



Bharat Heavy Electrical Ltd., Electronics Division  
Mysore Road, Bangalore-560026

**Tender Document**

**Name of the work:**

**ANNUAL MAINTENANCE CONTRACT FOR  
OPERATION AND MAINTENANCE OF SEWAGE TREATMENT PLANT**

**Tender Reference : BHEL/EDN/FS/KSM/STP/AMC/2013-15**

**Tender to be addressed to: Deputy General Manager / Factory Services,  
BHARAT HEAVY ELECTRICALS LTD.,  
ELECTRONICS DIVISION,  
Post Box No. 2606, Mysore Road,  
Bangalore -560026  
KARNATAKA**

**Tender Opening Date: 03-06-2013**

This Tender document contains 81 pages including the following.



**PART – I**

**I. Techno-Commercial Bid :**

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**PART –II**

**2. Price Bid / Price schedule :**

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NOTICE INVITING TENDER

Sl No.	Description	Information
1	Tender Reference	BHEL/EDN /FS/KSM/STP/AMC/2013-15 ,
2	Type of Tender	TWO part Bid :Part A: Techno Commercial , Part B: Price Bid
3	Name of the work	Annual Maintenance Contract for Operation and Maintenance of Sewage Treatment Plant
4	Period of contract	2 Year, (TWO year)
5	Estimated Cost	Rs.12,60,000/- ( Twelve lakh Sixty thousand Only).
6	Earnest Money Deposit	Rs.40,000/- (Rs. Forty Thousand only)
7	Last Date & Time for the receipt of Sealed Tender.	03/ 06/ 2013 2.30 PM
8	Date & Time for Tender opening (Techno-Commercial Bid)	03 / 06/ 2013 2.45 PM
9	Place of submission of completed Tender ( The Tender box is kept at RECEPTION CENTRE of BHEL / EDN and Identification Mark "FST TENDER BOX" )	Sealed Tender document shall be dropped at : FS&T tender box kept at Reception : BHEL, ELECTRONICS DIVISION, MYSORE ROAD, BANGALORE -560026



**GENERAL GUIDELINES & INSTRUCTIONS TO BIDDERS FOR SUBMITTING OFFER**

Vendors are requested to read the following points / guidelines / instructions and ensure that the offer is prepared and submitted strictly as per the requirements. Offers with insufficient details would not be considered for evaluation. The following points / guidelines / instructions are part and parcel of the tender and non-compliance will result in rejection of offer.

Bidders are requested to submit their offers only through sealed bids. As the part II (the price bid) would not be opened before the technical evaluation is completed, bidders are requested not to submit their bids through email / fax etc. Bidders shall submit the offer in TWO INNER ENVELOPES as indicated below which shall be sealed in one outer envelope.

Envelope I : This sealed envelope should contain all the copies of technical bid together with un-priced commercial bid. This envelope should be clearly marked

“Part I - Technical and Un-priced commercial bid”,

indicating Tender reference No. BHEL/EDN /FS/KSM/STP/AMC/2013-15 ,

Due Date : 03/06/2013

Address & Reference of the Bidder.

Envelope II This sealed envelope should contain price details. This envelope should be clearly marked “Part II - Price bid”,

indicating Tender reference No. BHEL/EDN /FS/KSM/STP/AMC/2013-15 ,

, Due Date: 03/06/2013

Address & Reference of the Bidder.

Both the envelopes (Part I & II) shall be put in one cover, duly sealed, super scribing as Part I and Part II indicating Enquiry No., Due Date, Address & Reference of the Bidder.

The above sealed tender (envelope containing Part I & II) should reach this office on or before the due date by 14.00 Hrs (IST). Tenders received after 14.30 Hrs (IST) will not be considered for evaluation.

Tender should not be addressed to any Individual's name but only by designation to:

Deputy General Manager / Factory Services,  
BHARAT HEAVY ELECTRICALS LTD.,  
ELECTRONICS DIVISION,  
Post Box No. 2606, Mysore Road,  
Bangalore -560026



Part-I

TECHNICAL-CUM-COMMERCIAL BID

(To be furnished by the Bidder)

Name of work : Annual Maintenance Contract for Operation and Maintenance of Sewage Treatment Plant.

Tender Ref : BHEL/EDN /FS/KSM/STP/AMC/2013-15

Contract period : Two Year (2 year)

A) : Information Part :

Sl.No.	Particulars	To be filled by Bidder	Encl. sheet no.
1.0	Name of the Contractor		
2.0	Local Address (Office)		
3.0	Telephone Number		
	Office		
	Mobile No.		
4.0	Email id.		
5.0	Technical Staff Details (Use separate sheet if reqd.)	Furnished / Not Furnished	
6.0	Working Staff Details (Use separate sheet if reqd.)	Furnished / Not Furnished	
7.0	Plant & Equipments details	Furnished / Not furnished	



**B) : Essential Criteria for Techno-Commercial Acceptance of Bid.**

<b>S.N.</b>	<b>Particulars</b>	<b>To be Filled by Bidder</b>
1.0	Experience Certificate for having successfully completed works during immediate last 7 years as mentioned below :  One work not less than 80% of the estimated cost of this NIT or Two works of not less than 50% of the estimated cost of this NIT or Three works of not less than 40% of the estimated cost of this NIT copy of completion certificates from the organization where the work is executed is to be enclosed mentioning the completed value of each single work executed and performance certificate issued by the client. (submission of work order copy is not adequate)	
2.0	Average Turn Over of the last three years (not less than 30% of the estimated cost of the NIT)	
2.1	Turn over – Previous financial year	Rs.
2.2	Turn over – 1 Year before previous financial year	Rs.
2.3	Turn over – 2 Years before previous financial year	Rs.
3.0	Solvency : Not less than 30% of the estimated cost of the NIT, Certificate from the Bank (not older than one year to be furnished)	Furnished / Not Furnished.
4.0	Whether Registered with ESI / PF Authority	Yes / No
4.1	If Yes, indicate PF Registration No. (Copy of last month contribution paid receipt to be enclosed)	Enclosed / Not Enclosed.
4.2	If Yes, indicate ESI Registration No. (Copy of last month contribution paid receipt to be enclosed)	Enclosed / Not Enclosed.
4.3	If No, is the tenderer willing to pay the ESI and PF contribution for the subject work under BHEL subcode, subject to BHEL Terms and Conditions	Yes / No
4.3	Security Deposit	Acceptable / Not Acceptable
5.0	PAN No. of the tenderer(Copy of the same is	Enclosed / Not Enclosed



	to be enclosed)	
6.0	Execution of the work work fully as per scope of work & all terms and contions	Acceptable / Not acceptable

Note: If any of the above mentioned criteria is not met the bid will be rejected

**C) : Other Conditions:**

<b>S.N.</b>	<b>Particulars</b>	<b>To be Filled by Bidder</b>
1.0	Form of EMD furnished (Cheque is not acceptable)	DD / Pay Order / Cash(as permissible under the Income Tax Act) Document No. to be mentioned.
2.0	Electronic Funds Transfer(EFT) form (Ref Annexure A in the Tender Document) Duly Filled and certified through bank may be enclosed	Enclosed/Not Enclosed
3.0	Has the Tenderer read General Conditions of Contract & NIT	Tender Conditions Acceptable / Not Acceptable
4.0	Completion period mentioned in NIT	Acceptable / Not Acceptable
5.0	Payment Terms defined in NIT	Acceptable / Not Acceptable

Note: As per BHEL Works Policy 2008, EMD amount of un successful bidders shall be returned only after release of WORK ORDER to L1 party and acceptance of the work order by the L1 party.



ANNEXURE – I

**INSTRUCTIONS TO TENDERERS**

1. Sealed Tenders for the above noted work are hereby invited from Contractors experienced in works of similar kind and magnitude.
2. Tenders should be addressed to Dy. General Manager (FS), Electronics Division, Bharat Heavy Electricals Limited, Mysore Road, Bangalore – 560 026. The full name and address of the tenderer, name of the work and the date of opening should be indicated on the cover.
- 2.1 The local address of the Contractor, the name of the person to whom all the correspondence are to be addressed should be indicated with office telephone number , FAX /e-mail address, Mobile phone No. etc.
3. All entries in the tender documents should be in the same ink. Erasures and over writing are not permitted. The tenderer concerned with proper indication of the name, designation and address of the person signing should duly sign all cancellations and insertions.
4. Tenderers shall fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign each and every page of the tender document including the drawings (wherever applicable) attached there to before submitting tender.
5. Unit rates should be quoted in figures as well as in words in Indian Currency only i.e. Rupees and Paise with reference to each item and for all the items shown in the attached schedule. The rates shall include all taxes and duties payable on account of Service Tax, Sales Tax etc., and also expenses towards PF and ESI contributions (see clauses 8, 39 and Annexure 'C'). Amount of each item and the total on each sheet as also the grand total amount of the whole contract shall be filled by the tenderers.
6. In case the rate quoted in figures differ from those quoted in words, the lower of the rates will be taken as the tendered rate and shall be binding on the tenderers.
7. In quoting their rates, the tenderers are advised to take into account all factors including any fluctuations in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract.
8. The rates to be quoted by the tenderer shall be firm and shall cover and include all statutory levies arising from Acts, passed by Parliament or by State legislature and rules framed there under. The rates shall further be deemed to include statutory levies arising from such Acts, Central or State, which may come into force, subsequent to submission of tenders. The tenderer shall note that no claim for enhancement of rates, on the ground that existing statutory levies have been increased or that new statutory levies have come into effect after tender, or on any other ground, will be entertained on any account.
9. (a) The rates quoted in the tender shall remain valid for a period of 'THREE MONTHS' from the date of opening of tender.  
  
(b) Tenderer shall not increase their quoted rates, once the tenderer has submitted his quotation and during execution of the contract in case his tender is accepted.





