

ANNEXURE - A SCOPE OF ACTIVITIES AND AREAS OF DEPLOYMENT FOR CONTRACT WORKERS

SI No.	Deptt/ Area of Deployment	Tentative list of Activities to be carried out. Actual may vary at the time of deployment.	Any special Skill Requirement & Qualification	Manpower type - skilled/ unskilled	Tentative Requirement of Skilled Manpower per month	Tentative Requirement of Unskilled manpower per month
	Civil - Factory	Horticulture works and related Services in BHEL Goindwal Factory and Township Guest house. Solid waste composting, and manure dumping works etc.	Suitable manpower to carry out the activities.	Skilled	1	0
	Civil - Factory	Horticulture works and related Services in BHEL Goindwal Factory and Township: Guest house , FOG Spray for mosquito control works inside factory etc.	-	Unskilled	0	1
	Civil - Factory	Operation of Sewage treatment Plant in Factory and maintenance activities (cleaning , clearing blockages etc.) of underground Sewage lines, storm water drainage lines etc. inside Factory, operation of water supply pumps at tube well of factory, measurement and recording of water supply and sewage disposal data. Cleaning of Lawns, Gardens inside factory and maintenance of Green belt in area surrounding STP.	Suitable manpower to carry out the activities.	Skilled	1	0
	Civil - Factory	Labour job for repair , maintenance, extension, laying etc. of water supply fittings , fixtures and plumbing pipes etc. in existing water supply lines in Factory / Township etc.	Experience of Minimum 1 year in carrying out Plumbing works in water supply lines of 2 " or more in factory	Skilled	1	0
	Civil - Factory	Labour job for Carrying out Repair / Maintenance works viz Concrete mixing and laying, Steel bar binding, Building / dismantling brick walls, plaster works, shop floor repair etc. in Building and Roads of Factory	Experience of Minimum 1 year in carrying out Masonary works in Factory	Skilled	1	0

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	Civil - Factory	Labour job for Carrying out Repair / Maintenance works viz Concrete mixing and laying, Steel bar binding, Building / dismantling brick walls, plaster works, shop floor repair etc. in Building and Roads of Factory	-	Unskilled	0	1
	Civil -Township	Labour job for Miscellaneous House keeping Services in BHEL Guesthouse, Community Center and Township quarter area viz Jungle clearance, Roof top water tank cleaning, Roads sweeping, Floor cleaning, mobbing etc. (public building only), garbage collection and disposal , Pump operation for water supply works and cleaning of sewage lines (inside township area only) as and when required .	-	Unskilled	0	1
	Civil - Factory	Labour job for Miscellaneous House keeping services in Factory viz sweeping of roads, Yards etc., cleaning of offices, toilets and sweeping and clearing works in Production shop floor Jungle clearance, Roof gutter cleaning of shop as described below etc.	-	Unskilled	0	2

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1	Civil - Factory	Labour for work of Special Clearing dense jungle on requirement basis including uprooting of rank vegetation, grass, brush wood, trees and saplings of girth up to 30 cm measured at a height of 1 m above ground level and removal of rubbish up to a distance of 50 m outside the periphery of the area cleared.	-	Unskilled	0	1
	Civil - Factory	Cleaning works of Shop Floor as described above in Gangway and adjacent work areas viz Machine area, Welding area, Grinding and cutting area, Wall blower assembly area, Valve assembly area, Hydro Testing area, Speciality Fixing area, FGS area, Dispatch area, Component store area, Maintenance work shops, Shot blasting area and painting area and other sections within Bay 1 and Bay 2 of Production shop from Grid 1 to grid 19.	-	Unskilled	0	2
	Civil - Factory	Cleaning works of Machines and adjacent area ,removal and disposal of turning boring scraps and other scraps from shop floor to scrap yard.: 4 CNC Machines, 18 Lath machines and 2 drill Machines (each to be cleaned two time on each working day)	-	Unskilled	0	1

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	Civil - Factory	Routine Sweeping , Cleaning of office rooms/Halls, Canteen Halls (provided with office furniture, Selves, Dining Tables etc.) and disposal of Rubbish, Garbage after cleaning the rooms . The work shall include floor Sweeping and Mopping with Water after mixing of floor cleaning chemicals /disinfectant as issued by BHEL. The work includes Dusting / rubbing/ Cleaning and sweeping with moist Cloth for making good shine over Glass / Wood / Aluminum / steel etc. fixed in office Doors , Windows, Cupboards, Table , Electric fans etc. The work shall also include dusting the chairs, tables , PC , Curtains etc. to remove the dust appeared over surface as desired by Occupant of rooms.	-	Unskilled	0	2
	Civil - Factory	Routine Cleaning of Toilets and washrooms inside factory	-	Unskilled	0	1

