

***Bharat Heavy Electricals Limited***  
**High Pressure Boiler Plant**  
**Tiruchirappalli – 620 014. India**  
**Civil Engineering Department (Township)**

**TENDER DOCUMENT (QUALIFICATION BID)**

**Name of Work** : Lease of Coconut Trees in and around Township & Factory

**Value of Work** : Rs. 5.52 Lakhs

**Tender Notice No.** : CT: TN: 015 / 17 - 18

**Tender Schedule No.** : CT: TS: 015 / 17 – 18

**Period of Contract** : 24 (Twenty Four) Months

**EMD** : Rs. 11,000/- (One time EMD is no more applicable . Hence tenderers who had previously remitted one time EMD, shall have necessarily take full amount of EMD in the form of DD)

**Issued to** :

**BHARAT HEAVY ELECTRICALS LIMITED  
TIRUCHIRAPPALLI – 620 014  
CIVIL ENGINEERING DEPARTMENT (TOWNSHIP)**

**BHE: C: P: T: 09:**

**Dt. 01 11 2017**

**To**

**The Tenderer,**

**Dear Sir(s),**

**Sub: Lease of Coconut trees in and around Township & Factory**

**Ref:**

- 1. Tender Notice No. CT: TN: 015 / 17 – 18**
- 2. Tender Schedule No. CT: TS: 015 / 17 – 18**

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Please find enclosed / attached non – transferable tender document containing

- ✓ Qualification bid consisting of Preamble, Specifications, General Conditions of Contract, Norms for Qualification.
- ✓ Price Bid consisting of Preamble, Bill of Quantities to offer your most competitive rates for all the items.

**Tender for the work should be submitted in a sealed cover consisting of 4 (four) inner sealed covers such as**

- **Qualification bid cover**
- **Price bid cover**
- **EMD cover and**
- **Cover with DD towards cost of tender document (if the document is downloaded as described in 2<sup>nd</sup> para in Sl. No. 1 below) all super scribing the name of work, Tender Notice No., Tender Schedule No., the contents etc.,**

**EMD cover shall contain requisite EMD (Rs. 11,000/-) in the form of DD. Tender without EMD will be summarily rejected and the respective qualification bid shall not be opened.**

In case of tender documents downloaded from website, tender shall accompany the tender cost of Rs.750/- (Rs. 825/- per document if required by post) in the form of Demand Draft (separate cover) in addition to the EMD amount in the form of Demand Draft. **Tender without Tender document cost will be summarily rejected and the respective qualification bid shall not be opened.** All Demand Draft shall be drawn in favour of **BHEL, Trichy** payable at Tiruchirappalli.

Qualification bid cover shall contain duly filled in qualification bid document signed by the tenderer in all the pages with documentary evidences for pre-qualification such as experience, value of work executed in the similar nature of work, etc. Any bid without proper documentary evidence for pre-qualification shall not be considered for further evaluation.

**CONTRACTOR**

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The Price Bid cover shall contain price bid document duly filled in and signed by the tenderer in all the pages. **The tenderer has to quote Common single percentage rate, Below (100-X) % / At par (100%) / Above (100+X) % to be quoted with respect to the rates provided in Bill of Quantities in price bid at Page No. 10.**

**(Important Note: One time EMD is no more applicable for tender, as per recent corporate guidelines. Hence tenderers who had previously remitted one time EMD, shall have to necessarily take EMD of specified amount mentioned for this tender)**

The completed qualification bid and price bid along with requisite EMD of **Rs. 11,000/-** for the work in the form of Demand Draft in favour of **BHEL, Trichy** shall reach the office of the undersigned on or before **23 11 2017 at 14:00 hrs.** EMD in any other form will not be accepted. The qualification bid will be opened on the **same day at 14:00 hrs.** In case of opening day falls on holiday or happened to be declared as a holiday, the receipt and opening of the tender shall automatically fall on the same timing of the next working day. Date and time of opening of the Price Bid or the details of reverse auction if any shall be intimated only to the bidders those who have qualified after evaluation of the qualification bid. You / your authorized representative may participate in the tender opening with authorization letter for Tender opening.

The tenderers who are desirous of sending their tender documents through your authorized representative/ by post / by courier are advised to send the same well in advance so as to reach the office of **Sr. Mgr. / Civil / PIng. (D & QC), Bldg. 53, BHEL, Trichy – 620 014, Tamil Nadu** on or before **23 11 2017 at 14:00 hrs.**

**The late tenders received after the tender submission / opening time will be summarily rejected and will not be considered for any reason.**

Clarification if any, can be obtained contacting following phone No. 0431 – 257 5347 / 257 1214. Fax no. : 0431 – 2520710. Email id: [shamalam@bheltry.co.in](mailto:shamalam@bheltry.co.in) / [ravi@bheltry.co.in](mailto:ravi@bheltry.co.in)

Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, changes, Errata, Modifications, Revisions, etc., to the Tender Specifications will be hosted in BHEL webpage ([www.bhel.com](http://www.bhel.com) --> Tender Notifications --> View Corrigendum) and not in the newspapers. Bidders to keep themselves updated with all such information. One set of tender documents shall be retained by the bidder for their reference.

Kindly acknowledge the receipt of the entire set of tender document.

Thanking you,

Yours faithfully  
For and on behalf of  
BHARAT HEAVY ELECTRICALS LIMITED,

**Sr. Mgr. / CIVIL / PLANNING, D & QC**

**BHARAT HEAVY ELECTRICALS LIMITED  
TIRUCHIRAPPALLI – 620 014  
CIVIL ENGINEERING DEPARTMENT (TOWNSHIP)**

**PREAMBLE**

01. The scope of work includes **Lease of coconut trees in and around Township and Factory.**
02. The tenderers are advised to visit BHEL Township at Tiruchrappalli and get themselves acquainted with the site conditions before submitting the offer.
03. The following eligibility criteria shall be complied to fulfill the Qualification Bid:-
  - **Contractor should have separate registration for PAN**
04. Documentary evidences (Xerox copies – Gazetted officer attested & self-attested) for PAN should be furnished, without which it will not be taken into account. The tenderers shall produce original document for verification if so decided by BHEL.
05. The works executed in the own name of the tenderer only will be considered for eligibility criteria. **The nominated committee may also visit the works executed by the contractor / tenderer to ascertain the nature of work relating to similar works before qualifying.**
06. The offers of the tenderer / bidders who are on the banned list and also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site ([www.bhel.com](http://www.bhel.com) → Tender Notification → List of Banned Firms).
07. The bidder along with its associate / collaborators / sub contractors / sub vendors / consultants / service providers shall strictly adhere to BHEL fraud prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of the management about any fraud or suspected fraud as soon as it comes to their notice
08. BHEL reserves its right to reject the offer on account of unsatisfactory past performance by the present tenderer in another project / sister unit awarded under different enquiry.
09. **Documents submitted along with the offer shall be duly signed and stamped in each page by bidder/authorized representative of the bidder.**
10. Tender Value is only approximate and liable for variation without entitling the tenderer to any compensation, provided the total value of contract does not vary by more than 20% (twenty percentage).
11. Quoted lease rate shall be firm throughout the contract period of **24 (Twenty Four) months** and extended contract period also and no cost escalation is allowed on any account.
12. The successful tenderer has to raise invoice in running bills based on the measurements written in the Measurement Book.
13. The work shall be carried out as per Work & Safety procedure and as per the instructions of Engineer-in-charge.
14. The brief description of items of work and respective item rate are given in BOQ. Tenderer has to quote a common **single percentage at page No. 09** of Price Bid for all the items given in BHEL Estimate (i.e.) below/ at par / above. The percentage offered shall not have more than two digits beyond decimal point. Individual item rates shall be derived based on the quoted common **single percentage rate, Below (100-X) % / At par (100%) / Above (100+X) % to be quoted at page No. 09** of Price Bid over and above **the rates provided in Bill of Quantities appended at Page No. 10 and shall be deemed to be the contracted rates for various BOQ items for all purposes.**

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15. The percentage rate offered is for finished item of works as per Bill of quantities and shall provide for the complete cost towards fuel, tools, tackles, plant & machinery, temporary works, labour, materials, levies, taxes, transport, lay-out, repairs, rectifications, maintenance till handing over, supervision, labour colonies, establishment, services, roads, revenue expenses, overheads, profits & all other incidentals etc., complete. The contractor shall pay and bear all taxes, fees, license charges, Cess, duties, deposits, tolls, royalties, commission or other charges which may be leviable on account of his operations in executing the contract

The item rates indicated in this Bill of Quantities are only basic price excluding Sales tax. The Sales Tax, surcharges and any other taxes if any shall be paid by you extra at the rates applicable from time to time. In case of concessional tax is applicable, it can be charged provided the required forms are submitted to BHEL. Also Income Tax at source at applicable rate with surcharge shall be collected and remitted to the Income Tax department and TCS shall be issued. In case of any exemption from TCS, same may be produced in Original for not collecting the Income Tax.

