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1st June
2012

FORMS & PROCEDURES

(Document No. PS:MSX:F&P)

BHARAT HEAVY ELECTRICALS
LIMITED



FORMS & PROCEDURES

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##: will be released later

OFFER FORWARDING LETTER / TENDER SUBMISSION LETTER
(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

Offer Reference No:.....

Date:.....

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : Submission of Offer against Tender Specification No:

I/We hereby offer to carry out the work detailed in the Tender Specification issued by Bharat Heavy Electricals Limited, Power Sector-....., in accordance with the terms and conditions thereof.

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

1. Amendments/Clarifications/Corrigenda/Errata/etc issued in respect of the Tender documents by BHEL
2. Notice Inviting Tender (NIT)
3. Price Bid
4. Technical Conditions of Contract
5. Special Conditions of Contract
6. General Conditions of Contract
7. Forms and Procedures

Should our Offer be accepted by BHEL for Award, I/we further agree to furnish 'Security Deposit' for the work as provided for in the Tender Conditions within the stipulated time as may be indicated by BHEL.

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the appendices annexed thereto.

I/We have deposited/depositing herewith the requisite Earnest Money Deposit (EMD) as per details furnished in the Check List.

Authorised Representative of Bidder

Signature :

Name :

Address :

Place:

Date:

DECLARATION BY AUTHORISED SIGNATORY OF BIDDER

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

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : **Declaration by Authorised Signatory**

Ref : 1) NIT/Tender Specification No:,

2) All other pertinent issues till date

I/We, hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, conditions, stipulations and all other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorised to represent on behalf of my Company/Firm for the above mentioned tender and a valid Power of Attorney to this effect is also enclosed.

Yours faithfully,

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

Date:

Enclosed : Power of Attorney

DECLARATION BY AUTHORISED SIGNATORY OF BIDDER
(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : **Declaration by Authorised Signatory regarding Authenticity of submitted documents.**

Ref : 1) NIT/Tender Specification No:,
2) All other pertinent issues till date

I/We, hereby certify that all the documents submitted by us in support of possession of “Qualifying Requirements” are true copies of the original and are fully compliant required for qualifying / applying in the bid and shall produce the original of same as and when required by Bharat Heavy Electricals Limited.

I / We hereby further confirm that no tampering is done with documents submitted in support of our qualification as bidder. I / We understand that at any stage (during bidding process or while executing the awarded works) if it is found that fake / false / forged bid qualifying / supporting documents / certificates were submitted, it would lead to summarily rejection of our bid / termination of contract. BHEL shall be at liberty to initiate other appropriate actions as per the terms of the Bid / Contract and other extant policies of Bharat Heavy Electricals Limited.

Yours faithfully,

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

Date:

NO DEVIATION CERTIFICATE

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

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : **No Deviation Certificate**

Ref : 1) NIT/Tender Specification No:,

2) All other pertinent issues till date

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

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

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

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

Thanking you,

Yours faithfully,

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

DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITIONS
(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : **Declaration confirming knowledge about Site conditions**

Ref : 1) NIT/Tender Specification No:,

2) All other pertinent issues till date

I/We, _____ hereby declare and confirm that we have visited the Project Site as referred in BHEL Tender Specifications and acquired full knowledge and information about the Site conditions including Wage structure, Industrial Climate, the Law & Order and other conditions prevalent at and around the Site. We further confirm that the above information is true and correct and we shall not raise any claim of any nature due to lack of knowledge of Site conditions.

I/We, hereby offer to carry out work as detailed in above mentioned Tender Specification, in accordance with Terms & Conditions thereof.

Yours faithfully,

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

Date :

Place:

DECLARATION FOR RELATION IN BHEL

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : **Declaration for relation in BHEL**

Ref : 1) NIT/Tender Specification No:

I/We hereby submit the following information pertaining to relation/relatives of Proprieter/Partner(s)/Director(s) employed in BHEL

Tick(✓) any one as applicable:

1. The Proprieter, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in BHEL

OR

2. The Proprieter, Partner(s), or Director(s) of our Company/Firm HAVE relation/relatives employed in BHEL and their particulars are as below:

(i)

(ii)

Signature of the Authorised Signatory

Note:

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

NON DISCLOSURE CERTIFICATE

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

NON DISCLOSURE CERTIFICATE

I/We understand that BHEL PS ___ is committed to Information Security Management System as per their Information Security Policy.

Hence, I/We M/s.....
who are submitting offer for providing services to BHEL PS ___ against Tender Specification No: _____,
hereby undertake to comply with the following in line with Information Security Policy of BHEL PS ____, _____

- To maintain confidentiality of documents & information which shall be used during the execution of the Contract.
- The documents & information shall not be revealed to or shared with third party which shall not be in the business interest of BHEL PS__.

(Signature, date & seal of Authorized Signatory of the bidder)

Date:

BANK ACCOUNT DETAILS FOR E-PAYMENT

(To be given on Letter head of the Company /Firm of Bidder, and **ENDORSED (SIGNED & STAMPED) BY THE BANK** to enable BHEL release payments through Electronic Fund Transfer (EFT/RTGS))

1. Beneficiary Name :
2. Beneficiary Account No. :
3. Bank Name & Branch :
4. City/Place :
5. 9 digit MICR Code of Bank Branch :
6. IFSC Code of Bank Branch :
7. Beneficiary E-mail ID :
(for payment confirmation)

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

FORMAT FOR SEEKING CLARIFICATION

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

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : **Request for Clarification**

Ref : 1) NIT/Tender Specification No:,

2) All other pertinent issues till date

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

Yours faithfully,

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

CAPACITY EVALUATION OF BIDDERS FOR CURRENT TENDER

| SL NO. | DESCRIPTION OF WORK (Similar to Tendered Scope) | WORK ORDER REF & DATE | CONTRACT VALUE (Rs. LACS) | CUSTOMER NAME & ADDRESS | CURRENT STATUS OF THE JOB ALONG WITH LATEST MILE STONE COMPLETED | %AGE OF WORK COMPLETE D | VALUE OF BALANCE WORK (Rs. Lacs) |
|--------|--|--------------------------|---------------------------------|----------------------------|---|----------------------------------|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

NOTES:

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

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

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

DATE :
PLACE:

Signature

Name, Designation & Seal of Bidder

CONTRACT AGREEMENT

Form No: F-10 (Rev 00)

BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
Power Sector – Region

.....
.....