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	Civil - Factory	<p>Routine Sweeping , Cleaning of office rooms/Halls, CAnteen Halls (provided with office furniture, Selves, Dining Tables etc.) and disposal of Rubbish, Garbage after cleaning the rooms . The work shall include floor Sweeping and Mobbing with Water after mixing of floor cleaning chemicals /disinfectant as issued by BHEL. The work includes Dusting / rubbing/ Cleaning and sweeping with moist Cloth for making good shine over Glass / Wood / Aluminum / steel etc. fixed in office Doors , Windows, Cupboards, Table , Electric fans etc. The work shall also include dusting the chairs, tables , PC , Curtains etc. to remove the dust appeared over surface as desired by Occupant of rooms.</p>	-	Unskilled	0	1
		<p>Machine Shop Assist in loading and unloading of jobs at CNC and other machines Assist & performing activities of tool grinding, disc lapping, drilling and tapping activities Assist in material handling Assist in stacking material at designated areas Removal/cleaning of chips from machine and keeping in designated bins</p>	ITI(Turner/machinist) + 2year experience or Minimum 4 year experience in similar kind of machining	Skilled	5	0

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		Machining of lapping plates, fixtures, extension rods etc				
		All miscellaneous works of turning, facing, threading, drilling, tapping etc				
		Performing machining of components under repair				
		Seat Ring Lapping				
		Assist in seat ring lapping of gate valves	ITI (Fitter) + 2 years minimum experience or Minimum 4 years experience in similar kind of lapping	Skilled	1	0
		Assist in stacking material at designated areas				
		Assist in material handling				
		Material Withdrawal, Punching and Shot Blasting				
		Material withdrawal and movement from Component Stores to production shop	Min. 10th standard, MS Office	Skilled/Unskilled	1	3
		Material withdrawal and movement from Main Stores to production shop				
		Punching production orders and Serial no on valve bodies and bonnets				
		Assist in material movement from yards to shot blasting area.				
		Assist in shot blasting				
		Fixing paper tags to bodies/components after shot blasting				
		Tool crib				
		Stacking of material in tool crib	10th with minimum two years	Unskilled	0	1

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		Assist in receipt and issue of material	suitable experience	Unskilled	0	1
		Record keeping of material receipts and issues				
		Assembly	ITI(fitter) + 2year experience or Minimum 3 year experience in similar kind of assembly	Skilled	9	0
		Loading of wedges on lapping machine .				
		Unloading of wedges from lapping machine and cleaning of wedges				
		Assistance in Seat ring lapping and seat ring fixing.				
		Assistance in all kinds of valves assembly, yoke assembly and valve sub-assemblies				
		Material handling .				
		Stacking materials at designated areas .				
		Cleaning of lapping machines and tools .				
		Shifting of small components upto 10 kgs .				
		Actuator fitting				
		Moving actuators and gear boxes from designated locations to Actuator fitting area	ITI(fitter) + 2year experience or Minimum 3 year experience in similar kind of assembly	Skilled	4	0
		Assistance in Fitting actuator/gear box on valves as per OPS/plan				
		Assistance in Fitting actuator/gear box for testing and removing the same after testing, wherever required, as per direction from designated BHEL representatives				

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2	Production Shop	<p>Assistance in removing and fitting of adaptors from gear box/ actuators and shifting them to tool crib as per direction from designated BHEL representative.</p> <p>Welding</p> <p>Job cleaning before welding.</p> <p>Assist in seat ring tag welds.</p> <p>Applying anti spatter paste on jobs</p> <p>Loading/unloading the bodies in furnace for preheating/post heating/Post weld heat treatment</p> <p>Assist in loading/unloading of bodies/components on welding positioners/fixtures/work centers</p> <p>Material movement of valve components from furnace to different welding work center and vice versa</p> <p>Removal of welding slag and spatters from welded jobs.</p> <p>Material moving and stacking from welding area to designated area</p> <p>Shifting of welded components in component store and writing the component code on it.</p> <p>Shifting of PDO component from PDO to grinding welding area vice versa .</p> <p>Grinding</p>	<p>ITI(Welder) + 2year experience or Minimum 4 year experience in welding</p>	<p>Skilled</p>	<p>8</p>	<p>0</p>