16. The tenderers are advised to visit BHEL, Tiruchy, TamilNadu and get themselves acquainted with the site conditions before submitting the offer. Since the job shall be executed at site, bidders must visit site/ work area and study the job content, facilities available, availability of materials, prevailing site conditions including law & order situation, applicable wage structure, wage rules, etc. before quoting for this tender. They may also consult this office before submitting their offers, for any clarifications regarding scope of work, facilities available at sites or on terms and conditions. BHEL will arrange to depute their representative on specific dates to coordinate and accompany the tenders to visit the site.
17. For any clarification on the tender document, the bidder may seek the same in writing or through e-mail, as per specified format, within the scheduled date for seeking clarification, from the office of the undersigned. BHEL shall not be responsible for receipt of queries after due date of seeking clarification due to postal delay or any other delays. Any clarification / query received after last date for seeking clarification may not be normally entertained by BHEL and no time extension will be given.
18. In the event of any conflict between requirement of any clause of this specification / documents / drawings/ data sheets etc. or requirements of different codes/standards specified, the same to be brought to the knowledge of BHEL in writing for clarification before due date of seeking clarification (whichever is applicable), otherwise, interpretation by BHEL shall prevail. Any typing error / missing pages / other clerical errors in the tender documents, noticed must be pointed out before submission of offer, else BHEL's interpretation shall prevail.
19. **Order of Precedence:**  
In the event of any ambiguity or conflict between the Tender Documents, the order of precedence shall be in the order below:
- a. Amendments / Clarifications / Corrigenda / Errata etc issued in respect of the tender documents by BHEL.
  - b. Notice Inviting Tender (NIT)
  - c. Price Bid
  - d. Qualification Bid
  - e. General Conditions of Contract
20. The contractor should bring necessary machineries as and when required for the work without any delay. Also required number of the tools & Plants / instruments shall be made available always at site for the works.
21. Exclusive lorries to be deployed on daily basis to clear the debris generated and on no account the debris can be left for more than three days. Otherwise BHEL would clear the debris at the contractor's risk and cost.
22. The responsibility of clearing the debris and cleaning the area immediately after the completion of work lies with the contractor. The contractor should ensure more care while working at residents and other places of importance.
23. The contractor may be required to undertake works at remote places and in such cases the contractor should make own arrangement for safety of BHEL materials, water required for the work , power etc.

24. The contractor has to carry out the work without affecting the working environment.
25. The contractor has to plan and work for the areas on priority and availability on mutual agreement with execution and user production department obtaining prior permission and shut down if any from concerned departments.
26. The decision of Engineer-in-charge shall be final and binding on the contractor regarding clarification of items in this tender schedule.
27. The contractor shall follow norms of BHEL security system for movement of men & materials including Bio metric System within the complex.
28. To safeguard the persons working at height in roof, wall etc., sufficient number of Industrial Safety nets shall be provided at tenderer's cost in appropriate level and locations. The working hand including Supervisors should wear the personal protective items and safety measures such as helmets, safety belts, shoes, etc., before entering into working place.
29. It shall be the responsibility of the contractor to see that the workmen do not utilize the departmental canteen facilities. Contractor has to make his own arrangements to provide refreshment for the workmen.
30. The contractor should extend full co-operation to the other contractors who may be doing other works in the same areas to enable them to execute their portions of work without any delay or difficulty.
31. In all matters of dispute the decision of General Manager BHEL Tiruchirappalli 620014 is final and binding on the successful tenderer. **Any claim or dispute arising from the tender stage, till/after completion of the work under the terms and conditions stipulated in the tender document/contract agreement shall only be enforced or settled in the courts at Tiruchirappalli, TamilNadu only.**
32. It is the sole responsibility of the contractor to insure his materials, equipment, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work will be carried out in a protected area and all the rules and regulations of the client / BHEL in the area of project which are in force from time to time will have to be followed by the contractor.
33. If at any time during the execution of work, it is noticed that the work is suffering on account of non-availability / shortfall in provision of resources from the successful tenderer's side BHEL will make suitable alternate arrangements at the risk and cost of contractor. The expenditure incurred with overheads thereby shall be recovered from the successful tenderer.
34. BHEL shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.
35. If, in case of opening of price bids, when there is a Tie in the percentage rates quoted by the tenderers, the ranking will be decided based on Lot System, in the presence of the bidders who witness the price bid opening.

பாரத மிகு மின் நிறுவனம்

ஊரகபராமரிப்புத் துறை, கைலாசபுரம், திருச்சிராப்பள்ளி 620 014.

தென்னை மரங்கள் பலன் அனுபவிப்பு குத்தகை ஒப்பந்த அறிக்கை

மேற்கண்ட நிறுவனத்திற்கு சொந்தமான 1140 தென்னை மரங்களின் பலனை இரண்டு ஆண்டுகள் காலத்திற்கு அனுபவிப்பதற்கு குத்தகை ஒப்பந்தம் வரவேற்கப்படுகின்றது.

தென்னை மரங்களின் இருப்பிடம் மற்றும் எண்ணிக்கை

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## நிபந்தனைகள்

1. குத்தகை எடுக்க முன் வருபவர்கள் ரூபாய் 11000/- (ரூபாய் பதினோராயிரம்) மட்டும் முன் வைப்புத் தொகையாக D/D – BHEL, TIRUCHY என்ற பெயரில் எடுத்து அதை இத்துடன் இணைக்க வேண்டும். குத்தகை கிடைக்காதவர்களுக்கு இந்த தொகை திருப்பிக் கொடுக்கப்படும். குத்தகை ஒப்பந்தம் ஆனவருக்கு இது வைப்புத் தொகையாகவே இருக்கும். இரண்டு ஆண்டுகள் முழுவதும் நன்றாக பராமரித்து இருந்தால் குத்தகை காலம் முடிந்த பின்பு இத்தொகை திருப்பித் தரப்படும். இல்லாவிடில் இத்தொகை வரிசை எண் 14-ல் சொல்லியுள்ளபடி அபராத தொகைக்காக கணக்கில் எடுத்துக்கொள்ளப்படும்.
2. உத்தரவு பிறப்பித்த நாளிலிருந்து இரண்டு ஆண்டுகள் வரை குத்தகைதாரர் பலன் அனுபவித்துக் கொள்ளலாம்.
3. குத்தகை ஒப்பந்த தொகை நிறுவனத்திற்கு ஏற்றுக்கொள்ளாத வகையில் இருந்தாலோ அல்லது இது சம்மந்தமாக வேறு ஏதேனும் காரணம் இருந்தாலோ இந்த குத்தகை ஒப்பந்தத்தை நிறுத்துவதற்கு இந்த நிறுவனத்திற்கு முழு அதிகாரம் உண்டு.
4. குத்தகை அதிக பட்ச தொகை கேட்டுள்ளவருக்கு நிறுவனம் அதை ஏற்றுக்கொள்ளும் பட்சத்தில் மொத்த குத்தகைத்தொகையை அவர் நிறுவனத்தில் சொல்லப்படும் குறிப்பிட்ட தேதிக்குள் 3 (மூன்று) தவணைகளில் செலுத்த வேண்டும். முதல் தவணைத்தொகையைக் கட்டிய பின்புதான் குத்தகை உத்தரவு வழங்கப்படும்.
5. தென்னை மரங்களுக்கு இடையூறு ஏற்படாத வகையில் அதன் காய்ந்த கீற்று, காய்ந்த மட்டை, பாலை, நாறு, குறுமி, தேங்காய் முதலியவற்றை சிவில் பராமரிப்புத்துறை அதிகாரியின் அனுமதியின் பேரில் அனுபவித்துக் கொள்ளலாம். மரங்களின் கீழே உள்ள இடத்தை சுத்தப்படுத்தி மேற்கண்ட பொருள்களை குத்தகைதாரர் அவருடைய இடத்திற்கு எடுத்து செல்வதற்கு அவரே பொறுப்பு.

