failure on the part of contractor to carry out works according to above clauses will entail BHEL to carry out the job from any other party and recover the cost from contractor.   |

# SPECIAL CONDITIONS OF CONTRACT (SCC) Chapter – VII: Drawings and documents

| 7.0 | DRAWINGS AND DOCUMENTS   |
|-----|--|
| 7.1 | The detailed drawings, specifications available with BHEL engineers will be made available to the contractor during execution of work at site. The contractor will also ensure availability of all drawings / documents at work place.   |
| 7.2 | Necessary drawings to carry out the erection work will be furnished to the contractor by BHEL on loan, which shall be returned to BHEL Engineer at site after completion of work. Contractor shall ensure safe storage and quick retrieval of these documents.   |
| 7.3 | The contractor shall maintain a record of all drawings and documents available with him in a register as per format given by BHEL Engineer. Contractor shall ensure use of pertinent drawings / data / documents and removal of obsolete ones from work place and returning to BHEL.                   |
| 7.4 | The data furnished in various annexure enclosed with this tender specification are only approximate and for guidance. However, the change in the design and in the quantity may occur as is usual in any such large scale of work. The contractors quoted rates shall be inclusive of the above factor |
| 7.5 | Should any error or ambiguity be discovered in the specification or information the contractor shall forthwith bring the same to the notice of BHEL before commencement of work. BHEL's interpretation in such cases shall be final and binding on the contractor.                                     |
| 7.6 | Deviation from design dimensions should not exceed permissible limit. The contractor shall not correct or alter any dimension / details, without specific approval of BHEL.  |

| 8.0   | INSPECTION AND QUALITY   |
|-------|--|
| 8.1   | Inspection, Quality Assurance, Quality Control   |
| 8.1.1 | Preparation of quality assurance log sheets and protocols with customer / consultants / statutory authority, welding logs, NDE records, testing & calibration records and other quality control and quality assurance documentation as per BHEL engineer's instructions, is within the scope of work / specification. These records shall be submitted to BHEL / customer for approval from time to time.  |
| 8.1.2 | The protocols between contractor and customer / BHEL shall be made prior to installation for correctness of foundations, materials, procedures, at each stage of installation, generally as per the requirement of customer / BHEL. This is necessary to ensure elimination of errors or keeping them within tolerable limits and to avoid accumulation and multiplication of errors.  |
| 8.1.3 | A daily log book should be maintained by every supervisor / engineer of contractor on the job in duplicate (one for BHEL and one for contractor) for detailing and incorporating alignment/clearance / centering / leveling readings and inspection details of various equipments etc.   |
|       | High pressure welding details like serial number of weld joints, welders name, date of welding, details of repair, heat treatment etc. will be documented in welding log as per BHEL Engineer's instructions.  |
|       | Record of radiography containing details like serial number of weld joints, date of radiography, repairs, if any, re-shots etc shall also be maintained as per BHEL Engineer's instructions.   |
|       | Record of heat treatments performed shall be maintained as prescribed by BHEL  |
| 8.1.4 | The performance of welders will be reviewed from time to time as per the BHEL standards. Welders' performance record shall be furnished periodically furnished for scrutiny of BHEL's Engineer. Corrective action as informed by BHEL shall be taken in respect of those welders not conforming to these standards. This may include removal/discontinuance of concerned welder(s). Contractor shall arrange for the alternate welders immediately |
| 8.1.5 | All the welders shall carry identity cards as per the proforma prescribed by BHEL / Customer / Consultant. Only welders duly authorized by BHEL / customer / consultant shall be engaged on the work.  |

| 8.1.6  | Contractor shall provide all the Measuring Monitoring Equipments (MMEs) required for completion of the work satisfactorily. These MMEs shall be of brand, quality and accuracy specified by BHEL Engineer and should have necessary calibration and other certificates as per the requirement of BHEL Engineer. Decision of BHEL Engineer regarding acceptance or otherwise of the measuring instruments / gauges / tools for the work under this specification, is final and binding on the contractor. BHEL may give an indicative list of MMEs required for this work and to be made available by the contractor. The list will be reviewed by BHEL and the contractor shall meet any augmentation needed wherever required.   |
|--------|---|
| 8.1.7  | It is the responsibility of the contractor to prove the accuracy of the testing / measuring / calibrating equipments brought by him based on the periodicity of calibration as called for in the BHEL's quality assurance standards/BHEL Engineer's instructions.   |
| 8.1.8  | Any re-laying or re-termination of cables / re-erection of instruments / recalibration of instruments etc. required due to contractor's mistake or design requirement and found at any stage inspection, shall be carried out by the contractor at no extra cost.   |
| 8.1.9  | BHEL, Power Sector Regions (PSNR / PSER / PSWR / PSSR) have already been accredited with ISO 9001 certification and as such this work is subject to various audits to meet ISO 9001 requirements. One particular aspect which needs special mention is about arrangement of calibration of instruments by the contractor. Contractor shall ensure deployment of reliable and calibrated MMEs (Measuring and Monitoring Equipments). The MMEs shall have test / calibration certificates from authorised / Government approved / Accredited agencies traceable to National / International Standards. Re-testing / re-calibration shall also be arranged at regular intervals during the period of use as advised by BHEL Engineer within the contract price. The contractor will also have alternate arrangements for such MMEs so that work does not suffer when the particular equipment / instrument is sent for calibration. Also if any MMEs not found fit for use, BHEL shall have the right to stop the use of such item and instruct the contractor to deploy proper item and recall ie repeat the readings taken by that instrument, failing which BHEL may deploy MME and retake the readings at Contractor's cost. |
| 8.1.10 | Re-work necessitated on account of use of invalid MMEs shall be entirely to the contractor's account. He shall be responsible to take all corrective actions, including resource augmentation if any, as specified by BHEL to make-up for the loss of time.   |

| 8.1.11 | In the courses of erection, it may become necessary to carry repeated checks of the work with instruments recently calibrated, re-calibrated. BHEL may counter / finally check the measurements with their own MMEs. Contractor shall render all assistance in conduct of such counter / final measurements.   |
|--------|--|
| 8.1.12 | Total Quality is the watchword of the work and Contractor shall strive to achieve the Quality Standards, procedures laid down by BHEL. He shall follow all the instructions as per BHEL drawings and Quality Standards.  |
| 8.2    | Stage Inspection By FES / QA Engineers   |
| 8.2.1  | Apart from day-to-day inspection by BHEL Engineers stationed at Site and Customer's Engineers, stage inspection of equipments under erection and commissioning at various stages shall also be conducted by teams of Engineers from Field Engineering Services of BHEL's Manufacturing Units, Quality Assurance teams from Field Quality Assurance, Unit/Factory Quality Assurance and Commissioning Engineers from Technical Services etc. Contractor shall arrange all labour, tools and tackles etc along with proper access for such stage inspections free of cost. |
| 8.2.2  | Any modifications suggested by BHEL FES and QA Engineers' team shall be carried out. Claims of contractor, if any, shall be dealt as per Section 13, and provided such modifications have not arisen for reasons attributable to the contractor.   |
| 8.3    | Statutory Inspection of Work   |
| 8.3.1  | The work to be executed under these specifications has to be offered for inspection, at appropriate stages of work completion, to various statutory authorities for compliance with applicable regulations.  The work related statutory inspections, though not limited to, are as under:  |
|        | Inspectorate of Steam Boilers and Smoke Nuisance     Electrical Inspector     Factory Inspector, Labour Commissioner, PF Commissioner and other authoritiy connected to this project work  The scope includes getting the approvals from the statutory authorities, which includes arranging for inspection visits of statutory authority periodically as per BHEL Engineer's instructions, arranging materials for  |

|       | radiographs etc and following up the matter with them. Contractor shall also make all arrangements for offering the Products / Systems for inspection at location, as applicable, to the concerned authority.  |
|-------|--|
| 8.3.2 | Contractor should be qualified to execute pressure parts & piping work coming under the purview of IBR, for which he should register himself with CIB of state concerned. Contractor also should be aware of the latest IBR regulations and Electricity Act, including the amendments thereof.   |
| 8.3.3 | Contractor shall comply with 'Qualification Tests for welders engaged in welding of Boilers and Steam Pipes under Construction, Erection and Fabrication at Site in India and in repairing Boilers and steam pipes by welding' in line with Chapter XIII of Indian Boiler Regulations-1950, for testing his welders / men / workers, including all associated fees, procedures, required instruments and equipments and their calibration there of. It shall be contractor's responsibility to obtain approval of Statutory Authorities, wherever applicable, for the conducting of any work which comes under the purview of these authorities, at his cost.  |
| 8.3.4 | The following fees shall be excluded from scope of Contractor:  1. Registration Fee as per Regulation 385 of Chapter IX of Indian Boiler Regulations-1950  |
|       | 2. Fees for inspection of Boiler at the site of Construction as per Regulation 395 A, sl no 4 of Chapter IX of Indian Boiler Regulations-1950  |
|       | However all other fees like visit fees charged by the Boiler Inspector and other arrangements for his visit or visits till satisfactory completion of work, shall be included in scope of Contractor   |
| 8.4   | The Quality Management System of BHEL, Power Sector Regions (PSNR / PSER / PSWR / PSSR) have already been certified and accredited under ISO 9002 standards in this regard. The basic philosophy of the Quality Management System is to define the organizational responsibility, work as per documented procedures, verify the output with respect to acceptance norms, identify the non-conforming product / procedure and take corrective action for removal of non-conformance specifying the steps for avoiding recurrence of such non-conformities, & maintain the relevant quality records. The non-conformities are to be identified through the conduct of periodical audit of implementation of quality systems at various locations/stages of work. Suppliers / vendors of various products / services contributing in the work are also considered as part of the quality management systemas such the contractor is |

|       | expected not only to conform to the quality management system of BHI but also it is desirable that they themselves are accredited under a quality management system standard.  |  |  |  |
|-------|--|--|--|--|
| 8.5   | Field Quality Assurance  |  |  |  |
| 8.5.1 | Contractor shall carry out all activities conforming to the approved Field Quality Plan (FQP) as revised from time to time. Total quality shall be the watchword of the work and contractor shall strive to achieve the quality standards, procedures laid down by BHEL. He shall follow all the instructions as per BHEL drawings and quality standards. Contractor shall provide the services of quality assurance engineer as per the relevant clauses. |  |  |  |

## SPECIAL CONDITIONS OF CONTRACT (SCC): Chapter-IX: Occupational Health, Safety & Environment Management / Quality Assurance Programme

| 9.0 | OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT MANAGEMENT/ QUALITY ASSURANCE PROGRAMME: BHEL, PSSR is certified for ISO 9001. Quality of work to custon satisfaction and fulfillment of system requirements are the essent ISO 9001 certification. BHEL, PSSR has HSE certification (ISO 14 & OHSAS 18001) and therefore Contractor also shall organize / perform all their activities to meet with the applicable requirement hese standards. |  |  |  |
|-----|---|--|--|--|
| 9.1 | Health, Safety & Environment (HSE): Contractor shall comply with all the HSE requirements as specified in documents "HSE Plan for Site Operations by Subcontractor" (Document No. HSEP: 14 Rev 01) of BHEL and "Guideline for Safety Requirement in Construction Works" of Customer given in this Tender.   |  |  |  |

# SPECIAL CONDITIONS OF CONTRACT (SCC): Chapter-X: RA Bill Payments

| 10.0 | RA Bill Payments   |  |  |  |
|------|--|--|--|--|
| 10.1 | The contractor shall submit his monthly RA bills with all the details required by BHEL on specified date every month covering progress of work in all respects and areas for the previous calendar month.  |  |  |  |
| 10.2 | Mode of payment and measurement of work completed shall be as per relevant clauses of General Conditions of Contract   |  |  |  |
| 10.3 | Release of payment in each running bill including PVC Bills where ever applicable will be restricted to 95% of the value of work admitted as per stages of progressive pro rata payments.  |  |  |  |
| 10.4 | The 5% thus remaining shall be treated as 'Retention Amount' and shall be released as per terms specified in the General Conditions of Contract.   |  |  |  |
| 10.5 | The payment for running bills will normally be released within 30 days of submission of running bill complete in all respects with all documents. It is the responsibility of the contractor to make his own arrangements for making timely payments towards labour wages, statutory payments, outstanding dues etc and other dues in the meanwhile. |  |  |  |
| 10.6 | BHEL shall release payment through Electronic Fund Transfer (EFT)/RTGS. In order to implement this system, Contractor to furnish details pertaining to his Bank Accounts where proceeds will be transferred through BHEL's banker, as per prescribed formats:  |  |  |  |
|      | Note: BHEL may also choose to release payment by other alternative modes as applicable   |  |  |  |
| 10.7 | Paying Authority shall be the Construction Manager of the Site. Any change in the paying Authority shall be intimated to the Contactor accordingly.  |  |  |  |

# SPECIAL CONDITIONS OF CONTRACT (SCC) Chapter-XI : Performance Monitoring

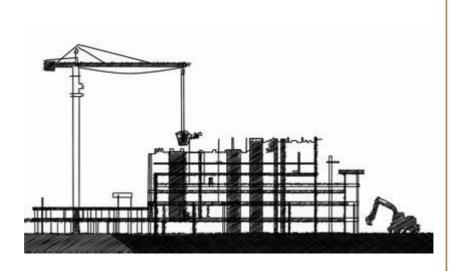
| 11.0 | Performance Monitoring   |  |  |  |
|------|--|--|--|--|
| 11.1 | Performance of the contractor is monitored through various reports/reviews and shall be jointly evaluated every month for unit wise identified packages as per prescribed formats. Based on the net weighted scores obtained, Contractors shall be rated 'Good' or 'Satisfactory' or 'Unsatisfactory'          |  |  |  |
| 11.2 | In case of any dispute on performance rating and the contractor refuses to sign on the performance rating given by BHEL package Incharge, the same shall be reviewed by BHEL site Incharge/Construction Manager and his decision shall be final.   |  |  |  |
| 11.3 | Release of RA Bills will be contingent upon joint evaluation of performance  |  |  |  |
| 11.4 | Performance of the contractor will be taken into consideration for assessing the capacity of the bidder to execute future jobs under tender, as detailed in the Notice Inviting Tender. Risk of non evaluation or non availability of the Monthly performance evaluation reports is to be borne by the Bidder. |  |  |  |
| 11.5 | In case of 'Unsatisfactory performance' for a continuous period of three or more months for a package or packages, BHEL has the right to get the balance works executed at the risk and cost of the contractor.  |  |  |  |
| 11.6 | In case of 'Unsatisfactory performance' in a financial year, BHEL reserves the right to put on hold such Contractors for a period of six months for similar package or similar packages  |  |  |  |

# SPECIAL CONDITIONS OF CONTRACT (SCC) Chapter-XII: Suspension of Business Dealings

| 12.0 | Suspension of Business dealings   |
|------|---|
| 12.1 | BHEL reserves the right to take action against contractors who fail to perform or indulge in malpractices, by suspending business dealings with them. The abridged version of extant 'Guidelines for suspension of business dealings with suppliers/ contractors' is available on www.bhel.com on "supplier registration page". |







HEALTH,
SAFETY and
ENVIRONMENT
PLAN

for

SITE OPERATIONS

by

SUB-CONTRACTORS

#### HSE PLAN FOR SITE OPRATIONS BY BHEL'S SUBCONTRACTORS

#### **AT A GLANCE**

# **BEFORE START**

#### SIGNING OF MOU

Agree to comply to HSE requirement- Statutory and BHEL's

#### **HSE ORGANISATION**

#### Manpower

- 1 (one) safety officer for every 500 workers or part thereof
- 1(one) safety-steward/ supervisor for every 100 workers

#### Qualification

As per Cl. 7.1

#### **HSE Roles and** responsibilities

- Site In-charge- As per clause 7.2.1
- Safety officer- As per clause 7.2.2

#### **HSE Planning**

for Man, Machinery/Equipment/Tools & Tackles

#### **HSE INFRASTUCTURE**

- **PPEs**
- **Drinking Water**
- **Washing Facilities**
- **Latrines and Urinals**
- Provision of shelter for rest
- Medical facilities

- Canteen facilities
- **Labour Colony**
- **Emergency Vehicle**
- Pest Control
- Scrapyard
- Illumination

#### **HSE TRAINING, AWARENESS & PROMOTION**

#### **Training**

- Induction training
- Height work and other critical areas
- Tool Box talk & Pep Talk

#### **Awareness & Promotion**

- Signage
- Poster
- Banner
- Competition
- Awards

#### **Incident Reporting**

- Accident- Fatal & Major
- Property damage
- **Near Miss**

#### **HSE COMMUNICATION Event Reporting**

- Celebrations
- **Training**
- Medical camp

# EXECUTE SAFELY

# CHECKS

#### OPERATIONAL CONTROL PROCEDURES

#### **PERMIT TO WORK**

Height work (above 2 metres), Hot Work, Heavy Lifting, Confined Space, Radiography, excavation (More than 4 metres)

#### SAFETY DURING WORK EXECUTION

- Welding
- Rigging
- Cylinder- storage & Movement
- Demolition work
- T&Ps
- Chemical Handling
- Electrical works

- Fire
- Scaffolding
- Height work
- Working Platform
- Excavation
- Ladder
- Lifting
- Hoisting appliance

#### **HOUSE KEEPING**

#### **WASTE MANGEMENT**

#### TRAFFIC MANAGEMENT

#### **ENVIRONMENTAL CONTROL**

#### **EMERGENCY PREPAREDNESS AND RESPONSE PLAN**

#### **HSE AUDITS & INSPECTION**

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

#### **HSE PERFORMANCE EVALUATION PARAMETERS**

# PENALTY for NON CONFORMANCE Refer Clause 16 Incremental penalty

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

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



# HEALTH, SAFETY AND ENVIRONMENT PLAN FOR SITE OPERATION by SUBCONTRACTORS

Doc no.: HSEP: 14

REV: 01

Date: 20.01.2020

POWER SECTOR

#### **REVISION HISTORY SHEET**

| Date       | Revision No. | Details of Changes   | Reason  | Prepared                                     | Reviewed                           | Approved                                 |
|------------|--------------|--|---|--|------------------------------------|--|
| 12.08.2014 | 00           | First Issue  | First Issue                                     | S. B. Jayant,<br>Dy Manager-<br>FQA & Safety | A. K. Sinha,<br>GM-FQA &<br>Safety | Anuj<br>Bhatnagar,<br>ED-FQA &<br>Safety |
| 20.01.2020 | 01           | Formats added:  HSEP:14-F30 – Monthly HSE Planning & Review (Page 11, Clause 8.0 - updated)  HSEP:14-F13E-Excavation Inspection Format (part of F30))  HSEP:14-F32B – Job Safety Analysis Format (part of F30)  HSEP:14-F31A – Daily HSE Reporting (Page 18, Clause 10.3 – added)  HSEP:14-F33 – HSE Performance Evaluation (Page 31, Clause 13 – revised) | IOM No.  PSHQHSE/M ONREP/02  Dated 08-Jan- 2020 | Rohit Kumar                                  |                                    | sh Nair,<br>X & HSE)                     |



# HEALTH, SAFETY AND ENVIRONMENT PLAN FOR SITE OPERATION by SUBCONTRACTORS

REV: 01

Date: 20.01.2020

Doc no.: HSEP: 14

Page: 1 of 43

#### POWER SECTOR

| Sr. No. | Description                               | Page No. |
|---------|---|----------|
| 1.0     | PURPOSE                                   | 4        |
| 2.0     | SCOPE                                     | 4        |
| 3.0     | OBJECTIVES AND TARGETS                    | 4        |
| 4.0     | HEALTH, SAFETY & ENVIRONMENT POLICY       | 5        |
| 5.0     | MEMORANDUM OF UNDERSTANDING               | 6        |
| 6.0     | TERMS & DEFINITIONS                       | 7        |
| 7.0     | HSE ORGANIZATION                          | 8        |
| 7.1     | QUALIFICATION FOR HSE PERSONNEL           | 8        |
| 7.2     | RESPONSIBILITIES                          | 9        |
| 8.0     | PLANNING BY SUBCONTRACTOR                 | 11       |
| 8.1     | MOBILISATION OF MACHINERY/EQUIPMENT/TOOLS | 11       |
| 8.2     | MOBILISATION OF MANPOWER BY SUBCONTRACTOR | 11       |
| 8.3     | PROVISION OF PPEs                         | 12       |
| 8.4     | ARRANGEMENT OF INFRASTRUCTURE             | 13       |
| 9.0     | HSE TRAINING & AWARENESS                  | 16       |
| 9.1     | HSE INDUCTION TRAINING                    | 16       |
| 9.2     | HSE TOOLBOX TALK                          | 17       |
| 9.3     | TRAINING ON HEIGHT WORK                   | 17       |
| 9.4     | HSE TRAINING DURING PROJECT EXECUTION     | 17       |



REV: 01

Date: 20.01.2020

Doc no.: HSEP: 14

Page: 2 of 43

# POWER SECTOR

| 9.5  | HSE PROMOTION-SIGNAGE, POSTERS, COMPETITION, AWARDS ETC | 18 |
|------|---|----|
| 10.0 | HSE COMMUNICATION                                       | 18 |
| 10.1 | INCIDENT REPORTING                                      | 18 |
| 10.2 | HSE EVENT REPORTING                                     | 18 |
| 11.0 | OPERATIONAL CONTROL                                     | 19 |
| 11.1 | HSE ACTIVITIES  | 19 |
| 11.2 | WORK PERMIT SYSTEM                                      | 20 |
| 11.3 | SAFETY DURING WORK EXECUTION                            | 20 |
| 11.4 | ENVIRONMENTAL CONTROL                                   | 24 |
| 11.5 | HOUSEKEEPING  | 24 |
| 11.6 | WASTE MANAGEMENT  | 25 |
| 11.7 | TRAFFIC MANAGEMENT SYSTEM                               | 26 |
| 11.8 | EMERGENCY PREPAREDNESS AND RESPONSE                     | 28 |
| 12.0 | HSE INSPECTION  | 29 |
| 12.1 | DAILY HSE CHECKS  | 29 |
| 12.2 | INSPECTION OF PPE                                       | 29 |
| 12.3 | INSPECTION OF T&Ps                                      | 30 |
| 12.4 | INSPECTION OF CRANES AND WINCHES                        | 30 |
| 12.5 | INSPECTION ON HEIGHT WORKING                            | 30 |
| 12.6 | INSPECTION ON WELDING AND GAS CUTTING OPERATION         | 30 |



REV:

POWER SECTOR

Doc no.: HSEP: 14

01

20.01.2020 Date:

Page: 3 of 43

| 12.7 | INSPECTION ON ELECTRICAL INSTALLATION / APPLIANCES | 31 |
|------|--|----|
| 12.8 | INSPECTION OF ELEVATOR                             | 31 |
| 12.9 | INSPECTION OF EXCAVATION ACTIVITIES                | 31 |
| 13.0 | HSE PERFORMANCE                                    | 31 |
| 14.0 | HSE PENALTIES                                      | 32 |
| 15.0 | OTHER REQUIREMENTS                                 | 32 |
| 16.0 | NON COMPLIANCE                                     | 33 |
| 17.0 | HSE AUDIT/INSPECTION                               | 34 |
| 18.0 | MONTHLY HSE REVIEW MEETING                         | 34 |
| 19.0 | FORMATS USED                                       | 34 |
| 20.0 | Annexures  | 36 |



REV: 01

Date: 2

20.01.2020

Page: 4 of 43

Doc no.: HSEP: 14

### **POWER SECTOR**

### 1.0 PURPOSE

- 1.1 The purpose of this HSE Plan is to provide for the systematic identification, evaluation, prevention and control of general workplace hazards, specific job hazards, potential hazards and environmental impacts that may arise from foreseeable conditions during installation and servicing of industrial projects and power plants.
- 1.2 This document shall be followed by BHEL's subcontractors at all installation and servicing sites. In case customer specific documents are to be implemented, this document will be followed in conjunction with customer specific documents.
- **1.3** Although every effort has been made to make the procedures and guidelines in line with statutory requirements, in case of any discrepancy relevant statutory guidelines must be followed.
- **1.4** In case the customer has any specific requirement, the same is to be fulfilled.

### 2.0 SCOPE

The document is applicable for BHEL's Subcontractors at all installation / servicing activities of BHEL Power Sector as per the relevant contractual obligations.

### 3.0 OBJECTIVES AND TARGETS

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

- Ensure the Health and Safety of all persons at work site is not adversely affected by the work.
- Ensure protection of environment of the work site.
- Comply at all times with the relevant statutory and contractual HSE requirements.
- Provide trained, experienced and competent personnel. Ensure medically fit personnel only are engaged at work.
- Provide and maintain plant, places and systems of work that are safe and without risk to health and the
  environment.
- Provide all personnel with adequate information, instruction, training and supervision on the safety aspect of their work
- Effectively control, co-ordinate and monitor the activities of all personnel on the Project sites including subcontractors in respects of HSE.
- Establish effective communication on HSE matters with all relevant parties involved in the Project works.
- Ensure that all work planning takes into account all persons that may be affected by the work.
- Ensure fitness testing of all T&Ps/Lifting appliances like cranes, chain pulley blocks etc. are to be certified by competent person.
- Ensure timely provision of resources to facilitate effective implementation of HSE requirements.
- Ensure continual improvements in HSE performance
- Ensure conservation of resources and reduction of wastage.
- Capture the data of all incidents including near misses, process deviation etc. Investigate and analyze the same
  to find out the root cause.
- Ensure timely implementation of correction, corrective action and preventive action.



Doc no.: HSEP: 14

REV: 01

Date: 20.01.2020

Page: **5** of **43** 

POWER SECTOR

**HSE TARGETS** 

EXPLOSION ZERO
FATALITY ZERO
LOST TIME INJURY ZERO
FIRE ZERO
VEHICLE INCIDENTS ZERO
ENVIRONMENTAL INCIDENTS ZERO

### 4.0 BHEL POWER SECTOR HEALTH, SAFETY & ENVIRONMENT POLICY

# Health, Safety & Environment Policy of BHEL

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

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

sd/-

CMD, BHEL



REV: 01

REV. UI

Date: 20.01.2020

Doc no.: HSEP: 14

Page: 6 of 43

POWER SECTOR

## 5.0 MEMORANDUM OF UNDERSTANDING:

After award of work, subcontractors are required to enter into a memorandum of understanding as given below:

| Altor award or work, subbornia delor required to office line a monoraridam or anadistanding do given below. |  |  |  |
|---|--|--|--|
|   | Memorandum of Understanding  |  |  |
|   | ctorRegion is committed to Health, Safety and Environment Policy (HSE Policy)do hereby also commit to comply with the same HSE Policy w hile |  |  |
| executing the Contract Numbe  |  |  |  |
| M/s   | shall ensure that safe work practices as per the HSE plan. Spirit and  |  |  |
| content therein shall be reach  | ed to all workers and supervisors for compliance.  |  |  |
| In addition to this, M/S  | shall comply to all applicable statutory and regulatory requirements   |  |  |
| which are in force in the place   | ce of project and any special requirement specified in the contract document of the  |  |  |
| principal customer.   |  |  |  |
| M/s   | shall co-operate in HSE audits/inspections conducted by BHEL /customer/  |  |  |
| third party and ensure to close   | e any non-conformity observed/reported within prescribed time limit.   |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
| Signed by authorized represen   | tative of M/s  |  |  |
| Name :  |  |  |  |
|   |  |  |  |

Place & Date:



SITE OPERATION by SUBCONTRACTORS REV:

01

20.01.2020 Date:

Doc no.: HSEP: 14

Page: **7** of **43** 

POWER SECTOR

### **TERMS AND DEFINITIONS** 6.0

#### 6.1 **DEFINITIONS**

### 6.1.1 **INCIDENT**

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

#### 6.1.2 **NEAR MISS**

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

### **MAN-HOURS WORKED** 6.1.3

The total number of man hours worked by all employees including subcontractors working in the premises. It includes managerial, supervisory, professional, technical, clerical and other workers including contract labours. Man-hours worked shall be calculated from the payroll or time clock recorded including overtime. When this is not feasible, the same shall be estimated by multiplying the total man-days worked for the period covered by the number of hours worked per day. The total number of workdays for a period is the sum of the number of men at work on each day of period. If the daily hours vary from department to department separate estimate shall be made for each department and the result added together.

### **FIRST AID CASES** 6.1.4

First aids are not essentially all reportable cases, where the injured person is given medical treatment and discharged immediately for reporting on duty, without counting any lost time.

### 6.1.5 **LOST TIME INJURY**

Any work injury which renders the injured person unable to perform his regular job or an alternative restricted work assignment on the next scheduled work day after the day on which the injury occurred.

### 6.1.6 **MEDICAL CASES**

Medical cases come under non-reportable cases, where owing to illness or other reason the employee was absent from work and seeks Medical treatment.

### 6.1.7 TYPE OF INCIDENTS & THEIR REPORTING:

The three categories of Incident are as follows:

### Non-Reportable Cases:

An incident, where the injured person is given medical help and discharged for work without counting any lost time.



REV:

01

20.01.2020 Date:

Doc no.: HSEP: 14

Page: 8 of 43

## POWER SECTOR

## **Reportable Cases:**

In this case the injured person is disable for 48 hours or more and is not able to perform his duty.

### **Injury Cases:**

These are covered under the heading of non-reportable cases. In these cases the incident caused injury to the person, but he still continues his duty.

### 6.1.8 TOTAL REPORTABLE FREQUENCY RATE

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

Number of Reportable LTI x 1,000,000

Total Man Hours Worked

### 6.1.9 **SEVERITY RATE**

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

Days lost due to LTI \_\_x 1,000,000

Total Man Hours Worked

### 6.1.10 INCIDENCE RATE

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

Number of LTIx1000

Average number of manpower deployed

### 7.0 **HSE ORGANISATION**

### Number of safety officers:

The subcontractor must deploy one safety officer for every 500 workers or part thereof in each package. In addition, there must be one safety-steward/safety-supervisor for every 100 workers.

Deployment: The subcontractor should deploy sufficient safety officers and safety-steward/Safety-supervisor, as per requirement given above, since initial stage and add more in proportion to the added strength in work force. Any delay in deployment will attract a penalty of Rs.30,000/- per man month for the delayed period.

### 7.1 **QUALIFICATION FOR HSE PERSONNEL**

| Sl.no | Designation           | Qualification  | Experience  |
|-------|-----------------------|--|---|
| 1     | Safety officer        | Degree or Diploma in Engineering with  | Minimum two years for   |
|       | (Construction Agency) | full time diploma in Industrial Safety with construction safety as one of the subjects | degree holder and five years for diploma holder in the field of |
|       |                       | Subjects   | Construction of power plant/ major industries                   |



REV:

POWER SECTOR

01

20.01.2020 Date:

Doc no.: HSEP: 14

Page: **9** of **43** 

| 2 | Safety-Steward/ Safety- | Degree or diploma in any discipline with    | Minimum two years |
|---|-------------------------|---|-------------------|
|   | Supervisor              | full time diploma in Industrial Safety with |                   |
|   |                         | construction safety as one of the           |                   |
|   |                         | subjects                                    |                   |

### 7.2 **RESPONSIBILITIES**

#### 7.2.1 SITE IN -CHARGE OF SUBCONTRACTOR

- Shall sign Memorandum of Understanding (MoU) for compliance to BHEL's HSE Plan for Site Operations as per clause 5.0
- Shall engage qualified safety officer(s) and steward (s) as per clause 7.0
- Shall adhere to the rules and regulations mentioned in this code, practice very strictly in his area of work in consultation with his concerned engineer and the safety coordinator.
- Shall screen all workmen for health and competence requirement before engaging for the job and periodically thereafter as required.
- Shall not engage any employee below 18 years.
- Shall arrange for all necessary PPEs like safety helmets, belts, full body harness, shoes, face shield, hand gloves etc. before starting the job. Shall ensure that no working men/women carry excessive weight more than stipulated in Factory Rule Regulation R57.
- Shall ensure that all T&Ps engaged are tested for fitness and have valid certificates from competent person.
- Shall ensure that provisions stipulated in contract Labour Regulation Act 1970, Chapter V C.9, canteen, rest rooms/washing facilities to contracted employees at site.
- Shall adhere to the instructions laid down in Operation Control Procedures (OCPs) available with the site management.
- Shall ensure that person working above 2.0 meter should use Safety Harness tied to a life line/stable structure.
- Shall ensure that materials are not thrown from height. Cautions to be exercised to prevent fall of material from height.
- Shall report all incidents (Fatal/Major/Minor/Near Miss) to the Site engineer /HSE officer of BHEL.
- Shall ensure that Horseplay is strictly forbidden.
- Shall ensure that adequate illumination is arranged during night work.
- Shall ensure that all personnel working under subcontractor are working safely and do not create any Hazard to self and to others.
- Shall ensure display of adequate signage/posters on HSE.
- Shall ensure that mobile phone is not used by workers while working.
- Shall ensure conductance of HSE audit, mockdrill, medical camps, induction training and training on HSE at site.
- Shall ensure full co-operation during HQ/External /Customer HSE audits.



REV: 01

Date: 20

20.01.2020

Page: **10** of **43** 

Doc no.: HSEP: 14

### **POWER SECTOR**

Shall ensure submission of look-ahead plan for procurement of HSE equipment's and PPEs as per work schedule.

- Shall ensure good housekeeping.
- Shall ensure adequate valid fire extinguishers are provided at the worksite.
- Shall ensure availability of sufficient number of toilets /restrooms and adequate drinking water at work site and labour colony.
- Shall ensure adequate emergency preparedness.
- · Shall be member of site HSE committee and attend all meetings of the committee
- Power source for hand lamps shall be maximum of 24 v.
- ☐ Temporary fencing should be done for open edges if Hand railings and Toe-guards are not available.

### 7.2.2 HEALTH, SAFETY AND ENVIRONMENT OFFICER OF SUBCONTRACTOR

- Carry out safety inspection of Work Area, Work Method, Men, Machine & Material, P&M and other tools and tackles.
- Facilitate inclusion of safety elements into Work Method Statement.
- Highlight the requirements of safety through Tool-box / other meetings.
- Help concerned HOS to prepare Job Specific instructions for critical jobs.
- Conduct investigation of all incident/dangerous occurrences & recommend appropriate safety measures.
- Advice & co-ordinate for implementation of HSE permit systems, OCPs & MPs.
- Convene HSE meeting & minute the proceeding for circulation & follow-up action.
- Plan procurement of PPE & Safety devices and inspect their healthiness.
- Report to PS Region/HQ on all matters pertaining to status of safety and promotional program at site level.
- Facilitate administration of First Aid
- · Facilitate screening of workmen and safety induction.
- Conduct fire Drill and facilitate emergency preparedness
- · Design campaigns, competitions & other special emphasis programs to promote safety in the workplace.
- □ Apprise PS− Region on safety related problems.
- Notify site personnel non-conformance to safety norms observed during site visits / site inspections.
- Recommend to Site In charge, immediate discontinuance of work until rectification, of such situations warranting immediate action in view of imminent danger to life or property or environment.
- To decline acceptance of such PPE / safety equipment that do not conform to specified requirements.
- Encourage raising Near Miss Report on safety along with, improvement initiatives on safety.
- Shall work as interface between various agencies such customer, package-in-charges, subcontractors on HSE matters



REV: 01

2010

Date: 20.01.2020

Doc no.: HSEP: 14

Page: 11 of 43

### POWER SECTOR

### 8.0 PLANNING BY SUBCONTRACTOR

Monthly planning and review of HSE activities shall be carried out by subcontractor as per format No. HSEP:14-F30 jointly along with BHEL.

### 8.1 MOBILISATION OF MACHINERY/EQUIPMENT/TOOLS BY SUBCONTRACTOR

- As a measure to ensure that machinery, equipment and tools being mobilized to the construction site are fit for
  purpose and are maintained in safe operating condition and complies with legislative and owner requirement,
  inspection shall be arranged by in-house competent authority for acceptance as applicable.
- The machinery and equipment to be embraced for this purpose shall include but not limited to the following:
  - o Mobile cranes.
  - Side Booms.
  - Forklifts.
  - Grinding machine.
  - Drilling machine.
  - Air compressors.
  - Welding machine.
  - Generator sets.
  - Dump Trucks.
  - Excavators.
  - Dozers
  - o Grit Blasting Equipment.
  - Hand tools.
- Subcontractor shall notify the engineer, of his intention to bring on to site any equipment or any container, with liquid or gaseous fuel or other substance which may create a hazard. The Engineer shall have the right to prescribe the condition under which such equipment or container may be handled and used during the performance of the works and the subcontractor shall strictly adhere to such instructions. The Engineer shall have the right to inspect any construction tool and to forbid its use, if in his opinion it is unsafe. No claim due to such prohibition will be entertained.

## 8.2 MOBILISATION OF MANPOWER BY SUBCONTRACTOR

- The subcontractor shall arrange induction and regular health check of their employees as per schedule VII of BOCW rules by a registered medical practitioner.
- The subcontractor shall take special care of the employees affected with occupational diseases under rule 230 and schedule II of BOCW Rules. The employees not meeting the fitness requirement should not be engaged for such job.
- Ensure that the regulatory requirements of excessive weight limit (to carry/lift/ move weights beyond prescribed limits) for male and female workers are complied with.
- Appropriate accommodation to be arranged for all workmen in hygienic condition.



SITE OPERATION by SUBCONTRACTORS REV:

Date: 20.01.2020

> Page: **12** of **43**

Doc no.: HSEP: 14

01

**POWER SECTOR** 

### 8.3 **PROVISION OF PPEs**

Personnel Protective Equipment (PPEs), in adequate numbers, will be made available at site & their regular use by all concerned will be ensured

The following matrix recommends usage of minimum PPEs against the respective job.

| SI. | Type of work                  | PPEs   |
|-----|-------------------------------|--|
| No  |                               |  |
| 1   | Concrete and asphalt mixing   | Nose mask, hand glove, apron and gum boot                            |
| 2   | Welders/Grinders/ Gas cutters | Welding/face screen, apron, hand gloves, nose mask and ear           |
|     |                               | muffs if noise level exceeds 90dB. Helmet fitted with welding shield |
|     |                               | is preferred for welders   |
| 3   | Stone/ concrete breakers      | Ear muffs, safety goggles, hand gloves                               |
| 4   | Electrical Work               | Rubber hand glove, Electrical Resistance shoes                       |
| 5   | Insulation Work               | Respiratory mask, Hand gloves, safety goggles                        |
| 6   | Work at height                | Double lanyard full body harness, Fall arrestor (specific cases)     |
| 7   | Grit/Sand blasting            | Blast suit, blast helmet, respirator, leather gloves                 |
| 8   | Painting                      | Plastic gloves, Respirators (particularly for spray painting)        |
| 9   | Radiography                   | As per BARC guidelines   |

The PPEs shall conform to the relevant standards as below and bear ISI mark.

# Relevant is-codes for personal protection

| IS: 2925 – 1984                        | Industrial Safety Helmets.   |
|--|--|
| IS: 4770 – 1968                        | Rubber gloves for electrical purposes.                                 |
| IS: 6994 – 1973 (Part-I)               | Industrial Safety Gloves (Leather &Cotton Gloves).                     |
| IS: 1989 – 1986 (Part-I-II)            | Leather safety boots and shoes.  |
| IS: 5557 – 1969                        | Industrial and Safety rubber knee boots.                               |
| IS: 6519 – 1971                        | Code of practice for selections care and repair of Safety footwear.    |
| IS: 11226 – 1985                       | Leather Safety footwear having direct molding sole.                    |
| IS: 5983 – 1978                        | Eye protectors.  |
| IS: 9167 – 1979                        | Ear protectors.  |
| IS: 1179-1967                          | Eye & Face protection during welding                                   |
| IS: 3521 – 1983                        | Industrial Safety Belts and Harness                                    |
| IS:8519 -1977                          | Guide for selection of industrial Safety equipment for body protection |
| IS:9473-2002,14166-<br>1994,14746-1999 | Respiratory Protective Devices   |

The list is not exhaustive. The safety officer may demand additional PPEs based on specific requirement.



REV: 01

Date: 20.0

20.01.2020

Page: 13 of 43

Doc no.: HSEP: 14

### **POWER SECTOR**

Where workers are employed in sewers and manholes, which are in use, the subcontractor shall ensure that the
manhole covers are opened and ventilated at least for an hour before the workers are allowed to get into
manhole, and the manholes so opened shall be cordoned off with suitable railing and provided with warning
signals or boards to prevent incident to the public

• Besides the PPEs mentioned above, the persons shall use helmet and safety shoe. The visitors shall use Helmet and any other PPEs as deemed appropriate for the area of work.

### Colour scheme for Helmets:

1. Workmen: Yellow

2. Safety staff: Green or white with green band

3. Electrician: Red

4. Others including visitors: White

- All the PPEs shall be checked for its quality before issue and the same shall be periodically checked. The users shall be advised to check the PPEs themselves for any defect before putting on. The defective ones shall be repaired/ replaced.
- The issuing agency shall maintain register for issue and receipt of PPEs.
- The Helmets shall have logo or name (abbreviation of agency name permitted) affixed or printed on the front.
- The body harnesses shall be serial numbered.

## 8.4 ARRANGEMENT OF INFRASTRUCTURE

# 8.4.1 DRINKING WATER

- Drinking water shall be provided and maintained at suitable places at different elevations.
- Container should be labeled as "Drinking Water"
- Cleaning of the storage tank shall be ensured atleast once in 3 months indicating date of cleaning and next due
  date.
- Potability of water should be tested as per IS10500 at least once in a year.

### 8.4.2 WASHING FACILITIES

- In every workplace, adequate and suitable facilities for washing shall be provided and maintained.
- Separate and adequate cleaning facilities shall be provided for the use of male and female workers. Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition and dully illuminated for night use.
- Overalls shall be supplied by the subcontractor to the workmen and adequate facilities shall be provided to enable the painters and other workers to wash during the cessation of work.

## 8.4.3 LATRINES AND URINALS

- Latrines and urinals shall be provided in every work place.
- Urinals shall also be provided at different elevations.
- They shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times, by appointing designated person.
- Separate facilities shall be provided for the use of male and female worker if any.



REV: 01

REV: 01

Date: 20.01.2020

Doc no.: HSEP: 14

Page: 14 of 43

POWER SECTOR

### 8.4.4 PROVISION OF SHELTER DURING REST

Proper Shed & Shelter shall be provided for rest during break

### 8.4.5 MEDICAL FACILITIES

### 8.4.5.1 MEDICAL CENTRE (As per Schedule V, X and XI of BOCW central Rules, 1998)

- A medical centre shall be ensured/identified at site with basic facilities for handling medical emergencies. The
  medical center can be jointly developed on proportionate sharing basis with permission from BHEL
- · A qualified medical professional, not less than MBBS, shall be deployed at the medical centre
- The medical centre shall be equipped with one ambulance, with trained driver and oxygen cylinder.
- Medical waste shall be disposed as per prevailing legislation (Bio-Medical Waste –Management and Handling Rules, 1998)

### 8.4.5.2 FIRST AIDER

- Ensure availability of Qualified First-aider throughout the working hours.
- Every injury shall be treated, recorded and reported.
- Refresher course on first aid shall be conducted as necessary.
- List of Qualified first aiders and their contact numbers should be displayed at conspicuous places.

### 8.4.5.3 FIRST AID BOX (as per schedule III of BOCW)

- The subcontractor shall provide necessary first aid facilities as per schedule III of BOCW. At every work place first aid facilities shall be provided and maintained.
- The first aid box shall be kept by first aider who shall always be readily available during the working hours of the work place. His name and contact no to be displayed on the box.
- The first aid boxes should be placed at various elevations so as to make them available within the reach and at the quickest possible time.
- The first aid box shall be distinctly marked with a Green Cross on white background.
- Details of contents of first aid box is given in Annexure No. 01
- Monthly inspection of First Aid Box shall be carried out by the owner as per format no. HSEP:14-F01
- The subcontractor should conduct periodical first –aid classes to keep his supervisor and Engineers properly trained for attending to any emergency.

### 8.4.5.4 HEALTH CHECK UP (As per schedule VII and Form XI)

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

- a. Height workers
- b. Drivers/crane operators/riggers



Doc no.: HSEP: 14

REV: 01

Date: 20.01.2020

Page: 15 of 43

### POWER SECTOR

- c. Confined space workers
- d. Shot/sand blaster
- e. Welding and NDE personnel

### 8.4.6 PROVISION OF CANTEEN FACILITY

- Canteen facilities shall be provided for the workmen of the project inside the project site.
- Proper cleaning and hygienic condition shall be maintained.
- Proper care should be taken to prevent biological contamination.
- Adequate drinking water should be available at canteen.
- Fire extinguisher shall be provided inside canteen.
- Regular health check-up and medication to the canteen workers shall be ensured.

### 8.4.7 PROVISION OF ACCOMODATION/LABOUR COLONY

| The subcontractor shall arrange for the accommodation of workmen at nearby localities or by making a labour |
|---|
| colony.   |
| Regular housekeeping of the labour colony shall be ensured.   |
| Proper sanitation and hygienic conditions to be maintained.   |
| Drinking water and electricity to be provided at the labour colony.   |
| Bathing/ washing bay  |
| Room ventilation and electrification.   |
|   |

## 8.4.8 PROVISION OF EMERGENCY VEHICLE

 Dedicated emergency vehicle shall be made available at workplace by each subcontractor to handle any emergency

### 8.4.9 PEST CONTROL

Regular pest control should be carried out at all offices, mainly laboratories, canteen, labour colony and stores.

## 8.4.10 SCRAPYARD

- In consultation with customer, scrapyard shall be developed to store metal scrap, wooden scrap, waste, hazardous waste.
- Scrap/Waste shall be segregated as Bio-degradable and non-bio-degradable and stored separately.

## 8.4.11 ILLUMINATION

- The subcontractor shall arrange at his cost adequate lighting facilities e.g. flood lighting, hand lamps, area lighting etc. at various levels for safe and proper working operations at dark places and during night hours at the work spot as well as at the pre-assembly area.
- Adequate and suitable light shall be provided at all work places & their approaches including passage ways as per IS: 3646 (Part-II). Some recommended values are given below:



DEV/· 01

REV: 01

Date: 20.01.2020

Doc no.: HSEP: 14

Page: **16** of **43** 

### POWER SECTOR

|    | S. No.           | Location  | Illumination<br>(Lux) |
|----|------------------|---|-----------------------|
| A. | Construction Are | ea  |                       |
| 1. |                  | Outdoor areas like store yards, entrance and exit roads                   | 20                    |
| 2. |                  | Platforms   | 50                    |
| 3. |                  | Entrances, corridors and stairs   | 100                   |
| 4. |                  | General illumination of work area   | 150                   |
| 5. |                  | Rough work like fabrication, assembly of major items                      | 150                   |
| 6. |                  | Medium work like assembly of small machined parts rough measurements etc. | 300                   |
| 7. |                  | Fine work like precision assembly, precision measurements etc.            | 700                   |
| 8. |                  | Sheet metal works   | 200                   |
| 9. |                  | Electrical and instrument labs  | 450                   |
| В. | Office           |   |                       |
| 1. |                  | Outdoor area like entrance and exit roads                                 | 20                    |
| 2. |                  | Entrance halls  | 150                   |
| 3. |                  | Corridors and lift cars   | 70                    |
| 4. |                  | Lift landing  | 150                   |
| 5. |                  | Stairs  | 100                   |
| 6. |                  | Office rooms, conference rooms, library reading tables                    | 300                   |
| 7. |                  | Drawing table   | 450                   |
| 8. |                  | Manual telephone exchange   | 200                   |

- Lamp (hand held) shall not be powered by mains supply but either by 24V or dry cells.
- Lamps shall be protected by suitable guards where necessary to prevent danger, in case of breakage of lamp.
- Emergency lighting provision for night work shall be made to minimise danger in case of main supply failure.

If the subcontractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions issued by the authorized BHEL official, BHEL shall have the right to take corrective steps at the risk and cost of the subcontractor

### 9.0 HSE TRAINING& AWARENESS

### 9.1 HSE INDUCTION TRAINING

All persons entering into project site shall be given HSE induction training by the HSE officer of BHEL /subcontractor before being assigned to work.

In-house induction training subjects shall include but not limited to:

- · Briefing of the Project details.
- Safety objectives and targets.
- Site HSE rules.
- Site HSE hazards and aspects.
- First aid facility.
- Emergency Contact No.
- Incident reporting.
- Fire prevention and emergency response.
- Rules to be followed in the labour colony (if applicable)



REV: 01

Date: 20.01.2020

Doc no.: HSEP: 14

Page: 17 of 43

### POWER SECTOR

- Proper safety wear & gear must be issued to all the workers being registered for the induction (i.e., Shoes/Helmets/Goggles/Leg guard/Apron etc.)
- They must arrive fully dressed in safety wear & gear to attend the induction.
- Any one failing to conform to this safety wear& gear requirement shall not qualify to attend.
- On completing attending subcontractor's in-house HSE induction, each employee shall sign an induction training form (format no. HSEP:14-F03) to declare that he had understood the content and shall abide to follow and comply with safe work practices. They may only then be qualified to be issued with a personal I.D. card, for access to the work site.