10. Quantities shown in the attached schedule are only approximate and are liable to variation without entitling the Contractor to any compensation, provided the total value of the contract does not vary by more than 20 % (twenty percent).
11. Before tendering, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions, position of materials and labour. They should be well versed with BHEL General Conditions of Contract, Instructions to tenderers, drawing wherever applicable and specifications and all other documents which form part of the agreement to be entered into subsequent to award of work. The tenderers shall specially note that it is the tenderer's responsibility to provide any item which is not specially mentioned in the specification or drawing, but which is necessary to complete the work.
12. Details and quantities of each item of work shown in the "Bill of Quantities" attached here to be only approximate. They are given as a guide for the purpose of tendering only and are liable to variation and alteration at the discretion of the competent authority. The work under each item as executed shall be measured and priced at the corresponding rates to be quoted by the contractor in the Bill of Quantities attached here to.
13. Should a tenderer find discrepancies or omissions in the drawings wherever applicable / Specifications / Scope of work / Terms & Conditions attached to the tender documents or should be in doubt as to their meaning, he should at once address to the authority inviting the tender for clarifications.  
Every endeavour is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall take upon himself to provide for the risk of any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
14. In the event of tender being submitted by a firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of Attorney on behalf of the firm concerned. In the latter case, a copy of the power of attorney duly attested by a Gazetted officer must accompany the tender.
15. In case, the date of tender opening falls on Holiday, the tender will be opened on the next working day.
16. Every tender must be accompanied by deposit receipt for the amount mentioned as Earnest Money Deposit. This earnest money will be refunded to the unsuccessful tenderers after finalisation of the award of work. In the case of successful tenderer, the earnest money will be retained as part of the Security Deposit for satisfactory completion of the work. Tenders without Earnest Money Deposit receipts are liable to be rejected. No interest will be paid on the earnest money deposits.
17. The Earnest Money Deposit shall be submitted along with Technical bid and may be furnished in any of the following forms :
  - (a) Cash (As permissible under income Tax Act)
  - (b) Pay Order / Demand Draft in favour of BHEL EDN



18. Unless the Contractor whose tender is accepted signs the contract agreement within fifteen days (15 days) of the date of the order directing him to do so, the amount of Earnest Money already deposited by him may be forfeited and acceptance of his tender withdrawn.
19. If, after opening of tenders, a tenderer revokes his tender or increases his earlier quoted rates or after acceptance of his tender does not commence the work in accordance with the instructions of Engineer-in-charge, the Earnest Money Deposited by him will be forfeited and acceptance of his tender withdrawn. If only a part of the work included in the tender had been awarded to the tenderer, the amount of Earnest Money to be forfeited will be based on the value of the contract so awarded.
20. BHARAT HEAVY ELECTRICALS LIMITED reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason thereof. In the case of acceptance of a part of tender, the time for completion may also be reduced to the extent considered appropriate by the accepting authority.
21. Conditional and unsigned tenders, tenders containing absurd rates and amounts, tenders which are incomplete or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the Accepting Officer and tenders not submitted in the prescribed forms are liable to be rejected.
22. The contractors who are not on the approved list of contractors of this organisation must submit the following testimonials simultaneously with their tenders. These testimonials shall be signed by the person (s) issuing the same indicating their name, designation and full address.
  - i) A certificate to establish that the tenderer is an independent contractor working on his own.
  - ii) At least 2 certificates from responsible officers of Government or firms of repute, regarding the tenderer's capacity to undertake and carryout the work tendered for / similar work satisfactorily.
  - iii) A certificate from a Bank of standing or magistrate regarding the tenderer's financial position.
23. The tenders should be accompanied by a list of contracts already held by the Contractor at the time of submitting the tender and giving the following particulars:
  - (a) Name of work, value and address.
  - (b) The balance work remaining to be done on the same.
24. Tenders submitted by post should be sent by "Registered Post with Acknowledgement due". These should be posted with due consideration for any delay in postal delivery. Tenders received after the due date of opening of tenders are liable to be rejected.
25. The Contractor's responsibility under this contract shall commence from the date of receipt of the order or acceptance of his tender.



26. If a tenderer 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 the firm expires after the submission of the Tender, after the acceptance of the Tender, BHEL may cancel such Tender at the discretion unless the firm retains its character(s).
27. BHARAT HEAVY ELECTRICALS LIMITED will not be bound by any power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. They may however, recognise such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
28. If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage. Further the tenderer will be liable for any damage caused.
29. Words imparting the singular number shall be deemed to include the plural number and vice-versa where the context so requires.
30. The General and Special Conditions of Contract are complementary to each other and where they are in conflict, the special condition shall prevail.
31. The expenses for completing the stamping the agreement shall be paid by the contractor.
32. Unless and otherwise stated all tendered work includes supply, erection, testing and commissioning of equipment as agreed to in the contract.
33. After completion of the job, the contractor has to furnish actual drawings of work done in consultation with Engineer-in-charge.
34. Any covering letter and comments of the Contractor should be submitted in duplicate along with the offer.
35. The Contractor shall provide all the materials needed for trial run, testing including chemicals, consumables etc. In quoting their rates, the Contractors are advised to take into account the cost of the above materials.
36. Should a tenderer or a contractor on the list of approved contractors have a relative or in the case of firm or Company of Contractors any of its share holder's relative is employed in a Gazetted Capacity in the Electronics Division of Bharat Heavy Electricals Limited, Bangalore-26, the authority inviting tenders shall be informed of this fact at the time of submission of the tender, failing which tender may be disqualified or if such a fact subsequently come to light, the relevant provisions of the General Conditions of Contract will apply.
37. These 'INSTRUCTIONS TO TENDERERS' & 'GENERAL CONDITIONS OF CONTRACT OF BHEL shall be deemed to form an integral part of the contract agreement for the work to be entered into. In cases of variation between the two in any matter, the conditions in the 'THE INSTRUCTIONS TO TENDERERS' shall prevail.



Extracts of some of the important clauses of BHEL GCC are enclosed (Annexure containing extracts of clauses 20, 38 and 58 of BHEL GCC). The contractor has to obtain, at his cost, a copy of the BHEL GCC, scrutinize the same, and when submitting his tender, indicate his acceptance of BHEL GCC in the proforma enclosed at Annexure B.

- 38 All operations to be carried out by the Contractor during the execution of the contract such as drilling, welding etc., shall be done with proper equipment brought by the tenderer. Suitable power point will be provided and tapping from the power point to equipment shall be done using proper size of cable, equipment and after getting approval of connections from our Engineer-in-charge.
- 39 The Contractor shall comply with the provision of Employees Provident Fund and Miscellaneous Provisions Act 1952 and rules, regulations and other orders issued there under. He, as an employer, shall be liable to pay employer's contribution/deductions towards PF under the PF Act in respect of all labour employed by him, for the execution of the contract in accordance with the provisions of the Employees Provident Funds and Miscellaneous Provisions Act, 1952 as amended from time to time. For this purpose he shall indicate the code number obtained from the Regional Provident Fund Commissioner or he should obtain a code number if he has not and produce the Photostat copy of the challan / receipt of monthly remittance of the contribution made by him to the PF Commissioner. Final payments due to him will be released only on production of a "No due certificate" from the Regional Provident Fund Commissioner wherever applicable. He shall also furnish such returns as are due, under the Act, to be sent to the appropriate authorities through the Principal Employer".
- 40 The Contractor should get himself registered with the E.S.I. Authorities as an independent Employer, obtain a separate code number and remit the dues in respect of the labour employed by him for the work and produce the Challans / Receipts of remittance of the ESI contributions due under the E.S.I. Act to the Company authorities. He shall also furnish such returns, as are due, under the Act, to be sent to the appropriate authorities through the Principal Employer.
- 40.1 If any action is brought in by P.F. Commissioner/ESI authorities on BHEL for the work done by the Contractor for his labourers regarding PF/ESI amount due, short remittances, non remittances etc., the Contractor shall defend the case on behalf of BHEL and/or reimburse BHEL the expenses so incurred.
- 40.2 If applicable, the Contractor shall apply and obtain license under Contract labour (R&A) Act 1970 and comply with the relevant provisions of this Act in respect of the labour employed by him for executing this contract. The Contractor shall furnish necessary returns to the authority through the Principal Employer.
- 41 If applicable, the Contractor shall insure all his labourers and materials. Any claim by his employees for the damages shall be settled by the contractor even action is against BHEL or to reimburse the legal expenses incurred by BHEL
- 42 Any action brought in by anybody on BHEL regarding patent, right etc., used by contractor in execution of work shall be defended by the contractor and / or reimburse to BHEL the cost of the same.



43 Contractor shall produce necessary records, documents, explanation whenever he is called upon to do, by any Government. Agencies like ESI, PF, VIGILANCE etc.

44 TERMS OF PAYMENT:

Payment shall be made on monthly basis. The procedure is as follows:

On submission of monthly bill which shall consist of

1. Invoice in triplicate,
2. Salary paid certificate with individual acquittance and with breakup earnings like basic wage, attendance bonus, transport allowance, washing allowance etc. and deductions like Absent, ESI, PF etc.
3. ESI remittance challan
4. PF remittance challan,
5. Attendance copy,
6. Insurance copy
7. Duly filled HR department formats,
8. Delivery Challan for having supplied and issued Uniform and Safety items ( For the first bill only)
9. Proof for submitting the Security Deposit (For the first bill only)
10. Covering letter with a check list indicating the status of the above said documents whether enclosed or not enclosed and also stating the month for which the bill is claimed. The clean bills shall be processed and forwarded thro' HR department certification to Finance department. In case of any discrepancies noticed by either HR or Finance department , Contractor has to clarify and submit the relevant papers so as make that particular invoice clear in all respect. The passed bill shall be sent to Cash section for payment which shall be made through ELECTRONIC FUND TRANSFER system to the account as indicated in the EFT declaration form which is duly endorsed by the concerned bank with sign and seal. The payment shall normally done in 30 days of time. Message of payment shall be made to the email address as given in the EFT form.

**CHECK LIST FOR SUBMITTING THE MONTHLY INVOICE**

Date:

Sl.No.	Particulars	To be filled by contractor			
1.0	Name of the Contractor				
2.0	Work Order No. Date				
2.0	Invoice for the	Month	No.	Date :	Amount
3.0	Salary Statement with breakup	Furnished / Not Furnished			
4.0	ESI Challan No. and Date	Month	No.	Date	
5.0	PF Challan No. and Date	Month	No.	Date	
6.0	Attendance Copy				
5.0	Insurance copy	Policy No.	Date	valid till	
6.0	H R formats				

Signature & seal

CONTRACTOR

ISSUING OFFICER



45 SECURITY DEPOSIT

- 45.1 The successful tenderer shall deposit the Security deposit before start of the work. The rate of Security deposit will be as below.