6. தென்னை மரங்களுக்கு தண்ணீர் விரயம் செய்யாமல் முறையாக (வாரம் ஒருமுறை) தண்ணீர் பாய்ச்சுவது குத்தகைதாரரின் பொறுப்பு. இதற்கு குத்தகைதாரர் சிவில் பராமரிப்புத்துறை அதிகாரிகளுடன் ஒத்துழைத்து அதற்கான வால்வுகளை திறந்து, மூடிக்கொள்ள வேண்டும். தண்ணீர் விரயம் செய்யப்படும் பட்சத்தில் சிவில் அதிகாரி நிர்ணயிக்கும் அபராத தொகை அல்லது வேறு நடவடிக்கைக்கு உட்பட வேண்டும்.
7. தென்னை மரங்களுக்குத் தேவையான எரு (வருஷத்தில் இரு முறை) வாங்கி வைப்பது குத்தகைதாரரின் பொறுப்பு. மேலும் ஆண்டுக்கு நான்கு முறை நிலத்தை உழுது/கொத்தி பண்படுத்துவதும் குத்தகைதாரரின் பொறுப்பாகும்.
8. குத்தகை காலத்தில் தென்னை மரங்களின் கீழ் தென்னை மரங்களின் வளர்ச்சிக்கு பாதிப்பு ஏற்படாத வகையில் ஊடு பயிர் வளர்த்து பலன் அனுபவித்துக் கொள்ள அனுமதி உண்டு.
9. தென்னை மரங்களுக்கு எந்த வகையிலும் இடையூறு இல்லாமல் பார்த்துக்கொள்ள வேண்டும். அப்படி எதுவும் ஏற்பட்டால் சிவில் ஊரக பராமரிப்புத்துறையினால் நிர்ணயித்து விதிக்கப்படும் அபராதக் கட்டணத்திற்கும் வேறு நடவடிக்கைக்கும் உட்பட வேண்டும்.
10. தென்னை மரங்கள் நன்கு பராமரிக்கப்பட்டு நல்ல வளர்ச்சி ஏற்பட வேண்டும். ஏதாவது மரங்கள் பட்டுப்போனால் அதற்கு ஈடாக தென்னங்கன்றுகளை குத்தகைதாரர் செலவில், பொறுப்பில் புதிதாக வைத்துக்கொடுத்து அதை பராமரித்து வர வேண்டும். இதற்கு எவ்வித கூலியும் தரப்பட மாட்டாது.
11. குறைந்தது நான்கு மாதங்களுக்கு ஒருமுறை தென்னந்தோப்பிலும் மற்றும் தனியாக உள்ள தென்னை மரங்களை சுற்றியும் வளருகின்ற புல், செடி, முள் முதலியவற்றை குத்தகைதாரர் அவருடைய செலவிலேயே அப்புறப்படுத்தி இடத்தை சுத்தமாக வைத்துக்கொள்ளவேண்டும்.
12. வேலி உள்ள இடத்தில் வேலியை பாதுகாத்துக்கொள்வதும் குத்தகைதாரர் பொறுப்பு. வேலிக்கு ஏற்படும் சேதாரத்தை குத்தகைதாரர் செலவில் சீர் செய்திடல் வேண்டும். பிறர் சீரழிக்க இடம் தரலாகாது.

13. குத்தகை காலம் முடிந்த பின்பு தென்னை மரங்களும் அதைச்சுற்றியுள்ள இடமும் நல்லமுறையில் இந்த நிறுவனத்திடம் ஒப்படைக்கப் படவேண்டும்.
14. தென்னை மரங்களின் பராமரிப்பு மற்றும் பாதுகாப்பு குறித்து மூன்று மாதங்களுக்கு ஒருமுறை ஆய்வுசெய்யப்படும். மேலேகண்டுள்ளபடி பராமரிக்காவிடில் கீழ்க்கண்டபடி அபராத தொகைக்கும் மற்ற நடவடிக்கைகளுக்கும் குத்தகைதாரர் பொறுப்பாவார்.
- a. தண்ணீர் முறையாக (வாரம் ஒருமுறை) பாய்ச்சவில்லை என்றால் மாதம் ஒன்றுக்கு ரூ.2500/- அபராதமாக விதிக்கப்படும்.
- b. நான்கு மாதங்களுக்கு ஒருமுறை வரிசை எண் 11- ல் சொல்லியுள்ளபடி புல், செடி, முள் முதலியவற்றை அப்புறப்படுத்தி சுத்தப்படுத்தாவிடில் ரூ.5000/- வீதம் ஒரு முறைக்கு அபராதமாக விதிக்கப்படும்.
- c. ஆண்டுக்கு நான்கு முறை நிலத்தை உழுது, கொத்தி பண்படுத்தாவிடில் ஒருமுறை ரூ.7500/- வீதம் அபராதமாக விதிக்கப்படும். மேலும் தேங்காய் மற்றும் அதன் சம்பந்தமான பொருள்கள் எடுப்பதற்கு தடை விதிக்கப்படும்.
- d. மரங்களுக்கு ஒரு வாங்கி வைக்காவிடில் ரூ.10000/- அபராதமாக விதிக்கப்படும்.
- e. இதில் ஏதேனும் குத்தகைதாரர் சரிவர பராமரிக்காவிடில் குத்தகை காலத்தை உடனடியாக நிறுத்த நிறுவனத்திற்கு முழு அதிகாரம் உண்டு. **இரண்டு ஆண்டுகளுக்கான** குத்தகை தொகை செழுத்தியதில் இதற்காக எந்த ஒரு தொகையும் மீதியாக திருப்பித்தரப்படமாட்டாது. மேலும் ரூ.11000/- முன் பணமாக செழுத்தியதையும் மேற்கண்ட அபராத தொகைகளுக்கு கணக்கில் எடுத்துக்கொள்ளப்படும்.

## **Guidelines for Suspension of Business Dealings with Suppliers/ Contractors**

### **PREAMBLE**

In order to protect the commercial interests of BHEL, it becomes necessary to take action against suppliers / contractors by way of suspension of business dealings, who either fail to perform or are in default without any reasonable cause, cause loss of business/ money/ reputation, indulge in malpractices, cheating, bribery, fraud or any other misconduct or formation of cartels so as to influence the bidding process or influence the price etc. Suspension of Business Dealings could be in the form of "Hold" or "Banning" a supplier/ contractor or a bidder or an applicant for registration as a registered supplier. For this purpose, the following guidelines shall be followed across all BHEL units/ divisions/ regions (here in after referred to as Units). These guidelines are not exhaustive but enunciate broad principles governing action against such suppliers/ contractors.

### **SCOPE**

- a. For the purposes of these Guidelines, Company means the Bharat Heavy Electricals Limited.
- b. These Guidelines will be applicable to Supplier (which will include vendors, suppliers and contractors) i.e. to say:
  - i. An entity that has applied for registration in any Unit of the Company for any material/service category.
  - ii. A bidder in a tender notified by the Company;
  - iii. An entity which has been awarded a contract.

**Note:** The term "Tender" or "Contract" referred to in sub-clause (ii) and (iii) as above, refers to tender or contract notified or awarded, as the case may be, by the Company.

- c. Any action under these Guidelines shall be without prejudice to all remedies available under the contracts with the Suppliers or other legal provisions.
- d. If a Supplier, who has participated in a tender/ entered into a contract with BHEL as an Agent/ Trader/ Dealer/ Stockist/ Distributor/ Channel partner etc. (hereinafter referred to as Agent) of an identified Principal/ OEM/ Mills/ Works/ Plants (hereinafter referred to as Principal) for that bid/ contract, then action as per these guidelines can be undertaken against the Principal as well as Agent as appropriate.
- e. In case of the supplier being a Sole Proprietorship firm or a Partnership firm, action under these Guidelines shall be taken against both
  - i. The Sole Proprietorship firm and the Sole Proprietor; or, as the case may be;
  - ii. The Partnership firm and all the partners thereof.

Accordingly, action will be taken under these guidelines against any other Sole Proprietorship firm owned by the same Sole Proprietor. Similarly action under these guidelines will also be taken against another Partnership firm comprising of the same or some of the same Partners (but not including any new Partner) or a Sole Proprietorship firm owned by the same Partner(s).

- f. In respect of consortiums and unincorporated Joint Ventures/ Association of Persons (AOP)/ Body of Individuals (BOI), action under these guidelines shall be taken against the defaulting consortium partners and defaulting members of the unincorporated Joint ventures/ Association of Persons (AOP)/ Body of Individuals (BOI).

### **1. Suspension of business dealing with Suppliers**

The following category of suspensions have been provided in these guidelines depending upon the gravity of the omission or commission by the Supplier.

- a) Hold within the unit for specific item(s)/ material category (ies) / type of work(s) for one year.
- b) Hold within the unit for all item(s)/ material category (ies)/ type of work(s) for two years

- c) Banning across BHEL for all items/ material category (ies)/ type of work(s) for three years. The Supplier may be either put on hold or banned, as detailed hereinafter on the basis of one or more of the category wise reasons as enumerated hereunder:

The supplier may be either put on hold or banned, as detailed hereinafter on the basis of one or more of the category wise reasons as enumerated hereunder.

## **1.1. Hold**

### **1.1.1. Hold within the unit for a specific item(s)/ material category (ies)/ type of work(s) shall be imposed in the following cases, if**

- I. In the last three consecutive supplies of a specific material category, average quality rating, as provided in the supplier performance rating (SPR) as per SEARP, falls below 80% of the quality weightage. This is irrespective of supplies against PO(s) having single/ multiple delivery schedules.