### 9.2 HSE TOOLBOX TALK

- HSE tool Box talk shall be conducted by frontline foreman/supervisor of subcontractor to specific work groups prior to the start of work. The agenda shall consist of the followings:
  - Details of the job being intended for immediate execution.
  - The relevant hazards and risks involved in executing the job and their control and mitigating measures.
  - Specific site condition to be considered while executing the job like high temperature, humidity, unfavorable weather etc.
  - Recent non-compliances observed.
  - Appreciation of good work done by any person.
  - Any doubt clearing session at the end.
- Record of Tool box talk shall be maintained as per format no. HSEP:14-F04
- Tool box talk to be conducted at least once a week for the specific work.

### 9.3 TRAINING ON HEIGHT WORK

Training on height work shall be imparted to all workers working at height by in-house/external faculty at least twice in a year. The training shall include following topics:

- Use of PPEs
- Use of fall arrester, retractable fall arrester, life line, safety nets etc.
- Safe climbing through monkey ladders.
- Inspection of PPEs.
- Medical fitness requirements.
- Mock drill on rescue at height.
- Dos & Don'ts during height work.

### 9.4 HSE TRAINING DURING PROJECT EXECUTION

- Other HSE training shall be arranged by BHEL/ subcontractor as per the need of the project execution and recommendation of HSE committee of site.
- The topics of the HSE training shall be as follows but not limited to:
  - Hazards identification and risk analysis (HIRA)
  - o Work Permit System
  - o Incident investigation and reporting
  - Fire fighting
  - o First aid
  - o Fire-warden training
  - EMS and OHSMS
  - o T & Ps fitness and operation



SITE OPERATION by SUBCONTRACTORS REV:

01

20.01.2020 Date:

Doc no.: HSEP: 14

Page: **18** of **43** 

### POWER SECTOR

- Electrical safety
- Welding, NDE & Radiological safety
- Storage, preservation & material handling.
- A matrix shall be maintained to keep an up-to-date record of attendance of training sessions carried out.

### 9.5 HSE PROMOTION-SIGNAGE, POSTERS, COMPETITION, AWARDS ETC

### 9.5.1 Display of HSE posters and banners

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

### 9.5.2 Display of HSE signage

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

### 9.5.3 Competition on HSE and award

Site will arrange different competition (slogan, poster, essay etc.) on HSE time to time (Safety day, BHEL day, World Environment Day etc.) and winners will be suitably awarded.

### 9.5.4 **HSE** awareness programme

Subcontractor shall arrange HSE awareness programme periodically on different topics including medical awareness for all personnel working at site

### 10.0 **HSE COMMUNICATION**

### 10.1 INCIDENT REPORTING

- The subcontractor shall submit report of all incidents, fires and property damage etc to the Engineer immediately after such occurrence, but in any case not later than 24 hours of the occurrence. Such reports shall be furnished in the manner prescribed by BHEL. ( Refer HSE procedure for incident investigation, analysis and reporting for details)
- In addition, periodic reports on safety shall also be submitted by the subcontractor to BHEL from time to time as prescribed by the Engineer. Compiled monthly reports of all kinds of incidents, fire and property damage to be submitted to BHEL safety officer as per prescribed formats.
- HSE incidents of site shall be reported to BHEL site Management as per Procedure for Incident Investigation and Reporting in format no. HSEP:14-F15. Corrective action shall be immediately implemented at the work place and compliance shall be verified by BHEL HSE officer and until then, work shall be put on hold by Construction Manager.

### **HSE EVENT REPORTING** 10.2

- Important HSE events like HSE training, Medical camp etc. organized at site shall be reported to BHEL site management in detail with photographs for publication in different in-house magazines
- Celebration of important days like National Safety Day, World Environment Day etc. shall also be reported as mentioned above.

### 10.3 **DAILY HSE ACTIVITY REPORTING**

Daily HSE activities shall be reported by subcontractor to BHEL as per Format No. HSEP:14-F31A



SITE OPERATION by SUBCONTRACTORS REV:

> Date: 20.01.2020 **POWER SECTOR**

Doc no.: HSEP: 14

01

Page: **19** of **43** 

### 11.0 **OPERATIONAL CONTROL**

All applicable OCPs (Operational control procedures) will be followed by subcontractor as per BHEL instructions. This will be done as part of normal scope of work. List of such OCPs is given below. In case any other OCP is found to be applicable during the execution of work at site, then subcontractor will follow this as well, within quoted rate. These OCPs (applicable ones) will be made available to subcontractor during work execution at site. However for reference purpose, these are kept with Safety Officer of BHEL at the Power Sector Regional HQ, or available in downloadable format in the website, which may be refereed by subcontractor, if they so desire.

## **LIST OF OCPs**

| Safe handling of chemicals                                | Safety in use of cranes                     | Hydraulic test                      |
|---|---|-------------------------------------|
| Electrical safety   | Storage and handling of gas cylinders       | Spray insulation                    |
| Energy conservation                                       | Manual arc welding                          | Trial run of rotary equipment       |
| Safe welding and gas cutting operation                    | Safe use of helmets                         | Stress relieving                    |
| Fire safety   | Good house keeping                          | Material preservation               |
| Safety in use of hand tools                               | Working at height                           | Cable laying/tray work              |
| First aid   | Safe excavation                             | Transformer charging                |
| Food safety at canteen                                    | Safe filling of hydrogen in cylinder        | Electrical maintenance              |
| Illumination  | Vehicle maintenance                         | Safe handling of battery system     |
| Handling and erection of heavy metals                     | Safe radiography                            | Computer operation                  |
| Safe acid cleaning  | Waste disposal                              | Storage in open yard                |
| Safe alkali boil out                                      | Working at night                            | For sanitary maintenance            |
| Safe oil flushing   | Blasting                                    | Batching                            |
| Steam blowing   | DG set                                      | Piling rig operation                |
| Safe working in confined area                             | Handling & storage of mineral wool          | Gas distribution test               |
| Safe operation of passenger lift, material hoists & cages | Drilling, reaming and grinding(machining)   | Cleaning of hotwell / deaerator     |
| Electro-resistance heating                                | Compressor operation                        | O&M of control of AC plant & system |
| Air compressor  | Passivation                                 | Safe Loading of Unit                |
| Safe EDTA Cleaning  | Safe Chemical cleaning of Pre boiler system | Safe Boiler Light up                |
| Safe Rolling and Synchronization                          |   |                                     |

### **HSE ACTIVITIES** 11.1

HSE activities shall be conducted at site based on the HSEMSM developed by Power Sector and issued to site by

While planning for any activity the following documents shall be referred for infrastructural requirements to establish control measures:

- 1) HSE Procedure for Register of OHS Hazards and Risks
- 2) HSE Procedure for Register of Environmental Aspects and Impacts
- 3) HSE Procedure for Register of Regulations



SITE OPERATION by SUBCONTRACTORS REV:

> 20.01.2020 Date:

> > Page: **20** of **43**

Doc no.: HSEP: 14

01

POWER SECTOR

- **Operational Control Procedures**
- 5) HSE Procedure for Emergency Preparedness and Response Plan
- 6) Contract documents

### 11.2 **WORK PERMIT SYSTEM**

- The following activities shall come under Work Permit System
  - a. Height working above 2 metres
  - b. Hot working at height
  - c. Confined space
  - d. Radiography
  - e. Excavation more than 4 meter depth
  - f. Heavy lifting above 50 ton

Refer Annexure 05 for Work permit formats.

- "HSE Procedure for Work Permit System" shall be followed while implementing permit system. Where customer is having separate Work Permit System the same shall be followed.
- □ Permit applicant shall apply for work permit of particular work activity at particular location before starting of the work with Job Hazard Analysis.
- □ Permit signatory shall check that all the control measures necessary for the activity are in place and issue the permit to the permit holder.
- □ Permit holder shall implement and maintain all control measures during the period of permit .He will close the permit after completion of the work. The closed permit shall be archived in HSE Department of site.

### SAFETY DURING WORK EXECUTION 11.3

Respective OCPS are to be followed and adherence to the same would be contractually binding

## 11.3.1 WELDING SAFETY

All safety precautions shall be taken for welding and cutting operations as per IS-818. All safety precautions shall be taken for foundation and other excavation marks as per IS-3764.

### **RIGGING** 11.3.2

Rigging equipment shall not be loaded in excess of its recommended safe working load. Rigging equipment, when not in use, shall be removed from the original work area so as not to present a hazard to employees.

### CYLINDERS STORAGE AND MOVEMENT 11.3.3

All gas cylinders shall be stored in upright position. Suitable trolley shall be used. There shall be flash-back arrestors conforming to IS-11006 at both cylinder and burner ends. Damaged tube and regulators must be immediately replaced. No of cylinders shall not exceed the specified quantity as per OCP

Cylinders shall be moved by tilting and rolling them on their bottom edges. They shall not be intentionally dragged, struck or permitted to strike each other violently.



RS REV: 01

ILV. OI

Date: 20.01.2020

Doc no.: HSEP: 14

Page: 21 of 43

**POWER SECTOR** 

When cylinders are transported by powered vehicle they shall be secured in a vertical position.

### 11.3.4 DEMOLITION WORK

Before any demolition work is commenced and also during the process of the work the following shall be ensured:

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

### 11.3.5 T&Ps

All T&Ps/ MMEs should be of reputed brand/appropriate quality & must have valid test/calibration certificates bearing endorsement from competent authority of BHEL..Subcontractor to also submit monthly reports of T&Ps deployed and validity test certificates to BHEL safety Officer as per the format/procedure of BHEL.

### 11.3.6 CHEMICAL HANDLING

Displaying safe handling procedures for all chemicals such as lube oil, acid, alkali, sealing compounds etc, at work place. Where it is necessary to provide and/or store petroleum products or petroleum mixture & explosives, the subcontractor shall be responsible for carrying out such provision / storage in accordance with the rules & regulations laid down in the relevant petroleum act, explosive act and petroleum and carbide of calcium manual, published by the chief inspector of explosives of India. All such storage shall have prior approval if necessary from the chief inspector of explosives or any other statutory authority. The subcontractor shall be responsible for obtaining the same.

## 11.3.7 ELECTRICAL SAFETY

- Providing adequate no. of 24 V sources and ensure that no hand lamps are operating at voltage level above 24 Volts.
- Fulfilling safety requirements at all power tapping points.
- High/ Low pressure welders to be identified with separate colour clothings. No welders will be deployed without
  passing appropriate tests and holding valid welding certificates. Approved welding procedure should be displayed at
  work place.
- The subcontractor shall not use any hand lamp energized by Electric power with supply voltage of more than 24 volts in confined spaces like inside water boxes, turbine casings, condensers etc.
- All portable electric tools used by the subcontractor shall have safe plugging system to source of power and be
  appropriately earthed. Only electricians licensed by appropriate statutory authority shall be employed by the
  subcontractor to carry out all types of electrical works. Details of earth resource ad their test date to be given to BHEL
  safety officer as per the prescribed formats of BHEL
- The subcontractor shall use only properly insulated and armored cables which conform to the requirement of Indian Electricity Act and Rules for all wiring, electrical applications at site.



REV: 01

Page:

Date:

20.01.2020

**22** of **43** 

Doc no.: HSEP: 14

POWER SECTOR

BHEL reserves the right to replace any unsafe electrical installations, wiring, cabling etc. at the cost of the subcontractor.

- All electrical appliances used in the work shall be in good working condition and shall be properly earthed.
- No maintenance work shall be carried out on live equipment.
- The subcontractor shall maintain adequate number of qualified electricians to maintain his temporary electrical installations.
- Area wise Electrical safety inspection is to be carried out on monthly basis as per "Electrical Safety Inspection checklist' and the report is to be submitted to BHEL safety officer
- Adequate precautions shall be taken to prevent danger for electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public
- The subcontractor shall carefully follow the safety requirement of BHEL/ the purchaser with the regard to voltages used in critical areas.

### 11.3.8 FIRE SAFETY

- Providing appropriate fire fighting equipment at designated work place and nominate a fire officer/warden adequately trained for his job.
- Subcontractor shall provide enough fire protecting equipment of the types and numbers at his office, stores, temporary structure in labor colony etc. Such fire protection equipment shall be easy and kept open at all times.
- The fire extinguishers shall be properly refilled and kept ready which should be certified at periodic intervals. The date of changing should be marked on the Cylinders.
- All other fire safety measures as laid down in the "codes for fire safety at construction site" issued by safety coordinator of BHEL shall be followed.
- Non-compliance of the above requirement under fire protection shall in no way relieve the subcontractor of any of his responsibility and liabilities to fire incident occurring either to his materials or equipment or those of others.
- Emergency contacts nos must be displayed at prominent locations
- Tarpaulin being inflammable should not be used (instead, only non-infusible covering materials shall be used) as protective cover while preheating, welding, stress relieving etc. at site.

## 11.3.9 SCAFFOLDING

- Suitable scaffolds shall be provided for workman for all works that cannot safely be done from the ground, or from solid construction except in the case of short duration of work which can be done safely from ladders.
- When a ladder is used, it shall be of rigid construction made of steel. The steps shall have a minimum width of 45 cm and a maximum rise of 30 cm. Suitable handholds of good quality wood or steel shall be provided and the ladder shall be given an inclination not steeper then 1/4 horizontal and 1 vertical.
- Scaffolding or staging more than 3.6 m above the ground floor, swung or suspended from an overhead support or erected with stationery support shall have a guard rail properly bolted, braced or otherwise secured, at least 90 cm above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such openings as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from saver, from swaying, from the building or structure.

### 11.3.10 **WORK AT HEIGHT**:

Guardrails and toe-board/barricades and sound platform conforming to IS:4912-1978 should be provided.



Doc no.: HSEP: 14

REV: 01

Date: 20.01.2020

Page: **23** of **43** 

### POWER SECTOR

- Wherever necessary, life-line (pp or metallic) and fall arrestor along with Polyamide rope or Retractable lifeline should be provided.
- Safety Net as per IS:11057:1984 should be used extensively for prevention/ arrest of men and materials falling from height. The safety nets shall be fire resistant, duly tested and shall be of ISI marked and the nets shall be located as per site requirements to arrest or to reduce the consequences of a possible fall of persons working at different heights.
- Reaching beyond barricaded area without lifeline support, moving with support of bracings, walking on beams without support, jumping from one level to another, throwing objects and taking shortcut must be discouraged.
- Use of Rebar steel for making Jhoola and monkey-ladder (Rods welded to vertical or inclined structural members), temporary platform etc. must be avoided.
- Monkey Ladder should be properly made and fitted with cages.
- Jhoola should be made with angles and flats and tested like any lifting tools before use.
- Lanyard must be anchored always and in case of double lanyard, each should be anchored separately.
- In case of pipe-rack, persons should not walk on pipes and walk on platforms only.
- In case of roof work, walking ladder/ platform should be provided along with lifeline and/ or fall arrestor.
- Empty drums must not be used.
- For chimney or structure painting, both hanging platform and men should be anchored separately to a firm structure along with separate fall arrestor. Rope ladder should be discouraged.

## 11.3.11 WORKING PLATFORM

Working platforms, gangways and stairways shall be so constructed that they do not sag unduly or unequally and if the height of the platform gangways provided is more than 3.6 m above ground level or floor level, they shall be closely boarded and shall have adequate width which shall not be less than 750 mm and be suitably fenced as described above. Every opening in the floor or a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be 90 cm.

### 11.3.12 EXCAVATION

Wherever there are open excavation in ground, they shall be fenced off by suitable railing and danger signals installed at night so as to prevent persons slipping into the excavations.

## 11.3.13 LADDER SAFETY

Safe means of access shall be provided to all working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9 m in the length while the width between side rails in rung ladder shall in no case be less than app. 29.2 cm for ladder upto and including 3 m in length. For longer ladders this width shall be increased at least ¼" for each additional foot of length.

A sketch of the ladders and scaffolds proposed to be used shall be prepared and approval of the Engineer obtained prior to Construction.

### 11.3.14 LIFTING SAFETY

• It will be the responsibility of the subcontractor to ensure safe lifting of the equipment, taking due precaution to avoid any incident and damage to other equipment and personnel.



REV: 01

\_\_\_\_\_

Date: 20.01.2020

Doc no.: HSEP: 14

Page: **24** of **43** 

### **POWER SECTOR**

 All requisite tests and inspection of handling equipment, tools & tackle shall be periodically done by the subcontractor by engaging only the Competent Persons as per law.

- Defective equipment or uncertified shall be removed from service.
- Any equipment shall not be loaded in excess of its recommended safe working load.

### 11.3.15 HOISTING APPLIANCE

- Motors, gearing, transmission, electric wiring and other dangerous parts of hoisting appliances should be provided with efficient safe guards.
- Hoisting appliance should be provided with such means as will reduce to the minimum the risk of any part of a suspended load becoming incidentally displaced.
- When workers employed on electrical installations which are already energized, insulating mats, wearing apparel, such as gloves, sleeves and boots as may be necessary should be provided.
- The worker should not wear any rings, watches and carry keys or other materials which are good conductor of electricity.

### 11.4 ENVIRONMENTAL CONTROL

Environment protection has always been given prime importance by BHEL. Environmental damage is a major concern of the principal subcontractor and every effort shall be made, to have effective control measures in place to avoid pollution of Air, Water and Land and associated life. Chlorofluorocarbons such as carbon tetrachloride and trichloroethylene shall not be used. Waste disposal shall be done in accordance with the guidelines laid down in the project specification.

Any chemical including solvents and paints, required for construction shall be stored in designated bonded areas around the site as per Material Safety Data Sheet (MSDS).

In the event of any spillage, the principle is to recover as much material as possible before it enters drainage system and to take all possible action to prevent spilled materials from running off the site. The subcontractor shall use appropriate MSDS for clean-up technique

All subcontractors shall be responsible for the cleanliness of their own areas.

The subcontractors shall ensure that noise levels generated by plant or machinery are as low as reasonably practicable. Where the subcontractor anticipates the generation of excessive noise levels from his operations the subcontractor shall inform to Construction Manager of BHEL accordingly so that reasonable &practicable precautions can be taken to protect other persons who may be affected.

It is imperative on the part of the subcontractor to join and effectively contribute in joint measures such as tree plantation, environment protection, contributing towards social upliftment, conversion of packing woods to school furniture, keeping good relation with local populace etc.

The subcontractor shall carry out periodic air and water quality check and illumination level checking in his area of work place and take suitable control measure.

### 11.5 HOUSEKEEPING

 Keeping the work area clean/ free from debris, removed scaffoldings, scraps, insulation/sheeting wastage /cut pieces, temporary structures, packing woods etc. will be in the scope of the subcontractor. Such cleanings has to be done by



REV: 01

\_\_\_\_\_\_

Doc no.: HSEP: 14

Date:

20.01.2020

Page:

**25** of **43** 

POWER SECTOR

subcontractor within quoted rate, on daily basis by an identified group. If such activity is not carried out by subcontractor / BHEL is not satisfied, then BHEL may get it done by other agency and actual cost along with BHEL overheads will be deducted from contractor's bill. Such decisions of BHEL shall be binding on the subcontractor

- Proper housekeeping to be maintained at work place and the following are to be taken care of on daily basis.
- All surplus earth and debris are removed/disposed off from the working areas to identified locations.
- Unused/Surplus cables, steel items and steel scrap lying scattered at different places/elevation within the working
  areas are removed to identified locations.
- All wooden scrap, empty wooden cable drums and other combustible packing materials, shall be removed from workplace to identified locations. Sufficient waste bins shall be provided at
- Different work places for easy collection of scrap/waste. Scrap chute shall be installed to remove scrap from high location.
- Access and egress (stair case, gangways, ladders etc.) path should be free from all scrap and other hindrances.
- Workmen shall be educated through tool box talk about the importance of housekeeping and encourage not to litter.
- Labour camp area shall be kept clear and materials like pipes, steel, sand, concrete, chips and bricks, etc. shall not be allowed in the camp to obstruct free movement of men and machineries.
- Fabricated steel structures, pipes & piping materials shall be stacked properly.
- No parking of trucks/trolleys, cranes and trailers etc. shall be allowed in the camp, which may obstruct the traffic movement as well as below LT/HT power line.
- Utmost care shall be taken to ensure over all cleanliness and proper upkeep of the working areas

### 11.6 WASTE MANAGEMENT

Take suitable measures for waste management and environment related laws/legislation as a part of normal construction activities. Compliance with the legal requirements on storage/ disposal of paint drums (including the empty ones), Lubricant containers, Chemical Containers, and transportation and storage of hazardous chemicals will be strictly maintained.

### 11.6.1 BINS AT WORK PLACE

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

### 11.6.2 STORAGE AND COLLECTION

- Different types of rubbish/waste should be collected and stored separately.
- Paper, oily rags, smoking material, flammable, metal pieces should be collected in separate bins with close fitting
  lide.
- Rubbish should not be left or allowed to accumulate on construction and other work places.
- Do not burn construction rubbish near working site.



RS REV: 01

Date: 20.01.2020

Doc no.: HSEP: 14

Page: **26** of **43** 

### POWER SECTOR

### 11.6.3 SEGREGATION

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

### 11.6.4 DISPOSAL

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

### 11.6.5 WARNING AND SIGNS

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

## 11.7 TRAFFIC MANAGEMENT SYSTEM

### 11.7.1 SAFE WORKPLACE TRANSPORT SYSTEM

- Traffic routes in a work place shall be suitable for the persons or vehicles using them. This shall be sufficient in number and of sufficient size. This shall reflect the suitability of traffic routes for vehicles and pedestrians.
- Where vehicles and pedestrians use the same traffic routes there shall be sufficient space between them. Where
  necessary all traffic routes must be suitably indicated. Pedestrians or vehicles must be able to use traffic routes
  without endangering those at work. There must be sufficient separation of traffic routes from doors, gates and
  pedestrian traffic routes.
- For internal traffic, lines marked on roads / access routes and between buildings shall clearly indicate where vehicles are to pass.
- Temporary obstacles shall be brought to the attention of drivers by warning signs or hazard cones.
- Speed limits shall be clearly displayed. Speed ramps preceded by a warning signs or marker are necessary.
- The traffic route should be wide enough to allow vehicles to pass and re-pass oncoming or parked traffic and it may be advisable to introduce on-way system or parking restrictions.
- Safest route shall be provided between places where vehicles have to call or deliver.
- Avoid vulnerable areas/items such as fuel or chemicals tanks or pipes, open or unprotected edges and structures likely to collapse



REV:

01 Date: 20.01.2020

Doc no.: HSEP: 14

Page: **27** of **43** 

POWER SECTOR

Safe areas shall be provided for loading and unloading.

- Avoid sharp or blind bends. If this is not possible hazards should be indicated e.g. blind corner.
- Ensure road crossings are minimum and clearly signed.
- Entrance and gateways shall be wide enough to accommodate a second vehicle without causing obstruction.
- Set sensible speed limits which are clearly sign posted.
- Where necessary ramps should be used to retard speed. This shall be preceded by a warning sign or mark on the road.
- Forklift trucks shall not pass over road hump unless of a type capable of doing so.
- Overhead electric cable, pipes containing flammable hazardous chemical shall be shielded by using goal posts height gauge posts or barriers.
- Road traffic signs shall be provided on prominent locations for prevention of incidents and hazards and for quick guidance and warning to employees and public. Safety signs shall be displayed as per the project working requirement and guideline of the state in which project is done. Vehicles hired or used shall not be parked within the 15m radius of any working area. Any vehicle, that is required to be at the immediate/near the vicinity, shall be approved by the person in-charge of the site.

### 11.7.2 TRAFFIC ROUTE FOR PEDESTRIANS

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

### 11.7.3 WORK VEHICLE

Work vehicle shall be as safe stable efficient and roadworthy as private vehicles on public roads. Site management shall ensure that drivers are suitably trained. All vehicle e.g. heavy motor vehicle forklift trucks dump trucks mobile cranes shall ensure that the work equipment conforms to the following:

- A high level of stability.
- o A safe means of access/egress.
- o Suitable and effective service and parking brakes.
- Windscreens with wipers and external mirrors giving optimum all round visibility.
- o Provision of horn, vehicle lights, reflectors, reversing lights, reversing alarms.
- Provision of seat belts.
- Guards on dangerous parts.
- Driver protection to prevent injury from overturning and from falling objects/materials.
- Driver protection from adverse weather.
- No vehicle shall be parked below HT/LT power lines.
- Valid Pollution Under Control certification for all vehicles



REV:

Date: 20.01.2020

> Page: **28** of **43**

Doc no.: HSEP: 14

01

POWER SECTOR

#### 11.7.4 **DAILY CHECK BY DRIVER**

- There should also be daily safety checks containing below mentioned points by the driver before the vehicle is
  - Brakes. 0
  - Tires. 0
  - Steering. 0
  - Mirrors.
  - Windscreen waters.
  - 0 Wipers.
  - Warning signals.
  - Specific safety system i.e. control interlocks
- Management should ensure that drivers carry out these checks.

### 11.7.5 TRANSPORTATION OF PERSONNEL AND MATERIALS BY VEHICLES

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

### 11.7.6 MAINTENANCE

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

### **EMERGENCY PREPAREDNESS AND RESPONSE** 11.8

- Emergency preparedness and response capability of site shall be developed as per Emergency Preparedness and Response plan issued by Regional HQ
- Availability of adequate number of first aiders and fire warden shall be ensured with BHEL and its subcontractors
- All the subcontractor's supervisory personnel and sufficient number of workers shall be trained for fire protection systems. Enough number of such trained personnel must be available during the tenure of contract. Subcontractor should nominate his supervisor to coordinate and implement the safety measures.
- Assembly point shall be earmarked and access to the same from different location shall be shown
- Fire exit shall be identified and pathway shall be clear for emergency escape.



REV: 01

Date: 20

20.01.2020

Page: **29** of **43** 

Doc no.: HSEP: 14

### **POWER SECTOR**

- Appropriate type and number of fire extinguisher shall be deployed as per Fire extinguisher deployment plan and validity shall be ensured periodically through inspection
- Adequate number of first aid boxes shall be strategically placed at different work places to cater emergency need. Holder of the first aid box shall be identified on the box itself who will have the responsibility to maintain the same
- · First aid center shall be developed at site with trained medical personnel and ambulance
- Emergency contact numbers (format given in EPRP) of the site shall be displayed at prominent locations.
- Tie up with fire brigade shall be done in case customer is not having fire station.
- Tie up with hospital shall be done in case customer is not having hospital.
- Disaster Management group shall be formed at site
- Mock drill shall be arranged at regular intervals. Monthly report of the above to be given to BHEL safety Officer as per prescribed BHEL formats
- Mock drill shall be conducted on different emergencies periodically to find out gaps in emergency preparedness and taking necessary corrective action

### 12.0 HSE INSPECTION

Inspection on HSE for different activities being carried out at site shall be done to ensure compliance to HSEMS requirements. The subcontractor shall maintain and ensure necessary safety measures as required for inspection and tests HV test, Pneumatic test, Hydraulic test, Spring test, Bend test etc. as applicable, to enable inspection agency for performing Inspection. If any test equipment is found not complying with proper safety requirements then the Inspection Agency may withhold inspection, till such time the desired safety requirements are met.

### 12.1 DAILY HSE CHECKS

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

- Personal Safety wears & gear compliance.
- Complying with site safety rules and permit-to-work (PTW).
- Positions and postures of workers.
- Use of tools and equipment etc. by the workers.

The inspection should be carried out just when work starts in beginning of the day, during peak activities period of the day and just before the day's work ends.

## 12.2 INSPECTION OF PPE

- PPEs shall be inspected by HSE officer at random once in a week as per format no. HSEP:14-F06 for its compliance to standard and compliance to use and any adverse observation shall be recorded in the PPE register.
- The applicable PPEs for carrying out particular activities are listed below.



551

REV: 01

Date: 20.01.2020

Doc no.: HSEP: 14

Page: 30 of 43

### **POWER SECTOR**

### 12.3 INSPECTION OF T&Ps

- A master list of T&Ps shall be maintained by each subcontractor.
- All T&Ps being used at site shall be inspected by HSE officer once in a month as per format no. HSEP:14-F07 for its healthiness and maintenance.
- The T&Ps which require third party inspection shall be checked for its validity during inspection. The third party test certificate should be accompanied with a copy of the concerned competent person's valid qualification record.
- The validity of T&P shall be monitored as per "Status of T&Ps" format no. HSEP:14-F08

### 12.4 INSPECTION OF CRANES AND WINCHES

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

### 12.5 INSPECTION ON HEIGHT WORKING

- Inspection on height working shall be conducted daily by supervisors before start of work to ensure safe working condition including provision of
  - Fall arrestor
  - Lifelines
  - Safety nets
  - Fencing and barricading
  - Warning signage
  - Covering of opening
  - Proper scaffolding with access and egress.
  - Illumination
- Inspection on height working shall be conducted once in a week by HSE officer as per format no. HSEP:14-F10.
- Medical fitness of height worker shall be ensured.
- Height working shall not be allowed during adverse weather.

## 12.6 INSPECTION ON WELDING AND GAS CUTTING OPERATION

- Supervisor shall ensure that no flammable items are available in near vicinity during welding and gas cutting activity.
- Gas cylinders shall be kept upright.
- Use of Flash back arrestor shall be ensured at both ends.



REV:

01

Date: 20.01.2020

Doc no.: HSEP: 14

Page: **31** of **43** 

### POWER SECTOR

- Inspection during welding and gas cutting operations shall be carried out by HSE officer once a month as per format no. HSEP:14-F11.
- Use of fire blanket to be ensured to avoid falling of splatters during welding or gas cutting operation at height.
- Availability of fire extinguisher at vicinity shall be ensured.

### 12.7 INSPECTION ON ELECTRICAL INSTALLATION/APPLIANCES

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

### 12.8 **INSPECTION OF ELEVATOR**

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

### 12.9 **INSPECTION OF EXCAVATION**

Excavation activities shall be inspected as per Format HSEP:14-F13A

### 13.0 **HSE PERFORMANCE**

- Contractor shall be assessed on monthly basis for HSE Compliance by BHEL Safety In-charge at site. The HSE compliance shall be based on Online HSE Evaluation System of BHEL as per Format No. HSEP:14-
- BHEL shall reserve the right to use this assessment for evaluating bidder's capacity for future tenders
- Suitable HSE reward system shall be developed at site level to promote HSE compliance amongst workmen by the subcontractor.
  - To decide HSE reward, performance towards HSE shall be evaluated for workmen and it shall be awarded regularly in public gathering.
- If safety record of the subcontractor in execution of the awarded job is to the satisfaction of safety department of BHEL, issue of an appropriate certificate to recognize the safety performance of the subcontractor may be considered by BHEL after completion of the job.



SITE OPERATION by SUBCONTRACTORS REV:

> 20.01.2020 Date:

> > Page: **32** of **43**

Doc no.: HSEP: 14

01

POWER SECTOR

#### 14.0 **HSE PENALTIES**

- As per contractual provision HSE penalties shall be imposed on subcontractors for non- compliance on HSE requirement as per format no. HSEP:14-F14. The list in the format is only indicative. For any other violation, not listed in the format, the minimum penalty amount is to be decided as per BOCW act.
- If principal customer/statutory and regulatory bodies impose some penalty on HSE due to the non-compliance of the subcontractor the same shall be passed on to them.
- The penalty amount shall be recovered by Site Finance department from subcontractors from the RA/Final bill.

### OTHER REQUIREMENTS 15.0

- In case of any delay in completion of a job due to mishaps attributable to lapses by the subcontractor, BHEL shall have the right to recover cost of such delay from the payments due to the subcontractor, after notifying the subcontractor suitably.
- If the subcontractor fails to improve the standards of safety in its operation to the satisfaction of BHEL after being given reasonable opportunity to do so and/or if the subcontractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instruction regarding safety issued by BHEL, BHEL shall have the right to take corrective steps at the risk and cost of the subcontractor after giving a notice of not less than 7 days indicating the steps that would be taken by BHEL.
- If the subcontractor succeeds in carrying out its job in time without any fatal or disabling injury incident and without any damage to property BHEL may, at its sole discretion, favorably consider to reward the subcontractor suitably for the performance.
- In case of any damage to property due to lapses by the subcontractor, BHEL shall have the right to recover the cost of such damages from the subcontractor after holding an appropriate enquiry.
- The subcontractor shall take all measures at the sites of the work to protect all persons from incidents and shall be bound to bear the expenses of defense of every suit, action or other proceeding of law that may be brought by any persons for injury sustained or death owing to neglect of the above precautions and to pay any such persons such compensation or which may with the consent of the subcontractor be paid to compromise any claim by any such person, should such claim proceeding be filed against BHEL, the subcontractor hereby agrees to indemnify BHEL against the same.
- The subcontractor shall not employ men below the age of 18 years and women on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting, overalls shall be supplied by the subcontractor to the workmen and adequate facilities shall be provided to enable the working painters to wash during the cessation of work.
- The subcontractor shall notify BHEL of his intention to bring to site any equipment or material which may create hazard.
- BHEL shall have the right to prescribe the conditions under which such equipment or materials may be handled and the subcontractor shall adhere to such instructions.



REV:

20.01.2020 Date:

POWER SECTOR Page: **33** of **43** 

Doc no.: HSEP: 14

01

BHEL may prohibit the use of any construction machinery, which according to the organization is unsafe. No claim for compensation due to such prohibition will be entertained by BHEL.

### **16. NON COMPLIANCE**

NONCONFORMITY OF SAFETY RULES AND SAFETY APPLIANCES WILL BE VIEWED SERIOUSLY AND BHEL HAS RIGHT TO IMPOSE FINES ON THE SUBCONTRACTOR AS UNDER FOR EVERY INSTANCE OF VIOLATION NOTICED:

| SN  | Violation of Safety Norms  | Fine<br>(in Rs)                                  |
|-----|--|--|
| 01  | Not Wearing Safety Helmet  | 200/- *  |
| 02. | Not wearing Safety Belt or not anchoring life line   | 500/-*   |
| 03  | Not wearing safety shoe  | 200/-*   |
| 04  | Not keeping gas cylinders vertically   | 200/-  |
| 05  | Not using flash back arrestors   | 100/-  |
| 06  | Not wearing gloves   | 50/- *   |
| 07. | Grinding Without Goggles   | 50/- *   |
| 08. | Not using 24 V Supply For Internal Work  | 500/-  |
| 09. | Electrical Plugs Not used for hand Machine   | 100/-  |
| 10. | Not Slinging properly  | 200/-  |
| 11. | Using Damaged Sling  | 200/-  |
| 12. | Lifting Cylinders Without Cage   | 500/-  |
| 13. | Not Using Proper Welding Cable With Lot of Joints And Not Insulated Property.                              | 200/-  |
| 14. | Not Removing Small Scrap From Platforms  | 500/-  |
| 15. | Gas Cutting Without Taking Proper Precaution or Not Using Sheet Below Gas Cutting                          | 500/-  |
| 16. | Not Maintaining Electric Winches Which are Operated Dangerously  | 500/-  |
| 17. | Improper Earthing Of Electrical T&P  | 500/-  |
| 18  | No or improper barricading   | 500/-  |
| 19. | Activity carried out without Safety work permit (Height work, Lifting activity, Hot work-each person/case) | 1000/-   |
| 20. | Incident Resulting in Partial Loss in Earning Capacity   | 25,000/- per<br>victim                           |
| 21. | Fatal Incident Resulting in total loss in Earning Capacity   | 1,00,000/- per<br>victim for first<br>instance # |

Legend:-

#: or as deducted by customer, whichever is higher. For repeated fatal incident in the same Unit incremental penalty to be imposed. The subcontractor will pay 2 times the penalty compared to previously paid in case there are repeated cases of fatal incidents under the same subcontractor for the same package in the same unit.

Any other non-conformity noticed not listed above will also be fined as deemed fit by BHEL. The decision of BHEL engineer is final on the above. The amount will be deducted from running bills of the subcontractor. The amount collected above will be utilized for giving award to the employees who could avoid incident by following safety rules. Also the amount will be spent for purchasing the safety appliances and supporting the safety activity at site.

<sup>\*:</sup> per head. For repeated violation by the same person, the penalty would be double of the previous penalty. Date of "Repeated violation" will be counted from subsequent days.



SITE OPERATION by SUBCONTRACTORS REV:

> Date: 20.01.2020

**POWER SECTOR** Page: **34** of **43** 

Doc no.: HSEP: 14

01

### 17.0 **HSE AUDIT/INSPECTION**

- Regular HSE Audit/inspection shall be carried out by Subcontractor as per Site HSE audit calendar.
- HSE checklist (Annexure 02) shall be used for carrying out audit/inspection and report shall be submitted to BHEL site management
- All non-conformities and observations on HSE identified during internal or external HSE audit shall be disposed off by site in a time bound manner and reported back the implementation status
- Corrective action and Preventive action on HSE issues raised by certification body issued by Regional HQs shall be implemented by site and reported to Site management.

#### 18.0 MONTHLY HSE REVIEW MEETING

- Site shall hold HSE review meeting every month to discuss and resolve HSE issues of site and improve HSE performance. It will also discuss the incidents occurred since previous meeting, its root cause and Corrective action and Preventive action. The agenda is given below:
  - Implementation of earlier MOM
  - **HSE** performance
  - **HSE** inspection Ω
  - HSE audit and CAPA
  - **HSE** training
  - Health check-up camp
  - HSE planning for the erection and commissioning and installation activities in the coming month
  - HSE reward and promotional activities
- The meeting shall be chaired by Construction Manager, convened by HSE coordinator and attended by all HOS, Site Incharge of Subcontractors and HSE officer of Subcontractors.
- MOM on the discussion will be circulated to the concerned for implementation.

### FORMATS USED (Details available in Annexure-04)

| SL. No. | Format Name                 | Format No.           | Rev<br>No. |
|---------|-----------------------------|----------------------|------------|
| 01      | Inspection of First Aid Box | HSEP:14-F01          | 00         |
| 02      | Health Check Up             | HSEP:14-F02          | 00         |
| 03      | HSE Induction Training      | HSEP:14-F03          | 00         |
| 04      | Tool Box Talk               | HSEP:14-F04          | 00         |
| 05      | Monthly Site HSE Report     | As specified by BHEL | 00         |
| 06      | Inspection of PPE           | HSEP:14-F06          | 00         |



01

REV:

20.01.2020 Date:

Doc no.: HSEP: 14

Page: **35** of **43** 

# POWER SECTOR

| 07 | Inspection of T&Ps   | HSEP:14-F07      | 00 |
|----|--|------------------|----|
| 08 | Status of T&Ps   | HSEP:14-F08      | 00 |
| 09 | Inspection of Cranes and Winches                           | HSEP:14-F09      | 00 |
| 10 | Inspection on Height Working                               | HSEP:14-F10      | 00 |
| 11 | Inspection on Welding & Gas Cutting                        | HSEP:14-F11      | 00 |
| 12 | Inspection on Electrical Installation                      | HSEP:14-F12      | 00 |
| 13 | Inspection on Elevator                                     | HSEP:14-F13      | 00 |
| 14 | HSE Penalty  | HSEP:14-F14      | 00 |
| 15 | Accident /incident / property damage /fire incident report | HSEP:14-F15      | 00 |
|    | Addition / property damage / o occur. rope                 | TIOLI . IT I I I |    |



SITE OPERATION by SUBCONTRACTORS

**POWER SECTOR** 

Doc no.: HSEP: 14

REV: 01

20.01.2020 Date:

Page: **36** of **43** 

### 20.0 **ANNEXURES**

**ANNEXURE 01** 

As per Contract Labour (Regulation & Abolition Act), Central Rules, 1971,

(1) The first-aid box shall be distinctively marked with a Red Cross on a white background and shall contain the following items, namely:

## (a) For establishments in which the number of contract labour employed does not exceed fifty, each first aid box shall contain the following equipment:

| (i)     | 6 small sterilized dressings   |  |
|---------|--|--|
| (ii)    | 3 medium size sterilized dressings   |  |
| (iii)   | 3 large size sterilized dressings  |  |
| (iv)    | 6 pieces of sterilized eye pads in separate sealed packets.                                |  |
| (v)     | 6 roller bandages 10 cm wide.  |  |
| (vi)    | 6 roller bandages 5 cm wide.   |  |
| (vii)   | One tourniquet   |  |
| (viii)  | A supply of suitable splints   |  |
| (ix)    | Three packets of safety pins.  |  |
| (x)     | Kidney tray.   |  |
| (xi)    | 3 large sterilized burn dressings.   |  |
| (xii)   | 1 (30ml) bottle containing a two percent alcoholic solution of iodine                      |  |
| (xiii)  | 1 (30 ml) bottle containing Sal volatile having the dose and mode of administration        |  |
|         | indicated on the label   |  |
| (xiv)   | 1 snake bite lancet  |  |
| (xv)    | 1 (30gms) bottle of potassium permanganate crystals.                                       |  |
| (xvi)   | 1 pair scissors  |  |
| (xvii)  | 1 copy of the First-Aid leaflet issued by the Director General, Factory Advice Service and |  |
|         | Labour Institutes, Government of India.  |  |
| (xviii) | A bottle containing 100 tablets (each of 5 grains) of aspirin                              |  |
| (xix)   | Ointment for burns   |  |
| (xx)    | A bottle of suitable surgical anti-septic solution   |  |

## (b) For establishment in which the number of contract labour exceeds fifty each first-aid box shall contain the following equipment:

| (i)   | 12 small sterilized dressings                                |
|-------|--|
| (ii)  | 6 medium size sterilized dressings                           |
| (iii) | 6 large size sterilized dressings.                           |
| (iv)  | 6 large size sterilized burn dressings                       |
| (v)   | 6 (15 grams) packets sterilized cotton wool                  |
| (vi)  | 12 pieces of sterilized eye pads in separate sealed packets. |



Doc no.: HSEP: 14

REV: 01

Date: 20.01.2020

Page: **37** of **43** 

# POWER SECTOR

| (vii)   | 12 roller bandages 10 cm wide.  |
|---------|---|
| (viii)  | 12 roller bandages 5 cm wide.   |
| (ix)    | One tourniquet.   |
| (x)     | A supply of suitable splints.   |
| (xi)    | Three packets of safety pins.   |
| (xii)   | Kidney tray.  |
| (xiii)  | Sufficient number of eye washes bottles filled with distilled water or suitable liquid clearly indicated by a distinctive sign which shall be visible at all times. |
| (xiv)   | 4 per cent Xylocaine eye drops, and boric acid eye drops and soda by carbonate eye drops.   |
| (xv)    | 1 (60ml) bottle containing a two percent alcoholic solution of iodine   |
| (xvi)   | One (two hundred ml) bottle of mercurochrome (2 per cent) solution in water.  |
| (xvii)  | 1 (120ml) bottle containing Sal volatile having the dose and mode of administration indicated on the label.   |
| (xviii) | 1 roll of adhesive plaster (6 cmX1 meter)   |
| (xix)   | 2 rolls of adhesive plaster (2 cmX1 meter)  |
| (xx)    | A snake bite lancet.  |
| (xxi)   | 1 (30 grams) bottle of potassium permanganate crystals.   |
| (xxii)  | 1 pair scissors   |
| (xxiii) | copy of the First-Aid leaflet issued by the Director-General, Factory Advice service and labour Institutes, Government of India.                                    |
| (xxiv)  | a bottle containing 100 tablets (each of 5 grains) of aspirin   |
| (xxv)   | Ointment for burns  |
| (xxvi)  | A bottle of a suitable surgical anti septic solution.   |
|         | - :   |

(2) Adequate arrangement shall be made for immediate recoupment of the equipment when necessary.