Upto Rs. 10 Lakhs	10 %
Above Rs. 10 Lakhs upto Rs. 50 Lakhs	Rs. 1 Lakh + 7.5% of the amount exceeding Rs. 10 Lakhs
Above Rs. 50 Lakhs	Rs. 4 Lakhs + 5 % of the amount exceeding Rs. 50 Lakhs

Security deposit may be furnished in any one of the following forms

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

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

44) EXTRA ITEMS

No extra items of work shall be carried out by the contractor other than those authorized to do so in writing by the engineer for any such item of work executed by as per instruction of engineer, the rates will be fixed on the basis indicated under clause 50 of BHEL GCC.



ANNEXURE -II  
SCOPE OF WORK

Subject: Annual Maintenance Contract for Operation and Maintenance of Sewage Treatment Plant.

The scope of work includes the Annual Maintenance Contract for Operation and Maintenance of the waste water Treatment Plant by deploying the technically experienced personnel.

Brief description of the Sewage Treatment Plant installed in BHEL-EDN premises: The Sewage Treatment Plant is having a capacity of 300 KLD and receives waste output from Canteen and Various other buildings located inside the premises and passes through Bar screen chamber to Equilisation Chamber and from this collection tank the Raw sewage is transferred to Surface aeration tank and from aeration the sewage is passed through secondary clarifier and the clarified sewage passes to Pre filter Collection tank. From this tank the clarified water is pumped to Pressure sand filter tank and passes through the cascade aeration tower and collects in the Final treated tank. This treated sewage is pumped to make use for gardening and excess shall be discharged to BWSSB sewers. In order to carry out this operation uninterrupted way the following manpower is required.

- A) Three operators, one for each shift, on all 365 days, having experience in the Operation & Maintenance of Sewage Treatment Plant.
- B) One Supervisor cum Mechanic in General Shift, on all working days ( except 52 Sundays & 10 Factory Holidays ) having experience in the operation & maintenance of Sewage Treatment Plant.

The shift operator shall.

- 01. Attend duty in the stipulated time and Operate , Maintain the Plant equipment's (STP) by following the Work Instructions and Safety Guide lines .
- 02. Check the Raw Sewage Pumps, Sludge Recirculation Pumps, Surface Aerators, Pre Final Treated Water pumps, Final Treated Water Pumps, Air blower and Electrical panel, Pressure sand filter tank for healthiness and record in the daily log book. Record the Flow meter readings.
- 03. Periodic cleaning of Bar Screen Chamber from accumulation of solid debris flowing towards Equilization tank.
- 04. Periodically Collect the Sample of Sewage from the Surface aerator tank and shall be transferred to IMHOFF cone for measuring MLSS content and based on the result necessary adjustment shall be carried out for healthy operation of the plant.
- 05. Prepare Sodium Hypochlorite solution as per the instruction and adjust the flow for disinfecting the treated sewage.
- 06. Keep the Plant surroundings neat and clean by way of cleaning the spillages, overflows, clogging etc.

The supervisor cum mechanic shall

- 01. Carryout preventive maintenance of the equipment such as pumps, surface aerator, gearboxes, filters, valves, chambers etc., periodically as per the instructions given in the O & M Manual.
- 02. Attend to any breakdown both electrical & mechanical like a) Fuse Replacement b) bearing replacement c) shaft seal replacement , d) Star Bush replacement, e) Gland packing replacement etc.
- 03. In case of major breakdown, arrange for removal of the motor, gearbox, pumps etc., and handing over to BHEL for repair.
- 04. The operator / supervisor shall report to the BHEL executive / supervisor in charge of the Sewage Treatment Plant, about the performance of the plant every day.



11. Major works like rewinding of motor, repair of the pump / gearbox, replacement of spares, electrical components in the panel will be under taken by BHEL. The contractor will do however dismantling of the equipment and re-assembly after repair.

**The Engineer Shall**

12. Visit the WWTP **"ONCE IN A WEEK"** and shall observe and report the healthiness of the plant to the BHEL Engineer. He shall put his signature in the attendance register maintained at the plant during each visit to the plant and report to the concerned engineer.
13. He shall be responsible for the general administration works for the operators deputed for the work.
14. He shall be responsible for preparing and submitting the monthly invoices, entry pass of operators, Sunday and holiday entry passes, Attendance upkeep, coordination with HR department and liason during visit of state government officials for verification of documents.
15. He shall be responsible for providing necessary guidelines for the operator regarding safety, health and environmental matters and create general awareness about company disciplines.
16. He shall be responsible for all official correspondences with BHEL.
17. He shall be responsible for any failure of the operators in following the company disciplines and standing orders.

The contractor shall depute alternate Engineer / Supervisor / Operator if the shift Engineer /Supervisor /Operator / is on leave / absent / compensatory off.





**ANNEXURE – III**

Annual Maintenance Contract for Operation and Maintenance of Sewage Treatment Plant.

Questionnaire to be answered by the tenderer by ticking ( V ) the suitable boxes

SL. No.	Description	Yes	No
01	Whether the tenderer has understood the scope of work and agrees to deploy manpower as indicated in the tender. (If there is any clarification required, the same may be got cleared from the Executive in charge, before submitting the offer.)		
02	Whether the tenderer has agreed to all Terms & Conditions given in the tender. (If there is any deviation, the same may be mentioned in separate sheet).		
03	The contract is for a period of two year. However, based on the satisfactory performance, the contract will be extended for one more year at the same rates, terms and conditions.		
04	Whether the tenderer has Service Tax registration No. (Please indicate the same)		
05	Whether the Contractor agrees to issue their company Identity card to Operators deputed for the said work.		
06	The Operators deployed for the said work are eligible to get the following types of payments. Whether the tenderer agrees to pay the payment (Necessary proof should be submitted while claiming running bill and final bill )		
a)	<u>Monthly wages</u> : As per Karnataka State Minimum wages as intimated by HR thro' circular from time to time. Rate as on 22.11.2012 is Rs.279 for USW, Rs.292.97 for SSW, Rs.309.12 for Skilled and Rs.327.71 for HSW.		
b)	<u>Earned Leave wages</u> : Each operator is eligible for en cash of 12 days of Earned Leave /year		
c)	<u>Holiday wages</u> : Each operator is eligible for en cash of 10 days of Holiday wages / year		
d)	<u>Transport charges</u> : Present transport charge is Rs.30 / day / operator		
e)	<u>Washing allowance</u> : present washing allowance charge is Rs.75/- per month per operator .		
f)	Annual Bonus : <u>Annual bonus</u> @8.33 % Considering Minimum total wage of Rs.45,000 /annum /operator --- (Rs.3,748.50 for each operator)		
07	Whether the tenderer agrees to issue two pairs of UNIFORM to each operator for the said work: DELIVERY CHALLAN ( Endorsed by BHEL-EDN / CISF at Material gate 1) pertaining to uniform cost should be submitted along with First Running Bill.		
08	Whether the tenderer agrees to issue one pair of SAFETY SHOES to each operator deputed for the said work: (DELIVERY CHALLAN Endorsed by BHEL-EDN /CISF at Material gate 1) pertaining to Safety Shoes should be submitted along with First Running Bill		



09	Whether the tenderer agrees to give validity of offer for 3 months from the date of opening of technical bid.		
10	Whether the tenderer agrees for the payment terms mentioned in the tender.		
11	Whether the tenderer has agreed to submit EMD of Rs. 40,000/- (Rs. Forty thousand only) and has submitted the same along with <u>technical bid only</u> . ( if not the tender will not be considered )		
12	Whether the tenderer has agreed to submit Security Deposit immediately after receipt of the work order as mentioned in the tender		
13	Whether the tenderer has agreed to “ <u>INSURE</u> ” all his operators deployed to carry out the said scope of work.		
14	Whether the tenderer has enclosed the list of clients with addresses & contact person.		
15	Whether the tenderer has enclosed the certificates received from Government / Reputed organization for the similar work done.		
16	Whether the tenderer has enclosed the list of technical personnel their qualification and experience that will be deployed for this work.		
17	Whether the tenderer has indicated the address of their local office in Bangalore along with the phone no. & fax no. The offer of the tenderer who do not have local office will be rejected.		
18	Whether the tenderer has enclosed the copy of Power of Attorney (if applicable).		
19	Whether the tenderer has enclosed the certificate to establish that the tenderer is an independent contractor working on his own.		
20	Whether the tenderer has put signature and seal on all pages of tender document		



**Electronic Funds Transfer (EFT) OR Pay link Direct Credit Form**

Please fill up the form in CAPITAL LETTERS only.

Type of Request (Tick one) \_\_\_\_\_ CREATE \_\_\_\_\_ CHANGE

Sl no.	Description	Information
1	BHEL Vendor / Supplier Code	
2	Company name	
3	Permanent Account Number (PAN)	
	Address	
4	City : Pin code:	State:
5	Contact Persons	
6	Telephone Nos.	
7	Fax no.	
8	E mail Id	
9	Bank Name	
10	Bank Address	
11	Bank Telephone No.	
12	Bank Account No.	
12	Account Type : Savings / Cash Credit	
14	9 digit code Number of Bank and Branch appearing on MICR cheque issued by bank	
15	Bank Swift Code (Applicable for EFT only)	
16	Bank IFSC Code (Indian financial system code) (Applicable for RTGS)	
17	Bank IFSC Code (Applicable for NEFT)	
18	Enclose Cancelled OR Photo copy of Cheque	

I hereby certify that the particulars given above are true, correct and complete and that I, as a representative for the above named company, hereby authorize BHEL, EDN, Bangalore to electronically deposit payments to the designated bank account. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold BHEL/ Transacting bank responsible. This authority remains in full force until BHEL, EDN, Bangalore receives written notification requesting a change or cancellation. I have read the contents of the covering letter and agree to discharge the responsibility expected of me as participant under ECS /EFT.

Date:

Authorised Signatory

Designation With Company Seal

Phone No. with STD Code:



**BANK CERTIFICATE**

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

Date:  
Place:

( \_\_\_\_\_ )  
Signature



ANNEXURE: 'A'

**GENERAL CONDITIONS OF CONTRACT**

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



ANNEXURE 'B'

CLAUSE 20 OF GENERAL CONDITIONS OF CONTRACT

LABOUR

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

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

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

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

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

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

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

The Contractor shall indemnify the BHEL against any payment to be made under and for observance of the Regulations aforesaid without prejudice to his right to claim indemnity from these sub-contractors.