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		Body seat weld grinding Component repair grinding Removal of slags/spatters Miscellaneous grinding and dressing Loading /unloading of industrial gas cylinder. Stacking of material at designated area	Minimum 3 year experience in grinding	Skilled	6	0
		Wall blower Assist in assembly of wall blower and sub-assemblies Cleaning of components Stacking of materials in designated areas Preparation of final Wall blowers for painting Removal of electrical connections of the wall blower after final testing .	ITI(Electrician/Fitter) + 2 year experience or Minimum 3 year experience in similar kind of assembly. 3 Fitter, 1 electrician	Skilled	3	0
		Painting 1. Identification of Valves 2. Movement of valves to Painting Area 3. Preparation and readiness of valves - Fixing of Handwheels, End Covers 4. Speciality fixing on valves, it includes all operations like drilling, welding, etc 5. Preparation and fixing of Name Plate, TAG Plate, any specific customer required TAGs 6. Painting of valves as per painting scheme	Minimum 3 year experience in Valves/Similar kind of Testing	skilled	8	0

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		7. Cleaning of spray painting gun, paint brushes, placement of tools and tackles at appropriate location 8. Fixing of open/ close plate, Grease Nipple 9. Writing Project, PGMA-DA, Weight, arrow marking on Valves. 10. Painting of Wall Blowers, FPC and other fabricated components				
3	Commercial	Scanning of invoices, LRs & IBR TCs, forwarding of invoice, keeping record of documents	Basic knowledge of computer, +2	Skilled	1	0
4	Tool Engg	Thread gauge issue from Tool Crib, Cleaning of Thread gauges and Measuring Instruments, and Helper in Production store also.	10th	Unskilled	0	1
5	IT	<ul style="list-style-type: none"> IT Hardware & Software Installation & maintenance, Cabling of LAN & Telephone lines Resolving small hardware related issues of Desktops, Printers, Scanners & Telephone Handset Data entry & House Keeping. 	Computer/IT related course Diploma or higher + (10+2)	skilled	2	0
6	HR Admin	Photocopy, Tea Snacks Serving, Attendant, Data Entry, file movement etc	Matriculation	Skilled & Unskilled	2	3

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7	Guest House	cooking,guest house attendant,cleaning etc	NA	Skilled & Unskilled	2	2
8	Transport	Driving of company vehicles	Driver License	Skilled	4	0
9	Township Security	Township Security	NA	Unskilled	0	4
10	QM	<p>Assistance in LPI</p> <p>Locating valves for offering to TPI/Customer</p> <p>Assistance in dimension/melt no. verification for TPI/Customer</p> <p>Stamping of valves after customer clearance</p> <p>Stamping of valves after DoB Punjab clearance</p> <p>Assistance During incoming material inspection</p> <p>DoB visit for collecting and handing over IBR TCs</p> <p>Collecting and handing over of samples at CIHT Jalandhar for</p> <p>Assistance in locating/identifying rework/PDO materials in</p> <p>Stamping of IBR TCs and customer TCs</p> <p>Scanning of MTCs and storing in soft form</p> <p>Assistance in data entry for MTCs</p> <p>Assistance in data entry for IBR TCs</p> <p>Assistance in data entry for finalising Offer list for customer</p> <p>Assistance in daily hydro test for entering data in PC and no</p> <p>Assistance in Pre dispatch inspection before handing over</p> <p>Assistance in filing and locating MTCs</p>	12th	Skilled	3	0

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		Hydroesting of valves on manual test benches Assistance for testing of valves on imported test benches	Suitable manpower to carry out the activities.	Skilled	12	0
11	MM, SDC and WCM	Scanning and photocopying of Invoice, Pos, indents & other documents Handover of Invoices, MTC's RT reports, RT film to concerned departments and their record maintenance MM Registers (PO, enquiry & indent register) Maintenance Movement of tender & other files to other department Files and their record Maintenance Data Entry & house keeping Material collection which was procured through committee purchase Movement of material received through speed post/Courier/by hand from the receiveing office to Main Gate and thereafter Main stores	12th	skilled	1	0