# **HEALTH, SAFETY AND ENVIRONMENT** PLAN FOR SITE OPERATION by SUBCONTRACTORS

REV:

POWER SECTOR

01 20.01.2020 Date:

Doc no.: HSEP: 14

**38** of **43** Page:

#### **ANNEXURE 02**

| HSE AUDIT/INSPECTION CHECKLIST CUM COMPLIANCE REPORT  |     |        |         |        |
|---|-----|--------|---------|--------|
| PROJECT:  | SUE | BCONTI | RACTOR: |        |
| DATE :  | OW  | NER    | :       |        |
| INSPECTION BY:  |     |        |         |        |
| Note: write 'NA' wherever the items is not applicable |     |        |         |        |
| Item  | Υ   | N      | Remarks | Action |
|   | е   | 0      |         |        |
| HOUSEKEEPING  | S   |        |         |        |
| Waste containers provided and used                    |     |        |         |        |
| Passageways and walkways clear                        |     |        |         |        |
| General neatness of working area                      |     |        |         |        |
| Other   |     |        |         |        |
| PERSONNELPROTECTIVEEQUIPTMENTS                        |     |        |         |        |
| Goggles; shields                                      |     |        |         |        |
| Face protection                                       |     |        |         |        |
| Hearing protection                                    |     |        |         |        |
| Respiratory masks etc.                                |     |        |         |        |
| Safety belts  |     |        |         |        |
| Other   |     |        |         |        |
| EXCAVATIONS / OPENINGS                                |     |        |         |        |
| Openings properly covered or barricaded               |     |        |         |        |
| Excavations shored                                    |     |        |         |        |
| Excavations barricaded                                |     |        |         |        |
| Overnight lighting provided                           |     |        |         |        |
| Other   |     |        |         |        |
| WELDING, CUTTING                                      |     |        |         |        |
| Gas cylinders chained upright                         |     |        |         |        |
| Cable and hoses not obstructing                       |     |        |         |        |
| Fire extinguisher (s) accessible                      |     |        |         |        |
| Others  |     |        |         |        |
| SCAFFOLDING   |     |        |         |        |
| Fully decked platforms                                |     |        |         |        |
| Guard and intermediate rails in place                 |     | ļ      |         |        |
| Toe boards in place                                   |     | ļ      |         |        |
| Adequate shoring                                      |     |        |         |        |
| Adequate access                                       |     |        |         |        |
| Others  |     |        |         |        |
| LADDER  |     | 1      |         |        |
| Extension side rails 1 m above                        |     |        |         |        |
| Top of landing  |     |        |         |        |
| Properly secured                                      |     |        |         |        |



# HEALTH, SAFETY AND ENVIRONMENT PLAN FOR SITE OPERATION by SUBCONTRACTORS

Doc no.: HSEP: 14

REV: 01

Date: 20.01.2020

Page: **39** of **43** 

| POW | /FR            | SEC     | TOR           |
|-----|----------------|---------|---------------|
|     | <b>, – 1</b> , | $\circ$ | $\cdot \cdot$ |

|   |  |   | T |
|---|--|---|---|
| Angle + 70° from horizontal             |  |   |   |
| Other                                   |  |   |   |
| HOISTS, CRANES AND DERRICKS             |  |   |   |
| Condition of cables and sheaf OK        |  |   |   |
| Condition of slings, chains, hooks OK   |  |   |   |
| Inspection & maintenance log maintained |  |   |   |
| Outriggers used                         |  |   |   |
| Signals observed and understood         |  |   |   |
| Qualified operators                     |  |   |   |
| Others                                  |  |   |   |
| MACHINERY, TOOLS & EQUIPMENT            |  |   |   |
| Proper instruction                      |  |   |   |
| Safety devices                          |  |   |   |
| Proper cords                            |  |   |   |
| Inspection and maintenance              |  |   |   |
| Other                                   |  |   |   |
| VEHICLE AND TRAFFIC                     |  |   |   |
| Rules and regulations observed          |  |   |   |
| Inspection and maintenance              |  |   |   |
| Licensed drivers                        |  |   |   |
| Other                                   |  |   |   |
| TEMPORARY FACILITIES                    |  |   |   |
| Emergency instructions posted           |  |   |   |
| Fire extinguishers provided             |  |   |   |
| Fire-aid equipment available            |  |   |   |
| General neatness                        |  |   |   |
| Others                                  |  |   |   |
| FIRE PREVENTION                         |  |   |   |
| Personnel instructed                    |  |   |   |
| Fire extinguishers checked              |  |   |   |
| No smoking in prohibited areas.         |  |   |   |
| Hydrants                                |  |   |   |
| Clearance                               |  |   |   |
|   |  |   |   |
| Others                                  |  |   |   |
| ELECTRICAL                              |  |   |   |
| Proper wiring                           |  |   |   |
| ELCB's provided                         |  |   |   |
| Ground fault circuit interrupters       |  |   |   |
| Protection against damage               |  |   |   |
| Prevention of tripping hazards          |  |   |   |
| Other                                   |  |   |   |
| HANDLING & STORAGE OF MATERIALS         |  |   |   |
| HANDLING & STORAGE OF MATERIALS         |  |   |   |
| Properly stored or stacked              |  |   |   |
| Passageways clear                       |  |   |   |
| Other                                   |  |   |   |
| FLAMMABLE GASES AND LIQUIDS             |  |   |   |
| Containers clearly identified           |  |   |   |
| Proper storage                          | <del>                                     </del> |   |   |
| Fire extinguisher nearby                | + +  |   |   |
| I I IIO CAUTUUISHEI HEALDY              | 1  | 1 | 1 |



# HEALTH, SAFETY AND ENVIRONMENT PLAN FOR SITE OPERATION by SUBCONTRACTORS

Doc no.: HSEP: 14

REV: 01

Date: 20.01.2020

Page: **40** of **43** 

POWER SECTOR

| Other   |  |  |
|---|--|--|
| WORKING AT HEIGHT   |  |  |
| Safety nets   |  |  |
| Safety belts  |  |  |
| Safety helmets  |  |  |
| Anchoring of safety belt to the life line rope  |  |  |
| ENVIRONMENT   |  |  |
| Lubricant waste/engine oils properly dispose.   |  |  |
| Waste from Canteen, offices, sanitation etc. disposed properly.   |  |  |
| Disposal of surplus earth, stripping materials, expired batteries, oily rags and combustible materials done properly. |  |  |
| HEALTH CHECKS   |  |  |
| Hygienic conditions at labor camps O.K.   |  |  |
| Availability of first-aid facilities  |  |  |
| Proper sanitation at site, office & labor camps.  |  |  |
| Arrangement of medical facilities.  |  |  |
| Measures for dealing with illness.  |  |  |
| Availability of potable drinking water for workmen & staff.   |  |  |
| Provision of crèches for children.  |  |  |
|   |  |  |



# **HEALTH, SAFETY AND ENVIRONMENT** PLAN FOR SITE OPERATION by SUBCONTRACTORS

REV:

POWER SECTOR

Doc no.: HSEP: 14

01

20.01.2020 Date:

Page: **41** of **43** 

#### **ANNEXURE 03**

#### **REFERENCES**

- Contract documents
- Relevant legislations
- **HSEMSM**
- Relevant Indian standards as listed below (illustrative only):

| SL   | CODE NAME               | TITLE  |
|------|-------------------------|--|
| NO   |                         |  |
| (1)  | IS : 818-1888           | Code of Practice for safety and health requirements in         |
|      | (Reaffirmed 2003)       | Electric and Gas Welding and Cutting operations.               |
| (2)  | IS: 1179-1967           | Specification for Equipment for Eye & Face protection during   |
|      | (Reaffirmed 2003)       | welding.   |
| (3)  | IS: 1989 (Part 2):1986  | Specification for Leather Safety Boots & Shoes                 |
|      | (Reaffirmed 1997)       |  |
| (4)  | IS:2925 – 1984          | Specification for Industrial Safety Helmets                    |
|      | (Reaffirmed 2010)       |  |
| (5)  | IS:3521 : 1999          | Industrial Safety Belts & Harnesses-Specification              |
|      | (Reaffirmed 2002)       |  |
| (6)  | IS:3646(Part II) - 1966 | Code of Practice for Interior Illumination                     |
|      | (Reaffirmed 2003)       |  |
| (7)  | IS:3696 (Part I) - 1987 | Safety Code for Scaffolds and Ladders                          |
|      | (Reaffirmed 2002)       |  |
| (8)  | IS: 3696(Part 2) : 1991 | Scaffolds and Ladders-Code of Safety                           |
|      | (Reaffirmed 2002)       |  |
| (9)  | IS:3786 – 1983          | Method for Computation of Frequency and Severity Rates for     |
|      | (Reaffirmed 2002)       | Industrial Injuries and Classification of Industrial Incidents |
| (10) | IS:4770 : 1991          | Rubber Gloves – Electricals purposes-Specification             |
|      | (Reaffirmed 2006)       |  |
| (11) | IS:4912 : 1978          | Safety Requirements for Floor and Wall Openings, Railings      |
|      | (Reaffirmed 2002)       | and Toe Boards   |
| (12) | IS: 5983 – 1980         | Specification for Eye-Protectors                               |
|      | (Reaffirmed 2002)       |  |
| (13) | IS:6519 – 1971          | Code of Practice for Selection, Care and Repair of Safety      |
|      | (Reaffirmed 1997)       | Footwear   |
| (14) | IS:9167:1979            | Specification for Ear-Protectors                               |
|      |                         |  |
| (15) | IS:6994(Part I)-1973    | Specification for Industrial Safety Gloves                     |
|      | (Re affirmed 1996)      | Leather and Cotton Gloves                                      |
| (16) | IS:8519 – 1977          | Guide for Selection of Industrial Safety Equipment for Body    |
|      | (Reaffirmed 1983)       | Protection.  |
| (17) | IS 11006 : 2011         | Flash Back(Flame Arrestor) Specification                       |



# HEALTH, SAFETY AND ENVIRONMENT PLAN FOR SITE OPERATION by SUBCONTRACTORS

Doc no.: HSEP: 14

REV: 01

Date: 20.01.2020

Page: **42** of **43** 

#### POWER SECTOR

| (18) | IS:8520 – 1977        | Guide for Selection of Industrial Safety Equipment for Eye,    |  |  |
|------|-----------------------|--|--|--|
|      | (Reaffirmed 2002)     | Face and Ear Protection.                                       |  |  |
| (19) | IS:9473:2002          | Respiratory Protective Devices-Filtering Half Masks to protect |  |  |
|      |                       | against Particles-Specification.                               |  |  |
| (20) | IS:9944:1992          | Natural and Man-made Fiber Rope Slings-Recommendations         |  |  |
|      | (Reaffirmed 2003)     | on Safe working loads.   |  |  |
| (21) | IS:11057 – 1884       | Specification for Industrial Safety Nets                       |  |  |
|      | (Reaffirmed 2001)     |  |  |  |
| (22) | IS:12254:1993         | Polyvinyl Chloride (PVC) Industrial Boots-Specification        |  |  |
|      | (Reaffirmed 2002)     |  |  |  |
| (23) | IS:13367(Part 1):1992 | Safe Use of Cranes-Code of Practice                            |  |  |
|      | (Reaffirmed 20030     |  |  |  |
| (24) | IS:14166:1994         | Respiratory Protective Devices-Full Face Masks Specification   |  |  |
|      | (Reaffirmed 2002)     |  |  |  |
| (25) | IS:14746 : 1999       | Respiratory Protective Devices-Half Masks and Quarter          |  |  |
|      | (Reaffirmed 2003)     | Masks - Specification  |  |  |
| (26) | IS: 15397:2003        | Portable Extinguisher Mechanical Foam Type(Stored              |  |  |
|      | (Reaffirmed 2008)     | Pressure)-Specification  |  |  |
| (27) | IS: 19011:2002        | Guidelines for Quality and/or Environmental Management         |  |  |
|      |                       | Systems Auditing   |  |  |



# **HEALTH, SAFETY AND ENVIRONMENT** PLAN FOR SITE OPERATION by SUBCONTRACTORS

01

REV:

20.01.2020 Date:

Doc no.: HSEP: 14

Page: **43** of **43** 

POWER SECTOR

**ANNEXURE 04 : SAFETY FORMATS** 

& ANNEXURE 05 : WORK PERMIT FORMATS



#### INSPECTION OF FIRST AID BOX

FORMAT NO: HSEP:14-F01

REV NO.: 00 PAGE NO. 01 OF 02

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

Number of employees on the site: -\_\_\_\_\_

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



#### INSPECTION OF FIRST AID BOX

FORMAT NO: HSEP:14-F01

REV NO.: 00 PAGE NO. 02 OF 02

| SI.No. | Item                                    | No.<br>Available | Remarks |
|--------|---|------------------|---------|
| 17     | Whether 120ml bottle containing Sal     | Available        |         |
| 17     | volatile having the dose and mode of    |                  |         |
|        | administration indicated on the label,  |                  |         |
|        | available.                              |                  |         |
| 18     | Whether roll of adhesive plaster (6     |                  |         |
|        | cmX1 meter) available                   |                  |         |
| 19     | No of rolls of adhesive plaster (2 cmX1 |                  |         |
|        | meter)                                  |                  |         |
| 20     | Whether snake bite lancet available.    |                  |         |
| 21     | Whether (30 grams) bottle of potassium  |                  |         |
|        | permanganate crystals available.        |                  |         |
|        |   |                  |         |
| 22     | Whether a pair scissors available       |                  |         |
| 23     | Whether copy of the First-Aid leaflet   |                  |         |
|        | issued by the Director-General, Factory |                  |         |
|        | Advice service and labour Institutes,   |                  |         |
|        | Government of India available.          |                  |         |
| 24     | Whether bottle containing 100 tablets   |                  |         |
|        | (each of 5 grains) of aspirin available |                  |         |
| 25     | Whether Ointment for burns available    |                  |         |
| 26     | Whether bottle of a suitable surgical   |                  |         |
|        | anti-septic solution available          |                  |         |

Signature of Subcontractor's Site I/C:



#### **HEALTH CHECK UP**

FORMAT NO: HSEP:14-F02

REV NO.: 00 PAGE NO. 1 OF 02

| Name of Site :               |            |                    |             |  |
|------------------------------|------------|--------------------|-------------|--|
| Name of Sub-Contractor :     |            |                    |             |  |
| Name of Employee :           |            |                    |             |  |
| NAME:                        |            |                    |             |  |
| History Of Past Illness      | H/O Epilep | osy                |             |  |
|                              | H/O Drug   |                    |             |  |
|                              |            | tics/ Hypertension |             |  |
|                              | H/O Uncor  | nsciousness        |             |  |
| Personal History             |            |                    |             |  |
| EXAMINATI                    |            |                    | OBSERVATION |  |
| General Physical Examination | <u>on</u>  |                    |             |  |
| Height                       | :          |                    |             |  |
| Weight                       | :          |                    |             |  |
| ВМІ                          | :          |                    |             |  |
| Built And nourishment        | :          |                    |             |  |
| Pallor                       | :          |                    |             |  |
| Temperature                  | :          |                    |             |  |
| Chest Expansion              | :          | Inspiration        | Expansion   |  |
| Lymph Node Enlargement       | :          |                    |             |  |
| Ear, Nose, Throat            | :          |                    |             |  |
| Ear                          | :          |                    |             |  |
| Nose                         | :          |                    |             |  |
| Throat                       | :          |                    |             |  |



#### **HEALTH CHECK UP**

FORMAT NO: HSEP:14-F02

REV NO.: 00 PAGE NO. 2 OF 02

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

Signature of the examining doctor



#### **HSE INDUCTION TRAINING**

FORMAT NO: HSEP:14-F03

REV NO.: 00 PAGE NO. 01 OF 01

| Name of Site :         |  |
|------------------------|--|
| Name of Sub-Contractor |  |
| :                      |  |
| Date :                 |  |
| Name of Training       |  |
| Co-ordinator           |  |

| SI  | Name | Designation | Organisation | Signature |
|-----|------|-------------|--------------|-----------|
| No. |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |
|     |      |             |              |           |

Signature of Training co-ordinator :



Name of Site:

#### **POWER SECTOR**

TOOL-BOX TALK

FORMAT NO: HSEP:14-F04

REV NO.: 00

| PAGE | NO. | 01 | OF | 01 |
|------|-----|----|----|----|
|------|-----|----|----|----|

| _     |  |                              |         |
|-------|--|------------------------------|---------|
| ate : |  |                              |         |
|       |  |                              |         |
| Горіс | Name of person<br>delivered Tool Box<br>Talk | No. of Participants attended | Remarks |
|       |  |                              |         |
|       |  |                              |         |
|       |  |                              |         |
|       |  |                              |         |
|       |  |                              |         |
|       |  |                              |         |
|       |  |                              |         |
|       |  |                              |         |
|       |  |                              |         |
|       |  |                              |         |

**Signature of Site I/C of Subcontractor:** 



#### PERSONAL PROTECTIVE EQUIPMENTS

FORMAT NO: HSEP:14-F06

REV NO.: 00

PAGE NO. 01 OF 01

| Name of Site:         |                   |                             |                             |
|-----------------------|-------------------|-----------------------------|-----------------------------|
| Name of Sub-Contract: | or                |                             |                             |
| Inspected by :        |                   |                             |                             |
| Date of Inspection :  |                   |                             |                             |
|                       |                   |                             |                             |
|                       |                   |                             |                             |
| Item                  | Issued this Month | Nos. Issued up to the Month | Percentage of usage at site |
| Safety Helmet         |                   | the Month                   | ut site                     |
| Safety Shoes          |                   |                             |                             |
| Full Body Harness     |                   |                             |                             |
| Fall Arrestor         |                   |                             |                             |
| Safety Nets           |                   |                             |                             |
| Other PPEs.           |                   |                             |                             |

**Signature of Site I/C of Subcontractor:** 



#### **INSPECTION OF T&Ps**

FORMAT NO: HSEP:14-F07

REV NO.: 00 PAGE NO. 01 OF 01

Signature-Subcontractor/ Subcontractor's

**Safety Officer** 

| Name of S  | ite:  |              |                  |  |
|--|---|--------------|------------------|--|
| Name of Sub-Contractor :   |   |              |                  |  |
| Date of Inspection :   |   |              |                  |  |
|  |   | 1            |                  |  |
| Sl.No.   | Description                                 | Remarks      |                  |  |
| 1.0  | Name of equipment                           |              |                  |  |
| 2.0  | Basic Information of equipment              |              |                  |  |
| 2.1  | Specification                               |              |                  |  |
| 2.2  | Sr. No. of equipment                        |              |                  |  |
| 2.3  | Make  |              |                  |  |
| 2.4  | Year of manufacture                         |              |                  |  |
| 3.0 Major repairs / overhauls(Furnish details of work carried out) |   | out)         | Date(s) of major |  |
|  |   |              | repair/overhaul  |  |
| 3.1  |   |              |                  |  |
| 3.2  |   |              |                  |  |
| 3.3  | Repairs carried out at site                 |              |                  |  |
|  |   |              |                  |  |
| 4.0  | Any performance test conducted              | Yes/No       | 1                |  |
| 5.0  | Document Submitted                          | Yes/No       |                  |  |
| 6.0  | Manufacturer's test / guarantee certificate | Available/ I | Not available    |  |
| 7.0  | Performance test                            | Done/ Not    | Done             |  |
| 8.0  | Acceptance Norms                            |              |                  |  |
| 9.0  | Committee Observations                      |              |                  |  |
| 10.0   | Date of next review (if accepted)           |              |                  |  |
|  |   | Ш            |                  |  |
|  |   |              |                  |  |
|  |   |              |                  |  |

Signature-Site Safety Officer (BHEL)



#### STATUS OF T&Ps

FORMAT NO: HSEP:14-F08

REV NO.: 00 PAGE NO. 01 OF 01

| Name of Site           |  |
|------------------------|--|
| Name of Sub-Contractor |  |
| Date of Inspection     |  |

| Item                 | Nos. Deployed | Identification | Nos. Tested by | Validity of Test |
|----------------------|---------------|----------------|----------------|------------------|
|                      |               | No.            | competent      | Certificate      |
|                      |               |                | person         |                  |
| Winches              |               |                |                |                  |
| Chain Blocks         |               |                |                |                  |
| Wire Rope            |               |                |                |                  |
| Slings               |               |                |                |                  |
| Man Cages            |               |                |                |                  |
| D-Shackles           |               |                |                |                  |
| Air                  |               |                |                |                  |
| Compressors          |               |                |                |                  |
| Crawler              |               |                |                |                  |
| Cranes               |               |                |                |                  |
| <b>Mobile Cranes</b> |               |                |                |                  |
| Hydra Cranes         |               |                |                |                  |
| Others               |               |                |                |                  |

Signature of Site I/C of subcontractor:

| बीएच ईएल   |
|------------|
|            |
|            |
| <i>-77</i> |

#### INSPECTION OF CRANES AND WINCHES

FORMAT NO: HSEP:14-F09

REV NO.: 00 PAGE NO. 01 OF 03

|   | PAGE NO. 01 OF 03 |
|---|-------------------|
| Name of Site :                                      |                   |
| Name of Sub-Contractor :                            |                   |
| Inspected by :                                      |                   |
| Date of Inspection:                                 |                   |
| Crane Reg. No (Make/Model)  Name of Driver/Operator |                   |

| Sl.no. | Description                      | Observation | Measures |
|--------|----------------------------------|-------------|----------|
| 1      | Valid Driving license            |             |          |
| 2      | Hook & Hook Latch                |             |          |
| 3      | Over Hoist limit switch          |             |          |
| 4      | Boom limit switch                |             |          |
| 5      | Boom Angle Indicator             |             |          |
| 6      | Boom limit cutoff switch         |             |          |
| 7      | Condition of Boom                |             |          |
| 8      | Condition of ropes               |             |          |
| 9      | Number of load lines             |             |          |
| 10     | Size and condition of the slings |             |          |
| 11     | Stability of the cranes          |             |          |
| 12     | Soil Condition                   |             |          |
| 13     | Swing Break And Lock             |             |          |
| 14     | Proper Break And Lock            |             |          |
| 15     | Hoist Break And Lock             |             |          |
| 16     | Boom Break And Lock              |             |          |
| 17     | Main Clutch                      |             |          |
| 18     | Leakage in Hydraulic Cylinders   |             |          |
| 19     | Out riggers filly extendable     |             |          |
| 20     | Tyre pressure                    |             |          |
| 21     | Condition of Battery And Lamps   |             |          |



#### INSPECTION OF CRANES AND WINCHES

FORMAT NO: HSEP:14-F09

REV NO.: 00 PAGE NO. 2 OF 03

| Sl.no. | Description                            | Observation | Measures |
|--------|--|-------------|----------|
| 22     | Guards of moving and rotating parts    |             |          |
| 23     | Load chart provided                    |             |          |
| 24     | Number and position of pedant ropes    |             |          |
| 25     | Reverse Horn                           |             |          |
| 26     | Load Test Details                      |             |          |
| 27     | Operator's fitness                     |             |          |
| 28     | Pollution under control certificate    |             |          |
| 29     | Fire extinguisher of appropriate type. |             |          |
| 30     | Training of the operator               |             |          |

#### WINCH

| SI. | Description                                      | YES | NO | NA | Remarks |
|-----|--|-----|----|----|---------|
| No. | Description                                      |     |    |    |         |
| 1   | Has the copy of Third Party Inspection           |     |    |    |         |
|     | certificate been provided in winch machine shed? |     |    |    |         |
| 2   | Is winch machine operator experienced            |     |    |    |         |
|     | enough to operate the winch machine?             |     |    |    |         |
| 3   | Is the winch machine operated by                 |     |    |    |         |
|     | someone other than the winch machine             |     |    |    |         |
|     | operator?  |     |    |    |         |
| 4   | Is there guard provided in all moving parts      |     |    |    |         |
|     | like wheel and motor's shaft?                    |     |    |    |         |
| 5   | Will it protect against unforeseen               |     |    |    |         |
|     | operational contingencies?                       |     |    |    |         |
| 6   | Are brakes, clutch and locking                   |     |    |    |         |
|     | arrangement working properly?                    |     |    |    |         |
| 7   | Has it been ensured that the guard does          |     |    |    |         |
|     | not constitute a hazard by itself?               |     |    |    |         |
| 8   | Are the cranks and the connecting rods           |     |    |    |         |
|     | protected by guardrails?                         |     |    |    |         |
| 9   | Is there provision for fully covered shed        |     |    |    |         |
|     | with wooden plank roof?                          |     |    |    |         |
|     |  |     |    |    |         |



#### INSPECTION OF CRANES AND WINCHES

FORMAT NO: HSEP:14-F09

REV NO.: 00 PAGE NO. 3 OF 03

| SI. | Description                                 | YES | NO | NA | Remarks |
|-----|---|-----|----|----|---------|
| No. |   |     |    |    |         |
| 10  | Is wire rope free from any kind of damage   |     |    |    |         |
|     | or wear and tear?                           |     |    |    |         |
| 11  | Is split pin provided for the protection of |     |    |    |         |
|     | clutch and brake locking arrangement?       |     |    |    |         |
| 12  | Is pulley inspected by competent person     |     |    |    |         |
|     | and certified before use?                   |     |    |    |         |
| 13  | Is pulley free from any wear and tear       |     |    |    |         |
|     | visually?                                   |     |    |    |         |
| 14  | Is winch rope barricaded with clipsheet for |     |    |    |         |
|     | the protection of rope and person?          |     |    |    |         |
| 15  | Is the wire rope lubricated by cardium oil? |     |    |    |         |
| 16  | Is there any friction in wire rope which    |     |    |    |         |
|     | may damage the wire rope rather than the    |     |    |    |         |
|     | rolling parts?                              |     |    |    |         |
| 17  | Is there any oil leakage in the hydraulic   |     |    |    |         |
|     | system of the winch machine?                |     |    |    |         |
| 18  | Has it been ensured that the guard will not |     |    |    |         |
|     | cause discomfort or inconvenience to        |     |    |    |         |
|     | operator?                                   |     |    |    |         |
|     | Total Number of NO:                         |     |    |    |         |
|     | Total Number of NA:                         |     |    |    |         |
|     | % Compliance :                              |     |    |    |         |
|     |   | 1   |    | ı  | 1       |

Signature of Site I/C of subcontractor:



#### INSPECTION OF HEIGHT WORKING

FORMAT NO: HSEP:14-F10

REV NO.: 00 PAGE NO. 01 OF 02

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

| Sl. No. | Descriptions  | Observation | Remarks |
|---------|---|-------------|---------|
|         |   | (Yes/No)    |         |
| 1       | All the workers have been explained safe work method?     |             |         |
| 2       | An established communication system has been              |             |         |
|         | established and explained to the workers.                 |             |         |
| 3       | Adequate illumination has been ensured.                   |             |         |
| 4       | Work area inspected prior to the start of the work.       |             |         |
| 5       | Area below the work place barricaded, particularly below  |             |         |
|         | hot work.   |             |         |
| 6       | Workers provided with bags /box to carry bolts, nuts and  |             |         |
|         | hand tools  |             |         |
| 7       | Arrangement for fastening hand tools made.                |             |         |
| 8       | All work platforms ensured to be of adequate strength     |             |         |
|         | and ergonomically suitable.                               |             |         |
| 9       | Fabricated makeshift arrangements are checked for         |             |         |
|         | quality and type of material welding, anchoring etc.      |             |         |
| 10.     | Work at more than one elevation at the same segment is    |             |         |
|         | restricted.   |             |         |
|         | ACCESS/EGRESS   |             |         |
| 1       | Walkways provided with handrail, mid-rail and toe         |             |         |
|         | guard?  |             |         |
| 2       | All checkered plates, gratings properly welded/ bolted?   |             |         |
| 3       | Are ladders inspected and they are in good condition?     |             |         |
| 4       | Are ladders spliced?                                      |             |         |
| 5       | Are ladders properly secured to prevent slipping, sliding |             |         |
|         | or falling?   |             |         |
| 6       | Do side rails extend 36" above top landing?               |             |         |
| 7       | Are built up ladders constructed of sound materials?      |             |         |



#### INSPECTION OF HEIGHT WORKING

FORMAT NO: HSEP:14-F10

REV NO.: 00

PAGE NO. 02 OF 02

| Sl. No. | Descriptions  | Observation<br>(Yes/No) | Remarks |
|---------|---|-------------------------|---------|
| 8       | Are rugs and cleats not over 12" on center?                                   |                         |         |
| 9       | Metal ladders not used around electrical hazards.                             |                         |         |
| 10      | Proper maintenance and storage.   |                         |         |
| 11      | Ladders placed at right slope.  |                         |         |
| 12      | Ladders / staircases welded/ bolted properly.                                 |                         |         |
| 13      | Any obstruction in the stairs.  |                         |         |
| 14      | Are landing provided with handrails, knee rails, toe boards etc.?             |                         |         |
| 15      | Whether ramp is provided with proper slope.                                   |                         |         |
| 16      | Proper hand rails / guards provided in ramps.                                 |                         |         |
|         | Housekeeping  |                         |         |
| 1       | Walkways, aisles & all overhead workplaces cleared of                         |                         |         |
|         | loose material.   |                         |         |
| 2       | Flammable materials, if any, are cleared.                                     |                         |         |
| 3       | All the de shuttering materials are removed after de                          |                         |         |
|         | shuttering is done.   |                         |         |
| 4       | Platforms and walkways free from oil/grease or other                          |                         |         |
|         | slippery material.  |                         |         |
| 5       | Collected scrap are brought down or lowered down and not dropped from height. |                         |         |
|         | PPE And Safety Devices  |                         |         |
| 1       | Use of safety helmet, safety belts ensured for all workers                    |                         |         |
| 2       | Anchoring points provided at all places of work.                              |                         |         |
| 3       | Common lifeline provided wherever linear movement at                          |                         |         |
|         | height is required.   |                         |         |
| 4       | Safety nets are use wherever required.  |                         |         |
| 5       | Proper fall arrest system is deployed at critical                             |                         |         |
|         | workplaces.   |                         |         |
| 6       | Crawler boards/Safety system or works on fragile roof                         |                         |         |
|         | are used.   |                         |         |

Signature of Site I/C of subcontractor :



# INSPECTION OF WELDING AND GAS CUTTING

FORMAT NO: HSEP:14-F11 REV NO.: 00 PAGE NO. 1 OF 02

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

| Weldin  | ng                                    |   |   |         |
|---------|---------------------------------------|---|---|---------|
| Sl.no.  | Description                           | Υ | N | Remarks |
| 31.110. | Description                           | e | 0 | Kemarks |
|         |                                       | s |   |         |
| 1       | Is electric connection given through  |   |   |         |
|         | 30 mA ELCB/RCCB to welding m/c?       |   |   |         |
| 2       | Is electric cable fitted properly in  |   |   |         |
|         | junction box on m/c?                  |   |   |         |
| 3       | Is electrical cable free from joints? |   |   |         |
| 4       | Are the joints attached firmly &      |   |   |         |
|         | insulated with tape?                  |   |   |         |
| 5       | Is double earthing given to body of   |   |   |         |
|         | m/c?                                  |   |   |         |
| 6       | Is the physical condition of the m/c  |   |   |         |
|         | good?                                 |   |   |         |
| 7       | Is ON/OFF switch connected to the     |   |   |         |
|         | m/c is working and in good            |   |   |         |
|         | condition?                            |   |   |         |
| 8       | Are indication lamps on m/c           |   |   |         |
|         | working?                              |   |   |         |
| 9       | Is the electrode holder in good       |   |   |         |
|         | condition?                            |   |   |         |
| 10      | Are the cables of the welding m/c     |   |   |         |
|         | lugged & tight properly?              |   |   |         |
| 11      | Are return lead connected properly    |   |   |         |
|         | (Rod, Angle, Channels shall not be    |   |   |         |
|         | used)                                 |   |   |         |
|         | Total No of NO                        |   |   |         |
|         | Total No of YES                       |   |   |         |



# INSPECTION OF WELDING AND GAS CUTTING

FORMAT NO: HSEP:14-F11

REV NO.: 00 PAGE NO. 2 OF 02

| Gas Cutting |  |     |    |         |
|-------------|--|-----|----|---------|
| SI. no      | Description  | Yes | No | Remarks |
| 1           | Are Cylinders kept on trolleys?  |     |    |         |
| 2           | Physical condition of Gas cylinders Good?                                  |     |    |         |
| 3           | Is there Oil/Grease on valve of the cylinder?                              |     |    |         |
| 4           | Are pressure regulators in good condition?                                 |     |    |         |
| 5           | Condition of hose pipe OK?   |     |    |         |
| 6           | Are hose pipe clamped with hose clip?                                      |     |    |         |
| 7           | Is flash back arrestor & NRV fitted on torch both for O2 and LPG cylinder? |     |    |         |
| 8           | Is nozzle of the torch cleaned?  |     |    |         |
|             | Total Number of NO   |     |    |         |
|             | Total No of YES  |     |    |         |
|             | % Compliance   |     |    |         |

Signature of Site I/C of subcontractor :



#### INSPECTION OF ELECTRICAL INSTALLATION

FORMAT NO: HSEP:14-F12

REV NO.: 00

PAGE NO. 01 OF 02

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

| Sr. | Contents   | Yes/No | Remarks |
|-----|--|--------|---------|
| No. |  |        |         |
| Α   | Cable  |        |         |
| 1.  | Whether the condition of cable is checked?   |        |         |
| 2.  | Are cables received from other sites checked for                                     |        |         |
|     | insulation resistance before putting them into use?                                  |        |         |
| 3.  | Are all main cables taken either underground / overhead?                             |        |         |
| 4.  | Are welding cables routed properly above the ground?                                 |        |         |
| 5.  | Are welding and electrical cables overlapping?                                       |        |         |
| 6.  | Is any improper joining of cables/wires prevailing at site?                          |        |         |
| В   | DBs/SDBs   |        |         |
| 1.  | Is earth conductor continued up to DB / SDB?   |        |         |
| 2.  | Whether DBs and extension boards are protected from rain / water?                    |        |         |
| 3.  | Is there any overloading of DBs / SDBs?  |        |         |
| 4.  | Are correct / proper fuses & CBs provided at main boards and sub-boards?             |        |         |
| 5.  | Is energized wiring in junction boxes, CB panels & similar places covered all times? |        |         |
| С   | ELCB   |        |         |
| 1.  | Whether the connections are routed through ELCB?                                     |        |         |
| 2.  | Is ELCB sensitivity maintained at 30 mA?   |        |         |



#### INSPECTION OF ELECTRICAL INSTALLATION

FORMAT NO: HSEP:14-F12

REV NO.: 00 PAGE NO. 02 OF 02

| Sr. | Contents  | Yes/No | Remarks |
|-----|---|--------|---------|
| No. |   |        |         |
| 3.  | Are the ELCB numbered and tested periodically & test  |        |         |
|     | results recorded in a logbook countersigned by a      |        |         |
|     | competent person?                                     |        |         |
| D   | Grounding   |        |         |
| 1.  | Is natural earthing ensured at the source of power    |        |         |
|     | (main DB at Generator or Transformer)?                |        |         |
| 2.  | Whether the continuity and tightness of the earth     |        |         |
|     | conductor are checked?                                |        |         |
| 3.  | Mention the gauge of the earth conductor used at the  |        |         |
|     | site.   |        |         |
| 4.  | Mention the value of Earth Resistance.                |        |         |
|     |   |        |         |
| E   | Electrically operated Machines or Accessories.        |        |         |
| 1.  | Whether the plug top is provided everywhere.          |        |         |
|     |   |        |         |
| 2.  | Are all metal parts of electrical equipment and light |        |         |
|     | fittings / accessories grounded?                      |        |         |
| 3.  | Is there any shed or cover for welding machines?      |        |         |
|     |   |        |         |
| 4.  | Are halogen lamps fixed at proper places?             |        |         |
|     |   |        |         |
| 5.  | Are portable power tools maintained as per norms?     |        |         |
| 6.  | Any other information:                                |        |         |
|     |   |        |         |

Signature of Site I/C of subcontractor :



Name of Site

Name of Sub-Contractor

#### **POWER SECTOR**

#### **INSPECTION OF ELEVATOR**

FORMAT NO: HSEP:14-F13

REV NO.: 00 PAGE NO. 01 OF 01

| Inspected by |   |                       |                |                          |                                  |
|--------------|---|-----------------------|----------------|--------------------------|----------------------------------|
| Date of      | Inspection  |                       |                |                          |                                  |
|              |   |                       |                |                          |                                  |
| Sr.<br>No.   | Description   |                       |                | Remarks                  |                                  |
| 1.0          | Name of equipment                                       |                       |                |                          |                                  |
| 2.0          | Basic Information of e                                  | equipment             |                |                          |                                  |
| 2.1          | Specification   |                       |                |                          |                                  |
| 2.2          | Sr. No. of equipment                                    |                       |                |                          |                                  |
| 2.3          | Make  |                       |                |                          |                                  |
| 2.4          | Year of manufacture                                     |                       |                |                          |                                  |
| 3.0          | Major repairs/overhauls(Furnish details of work carried |                       | work carried o | out)                     | Date(s) of major repair/overhaul |
| 3.1          |   |                       |                |                          |                                  |
| 3.2          |   |                       |                |                          |                                  |
| 3.3          | Repairs carried out at                                  | site                  |                |                          |                                  |
|              |   |                       |                |                          |                                  |
| 4.0          | Any performance test                                    | conducted             |                | Yes/No                   |                                  |
| 5.0          | Document Submitted                                      |                       |                | Yes/No                   |                                  |
| 6.0          | Manufacturer's test /                                   | guarantee certificate |                | Available/ Not available |                                  |
| 7.0          | Performance test  |                       |                | Done/ Not Done           |                                  |
| 8.0          | Acceptance Norms  |                       |                |                          |                                  |
| 9.0          | Committee Observati                                     | ons                   |                |                          |                                  |
| 10.0         | Date of next review (if accepted)                       |                       |                |                          |                                  |
|              |   |                       |                |                          |                                  |
| Signa        | Signature-Subcontractor/ Subcontractor's Safety Officer |                       | Signatu        | re-Site Safet            | y Officer ( BHEL)                |

|    | 3 | 7 |
|----|---|---|
| /- | 4 | 4 |
|    |   | F |

### Inspection of Excavation

FORMAT NO: HSEP:14-F13E REV NO.: 00 PAGE NO. 01 OF 01

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

| Sl.no. | Description  | Yes | No | Remarks |
|--------|--|-----|----|---------|
| 1      | Precautions taken for Underground Electrical Cable   |     |    |         |
| 2      | Precautions taken for Under / Above ground sewer/ Drinking Water Line  |     |    |         |
| 3      | Precautions taken for Underground Telecommunication Line   |     |    |         |
| 4      | Precautions taken for Underground Product/Utility Line   |     |    |         |
| 5      | Precautions taken for Underground Fire Water Line  |     |    |         |
| 6      | Shoring / Shuttering / Sheet piling done to prevent collapse of excavation walls. Strength of Excavation wall ensured at all times |     |    |         |
| 7      | Slope Cutting / Angle Maintained   |     |    |         |
| 8      | Hard Barricading & Edge Protection provided  |     |    |         |
| 9      | Separate Safe Access for Man and Vehicle   |     |    |         |
| 10     | Lighting arrangement   |     |    |         |
| 11     | Banksman Provided  |     |    |         |
| 12     | Required basic PPEs provided   |     |    |         |
| 13     | Excavated soil / Construction Material / equipment kept away from the edge.  |     |    |         |
| 14     | First aid in attendance.   |     |    |         |
| 15     | Other:   |     |    |         |
|        | Total No of YES  |     |    |         |



#### **HSE PENALTY**

FORMAT NO: HSEP:14-F14

REV NO.: 00 PAGE NO. 1 OF 02

#### Sub: MEMO for Penalty for non-compliances in Safety

Following lapse (tick marked) was observed and penalty is imposed as stated at the bottom of this memo. It is requested that such occurrences be please avoided in future.

#### **Safety Area**

| SN  | Violation of Safety Norms  | Fine<br>(in Rs)                                  |
|-----|--|--|
| 01  | Not Wearing Safety Helmet  | 200/- *  |
| 02. | Not wearing Safety Belt or not anchoring life line   | 500/-*   |
| 03  | Not wearing safety shoe  | 200/-*   |
| 04  | Not keeping gas cylinders vertically   | 200/-  |
| 05  | Not using flash back arrestors   | 100/-  |
| 06  | Not wearing gloves   | 50/- *   |
| 07. | Grinding Without Goggles   | 50/- *   |
| 08. | Not using 24 V Supply For Internal Work  | 500/-  |
| 09. | Electrical Plugs Not used for hand Machine   | 100/-  |
| 10. | Not Slinging properly  | 200/-  |
| 11. | Using Damaged Sling  | 200/-  |
| 12. | Lifting Cylinders Without Cage   | 500/-  |
| 13. | Not Using Proper Welding Cable With Lot of Joints And Not Insulated Property.                              | 200/-  |
| 14. | Not Removing Small Scrap From Platforms  | 500/-  |
| 15. | Gas Cutting Without Taking Proper Precaution or Not Using Sheet Below Gas Cutting                          | 500/-  |
| 16. | Not Maintaining Electric Winches Which are Operated Dangerously  | 500/-  |
| 17. | Improper Earthing Of Electrical T&P  | 500/-  |
| 18  | No or improper barricading   | 500/-  |
| 19. | Activity carried out without Safety work permit (Height work, Lifting activity, Hot work-each person/case) | 1000/-   |
| 20. | Incident Resulting in Partial Loss in Earning Capacity   | 25,000/- per<br>victim                           |
| 21. | Fatal Incident Resulting in total loss in Earning Capacity   | 1,00,000/- per<br>victim for first<br>instance # |

#### Legend: -

#: or as deducted by customer, whichever is higher. For repeated fatal incident in the same Unit incremental penalty to be imposed. The subcontractor will pay 2 times the penalty compared to previously paid in case there are repeated cases of fatal incidents under the same subcontractor for the same package in the same unit.

<sup>\*:</sup> per head. For repeated violation by the same person, the penalty would be double of the previous penalty. Date of "Repeated violation" will be counted from subsequent days.



#### **HSE PENALTY**

FORMAT NO: HSEP:14-F14

REV NO.: 00 PAGE NO. 2 OF 02

Details (if any) related to non-compliance (Name of persons, Nature of deficiency, etc.)

| Penalty imposed:  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|
| 1, Rate as per above chart  |  |  |  |  |  |  |  |  |  |
| 2. No. of Persons/ machine/ event/ labour   |  |  |  |  |  |  |  |  |  |
| 3. Total Penalty= 1. X 2. =   |  |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |  |
| Signature:  |  |  |  |  |  |  |  |  |  |
| Witnessed by: (Sub- Contractor representative) (BHEL Personnel)                       |  |  |  |  |  |  |  |  |  |
| NameName  |  |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |  |
| Distribution: 1 Copy: to Sub- contractor,  1 Copy to Site Construction Manager (BHEL) |  |  |  |  |  |  |  |  |  |



#### POWER SECTOR- HQ

### Incident Report

FORMAT NO: HSEP:14-F15 REV NO.: 00

(To be submitted within 24 hours of time of incident)

PAGE NO. 01 OF 01

#### Type of incident: Fatal/Major/ Minor/Fire/Property Damage/Near-miss

| 1   | NAME OF SITE   |             |                                 | 3   | ACTIVITY AREA                           |                       |  |  |  |  |
|---|--|-------------|---------------------------------|-----|---|-----------------------|--|--|--|--|
| 2   | SCOPE OF WORK  |             |                                 |     | NAME OF CONTRACTOR                      |                       |  |  |  |  |
|   |  |             |                                 |     | NAME & DESIGNATION OF BHEL ACTIVITY I/C |                       |  |  |  |  |
| 6   | DATE & TIME OF ACCIDENT  |             |                                 | 7   | DATE RESUMED                            |                       |  |  |  |  |
| 8   | NO. OF WORK-DAYS   |             |                                 |     |   |                       |  |  |  |  |
| 9   | NO. OF MANHOURS  | LOST BY O   | THERS                           |     |   |                       |  |  |  |  |
| 10  | PERSONAL DETAILS   | S OF INJURE | D AND / OR DETAILS O            | F M | ATERIALS / EQUIPMENT / PROP             | ERTY DAMAGED          |  |  |  |  |
| NAME  |  |             |                                 | N/  | AME OF MATERIAL / EQUIPMEN              | T / PROPERTY          |  |  |  |  |
| PERIO   | OD OF EMPLOYMENT   |             |                                 |     |   |                       |  |  |  |  |
| AGE   | YRS  | SEX         | MALE/ FEMALE                    |     | ESTIMATED COST                          | ACTUAL COST           |  |  |  |  |
| MARI  | TAL STATUS   | SIN         | GLE / MARRIED                   |     |   |                       |  |  |  |  |
| occi  | JPATION  |             |                                 |     | NATURE OF DAI                           | MAGE                  |  |  |  |  |
| PART  | OF BODY INJURED  |             |                                 |     |   |                       |  |  |  |  |
| NATU  | IRE OF INJURY  |             |                                 |     |   |                       |  |  |  |  |
|   | AGENCY (OBJECT / EQUIPMENT / SUBSTANCE) MOST<br>RESPONSIBLE FOR CAUSING ACCIDENT / INJURY / DAMAGE |             |                                 |     |   |                       |  |  |  |  |
| PERSON (NAME & DESIGNATION) WITH MOST  CONTROL OVER AGENCY (OBJECT / EQUIPMENT / SUBSTANCE ) CAUSING ACCIDENT INJURY / DAMAGE |  |             |                                 |     |   |                       |  |  |  |  |
| 13 DESCRIBE CLEARLY HOW THE ACCIDENT OCCURRED   |  |             |                                 | (US | E ADDITIONAL SHEET, IF REQU             | IRED                  |  |  |  |  |
|   |  |             |                                 |     |   |                       |  |  |  |  |
| ANAL  | .YSIS  |             |                                 |     |   |                       |  |  |  |  |
| 14  | WHAT ACTS AND / C  |             |                                 |     |   |                       |  |  |  |  |
| 15  | WHAT ARE THE BAS<br>OF THESE ACTS AN   |             | I FOR THE EXISTENCE<br>DITION ? |     |   |                       |  |  |  |  |
| WHAT CORRECTIVE ACTIONS HAVE BEEN TAKEN TO PREVENT ACCIDENT RECURRENCE ?  |  |             |                                 |     |   |                       |  |  |  |  |
|   | DATE :   |             |                                 |     | SIGNATURE OF SI                         | TE HSE COORDINATOR    |  |  |  |  |
| 17  | COMMENTS OF HEA  | AD / SOX    |                                 |     |   |                       |  |  |  |  |
|   | DATE:  |             |                                 |     | s                                       | GIGNATURE OF HEAD/SOX |  |  |  |  |



## Format for Monthly HSE Planning & Review

FORMAT NO: HSEP:14-F30

REV NO.: 00 PAGE NO. 01 OF 3

| Name       | of the Site   |                                     | Name of the Subcontractor   |                   |
|------------|---|-------------------------------------|---|-------------------|
| Scope      | of Work   |                                     | Date  |                   |
| PART       | - A: PLAN OF HSE ACTIVITIES FOR                           | THE MONTH OF                        |   | PART-B: REVIEW ON |
| SN.        | Description of HSE Activity & Forn                        | nats                                | Plan & Targets for the month  | Review            |
| 1          | Availability of First Aid Box at Requi<br>per Format: Fo1 |                                     | Areas 1   |                   |
| 2          | Health check-up as per Format: Fo2                        |                                     | Health check-up for Nos  1. New inductees 2. Drivers & Operators 3. Workers in following high risk areas: a |                   |
| 3          | Induction training of newly joined w                      | orkers as per Format: Fo3           | Minimum No. of workers:   |                   |
| +          | Toolbox talks (TBT) conducted befo                        | re start of work as per Format: Fo4 | Locations of TBTs & No. of workers  1   |                   |
| 5          | PPE usage and issue as per Format:                        | Fo6                                 |   |                   |
| 5          | Inspection of T&Ps as per Format: F                       | 07                                  | List of T&Ps to be inspected 1.   |                   |
| •          | Identification & Inspection Status of                     | T&Ps as per Format: Fo8             |   |                   |
| }          | Inspection of Cranes & Winches as p                       | er Format: Fo9                      | List of Cranes & Winches & Nos. 1   |                   |
| )          | Inspection of Height Working as per                       | Format: F10                         | Areas:<br>1   |                   |
| 0          | Inspection of Welding & Gas Cutting                       | operations as per Format: F11       | Areas:<br>1   |                   |
| 1          | Inspection of Electrical Installations                    | as per Format: F12                  | Locations: 1  |                   |
| .2         | Inspection of Elevators (as applicabl                     | e) as per Format: F13               | Locations: 1  |                   |
| <u>1</u> 3 | Inspection of Excavation as per Forn                      | nat: F13E                           | Locations: 1  |                   |



### Format for Monthly HSE Planning & Review

FORMAT NO: HSEP:14-F30

REV NO.: 00 PAGE NO. 02 OF 3

| SN. | Description of HSE Activity & Formats   | Plan & Targets for the month   | Review |  |  |  |  |  |  |
|-----|---|--|--------|--|--|--|--|--|--|
| 14  | Job Safety Analysis as per Format F <sub>3</sub> 2B   | Activities: 1  |        |  |  |  |  |  |  |
| 15  | Regular Job Specific Training (Re-training) for workers involved in hazardous activities  | Topics/ Hazards & No. of workers  1  |        |  |  |  |  |  |  |
| 16  | Mass housekeeping (HK) drive in work areas  | Areas <b>1.</b>  |        |  |  |  |  |  |  |
| 17  | Vertigo Test of Height workers  | Minimum No. of workers:  |        |  |  |  |  |  |  |
| 18  | Deployment of qualified HSE Officers as per contract  | Location(s) & Nos.  1  |        |  |  |  |  |  |  |
| 19  | Deployment of qualified HSE Stewards as per contract  | Location(s) & Nos.   |        |  |  |  |  |  |  |
| 20  | Deployment of Safety tools & Equipment (Safety Nets, Lifelines, Fall arrestors, Man-cages, flashback arrestors, scaffolding etc.) | Tool/ Equipment & Location  1  |        |  |  |  |  |  |  |
| 21  | Safety Walks by site in charge of agency (4 -Weekly once)   | Dates:   |        |  |  |  |  |  |  |
| 22  | Safety walks by departmental head (8-Weekly twice)  | Dates:   |        |  |  |  |  |  |  |
| 23  | Availability/ deployment of Safety posters/ placards/ signage at strategic locations  | Locations: Nos.  |        |  |  |  |  |  |  |
| 24  | Provision of clean drinking water sources for workers   | Locations: Nos.  |        |  |  |  |  |  |  |
| 25  | Provision of toilets for workers (separate for male & female workers)   | Locations: Nos.  |        |  |  |  |  |  |  |
| 26  | Rest sheds for workers during lunchtime, rain, dust storm etc.  | Locations: Nos.  |        |  |  |  |  |  |  |
| 27  | Availability of following in Labor colony   | <ol> <li>Clean drinking water</li> <li>Toilets</li> <li>Cleanliness &amp; Hygiene</li> <li>Grass cutting,</li> <li>Fogging</li> <li>Electrical Inspection</li> </ol> |        |  |  |  |  |  |  |



## Format for Monthly HSE Planning & Review

FORMAT NO: HSEP:14-F30

REV NO.: 00 PAGE NO. 03 OF 3

| SN. | Description of HSE Activity & Formats                                    | Plan & Targets for the month       | Review |
|-----|--|------------------------------------|--------|
| 28  | Availability of dust/ waste bins at various locations                    | Locations:                         |        |
| 29  | Availability of Ambulance (individual/joint) in each shift               | Ambulance No.                      |        |
| 30  | Availability of emergency vehicle in each shift                          | Emergency vehicle                  |        |
| 31  | Deployment/ Availability of tested Fire Extinguishers                    | Locations & Nos.  1                |        |
| 32  | Tree plantation  | Locations & Nos.  1                |        |
| 33  | Waste disposal & Scrap Bins  | Locations  1                       |        |
| 34  | Illumination checks  | Locations  1                       |        |
| 35  | Safety award function:  1. Display of good practices  Award presentation | Minimum 1 per month                |        |
| 36  | Submission of Daily Reports as per Format No.F31A                        | Daily Reports (Night & Day Shifts) |        |

| PLAN   |       | REVIE  |       |  |  |  |  |
|--------|-------|--------|-------|--|--|--|--|
| Agency | BHEL  | Agency | BHEL  |  |  |  |  |
| Name:  | Name: | Name:  | Name: |  |  |  |  |
| Sign:  | Sign: | Sign:  | Sign: |  |  |  |  |
| Date:  | Date: | Date:  | Date: |  |  |  |  |



#### Format for Daily HSE Reporting

FORMAT NO: **HSEP:14-F31** A REV NO.: oo

REV NO.: 00 PAGE NO. 01 OF 1

Note: Following format to be submitted (preferably) in excel/ soft copy by subcontractor daily at the end of each shift. Any photographs/ records to be attached

| Site  |              |              |       | Subcontractor |                 |                 |   |  |                               |  |              |                               |                        |                                       |   |                                  |             |                         |   |                    |                      |                        |                |           |                       |                                   |                    |                          |
|-------|--------------|--------------|-------|---------------|-----------------|-----------------|---|--|-------------------------------|--|--------------|-------------------------------|------------------------|---------------------------------------|---|----------------------------------|-------------|-------------------------|---|--------------------|----------------------|------------------------|----------------|-----------|-----------------------|-----------------------------------|--------------------|--------------------------|
| Year  | 1            |              | Month |               |                 |                 |   |  | Day                           |  |              |                               |                        |                                       |   |                                  | 1           |                         |   |                    |                      |                        |                |           |                       |                                   |                    |                          |
| SHIFT | Submitted By | Work Area(s) | Staff | Man-Power     | Safety Officers | Safety Stewards | Tool Box (Topics and No. of Participants) | Induction Training (No. of Participants) | Vertigo Test (Numbers Tested) | On-the-Job Training (Topic & participants) | Work Permits | Job Safety Analyses conducted | Height Work Inspection | Other Hazardous Activities Inspection | T&P Inspection (Names & Nos. Inspected) | Safety Walk (Designation, Areas) | HSE Meeting | Safety Reward (Details) | Housekeeping/ Dust Suppression/ Tree Plantation Activities (Locations/ Details) | Lost time Accident | Restricted Work Case | Medical Treatment Case | First Aid Case | Near miss | Property Damage/ Fire | Non-Compliances Submitted by BHEL | Complied by Agency | Any other Remarks/Inputs |
| Day   |              |              |       |               |                 |                 |   |  |                               |  |              |                               |                        |                                       |   |                                  |             |                         |   |                    |                      |                        |                |           |                       |                                   |                    |                          |
| Night |              |              |       |               |                 |                 |   |  |                               |  |              |                               |                        |                                       | NA                                      |                                  | NA          | NA                      | NA  |                    |                      |                        |                |           |                       |                                   |                    |                          |