In the event of the Contractor committing a default or breach of any of the provisions of the aforesaid contractor's Labor Regulations, as amended from time to time or furnishing any information or submitting or filling any from /Register /Slip under the provisions of these Regulations which is materially incorrect then on the report of the Inspecting Officers as defined in the Contractors Labor Regulations, the



Contractor shall without prejudice to any other liability pay to the BHEL a sum not exceeding Rs. 50/- as liquidated damages may be enhanced to Rs. 50/- per day for each day of default subject to a maximum percent of the estimated cost of works put to tender. The Contractor shall defend the case by himself any action brought in by such Government Agencies for non-compliance of any Labor Regulations and/or reimburse the expenses incurred by BHEL in this regard.

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

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

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

### **SAFETY CODE**

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

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

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

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

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



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

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

The Contractor shall not use any hand – lamp energised by electric power with supply voltage of more than 24 Volts. For work in confined spaces, lighting shall be arranged with power source of not more than 24 Volts.

The contractor shall adopt all fire safety measures as laid down in the “Code for Fire Safety at Construction sites” issued by the Safety Department of the Construction management

( HQ ) of BHEL and as per the directions of the authorised BHEL official. A copy of the above referred

“Code of Fire Safety at Construction Sites” shall be made available by BHEL to the contractor for reference, on demand by the contractor, during tendering stage itself.

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

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

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

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





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

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

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

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

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



ANNEXURE 'C'

CLAUSE 58 OF GENERAL CONDITIONS OF CONTRACT

ARBITRATION:

1. Except where otherwise provide for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein. Before mentioned and as to any other question, claim, right, matter or thing whatever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Executive Director/General Manager of BHEL and if the Executive Director/General Manager willing to act as such Arbitrator. There will be no unwilling to act to the sole Arbitrator so appointed is an employer of BHEL to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference. The Arbitration to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, such Executive Director/General Manager as aforesaid at the time of such transfer vacation of office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by such Executive Director/General Manager or an employee appointed as arbitrator shall give reasons for the award.
2. Subject as aforesaid the provision of the Arbitration Act 1940 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
3. It is term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under clause together with the amount or amounts claimed in respect of each such dispute.
4. The arbitrator (s) may from to time with consent of the parties extend the time, for making and publishing the award.
5. The work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due or payable to the contractor shall be withheld on account of such proceedings.
6. The arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.
7. The arbitrator shall give a separate speaking award in respect of each or difference referred to him.
8. The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole discretion.
9. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract



ANNEXURE: 'D'

**BANK GUARANTEE FOR SECURITY DEPOSIT**

THIS DEED OF GUARANTEE made and executed on the.....day of.....[Year], by the.....[bank name, address] registered under the Companies Act 1956/Nationalized Bank constituted under the Banking companies[acquisition and transfer of undertakings] Act constituted under the State Bank of India Act / Subsidiary Banks Act, having its registered/head office at..... represented herein by its Branch Manager/ authorised representative sri..... & Sri.....[Hereinafter called the authorized or' Which term shall mean and include its successors and assigns]: IN FAVOUR O' BHARAT H'AVY ELECTRICALS LIMITED -----[Buyers' name], a company registered under the companies Act, 1956 having its registered of'ice at BHEL House Siri Fort, New Delhi-110 049. and its Electronics Division at Mysore Road, Bangalore-26 [hereinafter referred To as the 'Company' which term shall include its successors and assigns]: Whereas the Company has placed an order on. . . . . [State the name of the Company/ firm and its address] [hereinafter referred to as the 'Contractor' Which term shall mean and include its liquidators, successors and assign] or the supply of **system** under order/Contract to be issued by the company. AND WHEREAS the Contractor has agreed to carryout the Works as detailed and in accordance with the terms set out in the said order/contract.

AND WHEREAS the contract interalia provides that the Contractor shall furnish a Bank Guarantee in favor of the Company by a reputed Bank for a sum of Rs..... (Rupees.....) towards Security Deposit for **materials issued** to him and for due and faithful performance of the contract in the manner and form specified therein.

AND WHEREAS the Contractor, M/s.....is a customer of the 'Guarantor' and has approached the 'Guarantor' to furnish on their behalf an irrevocable guarantee for a sum of Rs....'.....'..( Rupees.....) in favor of the Company for a period of.....year commencing from.....to..... as Security for the materials to be issued by the Company to the Contractor during the currency of this guarantee.

AND WHEREAS the Guarantor has agreed to furnish a guarantee for the said sum of Rs.....(Rupees.....) for a period .....year commencing from.....to..... in favor of the Company subject to the terms and conditions stated below:

NOW THIS DEED WITNESSES THAT IN pursuance of the above said agreement, the Guarantor hereby agrees and covenants With company is as follows:-

1] That during the period this Contract of Guarantee remains effectual, the Guarantor shall be liable in respect of the amount due and owing to the Company in respect of the payments to the extent of Rs..... [in Words] .....against any loss or damage caused to or suffered by the Company by reasons of any breach of the terms of the said order/contract/ Agreement by the contractor.

2] The Guarantor hereby undertakes to pay the amounts due and payable under this guarantee without any demur, merely on demand from the Company intimating that the amount claimed is due by way of loss or damage caused to or suffered or would be caused or suffered by the contractor of any terms contained in the said order / contract. Any such demand made on the guarantor shall be conclusive as regards the amount due and payable by the Guarantor irrespective of the fact whether the Contractor/contractor admits or denies.

3] THE Guarantor further agrees that the Agreement herein contained shall remain in force and effect till all the supplies to be made/Works to be performed/services to be rendered under the said order/contract/agreement are completed to the entire satisfaction of the Company or till the company certified that the terms and conditions of the said order/contract/agreement have been



fully and properly carried out by the said contractor and accordingly discharges the guarantee. Unless a demand or claim under this guarantee is made on the Guarantor in Writing on or before. . . . . [date], the guarantor shall be discharged from all liability under this guarantee thereafter.

4] The guarantor further agrees with the Company that the company shall have the fullest liberty without the consent of the guarantor and without effecting in any manner the obligations of the guarantor hereunder to vary any of the terms of the said order/contract/agreement or extend the time of performance by the said contractor from time to time or refrain from exercising the power exercisable by the company against the said contractor or to forbear or omit to enforce any of the terms and conditions relating to the said order/contract agreement, and the guarantee not be relieved of its liability in whole or in part, by reason of any act, commission or forbearance on the part of the Company or by reason of any such variation, or extension being granted to the said contractor or by reason of any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving the guarantor.

5] The Guarantor undertakes not to revoke this guarantee during its currency except with the previous consent of the company in writing.

6] Notwithstanding anything herein above contained, the liability of the guarantor under these presents is restricted to Rs .....authorize bank guarantee shall be in force till its expiry on.....Unless a demand is made on the Guarantor within six months from the date of expiry i.e, on \_\_\_\_\_(date), all the liability of the guarantor under this guarantee shall stand fully discharged. The decision of the claimant in regard to breach of contract is final and binding on the Bank.

IN WITNESS whereof, the Guarantor, acting through it authorised representative has executed this deed of Guarantee on the day, month and authorized the above written.

[Seal of the bank to be affixed]

WITNESS

1.

2.



ANNEXURE: 'E'

CLAUSE 38 OF BHEL GENERAL CONDITIONS OF CONTRACT

INSURANCE OF WORKS AGAINST DAMAGE AND LOSS DUE TO FIRE, STRIKE TEMPEST, FLOODS, EARTHQUAKE, RIOT AND AGAINST DAMAGE BY AIRCRAFT

- a. The contractor shall, within one month date of acceptance of the contract, insure the work against loss and damage by fire, tempest, floods, earthquake, riots, strike and against damage by aircraft with an insurance office approved by the accepting officer from the date of acceptance of work or actual commencement of work whichever is earlier. Such insurance shall be effected in the name of BHEL and shall be for the full value of the contract sum. The contractor shall lodge with the BHEL the policies and receipts of the premiums for such insurance and shall maintain such policies in force until the entire completion of the work as certified by the senior Engineer.
- b. If the contractor fails to comply with the terms of this condition the accepting officer may insure the work and may deduct the amount of premiums from any money that may become payable to the contractor or may at his discretion refuse payment of any advance to the contractor until the contractor shall have complied with the terms of this condition.
- c. Such insurance whether effected by the Accepting officer or the Contractor shall not be a limit or bar to the liability and obligation of the contractor to complete the entire work in all respects as certified by the Senior Engineer.
- d. In case of such a loss or damage as aforesaid, the money payable under any such insurance shall be received and may be retained by the B.H.E.L. until the work is finally completed and shall then be credited to the contractor in the final statement of accounts in the event of the contract not having been previously cancelled under these conditions after taking into account the delay in completion, settlement to his workers for damages, damage to BHEL. Property etc.,



**ANNEXURE - F**  
**HEALTH, SAFETY & ENVIRONMENTAL POLICY**

The Management is committed to be an environmentally sound company in its activities, products, services and to provide safe and healthy working environment covering its employees, Contractors, Contract Labours, Trainees, Suppliers, Customers and all Interested Parties, as an integral part of business performance through:

- ★ Compliance with applicable Legal and other requirements related to Occupational Health, Safety and Environment.
- ★ Setting objectives and targets to eliminate / control / minimize environmental pollution, risks due to Occupational Health and Safety Hazards for preventing injury & ill health and reviewing the objectives and targets to have continual improvement in HSE Performance.
- ★ Promotion of activities for conservation of resources by environmental management with focus on electrical energy and chemicals.
- ★ Communication of HSE Policy to employees, customers, suppliers, contractors and all interested parties and enhancement of Environmental, Safety and Occupational Health Management Systems, by pro-active measures.
- ★ Appropriate training of employees, customers, suppliers, contractors and all interested parties on Health, Safety & Environmental (HSE) aspects.
- ★ Formulation and maintenance of HSE Management Programs for continual improvement.
- ★ Periodic review & audit of HSE Management System to ensure its continuing suitability, adequacy and effectiveness.
- ★ Commitment for regular evaluation and pro-active measures for prevention & Control of environmental pollution / risks due to incidents & occupational diseases.
- ★ Co-operation with concerned agencies / regulatory bodies engaged in HSE activities.