*Note: Not applicable in cases for erection works of Power Sector Regions, where separate guidelines for evaluation of capacity of bidders is being followed.*

- II. Two consecutive delays, for reasons of delay attributed to the Supplier, in execution of the contracts where delay occurred is such that
- a) prescribed maximum LD time limits of the contracts is exceeded or
  - b) Delay period has equalled / exceeded half the original delivery period specified in the contracts whichever among the above is earlier.
- III.
- a) Overall SPR (Supplier Performance Rating) in that particular Unit in line with SEARP falls below 60% of the specific material category.
  - b) Bids of contractors (in PS-MSX portal) shall not be considered (if average score of last six months falls 60% or below as per guidelines for evaluation of capacity of bidders formula).

Note: – for (b), No specific period of hold shall be applicable.

- IV. Supplier works are under strike/ lockout for a period of more than three months.

### **1.1.2 Hold within the unit for all item(s)/material category (ies)/ type of work(s) shall be put in the following cases, if**

- i) Supplier tampers with tendering procedure affecting ordering process.
- ii) Supplier has misused BHEL documents/ drawings/ technical information or has breached the confidentiality agreement with BHEL.
- iii) after placement of order, Supplier fails to execute the contract.
- iv) within warranty period as per contract, Supplier continues to supply low/ less/ non-performing equipment/ services, repetitive failures, remains non-responsive.
- v) Wherever risk purchase clause (amounting to more than 5% of contract value) has been invoked.

## **1.2 Banning across BHEL shall be imposed in following cases, if**

### **1.2.1**

- i) After price bid opening but before placement of order, Supplier withdraws his offer or varies it in any manner within the validity period.

- ii) Supplier is found to be responsible for submitting fake/ false/ forged documents, certificates, or information or misrepresentation/ wilful suppression of facts, or has resorted to unethical, illegal means.
- iii) In spite of warnings, the Supplier persistently violates or circumvents the provisions of labour laws/ regulations/ rules or other statutory requirements.
- iv) Supplier is found to be involved in cartel formation or in any other act so as to influence the bidding process or influence the price.
- v) The Supplier has indulged in malpractices or misconduct such as bribery, corruption and fraud, pilferage, coercion etc.
- vi) The Supplier is found guilty by any court of law for criminal activity/ offences involving moral turpitude in relation to business dealings.
- vii) Supplier is found to have obtained any internal information/ documentation of BHEL by unauthorized means.
- viii) The foreign Principals along with the representing Agent shall be banned together if information submitted by them about their precise relationship, commission/ remuneration etc. payable/ receivable and other particulars as asked by BHEL, as per the extant guidelines regarding dealing with Agents of Foreign Suppliers is found false/ incorrect, at any stage.
- ix) Supplier has substituted, damaged, failed to return, or unauthorised disposed off free issue materials/ tools etc. of BHEL.

**1.2.2** A Supplier can also be banned with the approval of Director (E, R&D) provided a direction to this effect has been received from the administrative ministry of the Government.

- a. Reason(s) for putting a Supplier under hold/ ban as above are only illustrative and not exhaustive. Depending upon the gravity, the competent authority may decide to put a Supplier under hold/ ban for any other adequate and sufficient reason.

### **3.0 Procedure**

**3.2)** If prima-facie evidence or sufficient grounds exist for suspension, a 'show-cause notice' shall be issued to the Supplier giving a notice period of 15 days.

#### **3.4) Interim Suspension:**

In appropriate cases for justifiable reasons, fresh enquiries (including consideration of existing offers) can be stopped by the Unit from the date of issue of show-cause notice pending final decision. In case a Supplier submits a representation requesting for lifting of the Interim Suspension, then, the same shall be considered.

**Note:** Amongst others, in cases where recommendation for suspension of a supplier has been received from CBI/ Vigilance or any other investigating agency or the cases covered under clause 1.1.1 i), the supplier may be immediately put on Interim Suspension for all fresh enquiries in the concerned unit pending final decision.

**3.6)** If no response to the show cause notice is received from the Supplier within 15 days, BHEL may decide to recommend suspension of business dealings or otherwise on the basis of the available evidence on record.

**3.7)** If the Supplier responds, BHEL will consider the reply.

**3.8)** Personal hearing would be provided to the Supplier, if so requested by the Supplier or if so required. The minutes of the discussions shall be signed immediately with the supplier after conclusion of such discussions. In case, the supplier does not sign the minutes or, as the case may be, does not attend the

personal hearing, then, record notes of discussion shall be issued to the Supplier on the same day duly recording such facts.

**3.10)** In case more than one act or omission is alleged to have been committed by the Supplier, then, the case shall be dealt with for all such acts or omissions together as a case of higher category of suspension (as applicable). The suspension to be imposed on the Supplier will be as per the highest category of act or omission that is/are established ultimately.

**3.11)** The onus shall be with the Supplier to inform BHEL regarding the corrective/ preventive actions taken to address the reasons which has led to its suspension and the hold/ ban will not be lifted automatically after the period mentioned in the order.

**Note:** In cases of Fraud (as defined in the Fraud Prevention Policy available at [www.bhel.com](http://www.bhel.com)), unit may also consider appropriate action as per BHEL's Fraud Prevention Policy. In addition, if misappropriation/ forgery is established, unit to consider filing of police complaint/FIR.

**4.0** The suspension order shall become effective from the earlier of the following events:

- a) the date of its issuance;  
Or,
- b) In case fresh enquiries have been put on Interim Suspension as stipulated in para 3.4 then, from the date when the Interim Suspension was implemented.

**5.0 Contractual obligations:**

**5.1 Treatment of Contracts with Suppliers in Hold cases (applicable for the user unit only):**

**5.1.1** Contracts already entered into with a Supplier before the date of issue of the order of Hold shall not be affected.

**5.1.2** Depending upon the type of hold, in ongoing cases where Techno-commercial Bids are under evaluation and any of the participant Supplier has been put on Hold, then the tender may be processed excluding the bid of that Supplier. However, if Price Bid has been opened and that Supplier happens to be L-1, then re-tendering is to be resorted to, excluding the Supplier.

**5.1.3** The case of running framework agreement (FA) where multiple POs are placed against a single FA and if the Supplier has been put on hold, further purchase orders against this FA are not to be placed on the Supplier during the period of hold depending on the type of hold.

**5.2 Treatment of Contracts with Suppliers in Ban cases (applicable across BHEL):**

**5.2.1** All existing contracts with the banned Supplier shall normally be terminated by BHEL. Once the order for banning is passed, existing offers/ new offers of the Supplier shall not be entertained.

**6.0 Lifting of Suspension**

Lifting of suspension will not be automatic on completion of specified period as causes for putting on suspension should be removed/ addressed before lifting of suspension. The Supplier, under suspension may submit explanations to the initiating unit regarding corrective/ preventive actions taken by him.

9.0 List of banned Suppliers shall be hosted on BHEL's website.

12.0 Registration of banned supplier shall be deemed to have been cancelled automatically. Supplier once banned shall have to seek fresh registration in the respective BHEL unit(s) on lifting of ban.

**BHARAT HEAVY ELECTRICALS LIMITED**  
**(A Government of India Undertaking)**  
**TIRUCHIRAPALLI – 620014**  
**CIVIL ENGINEERING DEPARTMENT (TOWNSHIP)**

**NOTICE INVITING TENDER**

01. Name of work : **Lease of coconut trees in and around Township & Factory**
02. Estimated Cost : **Rs. 5.52 Lakhs**
03. Earnest Money Deposit : **Rs. 11,000/-**
04. Completion Time : **24 (Twenty Four) Months**  
(From the date of commencement of the work which will be reckoned from the date of handing over to the contractor)
05. Cost of Tender Document : **Rs. 750/-** (including Sales Tax) in DD form  
(This amount will not be refunded in any circumstances)
06. Last date for receipt of tenders : **14:00 hrs. 23 11 2017**
07. Date of Tender opening : **14:00 hrs. 23 11 2017**
08. Maintenance period : **NIL**

Tender document contains **38** pages in Qualification Bid and **16** pages in Price Bid including Bill of Quantities, EFT format etc.,

Issued to Messrs. / Thiru : .....

.....

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**ISSUING OFFICER**

**CONTRACTOR**

15

**ACCEPTING OFFICER**

## **INSTRUCTIONS TO TENDERERS**

1. The tender is open to all contractors. The Contractors not borne on the approved list of contractors of this Organization must submit the following testimonials simultaneously with their tenders.
  - i. A Certificate to establish that the tenderer is an independent contractor working on his own.
  - ii. At least two certificates from responsible Officers of Government of Firms of repute, regarding the tenderer's capacity to undertake to undertake and carryout the work tendered for or similar work satisfactorily.