CONTRACT AGREEMENT

AGREEMENT NO. _____

| | |
|--|--|
| NAME OF WORK | |
| NAME OF THE CONTRACTOR WITH FULL ADDRESS | |
| VALUE OF WORK AWARDED | |
| LOI/ LOA NO. | |
| CONTRACT DURATION | |

SIGNATURE OF CONTRACTOR

(SIGNATURE OF BHEL OFFICER)

CONTRACT AGREEMENT

Form No: F-10 (Rev 00)

THIS AGREEMENT MADE THIS _____ DAY OF _____ between BHARAT HEAVY ELECTRICALS LIMITED (A Government of India Enterprise) a Company incorporated under the Companies Act, 1956, having its Registered Office at BHEL House, Siri Fort New Delhi-110049 (herein after called BHEL) of the ONE PART.

AND

M/S _____ (hereinafter called the `Contractor') of the SECOND PART.

WHEREAS M/s -----state that they have acquired and possess extensive experience in the field of -----

And Whereas in response to an Invitation to Tender No. ----- issued by BHEL for execution of ----- the contractor submitted their offer No.-----dated -----And whereas BHEL has accepted the offer of the Contractor on terms and conditions specified in the Letter of Intent/ Letter of Award (LOA) No.-----dated -----read with the references cited therein.

THIS AGREEMENT WITNESSES AND it is hereby agreed by and between the parties as follows:

1. That the contractor shall execute the work of -----and more particularly described in Tender Specification No -----including Drawings and Specifications (hereinafter called the said works) in accordance with and subject to terms and conditions contained in these presents, instructions to Tenderers, General Conditions of Contract, Special Conditions, Annexures, Letter of Intent/ LOA dated -----and such other instructions, Drawings, Specifications given to him from time to time by BHEL.
2. The Contractor is required to furnish to BHEL Security deposit in the form of cash/ approved securities/ Bank Guarantee valid upto ----- for a sum of Rs.----- towards satisfactory performance and completion of the Contract.
3. The Contractor has furnished a Bank Guarantee bearing no.-----dated -----for a sum of Rs.-----executed by ----- in favour of BHEL towards Security Deposit valid upto -----

OR

The Contractor has furnished to BHEL an initial Security Deposit of Rs.-----in the form of cash / approved Securities/ B.G No.----- dated ----- for Rs.-----executed by ----- in favour of BHEL valid upto ----- and has agreed for recovery of the balance security deposit by BHEL @ 10% of the value of work done from each running bill till the entire Security Deposit is recovered.

OR

The contractor has furnished to BHEL an initial Security Deposit of Rs.-----(Rs.-----vide Bank draft No.-----dated -----and by adjusting EMD of Rs.----- submitted vide Bank draft No.----- dt.-----) and has agreed for recovery of balance Security Deposit by BHEL @ 10% of the value of work done from each running bill till the entire security deposit is recovered.

4. The Contractor hereby agrees to extend the validity of the Bank Guarantee for such further period or periods as may be required by BHEL and if the Contractor fails to obtain such extension(s) from the Bank the Contractor shall pay forthwith or accept

CONTRACT AGREEMENT

Form No: F-10 (Rev 00)

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

OR

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

5. That in consideration of the payments to be made to the Contractor by BHEL in accordance with this Agreement the Contractor hereby covenants and undertakes with BHEL that they shall execute, construct and complete the works in conformity, in all respects, with the terms and conditions specified in this Agreement and the documents governing the same.
6. That the Contractor shall be deemed to have carefully examined this Agreement and the documents governing the same and also to have satisfied himself as to the nature and character of the Works to be executed by him.
7. That the Contractor shall carry out and complete the execution of the said works to the entire satisfaction of the Engineer or such other officer authorised by BHEL, within the agreed time schedule.
8. That BHEL shall, after proper scrutiny of the bills submitted by the Contractor, pay to him during the progress of the said works such sum as determined by BHEL in accordance with this Agreement.
9. That this Agreement shall be deemed to have come into force from ----- the date on which the letter of intent/ LOA has been issued to the Contractor.
10. That whenever under this contract or otherwise, any sum of money shall be recoverable from or payable by the Contractor, the same may be deducted in the manner as set out in the General Conditions of Contract or other conditions governing this Agreement.
11. That all applicable charges on account of Octroi, Terminal and other taxes including sales tax or other duties on material obtained for execution of the said works shall be borne and paid by the Contractor.
12. That BHEL shall be entitled to deduct from the Contractor's running bills or otherwise Income Tax as per prevailing Income Tax Act.
13. That BHEL shall be further entitled to recover from the running bills of the Contractor or otherwise such sum as may be determined by BHEL from time to time in respect of consumables supplied by BHEL, hire charges for tools and plants issued (Where applicable) and any other dues owed by the Contractor.

CONTRACT AGREEMENT

Form No: F-10 (Rev 00)

14. That it is hereby agreed by and between the parties that non- exercise, forbearance or omission of any of the powers conferred on BHEL and /or any of its authorities will not in any manner constitute waiver of the conditions hereto contained in these presents and the liability of the Contractor with respect to compensation payable to BHEL or Contractor's obligations shall remain unaffected.

15. The following documents

1. Invitation to Tender No.-----
and the documents specified therein with technical bid opening date as

2. Contractor's Offer Ref. No.-----
dated-----.

3. _____

4. _____

5. _____

6. Letter of Intent/ LOA No. _____ dated _____.

7. _____

shall also form part of and govern this Agreement.