EXECUTIVE DIRECTOR  
BHEL (EDN) BANGALORE



HR FORMAT

Declaration from the Contractor

I hereby declare that I have engaged following persons on the job awarded to me by BHEL on the month of \_\_\_\_\_20\_\_ and I had remitted the employees, as well as employers contribution correctly to the authority concerned for the month of \_\_\_\_\_20\_\_ . Further I indemnify against losses to BHEL if any due to short payment or discrepancies observed by the authorities during inspection at any point of time.

Sl. No.	Name of labour engaged	category	ESI NO.	ESI contribution	PF No.	PF Contribution
1						
2						
3						
4						
5						
6						
7						

Dated:

Signature of Contractor with Seal



HR FORMAT

NAME OF WORK:

NAME OF CONTRACTOR:

CONTRACT EXECUTION DEPARTMENT:

PERIOD OF CONTRACT:

Documents submitted for the month of \_\_\_\_\_

Sl no.	Documents	Status submitted / Not Submitted
1	SALARY REGISTER COPY	
2	ATTENDANCE REGISTER COPY	
3	OT REGISTER COPY	
4	LEAVE REGISTER COPY	
5	ACK. FOR ISSUE OF WAGE SLIP	
6	ACK. FOR ISSUE OF SOAPS	
7	ACK FOR ISSUE OF ENTRY PASS	
8	ESI CHALLAN COPY WITH NAME LIST INDICATING INSURANCE NOS.	
9	PF CHALLAN COPY WITH NAME LIST INDICATING PF ACCOUNT NOS.	
10	PF FORM NO. 5 AND 10	
11	PF FORM 12 A	

SIGNATURE OF CONTRACTOR WITH SEAL





HR FORMAT

Summary sheet for the month of \_\_\_\_\_

NAME OF THE CONTRACTOR:

PF amount of previous month:

ESI CODE:

ESI amount of previous month:

PF CODE:

PF amount of current month:

LICENCE NO. AND VALIDITY

ESI amount of current month:

**CONTRACT LABOUR ENGAGED**

SL	BILL NO	DEPT	NATURE OF WORK	CATEGORY	NO.OF PERSONS	NO. OF MD	PH	EL	TOTAL	@ PER	TOTAL WAGE	OT	WAGE INCLUDING	OTHER EXPENSES	BILL AMOUNT	SIGN OF EXECUTIVE
				USW												
				SSW												
				HSW												
				USW												
				SSW												
				HSW												
				USW												
				SSW												
				HSW												
				USW												
				SSW												
				HSW												
				USW												
				SSW												
				HSW												

SIGNATURE OF CONTRACTOR WITH SEAL



PART-II

PRICE SCHEDULE

Sl. No.	Description	Rate In Rs. ( for one Month )	Total Amount ( for One Year )
01.	Charges for Annual Maintenance Contract for Operation & Maintenance of Sewage Treatment Plant as per the Scope of Work ( ANNEXURE-II)		
02	Taxes if Any		
03	Taxes if Any		
	Total Value in Rs.		

Total Amount in words Rupees

\_\_\_\_\_

\_\_\_\_\_



**Bharat Heavy Electricals Limited**  
**Electronics Division, Mysore Road, Bangalore-560026**

AMC OF SEWERAGE  
TREATMENT PLANT  
080-26698406/26998902

**BHARAT HEAVY ELECTRICALS LIMITED**  
**ELECTRONICS DIVISION**  
**BANGALORE – 560026**



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



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

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Condition Number	Description
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- 51. Advances on account.
- 52. Final bill.
- 53. Payment of bills.
- 54. Recovery from contractor.
- 55. Post-technical audit of work and bills.
- 56. Refund of security deposit.

#### **Annexure-‘A’**

BHEL contractor's Labour Regulation and BHEL safety code ( See Condition 20)



## 1. DEFINITIONS

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

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



- i) “BHARAT HEAVY ELECTRICALS LIMITED” hereinafter referred to as BHEL Shall mean the board of directors, Resident Director, General Manager/ Project Administrator or other Administrative Officers, of the said company including the project officer, Sr, Manager / Projects, Senior Engineer or Engineer authorised to invite tenders and enter into the contracts for works on behalf of “Bharat Heavy Electrical Limited”, unit : Electronics Division, Mysore Road, Bangalore – 26.
- j) In the case of lumpsum contracts, CONTRACTOR’S PERCENTAGE” means the percentage offered by the contractor as addition to or deduction from the cost of buildings, or other works listed in schedule, ‘A’ to provide a lump sum quotation for performance of the contract inclusive of all extra costs, profit, establishment charges, carriage, insurance etc., complete.
- 1. In the case of percentage rate contracts, “ Contractor’s percentage” shall, if the context so permits, mean the uniform percentage tendered by the contractor and accepted by the Accepting Officer, and the expression “ CONTRACT RATE” shall like wise mean the rates in the K.P.W.D. schedule of rate as amended up to 1979-80 as adjusted by the said Contractor’s percentage, if any.
- k) The “ CONTRACTOR SUM” means the sum accepted, or the sum calculated in accordance with the  
prices accepted in the tender and / or the contract rates as payable to the Contractor for the entire execution and full completion of the work.
- l) the “FINAL SUM” means the actual amount payable under the contract by BHEL, to the Contractor for the entire execution and full completion of the work.
- m) The “ DATE OF COMPLETION” is the date or dates for completion of the whole or any part of the work as set out in or ascertained in accordance with the individual work orders or the tender documents ,or any subsequent agreed amendments thereto.
- n) A “WEEK” means seven days without regard to the number of hours worked or not worked in any day in that week.
- o) A”DAY” means a day of 24 (Twenty four) hours irrespective of number of hours worked or not in that day.
- p) A “WORKING DAY” means any day other than that prescribed by the Negotiable instruments ACT as being a holiday , consists of the number of hours of labour as commonly recognised by good employers in the trade in the District where the work is carried out or as laid down in the BHEL Regulations.
- q) “DEVIATION ORDER” means an order given by the Engineer-in-charge to effect an alteration ,addition or deduction, which dose not radically affect the scope of nature of the contract.
- r) “EMERGNCY WORK” means any urgent measures which , in the opinion of the Engineer-in-charge , become necessary during the progress of the work to obviate any risk of accident or failure or which become necessary for security.
- s) “PROVISIONAL SUM” or “PROVISIONAL LUMPSUM” means a lump-sum included by the BHEL in the tender documents and represents the estimated value of work for which details are not available at the time of inviting the tender.
- t) “PROVISIONAL ITEMS” means items for which approximate quantities have been included in the tender documents.
- u) “DAY WORK” means on item of work requiring the employment of labour with or without materials as the case may be , which, in the opinion of the Engineer -in-charge, is not capable of being evaluated by the accepted methods of measurement or assessment and is paid for on the basis of the actual labour and materials utilised on the particular item of work referred to.



## **Chapter-II**

### **SCOPE OF CONTRACT**

#### **2. HEADING TO THE CONTRACT**

The heading to these conditions shall not affect the interpretation thereof

#### **3. CONTRACT DOCUMENTS:**

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

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

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

#### **4. WORK TO BE CARRIED OUT :**

The Contract shall, except as provided under Schedules 'B' and 'C' include all labour, materials, tools, plant, equipment and transport which may be required in preparation for, and in the entire execution and full completion of the work. Schedule 'A' shall be deemed to have been prepared in accordance with good practice and recognised principles and unless otherwise stated, the descriptions given therein shall be held to include waste on materials, carriage and cartage, lead, return of empties, hoisting, setting, fitting in position and all other labour necessary in and for the entire execution and full completion aforesaid. Any error in description or quantity in Schedule 'A' or any omission therefrom shall not vitiate the Contract or release the Contractor from the execution of the whole or any part of the work comprised therein according to the drawings and specifications, or from any of his obligations under the contract. The insertion of the name of any firm of suppliers in the Tender Documents is for the purpose of obtaining a particular class or quality of materials or workmanship but the articles or materials specified may be obtained from any other firm subject to the prior written approval of the Engineer-in-charge.

In the case of a discrepancy between Schedule 'A' the Specifications and/or the Drawings, the accepting officer shall be the sole deciding authority as to which shall prevail and his decision shall be final and conclusive. If neither drawings nor specifications contain any mention of minor





details of construction, which in the opinion of the Accepting Officer whose decision shall be final and conclusive, are reasonable and obvious and fairly intended for the satisfactory completion of the work, such details shall be provided by the Contractor without any extra cost as if they were specially mentioned and shall be deemed to be included in the contract.

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

## **5. PROVISIONAL ITEMS:**

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

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

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

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

## **6. DIVIATIONS:**

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

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

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



charge regarding the terms of the proposed deviation, the objections shall be referred to the DGM/P/Sr.M/P, whose decision shall be final, conclusive and binding on the Contractor.

## **7. TIME:**

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

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

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

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

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

The contractor shall, at his own expense , supply all stores and materials required for the contract, other than those listed in Schedule ‘B’ which may be provided by Bharat Heavy Electricals Limited at the rates detailed therein subject to their availability at the place of issue indicated therein. All stores and materials to be supplied by the Contractor shall be of the best kind as described in the Specifications and the Contractor shall, if required by the Engineer-in-charge furnish him with proof to his satisfaction that the stores and materials so comply with the specifications.

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

In the case of stores provided under Schedule ‘B’ the Contractor shall bear the cost of loading, transporting to site, unloading, storing under cover as required, assembling & jointing the several parts together as necessary and incorporating & fixing these stores & materials in the work,



including all preparatory work of whatever description that may be required, and closing, preparing, loading and returning empty cases or containers to the place of issue without any extra charges.