**NOTE :**

- a) Copies of testimonials unless attested a Gazetted Officer will not be accepted.
  - b) Non – Submission of the above testimonials simultaneously with the tenders may result in the tender being rejected.
2. The tenderer is advised to obtain the tender documents in person or by a messenger duly authorized to do so. The BHARAT HEAVY ELECTRICALS LIMITED will not under any circumstances accept responsibility for the non – receipt of delay in the receipt of the tender documents by the tender.
  3. Percentage rate should be quoted in FIGURES and in WORDS. In case of any difference in the rates quoted in figures and in words, the higher of the two rates will be taken as the tendered rate.
  4. Tender Value is only approximate and liable for variation without entitling the tenderer to any compensation, till the total value of contract vary by more than 20% (Twenty Percentage)
  5. Quoted rate shall be firm throughout the contract period of **24 (Twenty Four) months**.
  6. Should a tender find discrepancies or omissions in the drawings or any of the tender documents or should be in doubt as to their meaning, he should at once address the authority inviting the tender for clarification. 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 by discovered and shall make no subsequent claim on account thereof.
  7. Tenders submitted by post should be sent "Registered Post with Acknowledgement due". These should be posted with due allowance for any delay in postal delivery. Tenders received after the due date and time of opening, tenders are liable to be rejected.
  8. The contractor's responsibility under this shall commence form the date of receipt of sale order of acceptance of his tender. The scheduled period of completion for this work will be as mentioned in page No. 15, and the Contractor will have to plan his work accordingly.
  9. **Earnest Money Deposit:**
    - 9.1) EMD is to be paid by tenderers for securing fulfilment of any obligations in terms of the NIT. Earnest Money is to be paid by each tenderer to ensure that the tenderer does not refuse to execute the work after it is awarded to him.
    - 9.2) Rates of EMD shall be as under:

For works/ services costing upto Rs 10 Crs.	2% of the estimated cost
For works/ services with costing more than Rs. 10 Crs.	Rs 20 lakhs plus 1% of the estimated cost over Rs 10 Crs.

**9.3) Mode of Deposit:**

The EMD may be accepted only in the following forms:

- (i) Cash deposit as permissible under the extant Income Tax Act (before tender opening)
- (ii) Electronic Fund Transfer credited in BHEL account (before tender opening)
- (iii) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL ,Trichy (along with offer)

In case total EMD amount is more than Rs.20 Lakh, the amount in excess of Rs 20 lakh may be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for at least six months.

**9.4) EMD by the Tenderer will be forfeited if,**

- i) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- ii) The Contractor fails to deposit the required Caution deposit or commence the work within the period as per LOI/ Contract.

9.5) EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.

9.6) EMD shall not carry any interest.

9.7) EMD of successful tenderer will be retained as part of Caution Deposit

10. Should a tenderer or a contractor on the list of approved Contractors have a relative, or in the case of a firm or Company of contractors any of its share holders or shareholder's relative, employed in a gazetted capacity in the Engineering Department of the Bharat Heavy Electricals Limited, 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 fact subsequently comes to light, the contract may be rescinded in accordance with the relevant provisions in the General Conditions of Contract.

11. If tenderer expires after the submission of his tender or after the acceptance of his tender the BHEL may, at their discretion, cancels such tender. If a partner of a firm expires after submission of tender or after the acceptance of the Tender, BHEL may cancel such Tender at their discretion unless the firm retain its character.

12. If the tenderer deliberately gives wrong information in his tender or creates conditions favourable for the acceptance of his tender, the Bharat heavy Electricals Limited, reserves the right to reject such tender at any stage.

13. Words importing the singular number shall also be deemed to include the plural number and vice versa where the context so requires.

14. The expenses for competing and stamping the agreement shall be paid by the contractor.

15. Tenderers shall not decrease their quoted rates in case the Bharat Heavy Electricals Limited, negotiates for negotiation for increase of rates. Such negotiation shall not amount to cancellation or withdrawal of the original offer and the rates originally quoted shall be binding on the tenderes for a period of three months from the date of opening of tenders.

16. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

17. If, in case of opening of price bids, when there is a Tie in the percentage rates quoted by the tenderers, the ranking will be decided based on Lot System, in the presence of the bidders who witness the price bid opening.

## TENDER NOTICE

Name of Work : **Lease of Coconut Trees in and around Township & Factory**  
Estimated Cost : **Rs 5,52,200.00**  
Period of Contract : 24 (Twenty Four) Months

1. SEALED TENDERS for the above noted work are hereby invited from contractor experienced in works of similar kind and magnitude. Tenders will be received by **Sr. Mgr. / CIVIL / PLANNING, DESIGN & QC**, Bharat Heavy Electricals Limited, Tiruchirappalli – 620 014. Up to 14.00 Hrs. on **23 11 2017** and will be opened on the same day at 14.00 Hrs. at the **Office of the Sr. Mgr. / CIVIL / PLANNING D & QC**.
2. TENDER FORMS and other particulars regarding the proposed work can be obtained on any working day from **8.00 A.M. to 4.30 P.M. up to 22 11 2017** on payment of the prescribed sum of **Rs. 750/-** per set (including Sales Tax) in the form of Demand Draft Amount nor refundable.
3. TENDERS must be submitted in sealed covers and should be addressed to the with full name and address of the tenderer and the name of work being noted on the cover.
4. All entries in the tender documents should be in the one ink. Erasers and over writings are not permitted. All cancellations and insertions should be duly signed by the tenderer concerned.
5. TENDERERS should 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 Tender Documents including the drawings attach there to before submitting their tender.
6. Percentage rate should be quoted in figures as well as in words with reference to each item and for all the items shown in the attached schedule. These rates shall be for the finished work in site.
7. QUANTITIES shown in the attached schedule are only approximate and are liable to variation without entitling the Contractors to any compensation, provided the total value of the Contract does not vary by more than 20% (twenty percent).
8. In quoting their rates, the tenderers are advised to take account all factors including any fluctuations in the market rates etc. No claim will be entertained on this account after acceptance of the tender or during the currency of the contract.
9. 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 Prevalent conditions position of materials and labour, General and Special Conditions of Contract. Instructions to tenders, drawings and Specifications and all other documents which form part of the Agreements to be entered into.
10. The rates quoted in the tender shall remain valid for a period THREE MONTHS from the date of opening of tenders.
11. In the event of tender being submitted by 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 fo the power of attorney duly attested by a Gazetted Officer must accompany the tender.
12. Every tender must be accompanied with EMD for the amount as specified in any of the form mentioned in Para 9.3 of the "Instruction to Tenderers". This Earnest Money will be refunded to the unsuccessful tenderers within fifteen days of finalization of the award of work. In case of the successful tenderer, the Earnest Money will be retained as part of the Caution Deposit for satisfactory completion of the work.

NOTE: Cheques, Currency Notes and Money Orders will not be accepted in lieu of the deposit receipt referred to above.

**CONTRACTOR**

18

**ACCEPTING OFFICER**

13. Unless the contractor whose tender is accepted signs the Contract Agreements and makes the necessary advance specified in Bill of quantities of this tender within Seven days of the date of the order directing him to do so the amount of Earnest Money Deposit already deposited by him will be forfeited and acceptance of his tender withdrawn.
14. If after opening of tenderer revokes his tender or decreases his earlier quoted rates or after acceptance of his tender does not commence the work in accordance with the instruction of the 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.
15. ~~The Bharat Heavy Electricals Limited reserve the right to reject any or all the received or accept any tender or part thereof without assigning any reason thereof. In the case acceptance of part of tender, time for completion may also be reduced to the extent considered appropriate by the Accepting Authority.~~
16. Conditional and Unwitnessed tenders, tender containing absurd rates and amounts tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions laid down by the Accepting Officer are liable to be rejected.
17. Tenders not submitted on the prescribed form are liable to be rejected.
18. The lease period must be completed within a period as mentioned in **NIT**.
19. The Chairman / General Manger / Deputy General Manager / Deputy Manager / Senior Engineer shall be Accepting Officer, herein after referred to as such for the purpose of this contract.
20. This tender notice shall be deemed to form an integral part of the contract to be entered into for this work.
21. The tenderers are advised to go through the condition stipulated in Tender document & code of conduct for 'Health & Safety of Contract Labourer' in details. Any violation thereof will invite punitive action being taken against them. While quoting the rate all the above factors are to be taken into account.



**BHARAT HEAVY ELECTRICALS LIMITED,  
UNIT: TIRUCHIRAPALLI - 620 014  
CIVIL ENGINEERING DEPARTMENT (TOWNSHIP)**

**NORMS FOR QUALIFICATION**

**NORMS FOR QUALIFICATION for the work of Lease of Coconut Trees in and around Township & Factory**

**Tender Notice No. CT: TN: 015 / 17 – 18 ; Tender Schedule No. CT: TS: 015 / 17 - 18**

<b>Sl. No.</b>	<b>Thrust Area</b>	<b>Tender Value Rs. in Lakhs</b>
		<b>5.52</b>
<b>ELIGIBILITY:</b>		
<b>1.</b>	<b>PAN CARD</b>	

## **GENERAL SAFETY PRECAUTIONS TO BE FOLLOWED AT WORK SITE DURING EXECUTION**

The following safety measures should be strictly adhered to during execution of works at sites.