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12	Main Store	Writing inspection lot on casting, Stacking of material as per material code to specified locations and racks, Material counting at incoming stage, stacking, storage & retrieval, Handover of Invoices, MTC's RT reports, RT film to concerned departments and their record maintenance, Shifting of rejected material to proper location, Counting of incoming material, Scanning and photocopying of Invoice & other documents, Data Entry & house keeping .	12th	Skilled	4	0
13	Hacksaw	Operation of Hack Saw, band saw, storage & retrieval	12th	Skilled	2	
14	Component Store	Material counting at incoming stage, stacking, storage & retrieval, stock counting, house keeping, documents handling, office work,	12th	Skilled	4	0

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		<p>Operation of Hydra Crane for material shifting and loading / unloading of material in BHEL IVP Goindwal Plant.</p> <ol style="list-style-type: none"> 1. For purpose of material-loading/unloading as per BHEL IVP requirement. 2. Operate Hydra Crane to move material through facility in BHEL IVP factory. 3. Any other job related to material shifting or stacking as per BHEL IVP requirement. 	<ol style="list-style-type: none"> 1. The driver/operators must possess valid license / certificate issued by an authorized agency. The same should be carried by the drivers / operators on his person in order to produce the same on being questioned by any of the authorities. 2. Minimum 12 months of experience as Hydra Crane operator. 	Skilled	1	0

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		<p>Operation of Forklift for material shifting and loading/unloading of material in BHEL IVP Goindwal Plant.</p> <ol style="list-style-type: none"> 1. For purpose of material-loading/unloading as per BHEL IVP requirement. 2. Operate Fork Lift to move material through facility in BHEL IVP factory. 3. Any other job related to material shifting or stacking as per BHEL IVP requirement. 	<ol style="list-style-type: none"> 1. The driver/ operators must possess valid license / certificate issued by an authorized agency. The same should be carried by the drivers / operators on his person in order to produce the same on being questioned by any of the authorities. 2. Minimum 12 months of experience as Fork lift operator. 	Skilled	3	0
		<p>Helper for Forklift/Hydra operator for material shifting and loading/unloading of material in BHEL IVP Goindwal Plant.</p> <ol style="list-style-type: none"> 1. Assist forklift/hydra operator purpose of material-loading/unloading as per BHEL IVP requirement. 2. Any other assisting job related to material shifting or stacking as per BHEL IVP requirement. 	1. Min. 8th standard	Unskilled	0	4

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		<p>Operation & Maintenance of Compressor-</p> <p>a) O&M of Air compressor system and associated cooling water system as per required specifications at desired pressure 6-8 kg/cm² -Daily.</p> <p>b) Assisting in PM and BD maintenance of Air Compressor – as and when required.</p> <p>c) Proper housekeeping in and around the compressor yard-daily.</p> <p>d) Proper maintenance of logbook and highlighting pressure and quality compressed air supply to all pneumatic equipments-daily.</p> <p>e) Any other activity necessary for O&M of Compressed air system.</p> <p>2. Operation and maintenance of DG Sets & Sub Station -</p> <p>a) Daily check of the health of DG sets/Panels Alternators, batteries, relays, contactors, timers, fuses etc. Daily check of level of diesel and Control of fuel consumption, filling of diesel as and when required.</p> <p>b) Assist in servicing of DG Sets.</p> <p>c) Filing of log books-hourly & getting it checked by BHEL Employees daily.</p> <p>d) Any other activity necessary for O&M of DG Set & Sub station equipments.</p>	<p>1. The Operator deputed by the contractor should possess I.T.I. in relevant trade.</p> <p>2. The D.G Operator should have minimum 12 months of experience in similar requirement.</p>	Skilled	2	0