IN WITNESS HEREOF, the parties hereto have respectively set their signatures in the presence of

WITNESS

1.

2.

(CONTRACTOR)
(to be signed by a person holding
a valid Power of Attorney)

WITNESS

1.

2.

(For and on behalf of BHEL)

BANK GUARANTEE FOR SECURITY DEPOSIT

B.G. NO.

Date

This deed of Guarantee made this ----- day of -----two thousand ---- by <Name and Address of Bank> hereinafter called the "The Guarantor" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) in favour of M/s Bharat Heavy Electrical Limited (A Govt. of India Undertaking) a company incorporated under the Companies Act, 1956, having its registered office at BHEL House, Siri Fort, Asiad, New Delhi – 110049 through its unit at Bharat Heavy Electricals Limited, Power Sector Northern Region, HRDI & PSNR Complex, Plot no. 25, Sector – 16 A, Noida - 201301 hereinafter called "The Company" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns)

WHEREAS < Contractor's Name and Address> (hereinafter referred to as the Contractor) have entered into a contract arising out of Letter of Intent no. < LOI REF & Date > (hereinafter referred to as "the contract") for < Name of Work > with the company.

AND WHEREAS the contract inter-alia provides that the contractor shall furnish to the company a sum of Rs.----- (Rupees-----) towards security deposit for due and faithful performance of the contract in the form and manner specified therein.

AND WHEREAS the contractor has approached the Guarantor and in consideration of the arrangement arrived at between the contractor and the Guarantor, the Guarantor has agreed to give the Guarantee as hereinafter mentioned in favour of the company.

The Guarantor do hereby guarantee to the company the due and faithful performance, observance or discharge of the Contract by the contractor and further unconditionally and irrevocably undertake to pay to the Company without demur and merely on a demand, to the extent of Rs.----- (Rupees-----) against any claim by the company on them for any loss, damage, costs, charges and expenses caused to or suffered by the company by reasons of the contractor making any default in the performance, observance or discharge of the terms, conditions, stipulations or undertakings or any of them as contained in the contract.

The decision of the company whether any default has occurred or has been committed by the contractor in the performance, observance or discharge of any of the terms, conditions, stipulations or undertakings or any one of them as contained in the contract and / or as to the extent of loss, damage, costs, charges and expenses caused to or suffered by the company by reason of the contractor making any default in the performance, observance or discharge of any of the terms, conditions, stipulations or undertakings or any one of them shall be conclusive and binding on the Guarantor irrespective of the fact whether the contractor admits or denies the default or questions the correctness of any demand made by the company in any Court, Tribunal or Arbitration proceedings or before any other Authority.

The company shall have the fullest liberty without affecting in any way the liability of the Guarantor under this Guarantee, from time to time to vary any of the terms and conditions of the contract or extend time of performance by the contractor or to postpone for any time and from time to time any of the powers exercisable by it against the contractor and either enforce or forbear from enforcing any of the terms and conditions governing the contract or securities available to the company and the Guarantor shall not be released from its liability under these presents by any exercise by the company of the liberty with reference to the matters aforesaid or by reasons of time being given to the contractor or any other forbearance, act or commission on the part of the company or any indulgence by the company to the contractor or any other matter or thing whatsoever which under the law relating to sureties would, but for this provision have the effect of so releasing the Guarantor from its liability under this guarantee.

The Guarantor further agrees that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the contract and its claim satisfied or discharged and till the company certifies that the terms and conditions of the contract have been fully and properly carried out by the contractor and accordingly discharges this Guarantee, subject however, that the company shall have no claim under this Guarantee after ----- i.e. (the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time, as the case may be) unless a notice of the claim under this Guarantee has been served on the Guarantor before the expiry of the said period in which case the same shall be enforceable against the Guarantor notwithstanding the fact that the same is enforced after the expiry of the said period.

BANK GUARANTEE FOR SECURITY DEPOSIT

The Guarantor undertakes not to revoke this Guarantee during the period it is in force except with the previous consent of the Company in writing and agrees that any liquidation or winding up or insolvency or dissolution or any change in the constitution of the contractor or the Guarantor shall not discharge the Guarantor's liability hereunder.

It shall not be necessary for the company to proceed against the contractor before proceeding against the Guarantor and the Guarantee herein contained shall be enforceable against them notwithstanding any security which the Company may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the Guarantor hereunder be outstanding or unrealized.

Notwithstanding anything contained herein before, our liability under the Guarantee is restricted to Rs.----- (Rupees-----). Our guarantee shall remain inforce until -----, i.e. (the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time) unless a claim or demand under this guarantee is made against us on or before ----- we shall be discharged from our liabilities under this Guarantee thereafter.

Any claim or dispute arising under the terms of this documents shall only be enforced or settled in the courts of at New Delhi/ Delhi only.

The Guarantor hereby declares that it has power to execute this guarantee and the executant has full powers to do so on behalf of the Guarantor.

IN WITNESS whereof the ----- (Bank) has hereunto set and subscribed its hand the day, month and year first, above written.

(Name of the Bank)

Signed for and on behalf of the Bank
(Designation of the Authorized Person Signing the Guarantee)

(Signatory No.-----)

DATED:

SEAL

=====
Notes :

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

BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

B.G. No.

Date

This deed of Guarantee made this _____ day of _____ two thousand _____ by < **Name and Address of Bank**> hereinafter called the "The Guarantor" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) in favour of M/S Bharat Heavy Electricals Limited a Company incorporated under the Companies Act, 1956, having its registered office at BHEL House, Siri Fort, New Delhi - 110049 through its unit at Bharat Heavy Electricals Limited, Power Sector Northern Region, HRDI & PSNR Complex, Plot no. 25, Sector - 16 A, Noida - 201301, hereinafter called "The Company" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns).

WHEREAS M/s. _____ (hereinafter referred to as the Contractor) have entered into a Contract arising out of Letter of Intent no. _____ dtd _____ (hereinafter referred to as "the Contract") for the < **Name of work**> with the Company.