1. Providing the working platform with toe board and handrail for continuous working at heights.
2. Providing safety belt and life line at all times for men working at heights.
3. Providing dust or fume respirator in places where dust and fume concentration exists.
4. Providing goggles and welding screens.
5. Providing acid and alkali proof rubber gloves for handling acid and alkali and chemical which are corrosive.
6. Providing rubber gloves for working on electrical works.
7. Ensuring proper lashing of the components while being transported in vehicles.
8. The vehicles must have side supports or have body to support the materials conveyed.
9. The materials should not be allowed to extend or overflow the sides of the vehicles.
10. Materials should not be allowed to overhang from the rear edge of the body of the vehicle.
11. Driver of the vehicle must possess license.
12. Vehicle must not be overloaded prescribed limits.
13. Red flags and lights for parts projecting from the body of vehicle must be provided.
14. The speed restrictions within the factory premises must be strictly adhered to.
15. The gas cylinders must be always handled on trolleys or kept tied down not in use. They should never be rolled as Roller for conveying.
16. Cylinders should not be used without regulators.
17. All excavations must be barricaded and red lamps must be provided.
18. All electrical connections must be properly earthed.
19. No work should be taken up for execution inside shop floor, without obtaining necessary work permit.
20. Providing helmet, safety belt, etc., for high level work and sufficient number of Industrial Safety nets at appropriate level to safeguard the persons working at high level particularly in trusses, girders, roofing etc., of industrial and high roof buildings.
21. The contractor should maintain a register regarding the driver license particulars.
22. All personal protective equipment conform with standard specification as per the details given in the code of conduct.

Contractor including their sub-contractors, agents and labour engaged on the work are required to scrupulously adhere to the safety regulations, safety precautions and measures. Any violation thereof will invite punitive action being taken against them. Also contractors with frequent violations of safety regulations will not be entrusted with further work in this organization.

## **SAFETY PRECAUTIONS TO BE OBSERVED WHILE TRANSPORTING MATERIALS**

### **i. VEHICLE**

1. Vehicles carrying material should have proper registration documents and must be produced on demand by our Security Staff.
2. The light on right side, i.e., over the drivers cabin shall be in working condition.
3. Both the head lights as well as park lamps must be in working conditions.

### **ii. MOVEMENT OF VEHICLE**

1. The vehicle should not travel at more than 20 km.ph in our premises.
2. The Driver of the vehicle must possess heavy duty license and produce on demand by the Security Staff.
3. Vehicles carrying inflammable liquids in the tank containers should have grounding chain or the tank should be coated with insulating material also to avoid Static Electricity.
4. In road junctions, speed breakers and railway crossing, the speed should be lowered and vehicle should proceed cautiously.
5. The driving should 'KEEP TO THE LEFT' at all places.
6. The vehicle should not be parked in road which could obstruct the vehicular traffic.
7. No person other than driver should be allowed to sit or stand on the prime mover or trailer.
8. The vehicle should pass only through the approved routes. Short cuts should be forbidden.
9. There must be a safe distance behind another moving truck.
10. The driver should avoid making quick starts, jerky stops or quick turns at excessive speed.

### **iii. SHIPPING**

1. Strong side supports should be provided on both sides of the trailer. The side supports should be fixed in such a way that it cannot be removed even temporarily.
2. Adequate packing must be given for easy slinging operation. The packing materials should be good enough to withstand the load.
3. The stacking of loads in the truck should be evenly placed. The load should not be heaped together or dumped over the chassis.
4. The loaded materials should be fastened tightly with 'WIRE ROPE'. Manila rope or coir rope should not at all be used. There must be side packing such as gunny or rubber tyre between the sharp edge of the job and wire rope in order to avoid cut in the wire rope.
5. There must be minimum two fastenings and it should be more in case of lengthier loads.
6. The wire rope should be in sound conditions i.e., there should not be links, knots or bristles etc.,
7. The wire rope ends should be clamped with 'U' clamps.
8. The load on the truck should not be beyond its standard capacity. The carrying capacity must be clearly marked on the trailer also.
9. The loose pieces should be bundled before loading on the truck.

10. There must be red flags or red lamps for the lengthy loads which extend beyond chassis.
11. The load should not be over hanging more than 3 ft. from the end of the body.
12. The materials should not be stacked too high to avoid hitting against live electric lines.
13. While transporting the scraps, there must be wire knitting cover to prevent falling of scrap.

**iv. GENERAL**

The vehicles should not be moved directly inside the production building in case the materials are to be unloaded there. But the vehicle should be parked outside the building and the driver should ascertain the passage as well as the unloading points with the help of shop officials. This will avoid the congestion of blocking of traffic in the gangway.

## BHEL-Trichy : Contractor Safety Guidelines

Following are the points to be ensured for the safety of contract employees.

### I. Identity and Entry:

1. The contractors to give identity card to their employees with full details like employee name, company name, age, blood group, contact person with phone no. etc.
2. The contractors not to employ people whose age is below 18 years.
3. HR/Welfare will issue passes to the trained employees only.
4. Welfare has to arrange for necessary infrastructure (biometric entry) for enrolment of new contract workers. Biometric entry system will be made available in North Gate and Unit 2 initially.
5. The data of daily entry of contract workers through biometric will be made available online to the contract awarding departments HR/Welfare.

### II. Training:

1. Safety, first aid and fire fighting training to be given to two responsible persons in each contract and they should take care of their groups on day to day working.
2. This shall be done within a period of 2 weeks after awarding of fresh contract.
3. For ongoing contracts the contractors has to identify the persons to be trained within a period of 2 weeks.
4. Driving/operation of Crane/jumbo/Fork lift etc are to be done only by authorized persons.

### III. Dress Code:

1. Male employees should enter gates only with Safety shoes, Pants-Shirts, (Dothi, Lungi not permitted).
2. Female employees should enter gates only with Safety shoes. Loose dress must be avoided. (A shirt over saree /chudithar is a must).
3. Normal shoes are acceptable for office area work only.
4. Employees working in canteens can wear sandex.
5. Welfare will finalize and indicate a color coding to be provided in the dresses used by contract employees for uniformity and easy identification of the contract workers.

#### IV. Procedures:

1. Smoking, audio-playing (mobile phone, iPod, inbuilt music systems etc in the vehicles.) are banned within the factory premises.
2. Moving to unrelated areas must be strictly avoided by the contract employees entering to the other areas only with knowledge of concerned department.
3. Procedure (SOP) given from user departments are to be adopted for all operations and maintenance – e.g. tank cleaning, ET plant maintenance, Sewage maintenance, Oxidation pond maintenance, operation of substation, transformer maintenance etc. User departments agreed to generate procedures incase if not available already (Snake catching, Monkey catching, Honey comb removal etc.).
4. Adequate precautions to be taken while waste removal like paint sludge removal, chromic sludge removal, phenol and tar removal by contract employees.
5. The contractor should clearly inform the hazards involved to the employees MSDS to be displayed.
6. The contract employees involved in tank cleaning, ET plant maintenance, Oxidation pond maintenance should know swimming and strict monitoring should be ensured.
7. Line clearance(LOTO)procedure to be followed during bulb changing, electrical substation maintenance, DSL maintenance, furnace instrumentation etc.
8. Work permits to be obtained for jobs like work at height, excavation, blasting, hot work, pipe line work, roof light maintenance, work at confined space like cellar.
9. Users agreed to initiate the permits for all the works mentioned in the table given below to safety mgt for clearance.