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

If, in the opinion of Engineer-in-charge the work is delayed:

- i) by reason of abnormally bad weather, or
- ii) by reason of serious loss or damage by fire, or
- iii) by reason of civil commotion, local combination of workmen, strike or lockout, affecting any of the trades employed on the work, or
- iv) by delay on the part of the agency or tradesman engaged by BHEL in executing work not forming part of this contract, or
- v) by reason of any other cause which in the absolute discretion of the Sr. M/P. Sr. E/C. or E/C is (when he is the Accepting Officer of the Contract) beyond the contractors control, then in any such case, the Accepting Officer, on the recommendation of the Sr. E/C., E/C (or higher authority) may make fair and reasonable extension in the completion dates of the individual items of work or the contract as a whole. Such extension which will be communicated to the contractor by the Sr. E/C./E/C. in writing shall be final and binding on the contractor. No other claim in this respect for compensation or otherwise howsoever is admissible. Upon the happening of any such event causing delay, the contractor shall immediately give notice thereof in writing to the Engineer-in-charge but shall nevertheless use constantly his best endeavour to prevent or make good the delay and shall do all that may reasonably be required to the satisfaction of the Engineer-in-charge to proceed with the work.

## **10. PATENT RIGHTS:**

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

In the event of any claims being made or action brought against BHEL, or any agent, or servant or employee of BHEL., in respect of any of the matters aforesaid, the contractor shall immediately be notified thereof for taking necessary action provided that payment of indemnity shall not apply when such infringement has taken place in complying with the specific directions issued by the BHEL....but the contractor shall pay any royalties payable in respect of any such use.

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



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

## **12. ROYALTIES:**

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

## **13. PLANT AND EQUIPMENT:**

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

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

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

### **a) SUB-CONTRACT:**

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

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

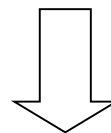
The contractor shall conform to the provisions of any statute relating to the work and regulations and bye-law of any local authority and of any water and lighting Companies or Undertakings with those system the works is proposed to be connected. He shall before making any variation from the drawings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

### CHAPTER-III

#### PERFORMANCE OF THE CONTRACT

##### **16. SECURITY DEPOSIT:**

- i) The amount of security money to be deposited for proper fulfillment of the contract will be as follows:
- a) For contract valued upto Rs. 1.00 lakh. .... 10% of the contract value.
- b) For contract valued above Rs. 1.00 lakh but not exceeding Rs. 2.00 lakhs. .... 10% on the 1<sup>st</sup> Rs. 1.00 lakh Plus 7 ½ % on the balance of the contract Value.
- c) For contracts valued above Rs. 2.00 lakhs. .... 10% on the 1<sup>st</sup> Rs. 1.00 lakh Plus 7 ½ on the next Rs.1.00 lakh Plus 5% on the balance of the contract value.
- ii) The contractor whose tender may be accepted shall within seven days of receipt by him of the notification of acceptance of his tender, deposit with the BHEL, Unit: Bangalore the prescribed sum as per Clause 16 (i) above towards security deposit.



**Refer clause no. 45.1  
of Instruction to  
tenderer.**

The Earnest Money Deposited at the time of tender will be treated as part of the Security Deposit and the balance amount to make up the full Security Deposit as referred to in Clause 16(i) above may be furnished in Cash or in any of the following forms duly pledged to the BHEL Limited.

- a) Call Deposit Receipt, Pay Order or Demand Draft.
- b) Post Office cash certificates, National Savings Certificates, Treasury Saving Deposit Certificates, National Plan Saving Certificates, 12 year National Defence Certificates and 10 year Deposit Certificates.
- c) Fixed Deposit Receipt issued by State Bank of India/ Nationalised Bank/ Scheduled Bank.
- d) Bank Guarantee from Nationalised /Scheduled Bank valid for a period inclusive of the maintenance period also after the date of completion of the work, wherever warranted.



- e) Insurance Guarantee issued by L.I.C. or any of the four General Insurance Corporations valid for a period inclusive of the maintenance period also after the date of completion of work, where warranted.

Alternatively the requisite amount to make up the full Security Deposit may also be deducted, from each Running bill in respect of the particular contract concerned at 10% (ten percent) of the value of the work done by the Contractor as billed till such deductions along with the Earnest money already deposited by him shall make up the full Security Deposit as per para 16 (i) above.

No interest shall be allowed on Security Deposits.

BHEL, shall not be responsible for any loss of Securities due to liquidation or any other reason whatsoever or any depreciation in the value of the Securities while in their charge or for any loss of interest thereon.

- iii) All compensation or other sums of money payable by the Contractor to BHEL under the terms of this contract or under any other contract with BHEL, may be deducted from the Security Deposit or realised by the Sale of Securities or from the Interest arising therefrom or from any sums which may be due or may become due to the Contractor payable by BHEL, on any account whatsoever against this contract or any other contract with BHEL, and in the event of his Security Deposit being reduced by reason of such deduction or sale as aforesaid, the contractor shall, within seven days thereafter, make good in cash or in securities endorsed as aforesaid, any sums by which the Security Deposit has been so reduced.
- iv) 50% of the Security Deposit may be refunded on completion of the work after payment of the final bill and the balance 50% of the Security Deposit is refunded only after the expiry of the maintenance period of six (6) months from date of completion of work or as stipulated in the contract concerned.

## **17. ORDERS UNDER THE CONTRACT:**

All orders, notices etc. to be given under the contract shall be in writing, type script or printed and if sent by registered post to the address given in the tender of the contractor, shall be deemed to have been served on the date when in the ordinary course they would have been delivered to him.

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

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

The contractor shall not enter on (other than for inspection purposes) or take possession of the site unless permitted to do so by the Engineer-in-charge. The portions of the site to be occupied by the Contractor will be clearly defined and marked on the site plan, and the contractor will on no account be allowed to extend his operations beyond these areas. The Contractor shall provide, if necessary, or required at the site, temporary access thereto and shall alter, modify and maintain the same as required from time to time. He shall take out and clear away the access route when no longer required restoring the area to its original conditions.

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



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

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

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

Engineer-in-charge shall have the power to exclude from the site any person whose admission thereto may, in his opinion, be undesirable for any reason whatsoever.

## **19. CONTRACTORS SUPERVISION:**

The Contractor shall either himself supervise the execution of the Contract or shall appoint a competent Agent approved by the Engineer-in-charge to act in his stead.

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

The employment of an Engineer/Agent as aforesaid, shall not be necessary if the contractor is in possession of a recognised technical qualification and is in opinion of the Engineer-in-charge capable of receiving instructions of the Engineer-in-charge and of executing the work to the satisfaction of the Engineer-in-charge.

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

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

The contractor or his agent shall be in attendance at the site during all working hours and shall superintend the execution of work with such additional assistance in each trade as the Engineer-in-charge may consider necessary.

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

The Engineer-in-charge shall have full powers, and without assigning any reason, to require the contractor immediately to cease to employ in connection with this contract any agent, servant or employee whose continued employment is, in his opinion, undesirable.

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



## **20. LABOUR:**

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

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

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

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

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

The contractor shall be liable to pay his contribution and the employees contribution to the State Insurance Scheme in respect of all labour employed by him for the execution of the contract, in accordance with the provision "The Employees" State Insurance Act, 1948" as amended from time to time. In case the contractor fails to submit full details of his account of labour employed and the contribution payable, the Engineer-in-charge shall recover from the running bills of contractor an amount of contribution as assessed by him. The amount so recovered shall be adjusted against the actual contribution payable for employees' State Insurance.

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

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





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

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

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

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

#### **SAFETY CODE:**

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

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

#### **21. WATER :**

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



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

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

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

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

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

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

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

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

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

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

The Engineer-in-charge shall be entitled to have tests made of any stores or materials supplied by the Contractor who shall provide at his own expense all facilities which the Engineer-in-



charge may require for this purpose. If at the discretion of the Engineer-in-charge an independent expert is employed to make any such tests his charges shall be borne by the contractor only if the test discloses that the said stores or materials are not in accordance with the provisions of the contract.

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

All stores and materials brought to the site shall become and remain the property of BHEL and shall not be removed from the site without the prior written approval of the Engineer-in-charge. However, when the work is finally completed the Contractor shall at his own expense forthwith remove from the site all surplus stores and materials originally supplied by him and upon such removal, the same shall re-vest in and become the property of contractor. All BHEL stores and materials issued to Contractor for incorporation or fixing in the work and which, making due allowance for reasonable wear and tear/or waste, have not on completion of the work been so incorporated or fixed, shall be returned by the Contractor at his own expense to the place of issue.

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

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

#### 23(a).DEFECTS LIABILITY PERIOD :



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

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

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

**25. STATEMENT OF HIRE CHARGES :**

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

**26. PRECAUTIONS AGAINST RISK :**

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

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

**27. NOTICES AND FEES :**

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

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

The engineer-in-charge shall supply dimensioned drawing, levels and other information necessary to enable the contractor to set out the work. The contractor shall at his own expense set out accurately according to the drawing and figured dimension thereon, all the work



comprised in the contract and any extras or additions thereto and shall be solely responsible for their being so set out and executed.

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

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

#### **29. SITE DRAINAGE :**

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

#### **30. EXCAVATIONS, RELICS, ETC :**

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

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

#### **31. FOUNDATIONS :**

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

#### **32. COVERING-IN WORK :**

The contractor shall give reasonable notice in writing to the Engineer-in-charge whenever any work is to be permanently covered up or concealed, whether by earth or other means so that it can finally be inspected or measured, if necessary. In default of so doing, the contractor shall, if required by the Engineer-in-charge uncover such work at his own expense.

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



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

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

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

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

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

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

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

An invoice in duplicate signed by the Contractor or his agent shall be sent with each delivery of materials for day-work and the contractor will be furnished with a receipt signed by the Engineer-in-charge specifying the description, quantities weight or measurement (as the case may be) of the articles approved, reference will be made in this receipt in the return aforesaid and the receipt itself is to be produced in support of the Contractors bill.

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

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

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

Should Engineer-in-charge consider at any time during the expiry of maintenance period, that any work has been executed with unsound, imperfect or unskilled workmanship or of quality inferior to that contracted for or not otherwise in accordance with contract (in respect whereof



the decision of the Engineer-in-charge. shall be final and conclusive) the contractor shall, on demand in writing from the Engineer-in-charge specifying the fault notwithstanding that the same may have been inadvertently passed, certified and paid for, forthwith rectify or remove and reconstruct the work so specified, in whole or in part as the case may be require at his own expense to the entire satisfaction of the Engineer-in-charge in the event of his failing to do so within a period to be specified by the Engineer-in-charge in his demand aforesaid, the Engineer-in-charge. may carry out the work by other means at the risk and expense in all respect of the contractor. However, the liability of the contractor under this condition shall not extend beyond the maintenance period except as regard workmanship which the Engineer-in-charge shall have previously given notice of to the contractor to rectify.