Job Safety Analysis Format

| FORMAT NO | O: HSEP | :14-F32B |
|-----------|---------|----------|
|-----------|---------|----------|

REV NO.: 00 PAGE NO. 01 OF 1

| Name of the Subcontractor Activity, Area  HAZARDS  PRECAUTION  PRE | Name of the Site          |         |             |             |
|--|---------------------------|---------|-------------|-------------|
|  | Name of the Subcontractor |         |             |             |
| HAZARDS PRECAUTION OF THE PROPERTY OF THE PROP | Activity, Area            |         |             |             |
| HAZARDS PRECAUTION PRE |                           |         |             |             |
|  |                           | HAZARDS |             | PRECAUTIONS |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
|  |                           |         |             |             |
| (1)  | (81,)                     |         |             |             |
| (Name) Submitted By Submitted By Reviewed By Approved By   | (Cian) Submitted By       |         | Approved By |             |
| (Sign) (Agency HSE) (BHEL Execution) (BHEL HSE)  | (Agency HSE)              |         | (BHEL HSE)  |             |



#### POWER SECTOR- HQ

FORMAT NO: HSEP:14-F33

REV NO.: 00 PAGE NO. 01 OF 3

#### **Checklist for Evaluation of HSE Performance**

| SL         | Parameter for Measurement  | M/<br>O | Wt | Supporting Documents  |
|------------|--|---------|----|---|
| <b>1a</b>  | Induction training for new workers conducted through audio-visual medium & documented ?                          | М       | 1  | Induction Training Records                                  |
| 1b         | Tool box talk conducted regularly as per plan, and documented?   | М       | 1  | Toolbox Talk Records  |
| 10         | Contractor in charge and safety in charge attended safety meetings?  | М       | 2  | Minutes of Meeting  |
| 1d         | Whether observations in safety meetings are complied before next meeting?  | М       | 2  | -do-  |
| 1e         | Preparation and submission of Monthly HSE report within stipulated time  | М       | 1  | Report submission date                                      |
| <b>1</b> f | Preparation and submission of Incident/near-miss report and RCA Report (as applicable) within stipulated time    | М       | 1  | Incident/ Near Miss Records                                 |
| <b>1</b> g | Carrying out Inspections and submission of Inspection reports within stipulated time                             | М       | 1  | Inspection Records  |
| 1h         | Regular Job Specific Training ensured for High Risk Workers (through audio-visual medium) as per plan            | М       | 1  | Training & Attendance Records                               |
| 2a         | Whether the contractor is registered under BOCW  | М       | 2  | BOCW Registration Certificate                               |
| 2b         | Availability of Qualified safety officer (1 for every 500 labour)  | М       | 2  | Safety Officer qualification & experience records           |
| 20         | Availability of Qualified safety supervisor (1 for every 100 labour )  | М       | 2  | Safety Officer qualification & experience records           |
| 2d         | All the workers are provided and using safety helmets and safety shoes/gum boots                                 | М       | 2  | PPE Issue Records, Inspection/<br>non-conformity records    |
| 2e         | Housekeeping done on regular basis and scrap removal at site   | М       | 1  | Housekeeping records, Inspection/<br>non-conformity records |
| 2f         | Usage of Goggles/Face shields and Hand gloves for gas cutter and grinders  |         | 1  | PPE Issue Records, Inspection/<br>non-conformity records    |
| 2g         | Wall openings & floor openings are guarded?  |         | 1  | Inspection/ non-conformity records                          |
| 2h         | Adequate illumination provided in all working area?  |         | 1  | Inspection/ non-conformity records                          |
| 2i         | Safety posters, sign boards and emergency contact numbers in all prominent location are displayed?               |         | 1  | Inspection/ non-conformity records                          |
| 2j         | Availability of automatic reverse horns, Main horn, hook latches for Vehicles, mobile cranes, Hydras             |         | 1  | Inspection/ non-conformity records                          |
| 2k         | Ban of carrying mobile phones to work place is implemented for workers   |         | 1  | Inspection/ non-conformity records                          |
| 2          | Availability of Tags & Inspection Certificates for Cranes of all capacities                                      |         | 1  | Master T&P List with internal & external test details       |
| 21.2       | Availability of Tags & Inspection Certificates for Winches of all capacities                                     |         | 1  | Master T&P List with internal & external test details       |
| 21.3       | Availability of Tags & Inspection Certificates, color coding for Chain pulley blocks                             |         | 1  | Master T&P List with internal & external test details       |
| 21.4       | Availability of Tags & Inspection Certificates for Vehicles - Trailers, Dozers, Dumpers, Excavators. Mixers etc. |         | 1  | Master T&P List with internal & external test details       |
| 21.5       | Availability of Tags & Inspection Certificates for Welding machines, grinders, Drilling machines, etc.           |         | 1  | Master T&P List with internal & external test details       |
| 21.6       | Availability of Tags & Inspection Certificates, colour coding for Wire rope slings etc.                          |         | 1  | Master T&P List with internal & external test details       |
| 21.7       | Availability of Tags & Inspection Certificates for Batching plants   |         | 1  | Master T&P List with internal & external test details       |



#### POWER SECTOR- HQ

FORMAT NO: HSEP:14-F33

REV NO.: 00 PAGE NO. 02 OF 3

#### **Checklist for Evaluation of HSE Performance**

| SL         | Parameter for Measurement   | M/<br>O | Wt | Supporting Documents                              |
|------------|---|---------|----|---|
| 2m.1       | Use of Lifting Permit as per requirement  |         | 1  | Permit Records                                    |
| 2m.2       | Use of Height Permit as per requirement   |         | 1  | Permit Records                                    |
| 2m.3       | Use of Hot Work Permit as per requirement   |         | 1  | Permit Records                                    |
| 2m.4       | Use of Excavation permit as per requirement   |         | 1  | Permit Records                                    |
| 2m.5       | Use of Confined space work permit as per requirement  |         | 1  | Permit Records                                    |
| 2m.6       | Use of Grating removal and safety net removal permit as per requirement   |         | 1  | Permit Records                                    |
| 2m.7       | Use of Lockout-Tag out permit as per requirement  |         | 1  | Permit Records                                    |
| 2m.8       | Use of Radiography permit as per requirement  |         | 1  | Permit Records                                    |
| 2m.9       | Use of Night/ Holiday Work Permit as per requirement  |         | 1  | Permit Records                                    |
| 2m.10      | Use of Any other Applicable Permit as per requirement   |         | 1  | Permit Records                                    |
| 3a         | Material safety data sheet(MSDS) available for all chemicals and displayed in usage and storage area?                 |         | 1  | Inspection/ non-conformity records                |
| 3p         | Spillages of oil/concrete and other chemical is controlled and cleaned by proper method in case of spill?             |         | 1  | Inspection/ non-conformity records                |
| 3c         | Availability of adequate number of urinals in workplace and in elevations and maintained                              | М       | 1  |   |
| 3d         | Availability of rest rooms for workers at site  | М       | 1  |   |
| 3e         | Availability of Drinking water facility at work spot  |         | 1  |   |
| 3f         | Hygienic Labour colony is provided for workers.   |         | 1  |   |
| 4a         | Is heavy/complex critical lifting permit obtained for heavy, complex materials before handling/erection activity?     |         | 1  | Work Permit records                               |
| 4b         | Whether area below lifting activities barricaded  |         | 1  | Inspection/ non-conformity records                |
| 4C         | Availability of experienced rigging foreman   |         | 1  | Experience details of rigging foreman             |
| 4d         | Is agency is following proper storage and handling procedure as per manufacturer standard for all hazardous material? |         | 1  | Procedure for storage & handling                  |
| 4e         | Are oxygen and acetylene cylinders are transported to work place from storage area in trolleys                        |         | 1  |   |
| 5a         | Whether all deep excavation has been protected by barrier   |         | 1  | Inspection/ non-conformity records                |
| 5b         | Sloping/benching & shoring provided for excavation as per requirement?  |         | 1  | -do-  |
| 5C         | Proper access and egress provided for excavations?  |         | 1  | -do-  |
| 5d         | Blasting is done in controlled manner?  |         | 2  | -do-  |
| 6a         | Whether Electrical booth is equipped with Co <sub>2</sub> fire extinguishers and fire buckets filled with sand?       |         | 2  | Inspection/ non-conformity records                |
| 6b         | Availability of Illumination lamp in electric booth?  |         | 1  | -do-  |
| 6c         | whether Caution Boards have been displayed?   |         | 1  | -do-  |
| 6d         | Usage of Metal Plug top for all hand power tools?   |         | 1  | -do-  |
| 6e         | Usage of Insulated welding cables.  |         | 1  | -do-  |
| 6f         | Electrical Booth/Distribution Board to be covered by proper Canopy.   |         | 1  | -do-  |
| 6g         | Availability of functional & individual 30ma ELCB / RCCB and MCB for protection and conducting periodical check-up?   |         | 1  | -do-  |
| 6h         | Double earthing for panel boards and all machinery & proper earth pit with regular inspection available?              |         | 1  | -do-  |
| 6i         | Whether Electrician is qualified and experienced  |         | 1  | Qualification & Experience records of electrician |
| 6 <u>j</u> | Availability and usage of Rubber hand gloves by electrician?  |         | 1  | Inspection/ non-conformity records                |



#### **POWER SECTOR- HQ**

FORMAT NO: HSEP:14-F33

REV NO.: 00 PAGE NO. 03 OF 3

#### **Checklist for Evaluation of HSE Performance**

| SL         | Parameter for Measurement   | M/<br>O | Wt | Supporting Documents                                      |
|------------|---|---------|----|---|
| 7a         | Whether Scaffolding pipes made with steel or aluminum, are being used and checked periodically by experienced/ certified scaffolder?                          |         | 2  | Inspection/ non-conformity records                        |
| 7b         | 8mm Stainless Steel wire rope with plastic cladding is provided for life line (Vertical / Horizontal) during height work?                                     |         | 2  | -do-  |
| 7C         | Availability of emergency lighting in case of power failure   |         | 1  | -do-  |
| 7d         | Whether all the openings are covered with Safety Nets made of fire proof Nylon?   |         | 1  | -do-  |
| 7e         | Whether MS pipe rails around staircases & platforms in usage are provided with top, middle rails and toe guard?   |         | 1  | -do-  |
| 7f         | Whether Ladder with vertical life line /Fall arrestor is available to climb?  |         | 1  | -do-  |
| 79         | Whether all workers deployed for working at height have been issued height pass after undergoing vertigo test?  |         | 1  | Height Pass records                                       |
| 7h         | Whether all workers deployed for height work / climbing ladder are provided and using Double lanyard safety belt?   |         | 1  | PPE Issue records, inspection/ non-<br>conformity reports |
| <b>7</b> i | Is all hand tools/Small material used by height workers is tied firmly to prevent fall?   |         | 1  | -do-  |
| 8a         | Flash back arrestors for all gas cutting sets is available on Torch side and cylinder side  |         | 1  | Inspection/ non-conformity records                        |
| 8b         | Oxygen/Acetylene/LPG cylinders not in use have caps in place and stored separately?   |         | 1  | -do-  |
| 8c         | Availability of Face screen, Hand gloves, and Apron, for welders  |         | 1  | -do-  |
| 8d         | Protection from falling hot molten metal during metal cutting / welding at height by providing GI sheet below the cutting area especially in fire prone areas |         | 1  | -do-  |
| 9a         | Pre-employment medical check-up done for all workers and submitted?   |         | 1  | Medical check records                                     |
| 9b         | Availability of first aid center, with MBBS doctor(Own or Sharing basis)  | М       | 2  | Attendance records  |
| 9с         | Availability of Ambulance facility 24 hours (Own or sharing basis)  | М       | 2  | -do-  |
| 9d         | Is First aid trained personnel's are available and their names are displayed at site?   | М       | 1  | -do-  |
| 9e         | Availability of Emergency vehicle at site   |         | 1  |   |
| 9f         | Periodical medical check-up is conducted for all the workers and submitted?   |         | 1  | Medical check records                                     |
| 99         | Availability of sufficient number of first aid box as per standard list and maintaining record  |         | 1  | Inspection records  |
| 10a        | Availability of Fire extinguishers, buckets at all vulnerable points  |         | 2  | Fire extinguisher records                                 |
| 10b        | Periodic fire mock drill conducted?   |         | 1  | Fire, Mock drill records                                  |
| 100        | Are all flammable materials are stored separately?  |         | 1  |   |
| 10d        | Periodic grass cutting is done in material storage area?  |         | 1  |   |
| 10e        | Availability of 24V DC lighting in confined space work area   |         | 1  |   |
| 10f        | Availability of exhaust fan in confined space work area   |         | 1  |   |

#### Note:

- M: Mandatory; O: Optional. Points other than mandatory can be excluded with appropriate justification (scope etc.) by BHEL
- Additionally: 30 Marks for each Fatal Accident and 10 mark for each major accident shall be deducted.



| SAFETY WORK CLEARANCE | Permit no.             |
|-----------------------|------------------------|
| Project:              | Emergency Contact Nos: |
| Subcontractor:        |                        |

# BURNING/WELDING /HOT WORK PERMIT

| Area   | :  | Date:                                       |                      | Time:             |               |
|--------|--|---|----------------------|-------------------|---------------|
|        | e of Site Engineer (Permit Requesting Authority):  |   |                      |                   |               |
|        | e of Work Performing Contractor:   |   | _                    |                   |               |
|        | e of Package In charge:  |   |                      |                   |               |
| Desc   | ription of Work:   |   |                      |                   |               |
|        |  |   |                      |                   |               |
|        | Execution Date:  |   |                      |                   |               |
| The a  | above signing person(s) will be responsible to ensure to permit to work.   | that the above described work will be o     | done under all the s | safety precaution | ons mentioned |
|        | ollowing precautions are to be taken:  |   |                      |                   |               |
| No.    | Item   |   |                      | Yes               | Not required  |
| 1.     | Proper Access/Exit available   |   |                      |                   |               |
| 2.     | Proper ventilation and /or lighting provided.  |   |                      |                   |               |
| 3.     | Proper and safe scaffolding, platform, ladder provid   | led.  |                      |                   |               |
| 4.     | Welding machine located in a clean and dry area.   |   |                      |                   |               |
| 5.     | Welding machine grounded at the equipment and p provided for welding machine.  | proper leakage current protection device    | e (ELCB)             |                   |               |
| 6.     | Emergency STOP buttons are in working condition.   | Welder /Helper knows how to operate         | e it.                |                   |               |
| 7.     | Welding machine input/output cables, welding holde good condition.   | er and weld return clamp (Holder) are       | insulated and in     |                   |               |
| 8.     | Welder & Fitter trained to connect ground/work retu welding machine.   | ırn clamps (Holder) to work place prior     | to energization of   |                   |               |
| 9.     | Gas cylinders are stacked vertically and not below the welding / cutting area. Regulator key is available with cylinder. |   |                      |                   |               |
| 10.    | Pressure gauges/Flash back arrestor provided and   | in working condition.                       |                      |                   |               |
| 11.    | Personal Protective equipment Minimum applicable shoes, leather gloves, long sleeve and nose mask -                      |   | ng helmet, safety    |                   |               |
| 12.    | In case of pits, water removed from the pit and woo  | d/rubber insulation provided.               |                      |                   |               |
| 13.    | Safety signboards are in place.  |   |                      |                   |               |
| 14.    | Adequate and Suitable nos. of fire fighting extinguis  | sher provided.                              |                      |                   |               |
| 15.    | Nearby combustible material removed. Housekeepi  | ing done.                                   |                      |                   |               |
| 16.    | Other  |   |                      |                   |               |
|        |  | 0.  | _                    |                   |               |
|        | e of Contractor Safety Officer:  |   | Da                   | te:               | I ime:        |
|        | ewed and approved by BHEL Site Engineer (Permi<br>e:   | •   | Date:                | Tir               | ma:           |
|        | e of BHEL Safety Representative:   |   |                      |                   |               |
| I und  | erstand the precaution to be taken as described above<br>upervision by following all precaution and Safety Rules         | e and as per project requirement and I      |                      |                   |               |
| -      | e of Work Performing Authority:  |   | Date:                | Time              | ):            |
| Perm   | it Cancellation:   |   |                      |                   |               |
| I here | eby declare that the work is complete, all workers unde  | er my control have been withdrawn an        | d the site restored  | to safe tidy cor  | dition.       |
| Name   | e of Work performing Authority:  | Sign:                                       | Date:                | Time:_            |               |
| Name   | e of Site Engr. (Permit Requesting Authority):   | Sign:                                       | Date:                | Time:             |               |
| Name   | e of BHEL Site Engr. (Permit Issuing Authority):   | Sign:                                       | Date:                | Time: _           |               |
|        | (This perm   | mit is valid only for the date it is issued | )                    |                   |               |
| Origi  | nal at BHEL site Second  | Copy - BHEL SAFETY                          | Third Copy : Co      | ontractor         |               |



| SAFETY WORK CLEARANCE | Permit no.             |  |  |  |
|-----------------------|------------------------|--|--|--|
| Project:              | Emergency Contact Nos: |  |  |  |
| Subcontractor:        |                        |  |  |  |

## LIFTING ACTIVITY PERMIT

| Area   | ·   | Date:                                  | Time:                  |                   |
|--------|---|--|------------------------|-------------------|
| Name   | e of Site Engineer (Permit Requesting Authority):   |  | Sign: Nar              | ne of Work        |
| Perfo  | orming Contractor:  |  |                        |                   |
| Name   | e of Package In charge:   | Sign:                                  | Date                   | ):                |
| Desc   | ription of Work:  |  |                        |                   |
|        |   |  |                        |                   |
|        | Execution Date:   |  |                        |                   |
|        | above signing person(s) will be responsible to ensu<br>autions mentioned on the permit to work.             | re that the above described work w     | vill be done under all | the safety        |
| The f  | ollowing precautions are to be taken:   |  |                        |                   |
| No.    | Item  |  | Yes                    | Not required      |
| 1.     | Crane used for lifting activity tested, certified and appro-  | ved for rated lifting                  |                        |                   |
| 2.     | All lifting tackles, gears/appliances are tested and certifi  | ed for lifting works.                  |                        |                   |
| 3.     | Crane operator is trained and competent for lifting opera   | ation.                                 |                        |                   |
| 4.     | Lifting sling/ belt is protected against sharp edge of the  | jobs to be lifted.                     |                        |                   |
| 5.     | Access and exit marked and without obstruction.   |  |                        |                   |
| 6.     | Lifting arrangement adequate.   |  |                        |                   |
| 7.     | Unwanted rubbish material removed from work platform  | l.                                     |                        |                   |
| 8.     | Minimum 2 guidelines have been provided for balancing   | g and guiding jobs to be lifted.       |                        |                   |
| 9.     | Periphery area of crane booms as well as lifting job is be posted.  | arricaded and unauthorized/no-entry si | gn board               |                   |
| 10.    | Rigger and signal man is trained and competent for lifting  | ng work.                               |                        |                   |
| 11.    | No lifting activity to be carried out during lightening, hea  | vy wind/rain.                          |                        |                   |
| 12.    | If scaffolding to be used during lift, scaffolding with valid   | I tag available for use.               |                        |                   |
| 13.    | Double lanyards safety harness/belt checked an in work  | king condition.                        |                        |                   |
| 14.    | Safety shoes (non-slip), helmet with chin strap available   | e with employees.                      |                        |                   |
| 15.    | Others.   |  |                        |                   |
| Name   | e of Contractor Safety Officer:   | Sign:                                  | Date:                  | Time:             |
|        | ewed and approved by BHEL Site Engineer (Per  |  | Batc                   | 111110.           |
|        | e:  |  | Date:                  | Time:             |
|        | e of BHEL Safety Representative:  |  |                        |                   |
|        | lerstand the precaution to be taken as described ab<br>uted under my supervision by following all precautio |  | t and hereby confirm   | that work will be |
|        | e of Work Performing Authority:   |  | Date:                  | Time:             |
| Perm   | nit Cancellation:   |  |                        |                   |
| I here | eby declare that the work is complete, all workers unition.   | nder my control have been withdra      | wn and the site resto  | ored to safe tidy |
| Name   | e of Work performing Authority:   | Sign:                                  | Date:                  | Time:             |
|        | e of Site Engr. (Permit Requesting Authority):  |  |                        |                   |
| Name   | e of BHEL Site Engr. (Permit Issuing Authority):  | Sign:                                  | Date:                  | Time:             |

(This permit is valid only for the date it is issued)



| SAFETY WORK CLEARANCE | Permit no.             |  |  |
|-----------------------|------------------------|--|--|
| Project:              | Emergency Contact Nos: |  |  |
| Subcontractor:        |                        |  |  |

## WORKING AT HEIGHT PERMIT

| Area            | :  | Date:                            | Tir                  | ne:                 |
|-----------------|--|----------------------------------|----------------------|---------------------|
| Name            | e of Site Engineer (Permit Requesting Authority):  |                                  | Sign: N              | lame of Work        |
| Perfo           | rming Contractor:  |                                  |                      |                     |
| Name            | e of Package In charge:  | Sign:                            | D                    | ate:                |
| Desc            | ription of Work:   |                                  |                      |                     |
|                 |  |                                  |                      |                     |
|                 | Execution Date:Til   |                                  |                      |                     |
|                 | above signing person(s) will be responsible to ensure to autions mentioned on the permit to work.                | nat the above described work     | wiii be done under   | all the salety      |
| The fo          | ollowing precautions are to be taken:  |                                  |                      |                     |
| No.             | Item   |                                  | Yes                  | Not required        |
| 1.              | All workers on job are medically fit for working at height (Pe   | erson should not have vertigo)   |                      |                     |
| 2.              | Scaffolding with valid tag available for use   |                                  |                      |                     |
| 3.              | Safety harness with life line support/ fall arrester are checked   | ed and in working condition      |                      |                     |
| 4.              | Safety shoes ( non-slip), Helmet with chin strip available with  | th employees                     |                      |                     |
| 5.              | Safety nets are provided as per design and provided 25 ft. I   | below working area & extending 8 | 3 ft beyond.         |                     |
| 6.              | Horizontal life lines are provided to cater to design specifical   | ation of 2300kg per person.      |                      |                     |
| 7.              | Ladders have been inspected and provided as per BHEL st  | andard/contract.                 |                      |                     |
| 8.              | All lifting / tightening tools, hand tools/equipment checked a   | and in good condition            |                      |                     |
| 9.              | Access and exit marked and without obstruction.  |                                  |                      |                     |
| 10.             | Lighting arrangement adequate.   |                                  |                      |                     |
| 11.             | Unwanted and rubbish material removed from working platf   | form.                            |                      |                     |
| 12.             | Electrical cable, welding Hose/Compressed air hose proper  | ly secured and lay down without  | obstruction.         |                     |
| 13.             | Signboards provided on working platforms   |                                  |                      |                     |
| 14.             | Hazards in the vicinity are identified and communicated to t   | he worker.                       |                      |                     |
| 15.             | Other  |                                  |                      |                     |
| Name            | of Contractor Cofety Officers  | Ciana                            | Data                 | Time                |
|                 | e of Contractor Safety Officer:ewed and approved by BHEL Site Engineer (Permit                                   |                                  | Date                 | Time:               |
|                 | e:   |                                  | Date:                | Time:               |
|                 | e of BHEL Safety Representative:   |                                  |                      |                     |
| I unde          | erstand the precaution to be taken as described above<br>uted under my supervision by following all precaution a | e and as per project requireme   |                      |                     |
| Name            | e of Work Performing Authority:  | Sign:                            | Date:                | Time:               |
| Perm            | it Cancellation:   |                                  |                      |                     |
| I here<br>condi | eby declare that the work is complete, all workers unde<br>ition.  | er my control have been withd    | rawn and the site re | stored to safe tidy |
| Name            | e of Work performing Authority:  | Sign:                            | Date:                | Time:               |
| Name            | e of Site Engr. (Permit Requesting Authority):   |                                  |                      |                     |
|                 | e of BHEL Site Engr. (Permit Issuing Authority):   |                                  |                      |                     |

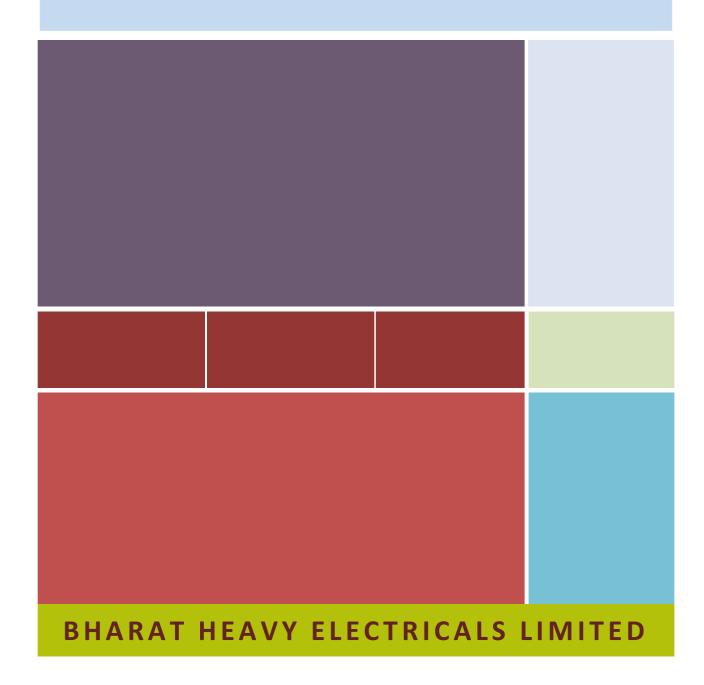
(This permit is valid only for the date it is issued)



Regd Office: BHEL House, Siri Fort, New Delhi-110049

# VOLUME-IC GENERAL CONDITIONS OF CONTRACT (GCC)

PSSR-TLBR-AD-R0



## TABLE OF CONTENTS

- 1. Chapter-1: General Instructions to Tenderers
  - 1.1. Despatch Instructions
  - 1.2. Submission of Tenders
  - 1.3. Language
  - 1.4. Price Discrepancy
  - 1.5. Qualification of Tenderers
  - 1.6. Evaluation of Bids
  - 1.7. Data to be enclosed
  - 1.8. Authorisation and Attestation
  - 1.9. Earnest Money Deposit and Bid Security Declaration
  - 1.9A MOU and Bid Bond
  - 1.10. Security Deposit
  - 1.11. Return of Security Deposit
  - 1.12. Bank Guarantee
  - 1.13. Validity of offer
  - 1.14. Execution of Contract Agreement
  - 1.15. Rejection of Tender and other Conditions

## 2. Chapter-2

- 2.1. Definitions
- 2.2. Law Governing Contract and Court Jurisdiction
- 2.3. Issue of Notice
- 2.4. Use of land
- 2.5. Commencement of Work
- 2.6. Measurement of Work and Mode of Payment
- 2.7. Rights of BHEL
- 2.8. Responsibilities of Contractor in respect of Local Laws, Employment of Workers etc

| 2.9.  | Progress Monitoring, Monthly Review and Performance Evaluation |
|-------|--|
| 2.10. | Time of Completion   |
| 2.11. | Extension of Time for Completion                               |
| 2.12. | Over Run Compensation  |
| 2.13. | Interest Bearing Recoverable Advances                          |
| 2.14. | Quantity Variation   |
| 2.15. | Extra Works  |
| 2.16. | Supplementary Items  |
| 2.17. | Price Variation Clause   |
| 2.18. | Insurance  |
| 2.19. | Strikes & Lockout  |
| 2.20. | Force Majeure  |
| 2.21. | Arbitration and Conciliation                                   |
| 2.22. | Retention Amount   |
| 2.23. | Payments   |
| 2.24. | Performance Guarantee for Workmanship                          |
| 2.25. | Closing of Contracts   |
| 2.26. | Reverse Auction  |
| 2.27. | Suspension of Business Dealings                                |

2.28. Other Issues

## **CHAPTER -1**

## 1. GENERAL INSTRUCTION TO TENDERERS

#### 1.1. **DESPATCH INSTRUCTION**

- i. The General Conditions of Contract form part of the Tender specifications. <u>All pages of the tender documents shall be duly signed, stamped and submitted along with the offer in token of complete acceptance thereof.</u> The information furnished shall be complete by itself. The tenderer is required to furnish all the details and other documents as required in the following pages.
- ii. Tenderers are advised to study all the tender documents carefully. Any submission of tender by the tenderer shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof. Should the tenderers have any doubt about the meaning of any portion of the Tender Specification or find discrepancies or omissions in the drawings or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc., he shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the tender. Tenderer's request for clarifications shall be with reference to Sections and Clause numbers given in the tender documents. The specifications and terms and conditions shall be deemed to have been accepted by the tenderer in his offer. Non compliance with any of the requirements and instructions of the tender enquiry may result in the rejection of the tender.
- iii. Integrity pact (IP) shall be applicable for all tenders / contracts if indicated in NIT. This integrity pact shall be issued as part of the Tender documents and shall be returned by the bidder along with Techno-commercial bid duly filled, signed and stamped by the authorized signatory who signs the bid. Only those vendors / bidders who have entered into such an IP with BHEL shall be considered qualified to participate in the bidding. Entering into this pact shall be a preliminary qualification.

#### 1.2. SUBMISSION OF TENDERS

- 1.2.1 The tenderers must submit their tenders to Officer inviting tender as per instructions in the NIT
- 1.2.2 Tenders submitted by post shall be sent by 'REGISTERED POST ACKNOWLEDGEMENT DUE / by COURIER' and shall be posted with due allowance for any postal/courier delays. BHEL takes no responsibility for delay, loss or non-receipt of tenders sent by post/courier. The tenders received after the specified time of their submission are treated as 'Late Tenders' and shall not be considered under any circumstances. Offers received by Email shall not be considered as per terms of NIT.
- 1.2.3 Tenders (Part I) shall be opened by authorised Officer of BHEL at his office at the time and date as specified in the NIT, in the presence of such of those tenderers or their authorised representatives who may be present.

#### 1.2.4 –Deleted-

1.2.5 Before submission of Offer, the tenderers are advised to inspect the site of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour, means of transport and access to Site, accommodation, etc. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions.

#### 1.3. **LANGUAGE**

- 13.1 The tenderer shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words. For the purpose of the tenders, the metric system of units shall be used.
- All entries in the tender shall either be typed or written legibly in ink. Erasing and overwriting is not permitted and may render such tenders liable for rejection. All cancellations and insertions shall be duly attested by the tenderer.

#### 1.4. PRICE DISCREPANCY:

- 1.4.1 **Conventional (Manual) Price Bid opening**: If there are differences between the rates given by the tenderer in words and figures or in amount worked out by him, the following procedure for evaluation and award shall be followed:
  - i) When there is a difference between the rates/ percentages in figures and in words, the rates/ percentages which corresponds to the amounts worked out by the contractor, shall be taken as correct
  - ii) When the amount of an item is not worked out by the contractor or it does not correspond with the rate written either in figure or in words, then the rate quoted by the contractor in words shall be taken as correct
  - iii) When the rate quoted by the contractor in figures and words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
  - iv) In case of lumpsum price, if there is any difference between the amount in figures and in words, the amount quoted by the bidder in words shall be taken as correct.
  - v) In case of omission in quoting any rate for one or more items, the evaluation shall be done considering the highest quoted rate obtained against the respective items by other tenderers for the subject tender. If the tenderer becomes L-1, the notional rates for the omission items shall be the lowest rates quoted for the respective items by the other tenderers against the respective omission items for the subject job and the 'Total quoted price (loaded for omissions)' shall be arrived at. However the overall price remaining the same as quoted originally, the rates for all the items in the 'Total quoted price (loaded for omissions)' shall be reduced item wise in proportion to the ratio of 'Original' total price and the 'Total quoted price (loaded for omissions)".
  - vi) The 'Final Total Amount' shall be arrived at after considering the amounts worked out in line with 'i' to 'iv' above.

#### 142 -Deleted-

#### 1.5. **QUALIFICATION OF TENDERERS**

- i. Only tenderers who have previous experience in the work of the nature and description detailed in the Notice Inviting Tender and/or tender specification are expected to quote for this work duly detailing their experience along with offer.
- Offers from tenderers who do not have proven and established experience in the field shall not be considered.
- iii. Offers from tenderers who are under suspension (banned) by any Unit/Region/Division of BHEL shall not be considered.
- iv. Offers from tenderers who do not comply with the latest guidelines of Ministry / Commissions of Govt of India shall not be considered.

#### 1.6. **EVALUATION OF BIDS**

- Technical Bids submitted by the tenderer will be opened first and evaluated for fulfilling the Pre Qualification criteria and other conditions in NIT/Tender documents, based on documentary evidences submitted along with the offer
- ii. In case the same qualifying experience is claimed by more than one agency, then the agency who has executed the work as per documentary evidence submitted shall only be qualified. Scope of qualifying work should be totally with the agency who has executed and in case it is only labour+consumables without T&P, then the responsibility of execution is assigned to the first agency and not to the agency who has executed only as labour supply contractor. Further, BHEL reserves the right to ask for further proofs including submission of TDS certificates for the said job
- iii. In case the qualifying experience is claimed by private organizations based on Work Order and completion certificates from another private organization, BHEL reserves the right to ask for further proofs including submission of TDS certificates for the said job
- iv. Assessing Bidder Capacity for executing the current tender shall be as per Notice Inviting Tender
- v. Price Bids of shortlisted bidders shall only be opened either through the conventional price bid opening or through electronic Reverse Auction, at the discretion of BHEL
- vi. Price Bids of unqualified bidders shall not be opened. Reasons for rejection shall be intimated in due course after issue of LOI/LOA to successful bidder and receipt of unqualified acceptance from the successful bidder
- vii. Bidders are advised to also refer to clause no 2.9.4 regarding evaluation of their performance in ongoing projects for the current tender

#### 1.7. **DATA TO BE ENCLOSED**

Full information shall be given by the tenderer in respect of the following. Non-submission of this information may lead to rejection of the offer.

#### i) INCOME TAX PERMANENT ACCOUNT NUMBER

Certified copies of Permanent Account Numbers as allotted by Income Tax Department for the Company / Firm / Individual Partners, etc. shall be furnished along with tender.

#### ii) ORGANIZATION CHART

The organization chart of the tenderer's organization, including the names, addresses and contact information of the Directors/Partners shall be furnished along with the offer.

iii) An attested copy of the Power of Attorney, in case the tender is signed by an individual other than the sole proprietor

#### iv) IN CASE OF INDIVIDUAL TENDERER:

His / her full name, address and place & nature of business.

#### v) IN CASE OF PARTNERSHIP FIRM

The names of all the partners and their addresses, A copy of the partnership deed/instrument of partnership dully certified by the Notary Public shall be enclosed.

#### vi) IN CASE OF COMPANIES:

- a. Date and place of registration including date of commencement certificate in case of Public Companies (certified copies of Memorandum and articles of Association are also to be furnished).
- b. Nature of business carried on by the Company and the provisions of the Memorandum relating thereof.

#### 1.8. **AUTHORISATION AND ATTESTATION**

Tenders shall be signed by a person duly authorized/empowered to do so. An attested copy of the Power of Attorney, in case the tender is signed by an individual other than the sole proprietor shall be submitted along with the tenders

#### 1.9. **EARNEST MONEY DEPOSIT, BID SECURITY DECALRATION**

**EARNEST MONEY DEPOSIT**: is not Applicable for this Tender

<u>BID SECURITY DECLARATION</u>: The bidder shall submit a "Bid Security Declaration" in the prescribed format along with their offer.

#### 1.9.A MOU AND BID BOND

1. Upon acceptance of Tender, BHEL shall enter into MOU with successful bidder for Pre-Bid tie up in the prescribed format.

The terms and conditions of the MOU shall remain valid till BHEL receives Order from Customer for the Project and susbequently issues a separate Letter of Intent for the Tendered Work to the successful bidder. In case of non-award of the Project to BHEL by Customer, the MoU shall remain valid till the tender is decided by the Customer.

2. The successful bidder should deposit the required amount of Bid Bond, within Thirty days of signing the MoU, as given below:

The total amount of Bid Bond will be 1% of the contract value.

The Bid Bond shall be in the form of Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format for Bid Bond shall be in the prescribed format.

The validity of Bank Guarantees towards Bid Bond shall be initially for a period of ten months, and the same shall be kept valid by proper renewal till the tender is decided by

the Customer. In case, BHEL receives Order from Customer for the Project and BHEL issues Letter of Intent for the subject work then the validity of Bid Bond shall be further extended until submission and acceptance of Security Deposit.

Date of Expiry of Claim shall be as given in the prescribed formats for Bank Guarantee towards Bid Bond

#### 1.10. **SECURITY DEPOSIT**

- 1.10.1 Upon receipt of Letter of Intent from BHEL, the successful bidder should deposit the required amount of Security Deposit for satisfactory completion of work.
- 1.10.2 The total amount of Security Deposit will be 5% of the contract value. The Bid Bond shall be returned to the bidder on acceptance of Security Deposit by BHEL.
- 1.10.3 The Security Deposit should be furnished within one month of issue of Letter of Intent by BHEL.
- 1.10.4 Modes of deposit:

The Security Deposit may be furnished in any one of the following forms

- i) Cash (as permissible under the extant Income Tax Act)
- ii) Local cheques of Scheduled Banks (subject to realization)/ Pay Order / Demand Draft/ Electronic Fund Transfer in favour of BHEL
- iii) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format for Security Deposit shall be in the prescribed formats.
- iv) Fixed Deposit Receipt issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
- v) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly endorsed / hypothecated / pledged, as applicable, in favour of BHEL and discharged on the back)

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)

Bank details for the purpose of Security Deposit is as follows:

For Electronic Fund Transfer the details are as below-:

- a) Name of the Beneficiary -: Bharat Heavy Electricals Limited
- b) Bank Particulars
  - i). Bank Name -: State Bank of India
  - ii). Bank Telephone No.(with STD code)-: 044 2433 0583 / 2433 0407
  - iii). Branch Address-: SBI Saidapet Branch, 690, Anna Salai,

Nandanam, Chennai-600035

- iv). Bank Fax No. (with STD code) -: 044 2431 0959
- v). Branch Code -: 00912
- vi). 9 Digit MICR Code of the Bank Branch -: 600002045
- vii). Bank Account Number -: 10610819499
- viii). Bank Account Type -: Cash Credit Account
- ix). 11 Digit IFSC Code of Beneficiary Branch-: SBIN0000912

Details for SFMS (Structured Financial Messaging System) transmission of BG

| Bank and Branch | SBI TFCPC Branch |  |  |  |
|-----------------|------------------|--|--|--|
| Branch Code     | 5056             |  |  |  |
| IFSC Code       | SBIN0005056      |  |  |  |

- 1.10.5 At least 50% of the Security Deposit should be deposited in any form as prescribed before start of the work and the balance 50% of the Security Deposit will be recovered by deducting 10% of the gross amount progressively from each running bills of the contractor till the total amount of the required Security Deposit is collected.
- 1.10.6 The recoveries made from running bills (cash deduction towards balance SD amount) will be released against submission of equivalent Bank Guarantee in the prescribed formats, but only once, before completion of work.
- 1.10.7 The Security Deposit shall not carry any interest.
- 1.10.8 If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the excess Security Deposit due the enhancement shall be immediately deposited by the Contractor or recovered from payment(s) due to the Contractor.
- 1.10.9 The validity of Bank Guarantees towards Security Deposit shall be initially upto the completion period as stipulated in the Letter of Intent/Award + 3 months, and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the Contractor, by BHEL.
  - Date of Expiry of Claim shall be as given in the prescribed formats for Bank Guarantee towards Security Deposit.
- 1.10.10 BHEL reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the Contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract. BHEL reserves the right to set off the Security Deposit against any claims of other contracts with BHEL.
- 1.10.11 Penalty for Delayed Remittance of Security Deposit

If the contractor fails to furnish SD in line with 1.10.3 above, Simple Interest against delayed remittance of the Security Deposit shall be deducted from the sub-contractor at the rate of SBI PLR + 2% on the value of 50% SD of the contract, for the delayed period (i.e., period between start of work and date of remittance of Initial SD, i.e., atleast 50% of SD). In case, the delayed period has different SBI PLR rates, Simple Interest shall be calculated based on different rates by considering the corresponding time period. On similar lines Penalty shall be levied for delayed remittance of Additional Security Deposit (if applicable).

1.10.12 Also refer clause no 1.15.13 in this booklet - General Conditions of Contract (Volume-IC Book-II)

#### 1.11. RETURN OF SECURITY DEPOSIT

Security Deposit shall be refunded/Bank Guarantee(s) released to the Contractor along with the 'Final Bill' after deducting all expenses / other amounts due to BHEL under the contract / other contracts entered into with them by BHEL.

#### 1.12. **BANK GUARANTEES**

Where ever Bank Guarantees are to be furnished/submitted by the contractor, the following shall be complied with

- i) Bank Guarantees shall be from Scheduled Banks / Public Financial Institutions as defined in the Companies Act.
- ii) The Bank Guarantees shall be as per prescribed formats.
- iii) It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period (subject to a minimum period of six months), as per the advice of BHEL Site Engineer / Construction Manager. BHEL shall not be liable for issue of any reminders regarding expiry of the Bank Guarantees.
- iv) In case extension / further extensions of any Bank Guarantees are not required, the bidders shall ensure that the same is explicitly endorsed by the Construction Manager and submitted to the Regional HQ issuing the LOI/LOA.
- v) In case the Bank Guarantees are not extended before the expiry date, BHEL reserves the right to invoke the same by informing the concerned Bank in writing, without any advance notice/communication to the concerned bidder.
- vi) Bidders to note that any corrections to Bank Guarantees shall be done by the issuing Bank, only through an amendment in an appropriate non judicial stamp paper.
- vii) The Original Bank Guarantee shall be sent directly by the Bank to BHEL under Registered Post (Acknowledgement Due), addressed to the Subcontracting Department of the respective Region.

#### 1.13. **VALIDITY OF OFFER**

The rates in the Tender shall be kept open for acceptance for a minimum period of **TEN MONTHS** from latest due date of offer submission (including extension, if any). In case BHEL (Bharat Heavy Electricals Ltd) calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the tenderers.

#### 1.14. **EXECUTION OF CONTRACT AGREEMENT**

The successful tenderer's responsibility under this contract commences from the date of issue of the Letter of Intent by Bharat Heavy Electricals Limited. The Tenderer shall submit an unqualified acceptance to the Letter of Intent/Award within the period stipulated therein.

The successful tenderer shall be required to execute an agreement in the prescribed form, with BHEL, within a reasonable time after the acceptance of the Letter of Intent / Award, and in any case before releasing the first running bill. The contract agreement shall be signed by a person duly authorized / empowered by the tenderer. The expenses for preparation of agreement document shall be borne by BHEL

#### 1.15. **REJECTION OF TENDER AND OTHER CONDITIONS**

- 1.15.1 The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights for the following without assigning any reasons whatsoever:
  - a. To reject any or all of the tenders.
  - b. To split up the work amongst two or more tenderers as per NIT
  - c. To award the work in part if specified in NIT
  - d. In case of either of the contingencies stated in (b) and (c) above, the time for completion as stipulated in the tender shall be applicable.
- 1.15.2 Conditional tenders, unsolicited tenders, tenders which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the tender conditions, specifications etc., are liable to be rejected.
- 1.15.3 Tenders are liable to be rejected in case of unsatisfactory performance of the tenderer with BHEL, or tenderer under suspension (hold / banning / delisted ) by any unit / region / division of BHEL or tenderers who do not comply with the latest guidelines of Ministry / Commissions of Govt of India. BHEL reserves the right to reject a bidder in case it is observed that they are overloaded and may not be in a position to execute this job as per the required schedule in line with clause no. 9.0 of the 'NIT'. The decision of BHEL will be final in this regard.
- 1.15.4 If a tenderer who is a proprietor expires after the submission of his tender or after the acceptance of his tender, BHEL may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, BHEL may then cancel such tender at their discretion, unless the firm retains its character.
- 1.15.5 BHEL will not be bound by any Power of Attorney granted by changes in the composition of the firm made subsequent to the execution of the contract. They may, however, recognise such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
- 1.15.6 If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract if awarded and forfeit the Earnest Money / Security Deposit / any other money due.
- 1.15.7 Canvassing in any form in connection with the tenders submitted by the Tenderer shall make his offer liable to rejection.
- 1.15.8 In case the Proprietor, Partner or Director of the Company / Firm submitting the Tender, has any relative or relation employed in BHEL, the authority inviting the Tender shall be informed of the fact as per specified format, along with the Offer. Failing to do so, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money / Security Deposit.

- 1.15.9 The successful tenderer should not sub-contract part or complete work detailed in the tender specification undertaken by him without written permission of BHEL's Construction Manager/Site Incharge. The tenderer is solely responsible to BHEL for the work awarded to him.
- 1.15.10 The Tender submitted by a techno commercially qualified tenderer shall become the property of BHEL who shall be under no obligation to return the same to the bidder. However unopened price bids and late tenders shall be returned to the bidders. Unopened price bids will be returned on completion of contract agreement between BHEL and the successful bidder
- 1.15.11 Unsolicited discount received after the due date and time of Bid Submission shall not be considered for evaluation. However, if the party who has submitted the unsolicited discount/rebate becomes the L-I party, then the awarded price i.e contract value shall be worked out after considering the discount so offered.
- 1.15.12 BHEL shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.
- 1.15.13 Additional security deposit (ASD): If the final price of successful bidder is lesser by 'more than 20%' of BHEL's estimates then only, 'Additional Security Deposit' will be required to be submitted by the successful bidder with value as follows:

**Additional Seucrity Deposit** = 30 % of (A-B) will be calculated as below: A = 80% of BHEL estimate

70 00 70 OF BITEL OSTITUTE

B = The final offered price of successful bidder through RA (In case of RA)
OR

Sealed paper price bid of successful bidder (in case of paper bid)

This 'Additional Security Deposit' shall have the same validity as that of the 'Security Deposit' and shall be revalidated / released in the manner as spelt out for the 'Security Deposit' as per relevant clause of GCC.

The BHEL's estimated value shall be disclosed to successful bidder (on request) in case 'Additional Security Deposit' is applicable.

#### **CHAPTER-2** 2.1. **DEFINITION:** The following terms shall have the meaning hereby assigned to them except where the context otherwise requires BHEL shall mean Bharat Heavy Electricals Limited (of the respective Power Sector (i) Region inviting the Tender), a company registered under Indian Companies Act 1956, with its Registered Office at BHEL HOUSE, SIRI FORT, NEW DELHI – 110 049, or its Power Sector Regional Offices or its Authorised Officers or its Site Engineers or other employees authorised to deal with any matters with which these persons are concerned on its behalf. "EXECUTIVE DIRECTOR" or 'GROUP GENERAL MANAGER' or "GENERAL (ii) MANAGER (Incharge)" or "GENERAL MANAGER" shall mean the Officer in Administrative charge of the respective Power Sector Region. "COMPETENT AUTHORITY" shall mean Executive Director or Group General (iii) Manager or General Manager (Incharge) or General Manager or BHEL Officers who are empowered to act on behalf of the Executive Director or General Manager (Incharge) or General Manager of BHEL. (iv) "ENGINEER" or "ENGINEER IN CHARGE" shall mean an Officer of BHEL as may be duly appointed and authorized by BHEL to act as "Engineer" on his behalf for the purpose of the Contract, to perform the duty set forth in this General Conditions of Contract and other Contract documents. The term also includes 'CONSTRUCTION MANAGER' or 'SITE INCHARGE' as well as Officers at Site or at the Headquarters of the respective Power Sector Regions. "SITE" shall mean the places or place at which the plants / equipments are to be (v) erected and services are to be performed as per the specification of this Tender. (vi) "CLIENT OF BHEL" or "CUSTOMER" shall mean the project authorities with whom BHEL has entered/shall be entering into a contract for supply of equipments or provision of services. "CONTRACTOR" shall mean the successful Bidder/Tenderer who is awarded the

(viii) "CONTRACT" or "CONTRACT DOCUMENT" shall mean and include the Agreement of Work Order, the accepted appendices of Rates, Schedules, Quantities if any, General Conditions of Contract, Special Conditions of Contract, Instructions to the Tenderers, Drawings, Technical Specifications, the Special Specifications if any, the Tender documents, subsequent amendments mutually agreed upon and the Letter of Intent / Acceptance issued by BHEL. Any conditions or terms stipulated by the contractor in the tender documents or subsequent letters shall not form part of the contract unless, specifically accepted in writing by BHEL in the Letter of Intent/Award and incorporated in the agreement.

Contract and shall include the Contractor's successors, heirs, executors,

- "GENERAL CONDITIONS OF CONTRACT" shall mean the 'Instructions to (ix) Tenderers' and 'General Conditions of Contract' pertaining to the work for which above tenders have been called for.
- "TENDER SPECIFICATION" or "TENDER" or "TENDER DOCUMENTS" shall (x) mean General Conditions, Common Conditions, Special Conditions, Price Bid, Rate Schedule, Technical Specifications, Appendices, Annexures, Corrigendums, Amendments, Forms, procedures, Site information, etc and

administrators and permitted assigns.