## BHEL-Trichy : Contractor Safety Guidelines

### Work Permit Instructions

SI No	Works	Instruction
1	Construction, erection & Commission of new and modification of existing civil structure	The contract workers employed shall have sufficient job knowledge shall follow the procedures and dress code
2	Periodical Civil maintenance work at height	Only experienced people shall be allowed to carry out the work at height. Physically fit without any vertigo problem. Wear safety belt and use life line, Net etc.
3	Work at height - including roof light maintenance and furnace work	Only experienced and qualified electrician shall be allowed to carry out the work at height. Physically fit without any vertigo problem. Wear safety belt and use life line, Net etc.
4	Welding work at process plant including pipe lines , PG and acetylene plant	Only experienced people shall be allowed to carry out the work at height. Shall take care of nearby pipeline, remove all flammable materials. Get help from fire service.
5	Crane erection and modification work	Only experienced people shall be allowed to carry out the work. Wear safety belt and use life line. Net etc. Remove all loose material
6	Excavation and Blasting.	Some lapse is noticed obtaining Excavation permit, shall be strictly followed. Only licensed holder shall carry out blasting, accountability shall be properly maintained for the explosives, unauthorised/unapproved explosives shall not allowed. Only authorised equipment shall be used for blasting
7	Fragile roof work	Only experienced people shall be allowed to carry out the work at the fragile roof. Physically fit without any vertigo problem. Wear safety belt and use life line. Net etc. They shall be properly instructed before going to the roof.
8	Confined space work, cellars, furnace ducts	Oxygen level to be checked before work, proper breathing apparatus to be used. Only experienced people shall be allowed to carry out the work at cellars/confined space

10. Specified Speed limit 20 kmph to be followed by all the vehicles entered in factory premises.

11. Procedure given by user departments for spray painting, brush painting and dip painting should be followed. Paint sludge removal, empty tin removals etc. are to be periodically carried out and sent to disposal stores.

## BHEL-Trichy : Contractor Safety Guidelines

### V, Equipments:

1. All the equipments used by the contractors are to be in good condition with all safety provisions and to be checked and certified by the department officials.
2. Electrical supply to be taken through the M&S department. Unauthorized connections taken any will be viewed seriously.
3. Welding machines are to be used with proper earth connection. Cables should be in good condition. Insulation to be checked regularly and maintained.
4. Qualified electricians are only to be used for giving connections.
5. Good quality Electrical equipments and tools are to be used with valid certificates. These certificates must be shown on demand.
6. For portable electrical equipments supply to be taken using plugs points.
7. Wires / cables extension box should be in good condition.
8. Proper earthing should be maintained.
9. Mobile Crane, Fork lift, Trailers; JCB etc. should be in good condition with specified capacity and should not cause any untoward incident while in use.
10. Fitness Certificate issued by competent person approved by Govt. authorities, insurance and emission certificate etc. should be in possession and should be shown on demand.

### VI All contractors:

#### **A. Gas Plant:**

1. Contractors to use only trained persons for working in LPG installations with separate identity and to furnish valid documents for working in LPG area.
2. If LPG is used, hazards, safe handling methods, etc., are to be clearly explained to the employees and safety measures are to be taken.
3. People working in LPG line, furnace, and installation are to be aware of LPG properties; hazards involved and should work with adequate precautions and assistance. Hot work permit to be obtained any welding/cutting work in this area. No spark or flame is allowed.
4. Awareness on PG Plant, Inflammable stores for contract employees should be ascertained by the contractors. Contract employees authorized by safety are only to be allowed. Others not allowed.
5. Adequate precautions must be taken by contractors for their employees working in the PG area. (Gas generation, coal handling, poking operation, booster area, ash handling, tar and phenol handling, pipe line work etc.)

## BHEL-Trichy : Contractor Safety Guidelines

### **B. Electrical Contractors:**

1. Must ensure proper care before working on electrical lines.
2. Must have obtained line clearance/work permit for all electrical work, panel board cleaning, roof light changing, cable trench works and works in confined areas.
3. After completion of the work the line clearance/ permits must be closed.
4. Must remove all the left out choke, bulbs, tools, fasteners etc. after completion of the work (working on height).
5. Portable machines, lines drilling machines must be with proper plug points.
6. Unused new cables and fittings are to be returned to the concerned. Old cables/ used cables are to be removed and returned properly.

### **C. Painting Contractors:**

1. Must know the characters of paints, thinners, solvents etc before handling.
2. User departments and the contractor must provide Materials Safety Data Sheets (MSDS) for the contract employees involved in painting work.
3. Contractors should provide respirators to the employees doing painting work.
4. User departments should ensure training for contract employees in Fire prevention, fire fighting etc.
5. The training shall be through Fire/Security department.
6. Contract employees must take adequate precaution to prevent fire while working.

### **D. Civil Contractors:**

1. Employees working in Civil constructions should be familiar with the relevant work viz masonry work construction, tiles, partition, floor elevated work etc.
2. Tools, equipment pertaining to their works must be in good condition and with valid certificates. The workers employed must be skill ful enough to complete the work- roof work, work at height, excavation blasting etc.
3. Contractors must check the health of employees specific to occupation periodically and furnish evidence to welfare department/BHEL. This is a must for the works like working at height, Jack hammering, sewage cleaning etc.
4. Vehicles used for construction works like lorries, excavation equipments (JCB), Mixing machines etc., are sound in operating condition.

## BHEL-Trichy : Contractor Safety Guidelines

5. User departments should ensure that the applicable procedures are clearly understood by contract employees involved in civil maintenance viz flooring, floor cleaning, building maintenance, water line, pipe lines, storm water, ETP Maintenance etc. The adherence to the procedures must be ensured by contract supervisor.
6. The operators should be licensed, trained and authorized persons. Valid certificates/ documents must be shown on demand.
7. Employees should remove the waste materials from the work spot after completing the works.

### **E. Transport Contractors:**

1. Vehicles carrying materials should have proper registration documents and must be produced on demand to BHEL security staff.
2. The driver of the vehicle must possess valid heavy duty license, vision Test certificates & relevant valid vehicle documents as per the factory Rules and to be produced on demand to the security staff.
3. The cleaner should be knowledgeable enough to give correct direction. Also should not drive inside or take training inside. Every vehicle should have pair of skilled driver and cleaner.
4. No persons other than driver should be allowed to sit or stand on the Prime Movers of the trailer.
5. Should not do Cooking, Bathing, Vehicle cleaning etc. within the premises.
6. The lights on right side (i.e.) over driver's cabin should be in working condition.
7. Both the head lights as well as park lamps must be in working condition.
8. The tire, brake, horn, turning lamps, etc must be in good conditions.
9. The vehicle should not be parked in the road in such a way to cause obstruction to vehicular traffic.
10. There must be a safe distance behind another moving truck.
11. If vehicle got break down, they should attend maintenance work and ensure to avoid oil and grease spillage & traffic issues.
12. Drivers should not do material handling activities.
13. Must not stand under/close to load while lifting the materials
14. Speed limit 20 km/hr to be maintained inside the factory premises.

## BHEL-Trichy : Contractor Safety Guidelines

### **F. Shipping:**

1. Strong side supports should be provided on both sides of the trailer. The side supports should be fixed in such a way that it cannot be removed even temporarily.
2. Adequate packing must be given for easy slinging operations. The packing materials should be good enough to withstand the load.
3. The stacking of loads on the truck should be evenly placed. The load should not be heaped together or dumped over the chassis.
4. The load on the truck should not be beyond its standard capacity. The carrying capacity must be clearly marked on the trailers also.
5. The loaded materials should be fastened tightly with wire rope. Coil rope should not at all be used.
6. There must be side packing such as gunny, rubber-tire between the sharp edges of the job and Wire rope in order to avoid cut in the wire rope.
7. There must be minimum two fastening and it should be more in case of lengthier loads.
8. The loose pieces should be bundled before loading on the truck.
9. There must be red flags or red lamps for the lengthy load which extend beyond chassis.
10. The materials should not be stacked too high to avoid hitting against live electric lines.
11. Must not lift beyond the capacity (SWL) of mobile cranes.
12. Must keep valid certificates for the individual (inclusive of vision Test certificates) and lifting equipment.
13. Should not use mobile cranes for transporting and dragging

### **VII Travels/Taxi Contractors:**

1. Must have valid documents like Driving license, RC, Insurance, FC, Vision Test Certificate.
2. Max speed limit 20 KM/Hr must be followed, Timing prescribed for entry and exit to be strictly followed. Not to overtake inside the Premises.
3. Seat belt must be worn by taxi drivers, Park cars only in the permitted areas.
4. Using mobile phones while driving and playing iPod, inbuilt music systems etc in the vehicles. are banned within the factory premises.

## BHEL-Trichy : Contractor Safety Guidelines

### **VIII Welfare:**

1. The contractors are directed to generate PF number and ensure PF contribution remittance for all contract workmen engaged by them.
2. Bio-Metric Entry for Contract Workmen : Contractors have been directed to cover all the contract workmen engaged by them through Bio-Metric Entry System

### **XI Health Check up**

Contractors must check the health of employees specific to occupation periodically and furnish evidence to welfare department/BHEL for updating. Specific test is a must apart from General Health checkup for the works like

1. Working at height- Vertigo test
2. Mobile crane operator- Vision test, audiometric test
3. Vehicle drivers- Vision test, audiometric test
4. Shot blasting operations- Lung function test, audiometric test
5. Canteen employees- Dermatitis
6. Jack hammering- Lung function test, audiometric test
7. Sewage cleaning- Lung function test,
8. Electro-plating- Skin and respiratory tract
9. Grinding - Lung function test, audiometric test
10. Spray painting - Skin and respiratory tract

### **X. Safety Equipment:**

Contract employees must wear the PPEs relevant to the nature of work in addition to the safety shoes.