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

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

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

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

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

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

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

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

The contractor shall at his own expense reinstate and make good to the satisfaction of the Engineer-in-charge and pay compensation for any injury, loss or damage occasioned to any property or rights whatever including property and rights of BHEL, (or Agents, servants or



employees of BHEL) the injury loss or damage arising out of or in any way in-connection with the execution of purported execution of the contract and further the contractor shall indemnify BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL or which would be so enforceable against BHEL) where a private person, in respect of any such injury (including injury resulting in death loss or damage to any person) whosoever or property, including all claims which may arise under the workman's Compensation Act or otherwise.

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

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

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

The Engineer-in-charge shall certify to the Contractor the date on which the work is completed and the state thereof.

The Engineer-in-charge shall also certify, to the Contractor the state of the work at the end of the maintenance period, where applicable.

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

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

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

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

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

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





- |    |  |       |             |
|----|--|-------|-------------|
| a) | Completion period (as originally stipulated)<br>not exceeding 6 months.                      | ..... | 10 percent  |
| b) | Completion period (as originally stipulated)<br>Exceeding 6 months and not exceeding 2 years | ..... | 7 ½ percent |
| c) | Completion period (as originally stipulated)<br>Exceeding 2 years                            | ..... | 5 percent   |

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

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

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

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

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

If the contract shall :

- a) Offer or give or agree to give to any person in BHEL, service any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract for BHEL service,

OR

- b) Enter into a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to the Accepting Officer,

OR

- c) Obtain a contract with BHEL as a result of RING tendering or by non-bonafide methods of competitive tendering without first disclosing the fact in writing to the Accepting Officer.

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

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

If the contractor:

- a) Being an individual, or if a firm any partner thereof, shall at any time be adjusted bankrupt or have a receiving order or orders for administration of his Estate made against him or shall take any proceedings, for liquidation or composition under Bankruptcy Act for the time being in force or make any conveyance or assignment of his effects of composition or



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

OR

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

OR

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

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

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

#### **45 CANCELLATION OF CONTRACT IN PART OR IN FULL FOR CONTRACTOR'S DEFAULT :**

If the contractor;

- a) Makes default in commencing the work within a reasonable time form date of handing over of the site and continues in that state after a reasonable notice from Engineer-in-charge

OR

- b) In the opinion of the Engineer-in-charge at any time, whether before or after the date or extended date for completion, make default in proceeding with the work, with due diligence and continues in that state after a reasonable notice from Engineer-in-charge.

OR

- c) Fails of comply with any of terms and conditions of the contract or after reasonable notice in writing with orders properly issued thereunder :



OR

- d) Fails to complete the work, work order and items of work with individual dates for completion and clear the site on or before the date of completion, or fails to achieve the progress as set out under clause 7 of these General Conditions of Contract.

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

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

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

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

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

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

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

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



- a) The Contractor shall pay not less than the 'Fair Wage' to labourers engaged by him on the work.  
'Fair Wage' means wage whether for time or piece work notified at the time of inviting tenders for the work and where such wages have not been notified, the wages prescribed by the Sr. Manager(Projects)/ Engineer-in-charge for the stations at which the work is done.
- b) The contractor shall, notwithstanding the provision of any contract to the contrary, cause to be paid a 'Fair Wage' to labourers indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work, as if the labourers had been directly employed by him.
- c) In respect of all labours directly or indirectly employed on the work for the performance of the contractor's part of this Agreement, the contractor shall comply with or cause to be complied with the BHEL contractor's labour Regulations (appended hereto as Annexure 'A' to these conditions) in regard to payment of wages, wage period, deductions from wages, recovery of wages, not paid and deductions, unauthorised, maintenance of wage book, wage slips, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and all other matters of a like nature.
- d) The Engineer-in-charge concerned shall have the right to deduct from the moneys due to the Contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfilment of the conditions of the contract for the benefit of the workers, non-payment of wages or of deductions made from this or their wages which are not justified by the terms of the contract or non-observance of the regulations.
- e) Vis-à-vis BHEL, the Contractor shall be liable primarily for all payments to be made under the contract and for the observances of the Regulations aforesaid without prejudice to his right to claim indemnity from his sub-contractors.
- f) The regulations aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.



## **CHAPTER-IV**

### **VALUATION AND PAYMENT**

#### **49. RECORDS AND MEASUREMENTS :**

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

Building etc. priced in schedule 'A' as a unit lump-sum will be entered by number at the unit lump-sum. Work carried out for agreed lump-sums will be described and similarly recorded.

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

Work which fails to be measured in detail shall be measured physically, without reference to any local custom that may obtain excepting where it may otherwise be directed in the tender documents. The measurements shall be taken jointly by any person duly authorised on the part of the BHEL and by the contractor.

The Engineer-in-charge shall give reasonable notice in writing to the Contractor of appointment for measurement.



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

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

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

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

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

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

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

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

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

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

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

The selection of analogous item or analogue group of items referred to above shall be done by the Engineer-in-charge. Where the rates for deviated items or new items of work can be derived by the selection of different analogous items or analogous group of items, the lowest of all such derived rates shall be taken as the correct rate.

In the case of the contracts for which the Engineer-in-charge is the Accepting Officer, all disputes regarding the settlement of rates of deviated or new items of work shall be referred to the Engineer-in-charge. whose decision shall be final and conclusive.

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

In after submission of the tender and/or during the progress of the works, the price of any materials (not being a material supplied from the BHEL, stores in accordance with the Conditions of the Contract) is increased or decreased by an Act of Legislature (Central or state) and /or any notification thereunder or on account of new duties or levies such as octroi or on account of increase or decrease in such duties affecting the price of materials required for incorporation in the works or the price of any item to be incorporated in the works and made from materials of which the price has increased or decreased as aforesaid and the Contractor has thereupon to pay in respect of such material or item a price which is higher or lower than the price of that material or item as prevailing immediately before the passing of such Act or levying, increasing/decreasing of such duty, the BHEL., shall in case of increase in price or the duty reimburse the Contractor the increase in price or additional increased duty paid by the Contractor and in case of decrease in price, the BHEL shall be entitled to a refund of the reduction in duty. Provided however no reimbursement or refund shall be made if the increase /decrease is not more than plus 10% of the said price, and if so, the reimbursement or refund shall be made only on the excess over 10% provided always that any such increase shall not be payable if, in the opinion of the Engineer-in-charge whose decision shall be final and conclusive the increase is attributable to the delay in the execution



of the contract within the control of the Contract, or that any such increase has become operative after the contracted/or extended date completion of the work or items of works in question.

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

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

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

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

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

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

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

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

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





The Engineer-in-charge shall from time to time certify the sums payable to the Contractor after retaining the reserves.

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

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

As soon as possible after the completion of the work to the satisfaction of the Engineer-in-charge, the contractor shall forward a certified final account on BHEL forms, in duplicate. It shall be accompanied by all abstracts, vouchers etc., in support thereof and shall be prepared in the manner prescribed by the Engineer-in-charge. No claim will be entertained after the receipt of the final bill.

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

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

### **54. PAYMENT OF BILLS :**

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

"A/C payee only" (within a reasonable time after the certification by the Engineer-in-charge at

the.....  
.....located in the station where either the work is executed or service rendered or at their branch nearest to the station where the Office of the Engineer-in-charge is located.)

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

Whenever under the contract any sum of money shall be recoverable from or payable by the contractor the same may be deducted from any sum then due or which at any time thereafter



may become due to the contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.

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

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

#### **57. REFUND OF SECURITY DEPOSIT :**

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

#### **58. ARBITRATION :**

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

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



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

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

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

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

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

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

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

## **ANNEXURE- 'A'**

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

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

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

- a) " Labour " means workers employed by a contractor directly or indirectly through a sub-contractor, or by an agent on his behalf on a payment not exceeding Rs. 500/- per month.



- b) “ Fair Wage ” means wages, which shall include wages for weekly day of rest and other allowances, whether for time or piece work, after taking into consideration prevailing market rates for similar employment in the neighborhood but shall not be less than the minimum rates of wages fixed under the Minimum wages Act.
- c) “ Contractor ” for the purpose of these Regulations shall include an agent or sub-contractor employing labour on the work taken on contract.
- d) “ Inspecting Officer ” means any Labour Enforcement Officer or Assistant Labour Commissioner of the Chief Labour Commissioner’s organisation.
- e) “ Form ” means a form appended to these Regulations.

**2. NOTICE OF COMMENCEMENT:**

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

- a) Name and situation of the work.
  - b) Contractor’s name and address.
  - c) Particulars of the Department for which the work is undertaken.
  - d) Name and address of the sub-contractors as and when they are appointed.
  - e) Commencement and probable duration of the work.
  - f) Number of workers employed and likely to be employed.
  - g) ‘Fair Wages’ for different categories of workers.
3. I ) Number of hours, which shall constitute a normal working day. The number of hours which shall constitute a normal working day for an adult shall be NINE hours. The working day of an adult worker shall be so arranged that of intervals, if any for rest it shall not spread over more than 12 hours on any day, when an adult worker is made to work for more than NINE hours on any day or for more than 48 hours in any week he shall in respect of over time work, be paid wages at double the ordinary rate of wages.

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

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

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

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

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



**5. FIXATION OF WAGE PERIODS:**

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

**6. PAYMENT OF WAGES:**

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

Note:

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

**7. REGISTER OF WORKMEN:**

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

**8. EMPLOYMENT CARD:**

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

**9. REGISTER OF WAGES ETC :**

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

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

- i) Wages of worker shall be paid to him without any deductions of any kind except the following:
  - a) Fines.
  - b) Deductions for absence from duty, i.e. from the place or the places where by the terms office employment is required to work. The amount of deduction shall be in proportion to the period for which he was absent.