(vii)

- drawings / documents pertaining to the work for which the tenderers are required to submit their offers. Individual specification number will be assigned to each Tender Specification.
- (xi) "LETTER OF INTENT" shall mean the intimation by a Letter / Fax / E-mail to the tenderer that the tender has been accepted in accordance with provisions contained in the letter. The responsibility of the contractor commences from the date of issue of this letter and all terms and conditions of the contract are applicable from this date.
- (xii) "COMPLETION TIME" shall mean the period by 'date/month' specified in the 'Letter of Intent/Award' or date mutually agreed upon for handing over of the intended scope of work, the erected equipment/plant which are found acceptable by the Engineer, being of required standard and conforming to the specifications of the Contract.
- (xiii) "PLANT" shall mean and connote the entire assembly of the plant and equipments covered by the contract.
- (xiv) "EQUIPMENT" shall mean equipment, machineries, materials, structural, electricals and other components of the plant covered by the contract.
- (xv) "TESTS" shall mean and include such test or tests to be carried out on the part of the contractor as are prescribed in the contract or considered necessary by BHEL, in order to ascertain the quality, workmanship, performance and efficiency of the contractor or part thereof.
- (xvi) "APPROVED", "DIRECTED" or "INSTRUCTED" shall mean approved, directed or instructed by BHEL.
- (xvii) "WORK or CONTRACT WORK" shall mean and include supply of all categories of labour, specified consumables, tools and tackles and Plants required for complete and satisfactory site transportation, handling, stacking, storing, erecting, testing and commissioning of the equipments to the entire satisfaction of BHEL.
- (xviii) "SINGULAR AND PLURALS ETC" words carrying singular number shall also include plural and vice versa, where the context so requires. Words imparting the masculine Gender shall be taken to include the feminine Gender and words imparting persons shall include any Company or Associations or Body of Individuals, whether incorporated or not.
- (xix) "HEADING" The heading in these General Conditions are solely for the purpose of facilitating reference and shall not be deemed to be part thereof or be taken as instructions thereof or of the contract.
- (xx) "MONTH" shall mean calendar month unless otherwise specified in the Tender.
- (xxi) Day' or 'Days' unless herein otherwise expressly defined shall mean calendar day or days of twenty four (24) hours each. A week shall mean continuous period of seven (7) days.
- (xxii) "COMMISSIONING" shall mean the synchronisation testing and achieving functional operation of the Equipment with associated system after all initial adjustments, trials, cleaning, re-assembly required at site if any, have been completed and Equipment with associated system is ready for taking into service.
- (xxiii) "WRITING" shall include any manuscript type written or hand written or printed statement or electronically transmitted messages, under the signature or seal or transmittal of BHEL.

- (xxiv) "TEMPORARY WORK" shall mean all temporary works for every kind required in or for the execution, completion, maintenance of the work.
- (xxv) 'CONTRACT PRICE' or 'CONTRACT VALUE' shall mean the sum mentioned in the LOI/LOA/Contract Agreement subject to such additions thereto or deductions there from as may be made under provisions hereinafter contained
- (xxvi) "COMMENCEMENT DATE" or "START DATE" shall mean the commencement/start of work at Site as per terms defined in the Tender.
- (xxvii) "SHORT CLOSING" or "FORE CLOSING" of Contract shall mean the premature closing of Contract, for reasons not attributable to the contractor and mutually agreed between BHEL and the contractor
- (xxviii) "TERMINATION" of Contract shall mean the pre mature closing of contract due to reasons as mentioned in the contract
- (xxix) "DE MOBILISATION" shall mean the temporary winding up of Site establishment by Contractor leading to suspension of works temporarily for reasons not attributable to the contractor
- (xxx) "RE MOBILISATION" shall mean the resumption of work with all resources required for the work after demobilization.

#### 2.2. LAW GOVERNING THE CONTRACT AND COURT JURISDICTION

The contract shall be governed by the Law for the time being in force in the Republic of India. Subject to Clause 2.21.1 or 2.21.2 of this Contract, the Civil Court having original Civil Jurisdiction at Delhi for PSNR, at Kolkata for PSER, at Nagpur for PSWR and at Chennai for PSSR, shall alone have exclusive jurisdiction in regard to all matters in respect of the Contract.

#### 2.3. **ISSUE OF NOTICE**

#### 2.3.1 Service of notice on contractor

Any notice to be given to the Contractor under the terms of the contract shall be served by sending the same **by Registered Post / Speed Post to** or leaving the same at the Contractor's last known address of the principal place of business (or in the event of the contractor being a company, to or at its Registered Office). In case of change of address, the notice shall be served at changed address as notified in writing by the Contractor to BHEL. Such posting or leaving of the notice shall be deemed to be good service of such notice and the time mentioned to the condition for doing any act after notice shall be reckoned from the date so mentioned in such notice.

#### 2.3.2 Service of notice on BHEL

Any notice to be given to BHEL in-charge / Region under the terms of the Contract shall be served by sending the same by post to or leaving the same at BHEL address or changed address as notified in writing by BHEL to the Contractor.

#### 2.4. USE OF LAND

No land belonging to BHEL or their Customer under temporary possession of BHEL shall be occupied by the contractor without written permission of BHEL.

#### 2.5. COMMENCEMENT OF WORK

2.5.1 The contractor shall commence the work as per the time indicated in the Letter of Intent from BHEL and shall proceed with the same with due expedition without delay.

- If the contractor fails to start the work within stipulated time as per LOI or as intimated by BHEL, then BHEL at its sole discretion will have the right to cancel the contract. The Security Deposit with BHEL will stand forfeited without any further reference to him without prejudice to any and all of BHEL's other rights and remedies in this regard.
- 2.5.2 All the work shall be carried out under the direction and to the satisfaction of BHEL.

#### 2.6. MEASUREMENT OF WORK AND MODE OF PAYMENT:

- 2.6.1 All payments due to the contractors shall be made by e mode only, unless otherwise found operationally difficult for reasons to be recorded in writing.
- 2.6.2 For progress running bill payments: The Contractor shall present detailed measurement sheets in triplicate, duly indicating all relevant details based on technical documents and connected drawings for work done during the month/period under various categories in line with terms of payment as per contract. The basis of arriving at the quantities, weights shall be relevant documents and drawings released by BHEL. These measurement sheets shall be prepared jointly with BHEL Engineers and signed by both the parties.
- 2.6.3 These measurement sheets will be checked by BHEL Engineer and quantities and percentage eligible for payment under various groups shall be decided by BHEL Engineer. The abstract of quantities and percentage so arrived at based on the terms of payment shall be entered in Measurement Book and signed by both the parties.
- 2.6.4 Based on the above quantities, contractor shall prepare the bills in prescribed format and work out the financial value. These will be entered in Measurement Book and signed by both the parties. Payment shall be made by BHEL after effecting the recoveries due from the contractor.
- 2.6.5 All recoveries due from the contractor for the month/period shall be effected in full from the corresponding running bills unless specific approval from the competent authorities is obtained to the contrary.
- 2.6.6 Measurement shall be restricted to that portion of work for which it is required to ascertain the financial liability of BHEL under this contract.
- 2.6.7 The measurement shall be taken jointly by persons duly authorized on the part of BHEL and by the Contractor.
- 2.6.8 The Contractor shall bear the expenditure involved if any, in making the measurements and testing of materials to be used / used in the work. The contractor shall, without extra charges, provide all the assistance with appliances and other things necessary for measurement.
- 2.6.9 If at any time due to any reason whatsoever, it becomes necessary to re-measure the work done in full or in part, the expenses towards such re measurements shall be borne by the contractor unless such re-measurements are warranted solely for reasons not attributable to contractor.
- 2.6.10 Passing of bills covered by such measurements does not amount to acceptance of the completion of the work measured. Any left out work has to be completed, if pointed out at a later date by BHEL.

2.6.11 Final measurement bill shall be prepared in the final bill format prescribed for the purpose based on the certificate issued by BHEL Engineer that entire works as stipulated in tender specification has been completed in all respects to the entire satisfaction of BHEL. Contractor shall give unqualified "No Claim" Certificate. All the tools and tackles loaned to him should be returned in satisfactory condition to BHEL. The abstract of final quantities and financial values shall also be entered in the Measurement Books and signed by both parties to the contract. The Final Bill shall be prepared and paid within a reasonable time after completion of work.

#### 2.7. RIGHTS 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.

2.7.1 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.

In case of inadequate manpower deployed by the contractor, BHEL reserves the right to deploy additional manpower through any other agency for expediting activities in the interest of the project. Supplied manpower shall be put on job by the contractor and payments and other statutory compliances related to manpower shall be the contractor's responsibility. In case of contractor's failure to fulfill his obligations in respect of such manpower, BHEL reserves the right to take necessary action as per contract conditions.

#### 2.7.2

- 2.7.2.1 To terminate the contract or withdraw portion of work and get it done through other agency, at the risk and cost of the contractor after due notice of a period of 14 days' by BHEL in any of the following cases:
  - i). Contractor's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor including unexecuted portion of work does not appear to be executable within balance available period considering its performance of execution.
  - ii). Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.
  - iii). Non-completion of work by the Contractor within scheduled completion period as per Contract or as extended from time to time, for the reasons attributable to the contractor.
  - iv). Termination of Contract on account of any other reason(s) attributable to Contractor.
  - v). Assignment, transfer, subletting of Contract without BHEL's written permission.
  - vi). Non-compliance to any contractual condition or any other default attributable to Contractor.

#### Risk & Cost Amount against Balance Work:

Risk & Cost amount against balance work shall be calculated as follows: Risk & Cost Amount= [(A-B) + (A x H/100)] Where.

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

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

H = Overhead Factor to be taken as 5

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

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

Difference of Contract Quantities and Executed Quantities as on the date of issue of Letter for 'Termination of Contract', shall be taken as balance scope of Work for calculating risk & cost amount.

Contract quantities are the quantities as per original contract. If, Contract has been amended, quantities as per amended Contract shall be considered as Contract Quantities.

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

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

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

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

#### <u>LD/Price Reduction against delay in executed work in case of</u> Termination of Contract:

LD against delay in executed work shall be calculated in line with clause no. 2.7.9 of GCC, for the delay attributable to contractor. For limiting the maximum value of LD, contract value shall be taken as Executed Value of work till termination of contract.

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

- i). Let the time period from scheduled date of start of work till termination of contract excluding the period of Hold (if any) not attributable to contractor = T1
- ii). Let the value of executed work till the time of termination of contract= X
- iii). Let the Total Executable Value of work for which inputs/fronts were made available to contractor and were planned for execution till termination of contract = Y

- iv). Delay in executed work attributable to contractor i.e. T2= [1-(X / Y)] x T1
- v). LD shall be calculated in line with LD clause (clause 2.7.9) of the Contract for the delay attributable to contractor taking "X" as Contract Value and "T2" as period of delay attributable to contractor.
- 2.7.2.2. In case Contractor fails to deploy the resources as per requirement, BHEL can deploy own/hired/otherwise arranged resources at the risk and cost of the contractor and recover the expenses incurred from the dues payable to contractor. Recoveries shall be actual expenses incurred plus 5% overheads or as defined in TCC.

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

Following sequence shall be applicable for recoveries from contractor:

- a) Dues available in the form of Bills payable to contractor, SD, BGs against the same contract.
- b) Demand notice for deposit of balance recovery amount shall be sent to contractor, if funds are insufficient to effect complete recovery against dues indicated in (a) above.
- c) If contractor fails to deposit the balance amount to be recovered within the period as prescribed in demand notice, following action shall be taken for balance recovery:
  - i). Dues payable to contractor against other contracts in the same Region shall be considered for recovery.
  - ii). If recovery cannot be made out of dues payable to the contractor as above, balance amount to be recovered, shall be informed to other Regions/Units for making recovery from the Unpaid Bills / Running Bills / SD / BGs / Final Bills of contractor.
  - iii). In-case recoveries are not possible with any of the above available options, Legal action shall be initiated for recovery against contractor.
- 2.7.4 To terminate the contract or to restrict the quantum of work and pay for the portion of work executed in case BHEL's contract with their customer are terminated for any reason, as per mutual agreement.
- 2.7.5 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 5% on all such payments along with interest as defined elsewhere in the GCC.
- 2.7.6 While every endeavour 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.
- 2.7.7 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 mutually agreed. ORC in such cases shall not be applicable for the period between the period of demobilization and re mobilisation. 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.

- 2.7.8 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:
  - a) The balance works (including but not limited to Trial Operation, PG Test, etc) are minor vis a vis the scope of work envisaged as per the contract.
  - b) There has been no significant work in past 6 months OR no significant work is expected in next 6 months (example in Hydro projects or in projects where work has stopped due to reasons beyond the control of BHEL)
  - c) The balance works cannot be done within a reasonable period of time as they are dependent on unit shut down or on other facilities of customer or any other 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 like Trial Operation / PG Test, etc) as mutually agreed, shall however be reduced from the final contract value.

#### 2.7.9 LIQUIDATED DAMAGES / PRICE REDUCTION

- i. Time is the essence of the CONTRACT. In case the Contractor fails to adhere to the time schedule specified, then, unless such failure is due to Force Majeure as per details stated in the contract or due to BHEL's default, the total contract price (including Price variation, if any) shall be reduced by ½ % (Half percent) of the Contract Price (including Price variation, if any) per week of delay or part thereof subject to a maximum of 5 % of the Total Contract Price(including Price variation, if any), by way of reduction in price for delay and not as penalty. The total liability of the Contractor towards delay shall be limited to 5% of Total Contract Price including Price variation, if any.
- ii. In case of delay on the part of Contractor, the invoice value shall be reduced proportionately for the delay and payment shall be released accordingly. In the event the invoice value is not reduced proportionately for the delay, the Purchaser may, without prejudice to any method of recovery, deduct the amount for such LD/Price reduction from any amount due or which becomes due to the Contractor either under this or any other Contract or by recovery from the Contract Performance Guarantee. Effecting of LD/Price reduction shall in no way relieve the Contractor from its contractual obligations to complete the works or from any of the obligations under the contract. Any delay in effecting LD/Price reduction shall not constitute waiver of the right of the Purchaser under the contract towards LD/Price reduction.
- iii. Both Contractor and Purchaser agree that this is a genuine pre- estimate of the loss/damage which the Purchaser would have suffered on account of delay/breach on the part of the Contractor and the said amount shall be payable by the Contractor by reduction in Invoice value or said amount shall be adjusted from the amount payable to the Contractor or by recovery from the Contract Performance Guarantee, without there being any proof of the actual loss/or damages having been caused by such delay/breach.
- iv. The decision of the Purchaser with respect to applicability of LD/price reduction

- shall be final and binding.
- v. The LD/Price Reduction will be calculated on the basis of value excluding taxes and duties where such taxes and duties have been shown separately in the Contract.
- vi. In case of delay in execution of contract, Contractor will raise invoice for reduced value as per LD/Price Reduction Clause. If Contractor has raised the invoice for full value, then Contractor will issue Credit Note towards the applicable LD/Price Reduction amount.
- vii. In case, Contractor fails to submit the invoice for reduced value or does not issue credit note as mentioned above, Purchaser will release the payment to Contractor after effecting the LD/Price Reduction.
- viii. In the event any financial implication arises on Purchaser due to issuance of invoice without reduction in price or non-issuance of Credit Note, the same shall be to the account of contractor.
- ix. LD/Price Reduction (PR) for delay will be based on the time schedule specified. LD/PR shall be effected only when the scheduled date of completion of the time schedule activity is not achieved.
- x. If the reason for the delay is solely attributable to the Purchaser and/or Force Majeure, adequate time extension shall be given to the Contractor to that extent of delay without LD/Price reduction.
- xi. If the reason for the delay is purely attributable to the Contractor, LD/PR will be effected and extension of time may be granted.
- xii. The Purchaser, for this clause, shall include Purchaser (BHEL) and other entities/agencies engaged by the Purchaser for fulfilling its obligations for this project.

# 2.8. RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF LOCAL LAWS, EMPLOYMENT OF WORKERS ETC.

The following are the responsibilities of the contractor in respect of observance of local laws, employment of personnel, payment of taxes etc. The subcontractor shall fully indemnify BHEL against any claims of whatsoever nature arising due to the failure of the contractor in discharging any of his responsibilities hereunder:

- 2.8.1 As far as possible, Unskilled Workers shall be engaged from the local areas in which the work is being executed.
- 2.8.2 The contractor at all times during the continuance of this contract shall, in all his dealings with local labour for the time being employed on or in connection with the work, have due regard to all local festivals and religious and other customs.
- 2.8.3 The contractor shall comply with all applicable State and Central Laws, Statutory Rules, Regulations, Notifications, etc. such as Payment of Wages Act, Minimum Wages Act, Workmen Compensation Act, Employer's Liability Act, Industrial Disputes Act, Employers Provident Act, Employees State Insurance Scheme, Contract Labour (Regulation and Abolition) Act, 1970, Payment of Bonus & Gratuity Act, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996, The Building and Other Construction Workers' Welfare Cess Act, 1996 and other Acts, Rules, and Regulations for labour / workers as applicable and as may be enacted by the State Government and Central Government during the tenure of the Contract and having force or jurisdiction at Site. The Contractor shall also comply with provisions of and give all such notices to the local Governing Body, Police and other

relevant Authorities as may be required by the Law.

- 2.8.4 The Contractor shall obtain independent License under the Contract Labour (Regulations and Abolition) Act, 1970 for engaging contract labour as required from the concerned Authorities based on the certificate (Form- V) issued by the Principal Employer/Customer.
- 2.8.5 The contractor shall pay and bear all taxes, fees, license charges, Cess, duties, deposits, tolls, royalties, commission or other charges which may be leviable on account of his operations in executing the contract.
- 2.8.6 While BHEL would pay the inspection fees and Registration fees of Boiler/Electrical Inspectorate, all other arrangements for site visits periodically by the Inspectorate to site, Inspection certificate etc. will have to be made by contractor. However, BHEL will not make any payment to the Inspectorate in connection with contractor's Welders / Electricians qualification tests etc.
- 2.8.7 Contractor shall be responsible for provision of Health and Sanitary arrangements (more particularly described in Contract Labour Regulation & Abolition Act), Safety precautions etc. as may be required for safe and satisfactory execution of contract.
- 2.8.8 The contractor shall be responsible for proper accommodation including adequate medical facilities for personnel employed by him.
- 2.8.9 The contractor shall be responsible for the proper behavior and observance of all regulations by the staff employed by him.
- 2.8.10 The contractor shall ensure that no damage is caused to any person / property of other parties working at site. If any such damage is caused, it is responsibility of the contractor to make good the losses or compensate for the same.
- 2.8.11 All the properties / equipments / components of BHEL/their Client loaned with or without deposit to the contractor in connection with the contract shall remain properties of BHEL / their Client.
- 2.8.12 The contractor shall use such properties for the purpose of execution of this contract. All such properties / equipments / components shall be deemed to be in good condition when received by the contractor unless he notifies within 48 hours to the contrary. The contractor shall return them in good condition as and when required by BHEL / their Client. In case of non-return, loss, damage, repairs etc, the cost thereof as may be fixed by BHEL Engineer will be recovered from the contractor
- 2.8.13 In case the contractor is required to undertake any work outside the scope of this contract, the rates payable shall be those mutually agreed upon if the item rates are not mentioned in existing contract
- 2.8.14 Any delay in completion of works/or non achievement of periodical targets due to the reasons attributable to the contractor, the same may have to be compensated by the contractor either by increasing manpower and resources or by working extra hours and/or by working more than one shift. All these are to be carried out by the contractor at no extra cost.
- 2.8.15 The contractor shall arrange, coordinate his work in such a manner as to cause no hindrance to other agencies working in the same premises.
- 2.8.16 All safety rules and codes applied by the Client / BHEL at site shall be observed by the

contractor without exception. The contractor shall be responsible for the safety of the equipment/material and works to be performed by him and shall maintain all light, fencing guards, slings etc. or other protection necessary for the purpose. Contractor shall also take such additional precautions as may be indicated from time to time by the Engineer with a view to prevent pilferage, accidents, fire hazards. Due precautions shall be taken against fire hazards and atmospheric conditions. Suitable number of Clerical staff, watch and ward, store keepers to take care of equipment / materials and construction tools and tackles shall be posted at site by the contractor till the completion of work under this contract.

The contractor shall arrange for such safety devices as are necessary for such type of work and carry out the requisite site tests of handling equipment, lifting tools, tackles etc. as per prescribed standards and practices.

Contractor has to ensure the implementation of Health, Safety and Environment (HSE) requirements as per directions given by BHEL / Customer. The contractor has to assist in HSE audit by BHEL / Customer and submit compliance Report. The contractor has to generate and submit record/reports as per HSE plan / activities as per instruction of BHEL / Customer

- 2.8.17 The contractor will be directly responsible for payment of wages to his workmen. A pay roll sheet giving all the payments given to the workers and duly signed by the contractor's representative should be furnished to BHEL site for record purpose, if so called for.
- 2.8.18 In case of any class of work for which there is no such specification as laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of the Engineer.
- 2.8.19 Also, no idle charges will be admissible in the event of any stoppage caused in the work resulting in contractor's labour and Tools & Plants being rendered idle due to any reason at any time.
- 2.8.20 The contractor shall take all reasonable care to protect the materials and work till such time the plant / equipment has been taken over by BHEL or their Client whichever is earlier.
- 2.8.21 The contractor shall not stop the work or abandon the site for whatsoever reason of dispute, excepting force majeure conditions. All such problems/disputes shall be separately discussed and settled without affecting the progress of work. Such stoppage or abandonment shall be treated as breach of contract and dealt with accordingly
- 2.8.22 The contractor shall keep the area of work clean and shall remove the debris etc. while executing day-to-day work. Upon completion of work, the contractor shall remove from the vicinity of work, all scrap, packing materials, rubbish, unused and other materials and deposit them in places specified by the Engineer. The contractor will also demolish all the hutments, sheds, offices, etc. constructed and used by him and shall clean the debris. In the event of his failure to do so, the same will be arranged to be done by the Engineer and the expenses recovered from the contractor.
- 2.8.23 The contractor shall execute the work in the most substantial and workman like manner in the stipulated time. Accuracy of work and timely execution shall be the essence of this contract. The contractor shall be responsible to ensure that the quality, assembly

- and workmanship conform to the dimensions and clearance given in the drawings and/ or as per the instructions of the Engineer.
- 2.8.24 The Contractor to note that some of BHEL's T&Ps / MMDs may not be insured. The Contractor will take necessary precautions and due care to protect the same while in his custody from any damage/ loss till the same is handed over back to BHEL. In case the damage / loss is due to carelessness/ negligence on the part of the contractor, the Contractor is liable to get them repair / replaced immediately and in case of his failure to do so within a reasonable time, BHEL will reserve the right to recover the loss from the contractor.

# 2.9. PROGRESS MONITORING, MONTHLY REVIEW AND PERFORMANCE EVALUATION

- 2.9.1 A detailed plan / programme for completion of the contractual scope of work as per the time schedule given in the contract shall be jointly agreed between BHEL and Contractor, before commencement of work. The above programme shall be supported by monthwise deployment of resources viz Manpower, T&P, Consumables, etc. Progress will be reviewed periodically (Daily / Weekly / Monthly) vis a vis this jointly agreed programme. The Contractor shall submit periodical progress reports (Daily / Weekly / Monthly) and other reports / information including manpower, consumables, T&P mobilization etc as desired by BHEL.
- 2.9.2 Monthly progress review between BHEL and Contractor shall be based on the agreed programme as above, availability of inputs / fronts etc, and constraints if any, as per prescribed formats. Manpower, T&P and consumable reports as per prescribed formats shall be submitted by contractor every month. Release of RA Bills shall be contingent upon certification by BHEL Site Engineer of the availability of the above prescribed formats duly filled in and signed.
- 2.9.3 The burden of proof that the causes leading to any shortfall is not due to any reasons attributable to the contractor is on the contractor himself. The monthly progress review shall record shortfalls attributable to (i) Contractor, (ii) Force Majeure Conditions, and (iii) BHEL
- 2.9.4 Performance of the Contractor shall be assessed as per prescribed formats and shall form the basis for 'Annual/Overall Performance Evaluation' of the Contractor and also for 'Assessment of Capacity of Bidder' for Tenders where the Contractor is a bidder. BHEL reserves the right to revise the evaluation formats during the course of execution of the works.

#### 2.10. TIME OF COMPLETION

- 2.10.1 The time schedule shall be as prescribed in the Contract. The time for completion shall be reckoned from the date of commencement of work at Site as certified by BHEL Engineers.
- 2.10.2 The entire work shall be completed by the contractor within the time schedule or within such extended periods of time as may be allowed by BHEL under clause 2.11

#### 2.11 EXTENSION OF TIME FOR COMPLETION

- 2.11.1 If the completion of work as detailed in the scope of work gets delayed beyond the contract period, the contractor shall request for an extension of the contract and BHEL at its discretion may extend the Contract.
- 2.11.2 Based on the monthly reviews jointly signed, the works balance at the end of original contract period less the backlog attributable to the contractor shall be quantified, and the number of months of 'Time extension' required for completion of the same shall be jointly worked out. Within this period of 'Time extension', the contractor is bound to complete the portion of backlog attributable to the contractor. Any further 'Time extension' or 'Time extensions' at the end of the previous extension shall be worked out similarly.
- 2.11.3 However if any 'Time extension' is granted to the contractor to facilitate continuation of work and completion of contract, due to backlog attributable to the contractor alone, then it shall be without prejudice to the rights of BHEL to impose penalty / LD for the delays attributable to the contractor, in addition to any other actions BHEL may wish to take at the risk and cost of contractor.
- 2.11.4 A joint programme shall be drawn for the balance amount of work to be completed during the period of 'Time Extension', along with matching resources (with weightages) to be deployed by the contractor as per specified format. Review of the programme and record of shortfall shall be done every month of the 'Time extension' period in the same manner as is done for the regular contract period.
- 2.11.5 During the period of 'Time extension', contractor shall maintain their resources as per mutually agreed program.
- 2.11.6 At the end of total work completion as certified by BHEL Engineer, and upon analysis of the total delay, the portion of time extensions attributable to (i) Contractor, (ii) Force majeure conditions, and (iii) BHEL, shall be worked out and shall be considered to be exhausted in the same order. The total period of time extensions shall be the sum of (i), (ii) and (iii) above and shall be equal to period between the scheduled date of completion and the actual date of completion of contract. LD shall be imposed / levied for the portion of time extensions attributable to contractor and recoverable from the dues payable to the contractor.

# 2.12 OVERRUN COMPENSATION Not applicable for this tender.

#### 2.13 INTEREST BEARING RECOVERABLE ADVANCES

- 2.13.1 Normally no advance payment shall be payable to the contractor. Mobilization advance payment in exceptional circumstances shall be interest bearing and secured through a Bank Guarantee and shall be limited to a maximum of 5% of contract value. This 'Interest Bearing Recoverable Advance' shall be payable in not less than two installments with any of the installment not exceeding 60% of the total eligible advance.
- 2.13.2 In exceptional circumstances, with due justification, Competent Authority of BHEL is empowered to approve proposals for payment of additional interim interest bearing advance against Bank Guarantee, for resource augmentation towards expediting work for project implementation.

- 2.13.3 Bank Guarantee towards 'Interest Bearing Recoverable Advance' shall be atleast 110% of the advance so as to enable recovery of not only principle amount but also the interest portion, if so required.
- 2.13.4 Contractor shall establish the utilization of advance drawn before the release of next installment.
- 2.13.5 Payment and recovery of Interest Bearing Recoverable advance shall be at the sole discretion of BHEL and shall not be a subject matter of arbitration.
- 2.13.6 The rate of interest applicable for the above advances shall be the Base rate of State Bank of India prevailing at the time of disbursement of the advance + 6%, and such rate will remain fixed till the total advance amount is recovered
- 2.13.7 Unadjusted amount of advances paid shall not exceed 5% of the total contract value at any point of time. Recovery of advances shall be made progressively from each Running Bill such that the advance amounts paid along with the interest is fully recovered by the time the contractor's billing reaches 90% of contract value..
- 2.13.8 Recovery rate per month shall be the sum of:
  - a) Not less than 10% of Running Bill amount
  - b) Simple interest up to the date of RA Bill on the outstanding Principle amount / amounts
- 2.13.9 Contractor to submit Bank Guarantee as per prescribed formats for each of the advance and shall be valid for at least one year or the recovery duration or the balance contract period which ever is later. In case the recovery of dues does not get completed within the aforesaid BG period, the contractor shall renew the BG or submit fresh BG for the outstanding amount and the remaining recovery period.
- 2.13.10 BHEL is entitled to make recovery of the entire outstanding amount in case the contractor fails to comply with the BG requirement.

#### 2.14 **QUANTITY VARIATION**

Not applicable for this tender.

#### 2.15 EXTRA WORKS

- 2.15.1 All rectifications / modifications, revamping, and reworks required for any reasons not attributable to the contractor, but are found essential for satisfactory completion of the work, will be considered as extra works.
- 2.15.2 Extra works arising on account of the contractor's fault, irrespective of time consumed in rectification of the damage / loss, will have to be carried out by the contractor free of cost. Under such circumstances, any material and consumable required for this purpose will also have to be arranged by the contractor at his cost.
- 2.15.3 All the extra work should be carried out by a separately identifiable gang, without affecting routine activities. Daily log sheets in the pro-forma prescribed by BHEL should be maintained and shall be signed by the contractor's representative and BHEL engineer. No claim for extra work will be considered / entertained in the absence of the said supporting documents i.e. daily log sheets. Signing of log sheets by BHEL engineer does not necessarily mean the acceptance of such works as extra works.

- 2.15.4 BHEL retains the right to award or not to award any of the major repair / rework / modification / rectification / fabrication works to the contractor, at their discretion without assigning any reason for the same
- 2.15.5 -Deleted-
- 2.15.6 -Deleted-
- 2.15.7 **Extra Works for Civil Packages** shall be regulated as follows:
  - (i) Rates of Extra Works arising from reasons not attributable to the contractor, shall be in the order of the following:
    - a) Item rates are to be derived from similar nature of items in the BBU with applicable escalation derived from All India Consumer Price Index for Whole Sale Commodities
    - b) As per CPWD-DSR-2007 (or latest edition) with applicable escalation derived from All India Consumer price Index for Whole Sale Commodities, OR, Notification issued by the office of CPWD for 'Cost Index' in that Region where the project is being executed, whichever is less
    - c) Item rates are to be worked out on the basis of prevailing market rates mutually agreed between BHEL and Contractor, plus 15% towards Contractor's overheads and profit.
  - (ii) PVC and ORC will not applicable be for (i) above.

#### 2.16 SUPPLEMENTARY ITEMS

#### 2.16.1 **-Deleted-**

#### 2.16.2 For Civil Works

- i). Rates for Supplementary Works/Additional Works arising out due to additions/alterations in the original scope of works as per contract subject to certification of BHEL Engineer shall be worked out as under:
  - a) Item rates which are available in existing BBU shall be operated with applicable escalation derived from All India Consumer Price Index for Whole Sale Commodities
  - b) Items of works which are not available in existing BBU shall be operated as an 'Extra Works' and rate shall be derived as per clause no 2.15.7
- ii). Execution of Supplementary Works/Additional Works through the Contractor shall be at the sole discretion of BHEL.
- iii). BHEL Engineer's decision regarding fixing the rate as above is final and binding on the contractor.
- iv). PVC and ORC will not be applicable for (i) above.

#### 2.17 PRICE VARIATION COMPENSATION

2.17.1 In order to take care of variation in cost of execution of work on either side, due to variation in the index of LABOUR, HIGH SPEED DIESEL OIL, WELDING ROD, CEMENT, STEEL, MATERIALS, Price Variation Formula as described herein shall be applicable (only for works executed during extended period, if any, subject to other conditions as described in this section).

2.17.2 85% component of executed Contract Value shall be considered for PVC calculations and remaining 15% shall be treated as fixed component. The basis for calculation of price

variation in each category, their component, Base Index, shall be as under:

| SI.  | CATEGORY  | BASE INDEX  | PERCENTAGE COMPONENT ('K') |       |     |       |                    |
|------|---|---|----------------------------|-------|-----|-------|--------------------|
| No   |   |   | CIVIL                      |       |     | MECHA | Electrical, C&I,   |
|      |   |   | PAC                        | CKAC  | SES | NICAL | Material           |
|      |   |   | (Se                        | ee No | ote |       | Management /       |
|      |   |   |                            | VB/C  | 3)  | PACKA | Handling and other |
|      |   |   | Α                          | B**   | С   | GES   | labour oriented    |
|      |   |   |                            |       |     |       | packages           |
| i)   | LABOUR<br>(ALL<br>CATEGORIE<br>S)                           | 'MONTHLY ALL-INDIA AVERAGE CONSUMER PRICE INDEX NUMBERS FOR INDUSTRIAL WORKERS' published by Labour Bureau, Ministry of Labour and Employment, Government of India. | 40                         | 25    | 30  | 65    | 80                 |
| ::\  | HIGH  | (Website: labourbureau.nic.in)  | 5                          | 3     | 5   | 5     | 5                  |
| ii)  | SPEED<br>DIESEL OIL   | Name of Commodity: HSD<br>Commodity code:<br>1202000005 ( <b>See Note E</b> )   | J                          | 3     | 3   | ว     | ס                  |
| iii) | WELDING<br>ROD  | Name of Commodity: MANUFACTURE OF BASIC METALS Commodity code:1314000000 (See Note E)   |                            |       |     | 15    |                    |
| iv)  | CEMENT  | Name of Commodity: ORDINARY PORTLAND CEMENT Commodity code: 1313050003 (See Note E)   |                            | 20    | 30  |       |                    |
| v)   | STEEL<br>(Structural<br>and<br>Reinforcemen<br>t Steel)     | Name of Commodity: MILD<br>STEEL: LONG<br>PRODUCTS<br>Commodity code:<br>1314040000 (See Note E)  |                            | 25    |     |       |                    |
| vi)  | ALL OTHER<br>MATERIALS<br>(Other than<br>Cement &<br>Steel) | Name of Commodity: ALL<br>COMMODITIES<br>Commodity code:<br>10000000000 (See Note E)  | 40                         | 12    | 20  |       |                    |

Note: A) Cement & Steel: Free Issue (BHEL Scope)

- B) Cement & Steel: In Contractor Scope
- C) Cement in Contractor Scope, and Steel is Free Issue (BHEL Scope)
- For Composite packages (i.e. Civil + Mechanical + Electrical and / or Cl or Civil + Mechanical or Mechanical + Electrical and / or Cl), the Component ('K') for various categories shall be as per respective packages as above
- E) As per the 'MONTHLY WHOLE SALE PRICE INDEX' for the respective Commodity and Type, published by Office of Economic Adviser, Ministry of Commerce and Industry, Government of India. (Website: http://www.eaindustry.nic.in/download data 0405.asp). Revisions in the index or commodity will be re adjusted accordingly.

#### 2.17.3 **Void**

2.17.4 Payment / recovery due to variation in index shall be determined on the basis of the following notional formula in respect of the identified component ('K') viz LABOUR, HIGH SPEED DIESEL OIL, WELDING ROD, CEMENT, STEEL, MATERIALS.

$$P = K \times R \times (XN - Xo)$$

Where

- P = Amount to be paid/recovered due to variation in the Index for Labour, High Speed Diesel Oil, Welding Rod, Cement, Steel and Materials
- K = Percentage component ('K') applicable for Labour, High Speed Diesel Oil,
   Welding Rod, Cement, Steel and Materials
- R = Value of work done for the billing month (Excluding Taxes and Duties if payable extra)
- X<sub>N</sub> = Revised Index for Labour, High Speed Diesel Oil, Welding Rod, Cement, Steel and Materials for the billing month under consideration
- Xo = Index for Labour, High Speed Diesel Oil, Welding Rod, Cement, Steel and Materials as on the Base date.
- 2.17.5 Base Date shall be the calendar month of issue of Letter of Intent by BHEL.
- 2.17.6 PVC shall not be payable for the ORC amount, Supplementary / Additional Items, Extra works.
- 2.17.7 The contractor shall furnish necessary monthly bulletins in support of the requisite indices from the relevant websites along with his Bills.
- 2.17.8 The contractor will be required to raise the bills for price variation payments on a monthly basis along with the running bills irrespective of the fact whether any increase / decrease in the index for relevant categories has taken place or not. In case there is delay in publication of bulletins (final figure), the provisional values as published can be considered for payments and arrears shall be paid / recovered on getting the final values.
- 2.17.9 PVC shall be applicable only, during extended period of contract (if any) after the scheduled completion period and for the portion of work delayed/backlog for the reasons not attributable to the contractor.
  - However, the total Quantum of Price Variation Amount payable/recoverable shall be regulated as follows:

- For the portion of shortfall/backlog not attributable to contractor, PVC shall be worked out on the basis of indices applicable for the respective month in which work is done.
   Base index shall be applicable as defined in clause 2.17.5
- ii). In case of Force Majeure, the PVC shall be regulated as per (a) or (b) below.
  - a) Force Majeure is invoked before "Base Date" / "revised base date" (as explained below) OR immediately after "base date" / "revised base date" in continuation (i.e. during the period when PVC is not applicable):
    - 1. Base date shall be revised: Revised Base date = Previous base date + duration of Force Majeure.
      - No PVC will be applicable for the work done till revised base date.
    - 2. PVC will be applicable for the work done after "base date"/" revised date" as the case may be (during extended period when delay is not attributable to contractor). PVC shall be worked out on the basis of indices applicable for the respective month in which work is done with base index as on "base date"/ "revised base date" as the case may be.
  - b) Force Majeure is invoked after "base date"/ "revised base date" as the case may be (during extended period when delay is not attributable to contractor).
    - 1. PVC shall be applicable for the work done after revocation of Force Majeure.
    - 2. PVC for the work done after revocation of Force Majeure shall be worked out on the basis of indices applicable for the respective month in which work is done excluding the effect of change in indices during total period of Force Majeure(s) invoked after "base date" / "revised base date" as the case may be. Base index shall be taken as on "base date" / "revised base date" as the case may be.
- iii). The total amount of PVC shall not exceed 10% of the cumulatively executed contract value. The Executed Contract value for this purpose is exclusive of PVC, ORC, Supplementary / Additional items and Extra works.

#### 2.18 **INSURANCE**

- 2.18.1 BHEL / their customer shall arrange for insuring the materials / properties of BHEL / customer covering the risks during transit, storage, erection and commissioning.
- 2.18.2 It is the sole responsibility of the contractor to insure his materials, equipments, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work will be carried out in a protected area and all the rules and regulations of the client / BHEL in the area of project which are in force from time to time will have to be followed by the contractor.
- 2.18.3 If due to negligence and or non-observation of safety and other precautions by the contractors, any accident / injury occurs to the property / manpower belong to third party, the contractor shall have to pay necessary compensation and other expense, if so decided by the appropriate authorities.
- 2.18.4 The contractor will take necessary precautions and due care to protect the material, while in his custody from any damage / loss due to theft or otherwise till the same is taken over by BHEL or customer. For lodging / processing of insurance claim the contractor will submit necessary documents. BHEL will recover the loss including the deductible franchise from the contractor, in case the damage / loss is due to carelessness / negligence on the part of the contractor. In case of any theft of material under contractor's

custody, matter shall be reported to police by the contractor immediately and copy of FIR and subsequently police investigation report shall be submitted to BHEL for taking up with insurance. However this will not relieve the contractor of his contractual obligation for the material in his custody.

#### 2.19 STRIKES & LOCKOUT

- 2.19.1 The contractor will be fully responsible for all disputes and other issues connected with his labour. In the event of the contractor's labour resorting to strike or the Contractor resorting to lockout and if the strike or lockout declared is not settled within a period of one month, BHEL shall have the right to get the work executed through any other agencies and the cost so incurred by BHEL shall be deducted from the Contractor's bills.
- 2.19.2 For all purposes whatsoever, the employees of the contractor shall not be deemed to be in the employment of BHEL.

#### 2.20 **FORCE MAJEURE**

The following shall amount to Force Majeure:-

- 2.20.1 Acts of God, act of any Government, War, Sabotage, Riots, Civil commotion, Police action, Revolution, Flood, Fire, Cyclones, Earth quake and Epidemic and other similar causes over which the contractor has no control.
- 2.20.2 If the contractor suffers delay in the due execution of the contractual obligation due to delays caused by force majeure as defined above, the agreed time of completion of the job covered by this contract or the obligations of the contractor shall be extended by a period of time equal to period of delay, provided that on the occurrence of any such contingency, the contractor immediately reports to BHEL in writing the causes of delay and the contractor shall not be eligible for any compensation.

#### 2.21 ARBITRATION & CONCILIATION

#### **2.21.1 ARBITRATION:**

2.21.1.1 Except as provided elsewhere in this Contract, in case Parties are unable to reach amicable settlement (whether by Conciliation to be conducted as provided in Clause 2.21.2 herein below or otherwise) in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or. in any manner touching upon the Contract (hereinafter referred to as the 'Dispute'), then, either Party may, commence arbitration in respect of such Dispute by issuance of a notice in terms of section 21 of the Arbitration & Conciliation Act, 1996 (hereinafter referred to as the 'Notice'). The Notice shall contain the particulars of all claims to be referred to arbitration in sufficient detail and shall also indicate the monetary amount of such claim. The arbitration shall be conducted by a sole arbitrator to be appointed by the Head of the BHEL Power Sector Region issuing the Contract within 60 days of receipt of the complete Notice. The language of arbitration shall be English.

The Arbitrator shall pass a reasoned award.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder as in force from time to time shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be <u>Chennai</u> (the place from where the contract is Issued). The Contract shall be governed by and be construed as per provisions of the laws of India. Subject to this provision 2.21.1.1 regarding

ARBITRATION, the principal civil court exercising ordinary civil jurisdiction over the area where the seat of arbitration is located shall have exclusive jurisdiction over any DISPUTE to the exclusion of any other court.

2.21.1.2In case of Contract with Public Sector Enterprise (PSE) or a Government Department, the following shall be applicable:

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

- 2.21.1.3The cost of arbitration shall initially be borne equally by the Parties subject to the final allocation thereof as per the award/order passed by the Arbitrator.
- 2.21.1.4Notwithstanding the existence of any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner unless the dispute inter-alia relates to cancellation, termination or short-closure of the Contract by BHEL.

#### 2.21.2 **CONCILIATION**:

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

#### Notes:

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

The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided in Procedure 2.3 to this GCC. The Procedure 2.3 together with its Formats will be treated as if the same is part and parcel hereof and shall be as effectual as if set out herein in this GCC.

The Contractor hereby agrees that BHEL may make any amendments or modifications to the provisions stipulated in the Procedure 2.3 to this GCC from time to time and confirms that it shall be bound by such amended or modified provisions of the Procedure 2.3 with effect from the date as intimated by BHEL to it.

#### 2.21.3 No Interest payable to Contractor

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

becomes or as the case may be, is adjudged to be due from BHEL to Contractor whether under the Contract or otherwise.

#### 2.22 -Deleted-

#### **2.23 PAYMENTS**

Payments to Contractors are made in any one of the following forms

#### 2.22.1 Running Account Bills (RA Bills)

- i). These are for interim payments when the contracts are in progress. The bills for such interim payments are to be prepared by Contractor in prescribed formats (RA Bill forms).
- ii). Payments shall be made according to the extent of work done as per measurements taken up to the end of the calendar month and in line with the terms of payments described in the Tender documents
- iii). Recoveries on account of electricity, water, statutory deductions, etc are made as per terms of contract
- iv). Full rates for the work done shall be allowed only if the quantum of work has been done as per the specifications stipulated in the contract. If the work is not executed as per the stipulated specifications, BHEL may ask the contractor to re do the work according to the required specifications, without any extra cost. However, where this is not considered necessary 'OR' where the part work is done due to factors like non- availability of material to be supplied by BHEL 'OR' non availability of fronts 'OR' non availability of drawings, fraction payment against full rate, as is considered reasonable, may be allowed with due regard for the work remaining to be done. BHEL decision in this regard will be final and binding on the contractor.
- v). In order to facilitate part payment, BHEL Site Engineer at his discretion may further split the contracted rates / percentages to suit site conditions, cash flow requirements according to the progress of work

#### 2.22.2 Final Bill

- i). Final Bill' is used for final payment on closing of Running Account for works or for single payment after completion of works. 'Final Bill' shall be submitted as per prescribed format after completion of works as per scope and upon material reconciliation, along with the following.
- ii). 'No Claim Certificate' by contractor
- iii). Clearance certificates where ever applicable viz Clearance Certificates from Customer, various Statutory Authorities like Labour department, PF Authorities, Commercial Tax Department, etc
- iv). Indemnity bond as per prescribed formatBHEL shall settle the final bills after deducting all liabilities of Contractor to BHEL

#### 2.24 PERFORMANCE GUARANTEE FOR WORKMANSHIP

2.23.1 Even though the work will be carried out under the supervision of BHEL Engineers the Contractor will be responsible for the quality of the workmanship and shall guarantee the work done for a period of twelve months from the date of commencement of guarantee period as defined in Technical Conditions of Contract, for good workmanship and shall rectify free of cost all defects due to faulty erection detected during the guarantee period. In the event of the Contractor failing to repair the defective works within the time specified by the Engineer, BHEL may proceed to undertake the repairs of such defective works at the Contractor's risk and cost, without prejudice to any other rights and recover the same from the Guarantee money.

- 2.23.2 BHEL shall release the guarantee money subject to the following
  - i). Contractor has submitted 'Final Bill'
  - ii). Guarantee period as per contract has expired
  - iii). Contractor has furnished 'No Claim Certificate' in specified format
  - iv). BHEL Site Engineer/Construction Manager has furnished the 'No Demand Certificate' in specified format
  - v). Contractor has carried out the works required to be carried out by him during the period of Guarantee and all expenses incurred by BHEL on carrying out such works is included for adjustment from the Guarantee money refundable.

#### 2.25 CLOSING OF CONTRACTS

The Contract shall be considered completed and closed upon completion of all contractual obligations and settlement of Final Bill or completion of Guarantee period whichever is later. Upon closing of Contract, BHEL shall issue a completion certificate as per standard format, based on specific request of Contractor.

#### 2.26 **REVERSE AUCTION**:

Not Applicable for this Tender.

#### 2.27 SUSPENSION OF BUSINESS DEALINGS

BHEL reserves the right to take action against Contractors who either fail to perform or Tenderers / Contractor who indulge in malpractices, by suspending business dealings with them in line with BHEL guidelines issued from time to time.

#### 2.28 OTHER ISSUES

- 2.27.1 Value of Non judicial Stamp Paper for Bank Guarantees and for Contract Agreement shall be not less than Rs 100/- unless otherwise required under relevant statutes.
- 2.27.2 In case of any conflict between the General Conditions of Contract and Special Conditions of Contract, provisions contained in the Special Conditions of Contract shall prevail.
- 2.27.3 Unless otherwise specified in NIT, offers from consortium / JVs shall not be considered.
- 2.27.4 BHEL may not insist for signing of Contract Agreements in respect of low value and short time period contracts like providing services for Hot water flushing, Chemical Cleaning, Transportation, etc.