AND WHEREAS the Contract inter-alia provides that the Company will pay to the Contractor interest bearing advance of Rs. _____ (Rupees _____ only) on certain terms and conditions specified in the Contract subject to the Contractor furnishing a Bank Guarantee for Rs. _____ (Rupees _____ only) in favour of the Company.

AND WHEREAS the Company has agreed to accept a Bank Guarantee from a Bank to cover the said advance.

AND WHEREAS the Contractor has approached the Guarantor and in consideration of the arrangement arrived at between the Contractor and the Guarantor, the Guarantor has agreed to give the Guarantee as hereinafter mentioned in favour of the Company.

NOW THIS DEED WITNESSES AS FOLLOWS:-

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

BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

- (2) The decision of the Company whether the Contractor has failed to utilise the said advance or any part thereof for the purpose of the Contract and / or as to the extent of loss or damage caused to or suffered by the Company by reason of the Company not being able to recover in full the said sum of Rs. _____ with interest if any shall be final and binding on the Guarantor, irrespective of the fact whether the Contractor admits or denies the default or questions the correctness of any demand made by the Company in any Court Tribunal or Arbitration proceedings or before any other Authority.
- (3) The Company shall have the fullest liberty without affecting in any way the liability of the Guarantor under this Guarantee, from time to time to vary any of the terms and conditions of the Contract or extend time of performance by the Contractor or to postpone for any time and from time to time any of the powers exercisable by it against the Contractor and either enforce or forebear from enforcing any of the terms and conditions governing the Contract or securities available to the Company and the Guarantor shall not be released from its liability under these presents by any exercise by the Company of the liberty with reference to the matters aforesaid or by reasons of time being given to the Contractor or any other forbearance, act or commission on the part of the Company or any indulgence by the Company to the Contractor or of any other matter or thing whatsoever which under the law relating to sureties would, but for this provision have the effect of so releasing the Guarantor from its liability under this guarantee.
- (4) The Guarantor further agrees that the Guarantee herein contained shall remain in full force and effect during the period till the Company discharges this Guarantee, subject to however, that the Company shall have no claim under this Guarantee after _____ i.e. (the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time, as the case may be) unless a notice of the claim under this Guarantee has been served on the Guarantor before the expiry of the said period in which case the same shall be enforceable against the Guarantor notwithstanding the fact that the same is enforced after the expiry of the said period.
- (5) The Guarantor undertakes not to revoke this Guarantee during the period it is in force except with the previous consent of the Company in writing and agrees that any liquidation or winding up or insolvency or dissolution or any change in the constitution of the Contractor or the Guarantor shall not discharge the Guarantor's liability hereunder.
- (6) It shall not be necessary for the Company to proceed against the Contractor before proceeding against the Guarantor and the Guarantee herein contained shall be enforceable against them notwithstanding any security which the Company may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the Guarantor hereunder be outstanding or unrealised.
- (7) Notwithstanding anything contained herein before, our liability under the Guarantee is restricted to Rs. _____ (Rupees _____). Our guarantee shall remain in force until _____, i.e. the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time. Unless a claim or demand under this guarantee is made against us on or before-----, we shall be discharged from our liabilities under this Guarantee thereafter.

BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

- (8) Any claim or dispute arising under the terms of this document shall only be enforced or settled in the courts at New Delhi/ Delhi only.
- (9) The Guarantor hereby declares that it has power to execute this Guarantee under its Memorandum and Articles of Association and the executant has full powers to do so on its behalf under the Power of Attorney dated_____ (To be incorporated by the Bank) granted to him by the proper authorities of the Guarantor.

IN WITNESS whereof the _____(Bank) has hereunto set and subscribed its hand the day, month and year first, above written.

(Name of the Bank)

Signed for and on behalf of the Bank
(Designation of the Authorized Person Signing the Guarantee)

(Signatory No.-----)

DATED:

SEAL

Notes :

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

FORM for EXTENSION OF VALIDITY OF BANK GUARANTEE

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

BANK GUARANTEE No:

Date:.....

To

(Write Designation and Address of Officer of BHEL inviting the Tender)

Dear Sir

Sub : Validity of Bank Guarantee No:..... Dated for
 Rs in favour of yourself, expiry date
, on account of M/s in respect of
 Contract Number....., (herein after called the Original bank Guarantee)

At the request of M/s....., we Bank,
 having its branch Office at and having Head office
 at, do hereby extend our liability under the above mentioned Bank Guarantee
 number..... dated for a further period ofMonths/years
 from to expire on

Except as provided above, all other terms and conditions of the Original Bank Guarantee No
 Dated..... shall remain unaltered and binding on us.

Kindly treat this extension as an integral part of the original Bank Guarantee to which it
 would be attached.

Yours faithfully

Signature.....
 Name & Designation.....
 Power of Attorney/Signing Power No
 Seal of Bank

| | | |
|--|--|-------------|
|  PS- R | MONTHLY PLAN & REVIEW WITH CONTRACTOR | Page 2 of 4 |
|--|--|-------------|

CONTRACT NO:

CONTRACTOR:

PART – B-1 REVIEW OF DEPLOYMENT OF MAJOR T&Ps

SUPPLIER SCOPE:-

| SN. | MAJOR T&P TO BE DEPLOYED AS PER WORK PLANNED FOR THE MONTH | QTY. | DEPLOYMENT STATUS (ACTUAL DEPLOYED) | REMARKS (WORKS EFFECTED DUE TO NON- DEPLOYMENT OF T&Ps |
|-----|---|------|--|---|
| | | | | |

BHEL SCOPE:-

| | | |
|--|--|-------------|
|  PS- R | MONTHLY PLAN & REVIEW WITH CONTRACTOR | Page 3 of 4 |
|--|--|-------------|

CONTRACT NO:

CONTRACTOR:

PART – B-2 REVIEW OF DEPLOYMENT OF MANPOWER

SUPPLIER SCOPE:-

| SNO. | AREA OF WORK | CATEGORY OF LABOUR | NO. OF LABOUR REQUIRED AS PER CATEGORY | DEPLOYED FOR THE PERIOD | REMARKS (WORKS AFFECTED DUE TO NON-AVAILABILITY OF LABOUR) |
|------|--------------|--------------------|--|-------------------------|--|
| | | | | | |

| | | |
|--|--|-------------|
|  <p>PS- R</p> | MONTHLY PLAN & REVIEW WITH CONTRACTOR | Page 4 of 4 |
|--|--|-------------|

CONTRACT No.:**Date of Report:****PART C1 : PLAN FOR THE NEXT MONTH (PHYSICAL)**

| SL NO. | DESCRIPTION OF WORK (Area Wise) | PLANNED MT/ % / QTY (EXCLUDING SHORTFALLS ATTRIBUTABLE TO CONTRACTOR TILL DATE) | T&Ps REQUIRED | MANPOWER REQUIRED | REMARKS |
|-----------|---------------------------------------|---|------------------|----------------------|---------|
| | | | | | |

NOTE: USE SEPARATE SHEETS, IF REQUIRED

**PART C2: PLAN FOR THE NEXT MONTH
(OTHERS)**

| SL NO. | DESCRIPTION OF WORK (Area Wise) | PLANNED MT/ % / QTY | T&Ps REQUIRED | MANPOWER REQUIRED | REMARKS |
|-----------|---------------------------------------|------------------------|------------------|----------------------|---------|
| | | | | | |

NOTE: USE SEPARATE SHEETS, IF REQUIRED



PS- R

MONTHLY PLAN & REVIEW WITH
CONTRACTOR

Page 5 of 4

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

| Project | | Vendor | | | | Package & Unit | |
|---------|--|----------------|-----------|----------------|--|--|---|
| SL | Parameter for Measurement | Classification | Max Score | Score Obtained | | Measurement Key/Scheduled date | Supporting Documents` |
| #1.01 | Cumulative number of days in the month, the nominated Quality Officer or his authorised nominee was not available | QUALITY | 0.35 | | | Quality Officer or his authorised nominee should be available for all the days | Daily Log Book entry/Incident Registers/letter references |
| #1.02 | Shortfall in number of weekly Quality meetings in the month, not conducted or not attended by Quality officer or his authorised nominee | QUALITY | 0.7 | | | Quality meetings to be held every week | Daily Log Book entry/Incident Registers/letter references |
| #1.03 | Level of compliance wrt decisions taken in previous Quality meetings | QUALITY | 0.35 | | | Number of consolidated issues discussed in Quality meetings | Daily Log Book entry/Incident Registers/letter references |
| #1.04 | Number of batches of welding electrodes, cement, sand , aggregate, consumable, Paints etc as applicable for which test certificates not submitted OR MM & MH pkg:) In case of MM & MH package, monthly checks | QUALITY | 0.375 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #1.05 | Number of incidences of improper storage of inflammable gases and liquids, fuel etc | QUALITY | 0.35 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #1.06 | Total number of complaints in the month on non-preservation of materials under the custody of the contractor / erected in his scope. | QUALITY | 0.35 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #1.07 | Cumulative number of days in the month delayed due to poor organisation/planning of works at site. | QUALITY | 0.625 | | | Cumulative number of days delayed | Daily Log Book entry/Incident Registers/letter references |
| #1.08 | Total number of rework instances in a month necessitated due to improper works/procedures by contractor | QUALITY | 0.625 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #1.09 | Total number of complaints received in the month on the quality of finish / aesthetics | QUALITY | 0.65 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #1.10 | Total number of instances in the month, House keeping NOT attended to inspite of instructions by BHEL -ie removal / disposal of surplus earth / debris / scrap / unused / surplus cable drums / other electrical items / surplus steel items / packing materials, thrown out scrap like weld butts, cotton waste etc from the working area to identified locations | QUALITY | 0.625 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |

Name and Signature of BHEL Package Incharge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

| Project | Vendor | Package & Unit | | | | |
|---------|--|-----------------|-----------|----------------|--|---|
| SL | Parameter for Measurement | Classification | Max Score | Score Obtained | Measurement Key/Scheduled date | Supporting Documents` |
| #2.01 | Number of times the workplan submitted FOR THE NEXT MONTH is REJECTED for not being supported with proper T&P (major) and Manpower. | PERFORMAN CE | 3.47 | | Number of rejections | Daily Log Book entry/Incident Registers/letter references |
| #2.02 | Number of times the Work plan (unloading and storage plans in case of MM & MH packages) is not supported by relevant construction/layout drawings - like A4 plan / elevation views of plan status for structures / pressure parts/Civil Works, Piping isometrics for piping, Layout / PID / System reference sketch, Unloading/storage plans etc as applicable for the works planned | PERFORMAN CE | 3.47 | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #2.03 | Cumulative number of days of delay in submission of plan FOR THE NEXT MONTH supported by deployment plan of Major T&Ps and Manpower (as per C-1 & C-2 of Format F-14) | PERFORMAN CE | 1.73 | | Number of days delayed/Scheduled date is first working day of next month | Daily Log Book entry/Incident Registers/letter references |
| #2.04 | Percentage of delayed submission of Daily Reports for Progress, Labour etc | PERFORMAN CE | 1.87 | | Percentage of daily reports delayed/Scheduled date is each day for the previous day | Daily Log Book entry/Incident Registers/letter references |
| #2.05 | Number of days delayed for submission of log sheets / protocols / Monthly Progress reports for the work executed during the month under measurement | PERFORMAN CE | 0.93 | | Number of days delayed/Scheduled date is first working day of next month | Daily Log Book entry/Incident Registers/letter references |
| #2.06 | Shortfall attributable to contractor as a percentage of what is clearly executable (In line with Terms of payment) by contractor as per the plan (part-A of F-14) for the subject month | PERFORMAN CE | 20.67 | | Percentage calculated as per part-A of F-14 | Progress review formats |
| #2.07 | Cumulative number of days in the month for which feedback/briefing on plans for the day and the progress of previous day was not given to BHEL | PERFORMAN CE | 2.67 | | Cumulative number of days for which briefing or feedback not given/each day for the previous day | Daily Log Book entry/Incident Registers/letter references |
| #2.08 | Cumulative number of major instances in the month hampering/affecting progress of work due to improper management of labour and T&P at site leading to slowed progress of work or extended the completion of works | PERFORMAN CE | 3.47 | | Cumulative number of days lost | Daily Log Book entry/Incident Registers/letter references |