1. Welding - Welding Shield and goggles
2. Gas cutting - Aprons, Gas cutting goggles
3. Painting - PVC gloves, PVC apron, respirators
4. Electrical work - Electrical Resistance gloves, gum boots (during rain)
5. Work near hot furnace - Heat resistant gloves & Apron
6. Glass wool related works - Respirators, Barrier Cream
7. Slag removal, cleaning and grinding work - Goggles / dust respirators.
8. Handling of rough and sharp surfaced objects - Leather gloves
9. Sanitary work - Hand gloves, Gum boots
10. Concrete preparation - Gum boots Electrical
11. Work at height - Rubber gloves, Safety Belt, Fall arrestors, Life line Rope.

## BHEL-Trichy : Contractor Safety Guidelines

### **XI. Violations:**

The following will be treated as serious violations and appropriate actions are to be initiated by the users.

1. Employing people whose age is below 18 years.
2. Not wearing safety shoes or normal shoes (Contract employees will not be permitted after the security gates).
3. Not wearing PPEs.
4. Working without proper work permit.
5. Possession of mobile phones other than taxi drivers..
6. Using mobile phones while driving .
7. Unauthorized electrical connections .
8. Driving/operation of Crane/jumbo/Fork lift etc by unauthorized persons.
9. Unauthorized operation/driving of lorries, mobile cranes etc.
10. Smoking, alcohol, audio-playing etc.
11. Moving to unconnected areas.
12. Any willful act that creates unsafe conditions .

## SCHEDULE 'B'

1. The following materials will be issued FREE of cost to contractor at BHEL Stores / Stock yard.

SI.No.	DESCRIPTION	PLACE OF ISSUE
NIL		

- ~~2. It will be the responsibility of the Contractor to submit his demands for the above stores in writing atleast seven days in advance of the actual requirement.~~
- ~~3. Issue of Stores is subject of the availability at the place of issue cited above, items of stores to be issued by BHEL which are not available at the time of indenting by the contractor may be supplied by BHEL after necessary procurement. The contractor shall not be entitled to any claim of compensation for delay in the supply of stores by BHEL under any circumstances.~~
- ~~4. The materials will be issued only during the working hours of the BHEL Stores Department ( 8.00 a.m. to 4.30 p.m. ). Contractor shall have to transport them to the site of work at his own cost as soon as they are issued to him.~~
- ~~5. The steel materials if issued will be in random lengths and sizes as stocked by the BHEL and the cost of all cutting, conversion, substitution and fabrication as well as wastage shall have to be borne by the Contractor.~~
- ~~6. The contractor shall from time to time render proper account of all materials issued to him by BHEL. If he fails to do so, no further issue of materials will be made to him and he will be held responsible for any delay in the execution of the work which may occur on this account.~~
- ~~7. Where A.C. Sheets and accessories, Doors, Windows, Sanitary fittings, Special glasses or other items are issued free of cost to the contractor, the contractor will have to make good at his own cost any loss or damage to any part or whole of the items issued to him as above. All wastage within the premises limits as fixed by BHEL will be charged for at the prescribed issued rates of BHEL. Excess wastage will be charged for at punitive rates which will be 100% higher than the issue rates.~~
- ~~8. All surplus materials in good condition which are not returned to the BHEL Stores as also quantities of materials consumed in excess of the max. permissible limit as fixed by BHEL shall be charged for at punitive rates.~~

~~The decision of the Senior Engineer / Dy. Manager / Manager as to the extent to which materials have been rendered surplus or consumed in excess of the actual requirements shall be final and conclusive and binding on the contractor.~~

**SCHEDULE 'C'**

**ISSUE OF TOOLS AND PLANTS TO CONTRACTORS**

Sl.No.	Qty.	Particulars	Details of BHEL Crew Supplied	Hire Charges Per unit Per Day	Place of Issue	Remarks
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.....Nil.....

b) Machineries shall not be operated over time without the written permission of the Sr. Engineer / Dy. Manager / Manager.

c) All Coolies, Watermen etc., required in addition to BHEL crew mentioned in column 4 above shall be arranged by the contractor at his own expense.

**SCHEDULE 'D'**

NOTE: All Drawings are to be signed by the Contractor as well as the officer entering into contract.

SL.No.	DRAWING NUMBER	DESCRIPTION
1.	--NIL--	---NIL---

**SCHEDULE 'E'**

**LEAD STATEMENT**

Sl.No.	Name of Material	Name of Source	Lead Particulars both for Factory and Factory
1	---NIL---		

C.A.....Date.....  
(To be used in conjunction with BHE Ltd., General Conditions of Contract )

**AUTHORITY TO TENDER**

Tender Notice No. **CT: TN: 015 / 17 - 18**

Office of the  
Sr. Mgr. / CIVIL / PLANNING D & QC,  
53 Building Ground Floor,  
BHARAT HEAVY ELECTRICALS LIMITED  
TRICHY – 14.

Tender Schedule No. **CT: TS: 015 / 17 - 18**

Lumpsum / Percentage rate /Item rate tender for work required in **Lease of Coconut Trees in and around Township & Factory**

Messrs/Mr. ....  
.....of.....

are / is hereby authorized to tender for the above work. The Tender is to be delivered at the Office of the **Sr. Mgr. / Civil / Plng. D & QC, Bldg. No. 53, Ground Floor, BHEL, Trichy – 620 014 up to 14.00 hrs. on 23 11 2017** addressed to the **Sr. Mgr. / Civil / Plng. D & QC, Bldg. No. 53, Ground Floor, BHEL, Trichy – 620 014** superscripting the name of works as mentioned above.

Any correspondence concerning this tender should be addressed as indicated above quoting the Tender Notice, Schedule No. and other relevant particulars.

BHARAT HEAVY ELECTRICALS LIMITED DO NOT BIND THEMSELVES TO ACCEPT THE LOWEST OR ANY TENDER.

**Issuing Officer with  
Designation**

Contract Agreement No.....

**TENDER**

To

Sr. Mgr. / CIVIL / PLANNING, D & QC,  
53 Building Ground floor  
Bharat Heavy Electricals Limited  
Unit: Tiruverumbur  
TIRUCHIRAPPALLI – 620 014.

I / We hereby offer to carry out the work of **Lease of coconut trees in and around Township & Factory**

I / We hereby carefully perused the following documents connected with the above noted work and agree to abide by the same.

- 1. Specifications (General & Particular )
- ~~2. Drawings~~
- 3. Schedule 'B', 'C', 'D', 'E'
- 4. Schedule of Rates
- 5. BHE Ltd., General & Special Conditions of Contract, Tender Notice and Instructions to Tenders attached hereto.

I / We forward herewith the sum of Rs.....as Earnest Money, which shall be refunded should this tender be rejected. I / We further agree to deposit such sum which along with the sum of Rs.....mentioned above shall make up 50% of the fully Caution Deposit for this work as provided for under conditions of the BHARAT HEAVY ELECTRICALS LIMITED General Conditions of Contract.

I / We further agree to execute all the work referred to in the said documents upon the terms & conditions contained or referred therein and as detailed in Schedule 'A' and Bill of Quantities annexure thereto and to carry out such deviations as may be ordered, vide conditions 6 of the BHEL Ltd., General Conditions of Contract upto a maximum of 20% of the tendered amount of Rs.....

I / We further agree to refer all disputes, as required by condition 62 of the General conditions of Contract to the sole arbitration of an Officer, to be appointed by the General Manager, B.H.E Ltd., in his sole discretion whose decision shall be final and binding.

**WITNESS**

Signature of the Contractor

Date :

- 1. ....
- 2. ....

**GENERAL SUMMARY**

1. (a) Net Cost of works or building etc., from Schedule 'A' Rs.

2. Provisional sum Rs.

.....

Total Rs.

.....

Rupees.....

.....

.....

Shri..... in the capacity of

..... has been duly authorized by

me / us to sign the tender for and on behalf of

.....

( in block letters )

Date :

SIGNATURE OF CONTRACTOR

Witness :

Postal Address :

1.....

Telephone No.

Address

2. ....

Address

CONTRACTOR

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ACCEPTING OFFICER

..... alterations have been made in the Tender Document and as evidence that these alterations were made before the execution of contract agreement, they have been initialed by the Contractor and the

.....  
.....  
.....

.....the said officer is hereby authorized to sign and initial on my behalf the documents forming part of this contract (Number of alternation in figures and words to be given here)

The above tender is accepted by me on behalf of the Bharat Heavy Electricals Limited, Unit: Thiruverumbur, Tiruchirappalli – 620 014. for a sum of Rs.....

.....  
.....  
.....at the percentage rates as indicated in Schedule 'A'.

Signature .....Date.....

Designation .....