VOLUME- 1D

# FORMS & PROCEDURES

**PSSR-TLBR-AD-RO** 

BHARAT HEAVY ELECTRICALS LIMITED

INDEX

### **INDEX**

| SI.<br>No. | Description  | Form No       | Remarks |
|------------|--|---------------|---------|
| 1.0        | Forms  |               |         |
| 1.1        | Offer forwarding Letter/Submission of Tender           | F-1 (Rev 00)  |         |
| 1.2        | Declaration by Authorised Signatory                    | F-2 (Rev 00)  |         |
| 1.3        | No Deviation Certificate                               | F-3 (Rev 00)  |         |
| 1.4        | Declaration confirming knowledge about Site Conditions | F-4 (Rev 00)  |         |
| 1.5        | Declaration for relation in BHEL                       | F-5 (Rev 00)  |         |
| 1.6        | Non Disclosure Certificate                             | F-6 (Rev 00)  |         |
| 1.7        | Bank Account Details for E-Payment F-7 (Rev 00)        |               |         |
| 1.8        | Form for seeking clarifications F-8 (Rev 00)           |               |         |
| 1.9        | Capacity Evaluation of Bidder for current Tender       | F-9 (Rev 00)  |         |
| 1.10       | Contract Agreement                                     | F-10 (Rev 00) |         |
| 1.11       | Bank Guarantee for Security Deposit                    | F-11 (Rev 00) |         |
| 1.12       | Bank Guarantee for Interest Bearing Refundable Advance | F-12 (Rev 00) |         |
| 1.13       | Extension of Validity of Bank Guarantee                | F-13 (Rev 00) |         |
| 1.14       | Monthly Plan & Review with Contractors                 | F-14 (Rev 01) |         |
| 1.15       | Monthly Performance Evaluation of Contractor           | F-15 (Rev 02) |         |
| 1.16       | Void   |               |         |
| 1.17       | Evaluation of Contractor Performance (Annual)          | F-17 (Rev 01) |         |

INDEX

| SI.<br>No. | Description  | Form No       | Remarks |  |  |  |
|------------|--|---------------|---------|--|--|--|
| 1.18       | Evaluation of Contractor Performance for the Contract (Overall)                  | F-18 (Rev 01) |         |  |  |  |
| 1.19       | Milestone Completion Certificate   | F-19 (Rev 00) |         |  |  |  |
| 1.20       | Completion Certificate   | F-20 (Rev 01) |         |  |  |  |
| 1.21       | Indemnity Bond   | F-21 (Rev 00) |         |  |  |  |
| 1.22       | Consortium Agreement   | F-22 (Rev 00) |         |  |  |  |
| 1.23       | Refund of Security Deposit   | F-23 (Rev 00) |         |  |  |  |
| 1.24       | Refund of Guarantee Money  | F-24 (WAM-11) |         |  |  |  |
| 1.25       | Power of Attorney for Submission of Tender /<br>Signing Contract Agreement       | F-25 (Rev 00) |         |  |  |  |
| 1.26       | Analysis of Unit Rates Quoted  | F-26 (Rev 00) |         |  |  |  |
| 1.27       | Bid Security Declaration   | F-27 (Rev 00) |         |  |  |  |
| 1.28       | Bidder's Declaration for Memorandum of<br>Understanding                          | F-28 (Rev 00) |         |  |  |  |
| 1.29       | Agreement for Joint Bid Submission   | F-29 (Rev 00) |         |  |  |  |
| 1.30       | Memorandum of Association  | F-30 (Rev 00) |         |  |  |  |
| 1.31       | Bank Guarantee for Bid Bond  | F-31 (Rev 00) |         |  |  |  |
| 1.32       | RA Bill Format   | WAM-6         |         |  |  |  |
| 1.33       | Final Bill Submission format with No Claim Certificate and No Demand Certificate | WAM-7         |         |  |  |  |
| 2.0        | Procedures   |               |         |  |  |  |
| 2.1        | Void   |               |         |  |  |  |
| 2.2        | Integrity Pact Refer Annexure-07 of N  |               |         |  |  |  |
| 2.3        | Procedure for Conduct of Conciliation Proceedings                                |               |         |  |  |  |

#### OFFER FORWARDING LETTER / TENDER SUBMISSION LETTER

Form No: F-01 (Rev 00)

#### OFFER FORWARDING LETTER / TENDER SUBMISSION LETTER

(To be typed and submitted in the Letter Head of the Company / Firm of Bidder)

| Offer Reference No:  Date:   |
|--|
| To,  |
| (Write Name & Address of Officer of BHEL inviting the Tender)  |
| Dear Sir, Sub : Submission of Offer against Tender Specification No:   |
| I / We hereby offer to carry out the work detailed in the Tender Specification issued by Bharat Heavy Electricals Limited, Power Sector - Southern Region. Chennai, in accordance with the terms and conditions thereof.   |
| I/We have carefully perused the following listed documents connected with the above work and agree to abide by the same.   |
| <ol> <li>Amendments/Clarifications/Corrigenda/Errata/etc issued in respect of the Tender documents by BHEL</li> <li>Notice Inviting Tender (NIT)</li> <li>Price Bid</li> <li>Technical Conditions of Contract</li> <li>Special Conditions of Contract</li> <li>General Conditions of Contract</li> <li>Forms and Procedures</li> </ol> |
| Should our Offer be accepted by BHEL for Award, I/we further agree to furnish 'Security Deposit' for the work as provided for in the Tender Conditions within the stipulated time as may be indicated by BHEL.   |
| I / We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the appendices annexed thereto.   |
| I/We have submitted the Bid Security Declaration as per details furnished in the Check List.   |
| <u>Authorised Representative of Bidder</u> Signature : Name :  |

Place: Date: Address:

#### DECLARATION BY AUTHORISED SIGNATORY OF BIDDER

Form No: F-02 (Rev 00)

#### **DECLARATION BY AUTHORISED SIGNATORY OF BIDDER**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

|  | ,  |  |  |  |
|--|--|--|--|--|
| To,  |  |  |  |  |
| (Write Name & Address of Officer of BHEL invit   | ing the Tender)  |  |  |  |
| Dear Sir,  |  |  |  |  |
| Sub: Declaration by Authorised Signatory Ref: 1) NIT/Tender Specification No:  | ,  |  |  |  |
| I/We, hereby certify that all the information and above Tender Specification are true and complegone through the specifications, conditions, stitll date, and agree to comply with the requirement | ete to the best of my knowledge. I have pulations and all other pertinent issues |  |  |  |
| I further certify that I am authorised to represent on behalf of my Company/Firm for the above mentioned tender and a valid Power of Attorney to this effect is also enclosed.                     |  |  |  |  |
| Yours faithfully,  |  |  |  |  |
|  | (Signature, Date & Seal of Authorized Signatory of the Bidder)                   |  |  |  |
| Date:  |  |  |  |  |
| Enclosed : Power of Attorney   |  |  |  |  |
|  |  |  |  |  |

#### NO DEVIATION CERTIFICATE

Form No: F-03 (Rev 01)

#### **NO DEVIATION CERTIFICATE**

| (To be typed and submitted in the Letter Head of the Company/Firm of Bidder)                                 |
|--|
| To,  |
| (Write Name & Address of Officer of BHEL inviting the Tender)  |
| Dear Sir,  |
| Sub: No Deviation Certificate  Ref: 1) NIT/Tender Specification No:, 2) All other pertinent issues till date |

We hereby confirm that we have not changed/ modified/materially altered any of the tender documents as downloaded from the website/ issued by BHEL and in case of such observance at any stage, it shall be treated as null and void.

We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

We further confirm our unqualified acceptance to all Terms and Conditions, unqualified compliance to Tender Conditions, Integrity Pact (if applicable).

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid references.

Thanking you,

Yours faithfully,

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

#### DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITIONS

Form No: F-04 (Rev 00)

# DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITIONS (To be typed and submitted in the Letter Head of the Company / Firm of Bidder) To, (Write Name & Address of Officer of BHEL inviting the Tender) Dear Sir, Sub: <u>Declaration confirming knowledge about Site conditions</u> Ref: 1) NIT/Tender Specification No: ..... 2) All other pertinent issues till date I / We. hereby declare and confirm that we have visited the Project Site as referred in BHEL Tender Specifications and acquired full knowledge and information about the Site conditions including Wage structure, Industrial Climate, the Law & Order and other conditions prevalent at and around the Site. We further confirm that the above information is true and correct and we shall not raise any claim of any nature due to lack of knowledge of Site conditions. I/We, hereby offer to carry out work as detailed in above mentioned Tender Specification, in accordance with Terms & Conditions thereof. Yours faithfully, (Signature, Date & Seal of Authorized Representative of the Bidder) Date:

Place:

### DECLARATION FOR RELATION IN BHEL

Form No: F-05 (Rev 00)

#### **DECLARATION FOR RELATION IN BHEL**

| (To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)  |
|--|
| To,  |
| (Write Name & Address of Officer of BHEL inviting the Tender)  |
| Dear Sir,  |
| Sub : <u>Declaration for relation in BHEL</u> Ref : 1) NIT/Tender Specification No:,   |
| I/We hereby submit the following information pertaining to relation/relatives of<br>Proprieter/Partner(s)/Director(s) employed in BHEL   |
| <u>Tick(<math>√</math>) any one as applicable:</u>   |
| <ol> <li>The Proprieter, Partner(s), Director(s) of our Company/Firm DO NOT have<br/>any relation or relatives employed in BHEL<br/>OR</li> </ol>  |
| <ol> <li>The Proprieter, Partner(s), or Director(s) of our Company / Firm HAVE relation / relatives employed in BHEL and their particulars are as below:         <ul> <li>(i)</li> </ul> </li> </ol> |

Signature of the Authorised Signatory

#### Note:

(ii)

- 1. Attach separate sheet, if necessary.
- 2. If BHEL Management comes to know at a later date that the information furnished by the Bidder is false, BHEL reserves the right to take suitable against the Bidder / Contractor.

NON DISCLOSURE CERTIFICATE

Form No: F-06 (Rev 00)

#### NON DISCLOSURE CERTIFICATE

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

| NON DISCLOSURE CERTIFICATE   |
|--|
| I/We understand that BHEL PSSR is committed to Information Security Management System as per their Information Security Policy.              |
| Hence, I/We M/s  |
| Chennai-97.  |
| To maintain confidentiality of documents & information which shall be used<br>during the execution of the Contract.                          |
| The documents & information shall not be revealed to or shared with third party<br>which shall not be in the business interest of BHEL PSSR. |
| (Signature, date & seal of Authorized<br>Signatory of the bidder)  |
| Date:  |

#### BANK ACCOUNT DETAILS FOR E-PAYMENT

Form No: F-07 (Rev 00)

#### BANK ACCOUNT DETAILS FOR E-PAYMENT

| (SIGNED & STAMPED) BY THE BANK to enable BHEL release payments through Electronic Fund Transfer (EFT/RTGS) |  |   |   |  |  |
|--|--|---|---|--|--|
| 1.   | Beneficiary Name                                 |   | : |  |  |
| 2.   | Beneficiary Account No.                          |   | : |  |  |
| 3.   | Bank Name & Branch                               | : |   |  |  |
| 4.   | City/Place :                                     |   |   |  |  |
| 5.   | 9 digit M ICR Code of Bank Branch                | : |   |  |  |
| 6.   | IFSC Code of Bank Branch                         | : |   |  |  |
| 7.   | Beneficiary E-mail ID (for payment confirmation) | : |   |  |  |

NOTE: In case Bank endorsed certificate regarding above has already been submitted earlier, kindly submit photocopy of the same.

#### FORMAT FOR SEEKING CLARIFICATION

Form No: F-08 (Rev 00)

#### FORMAT FOR SEEKING CLARIFICATION

| (To be typed and submitted in the Letter Head of the Company/Firm of Bidder)                                  |
|---|
| To,   |
| (Write Name & Address of Officer of BHEL inviting the Tender)   |
| Dear Sir,   |
| Sub: Request for Clarification  Ref: 1) NIT/Tender Specification No:, 2) All other pertinent issues till date |

| SI<br>no | Reference clause<br>of Tender<br>Document | Existing provision | Bidder's query | BHEL's<br>clarification |
|----------|---|--------------------|----------------|-------------------------|
| 1        |   |                    |                |                         |
| 2        |   |                    |                |                         |
| 3        |   |                    |                |                         |
| 4        |   |                    |                |                         |
| 5        |   |                    |                |                         |
| 6        |   |                    |                |                         |

Yours faithfully,

(Signature, date & seal of Authorized Representative of the Bidder)

# FORMS PROCEDURES CAPACITY EVALUATION OF BIDDERS FOR CURRENT TENDER

\_\_\_\_\_\_

Form No: F-09 (Rev 00)

#### **CAPACITY EVALUATION OF BIDDERS FOR CURRENT TENDER**

|    | DESCRIPTION OF WORK<br>(Similar to Tendered Scope) | WORK ORDER REF &<br>DATE | CONTRACT<br>VALUE<br>(Rs. LACS) | CUSTOMER<br>NAME &<br>ADDRESS | CURRENT STATUS OF THE JOB ALONG WITH LATEST MILE STONE COMPLETED | %AGE OF<br>WORK<br>COMPLETED | VALUE OF<br>BALANCE<br>WORK<br>(Rs. Lacs) |
|----|--|--------------------------|---------------------------------|-------------------------------|--|------------------------------|---|
| 1  |  |                          |                                 |                               |  |                              |   |
| 2  |  |                          |                                 |                               |  |                              |   |
| 3  |  |                          |                                 |                               |  |                              |   |
| 4  |  |                          |                                 |                               |  |                              |   |
| 5  |  |                          |                                 |                               |  |                              |   |
| 6  |  |                          |                                 |                               |  |                              |   |
| 7  |  |                          |                                 |                               |  |                              |   |
| 8  |  |                          |                                 |                               |  |                              |   |
| 9  |  |                          |                                 |                               |  |                              |   |
| 10 |  |                          |                                 |                               |  |                              |   |

#### **NOTES:**

| 1. BIDDERS ARE REQUIRED TO FURNISH ALL THE JOBS OF SIMILAR NATURE | WHICH THEY ARE EXECUTING (IN PROGRESS) AT THE TIME |
|---|--|
| OF SUBMISSION OF TENDER, AS PER ABOVE FORMAT.                     |  |

2. BIDDERS HEREBY UNDERTAKE THAT THEY HAVE FURNISHED THE DETAILS SOUGHT AS PER POINT NO. 1 IN TOTALITY AND THAT THE DETAILS FURNISHED IS COMPLETE IN ALL RESPECT.

3. BHEL WILL TAKE APPROPRIATE ACTION AS DEEMED FIT , IN CASE, IT IS FOUND AT A LATER DATE THAT THE CONTRACTOR HAD SUPPRESSED THE FACTS AND HAVE NOT FURNISHED THE CORRECT & COMPLETE INFORMATIONS.

| DATE:  | Signature                          |
|--------|------------------------------------|
| PLACE: | Name, Designation & Seal of Bidder |

Form No: F-10 (Rev 00)

### **BHARAT HEAVY ELECTRICALS LIMITED**

(A Government of India Undertaking)
Power Sector – Southern Region
Chennai 600 097

#### **CONTRACT AGREEMENT**

| AGREEMENT NO  |  |  |  |
|---|--|--|--|
| NAME OF WORK  |  |  |  |
|   |  |  |  |
| NAME OF THE CONTRACTOR WITH FULL ADDRESS                      |  |  |  |
| VALUE OF WORK AWARDED   |  |  |  |
| LETTER OF INTENT NO.  |  |  |  |
| TIME ALLOTTED FOR COMPLETING THE WORK (DATE OF COMPLETION)    |  |  |  |
|   |  |  |  |
| SIGNATURE OF CONTRACTOR                                       | (SIGNATURE OF BHEL OFFICER )   |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
| CONTRACT AGREEMENT  |  |  |  |
| BHARAT HEAVY ELECTRICALS LIN Company incorporated under the C | DAY OFbetween MITED (A Government of India Enterprise) a ompanies Act, 1956, having its Registered Delhi- 110049 (herein after called BHEL) of |  |  |
|   | AND  |  |  |
| M/S(hereinafter called the `Contra                            | actor') of the SECOND PART.  |  |  |
|   |  |  |  |

|           | HEREAS M/sstate t they have acquired and possess extensive experience in the field of  |  |  |  |  |
|-----------|--|--|--|--|--|
| BH<br>sub | ereas in response to an Invitation to Tender No the contractor omitted their offer Nodated theorems BHEL has accepted the offer of the Contractor on terms and   |  |  |  |  |
| cor       | conditions specified in the Letter of Intent Nodateddated with the references cited therein.   |  |  |  |  |
|           | IS AGREEMENT WITNESSES AND it is hereby agreed by and between the ties as follows:   |  |  |  |  |
| 1.        | That the contractor shall execute the work of and more particularly described in Tender Specification No including Drawings and Specifications (hereinafter called the said works) in accordance with and subject to terms and conditions contained in these presents, instructions to Tenderers, General Conditions of Contract, Special Conditions, Annexures, Letter of Intent datedand such other instructions, Drawings, Specifications given to him from time to time by BHEL. |  |  |  |  |
| 2.        | The Contractor is required to furnish to BHEL Security deposit in the form of cash/ approved securities/ Bank Guarantee valid upto for a sum of Rs towards satisfactory performance and completion of the Contract.  |  |  |  |  |
| 3.        | 3. The Contractor has furnished a Bank Guarantee bearing nodatedfor a sum of Rsexecuted byin favour of BHEL towards Security Deposit valid upto  |  |  |  |  |
| OR        |  |  |  |  |  |
|           | The Contractor has furnished to BHEL an initial Security Deposit of Rsin the form of cash / approved Securities/ B.G No dated  |  |  |  |  |
|           | OR   |  |  |  |  |
|           | The contractor has furnished to BHEL an initial Security Deposit of Rs   |  |  |  |  |
| 4.        | The Contractor hereby agrees to extend the validity of the Bank Guarantee for such further period or periods as may be required by BHEL and if the Contractor fails to obtain such extension(s) from the Bank, the Contractor, shall   |  |  |  |  |

pay forthwith or accept recovery of Rs.---- from the bills in one

installment and the contractor further agrees that failure to extend the validity of the Bank Guarantee or failure to pay the aforesaid amount in the manner specified above shall constitute breach of contract. In addition to above, BHEL shall be entitled to take such action as deemed fit and proper for recovering the said sum of Rs.------

OR

In case the contractor furnishes the bank guarantee at a later date the contractor hereby agrees to extend the validity of bank guarantee for such further period or periods as may be required by BHEL and if the contractor fails to obtain such extension(s) from the bank, the contractor shall pay forthwith or accept recovery of the amount of bank guarantee given in lieu of security deposit from the bills in one installment and the contractor further agrees that failure to extend the validity of bank guarantee or failure to pay the aforesaid amount in the manner specified above shall constitute breach of contract. In addition to above, BHEL shall be entitled to take such action as deemed fit and proper for recovering the said sum.

- 5. That in consideration of the payments to be made to the Contractor by BHEL in accordance with this Agreement the Contractor hereby covenants and undertakes with BHEL that they shall execute, construct, complete the works in conformity, in all respects, with the terms and conditions specified in this Agreement and the documents governing the same.
- 6. That the Contractor shall be deemed to have carefully examined this Agreement and the documents governing the same and also to have satisfied himself as to the nature and character of the Works to be executed by him.
- 7. That the Contractor shall carry out and complete the execution of the said works to the entire satisfaction of the Engineer or such other officer authorised by BHEL, within the agreed time schedule, the time of completion being the essence of the Contract.
- 8. That BHEL shall, after proper scrutiny of the bills submitted by the Contractor, pay to him during the progress of the said works such sum as determined by BHEL in accordance with this Agreement.
- 9. That this Agreement shall be deemed to have come into force from -----the date on which the letter of intent has been issued to the Contractor.
- 10. That whenever under this contract or otherwise, any sum of money shall be recoverable from or payable by the Contractor, the same may be deducted in the manner as set out in the General Conditions of Contract or other conditions governing this Agreement.
- That all charges on account of GST and other taxes, statutory taxes or other duties on material obtained for execution of the said works shall be as per Contract.

- 12. That BHEL shall be entitled to deduct from the Contractor's running bills or otherwise Income Tax under Section 194 (C) of the Income Tax Act, 1961.
- 13. That BHEL shall be further entitled to recover from the running bills of the Contractor or otherwise such sum as may be determined by BHEL from time to time in respect of consumables supplied by BHEL, hire charges for tools and plants issued (Where applicable) and any other dues owed by the Contractor.
- 14. That it is hereby agreed by and between the parties that non- exercise, forbearance or omission of any of the powers conferred on BHEL and /or any of its authorities will not in any manner constitute waiver of the conditions hereto contained in these presents and the liability of the Contractor with respect to compensation payable to BHEL or Contractor's obligations shall remain unaffected.
- 15. It is clearly understood by and between the parties that in the event of any conflict between the Letter of Intent and other documents governing this Agreement, the provisions in the Letter of Intent shall prevail.

| 16. The following documents                         |  |
|---|--|
| Invitation to Tender Nodocuments specified therein. | and the  |
| 2. Contractor's Offer No                            | dated  |
| 3   |  |
| 4   |  |
| 5   |  |
| 6. Letter of Intent No                              | dated  |
| 7form part of and govern this Agreement.            | shall also   |
| form part of and govern this Agreement.             |  |
| IN WITNESS HEREOF, the parties hereto h presence of | ave respectively set their signatures in the                 |
| WITNESS   | (CONTRACTOR)   |
| 1.  | (to be signed by a person holding a valid Power of Attorney) |
| 2.  |  |
| WITNESS   | (For and on behalf of BHEL)                                  |
| 1.<br>2.  | ,  |

# FORMS & PROCEDURES BANK GUARANTEE FOR SECURITY DEPOSIT

Form No: F-11 (Rev 00)

#### **BANK GUARANTEE FOR SECURITY DEPOSIT**

PROFORMA OF BANK GUARANTEE (in lieu of SECURITY DEPOSIT)

(On non-Judicial paper of appropriate value) (Para 4.7.6 of Works Accounts Manual)

|  | ank Guarantee Noate  |
|--|--|
| De   | die  |
| To<br>(Employer's Name and Address)  |  |
|  |  |
| In consideration of Bharat Heavy Electricals Limited (hereinafter rexpression shall unless repugnant to the context or meaning the permitted assigns) incorporated under the Companies Act, 1956 and House, Siri Fort, Asiad, New Delhi – 110049 through its unit at Bhara Sector Southern Region, Tek Towers, No.11, Old Mahabalipural Chennai - 600097 having agreed to exempt | ereof, include its successors and having its registered office at BHEL at Heavy Electricals Limited, Power m Road, Okkiyam Thoraipakkam, 1 (Name of the Vendor / Contractor d the said "Contractor" which term the Contract arising vide Letter of d 3 valued at Rs. only)4 (hereinafter called the said attractor of the terms and conditions |
|  |  |
| We, the       hav         hav       (hereinafter referred to gradual)         [Contractor(s)], being the Guard   | ring our Head Office at<br>as the Bank), at the request of   |
| hereby irrevocably and unconditionally undertake to forthwith and im<br>amount not exceeding Rs without any demur,<br>Employer and without any reservation, protest, and recourse and with<br>or demonstrate reasons for its such demand   | nmediately pay to the Employer, an immediately on demand from the  |
| Any such demand made on the bank, shall be conclusive as regards Bank under this guarantee. However, our liability under this guarant not exceeding Rs <sup>5</sup> .  | . , ,  |
| We undertake to pay to the Employer any money so demanded notwoed raised by the Contractor(s) in any suit or proceeding pending before or any other authority, our liability under this present being absolute a   | any Court or Tribunal or Arbitrator  |
| The payment so made by us under this guarantee shall be a valid dhereunder and the Contractor(s) shall have no claim against us for m  |  |

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be

# FORMS & PROCEDURES BANK GUARANTEE FOR SECURITY DEPOSIT

| enforceable till all the dues of the Employer under or by and its claims satisfied & the Employer certifies that the been fully and properly carried out by the said contractor of this guarantee by the Employer, whichever is earlier. and including6 and shall be extended from tire the Employer. Unless a demand or claim under this guarantee.  7, we shall be discharged from all | e terms and cond<br>or(s) or accepta<br>This guarantee s<br>me to time for su<br>arantee is made  | ditions of the said Contract have nee of the final bill or discharge shall initially remain in force upto ich period as may be desired by on us in writing on or before the  |
|--|---|--|
| We,  | without affecting a said Contract of the contractor (s) and we shall not be a to the said contract of the said contract of the said contract of the law relational be entitled to without proceed | in any manner our obligations or to extend time of performance or from time to time any of the to forbear or enforce any of the relieved from our liability by any ractor(s) or for any forbearance, imployer to the said contractor(s) and to sureties would but for this enforce this Guarantee against ing against the Contractor and |
| This Guarantee shall not be determined or affected by li constitution or insolvency of the Contractor but shall in operative until payment of all money payable to the Emp discharged due to the change in the constitution of the E   | all respects and<br>loyer in terms th   | for all purposes be binding and ereof. This guarantee will not be  |
| We,  | -   | during its currency except with  |
| a) The liability of the Bank under this Guarantee shall b) This Guarantee shall be valid up to   | nd on or before _<br>relieved and dis   | 7 all rights under charged from all liabilities under  |
| We, Bank, have power to issue as a duly authorized person has full powers to sign this   | e this Guarantee<br>Guarantee on b  | under law and the undersigned ehalf of the Bank.   |
| Date Day of  | for   | (indicate the name of the Bank)  |
|  | (Si   | gnature of Authorised signatory)   |

- 1 NAME OF VENDOR /CONTRACTOR / SUPPLIER
- <sup>2</sup> REGISTERED OFFICE ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER.

# FORMS & PROCEDURES BANK GUARANTEE FOR SECURITY DEPOSIT

- <sup>3</sup> LETTER OF INTENT(LOI) REFERENCE NO. WITH DATE
- 4 CONTRACT VALUE (AS MENTIONED IN LOI)
- <sup>5</sup> BG AMOUNT IN FIGURES AND WORDS
- 6 VALIDITY DATE
- <sup>7</sup> DATE OF EXPIRY OF CLAIM PERIOD (CLAIM PERIOD SHALL BE MINIMUM OF 3 MONTHS AFTER VALIDITY DATE)

#### Note:

- 1. The BG should be on Non-Judicial Stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted or is to be acted upon or the rate prevailing in the State where the BG was executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Vendor/Contractor/Supplier /Bank issuing the guarantee.
- 2. In Case of Bank Guarantees submitted by Foreign Vendors
  - a. From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India) can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.
  - b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor Country's Bank)
    - b.1 In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by any of the Consortium Banks only will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter-Guarantee by Foreign Bank in favour of the Indian Bank's (BHEL's Consortium Bank) branch in India. It is advisable that all charges for issuance of Bank Guarantee/ counter-Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.
    - b.2 In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at sl.no. b.1 will required to be followed.
    - b.3 The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time).

#### BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

Form No: F-12 (Rev 00)

# BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

|  | B.G. No.  |  |  |   | Date   |
|--|---|--|--|---|--|
| called<br>conte<br>favou<br>Comp<br>Delhi<br>South<br>Thora<br>expre | This deed of Gu_two thousandtwo thousandthe "The Guarantor" (while the total of M/S Bharat Heavy Electronics Act, 1956, having its - 110049 through its unit thern Region, Tek Towers, aipakkam, Chennai - 6000 ession shall unless repugnant the its successors and assign | _by < Nanch expressions at Limit registered at Bharat I No.11, 097, hereint to the cor | ne and Acsion shated a Comoffice at Electric description of the contract of th | Idress of Ba<br>Il unless re<br>is successors<br>pany incorpo<br>BHEL House<br>ctricals Limite<br>abalipuram R<br>ed "The Cor | nk hereinafter pugnant to the and assigns) in rated under the Siri Fort, New d, Power Sector Coad, Okkiyam mpany" (which |
|  | WHEREAS M/s ractor) have entered into a (dtd(herein ork > with the Company.   | Contract ai  | rising out   | of Letter of  | of Intent no.  |
| (Rupe<br>and<br>Bank<br>(Rupe  | AND WHEREAS the Copay to the Contractor in eesconditions specified in the Couarantee ees  | nterest bea  | aring adv<br>ubject to<br>for  | vance of<br>only) on<br>the Contrac   | Rscertain_terms  |
| a Bar  | AND WHEREAS the Comp  | •  | greed to a   | ccept a Bank (  | Guarantee from   |
| Guar   | AND WHEREAS the Corderation of the arrangeme antor, the Guarantor has ioned in favour of the Compa  | nt arrived<br>agreed to  | at betwe   | en the Cont   | ractor and the   |
|  | NOW THIS DEED WITNESS   | SES AS FO  | DLLOWS:-   |   |  |
| ` '  | In consideration of the Co  |  |  |   |  |
|  | to the Contractor, the Guara  |  |  |   |  |

#### BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

| according to the terms and conditions of the Contract. If the said Contractor      |
|--|
| fails to utilise the said advance for the purpose of the Contract and /or the said |
| advance together with interest as aforesaid is not fully recovered by the          |
| Company the Guarantor do hereby unconditionally and irrevocably undertake          |
| to pay to the Company without demur and merely on a demand, to the                 |
| extent of the said sum of Rs.  |
| (Rupeesonly) any claim made by the Company on them                                 |
| for the loss or damage caused to or suffered by the Company by reasons of          |
| the Company not being able to recover in full the advance with interest as         |
| aforesaid.   |
|  |

- (2) The decision of the Company whether the Contractor has failed to utilise the said advance or any part thereof for the purpose of the Contract and / or as to the extent of loss or damage caused to or suffered by the Company by reason of the Company not being able to recover in full the said sum of Rs. \_\_\_\_\_ with interest if any shall be final and binding on the Guarantor, irrespective of the fact whether the Contractor admits or denies the default or questions the correctness of any demand made by the Company in any Court Tribunal or Arbitration proceedings or before any other Authority.
- (3) The Company shall have the fullest liberty without affecting in any way the liability of the Guarantor under this Guarantee, from time to time to vary any of the terms and conditions of the Contract or extend time of performance by the Contractor or to postpone for any time and from time to time any of the powers exercisable by it against the Contractor and either enforce or forebear from enforcing any of the terms and conditions governing the Contract or securities available to the Company and the Guarantor shall not be released from its liability under these presents by any exercise by the Company of the liberty with reference to the matters aforesaid or by reasons of time being given to the Contractor or any other forbearance, act or commission on the part of the Company or any indulgence by the Company to the Contractor or of any other matter or thing whatsoever which under the law relating to sureties would, but for this provision have the effect of so releasing the Guarantor from its liability under this guarantee.
- (4) The Guarantor further agrees that the Guarantee herein contained shall remain in full force and effect during the period till the Company discharges this Guarantee, subject to however, that the Company shall have no claim under this Guarantee after i.e. (the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time, as the case may be) unless a notice of the claim under this Guarantee has been served on the Guarantor before the expiry of the said period in which case the same shall be enforceable against the Guarantor not withstanding the fact that the same is enforced after the expiry of the said period.

#### BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

| (5)        | The Guarantor undertakes not to revoke this Guarantee during the period it is in force except with the previous consent of the Company in writing and agrees that any liquidation or winding up or insolvency or dissolution or any change in the constitution of the Contractor or the Guarantor shall not discharge the Guarantor's liability hereunder.  |
|------------|---|
| (6)        | It shall not be necessary for the Company to proceed against the Contractor before proceeding against the Guarantor and the Guarantee herein contained shall be enforceable against them notwithstanding any security which the Company may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the Guarantor hereunder be outstanding or unrealised.  |
| (7)        | Notwithstanding anything contained herein before, our liability under the Guarantee is restricted to Rs. (Rupees). Our guarantee shall remain in force until, i.e. the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time. Unless a claim or demand under this guarantee is made against us on or before, we shall be discharged from our liabilities under this Guarantee thereafter. |
| (8)        | Any claim or dispute arising under the terms of this document shall only be enforced or settled in the courts at Chennai only.  |
| (9)        | The Guarantor hereby declares that it has power to execute this Guarantee under its Memorandum and Articles of Association and the executant has full powers to do so on its behalf under the Power of Attorney dated(To be incorporated by the Bank) granted to him by the proper authorities of the Guarantor.  |
|            | IN WITNESS whereof the(Bank) has hereunto set and subscribed its hand the day, month and year first, above written.   |
|            | (Name of the Bank)  |
|            | Signed for and on behalf of the Bank (Designation of the Authorized Person Signing the Guarantee)   |
| DAT<br>SEA |   |
|            |   |

Notes:

- 1. The BG shall be executed on non-judicial stamp papers of adequate value procured in the name of the Bank in the State where the Bank is located.
- 2. The BG is required to be sent by the executing Bank directly to BHEL at the address where tender is submitted / accepted, under sealed cover.

# FORMS & PROCEDURES FORM for EXTENSION OF VALIDITY OF BANK GUARANTEE

Form No: F-13 (Rev 00)

#### FORM for EXTENSION OF VALIDITY OF BANK GUARANTEE

- 1. To be typed on non judicial Stamp Papers of value as applicable in the State of India from where the BG has been issued or the State of India where the BG shall be operated
- 2. The non judicial stamp papers shall be purchased in the name of the Party on whose behalf the BG is being issued or the BG issuing Bank

| BANK GUARANTEE No: Date:  |
|---|
| То  |
| (Write Designation and Address of Officer of BHEL inviting the Tender)  |
| Dear Sir  |
| Sub: Validity of Bank Guarantee No:   |
| At the request of M/s   |
| Except as provided above, all other terms and conditions of the Original Bank Guarantee No                    |
| Kindly treat this extension as an integral part of the original Bank Guarantee to which it would be attached. |
| Yours faithfully  |
| Signature  Name & Designation  Power of Attorney / Signing Power No Seal of Bank                              |

| बीएबईएल<br>मिद्गारी |
|---------------------|
| PS-                 |

Page 1 of 6

| Name of Project | Contract No.       |  |
|-----------------|--------------------|--|
| Name of Work    | Name of Contractor |  |

#### PART- A: PLAN/ REVIEW OF WORK FOR THE MONTH OF .....

Date of Plan/ Review.....

| SN. | Description of Work  (b)  | Unit of<br>Measur-<br>ement | Unit<br>Rate | (QTY Pla | Planned  QTY Planned for the nonth as per Part –C of last month) |     | nulative<br>nortfall<br>outable to<br>actor upto<br>a month<br>or Note 1) | fall ble to or upto onth (ote 1)  C |           | Shortfall attributable<br>to BHEL w.r.t Plan<br>(as per Col. 3 of Part-<br>D) |           | attributable to Contractor |           | REMARKS (Reasons for Shortfall attributable to Contractor. Supporting documents to be |
|-----|---|-----------------------------|--------------|----------|--|-----|---|-------------------------------------|-----------|---|-----------|----------------------------|-----------|---|
|     |   |                             |              | Phy.     | Financial  | Phy | Financial   | Phy.                                | Financial | Phy.  | Financial | Phy.                       | Financial | kept as record.)  |
|     |   |                             |              |          |  |     |   |                                     |           |   |           |                            |           |   |
|     | Value of Other Items not<br>mentioned above but planned to<br>be executed in this month |                             |              |          |  |     |   |                                     |           | _   | _         |                            |           |   |
|     | Total   |                             |              |          | ΣΑ   |     | ΣΒ  |                                     | ΣC        | _   | ΣD        |                            | ΣΕ        |   |

BHEL (Sign with name, designation and date)

CONTRACTOR

(Sign with name, designation and date)

| बीएवई ल <del>ख</del><br>सिद्गारी |  |
|----------------------------------|--|
| PS-                              |  |

Page 2 of 6

| Name of Project | Contract No.       |  |
|-----------------|--------------------|--|
| Name of Work    | Name of Contractor |  |

#### PART- A: Contd......

Note 1: In addition to the work planned as per Col. 'A', Contractor shall also make full efforts to minimize the 'Cumulative shortfall attributable to contractor upto the month' as mentioned in Col. 'B' by enhancing its resources, so as to achieve the completion of activities as per agreed schedule. In case contractor is not able to execute the entire shortfall, then BHEL 'Engineer in-charge', shall decide the priority of work to be executed and it shall be binding on the contractor.

Note 2: Percentage Shortfall attributable to contractor w.r.t. "Plan - Shortfall attributable to BHEL" for the month =  $[(\Sigma E - \Sigma B)/(\Sigma A - \Sigma D)]x100$  In case,  $(\Sigma E - \Sigma B)$  is negative, then it shall be treated as zero percent."

Note 3: Form 14 should include all items being planned in the current month, and all items against which shortfall was attributable to contractor till previous month. However, for practical reason, if it is not possible to mention some of the items in Form-14 being planned to be executed in this month, then also value of such items shall necessarily be included in calculation of Total Value.

Note 4: In case reason for shortfall attributable to contractor is w.r.t. T&P and Manpower, it should be in conformity with Part B1 and B2.

| बीएच इंटरान |
|-------------|
| HHEL        |
| PS-         |

Page 3 of 6

| Name of Project | Contract No.       |  |
|-----------------|--------------------|--|
| Name of Work    | Name of Contractor |  |

# PART – B-1: PLAN/REVIEW OF DEPLOYMENT OF MAJOR T&Ps FOR THE MONTH OF ...... CONTRACTOR'S SCOPE: -

Date of Plan/ Review.....

|     |  |     | PLAN                              |   | DEPLOYMENT STATUS              |                                    |  |  |  |
|-----|--|-----|-----------------------------------|---|--------------------------------|------------------------------------|--|--|--|
| SN. | Major T&P to be<br>deployed as per work<br>planned for the month | QTY | Deployment<br>Period<br>(in days) | Weightage assigned to planned T&P (in fraction such that $\Sigma C = 1$ ) | Actual<br>Deployed<br>Quantity | Actual Deployment Period (in days) | Weighted T&P<br>Deployed                 | REMARKS (Works affected due to non-deployment of T&Ps) |  |
|     |  | A   | В                                 | С   | D                              | Е                                  | $F=(C \times D \times E) / (A \times B)$ |  |  |
|     |  |     |                                   |   |                                |                                    |  |  |  |

Note: In case, E>B, it shall be considered as E=B. Similarly, in case D>A, it shall be considered as D=A.

Percentage of T&P Deployed =  $\Sigma F \times 100$ 

#### **BHEL SCOPE: -**

|     | PLAN   |  |                                   | DEPLOYMENT STATUS              |  |  |  |
|-----|--|--|-----------------------------------|--------------------------------|--|--|--|
| SN. | Major T&P to be deployed as per work planned for the month |  | Deployment<br>Period<br>(in days) | Actual<br>Deployed<br>Quantity | Actual Deployment<br>Period<br>(in days) | REMARKS (Works affected due to non-deployment of T&Ps) |  |
|     |  |  |                                   |                                |  |  |  |

BHEL (Sign with name, designation and date)

CONTRACTOR

(Sign with name, designation and date)

| बीएचई र | 7H |
|---------|----|
| मिक्का  | 12 |
| PS-     |    |

Page **4** of **6** 

| Name of Project | Contract No.       |  |
|-----------------|--------------------|--|
| Name of Work    | Name of Contractor |  |

#### PART – B-2: PLAN/ REVIEW OF DEPLOYMENT OF MANPOWER FOR THE MONTH OF .....

#### **CONTRACTOR'S SCOPE: -**

| SN. | Area of Work | Category of<br>Labour | No. of Labour<br>required as per<br>category | Deployment<br>Period<br>(in days) | No. of Labour<br>actually<br>deployed | Actual<br>Deployment<br>Period<br>(in days) | REMARKS (Works affected due to non-availability of labour) |
|-----|--------------|-----------------------|--|-----------------------------------|---------------------------------------|---|--|
|     |              |                       | A  | В                                 | C                                     | D   |  |
|     |              |                       |  |                                   |                                       |   |  |
|     |              |                       |  |                                   |                                       |   |  |
|     |              |                       |  |                                   |                                       |   |  |
|     |              |                       |  |                                   |                                       |   |  |
|     |              |                       |  |                                   |                                       |   |  |
|     |              |                       |  |                                   |                                       |   |  |

Percentage of Manpower Deployed=100 x  $\Sigma(CxD)/\Sigma(AxB)$ 

BHEL (Sign with name, designation and date)

CONTRACTOR (Sign with name, designation and date)

| बीएच ई एख |
|-----------|
| BHEL      |
| PS-       |

Page 5 of 6

| Name of Project | Contract No.       |  |
|-----------------|--------------------|--|
| Name of Work    | Name of Contractor |  |

#### PART – C: PLAN(PHYSICAL) FOR THE NEXT MONTH i.e. .....

Date of Plan .....

|    |                     |                                 | Planned   |                             |  | T&Ps   | Required   |          | Manpowe                                     | r Required |  |  |
|----|---------------------|---------------------------------|---|-----------------------------|--|--|------------|----------|---|------------|--|--|
|    |                     | 0                               | Quantity  | TT 1. C                     | Contractor S   | cope   | BHEL Scope |          |   | No. of     | REMARKS  |  |
| SN | Description of work | Original<br>Planned<br>Quantity | (excluding<br>shortfalls<br>attributable<br>to contractor<br>till date) | Unit of<br>Measu-<br>rement | Major T&P to<br>be deployed as<br>per work<br>planned for the<br>month | Major T&P to be deployed as per work planned for the Quantity  Major T&P to be deployed as per work planned fo |            | Quantity | Category of Labour required as per Category |            | (Reasons for difference in<br>Original Planned Quantity<br>w.r.t. Planned quantity to be<br>given) |  |
|    |                     |                                 |   |                             |  |  |            |          |   |            |  |  |
|    |                     |                                 |   |                             |  |  |            |          |   |            |  |  |

Note 1: Planned quantity should be based on available/ expected fronts/ inputs in the next month

Note 2: "Original Planned Quantity" shall be as per latest jointly agreed programme between BHEL and Contractor before commencement of work or at the time of latest Time Extension, as the case may be.

BHEL (Sign with name, designation and date)

CONTRACTOR

(Sign with name, designation and date)

|   | बीण्यहरूल<br>मिस्सा |
|---|---------------------|
| ı | PS-                 |

Page 6 of 6

| Name of Project | Contract No.       |  |
|-----------------|--------------------|--|
| Name of Work    | Name of Contractor |  |

#### PART – D: REASONS FOR SHORTFALL ATTRIBUTABLE TO BHEL IN RESPECT OF PLAN FOR THE MONTH......

|     |                                      | Quantities             | s Affected                  |  |  |   |
|-----|--------------------------------------|------------------------|-----------------------------|--|--|---|
| SN. | Description of Work<br>(from Part-A) | (Physical<br>Quantity) | Unit of<br>Measu-<br>rement | Reasons for Shortfall attributable to BHEL | Agency responsible for reasons for Shortfall | Remarks (Supporting Documents in respect of agency responsible) |
| 1   | 2                                    | 3                      | 4                           | 5  | 6  | 7   |
|     |                                      |                        |                             |  |  |   |

Note1: Reasons for shortfall shall include non-availability of fronts/ drawings/ materials/ T&P (BHEL Scope)/ clearances etc. and other hindrances for which contractor is not responsible.

Note2: Agency responsible may be BHEL Site/ MUs/ Design Centre/ BHEL Customer/ other Contractors etc.

BHEL

(Sign with name, designation and date)

| Project |  | Vendor         |           |                   | Package/Unit   |  |
|---------|--|----------------|-----------|-------------------|--|--|
| SI. No. | Parameter for Measurement  | Classification | Max Score | Score<br>Obtained | Measurement Key/Scheduled date   | Supporting Documents   |
| #1.01   | Cumulative number of days in the month, the nominated Quality Officer or his authorised nominee was not available  | QUALITY        | 1.5       |                   | Quality Officer or his authorised nominee should be available for all the days of working at site  | Daily Log Book entry/Incident<br>Registers/letter references |
| #1.02   | Number of instances of non- compliance wrt FQP, Standard Drawings, Specifications, E&C Manuals etc.  | QUALITY        | 1.5       |                   | No deviation from FQP, Standard Drawings, Specifications, E&C Manuals etc. is allowed without BHEL Engineer's approval.                    | Daily Log Book entry/Incident<br>Registers/letter references |
| #1.03   | Percentage submission of test certificates for batches of welding electrodes, cement, sand, aggregate, consumable, Paints etc. as applicable for this month OR In case of MM & MH package, monthly checks for Storage/Preservation of material.  | QUALITY        | 1         |                   | Submission of 100% Test certificates for materials as per FQP is mandatory. MM & MH package: Storage/Preservation as per manual/procedure. | Daily Log Book entry/Incident<br>Registers/letter references |
| #1.04   | Number of incidences of improper storage & preservation (not in accordance to the guidelines of BHEL MUs or approved FQP) of materials, consumables (viz. gases, welding electrodes & fluxes, fuel etc.) & bought-out items (paints, fasteners etc.) under the custody of the contractor   | QUALITY        | 1         |                   | Total number of non-compliances  | Daily Log Book entry/Incident<br>Registers/letter references |
| #1.05   | Rework/ Rejection instances in a month<br>necessitated due to deviation from Standard<br>Drawings /Specifications /Manuals /E&C<br>procedures /FQPs or due to Poor Workmanship<br>by contractor  | QUALITY        | 2         |                   | Reworks/ Rejection should be as minimum as possible. Total number of reworks/ rejections due to reasons attributable to contractor.        | Daily Log Book entry/Incident<br>Registers/letter references |
| #1.06   | Delay in preparation & submission of signed protocols / log sheets / site register / NDT test reports as per approved FQP/ Qualified Welder List along with photocopies of Welder ID cards / Welder Performance Evaluation records etc. in the month OR in case of MM / MH package reconciliation statement / verification report. | QUALITY        | 1         |                   | Within 2 days of measurements taken or within first 3 working days of next month, as advised by BHEL Engineer                              | Daily Log Book entry/Incident<br>Registers/letter references |
| #1.07   | Number of instances for Major equipment/product failure due to negligence/improper work/poor workmanship by contractor   | QUALITY        | 1         |                   | No such event should happen  | Daily Log Book entry/Incident<br>Registers/letter references |
| #1.08   | Total number of complaints received in the month on the quality of finish / aesthetics   | QUALITY        | 1         |                   | Total number of non-compliances  | Daily Log Book entry/Incident<br>Registers/letter references |

Form No.: F-15 (Rev 02)

| Project |   | Vendor         |           |                   | Package/Unit   |  |
|---------|---|----------------|-----------|-------------------|--|--|
| SI. No. | Parameter for Measurement   | Classification | Max Score | Score<br>Obtained | Measurement Key/Scheduled date   | Supporting Documents   |
| #2.01   | Cumulative number of days of delay in submission of Plan FOR THE MONTH supported by deployment plan of Major T&Ps and Manpower (as per Form F-14) and relevant construction/layout drawings - like A4 plan / elevation views of plan status for structures / pressure parts/Civil Works, Piping isometrics for piping, Layout / PID / System reference sketch, Unloading / storage plans etc.as applicable. | PERFORMANCE    | 5         |                   | Number of days delayed from second working day of the month  | Daily Log Book entry/Incident<br>Registers/letter references |
| #2.02   | Percentage of timely submission of Daily Reports for Progress of work, Resources, Consumables etc.  | PERFORMANCE    | 1.5       |                   | Percentage of timely submission of daily reports/ Scheduled date is successive next day for each day | Daily Log Book entry/Incident<br>Registers/letter references |
| #2.03   | Number of days delayed for submission of FQP log sheets / protocols / Monthly Progress Reports for the work executed during the month under measurement   | PERFORMANCE    | 1.5       |                   | Number of days delayed/Scheduled date is first 2 working days of next month                          | Daily Log Book entry/Incident<br>Registers/letter references |
| #2.04   | Percentage Shortfall attributable to contractor w.r.t. "Plan - Shortfall attributable to BHEL" for the month as per Form-14   | PERFORMANCE    | 35        |                   | As per Part-A of Form-14   | Progress review formats                                      |
| #2.05   | Number of days delayed in submission of Running bills with complete supporting documents (including updated reconciliation statement of BHEL issued material) for the month   | PERFORMANCE    | 2         |                   | Number of days delayed / Scheduled date is 7th day of next month                                     | Daily Log Book entry/Incident<br>Registers/letter references |
| #2.06   | Number of times the Top Management of contractor did not respond to critical issues of site, for the month  | PERFORMANCE    | 1         |                   | Total number of instances  | Daily Log Book entry/Incident<br>Registers/letter references |
| #2.07   | Cumulative number of days in the month the works were stopped / refused on interpretation of contract clauses/scope due to tendency of taking undue advantage by interpreting contract clauses in their favour  | PERFORMANCE    | 2         |                   | Cumulative number of days lost   | Daily Log Book entry/Incident<br>Registers/letter references |
| #2.08   | Number of times rework was refused by contractor  | PERFORMANCE    | 1         |                   | Total number of non-compliances  | Daily Log Book entry/Incident<br>Registers/letter references |

| Project |   | Vendor                              |           |                   | Package/Unit  |  |
|---------|---|-------------------------------------|-----------|-------------------|---|--|
| SI. No. | Parameter for Measurement   | Classification                      | Max Score | Score<br>Obtained | Measurement Key/Scheduled date  | Supporting Documents   |
| #2.09   | Cumulative number of days in the month recording / logging was not done in daily log / history register / hindrance register / soft form in a PC maintained at BHEL Site Office   | PERFORMANCE                         | 1         |                   | Cumulative number of days recording or logging was not done / all days of the month | Daily Log Book entry/Incident<br>Registers/letter references |
| #3.01   | Percentage of Manpower Deployed w.r.t. Plan for the month as per Form-14.   | RESOURCES                           | 7         |                   | As per Part-B2 of Form-14   | Daily Log Book entry/Incident<br>Registers/letter references |
| #3.02   | Percentage of T&P Deployed w.r.t. Plan for the month as per Form-14.  | RESOURCES                           | 7         |                   | As per Part-B1 of Form-14   | Daily Log Book entry/Incident<br>Registers/letter references |
| #3.03   | Cumulative number of major instances in the month hampering / affecting progress of work due to breakdown or non-availability of major T&P and MME for the work, under the scope of Contractor  | RESOURCES                           | 3         |                   | Cumulative number of instances  | Daily Log Book entry/Incident<br>Registers/letter references |
| #3.04   | Cumulative number of major instances in the month hampering / affecting progress of work due to non-availability of Consumables/ use of improper consumables under the scope of contractor  | RESOURCES                           | 3         |                   | Cumulative number of instances  | Daily Log Book entry/Incident<br>Registers/letter references |
| #4.01   | Number of non-compliances during the month for Statutory requirements like validity of Labour Licence, Insurance Policy, Labour Insurance, PF, BOCW Compliance etc. and any other applicable laws/ Regulation, Electrical Licence, T&P fitness certificate, Contractors' All Risk Policy etc. as applicable | SITE<br>INFRASTRUCTURE &<br>SERVICE | 1         |                   | Total number of non-compliances   | Daily Log Book entry/Incident<br>Registers/letter references |
| #4.02   | Cumulative number of days in a month poor illumination is reported at storage area, erection area, pre-assembly area and other designated areas by BHEL site.   | SITE<br>INFRASTRUCTURE &<br>SERVICE | 0.5       |                   | Total number of non-compliances/random checks                                       | Daily Log Book entry/Incident<br>Registers/letter references |
| #4.03   | Cumulative number of days of non-availability of well-maintained toilets facilities for workers (separate for men and women) and non-availability of potable drinking water stations for workers in specified areas.  | SITE<br>INFRASTRUCTURE &<br>SERVICE | 1         |                   | Total number of non-compliances/random checks                                       | Daily Log Book entry/Incident<br>Registers/letter references |