Name and Signature of BHEL Package Incharge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

| Project | | Vendor | | | | Package & Unit | |
|---------|--|-----------------|-----------|----------------|--|---|---|
| SL | Parameter for Measurement | Classification | Max Score | Score Obtained | | Measurement Key/Scheduled date | Supporting Documents` |
| #2.09 | Cumulative number of days of work lost due to interface issues with fellow contractors/ customers leading to stoppage / delay in works, attributable to the contractor | PERFORMAN CE | 1.73 | | | Cumulative number of days lost | Daily Log Book entry/Incident Registers/letter references |
| #2.10 | Number of times the commitments on augmentation of resources as per plan for the month have slipped | PERFORMAN CE | 3.47 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #2.11 | Number of days the submission of Running bills for the month are delayed | PERFORMAN CE | 0.93 | | | Number of days delayed/Scheduled date is first working day of next month | Daily Log Book entry/Incident Registers/letter references |
| #2.12 | Number of days the supporting documents for the Running bills submitted for the month are delayed | PERFORMAN CE | 0.93 | | | Number of days delayed/Scheduled date is first working day of next month | Daily Log Book entry/Incident Registers/letter references |
| #2.13 | Number of times updations were not carried out in maintainance of records in PC in a form approved by BHEL at site (as applicable for respective packages). | PERFORMAN CE | 1.33 | | | Cumulative number of days updation not carried out/ | Daily Log Book entry/Incident Registers/letter references |
| #2.14 | Number of times the Top Management of contractor did not respond to critical issues of site, for the month | PERFORMAN CE | 3.47 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #2.15 | Number of refusals for improvement/remedial measures suggested by BHEL | PERFORMAN CE | 0.67 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #2.16 | Cumulative number of days in the month the works were stopped / refused on interpretation of contract clauses/scope due to tendency of taking undue advantage by interpreting contract clauses in their favour | PERFORMAN CE | 2.67 | | | Cumulative number of days lost | Daily Log Book entry/Incident Registers/letter references |
| #2.17 | Number of times rework refused | PERFORMAN CE | 1.73 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #2.18 | Cumulative number of days in the month recording/logging was not done in daily log/ history register / hindrance register maintained at BHEL Site Office | PERFORMAN CE | 1.33 | | | Cumulative number of days recording or logging was not done/all days of the month | Daily Log Book entry/Incident Registers/letter references |

Name and Signature of BHEL Package Incharge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

| Project | | Vendor | | | | Package & Unit | |
|---------|---|----------------|-----------|----------------|--|---|---|
| SL | Parameter for Measurement | Classification | Max Score | Score Obtained | | Measurement Key/Scheduled date | Supporting Documents` |
| #2.19 | Erection Agency: Cumulative number of major instances in the month hampering/affecting progress of work due to delayed or non-deployment of separate gang for material handling works OR MM Agency: Cumulative number of major instances in the month hampering/affecting erection work due to not identifying or not locating or not retrieving of materials required by erection agency | PERFORMANCE | 3.47 | | | Cumulative number of days lost | Daily Log Book entry/Incident Registers/letter references |
| #3.01 | Number of days of delay in submission of PLAN vis a vis ACTUAL deployment of Manpower for the month under review (as per part B-2 of F-014) | RESOURCES | 1.5 | | | Number of days delayed/ Scheduled date is first working day of next month | Daily Log Book entry/Incident Registers/letter references |
| #3.02 | Number of days of non-availability of supporting staff at office for submission of required reports/documentation as required for the contract | RESOURCES | 1.5 | | | Cumulative number of days supporting staff not available | Daily Log Book entry/Incident Registers/letter references |
| #3.03 | Number of days of delay in submission of PLAN vs ACTUAL deployment of major T&P for the month under review (as per B-1 of F-14) | RESOURCES | 2.5 | | | Number of days delayed/Scheduled date is first working day of next month | Daily Log Book entry/Incident Registers/letter references |
| #3.04 | Cumulative number of major instances in the month hampering/affecting progress of work due to non availability of operator / fuel in contractor's scope for Major T&P and MME | RESOURCES | 2.5 | | | Cumulative number of days lost | Daily Log Book entry/Incident Registers/letter references |
| #3.05 | Cumulative number of major instances in the month hampering/affecting progress of work due to breakdown or non availability of major T&P and MME for the work | RESOURCES | 2.5 | | | Cumulative number of days lost | Daily Log Book entry/Incident Registers/letter references |
| #3.06 | Cumulative number of major instances in the month hampering/affecting progress of work due to non-availability of proper T&P/MME (number, capacity adequacy, and working condition) under the scope of contractor | RESOURCES | 2.5 | | | Cumulative number of days lost | Daily Log Book entry/Incident Registers/letter references |
| #3.07 | Number of times Contractor's T&P (items common to BHEL and Contractor) was NOT made available before requesting for the same T&P from BHEL | RESOURCES | 2.5 | | | Total number of requests from contractor | Daily Log Book entry/Incident Registers/letter references |
| #3.08 | Cumulative number of major instances in the month hampering/affecting progress of work due to non-availability of Consumables under the scope of contractor | RESOURCES | 2.5 | | | Cumulative number of days lost | Daily Log Book entry/Incident Registers/letter references |

Name and Signature of BHEL Package Incharge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

Form No: F-15 (Rev 01)