- c) Deduction for damage to or loss of goods expressly entrusted to the employed person for custody, or for loss of money which he is required to account for, where such damage or loss is directly attributable to his neglect or default ;
  - d) Deductions for recovery of advances or for adjustment of over payment of wages. Advances granted shall be entered in a register ; and
  - e) Any other deduction which the BHEL may from time to time allow.
- ii) No fines shall be imposed on a worker save in respect of such acts and omissions on his part as have been approved by the chief Labour Commissioner.
- iii) No fines shall be imposed on a worker and no deductions for damage for loss shall be made from his wages until the worker has been given an opportunity of showing – cause against such fines or deductions.
- iv) The total amount of fines which may be imposed in any one wage period on a worker shall not exceed an amount equal to three paise in a rupee of the wages payable to him in respect of that wage period.
- v) No fine imposed on a worker shall be recovered from him in instalments, or after expiry of sixty days from the date on which it was imposed. Every fine shall be deemed to have been imposed on the day of the act or omission in respect which it was imposed.
- vi) The contractor shall maintain both in English and the local Indian language a list, approved by the Chief Labour Commissioner, clearly stating the acts and omissions for which penalty or fine may be imposed on a workman and display it in good condition in a conspicuous place on the work site.
- vii) The contractor shall maintain a register of fines and the register of deductions for damage or loss in the forms appended to these regulations which should be kept at the place of work.

## **1. REGISTER OF ACCIDENTS:**

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

- a) Full particulars of the labourers who met with the accident.
- b) Rates of wages
- c) Sex.
- d) Age.
- e) Nature of accident and cause of accident.
- f) Time and date of accident.
- g) Date and time when admitted in hospital.
- h) Date of discharge from the hospital.
- i) Period of treatment and result of treatment.
- j) Percentage of loss of earning capacity and disability as assessed by Medical officer.
- k) Claim required to be paid under workmen's composition Act.
- l) Date of payment of compensation.
- m) Amount paid with details of the person to whom the same was paid.
- n) Authority by whom the compensation was assessed.
- o) Remarks.



**12. PRESERVATION OF REGISTERS:**

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

**13. ENFORCEMENT:**

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

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

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

**15. WELFARE FUND :**

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

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

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

**17. REPRESENTATION OF PARTIES :**

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



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

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

**19. INTERPRETATION ETC. :**

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

**20. AMENDMENTS :**

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





## **BHEL SAFETY CODE**

(See condition 20)

1. Suitable scaffolds shall be provided for workmen for all work that cannot safely be done from the ground, or from solid construction except such short period work as can be done safely from ladders. When a ladder is used one extra mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well, suitable footholds and handholds shall be provided on the ladder and the ladder shall be given an inclination not steeper than  $\frac{1}{4}$  to 1 ( $\frac{1}{4}$  horizontal and 1 vertical).
2. Scaffolding or staging more than 3.25 meters above the ground or floor, swing or suspended from an overhead support or erected with stationery support, shall have a guard rail properly attached, bolted, braced and otherwise secured atleast 1 meter high above the floor or platform of such scaffolding or staging and extending along with the entire length of the outside and ends thereof with only such openings as may be necessary for the delivery or materials, such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.
3. Working platform, gangways and stairways shall be so constructed that they do not sag unduly or unequally, and if height of a platform or gangway or stairway is more than 3.25 meters above ground level or floor level it shall be closely boarded, have adequate width and be suitably fenced, as described in 2 above.
4. Every opening in floor of a building or in a working platform shall be provided with suitable means to prevent fall of persons or materials by providing suitable fencing or failing with a minimum height of 1 meter.
5. Safe means of access shall be provided to all working platform and other working places, Every ladder shall be securely fixed. No portable single ladder shall be over 9 meters in length. Width between side rails in a rung ladder shall in no case be less than 30cm. For ladders upto and including 3 meters in length. For longer ladders this width shall be increased by atleast 6mm for each additional 30 cms of length. Uniform step spacing shall not exceed 30 cm.

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

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

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

### **7. DEMOLITION:**

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



- a) All roads and open areas adjacent to the work site shall either be enclosed or suitably protected;
- b) No electric cable or apparatus which is liable to be source of danger over a cable or apparatus used by operator shall remain electrically charged.
- c) All present steps shall be taken to prevent danger to persons employed, from risk or fire or explosion or No floor, roof or other part of a building shall be so overloaded with debris or materials as to render it unsafe.
8. All necessary personal safety equipment as considered adequate by the Engineer-in-charge shall be available for use of persons employed on the site and maintained in a condition suitable for immediate use and the contractor shall take adequate steps to ensure proper use of equipment by those concerned.
  - a) Workers employed on mixing asphaltic materials cement and lime mortars/concrete shall be provided with protective footwear and protective goggles.
  - b) Those engaged in handling any materials which is injurious to the eye shall be provided with protective goggles.
  - c) Those engaged in welding works shall be provided with welder's protective eye shields.
  - d) Stone breaker shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.
  - e) When workers are employed in sewer and manholes which are in use, the contractor shall ensure that manholes covers are opened and manholes are ventilated at least for an hour before workers are allowed to get in to them. Manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent accident to public.
  - f) The contractor shall not employ men below the age of 18 and women on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting the following precautions shall be taken.
    - i) No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
    - ii) Suitable face masks shall be supplied by the contractor for use by workers when paint is applied in the form of spray or a surface having lead paint is dry rubbed and scrapped.
    - iii) Overalls shall be supplied by the Contractor to workmen and adequate facilities shall be provided to enable working painters to wash during and cessation of work.
9. When work is done near any where there is risk of drowning, all necessary equipment shall be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger and adequate provision made for prompt first aid treatment of all injuries likely to be sustained during the course of the work.
10. Use of hoisting machine and tackles including their attachments, anchorage and supports shall conform to the following:
  - a)
    - i) These shall be of good mechanical construction, sound material and adequate strength and free from defects.
    - ii) Every rope used in hoisting or lowering materials or as a means of suspension shall be durable quality and adequate strength, and free from defects.
  - b) Every crane driver or hoisting appliance operator shall be properly qualified and no person under the age of 21 years shall be in-charge of any hoisting machine including any scaffolding winch or give signals to operator.
  - c) In case of every hoisting machine and of every chain, ring, hook, shackle, swivel and pulley block used in hoisting, or lowering or as means of suspension safe working load shall be ascertained by adequate means. Every hoisting machine and all gear referred to above shall



- have the safe working load plainly marked thereon. In case of a hoisting machine having a variable safe working load, each safe working load, and the conditions under which it is applicable shall be clearly indicated. No part of any machine or any gear referred to above in this paragraph shall be loaded beyond the safe working load except for the purpose of testing.
- 10.d) In case of departmental machine, safe working load shall be notified by the Engineer-in-charge. As regards contractor's machines the contractor shall notify safe working load of each machine to the Engineer-in-charge whenever he brings it to site of work and get it verified by the Engineer-in-charge.
11. Motors gearing, transmission, electric wiring and other dangerous parts of hoisting appliances shall be provided with efficient safeguards, hoisting appliances shall be provided with such means as will reduce to the minimum risk of accidental descent of load. Adequate precautions shall be taken to reduce to the minimum risk of any part of a suspended load becoming accidentally displaced. When workers are employed on electrical installations which are already energised, insulating mats, working apparel such as gloves, sleeves, and boots, as may be necessary shall be provided. Workers shall not wear any rings, watches carry keys or other materials which are good conductors of electricity.
12. All scaffolding, ladders and other safety devices mentioned or described herein shall be maintained in a safe condition and no scaffold, ladder or equipment shall be altered or removed while it is in use. Adequate washing facilities shall be provided at or near the places of work.
13. These safety provisions shall be brought to the notice of all concerned by display on a notice board at a prominent place at the work spot. Persons responsible for ensuring compliance with the safety code shall be named there on by the contractor.
14. To ensure effective enforcement of the rules and regulations relating to safety precautions, arrangements made by the contractor shall be open to inspection by the Engineer-in-charge or his representative and the inspection officers as defined in the contractor's Labour Regulations.
15. Notwithstanding the above conditions 1 to 14, the Contractor is not exempted from the operation of any other Act or Rule in force.



FROM OF REGISTER OF WORKMEN  
(Regulation 7)

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

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

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

(i) Name and sex of the worker :.....

(ii) Father's/Husband's Name :.....

(iii) Address :.....

(iv) Age or date of birth :.....

(v) Identification marks :.....

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

Name :.....

Full address of dependants :.....

( Specify village, Dist., and State) :.....

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

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



## FORM OF WAGE SLIP (REGULATION 9)

- (i) Name of the contractor.....  
(ii) Place.....
- 

- |   |   |
|---|---|
| 1. Name of the workers with father's/husband's Name   | : |
| 2. Nature of employment                               | : |
| 3. Wage period  | : |
| 4. Rate of wages payable                              | : |
| 5. Total attendance/unit of work done                 | : |
| 6. Dates on which overtime Worked.                    | : |
| 7. Overtime wages.                                    | : |
| 8. Gross Wages payable                                | : |
| 9. Total deductions (indicating nature of deduction). | : |
| 10. Net Wages Payable                                 | : |
- 

**CONTRACTOR'S SIGNATURE/  
THUMB IMPRESSION.**

**EMPLOYEES SIGNATURE/  
THUMB IMPRESSION.**



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

### (Regulation 9)

- (i) Name and address of the contractor:.....  
(ii) No. & Date of the contract agreement/work order :.....  
(iii) Name and address of the dept. awarding the contract :.....  
(iv) Nature of the contract and location of the work :.....  
(v) Duration of the contract :.....  
(vi) Wage period :.....

							Fair wages payable.		Wages paid .		Overtime worked.				Deduction from wages.								
Serial Number	No. and Surname of the worker.	Father's/husband's Name	Sex	Designation nature of work.	Daily attendance (No. of units worked)	Total attendance units.	Basic	D.A. and other allowances	Basic	D.A. and other allowances	Date	No. of hours.	Over time wages earned .	Total wages paid	Fine	Deduction for damage or loss	House rent.	Revenue of advances.	Other deductions	Net wages payable.	Date of payment	Signature or thumb impression	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

CONTRACTOR

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ISSUING OFFICER



**FORM OF REGISTER OF  
DEDUCTIONS FOR DAMAGE OR LOSS CAUSED TO THE BHEL BY THE NEGLIGENCE OR  
DEFAULT OF THE EMPLOYED PERSONS.  
(Regulation No. 10 (vii)).**

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





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

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