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15	Maintenance	<p>1. Assisting in Breakdown maintenance of Industrial fans & Office fans, Factory Lighting, Desert Cooler, Air Conditioner & Heaters.</p> <p>2. Maintaining of Stock Register Items: This includes all the maintaining of stock inventory of spares along with record of issue and depositing of spares related to Maintenance Dept., IVP Goindwal as per BHEL requirement. Shifting, storing, verification, preservation during storage and handing over of spare items/maintenance equipment.</p> <p>3. Assisting in Electrical maintenance of buildings like switches, tube lights, bulbs, fixtures, Power points etc. Upkeep and maintenance of all electrical points comprising- supply points, MCBs, MCCB's, Lighting loads, fans, coolers, Street lights Motors and starters of various types and capacities. All electrical equipments. Repairing and new cabling within the premises. Checking of loose connection and their removal.</p> <p>4. Assisting in Works associated with modification / improvements of installations, development of electrical facilities. Electrical upkeep and maintenance work. Shifting of materials as required for maintenance.</p> <p>5. Any other assisting work as instructed by the Engineer-in-charge.</p>	<p>1. The electrician deputed by the contractor should possess diploma or I.T.I. in relevant trade.</p> <p>2. The electrician should have minimum 12 months of experience in similar requirement.</p>	Skilled	2	0

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		<p>Mechanical Skilled Worker-</p> <ol style="list-style-type: none"> 1. Assistance in break down maintenance of machines-daily. 2. Topping up / replacement of Hydraulic oil, coolants, lubrication of machines, cleaning / replacement of air filters, oil filters etc. as when and as reqd. Checking for oil leakages, oil temperature, tightness of connections, adjustment of mechanical clearances, pressure settings, checking of wears & repairing. 3. Assisting in carrying Preventive maintenance of machines-daily. 4. Assisting in Minor welding, grinding & fabrication works related to repair of machines and maintenance dept. requirement. 5. Maintaining of Stock Register Items: Shifting, storing, verification, preservation during storage and handing over of spare items/maintenance equipment. 6. Assisting in Shifting of machines/facilities. Shifting of materials as required for maintenance. 7. Assisting in erection & commissioning of machines/facilities. 8. Fire-fighting equipments: checking for functionality & updation of tags- quarterly. 9. Any other assisting work related to maintenance as per instructions of Engineer-Incharge. 	<ol style="list-style-type: none"> 1. The personnel deputed by the contractor should have minimum 12 months of experience in similar requirement. 	Skilled	2	0

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		<p>Diesel & Petrol Engine Mechanic:</p> <ol style="list-style-type: none"> 1. Attending to Breakdown complaints of Fork Lift, Hydra Crane & BHEL Owned Vehicle (One Mini Bus, One Hydra Crane, Two Forklifts, one Tata Sumo, one Ambulance (OMNI) and one Toyota DCM-daily. 2. Topping up / replacement of Hydraulic oil, battery checking, coolants, lubrication, cleaning / replacement of air filters, oil filters etc. as when and as reqd. Checking for oil leakages, oil temperature, tightness of connections, adjustment mechanical clearances, pressure settings, checking of wears & repairing. 3. Carrying servicing of all BHEL owned vehicles i.e. Fork Lift, Hydra Crane & BHEL Owned Vehicle (One Mini Bus, One Hydra Crane, Two Forklifts, one Tata Sumo, one Ambulance (OMNI) and one Toyota DCM on Half yearly basis. 4. Any other assistance work related to maintenance work as per instructions of Engineer-Incharge. 5. Checking of battery conditions as when and as reqd. 	<ol style="list-style-type: none"> 1. The personnel deputed by the contractor should have minimum 12 months of experience in similar requirement. 	Skilled	1	0

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16	FINANCE	DATA ENTRY AND MISC WORK	12th	SKILLED	1	0
17	OP&C	Handing over of Spares Components to Shipping after putting Handing over of OPS documents to Shop Supervisor Physical verification of inputs required for releasing Product Data entry in System for different reports Filing & handling of office documents Assisting in Rework/PDO Components identification and sta	10+2 with MS Office working knowledge	Skilled	1	0
18	Sub Contg	Assisting & Coordinating for Stock Posting Assisting in material accountal at vendor works Data entry in System for different reports Filing & handling of office documents Physical Verification and recoding details for components	10+2 with MS Office working knowledge	Skilled	1	0
19	Logistics/Shipping	Receiving of final product from production, Propoer stacking of final product, cleaning of valves, modification of boxes, Packing of finished products as per packing list, Loading of boxes/container on lorry etc.	Experience with any type of wood woking, 12th	Skilled	8	1

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20	Canteen	Preparing Canteen Meals / Snacks & House Keeping.	8th pass	Unskilled	0	17
		TOTAL			108.00	49.00
Approximate manpower required per month. The Quantities mentioned under Skilled and Unskilled manpower are indicative and may vary as per requirement of BHEL						157.00