Page 5 of 8

| Project | | Vendor | | | | Package & Unit | |
|---------|--|--------------------------------|-----------|----------------|--|---|---|
| SL | Parameter for Measurement | Classification | Max Score | Score Obtained | | Measurement Key/Scheduled date | Supporting Documents` |
| #3.09 | Cumulative number of days in the month lost due to use of improper consumables like electrodes, gases, Cement, sand, etc as applicable | RESOURCES | 2 | | | Cumulative number of days lost | Daily Log Book entry/Incident Registers/letter references |
| #4.01 | Number of deviations from the site organisation report submitted initially wrt deployment for the current month affecting work progress. | SITE INFRASTRUC TURE & SERVICE | 0.94 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #4.02 | Cumulative number of days in the month lost due to delayed renewal in respect of Labour license, Insurance, electrical licence, factory inspector etc as applicable | SITE INFRASTRUC TURE & SERVICE | 0.94 | | | Cumulative number of days lost | Daily Log Book entry/Incident Registers/letter references |
| #4.03 | Number of non-compliances of Statutory requirements like validity of Labour Licence, Labour Insurance, PF, etc and any other applicable Regulation | SITE INFRASTRUC TURE & SERVICE | 0.5 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #4.04 | Cumulative number of days in a month poor illumination is reported at storage area, erection area, pre-assy area and other designated areas by BHEL site. | SITE INFRASTRUC TURE & SERVICE | 0.44 | | | Total number of non compliances/random checks | Daily Log Book entry/Incident Registers/letter references |
| #4.05 | Number of days of non-availability of well maintained toilets facilities for workers (separate for men and women) | SITE INFRASTRUC TURE & SERVICE | 0.44 | | | Total number of non compliances/random checks | Daily Log Book entry/Incident Registers/letter references |
| #4.06 | Number of days of non-availability of potable drinking water stations for workers in specified areas. | SITE INFRASTRUC TURE & SERVICE | 0.44 | | | Total number of non compliances/random checks | Daily Log Book entry/Incident Registers/letter references |
| #4.07 | If applicable as per contract, Provision of Water meter for each point of distribution and cumulative number of days of non-submission of water consumption / non-working of water meter | SITE INFRASTRUC TURE & SERVICE | 0.44 | | | Total number of non compliances/random checks | Daily Log Book entry/Incident Registers/letter references |

Name and Signature of BHEL Package Incharge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

| Project | | Vendor | | | | Package & Unit | |
|---------|--|--------------------------------|-----------|----------------|--|---|---|
| SL | Parameter for Measurement | Classification | Max Score | Score Obtained | | Measurement Key/Scheduled date | Supporting Documents` |
| #4.08 | Provision of Energy meter for each point of distribution and cumulative number of days of non-submission of energy consumption / non-working of energy meter | SITE INFRASTRUC TURE & SERVICE | 0.44 | | | Total number of non compliances/random checks | Daily Log Book entry/Incident Registers/letter references |
| #4.09 | Commitment of Top Management of Contractor for welfare of labour | SITE INFRASTRUC TURE & SERVICE | 0.44 | | | Percentage of welfare activities done | Daily Log Book entry/Incident Registers/letter references |
| #5.01 | Number of days delayed in making labour payments of the last month | SITE FINANCE | 2.14 | | | Number of days delayed/Scheduled date is 10th day of the month succeeding the month under reference | Daily Log Book entry/Incident Registers/letter references |
| #5.02 | Number of complaints from sub supplier for non receipt of payments | SITE FINANCE | 1.43 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #5.03 | Number of times the site operations are hampered for want of funds at the disposal of site-in-charge. | SITE FINANCE | 1.43 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #6.01 | Cumulative number of days in a month the nominated Safety Officer or his authorised nominee is not available | HSE & SA | 0.5 | | | Safety Officer or his authorised nominee should be available for all the days | Daily Log Book entry/Incident Registers/letter references |
| #6.02 | Shortfall in number of weekly safety meetings in the month conducted or attended by the Safety Officer or his authorised nominee | HSE & SA | 0.25 | | | Safety meetings to be held every week | Copy of Minutes of meeting |
| #6.03 | Level of compliance wrt decisions taken in previous Safety meetings | HSE & SA | 0.25 | | | Number of consolidated issues discussed in Safety meetings | Daily Log Book entry/Incident Registers/letter references |
| #6.04 | Delay in submission of monthly report on safety in the prescribed form | HSE & SA | 0.25 | | | Number of days delayed/Scheduled date is first working day of next month | Daily Log Book entry/Incident Registers/letter references |
| #6.05 | Number of days taken for lodging FIRs from date of occurrence/notice of incident of theft / accident etc | HSE & SA | 0.25 | | | Number of days delayed/Scheduled date is the next date of occurrence/notice of incidence | Copy of FIR lodged by Contractor |

Name and Signature of BHEL Package Incharge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