Form No.: F-15 (Rev 02)

| Project |   | Vendor                        |           |                   | Package/Unit   |   |
|---------|---|-------------------------------|-----------|-------------------|--|---|
| SI. No. | Parameter for Measurement   | Classification                | Max Score | Score<br>Obtained | Measurement Key/Scheduled date   | Supporting Documents  |
| #4.04   | Total number of instances in the month, Housekeeping NOT attended to in spite of instructions by BHEL -i.e. removal / disposal of surplus earth / debris / scrap / unused / surplus cable drums / other electrical items / surplus steel items / packing materials, thrown out scrap like weld butts, cotton waste etc. from the working area to identified locations | SITE INFRASTRUCTURE & SERVICE | 2         |                   | Total number of non-compliances/random checks  | Daily Log Book entry/Incident<br>Registers/letter references                          |
| #4.05   | Total number of instances in a month, Site Office with reasonably good facilities including enough nos. of computers and printers etc. for use by office and supporting staff was not made available/maintained.  | SITE INFRASTRUCTURE & SERVICE | 0.5       |                   | No discrepancy during regular or surprise visits   | Photograph and report of the Engineer   |
| #5.01   | Number of days delayed in making labour payments for the last month   | SITE FINANCE                  | 2         |                   | Number of days delayed / Scheduled date is 7th day of next month                         | Daily Log Book entry/Incident<br>Registers/letter references                          |
| #5.02   | Number of complaints from labour/ sub supplier/<br>sub-contractor for non-receipt of payments from<br>contractor  | SITE FINANCE                  | 1.5       |                   | Total number of complaints or reporting  | Daily Log Book entry/Incident<br>Registers/letter references                          |
| #5.03   | Number of times the site operations were hampered for want of funds at the disposal of site-in-charge.  | SITE FINANCE                  | 1.5       |                   | Total number of non-compliances  | Daily Log Book entry/Incident<br>Registers/letter references                          |
| #6.01   | Cumulative number of days in a month the nominated Safety Officer was not available   | HSE & SA                      | 1         |                   | Safety Officer should be available for all the days                                      | Daily Log Book entry/Incident<br>Registers/letter references                          |
| #6.02   | Shortfall in number of weekly safety meetings in the month conducted or attended by the Safety Officer  | HSE & SA                      | 0.5       |                   | Safety meetings to be held every week  | Copy of Minutes of meeting  |
| #6.03   | Level of compliance w.r.t decisions taken in previous Safety meetings   | HSE & SA                      | 0.5       |                   | Number of consolidated issues discussed in Safety meetings                               | Copy of Minutes of meeting, Non-<br>compliance intimation documents<br>from BHEL site |
| #6.04   | Delay in submission of monthly report on safety<br>(including electrical safety for equipment &<br>personnel etc.) in the prescribed form   | HSE & SA                      | 1         |                   | Number of days delayed/Scheduled date is third working day of next month                 | Daily Log Book entry/Incident<br>Registers/letter references                          |
| #6.05   | Number of days taken for lodging FIRs from date of occurrence/notice of incident of theft / accident etc.   | HSE & SA                      | 0.5       |                   | Number of days delayed/Scheduled date is within 24 Hrs of occurrence/notice of incidence | Copy of FIR lodged by Contractor  |

| Project |   | Vendor         |           |                   | Package/Unit   |   |
|---------|---|----------------|-----------|-------------------|--|---|
| SI. No. | Parameter for Measurement   | Classification | Max Score | Score<br>Obtained | Measurement Key/Scheduled date   | Supporting Documents  |
| #6.06   | Number of times written(email, letters etc.) warning issued for non-availability/ use of improper Fall protection and rescue arrangement as lifeline, fall arrestors, safety net, hand-railings, covered floors, man-basket, rescue basket & kit etc. by the contractor | HSE & SA       | 2         |                   | Total number of non-compliances  | Daily Log Book entry/Incident<br>Registers/letter references      |
| #6.07   | Number of times punitive fines imposed for unsafe practices as per contract like non-availability/use of PPEs as safety shoes, helmets, goggles, gloves, lifeline, safety belts etc.  | HSE & SA       | 1         |                   | Total number of non-compliances  | Non-compliance intimation documents from BHEL site                |
| #6.08   | Percentage compliance to Emergency preparedness and response plan: Portable Fire-extinguishers, Buckets, Fire-wardens, display of emergency numbers, mock-drills, Hazard Identification and Risk Assessment(HIRA) etc.  | HSE & SA       | 1         |                   | Compliance should be 100% as per HSE Plan or as finalized in Safety Meetings | Non-compliance intimation documents from BHEL site                |
| #6.09   | Number of times the agency has defaulted on display of safety posters / safety slogans / safety barriers/emergency numbers etc. in identified areas   | HSE & SA       | 0.5       |                   | Total number of instances  | Non-compliance intimation documents from BHEL site                |
| #6.10   | Non compliances observed during HSE and<br>Safety Audit   | HSE & SA       | 0.5       |                   | Total number of non-compliances  | Non-compliance intimation documents from BHEL site, Audit Reports |
| #6.11   | Cumulative number of days in the month, non-<br>availability of First Aid Kit, First Aider &<br>Emergency Vehicles/Ambulance.   | HSE & SA       | 0.5       |                   | Cumulative number of days  | Non-compliance intimation documents from BHEL site                |
| #6.12   | Number of days taken for submission of Root<br>Cause analysis (RCA) for the accident from the<br>cut-off date intimated by BHEL for submission of<br>RCA  | HSE & SA       | 0.5       |                   | Number of days delayed/Scheduled date is cut-off date intimated by BHEL      | Daily Log Book entry/Incident<br>Registers/letter references      |
| #6.13   | Non conductance of training (induction, job<br>specific, height work etc.), tool box meeting and<br>health check-up as per Contract requirements  | HSE & SA       | 0.5       |                   | Number of incidences of non-conductance during the month                     | Daily Log Book entry/Incident<br>Registers/letter references      |

| Project   |                           | Vendor         |           |                   | Package/Unit                   |                      |
|---|---------------------------|----------------|-----------|-------------------|--------------------------------|----------------------|
| SI. No.   | Parameter for Measurement | Classification | Max Score | Score<br>Obtained | Measurement Key/Scheduled date | Supporting Documents |
| Less Deduction in Score Due to Major Accidents (Fatal, Permanent Disability or bodily injury by which person injured is prevented to resume to work within 48 hours or more after accident,, Major Damage to Equipment etc.) attributable to the contractor @ 3 points/ accident  Less Deduction in Score Due to Minor Accidents attributable to the contractor @ 1 point/ accident |                           |                |           |                   |                                |                      |
| Less Deduction in Score Due to not Maintaining of Labour Colony (if applicable) as per BHEL HSE policy @2 points in a month on verification any day   |                           |                |           |                   |                                |                      |
|   | Final Score               |                |           |                   |                                |                      |

| Performance Score Summary for the Month | Total Score | Score<br>Obtained |
|---|-------------|-------------------|
| QUALITY                                 | 10          |                   |
| PERFORMANCE                             | 50          |                   |
| RESOURCES                               | 20          |                   |
| SITE INFRASTRUCTURE & SERVICE           | 5           |                   |
| SITE FINANCE                            | 5           |                   |
| HSE & SA                                | 10          |                   |
| OTHERS (deductions if any)              | 0           |                   |
| TOTAL                                   | 100         |                   |

#### Note:

- It is only indicative and shall be as per the online format issued by BHEL time to time.
   No request will be entertained after specified date of current month w.r.t. changes requested in the scores of immediate previous month.

#### ANNUAL EVALUATION OF CONTRACTOR PERFORMANCE

Form No: F-17 (Rev 01)



### ANNUAL EVALUATION OF CONTRACTOR PERFORMANCE

Page 1 of 1

(EVALUATED FINANCIAL YEAR WISE AT HQ)

- 1. Contract No.:
- 2. Scope of work
- 3. Name of Contractor:
- 4. Name of Site:
- 5. Reporting Period (Financial Year): April' 20\_\_\_\_to Mar' 20\_\_\_\_

| 1     |  |   |
|-------|--|---|
| SI No | Month  | Net Weighted score  |
| 1a    | April(year)  |   |
| 1b    | May(year)  |   |
| 1c    | June(year)   |   |
| 1d    | July(year)   |   |
| 1e    | Aug(year)  |   |
| 1f    | Sep(year)  |   |
| 1g    | Oct(year)  |   |
| 1h    | Nov(year)  |   |
| 1i    | Dec(year)  |   |
| 1j    | Jan(year)  |   |
| 1k    | Feb(year)  |   |
| 11    | Mar(year)  |   |
| 1m    | Total score for the year   |   |
| 2     | Average for the financial Year (total score divided by number of months scores filled) |   |
| 3     | Annual Evaluation of Contractor Performance (based on net weighted score)              | <ul> <li>80% and above : Good</li> <li>Between 60% to 80% : Satisfactory</li> <li>60% and below : Unsatisfactory</li> </ul> |

| Commen | ts if | anv    | <b>7</b> • |
|--------|-------|--------|------------|
|        |       | WIII ! |            |

**Head/Subcontracts** 

Date: General Manager/Projects

#### OVERALL PERFORMANCE OF CONTRACTOR FOR THE CONTRACT

Form No: F-18 (Rev 01)

| बी एच हुँ रह | 7 |
|--------------|---|
| mile.        | 1 |
| 11,,,11      | 3 |

### OVERALL PERFORMANCE OF CONTRACTOR FOR THE CONTRACT

Page 1 of 1

(EVALUATED CONTRACT WISE AT HQ)

1. Contract No.:
2. Scope of work
3. Name of Contractor:
4. Name of Site:
5. Reporting period (From:

To:
)

| SI<br>No | FINANCIAL YEAR  | Average of Net Weighted score (abstract of Annual evaluation of contractor performance – Form No F-17 (Rev 01)             |
|----------|---|--|
| 1        |   |  |
| 2        |   |  |
| 3        |   |  |
| 4        |   |  |
| 5        |   |  |
| 6        | Total   |  |
| 7        | Average score   |  |
| 8        | Overall Performance<br>for the Contract<br>(based on net weighted<br>score) | <ul> <li>80% and above : Good</li> <li>Between 60% to 80%: Satisfactory</li> <li>60% and below : Unsatisfactory</li> </ul> |

### **Comments if any:**

**Head/Subcontracts** 

Date: General Manager/Projects

### MILESTONE COMPLETION CERTIFICATE

Form No: F-19 (Rev 00)

# MILESTONE COMPLETION CERTIFICATE (issued by BHEL on the specific request of Contractor)

| Ref :<br>Date:   |  |                                   |  |  |  |
|--|--|-----------------------------------|--|--|--|
| To,  | Γο,  |                                   |  |  |  |
| (Name & add  | ress of Contractor)  |                                   |  |  |  |
|  |  |                                   |  |  |  |
| Dear Sir,  |  |                                   |  |  |  |
| References 1. Contra 2. Job De   |  |                                   |  |  |  |
|  | eby confirm that the following Milest<br>Contract /Job under reference | one Activity has been achieved in |  |  |  |
| SI No  | Milestone Activity   | Remarks                           |  |  |  |
|  |  |                                   |  |  |  |
| This certificate is issued as per your request vide letter no              |  |                                   |  |  |  |
| Yours faithfully,<br>For and on behalf of Bharat Heavy Electricals Limited |  |                                   |  |  |  |
| Head (Subco  | ntracts)   |                                   |  |  |  |

### CONTRACT COMPLETION CERTIFICATE

Form No: F-20 (Rev 01)

# CONTRACT COMPLETION CERTIFICATE (Issued by BHEL/HQ on the specific request of Contractor)

| Ref :  |                                    |  |  |  |  |
|--|------------------------------------|--|--|--|--|
| 2 0.10   | To Whom so ever it                 | may concern                                |  |  |  |
| 1  | DESCRIPTION OF WORK                |  |  |  |  |
| 2  | NAME AND ADDRESS OF THE CONTRACTOR |  |  |  |  |
| 3  | CONTRACT NO                        |  |  |  |  |
| 4  | CONTRACT VALUE                     |  |  |  |  |
| 5  | LETTER OF INTENT NO & DATE         |  |  |  |  |
| 6  | CONTRACT PERIOD//CONTRACT DURATION |  |  |  |  |
| 7  | DATE OF START/COMPLETION           |  |  |  |  |
| 8  | FINAL EXECUTED VALUE               |  |  |  |  |
| 9  | PERFORMANCE                        | GOOD /<br>SATISFACTORY /<br>UNSATISFACTORY |  |  |  |
| This certificate is issued as per your request vide letter no without any prejudice to the rights of BHEL to use this certificate for evaluation of your offers for future tenders |                                    |  |  |  |  |
| Yours fa   | Yours faithfully,                  |  |  |  |  |
| For and on behalf of Bharat Heavy Electricals Limited  |                                    |  |  |  |  |
| Head (S  | Head (Subcontracts)                |  |  |  |  |

INDEMNITY BOND

Form No: F-21 (Rev 00)

#### **INDEMNITY BOND**

(To be executed on a Non Judicial Stamp Paper of the requisite value as per Stamp Duty prevalent in the respective State)

This Indemnity Bond executed by <name of company> having their Registered Office at <xxxxxxxxxxxxx in favour of M/s Bharat Heavy Electricals Limited, a Company incorporated under the Companies Act, 1956, having its Registered Office at BHEL House, Siri Fort, Asiad, New Delhi - 110049 through its Unit at Power Sector-Southern Region, Tek Towers, No.11, Old Mahabalipuram Road, Okkiyam Thoraipakkam, Chennai - 600097, Tamilnadu. (Hereinafter referred to as the Company)

AND WHEREAS under the provisions of GCC further stipulates that the Contractor shall indemnify the Company against all claims of whatever nature arising during the course of execution of Contract including defects liability period of <xx Months > i.e till <xx xx xxxxx

Now this deed witness that in case the Company is made liable by any Authority including Court to pay any claim or compensation etc. in respect of all labourers or other matters at any stage under or relating to the Contract with the Contractor, the Contractor hereby covenants and agrees with the Company that they shall indemnify and reimburse the Company to the extent of such payments and for any fee, including litigation charges, lawyers' fees, etc, penalty or damages claimed against the Company by reason of the Contractor falling to comply with Central/States Laws, Rules etc, or his failure to comply with Contract (including all expenses and charges incurred by the Company).

#### INDEMNITY BOND

The Contractor further indemnifies the Company for the amount which the Company may be liable to pay by way of penalty for not making deductions from the Bills of the Contractor towards such amount and depositing the same in the Government Treasury.

The Contractor further agree that the Company shall be entitled to with hold and adjust the Security Deposit and/or with hold and adjust payment of Bills of Contractor pertaining to this Contract against any payment which the Company has made or is required to make for which the Contractor is liable under the Contract and that such amount can be withheld, adjusted by the Company till satisfactory and final settlement of all pending matters and the Contractor hereby gives his consent for the same.

The Contractor further agrees that the terms of indemnity shall survive the termination or completion of this contract.

The contractor further agrees that the liability of the contractor shall be extended on actual basis notwithstanding the limitations of liability clause, in respect of :

- 1. breach of terms of contract by the contractor
- 2. breach of laws by the contractor
- 3. breach of Intellectual property rights by the contractor
- 4. breach of confidentiality by the contractor

Nothing contained in this deed, shall be construed as absolving or limiting the liability of the Contractor under said Contract between the Company and the Contractor. That this Indemnity Bond is irrevocable and the condition of the bond is that the Contractor shall duly and punctually comply with the terms and the conditions of this deed and contractual provisions to the satisfaction of the Company.

In witness where of M/s xxxxxxxxxxxx these presents on the day, month and year first, above written at xxxxxxxx by the hand of its signatory Mr. xxxxxxxxxx.

#### Witness:

1

2

Form No: F-22 (Rev 00)

**VOID** 

### REFUND OF SECURITY DEPOSIT

Form No: F-23 (Rev 00)

### **REFUND OF SECURITY DEPOSIT**

| _   | KEI GIAD OF GEOGRAFI DEI GOTT   |
|---|---|
| To, The Construction BHEL Site Office             | e,  |
| Dear Sir,   |   |
| Ref : Contract                                    | No,   |
| dated   | mitted Final Bill in respect of the above Contract/Work vide our letter no:   |
| The details of S  1. Cash P  2. BG Por            |   |
| Thanking You                                      |   |
| Date:   | Authorised representative of Contractor   |
| a.<br>b.<br>2. Less<br>a.<br>b.<br>c.<br>d.<br>e. | Payments made by BHEL on behalf of Contractor: Other recoveries for Services etc Any other recoveries Total of 'a' to 'd': ount to be released (1-2): |
| Signature of BH                                   | Construction Manager  |

### **REFUND OF GUARANTEE MONEY**

Form No: F-24 (Rev 00)

### BHARAT HEAVY ELECTRICALS LIMITED POWER SECTOR, SOUTHERN REGION

\_\_\_\_\_

|        | REFUND OF GUARANTEE MO  | <u>ONEY</u> |       |  |
|--------|---|-------------|-------|--|
| Ref No | D:  |             | Date: |  |
| 1.     | Name and Address of Contractor  | :           |       |  |
| 2.     | Contract Agreement/LOI No   | :           |       |  |
| 3.     | Date of Contract Agreement/LOI  | :           |       |  |
| 4.     | Name of the Work undertaken   | :           |       |  |
| 5.     | Date of commencement of the Work  | :           |       |  |
| 6.     | Date of Completion of the Work  | :           |       |  |
| 7.     | Period of Maintenance (Guarantee Period)                                    |             |       |  |
| 8.     | Date on which the Final Bill was paid                                       | :           |       |  |
| 9.     | Last date of making good the defect during Maintenance Period               | :           |       |  |
| 10.    | Expenditure incurred by BHEL during Maintenance Period, if any, recoverable | :           |       |  |
| 11.    | Date on which Guarantee Money refund falls due as per Contract              | :           |       |  |
| 12.    | Amount of Guarantee Money to be refunded                                    | :           |       |  |
| 13.    | Less Amounts recoverable (with details)                                     |             |       |  |
|        | a. Amount spent by BHEL on maintenance                                      | :           |       |  |
|        | <li>b. Payments made by BHEL on behalf of Contracto</li>                    | r:          |       |  |

14. Net Amount recommended for release (12-13)

c. Court dues/penalties/compensationd. Other recoveries for Services, etc

Signature of BHEL Engineer

| Date: |  |
|-------|--|
|       |  |
|       |  |

e. Total of 'a' to 'd'

### REFUND OF GUARANTEE MONEY

#### CERTIFICATE TO BE FURNISHED BY THE CONTRACTOR

| work done or fo<br>Contract Agree | o claim or demand outstanding against BHEL, for the or labour or material supplied or any other account arising out of or connected with the ment / LOI (No   |
|-----------------------------------|---|
|                                   | Deposits' of the Contract Agreement / LOI referred to.  |
| _                                 | Signature of Contractor   |
| Date:<br>                         |   |
| <u>CERTIFIC</u>                   | ATE TO BE FURNISHED BY SENIOR ENGINEER/CONSTRUCTION MANAGER   |
| 1. Certifie                       | ed that   |
| a.                                | The payment recommended for release is in order and there are no demands other than those included in the claim outstanding from the Contractor   |
| b.                                | Maintenance period (Contract Guarantee period) is over and the Contractor has carried out the works required to be carried out by him during the period of maintenance (Guarantee) to our satisfaction, and all expenses incurred by the Company on carrying out such works have been included for adjustment |
| C.                                | All objections raised so far have been settled  |
| d.                                | A note for refund of Guarantee Amount has been made in the Measurement Book and Contract Agreement / Work Order   |
| Signature of Bh                   | HEL Engineer  |
|                                   | Construction Manager  |
| Duto.                             |   |
|                                   | FOR USE IN ACCOUNTS DEPARTMENT  |
| Passed for Rs_                    | ( Rupeesonly)   |
| Accountant                        | Accounts Officer  |
|                                   | ACKNOWLEDGE BY THE CONTRACTOR in full and final settlement of my / our claim  |
|                                   |   |
| Date:                             | Signature of Contractor   |

# FORMS & PROCEDURES POWER OF ATTORNEY for SUBMISSION OF TENDER / SIGNING CONTRACT AGREEMENT

Form No: F-25 (Rev 00)

# POWER OF ATTORNEY for SUBMISSION OF TENDER / SIGNING CONTRACT AGREEMENT

| •     | -  | Papers of appropriate value as applicable and Notarised)  |
|---|--|---|
| KNOW ALL MEN BY TH and appoint Mr           | ese PRESENT  of M/s  Tender/enterin  ul acts on beha  Region, Tek T  600097 in con | TS, that I / We do hereby make, nominate, constitute, whose signature given below herewith to be true hereinafter called ag into Contract and inter alia, sign, execute all papers alf of Company with M/s Bharat Heavy Electricals Ltd, Towers, No.11, Old Mahabalipuram Road, Okkiyam inection with |
|   | vide Tender  | Specification No :,   |
| as may be lawfully done                     | by the said atto<br>virtue of the po   | tify and confirm all acts, deeds, things or proceedings orney and by or on behalf of the company and in the owers conferred herein and the same shall be binding and effect.  |
| IN WITNESS WHEREOF manner hereinafter appea |  | eal of the company has been hereunto affixed in the cument.   |
| Dated at                                    | , this   | day of  |
| Director / CMD / Partner /                  | Proprietor   |   |
|   |  | Signature of Mr(Attorney)   |
| Witness                                     |  | Attested by: Director/CMD/Partner/Proprietor  |
|   |  | Notary Public   |
|   |  |   |

# FORMS & PROCEDURES ANALYSIS OF UNIT RATES QUOTED

Form No: F-26 (Rev 00)

#### **ANALYSIS OF UNIT RATES QUOTED**

| (To be typed and submitted in the Letter Head of the Company/Firm of Bidder) |
|--|
| Offer Reference No:  Date:   |
| To,<br>(Write Name & Address of Officer of BHEL inviting the Tender)         |
| Dear Sir,  |
| Sub : Analysis of Unit Rates Quoted Ref : Tender Specification No:           |
|  |

Analysis of Unit Rates quoted by us in respect of above Tender is as detailed

| SI.<br>No. | DESCRIPTION  | % OF QUOTED<br>RATE | REMARKS |
|------------|--|---------------------|---------|
| 01         | SITE FACILITIES VIZ.,<br>ELECTRICITY, WATER OTHER<br>INFRASTRUCTURE. |                     |         |
| 02         | SALARY AND WAGES +<br>RETRENCHMENT BENEFITS                          |                     |         |
| 03         | CONSUMABLES  |                     |         |
| 04         | T&P DEPRECIATION & MAINTENANCE                                       |                     |         |
| 05         | ESTABLISHMENT & ADMINISTRATIVE EXPENSES                              |                     |         |
| 06         | OVERHEADS  |                     |         |
| 07         | PROFIT   |                     |         |
|            | TOTAL  | 100%                |         |

Yours faithfully,

(Signature, Date & Seal of Authorized Representative of the Bidder)

# FORMS & PROCEDURES BID SECURITY DECLARATION

Form No: F-27 (Rev 00)

#### **BID SECURITY DECLARATION**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

We hereby accept that if we withdraw our offer /modify /change / alter / impair /derogate the offer on our own after Opening of Tender or within the subsistence of the validity period of offer or fail to accept the Letter of Intent/Award issued by BHEL or if we are awarded the contract and we fail to sign the contract, or to submit the Bid bond and/or Security Deposit before the deadline defined in the Tender Document or if we furnish forged/bogus certificates, we will be suspended for a period of 2 years from being eligible to submit Bids for Contracts with BHEL PSSR, Chennai.

We also agree that Unilateral revision or withdrawal of offer by us as mentioned above, shall also result in rejection of bid/our offer without Notice.

**COMPANY SEAL** 

SIGNATURE
NAME
DESIGNATION
COMPANY NAME
DATE

# FORMS & PROCEDURES BIDDER'S DECLARATION for MEMORANDUM OF UNDERSTANDING

Form No: F-28 (Rev 00)

### BIDDER'S DECLARATION FOR MEMORANDUM OF UNDERSTANDING

| and enclosed in the Bidder's te   | he Letter Head of the Company/Firm of Bidder duly signed echnical offer).   |
|---|---|
| in the subject tender (BHEL P   | declare that we agree to execute MOU with ithout any further conditions if we become successful bidder (SSR SCT 1948) for pre-bid tie up for Ash Dyke Work for ant Of NLCIL at Talabira, Jharsuguda Dist, Odisha. |
| For And Behalf Of M/S(Signature Of Authorized Signa With Official Seal) | atory   |

# FORMS & PROCEDURES AGREEMENT FOR JOINT BID SUBMISSION

Form No: F-29 (Rev 00)

#### AGREEMENT FOR JOINT BID SUBMISSION

(To be executed on Rs. 50/- Non – Judicial Stamp Paper)

| THIS AGREEMENT is made and executed on this  |
|--|
| The Bidder and the Associate shall be hereinafter collectively referred to as "The Parties".   |
| WHEREAS, Bharat Heavy Electricals Ltd (BHEL), a Government of India Undertaking proposes to issue / issued an NIT (herein after referred to as the said NIT) inviting bids from the individual Bidders for undertaking the work of, at(herein after referred to as the said works).  |
| WHEREAS the said NIT enables submission of a bid jointly subject to fulfillment of the stipulations specified in the said NIT.   |
| AND WHEREAS M/s(The First Party, i.e the Bidder) itself is meeting all the qualifying requirements except the qualifying requirements of(as detailed in the NIT) and in order to fully meet the qualifying requirements of NIT, this tie-up agreement is being entered into with M/s (The Second Party, the Associates), who fully meet the balance part of the said works (). |
| WHEREAS the Parties have agreed to constitute themselves into a Tie-Up arrangement for the purpose of carrying out the said works, and that the Tie-Up will be continued till the completion of the works in all respects.   |
| WHEREAS the Parties have agreed to certain terms and conditions in this regard: NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:  |
|  |

2. The Parties mutually agree to designate the Bidder as the leader (Lead Partner) of the Tie-Up arrangement and will be responsible for the entire works.

1. The Parties hereby enter into a Tie-Up arrangement for the purpose of bidding and undertaking the said works pursuant to the said NIT as hereinabove stated.

# FORMS & PROCEDURES AGREEMENT FOR JOINT BID SUBMISSION

- 3. The Parties mutually agree that, the Lead partner shall submit its proposal in response to the aforesaid NIT of BHEL as detailed in the Bid doc. no. < TENDER REF------> on behalf of the Tie-Up arrangement.
- 4. The Bidder shall undertake the following part(s) of work detailed in the NIT namely
- 5. The Associate shall undertake the following part(s) of work detailed in the said NIT namely \_\_\_\_\_\_
- 6. The Parties hereby declare and confirm that each of them will fulfill the required minimum qualifying requirements as prescribed in the said NIT for the works agreed to be undertaken by them as stated here-in-above.
- 7. It is also agreed between the Parties hereto that all of them shall be jointly and severally responsible for the completion of the said works as per the schedule. Further, if M/s BHEL sustains any loss or damage on account of any default of execution of said work by either of the parties, the Parties shall jointly and severally undertake to promptly indemnify and pay such losses / damages caused to M/s BHEL on its written demand without any demur, reservation, contest or protest in any manner whatsoever.
- 8. The parties hereby agree and undertake that they shall provide adequate finances, technical capabilities, suitable Tools, Plants, Tractors, Trailers, other transportation equipment, other Tools & Plants, Measuring & Monitoring Equipments (MMEs), Men and Machinery etc. for the proper and effective execution of the works to be undertaken by them as specified here-in-above.
- 9. The Parties agrees that, no alteration or modification of this Tie-Up arrangement shall be done after the submission of the bids and also after award of the said work and during the execution of the said work. The Parties agree that, they shall respectively carry out the activity for which they have been evaluated and qualified technically.
- 10. The Parties agrees that, upon award of said work, the interim or monthly or final payments, as the case may be, shall be released to the Lead partner irrespective of the bill raised therein pertain to either or both the Parties' scope of work. Further, the Parties agrees that, BHEL shall be discharged from the liability therein once payment is released to the Lead Partner and Associate shall not have any separate claim whatsoever on BHEL.

# FORMS & PROCEDURES AGREEMENT FOR JOINT BID SUBMISSION

- 11. The Parties undertakes that, in case of any dispute amongst them, BHEL shall not be in any way liable and the Parties shall not be absolved from the contractual obligation in any manner.
- 12. It is agreed inter se between the Parties hereto that all the consequences liabilities etc., arising out of any default in the due execution of the said works shall be borne by the party in default, that is by party in whose area of works default has occurred, provided however, so far as M/s Bharat Heavy Electricals Limited is concerned, all the Parties shall be liable jointly and severally.
- 13. The Parties hereby agree and undertake to sign two separate MOUs with M/s BHEL for their respective scope of works. It is agreed between the Parties that, the Lead Partner shall enter into a single Detailed Contract for the entire scope of work in respect of NIT....... with M/s BHEL as per Terms of MOUs. The MOUs signed between M/s BHEL and the Parties shall cease to have an effect upon signing of Contract by the Lead Partner. Nonetheless, it is agreed by the Parties that, they shall be jointly and severally responsible for satisfactory execution of the Contract.Notwithstanding anything mentioned herein above, the Bid Bond submitted by both the Parties as per the terms of their respective MOUs shall remain valid until submission of Security Deposit by the Parties respectively and Bid Bond returned therein by BHEL as per Terms of MoUs.

IN WITNESS WHEREOF the parties above named have signed this agreement on the day month and year first above written at \_(Place).

WITNESS For

- 1. NAME (FIRST PARTY)
- 2. OFFICIAL ADDRESS

WITNESS For

- 1. NAME (SECOND PARTY)
- 2. OFFICIAL ADDRESS

Form No: F-30 (Rev 00)

#### MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") entered in to this......day of (month) (year) at Chennai.

#### **BETWEEN**

BHARAT HEAVY ELECTRICALS LIMITED (BHEL), a Government of India undertaking registered under the Companies Act, 1956, having its registered office at BHEL House, Siri Fort, New Delhi – 110 049, INDIA (hereinafter referred to as "BHEL", which expression shall, unless repugnant or contrary to the context, be deemed to include its successors and permitted assigns) on one part.

#### **AND**

(Name of the successful Bidder), a company registered under the Companies Act, 1956, having its registered office at... India (Address) (hereinafter referred to as, **Pre-Bid partner/ Civil Consultant (As applicable)**, which expression shall, unless repugnant or contrary to the context, be deemed to include its successors and permitted assigns) of the other part.

Each BHEL & PRE-BID PARTNER hereinafter referred to individually as "Party" and collectively as "Parties".

WHEREAS, M/s NLC India Limited (NLCIL), having its registered office at 'NEYVELI HOUSE', 135, PERIYAR EVR HIGH ROAD, CHENNAI – 600010, INDIA (hereinafter referred to as NLCIL or "Customer") has invited tender for design, engineering, manufacture, supply, erection & commissioning including civil works, reliability runs, completion of facilities and conducting performance guarantee tests and handing over of 3 x 800MW Thermal plant to be installed at Talabira, Jharsuguda district, Odisha (hereinafter referred to as "Project").

WHEREAS, BHEL proposes to submit tender to NLCIL for the said Project.

#### 1.0 PURPOSE OF THE MOU:

- a) To form a pre-bid tie up for the sole purpose of preparing and submitting a competitive tender ("Tender") to NLCIL for the said Project and if such Tender is accepted by NLCIL, to perform the resulting Customer contract in accordance with its terms and conditions agreed with NLCIL.
- b) To determine their rights and obligations of the Parties, both amongst Parties inter-se as well as with respect to NLCIL, as the basis for the PRE-BID TIE UP for preparation of "Tender" by BHEL and for the subsequent Customer Contract and the resulting Detailed Agreement / Purchase Order to PRE-BID PARTNER for their scope of work.

#### 2.0 PRINCIPLES OF COOPERATION:

- 2.1 BHEL & PRE-BID PARTNER will work on mutually agreed basis for the above Project within the framework of this MOU and subsequent Detailed Contract Agreement.
- 2.2 BHEL will submit the bid to NLCIL in their name. BHEL will also act as the Project Manager. The Pre Bid Partner shall be solely and exclusively responsible for its Scope of Work as mentioned herein below.
- 2.3 PRE-BID PARTNER will submit List of vendors and their Quality plans to BHEL for approval.
- 2.4 Technical specifications of NLCIL shall be binding to both the parties.
- 2.5 Nothing contained in this MOU shall constitute or be deemed to constitute a partnership between the Parties and neither of the Parties shall have any authority or power (and shall not represent themselves as having such authority or power) to contract in the name of or to undertake liability or obligations on behalf of the other Party save in so far as expressly agreed / provided in this MOU. The Parties hereto shall not assign their rights and obligations arising out of or in connection with the MOU to any other company, firm or person without the written consent of the other Party.

In case of non-award of the Project to BHEL by the Customer due to any reason, the Pre-Bid Partner shall have no claim whatsoever on BHEL.

In case of non-approval of Pre-Bid Partner's association for the Project by the Customer for any reasons whatsoever at any stage of the Project, the Pre Bid Partner shall have no claim on BHEL.

In case of award of the contract to BHEL, the terms and conditions of this MOU shall remain valid till separate work order is placed by BHEL on Pre Bid Partner after receipt of award of work by BHEL from Customer. In case of non-award of the Project to BHEL by Customer, this MoU shall remain valid till the tender is decided by the Customer.

| 3.0 SCOPE OF WORK                                   |  |
|---|--|
| The scope of work for the PRE-BID PARTNER shall be: |  |

PRE-BID PARTNER will work out the best price for their scope of work, i.e., MOU PRICE, which will be incorporated in the composite bid after mutual discussion and agreement, if required. In the event of award of Project, BHEL will allocate the pre-agreed price to PRE-BID PARTNER for their portion along with corresponding scope for execution. In case any price negotiation is necessary, BHEL shall negotiate with PRE-BID PARTNER for price reduction for their scope of work.

In the event of any price reduction during final price negotiation with M/s NLCIL, PRE-BID PARTNER will agree for proportionate reduction in MOU Price for their portion of work. The price arrived at in this manner, shall be the Final Lump Sum Price. The Pre-Bid Partner shall be bound by such proportionate reduction and shall not claim any losses/damages whatsoever on BHEL.

Upon receipt of order from M/s NLCIL and approval of Pre-Bid Partner by M/s NLCIL for the aforesaid scope of work, BHEL shall issue a Letter of Intent to the Pre Bid Partner for the Final Lump Sum Price.

#### 4.0 CONFIDENTIALITY

Each Party undertakes to treat as confidential any information which it obtains from the other Party in connection with the bid / contract, to use such information solely for the purpose of the Proposal and any resulting contract/s and to disclose such information only to the extent necessary in connection with bid / contract. Each Party shall not divulge or part with any such information to any other person which may affect the chances of winning the contract and such acts shall be treated as Breach of Trust and shall be dealt with relevant provisions of the Bid Document and legal provisions.

#### 5.0 PRICE:

- 5.1 The price mutually agreed for the scope of work pertaining to PRE-BID PARTNER is INR ----- (Rupees in Words).
- 5.2 This price is subject to clause 3.0.
- 5.3 The price shall be lump sum price for the total scope under the PRE-BID PARTNER. No compensation shall be admissible for Changes due to sizing criteria of equipment / buildings, quantities of steel, cement or any other material during detailed engineering unless there is a change in technical specification mentioned in the tender.
- 6.0 The PRE-BID PARTNER further agrees to furnish a Bid bond in the form of Bank guarantee to the extent of 1 % (one percent) of the Price as specified in Clause 5.1 within 30 (Thirty) days of signing the MoU. The bid bond will be returned to the Pre-Bid Partner after acceptance of Security Deposit by BHEL. The Security Deposit shall be submitted by the Pre-Bid Partner as per the tender conditions

#### 7.0 **NOTICE**:

All notices pursuant to this agreement shall except as otherwise provided be made in writing and delivered to the address set out below or as either Party may from time to time notify to the other Party in accordance herewith.

BHARAT HEAVY ELECTRICALS LIMITED.

Power Sector – Southern Region

Tek Towers, No.11, Old Mahabalipuram Road,

Okkiyam Thoraipakkam, Chennai - 600097.

Tel: 044-24589440

Attn: Mr.E Venkataramanan, GM / SCT, Purchase and Debtor

Name and Address of Pre-Bid Partner

#### 8.0 **DISPUTE RESOLUTION**:

All differences or disputes between the Parties arising out of this MOU shall be amicably resolved by mutual discussions and by reference of the disputed issues for resolution to the Higher Management of the Parties, failing which by arbitration pursuant to the Arbitration & Conciliation Act 1996, in accordance with the rules there under, as per Tender Specification / contract

BHEL has agreed to associate Pre-Bid Partner on the basis of details regarding experience profile, financial standing, credentials, fulfillment of statutory obligations, etc. of Pre-Bid Partner submitted by Pre-Bid Partner to BHEL. In case, at a later stage even after signing of this MoU it is found that the Pre-Bid Partner has submitted incorrect, false details and credentials resulting in apprehensions on the capabilities of Pre-Bid Partner with regard to quality & timely completion of works, financial capabilities etc, BHEL can terminate this MoU solely at its option. In this eventuality the Pre-Bid Partner shall be liable for the losses suffered by BHEL and further Pre-Bid Partner shall have no claim on BHEL, whatsoever.

#### 9.0 TERMS OF AGREEMENT:

The present Memorandum of Understanding shall remain in force until superseded by a Detailed Contract Agreement. The Parties hereby confirm their consent to an approval of the above terms and conditions evidenced by signing this Memorandum.

This MoU is exclusively for the submission of tender to the Project and execution of Project therein upon award of this Project by the Customer, subject to approval of this arrangement by the Customer therein. By execution of this MoU, the Pre-Bid Partner shall not claim award of work/contracts as a matter of right with respect to any other projects executed/to be executed by BHEL.

Nonetheless, the Pre-Bid Partner shall be bound by this MoU, in case the Pre-Bid Partner defaults or breaches any portion of this MoU, the Pre-Bid Partner shall be liable for such penalties including but not limited to suspension/holding/banning of business dealings with BHEL pan India.

**IN WITNESS WHEREOF** the Parties hereto have caused this MOU to be signed by the respective authorized representatives as of the date, month and year herein above written.

WITNESSES:

Name 1.
Signature 1.

Name 2.
Signature 2.

For (Successful Bidder)

Name 1.
Name 2.
Signature 2.

Name 2.
Signature 2.

For BHARAT HEAVY ELECTRICALS LIMITED

# FORMS & PROCEDURES BANK GUARANTEE FOR BID BOND

Form No: F-31 (Rev 00)

### PROFORMA OF BANK GUARANTEE FOR BID BOND

(On non-Judicial paper of appropriate value)

| -0   | Bank Guarantee<br>No<br>Date  |
|--|---|
| o<br>Employer's Name and<br>Address)   | Date  |
| ······································   |   |
| In consideration of Bharat Heavy Electricals Li<br>'Employer' which expression shall unless repugning include its successors and permitted assigns) in 1956 and having its registered office at BHEL House through its regional office at Bharat Heavy Electronic Region, Tek Towers, No.11, Old Mahabalipuram F | nant to the context or meaning thereof, corporated under the Companies Act, se, Siri Fort, Asiad, New Delhi – 110049 tricals Limited, Power Sector Southern |
| - 600097 having executed the Memorandum of U   |   |
| valued at Rs 2 (Rupees   | only)   |
| (hereinafter called the said MoU), with ————   | —_3 (Name of the Vendor / Contractor  |
| / Supplier) having its registered office at 4  "Contractor" which term includes supplier), the C for the due fulfilment by the said Contractor of  | ontractor is required to submit Bid Bond  |
| the said MoU, on production of a Bank Guarantee only),   | for Rsonly) 5 (Rupees   |
| We, thethe Bank)   |   |
| Office atat the request of   | (hereinafter referred to as the Bank),  |
| under this Guarantee, do hereby irrevocably and and immediately pay to the Employer,   | - · · · · - · ·   |
| an amount not exceeding Rsdemand from the  | _ without any demur, immediately on   |
| Employer and without any reservation, protest, a needing to prove or demonstrate reasons for its su  | , ,   |

# FORMS & PROCEDURES BANK GUARANTEE FOR BID BOND

Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.\_\_\_\_\_\_5.

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator or any other authority, our liability under this present being absolute and unequivocal.

The payment so made by us under this guarantee shall be a valid discharge of our liability for payment hereunder and the Contractor(s) shall have no claim against us for making such payment.

We, further agree that the guarantee herein contained shall remain in full force and effect

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said MoU and that it shall continue to be enforceable till submission of Security Deposit by the Contractor upon issuance of Detailed Order by the Employer. This guarantee shall initially remain in force upto and including\_\_\_\_\_\_\_6 and shall be extended from time to time for such period as may be desired by the Employer. Unless a demand or claim under this guarantee is made on us in writing on or before the\_\_\_\_\_7, we shall be discharged from all the liability under this guarantee thereafter.

We, \_\_\_\_\_\_ (indicate the name of the Bank) further agree with the Employer that

We, \_\_\_\_\_\_ (indicate the name of the Bank) further agree with the Employer that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said MoU or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said MoU and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

The Bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that the Employer may have in relation to the Contractor's liabilities.

# FORMS & PROCEDURES BANK GUARANTEE FOR BID BOND

| This Guarantee shall not be determined or affected by liquidation or winding up, dissolution r change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money payable to the Employer in terms thereof. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s). |
|--|
| We,BANK lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.  Notwithstanding anything to the contrary contained hereinabove:  |
| <ul> <li>a) The liability of the Bank under this Guarantee shall not exceed</li> <li>b) This Guarantee shall be valid up to</li> </ul>   |
| c) Unless the Bank is served a written claim or demand on or before7 all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank.  |
| We,Bank, have power to issue this Guarantee under law and the undersigned as a duly authorized person has full powers to sign this Guarantee on behalf of the Bank.  |
| DateDay of   |
| for (indicate the name of the Bank) (Signature of Authorised signatory)  |
| <ul> <li>1 MoU Date</li> <li>2 MoU Price</li> <li>3 NAME OF VENDOR /CONTRACTOR / SUPPLIER</li> <li>4 REGISTERED OFFICE ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER.</li> <li>5 BG AMOUNT IN FIGURES AND WORDS</li> <li>6 VALIDITY DATE</li> <li>7 DATE OF EXPIRY OF CLAIM PERIOD (CLAIM PERIOD SHALL BE MINIMUM OF 3 MONTHS AFTER VALIDITY DATE)</li> </ul>   |
| Note:  |

1. The BG should be on Non-Judicial Stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted or is to be

# FORMS & PROCEDURES BANK GUARANTEE FOR BID BOND

acted upon or the rate prevailing in the State where the BG was executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Vendor/Contractor/Supplier /Bank issuing the guarantee.

- 2. In Case of Bank Guarantees submitted by Foreign Vendors
  - a. From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India) can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.
  - b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor Country's Bank)
    - b.1 In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by any of the Consortium Banks only will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter- Guarantee by Foreign Bank in favour of the Indian Bank's (BHEL's Consortium Bank) branch in India. It is advisable that all charges for issuance of Bank Guarantee/ counter- Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.
    - b.2 In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at sl.no.
      - b.1 will required to be followed.
    - b.3 The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time)

Form WAM 6

#### BHARAT HEAVY ELECTRICALS LIMITED

DIVISION.....

Departmental Bill no:

**Running Account Bill** 

(Para 4.31.1 of Works Accounts Manual)

Name of the Contractor:

Division:

Dated:

Date: Sub-Division:

Name of the Work: Sanctioned Estimate:

Date of written order to commence the work:

Date of commencement of the Work:

Code No: Contract Agreement No:

Due date of completion as per Agreement:

1. ACCOUNT OF WORK EXECUTED

| On account payment for work not previously previously measured**  Total since last Total |     | Item<br>No of | Description<br>of<br>Work | Quantity<br>as per<br>agree-<br>ment | Quantity<br>executed<br>up to<br>date | Rate | Unit | Payment<br>on the<br>basis of<br>actual<br>measure- | Quantity<br>since<br>last<br>running<br>account | Payment on<br>the basis of<br>actual<br>measurement<br>since last | Remarks                 |    |
|--|-----|---------------|---------------------------|--------------------------------------|---------------------------------------|------|------|---|---|---|-------------------------|----|
| As per<br>Running<br>Account<br>bill   |     | up to<br>date |                           |                                      |                                       |      |      |   | ment<br>up to<br>date                           | bill  | running<br>account bill |    |
| Rs.  | Rs. | Rs.           |                           |                                      |                                       |      | Rs.  | P.  | Rs.   | P.  | Rs. P.                  |    |
| 1  | 2   | 3             | 4                         | 5                                    | 6                                     | 7    | 8    | 9   | 10  | 11  | 12                      | 13 |

<sup>\* \*1.</sup> Whenever payment is made on 'on account' basis without actual measurements the amount in whole rupees should be entered in columns 1 to 3 only and not in columns 7 to 12.

<sup>2.</sup> whenever there is an entry in column 12 on the basis of actual measurement, the whole of the amount previously paid without detailed measurement should be adjusted by a minus entry in column 2 equivalent to the amount shown in column 1, so that the total up to date in column 4 may become nil.

|   |   |   |   |                                     |              |             |   |     |    | Form WA | M 6 (contd) |
|---|---|---|---|-------------------------------------|--------------|-------------|---|-----|----|---------|-------------|
| 2 | 3 | 4 | 5 | 6                                   | 7            | 8           | 9 | 10  | 11 | 12      | 13          |
|   |   |   |   |                                     |              |             |   |     |    |         |             |
|   |   |   |   |                                     |              |             |   |     |    |         |             |
|   |   |   |   |                                     |              |             |   |     |    |         |             |
|   |   |   |   |                                     |              |             |   |     |    |         |             |
|   |   |   |   |                                     |              |             |   |     |    |         |             |
|   |   |   |   | Total value of wo                   | ork done up  | to date     |   | (A) |    |         |             |
|   |   |   |   | Deduct value of w<br>Running Accour |              | on the last | ţ | (B) |    |         |             |
|   |   |   |   | Net value of work                   | k done since | e last      |   | (C) |    |         |             |

Form WAM 6 (contd...)

#### **II.MEMORANDUM OF PAYMENTS**

|  |     |        | I      | II     |
|--|-----|--------|--------|--------|
|  |     | Rs. P. | Rs. P. | Rs. P. |
| 1.Total value of work actually measured as per Account No. I. Column 10     2.Total up to date 'on account' payment for work covered by approximate                    | (A) |        |        |        |
| Or plan measurements as per Account No. I, Column 3  | (B) |        |        |        |
| 3. Total up to date secured advances on security of materials as per column 8 Of the enclosed Account (Form WAM 10)  | (C) |        |        |        |
| 4.Total up to date payments [(A) + (B) + (C)]  | (D) |        |        |        |
| 5.Total amount of payments already made as per Entry (D) of last Running Account Bill No Datedforwarde to the Accounts   |     |        |        |        |
| Office on  | (E) |        |        |        |
| 6.Balance [(D)-(E)]  |     |        |        |        |
| 7.Payments now to be made:   |     |        |        |        |
| a) by cash/cheque  |     |        | •••••  |        |
| <ul><li>b) by deduction for value of materials supplied</li><li>c) by BHEL vide Annexure A attached</li><li>d) by deduction for hire of tools and plant vide</li></ul> |     |        |        |        |
| Annexure B attached  |     |        |        |        |
| e) by deduction for other charges vide Annexure C  |     |        |        |        |
| Attached   |     |        |        |        |
| f)by deduction on account of security deposit  |     |        |        |        |
| h) by deduction on account of Income Tax   |     |        |        |        |

Note: Amounts relating to items 4 to 6 above should be entere in column II and those relating to item 7 in column I. The amount shownagainst item 6 and the total of item 7 should agree with each other.

|   |  |  | Form WAM 6 (contd   | )          |  |  |  |  |
|---|--|--|---|------------|--|--|--|--|
|   |  | III.CERTIFICATE OF THE ENGINEER  | ≀ IN CHARGE   |            |  |  |  |  |
| 1.  |  | entries in column 7 to 12 of Part I of this Bill (Account of work executed) are based were made by   |   |            |  |  |  |  |
| 2.  |  | nent are correct and the work has been carried out in accordance with the terms and conditions, schedules, specifications and act agreement, subject to deviations included in the deviation statement (Annexure D). |   |            |  |  |  |  |
| 3. Certified that in addition to and quite apart from the quantities of work actually executed as shown in column 10 of Part I, some work has actual connection with several items and the value of the such work is, in no case, less than 'on account' payments as per column 3 of Part I, made o for the convenience of the contractor in anticipation of, and subject to the results of, detailed measurement which will be made as soon as possible. |  |  |   |            |  |  |  |  |
|   | Signature of Contractor Date:  |  | Signature of Engineer in charge Designation:                        |            |  |  |  |  |
|   | Duto.  |  | Date:   |            |  |  |  |  |
|   |  | IV. CERTIFICATE OF THE   |   |            |  |  |  |  |
| 1.  | Certified that measurements have been check at site and also by the undersigned and the re | k measured to the prescribed extent by   | (Name and De  | esignation |  |  |  |  |
| 2.  | Certified that all the measurements recorded   | in the measurement book have been corr   | rectly billed for   |            |  |  |  |  |
| 3.  | Certified that all recoberable amounts in response   | ect of materials tools and plant etc, and o  | other charges have been correctly made vide Annexures A to C attach | ned.       |  |  |  |  |
|   | Certified for payment * of Rs  To be paid in cash/by cheque in the presence                | e ofALLOCATI   |   | only)      |  |  |  |  |
|   | The expenditure is chargeable as under and   |  |   |            |  |  |  |  |
|   | Ledger Head  | Debit (Gross amount)   | Credit (Deductions)   |            |  |  |  |  |
|   |  | Rs. P.   | Rs. P.  |            |  |  |  |  |
|   | Total  |  |   |            |  |  |  |  |
| * Here  | specify the net amount payable.  |  | Signature of Senior Engineer Date:                                  |            |  |  |  |  |

|  |                           |                          |  |                             |                                  | Form WAM 6 (c | ontd |
|--|---------------------------|--------------------------|--|-----------------------------|----------------------------------|---------------|------|
|  |                           | V.ENTR                   | RIES TO BE MADE IN THE A                           | ACCOUNTS OFFICE             |                                  |               |      |
| Accounts Bill No   |                           |                          | ALLOCATION Estimate No: Code no: Name of the Work: |                             |                                  |               |      |
| Less Deductions<br>Net Amount Payabl<br>(Rupees<br>Payable to Shri/M/s | RsRsRsRs                  | only)by cheque/cash      | Ledger Head  | Debit (Gross amount) Rs. P. | Credit<br>(Deductions)<br>Rs. P. | _             |      |
| Assistant<br>Date:   | Accountant<br>Date:       | Account Officer<br>Date: | -  | <br>Total                   |                                  |               |      |
| VI. Received Rs  | S                         | ( Rupees                 |  |                             |                                  | only) as per  |      |
| Memorandum of Pa   | ayments on account of the | is work.                 |  |                             |                                  | ., .          |      |
| Signature of witness<br>Address :                                      |                           |                          | Revenue<br>Stamp<br>Signature of Contractor        |                             |                                  |               |      |
| Date:  |                           |                          |  |                             |                                  |               |      |
|  |                           | VII. ENTRIES             | TO BE MADE BY TREASU                               | JRY SECTION                 |                                  |               | _    |
| Cash Book entry No. and date:  |                           |                          | Amount paid  | Rs                          |                                  |               |      |
|  |                           |                          | Amount unpaid                                      | Rs                          |                                  |               |      |
|  |                           |                          | Total  | Rs                          |                                  |               |      |
|  |                           |                          |  |                             | Signature of C<br>Date:          | ashier        |      |

Form WAM 6 (contd...) **ANNEXURE A** Statement showing details of materials issued to the contractor Shri/M/s..... In respect of Contract Agreement No .......Dated...... SI. Stores Issue Description Quantity Quantity Whether If recoverable from the contractor R No. issue voucher of material actually issued recover-Voucher No. and issued to able Amount incorp-Rate Amount Balance M No. date the from the rated at recoverrecovernow Α which and allotted by contractor in the contracable ed up to recover-R date stores to previous K work tor or recovered the SIV supplied able S bill free Rs. P. Rs. P. Rs. P. Rs. P. 1 2 3 4 5 6 7 8 9 10 11 12

|                               | Total                                 |                                    |
|-------------------------------|---------------------------------------|------------------------------------|
| Signature of contractor Date: | Signature of Engineer in Charge Date: | Signature of Senior Engineer Date: |

Form WAM 6 (contd...) **ANNEXURE B** Statement showing tools and plant issued to the contractor Shri/M/s..... Description of tools Period for Rate at Amount Amount Balance Remarks No and plant issued which which recoverrecovered now Issued able upto recovered recovery Is to be previous Made bill Rs. P. Rs. P. Ρ. Rs. P. Rs. 3 4 5 6 7 8

|                               | Total                                 |                                    |  |  |
|-------------------------------|---------------------------------------|------------------------------------|--|--|
| Signature of contractor Date: | Signature of Engineer in Charge Date: | Signature of Senior Engineer Date: |  |  |

|  |                        |               |                  |              |                           |                                      |                            | Form WAM 6 (contd |
|--|------------------------|---------------|------------------|--------------|---------------------------|--------------------------------------|----------------------------|-------------------|
|  |                        |               |                  |              |                           | /M/s                                 |                            |                   |
|  | In respect of Contract | t Agreement N | lo               | Dated        | d                         |                                      |                            |                   |
| SI.<br>No  | Particulars            | Unit          | Quantity         | Rate         | Amount recover-able       | Amount recovered upto pre-vious bill | Amount<br>now<br>recovered | Remarks           |
|  |                        |               |                  | Rs. P.       | Rs. P.                    | Rs. P.                               | Rs. P.                     |                   |
| 1  | 2                      | 3             | 4                | 5            | 6                         | 7                                    | 8                          | 9                 |
| 1.   |                        | Wate          | er Charges       |              |                           |                                      |                            |                   |
| 2.   |                        |               | tricity charges  | ;            |                           |                                      |                            |                   |
| 3.   |                        | Seig          | norage charg     | es           |                           |                                      |                            |                   |
| 4.   |                        | Med           | ical charges     |              |                           |                                      |                            |                   |
| 5.   |                        |               | of empty gun     | iny bags and |                           |                                      |                            |                   |
|  | Empty containers not r | eturned       |                  |              |                           |                                      |                            |                   |
| 6.   |                        |               |                  |              |                           |                                      |                            |                   |
| 7.   |                        |               |                  |              |                           |                                      |                            |                   |
| 8.<br>9.   |                        |               |                  |              |                           |                                      |                            |                   |
| 9.<br>10.  |                        |               |                  |              |                           |                                      |                            |                   |
| 10.  |                        |               |                  |              |                           |                                      |                            |                   |
|  |                        |               |                  | Total        |                           |                                      |                            |                   |
| Signature of contractor Signature of Engineer in Date: |                        |               | gineer in Charge |              | Signature of Ser<br>Date: | nior Engineer                        |                            |                   |

Form WAM 6 (contd...)

#### **ANNEXURE D**

Name of the Contractor: Contract Agreement No: Name of the Work: Date: Description SI. Unit Quantity Quantity Quantity Total quantity Rate as per further No. of item anticipated as per agreement as Agreement anticipated on completion Rs. Ρ. executed 2 3 7 5 6 8 4

| Rate as executed | Amount as per agreement | Amount as executed | Amount further | Total amount anticipated | Difference     | Reason for the deviation with |
|------------------|-------------------------|--------------------|----------------|--------------------------|----------------|-------------------------------|
| D D              | D D                     | D D                | anticipated    | on completion            | Excess savings | authority, if any             |
| Rs. P.           | Rs. P.                  | Rs. P.             | Rs. P.         | Rs. P.                   | Rs. P. Rs. F   | <b>5</b> .                    |
| 9                | 10                      | 11                 | 12             | 13                       | 14 15          | 16                            |

Signature of Engineer in Charge Date:

Signature of Senior Engineer Date:

|                                    | BHARAT HEAVY ELECTRICALS LIMITED DIVISION                      |              |            |           |             |            |          |      |              |            |              |         |  |  |  |
|------------------------------------|--|--------------|------------|-----------|-------------|------------|----------|------|--------------|------------|--------------|---------|--|--|--|
|                                    | And Final bill (Para 4.3.2 Of Works Accounts Manual)           |              |            |           |             |            |          |      |              |            |              |         |  |  |  |
| Name of                            | Name of Contractor Departmental Bill no Date                   |              |            |           |             |            |          |      |              |            |              |         |  |  |  |
| Name of the Work Division Division |  |              |            |           |             |            |          |      |              |            |              |         |  |  |  |
| Sanctione                          | Sanctioned Estimate Date of written order to commence the work |              |            |           |             |            |          |      |              |            |              |         |  |  |  |
| Contract A                         | Contract Agreement/work Order No Date of commencement of work  |              |            |           |             |            |          |      |              |            |              |         |  |  |  |
|                                    | Due date of completion as per agreement                        |              |            |           |             |            |          |      |              |            |              |         |  |  |  |
|                                    | Date of actual completion of the work                          |              |            |           |             |            |          |      |              |            |              |         |  |  |  |
|                                    |  |              |            |           | I. ACCOUN   | T OF WOF   | RK EXECU | TED  |              |            |              |         |  |  |  |
| On Account                         | payment for  | the work not |            |           |             |            |          |      |              |            | Payment on   |         |  |  |  |
| previously m                       | neasured **  |              |            |           |             |            |          |      |              |            | the basis of |         |  |  |  |
|                                    |  |              |            |           |             |            |          |      | Payment on   |            | actual       |         |  |  |  |
|                                    |  |              |            |           |             |            |          |      | the basis of | Quantity   | measurement  |         |  |  |  |
| Total as per                       |  |              | Item No of |           |             |            |          |      | actual       | since last | since last   |         |  |  |  |
| last running                       | _  | Total up to  | the        | Descripti | Quantity as | Quantity   |          |      | measuremen   | running    | running      |         |  |  |  |
|                                    | account bill   |              | agreement/ | _         | per         | executed   | Rate     |      | t up to date | account    | account bill |         |  |  |  |
| Rs.                                | Rs   | Rs           | work order | work      | agreement   | up to date | Rs. P    | Unit | Rs P         | bill       | Rs P         | Remarks |  |  |  |
| 1                                  | 2  | 3            | 4          | 5         | 6           | 7          | 8        | 9    | 10           | 11         | 12           | 13      |  |  |  |

| I | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|

| Total Value of Work Done up to date                         | (A) |  |
|---|-----|--|
| Deduct Value of work shown on the last running account bill | (B) |  |
| Net value of work done since last running account bill      | (C) |  |

|  | ds)Only | , |
|--|---------|---|
|--|---------|---|

#### II MEMORANDUM OF PAYMENT

|        |   | RS.                | Р              |
|--------|---|--------------------|----------------|
| 1      | Total Value of work actually measured as per Account no I coloumn 10 (A)  |                    |                |
|        | Deduct amount of paym,ents already made as per last running account bill No Dated                                 |                    |                |
| 2      | Forwarded to the Accounts Office on(B)  |                    |                |
| 3      | Payments now to be made { (A) - (B)}  |                    |                |
| 4 Ded  | luct ammounts recoverable from the contractor on account of :   |                    |                |
|        | a Material suplied by BHEL vide annexure A attached   |                    |                |
|        | b Hire of Tools & Plants vide Annexure B attached   |                    |                |
|        | c Other charges vide Annexure C attached  |                    |                |
|        | d Income Tax  |                    |                |
|        | Total deduction   |                    |                |
| 5 Bala | ance  |                    |                |
| 6 Refu | und of 50% of security deposite on completion of work   |                    |                |
| 7      | Net amount to be paid to the Contractor   |                    |                |
|        | '   |                    |                |
|        | III. CERTIFICATE OF THE ENGINEER IN CHARGE  |                    |                |
| The    | measurement on which the entries in coulmns 7 to 12 of Part I of this bill (Account of work executed) are based v | were made by       |                |
| 1      | (Name and designation)  |                    |                |
| 2      | A statement showing the quantities of stores issued to the contractor (whether free or on recovery basis)         | and their disposal | l is attached. |
| Date   | e: Signature of   | Engineer in charg  | ae             |
| Juli   | Designation   | •                  | <b>5~</b>      |

### IV CERTIFICATE OF THE SENIOR ENGINEER

| Cretified that the measurements ha | ive been check me                     | easured to the prescribed extent by   | ally completed on the due date in accordance with the terms and  I relevent entries have been initiated in the measurement book (vide |
|------------------------------------|---------------------------------------|---------------------------------------|---|
| 2 pages)                           | , , , , , , , , , , , , , , , , , , , | ,                                     | (   |
| 3                                  | (                                     | Certified that the methods of measure | ement are correct   |
| 4 Certified that                   | the measurement                       | s have been technically checked with  | n reference to contract drawings, deviations etc  |
|                                    |                                       |                                       | n correctly billed for at the contract rates or approved rates.   |
|                                    |                                       |                                       | electricity charges etc, have been correctly made vide Annexures A  |
|                                    |                                       |                                       | contractor or direct to the work) have been technically checked and   |
|                                    |                                       |                                       | (Only). To be paid in   |
|                                    |                                       | ALLOCATION                            |   |
| The expenditure as under and to b  | e included in the a                   | counts for19                          |   |
|                                    |                                       | Debit                                 | Credit  |
| Ledger Head                        |                                       | (Gross Amount)                        | (Deduction)   |
|                                    |                                       | Rs. P                                 | Rs. P   |
|                                    |                                       |                                       |   |
|                                    |                                       |                                       |   |
|                                    | Total                                 |                                       |   |
| * Here specify the net amount paya | able                                  |                                       | Signature of Senior Engineer  |
|                                    |                                       |                                       | Date  |

#### V. ENTRIES TO BE MADE IN THE ACCOUNTS OFFICE

| Account Bill no             |                     | . Dated                 |   | ALLOCATION                      |                             |
|-----------------------------|---------------------|-------------------------|---|---------------------------------|-----------------------------|
|                             |                     | Dated                   | Estimate No:<br>Name of the Work              |                                 | Code No                     |
| (Rupees                     |                     |                         | Ledger Head                                   | Debit<br>(Gross Amount)<br>Rs P | Credit<br>(Deduction)<br>Rs |
| Assistant<br>Date:          | Accountant<br>Date: | Accounts officer Date:  | Total   |                                 |                             |
| no further claims of        | this contract.      |                         | Only) in full and final settlement of all     | moneys due under this o         | contract and I / we have    |
| Signature of Witnes Address | 6S                  |                         |   |                                 |                             |
|                             |                     |                         |   | evenue Stamp<br>e of Contractor |                             |
|                             |                     |                         |   |                                 |                             |
|                             |                     | VII . ENTRIES TO BE N   | NADE BY TREASURY SECTION                      |                                 |                             |
|                             | Cash bo             | ook entry no and date : | Amount Paid Rs<br>Amount unpaid R<br>Total Rs | s                               |                             |

Signature of Cashier

Date:

### ANNEXURE A

Part I

| Sta   | tement showi | ng details of ma | iterial issued | to the con | tractor Shri/M/ | /s          |           |      |      |          |        |           |      |       | In respect of Contract |
|-------|--------------|------------------|----------------|------------|-----------------|-------------|-----------|------|------|----------|--------|-----------|------|-------|------------------------|
|       |              |                  | Agreement/V    | Vork Orde  | r No            |             | Dated     |      |      |          |        |           |      |       |                        |
|       |              |                  |                |            |                 | Whether     |           | If r | ecov | erable t | from o | contracto | r    |       | Remarks                |
|       |              | Issue voucher    | description    |            |                 | recoverabl  |           |      |      |          | Amo    | unt       |      |       |                        |
|       | Stores       | No and date      | of material    |            | Quantity        | e from the  | Rate at   | /    | Amou | unt      | reco   | verable   | Bala | nce   |                        |
|       | Issue        | alloted by       | issued to      |            | actually        | contractor  | which     | I    | Reco | verabl   | upto   |           | Now  | 1     |                        |
|       | voucher No   | stores to the    | the            | Quantity   | incorporated    | or supplied | recoverab | le e | е    |          | prev   | ious bill | reco | vered |                        |
| SI No | and date     | SIV              | contractor     | issued     | in the work     | free        | Rs P      | I    | Rs   | Р        | Rs     | Р         | Rs   | Ρ     |                        |
| 1     | 2            | 3                | 4              | 5          | 6               | 7           | 8         |      |      | 9        |        | 10        |      | 11    | 12                     |

Total

Signature of Contractor Date

Signature of Engineer in charge Date

Signature of Senior Engineer Date

### ANNEXURE A

|       |              |                  |                |            |                 | Part II    |            |               |                    |                        |
|-------|--------------|------------------|----------------|------------|-----------------|------------|------------|---------------|--------------------|------------------------|
| Sta   | tement showi | ng details of ma | iterial issued | to the con | tractor Shri/M/ | ′s         |            |               |                    | in respect of Contract |
|       |              | -                |                |            |                 |            |            |               | d not covered by t |                        |
|       |              | Issue voucher    | description    |            |                 |            |            | Amount        |                    |                        |
|       | Stores       | No and date      | of material    |            | Quantity        |            | Amount     | recoverable   |                    |                        |
|       | Issue        | alloted by       | issued to      |            | actually        |            | Recoverabl | upto          | Balance Now        |                        |
|       | voucher No   | stores to the    | the            | Quantity   | incorporated    | Issue Rate | е          | previous bill | recovered          |                        |
| SI No | and date     | SIV              | contractor     | issued     | in the work     | Rs P       | Rs P       | Rs P          | Rs P               | Remarks                |
| 1     | 2            | 3                | 4              | 5          | 6               | 7          | 8          | 9             | 10                 | 11                     |
|       |              |                  |                |            |                 |            |            |               |                    |                        |
|       |              |                  |                |            |                 |            |            |               |                    |                        |

| Total           |                      | <br> |  |
|-----------------|----------------------|------|--|
| Add Department  | al Charges           |      |  |
| Add Sales Tax ( | wherever applicable) | <br> |  |
| Total           |                      | <br> |  |

Signature of Contractor Date

Signature of Engineer in charge Date

Signature of Senior Engineer Date

### ANNEXURE B

| Sta        | tement showing TOOLS & Pl<br>Agreement/Work | LANTS issue<br>k Order No          | d to the contractor Shri/M           | 1/s<br>ated       | an  | d not covered by th | in respect of Contract ne agreement |
|------------|---|------------------------------------|--------------------------------------|-------------------|---|---------------------|-------------------------------------|
| SI No<br>1 | Description of tools & plants issued 2      | Period for<br>which<br>issued<br>3 | Rate at which Recivery is to be made | Amount recoverabl | Amount recoverable upto<br>previous bill<br>Rs P<br>6 | •                   | Remarks<br>8                        |
|            |   |                                    |                                      |                   |   |                     |                                     |
|            |   |                                    |                                      |                   |   |                     |                                     |
|            |   |                                    |                                      | Total             |   |                     |                                     |
|            | Signature of Contractor Date                |                                    |                                      | Signatur<br>Date  | re of Engineer in charge                              | Dat                 | Signature of Senior Engineer<br>te  |

### ANNEXURE C

| Sr.N | 0 | Particulars | Unit | Quantity | Rate<br>Rs. P. | Amount recoverable Rs. P | Amount recovered upto previous bill Rs. P. | Amount now<br>recovered<br>Rs. P. | Remarks |
|------|---|-------------|------|----------|----------------|--------------------------|--|-----------------------------------|---------|
| 1    |   | 2           | 3    | 4        | 5              | 6                        | 7  | 8                                 | 9       |

- 1 Water Charges
- 2 Electricity Charges
- 3 Seignorage Charges
- 4 Medical Charges

Cost of

empty

gunny bags

and empty

containers

not

5 returned

6

7

8

9 10

Total

Signature of Contractor Date

Signature of Engineer Incharge Date

Signature of Sr. Engineer Date

### ANNEXURE D -

### DEVIATION STATEMENT

Name of the Contractor: Name of the Work: Contract Agreement/Work Order No. :

Date:

| No. tion | Descrip- | as per | Quantity | per as<br>ree- executed | as per as | as as per<br>execu- agree- | Amount Amount as per as executed ment | Difference   |                | Reason for<br>the deviation |    |
|----------|----------|--------|----------|-------------------------|-----------|----------------------------|---------------------------------------|--|----------------|-----------------------------|----|
|          | of item  |        | agree-   |                         |           |                            |                                       | The state of the s | Excess Savings | with autho-<br>rity, if any |    |
|          |          |        |          |                         | Rs. P.    | Rs. P.                     | Rs. P.                                | Rs. P.   | Rs. P.         | Rs. P.                      |    |
| 1        | 2        | 3      | 4        | 5                       | 6         | 7                          | 8                                     | 9  | 10             | 11                          | 12 |

Signature of Engineer in Charge Date:

Signature of Senior Engineer Date:

### ANNEXURE E

| SI.<br>No.   | Description of material                                      | Unit Quantity actually issued |   | Quantity<br>actually<br>incorpo-<br>rated in<br>the work | Balance   | Particulars<br>of disposal<br>of balance | Quantity to<br>be issued as<br>per approved<br>data for<br>work<br>actually<br>done | Variation in<br>consumption<br>(Difference<br>between<br>column 5<br>and 8) |        | charge- able a for excess/ short consumption, if | able for M<br>excess/<br>short I<br>consum- | MARK |
|--|--|-------------------------------|---|--|-----------|--|---|---|--------|--|---|------|
|  |  |                               |   |  |           |  | More  | Less  |        |  |   |      |
| 1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8.<br>9. | Cement<br>Bricks<br>Wood<br>Asbestos Sheet<br>Iron Materials | 3                             | 4 | 5  | 6         | 7  | 8   | 9   | 10     | 11   | 12  | 13   |
|  | Signature of Cor<br>Date :                                   | itracto                       | r | Signatu<br>Date :  | re of Eng | ineer in Char                            | ge  | Signat Date:  | ure of | Senior Er  | ngineer                                     |      |

- respectively of Annexure A (Part I and II).
  - 2. Data statement of theoretical consumption should be attached in support of quantity specified in column 8.

|             |   |               |                   |                     | ANN      | EXURE F           |                    |                    |  |   |         |
|-------------|---|---------------|-------------------|---------------------|----------|-------------------|--------------------|--------------------|--|---|---------|
| Statement s | statement showing detail of materials issued to the contractor Shri/M/s |               |                   |                     |          |                   |                    |                    |  |   |         |
|             | Name of work; FREE OF COST  |               |                   |                     |          |                   |                    |                    |  |   |         |
| Sr.No       | Stores<br>issue<br>voucher<br>No.                                       | ription of ma | Unit              | Quantit<br>y issued | per data | d in the<br>work  | Balance(If<br>any) | for the<br>balance | for material<br>not<br>returned<br>Rs.P. | Amount recovera ble for material not returned Rs. P | Remarks |
| 1           | 2   | 3             | 4                 | 5                   | 6        | 7                 | 8                  | 9                  | 10                                       | 11  | 12      |
|             |   |               | <del>-</del>      |                     |          |                   |                    |                    |  |   |         |
|             |   |               | Total             |                     |          |                   |                    |                    |  |   |         |
|             |   |               | Signature<br>Date | of Engineer Ir      | ncharge  | Signature of Date | Sr. Engineer       |                    |  |   |         |
| i           |   |               |                   |                     |          |                   |                    |                    |  |   |         |

Note:Data statement of therotical consumption should be attached in support of the quantity specified in coloumn 6

### **ANNEXURE G**

| QUESTIONNAIRE TO BE ANSWERED BY ENGINEER IN CHARGE AND SENIOR ENGINEER                                |                     |  |  |  |  |  |
|---|---------------------|--|--|--|--|--|
| (Correct particulers and answ   |                     |  |  |  |  |  |
| (contact particulars and arrow  | 510 10 20 10001404) |  |  |  |  |  |
| Name of the work :  |                     |  |  |  |  |  |
| Name of the Contractor :  |                     |  |  |  |  |  |
| Date of commencement of the work:   |                     |  |  |  |  |  |
| Contract agreement/work ordered no. and date:   |                     |  |  |  |  |  |
| Reference to supplementary agreement no,if any:   |                     |  |  |  |  |  |
| Whether adminstrative approval and techanical sanction has been                                       |                     |  |  |  |  |  |
| accorded by the cmpetent authority? If so ,citc reference   |                     |  |  |  |  |  |
|   |                     |  |  |  |  |  |
| Whether sanction of the competent authority and financial   |                     |  |  |  |  |  |
| concurrencr of the Accounts Departnment for award of the work   |                     |  |  |  |  |  |
| has been accorded? If so,cite reference.  |                     |  |  |  |  |  |
| Wheter the work has been completed in time ? If not ,wheter   |                     |  |  |  |  |  |
| penalty has been levied or sanction of the competent authority for                                    |                     |  |  |  |  |  |
| extension of time granted and communicated to the Accounts  |                     |  |  |  |  |  |
| Department with reasons for grant of extension? (Due and actual                                       |                     |  |  |  |  |  |
| date of completion of the work and reference to letter no. and date                                   |                     |  |  |  |  |  |
| granting the extension of time should be given)   |                     |  |  |  |  |  |
|   |                     |  |  |  |  |  |
| (a) Wheter the rates allowed in the bill have been checked with                                       |                     |  |  |  |  |  |
| the contract agreement? (b) Wheter the rates for  |                     |  |  |  |  |  |
| extra/supplemental items have been approved by the competent  |                     |  |  |  |  |  |
| authority and the sanction communicated to the accounts   |                     |  |  |  |  |  |
| Department together wiht rate analysis? If so,cite reference.   |                     |  |  |  |  |  |
|   |                     |  |  |  |  |  |
|   |                     |  |  |  |  |  |
| Wheter deviations have been approved by the competent   |                     |  |  |  |  |  |
| authority? If yes, give reference to the approval; if not, give reasons.                              |                     |  |  |  |  |  |
|   |                     |  |  |  |  |  |
| Whether the rates of recovery of stores issued to the contractor                                      |                     |  |  |  |  |  |
| which are not provided for in the Contract Agreement have been settled in counsultation with Finance? |                     |  |  |  |  |  |
| Settled in Counsultation with Finance:  |                     |  |  |  |  |  |
| Whether discrepancies pointed out by the Accounts Department in                                       |                     |  |  |  |  |  |
| the store statement have been reconciled and accepted by the  |                     |  |  |  |  |  |
| Accounts Department?  |                     |  |  |  |  |  |
|   |                     |  |  |  |  |  |

### **ANNEXURE G**

| QUESTIONNAIRE TO BE ANSWERED BY ENGINE   |                     |
|--|---------------------|
| (Correct particulers and answ  | ers to be recorded) |
| Whether materials issued to the contractor in excess of the theoretical requirements have been returned to the Stores Department and the no. and date of such retuened stores vouchers have been shown in stores statement? If not ,whether the cost of such excess material has been recovered at the prescribed rate? Whethre consumption statements in respect of materials chargeabale to the work have been attached to the bill? |                     |
| Whether consumption of materials shown has been technicaly checked by Senior Engineer?   |                     |
| Whether materials isshued and used in the work is not less then that required for consumption in work accroding to our specification? If comsumption is less, whether necessary recovery has been made in the bill?  |                     |
| Whether mesurments have been checked by the Engineer and Sr. Engineer to the extent required and certificates of check recorded in the mesurments books?   |                     |
| Whether contractor has signed the bill and the mesurments books without reservations? If not; whether resones have been intimated to the Accounts Department?  |                     |
| Whethet arithmatical calculations have been checked and certificate recorded in the mesurment books by a person other than the one who calculated initially  |                     |
| Whether any work was done at the risk and cost of the contractor and whether such cost has been recovered from him? Give particulers.  |                     |
| Whether all advance payments on running Accounts have been recovered?  |                     |
| Whether tall the recovries due to services given to the contractor like rent of accommodation, water charges, electricity charges etc. have been recovered and wheather payments made by the company on behalf of the contractor have been adjusted?   |                     |
| Whether the files containing abstracts from mesurments books/<br>standared mesurment books have been completed/ updated?   |                     |
| Whether hire charges of tools and plant have been recovered and the statement of hire charges with full details attached?  |                     |

### **ANNEXURE G**

| OUTSTIONNAIDE TO DE ANSWEDED DY ENGINE   |  |
|--|--|
| QUESTIONNAIRE TO BE ANSWERED BY ENGINE (Correct particulers and answ   |  |
| Whether the certificate of workmanship and completion of work according to specifications, drawings etc. is recorded by Engineer/Sr. Engineer and whether recoveries have been made for defective works, if any?   | ,                                      |
| Whether all corrections in the bill/measurement books etc. have been neatly made and attasted and there are no overwriting?  |  |
| Whether final measurments have been taken as soon as possibal after completion of work and the cretificate of complition issued? If not, whether resons for delay have been recorded and communicated to Accounts?   |  |
| In respect of Quintites reduced in the final bill as compare to the running payment, whether adequate reasons have been recorded and communicated to Accounts  |  |
| Whether the Expeinditure has been classified correctly according to heads of Account recorded in the sanctioned estimate?  |  |
| Whether the work has been completed within the estimated cost? If not, what is the percentage of excess over thw sanctioned estimate/ addministrative approval? In case the excess is beyond the competency of Sr. Engineer, what action has been taken for the obtaining the approval of the authority complent to sanction the excess?                                 |  |
| (a) If the contractor has furnished bank guarantee in lieu of cash sequrity deposit towards proper exicuation of works and guarantee against defectsduring the maintenance period, whether the period of currency of the bank guarantee cover the entire maintenance period? (b) If not, whether sequrity deposite has been proposed to be recovred from the final bill? |  |
| Whether all the previous audit objections raised on running Account bills have been settled? If so, cite refrence.   |  |
| Signature of Engineer in Charge Date:  | Signature of Engineer in Charge  Date: |

### PROCEDURE FOR CONDUCT OF CONCILIATION PROCEEDINGS

- 1. The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided herein:
- 2. The party desirous of resorting to Conciliation shall send an invitation/notice in writing to the other party to conciliate specifying all points of Disputes with details of the amount claimed. The party concerned shall not raise any new issue thereafter. Parties shall also not claim any interest on claims/counterclaims from the date of notice invoking Conciliation till the conclusion of the Conciliation proceedings. If BHEL is to initiate Conciliation, then, the invitation to Conciliate shall be extended to the concerned Stakeholder in Format 7 hereto. Where the stakeholder is to initiate the Conciliation, the notice for initiation of Conciliation shall be sent in Format-8 hereto.
- **3.** The party receiving the invitation/notice for Conciliation shall within 30 days of receipt of the notice of Conciliation intimate its consent for Conciliation along with its counter-claims, if any.
- 4. The Conciliation in a matter involving claim or counter-claim (whichever is higher) up to Rs 5 crores shall be carried out by sole Conciliator nominated by BHEL while in a matter involving claim or counter-claim (whichever is higher) of more than Rs 5 crores Conciliation shall be carried out by 3 Conciliators nominated by BHEL. The appointment of Conciliator(s) shall be completed and communicated by the concerned Department/Group of BHEL Unit/Division/Region/Business Group to the other party and the Conciliator(s) within 30 days from the date of acceptance of the invitation to conciliate by the concerned party in the **Format-9**. The details of the Claim, and counter-claim, if any, shall be intimated to the Conciliator(s) simultaneously in **Format-5**.
- **5.** The Parties shall be represented by only their duly authorized in-house executives/officers and neither Party shall be represented by a Lawyer.
- **6.** The first meeting of the IEC shall be convened by the IEC by sending appropriate communication/notice to both the parties as soon as possible but not later than 30 days from the date of his/their appointment. The hearings in the Conciliation proceeding shall ordinarily be concluded within two (2) months and, in exceptional cases where parties have expressed willingness to settle the matter or there exists possibility of settlement in the matter, the proceedings may be extended by the IEC by a maximum of further 2 months with the consent of the Parties subject to cogent reasons being recorded in writing.

- 7. The IEC shall thereafter formulate recommendations for settlement of the Disputes supported by reasons at the earliest but in any case within 15 days from the date of conclusion of the last hearing. The recommendations so formulated along with the reasons shall be furnished by the IEC to both the Parties at the earliest but in any case within 1 month from the date of conclusion of the last hearing.
- **8.** Response/modifications/suggestions of the Parties on the recommendations of the IEC are to be submitted to the IEC within time limit stipulated by the IEC but not more than 15 days from the date of receipt of the recommendations from the IEC.
- **9.** In the event, upon consideration, further review of the recommendations is considered necessary, whether by BHEL or by the other Party, then, the matter can be remitted back to the IEC with request to reconsider the same in light of the issues projected by either/both the Parties and to submit its recommendations thereon within the following 15 days from the date of remitting of the case by either of the Parties.
- **10.** Upon the recommendations by the Parties, with or without modifications, as considered necessary, the IEC shall be called upon to draw up the Draft Settlement Agreement in terms of the recommendations.
- 11. When a consensus can be arrived at between the parties only in regard to any one or some of the issues referred for Conciliation the draft Settlement Agreement shall be accordingly formulated in regard to the said Issue(s), and the said Settlement Agreement, if signed, by the parties, shall be valid only for the said issues. As regards the balance issues not settled, the parties may seek to resolve them further as per terms and conditions provided in the contract.
- **12.** In case no settlement can be reached between the parties, the IEC shall by a written declaration, pronounce that the Conciliation between the parties has failed and is accordingly terminated.
- **13.** Unless the Conciliation proceedings are terminated in terms of para 22 (b), (c) & (d) herein below, the IEC shall forward his/its recommendations as to possible terms of settlement within one (1) month from the date of last hearing. The date of first hearing of Conciliation shall be the starting date for calculating the period of 2 months.
- **14.** In case of 3 members IEC, 2 members of IEC present will constitute a valid quorum for IEC and meeting can take place to proceed in the matter after

seeking consent from the member who is not available. If necessary, videoconferencing may be arranged for facilitating participation of the members. However, the IEC recommendations will be signed by all members. Where there is more than one (1) Conciliator, as a general rule they shall act jointly. In the event of differences between the Members of IEC, the decision/recommendations of the majority of the Members of IEC shall prevail and be construed as the recommendation of the IEC.

- **15.** The Draft Settlement Agreement prepared by the IEC in terms of the consensus arrived at during the Conciliation proceedings between the Parties shall be given by the IEC to both the parties for putting up for approval of their respective Competent Authority.
- **16.** Before submitting the draft settlement agreement to BHEL's Competent Authority viz. the Board Level Committee on Alternative Dispute Resolution (BLCADR) for approval, concurrence of the other party's Competent Authority to the draft settlement agreement shall be obtained by the other party and informed to BHEL within 15 days of receipt of the final draft settlement agreement by it. Upon approval by the Competent Authority, the Settlement Agreement would thereafter be signed by the authorized representatives of both the Parties and authenticated by the members of the IEC.
- **17.** In case the Draft Settlement Agreement is rejected by the Competent Authority of BHEL or the other Party, the Conciliation proceedings would stand terminated.
- 18. A Settlement Agreement shall contain a statement to the effect that each of the person(s) signing thereto (i) is fully authorized by the respective Party(ies) he/she represents, (ii) has fully understood the contents of the same and (iii) is signing on the same out of complete freewill and consent, without any pressure, undue influence.
- **19.** The Settlement Agreement shall thereafter have the same legal status and effect as an arbitration award on agreed terms on the substance of the dispute rendered by an arbitral tribunal passed under section 30 of the Arbitration and Conciliation Act, 1996.
- **20.** Acceptance of the Draft Settlement Agreement/recommendations of the Conciliator and/or signing of the Settlement Agreement by BHEL shall however, be subject to withdrawal/closure of any arbitral and/or judicial proceedings initiated by the concerned Party in regard to such settled issues.
- **21.** Unless otherwise provided for in the agreement, contract or the Memorandum of Understanding, as the case may be, in the event of likelihood of prolonged

absence of the Conciliator or any member of IEC, for any reason/incapacity, the Competent Authority/Head of Unit/Division/Region/Business Group of BHEL may substitute the Conciliator or such member at any stage of the proceedings. Upon appointment of the substitute Conciliator(s), such reconstituted IEC may, with the consent of the Parties, proceed with further Conciliation into the matter either de-novo or from the stage already reached by the previous IEC before the substitution.

- **22.** The proceedings of Conciliation under this Scheme may be terminated as follows:
  - **a.** On the date of signing of the Settlement agreement by the Parties; or,
  - **b.** By a written declaration of the IEC, after consultation with the parties, to the effect that further efforts at conciliation are no longer justified, on the date of the declaration; or,
  - **c.** By a written declaration of the Parties addressed to the IEC to the effect that the Conciliation proceedings are terminated, on the date of the declaration; or,
  - **d.** By a written declaration of a Party to the other Party and the IEC, if appointed, to the effect that the Conciliation proceedings are terminated, on the date of the declaration; or,
  - **e.** On rejection of the Draft Settlement Agreement by the Competent Authority of BHEL or the other Party.
- **23.** The Conciliator(s) shall be entitled to following fees and facilities:

| S1 No | Particulars         | Amount                                 |  |  |  |  |  |
|-------|---------------------|--|--|--|--|--|--|
| 1     | Sitting fees        | Each Member shall be paid a Lump       |  |  |  |  |  |
|       |                     | Sum fee of Rs 75,000/- for the whole   |  |  |  |  |  |
|       |                     | case payable in terms of paragraph No. |  |  |  |  |  |
|       |                     | 27 herein below.                       |  |  |  |  |  |
| 2     | Towards drafting of | In cases involving claim and/or        |  |  |  |  |  |
|       | settlement          | counter-claim of up to Rs 5crores.     |  |  |  |  |  |
|       | agreement           | Rs 50,000/- (Sole Conciliator)         |  |  |  |  |  |
|       |                     | In cases involving claim and/or        |  |  |  |  |  |
|       |                     | counter-claim of exceeding Rs 5 crores |  |  |  |  |  |
|       |                     | but less than Rs 10 crores.            |  |  |  |  |  |
|       |                     | Rs 75,000 (per Conciliator)            |  |  |  |  |  |

| S1 No | Particulars   | Amount   |
|-------|---|--|
|       |   | In cases involving claim and/or counter-claim of more than Rs 10 crores.  Rs 1,00,000/- (per Conciliator)  Note: The aforesaid fees for the drafting of the Settlement Agreement shall be paid on the,  Signing of the Settlement Agreement after approval of the Competent Authority or  Rejection of the proposed Settlement Agreement by the Competent Authority of BHEL. |
| 3     | Secretarial expenses  | Rs 10,000/- (one time) for the whole case for Conciliation by a Sole Member IEC.  Where Conciliation is by multi member Conciliators –Rs 30,000/- (one time)- to   |
|       |   | be paid to the IEC   |
| 4     | Travel and transportation and stay at outstation Retired Senior Officials of other Public Sector Undertakings (pay scale wise equivalent to or more than E-8 level of BHEL) | As per entitlement of the equivalent officer (pay scale wise) in BHEL.   |
|       | Others  | As per the extant entitlement of whole time Functional Directors in BHEL.  Ordinarily, the IEC Member(s) would be entitled to travel by air Economy Class.   |
| 5     | Venue for meeting   | Unless otherwise agreed in the agreement, contract or the Memorandum of Understanding, as the case may be, the venue/seat of proceedings shall be the location of the concerned Unit / Division / Region /   |

| S1 No | Particulars | Amount                                 |
|-------|-------------|--|
|       |             | Business Group of BHEL. Without        |
|       |             | prejudice to the seat/venue of the     |
|       |             | Conciliation being at the location of  |
|       |             | concerned BHEL Unit / Division /       |
|       |             | Region / Business Group, the IEC after |
|       |             | consulting the Parties may decide to   |
|       |             | hold the proceedings at any other      |
|       |             | place/venue to facilitate the          |
|       |             | proceedings. Unless, Parties agree to  |
|       |             | conduct Conciliation at BHEL premises, |
|       |             | the venue is to be arranged by either  |
|       |             | Party alternately.                     |
|       |             |  |

- **24.** The parties will bear their own costs including cost of presenting their cases/evidence/witness(es)/expert(s) on their behalf. The parties agree to rely upon documentary evidence in support of their claims and not to bring any oral evidence in IEC proceedings.
- 25. If any witness(es) or expert(s) is/are, with the consent of the parties, called upon to appear at the instance of the IEC in connection with the matter, then, the costs towards such witness(es)/expert(s) shall be determined by the IEC with the consent of the Parties and the cost so determined shall be borne equally by the Parties.
- **26.** The other expenditures/costs in connection with the Conciliation proceedings as well as the IEC's fees and expenses shall be shared by the Parties equally.
- **27.** Out of the lump sum fees of Rs 75,000/- for Sitting Fees, 50% shall be payable after the first meeting of the IEC and the remaining 50% of the Sitting Fees shall be payable only after termination of the conciliation proceedings in terms of para 22 hereinabove.
- 28. The travelling, transportation and stay at outstation shall be arranged by concerned Unit as per entitlements as per Serial No. 4 of the Table at para 23 above, and in case such arrangements are not made by the BHEL Unit, the same shall be reimbursed to the IEC on actuals limited to their entitlement as per Serial No. 4 of the Table at Para 23 above against supporting documents. The IEC Member(s) shall submit necessary invoice for claiming the fees/reimbursements.
- **29.** The Parties shall keep confidential all matters relating to the conciliation proceedings. Confidentiality shall extend also to the settlement agreement,

- except where its disclosure is necessary for purposes of its implementation and enforcement or as required by or under a law or as per directions of a Court/Governmental authority/ regulatory body, as the case may be.
- **30.** The Parties shall not rely upon or introduce as evidence in any further arbitral or judicial proceedings, whether or not such proceedings relate to the Disputes that is the subject of the Conciliation proceedings:
  - **a.** Views expressed or suggestions made by the other party in respect of a possible settlement of the Disputes;
  - **b.** admissions made by the other party in the course of the Conciliator proceedings;
  - **c.** proposals made by the Conciliator;
  - **d.** The fact that the other Party had indicated his willingness to accept a proposal for settlement made by the Conciliator.
- **31.** The Parties shall not present the Conciliator(s) as witness in any Alternative Dispute Resolution or Judicial proceedings in respect of a Disputes that is/was the subject of that particular Conciliation proceeding.
- **32.** None of the Conciliators shall act as an arbitrator or as a representative or counsel of a Party in any arbitral or judicial proceeding in respect of a Disputes that is/was the subject of that particular Conciliation proceeding.
- or judicial proceedings in respect of a Disputes that is the subject matter of the Conciliation proceedings except that a Party may initiate arbitral or judicial proceedings where, in his opinion, such proceedings are necessary for preserving his rights including for preventing expiry of period of limitation. Unless terminated as per the provisions of this Scheme, the Conciliation proceedings shall continue notwithstanding the commencement of the arbitral or judicial proceedings and the arbitral or judicial proceedings shall be primarily for the purpose of preserving rights including preventing expiry of period of limitation.
- **34.** The official language of Conciliation proceedings under this Scheme shall be English unless the Parties agree to some other language.

## STATEMENT OF CLAIMS/COUNTER CLAIMS TO BE SUBMITTED TO THE IEC BY BOTH THE PARTIES

| 1. | Chrono | logy | of | the | Disputes |  |
|----|--------|------|----|-----|----------|--|
|----|--------|------|----|-----|----------|--|

- 2. Brief of the Contract/MoU/Agreement/LOI/LOA
- 3. Brief history of the Disputes:
- 4. Issues:
- 5. Details of Clam(s)/Counter Claim(s):

| SI. No. | Description of claim(s)/Counter Claim | Amount (in INR)Or currency applicable in the contract | Relevant<br>contract<br>clause |
|---------|---------------------------------------|---|--------------------------------|
|         |                                       |   |                                |
|         |                                       |   |                                |
|         |                                       |   |                                |

6. Basis/Ground of claim(s)/counter claim(s) (along with relevant clause of contract)

**Note**– The Statement of Claims/Counter Claims may ideally be restricted to maximum limit of 20 pages. Relevant documents may be compiled and submitted along with the statement of Claims/Counter Claims. The statement of Claims/Counter Claims is to be submitted to all IEC members and to the other party by post as well as by email.

# FORMAT FOR NOTICE INVOKING CONCILIATION CLAUSE BY BHEL FOR REFERRING THE DISPUTES TO CONCILIATION THROUGH IEC

M/s. (Stakeholder's name)

## Subject: NOTICE FOR INVOCATION OF THE CONCILIATION CLAUSE OF THE CONTRACT BY BHEL

Ref: Contract No/MoU/Agreement/LOI/LOA& date

| - 1021    |            |           | 8-0001      |           |                |         | <del></del> ' |             |
|-----------|------------|-----------|-------------|-----------|----------------|---------|---------------|-------------|
| Dear Si   | r/Madan    | 1,        |             |           |                |         |               |             |
| As        | you        | are       | aware,      | with      | reference      | to      | above         | referred    |
| Contrac   | t/MoU/A    | greeme    | nt/LOI/LO   | OA, certa | in disputes h  | ave ari | sen, which    | h, in-spite |
| of severa | al rounds  | of mutu   | ıal discuss | ions and  | various corres | sponde  | ences have    | remained    |
| unresolv  | red. The 1 | orief par | ticulars of | our clain | ns which arise | out o   | f the above   | e- referred |

| Sl. | Claim description | Amount involved |
|-----|-------------------|-----------------|
| No. |                   |                 |
|     |                   |                 |

Contract/MoU/Agreement/LOI/LOA are reproduced hereunder:

As you are aware, there is a provision in the captioned Contract/MoU/Agreement/LOI/ LOA for referring disputes to conciliation.

Please note that upon receipt of your consent in writing within 30 days of the date of receipt of this letter by you, BHEL shall appoint suitable person(s) from the BHEL Panel of Conciliators.

This letter is being issued without prejudice to our rights and contentions available under the contract and law.

Thanking you Yours faithfully

### Representative of BHEL

**Note**: The Format may be suitably modified, as required, based on facts and circumstances of the case.

# FORMAT FOR NOTICE INVOKING CONCILIATION CLAUSE BY A STAKEHOLDER FOR REFERRING THE DISPUTES TO CONCILIATION THROUGH IEC

To,

BHEL (Head of the Unit/Division/Region/Business Group)

# Subject: NOTICE FOR INVOCATION OF THE CONCILIATION CLAUSE OF THE CONTRACT BY A STAKEHOLDER

| Ref: Cont | tract No/MoU/Agreement/LOI/LOA& dat     | te |
|-----------|---|----|
|           | , |    |
| Dear Sir  | r/Madam,                                |    |

As you are aware, with reference to above referred Contract/MoU/Agreement/LOI/LOA, certain disputes have arisen, which, in-spite of several rounds of mutual discussions and various correspondences have remained unresolved. The brief particulars of our claims which have arisen out of the above-referred Contract/MoU/Agreement/LOI/LOA are enumerated hereunder:

| Sl.<br>No. | Claim description | Amount involved |
|------------|-------------------|-----------------|
|            |                   |                 |

As you are aware, there is a provision in the captioned Contract/MoU/Agreement/LOI/ LOA for referring inter-se disputes of the Parties to conciliation.

We wish to refer the above-said disputes to Conciliation as per the said Clause of the captioned Contract/MoU/Agreement/LOI/ LOA. In terms of Clause --------of Procedure i.e., Annexure ------ to the Contract/MoU /Agreement / LOI / LOA, we hereby invite BHEL to provide its consent in writing to proceed with conciliation into the above mentioned disputes within a period of 30 days from the date of this letter along with details of counter-claims, if any, which it might have with regard to the subject Contract/ MoU/ Agreement/ LOI/ LOA and to appoint suitable person(s) as Conciliator(s) from the BHEL Panel of Conciliators.

This letter is being issued without prejudice to our rights and contentions available under the contract and law.

Thanking you Yours faithfully

### Representative of the Stakeholder

**Note**: The Format may be suitably modified, as required, based on facts and circumstances of the case.

# FORMAT FOR INTIMATION TO THE STAKEHOLDER ABOUT APPOINTMENT OF CONCILIATOR/IEC

| 10, |                          |            |
|-----|--------------------------|------------|
|     | M/s. (Stakeholder's name | <u>;</u> ) |

# Subject: INTIMATION BY BHEL TO THE STAKEHOLDER AND CONCILIATOR(S) ABOUT APPOINTMENT OF CONCILIATOR/IEC

| Ref: Contract No/MoU/Agreement/LOI/LOA& date   |
|--|
| Sir,   |
| This is with reference to letter dated regarding reference of the disputes arising in connection with the subject Contract No /MoU/Agreement/LOI/LOA to conciliation and appointment of Conciliator(s).  |
| In pursuance of the said letter, the said disputes are assigned to conciliation and the following persons are nominated as Conciliator(s) for conciliating and assisting the Parties to amicably resolve the disputes in terms of the Arbitration & Conciliation Act, 1996 and the Procedure to the subject Contract/MoU/Agreement/LOI/LOA, if possible. |
| Name and contact details of Conciliator(s)   |
| a)   |
| b)   |
| c)   |
| You are requested to submit the Statement of Claims or Counter-Claims (strike off  |

You are requested to submit the Statement of Claims or Counter-Claims (strike off whichever is inapplicable) before the Conciliator(s) in Format 5 (enclosed herewith) as per the time limit as prescribed by the Conciliator(s).

Yours faithfully,

Representative of BHEL

CC: To Conciliator(s)... for Kind Information please.

Encl: As above

**Note**: The Format may be suitably modified, as required, based on facts and circumstances of the case.