| Project | | Vendor | | | | Package & Unit | |
|---------|---|----------------|-----------|----------------|--|---|---|
| SL | Parameter for Measurement | Classification | Max Score | Score Obtained | | Measurement Key/Scheduled date | Supporting Documents` |
| #6.06 | Number of times warnings issued for using scaffoldings other than steel | HSE & SA | 0.25 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #6.07 | Number of times punitive fines imposed for not complying with use of PPE | HSE & SA | 0.375 | | | Total number of non compliances | Non-compliance intimation documents from BHEL site |
| #6.08 | Number of times punitive fines imposed for unsafe practices | HSE & SA | 0.345 | | | Total number of non compliances | Copy of fine intimation documents from BHEL site |
| #6.09 | Delay in number of days in submission of monthly report on provisions, maintainance and validity of fire extinguishers | HSE & SA | 0.25 | | | Number of days delayed/Scheduled date is first working day of next month | Daily Log Book entry/Incident Registers/letter references |
| #6.10 | Delay in number of days in submission of monthly report on provisions and maintenance of Electrical Safety for Equipments | HSE & SA | 0.25 | | | Number of days delayed/Scheduled date is first working day of next month | copy of report |
| #6.11 | Delay in number of days in submission of monthly report on provisions and maintainance of proper ELCBs for Electrical Safety of Personnel. | HSE & SA | 0.25 | | | Number of days delayed/Scheduled date is first working day of next month | copy of report |
| #6.12 | Number of times the agency has defaulted on display of safety posters / safety slogans / safety barriers/emergency numbers etc in identified areas | HSE & SA | 0.25 | | | Total number of non compliances | Non-compliance intimation documents from BHEL site |
| #6.13 | Non compliances observed during HSE and Safety Audit | HSE & SA | 0.25 | | | Total number of non compliances | Daily Log Book entry/Incident Registers/letter references |
| #6.14 | Cumulative number of days in the month, First Aid Kits were not maintained at designated places at site | HSE & SA | 0.25 | | | Cumulative number of days | Non-compliance intimation documents from BHEL site |
| #6.15 | Cumulative number of days in the month, there was non-availability of Ambulance or Emergency vehicle (whichever applicable) at Site. | HSE & SA | 0.25 | | | Cumulative number of days Ambulance or Emergency vehicle not available | Daily Log Book entry/Incident Registers/letter references |
| #6.16 | Number of days taken for submission of Root Cause analysis (RCA) for the accident /theft/ incidence from the cut off date intimated by BHEL for submission of RCA NOTE: Occurrences of last month to be accounted for in the evaluating month) | HSE & SA | 0.25 | | | Number of days delayed/Scheduled date is 7th day of occurrence or notice of incidence NOTE: Occurrences of last month to be accounted for in the evaluating month) | Daily Log Book entry/Incident Registers/letter references |

Name and Signature of BHEL Package Incharge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

| Project | | Vendor | | | | Package & Unit | |
|---------|--|----------------|-----------|----------------|--|--------------------------------|---|
| SL | Parameter for Measurement | Classification | Max Score | Score Obtained | | Measurement Key/Scheduled date | Supporting Documents` |
| #6.17 | Cumulative number of days in the month Women labour were deployed for office or site works during night hours (anytime between 18.00 hrs to 08.00 hrs) | HSE & SA | 0.25 | | | Cumulative number of days | Daily Log Book entry/Incident Registers/letter references |
| #6.18 | Cumulative number of days in the month children under the age of 18 years were deployed for office or site works | HSE & SA | 0.25 | | | Cumulative number of days | Daily Log Book entry/Incident Registers/letter references |

A

| Performance Score Summary for the Month | Total score | Score Obtained |
|---|-------------|----------------|
| QUALITY | 5 | |
| PERFORMANCE | 60 | |
| RESOURCES | 20 | |
| SITE INFRASTRUCTURE & SERVICE | 5 | |
| SITE FINANCE | 5 | |
| HSE & SA | 5 | |
| OTHERS | 0 | |
| TOTAL | 100 | 0 |

“NOTE:

1). It is only indicative and shall be as per the online format issued by BHEL time to time.

2). No request will be entertained after specified date of the current month w.r.t. changes requested in the scores of immediate previous month.”

Name and Signature of BHEL Package Incharge

Name and Signature of Contractor

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

 Ref :

Date:

To,

(Name & address of Contractor)

Dear Sir,

References

1. Contract No:
2. Job Description:

This is to hereby confirm that the following Milestone Activity has been achieved in respect of the Contract /Job under reference

| Sl No | Milestone Activity | Remarks |
|-------|--------------------|---------|
| | | |
| | | |

This certificate is issued as per your request vide letter no
 without any prejudice to the rights of BHEL in line with the terms and conditions of the
 above referred Contract

Yours faithfully,

For and on behalf of Bharat Heavy Electricals Limited

Construction Manager/Head (Subcontracts)

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

Ref :

Date:

To Whom so ever it may concern

| | | |
|---|------------------------------------|--|
| 1 | DESCRIPTION OF WORK | |
| 2 | NAME AND ADDRESS OF THE CONTRACTOR | |
| 3 | CONTRACT NO | |
| 4 | CONTRACT VALUE | |
| 5 | LETTER OF INTENT/ AWARD NO. & DATE | |
| 6 | CONTRACT PERIOD//CONTRACT DURATION | |
| 7 | DATE OF START/COMPLETION | |
| 8 | FINAL EXECUTED VALUE | |
| 9 | PERFORMANCE | GOOD SATISFACTORY UNSATISFACTORY |

This certificate is issued as per your request vide letter no
without any prejudice to the rights of BHEL to use this certificate for evaluation of your offers for future tenders

Yours faithfully,

For and on behalf of Bharat Heavy Electricals Limited

Head (Subcontracts)

INDEMNITY BOND

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

 This Indemnity Bond executed by <name of company> having their Registered Office at <xxxxxxxxxxx> in favour of M/s Bharat Heavy Electricals Limited, a Company incorporated under the Companies Act, 1956, having its Registered Office at BHEL House, Siri Fort, Asiad, New Delhi - 110049 through its Unit at Power Sector-_____ Region, _____, _____ State. (Hereinafter referred to as the Company)

And whereas the Company has entered into a Contract with M/s xxxxxxxxx, the executants of this Deed (hereinafter referred to as the Contractor) as its contractor in respect of the work of "xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx".

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

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

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

INDEMNITY BOND

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

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

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

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

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

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

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

Signed for and on behalf of
M/s xxxxxxxxxxxxxxxx

Witness:

- 1
- 2

CONSORTIUM AGREEMENT

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

THIS AGREEMENT is made and executed on this _____ day of _____, by and between (1) M/s _____, (The First Party, i.e, the Bidder) a company incorporated under the Company's Act 1956, having its registered office at _____(herein after called the "Bidder", which expression shall include its' successors, administrators, executors and permitted assigns) and (2) M/s _____, (The Second Party, i.e, the associates), a company incorporated under the Company's Act 1956, having its registered office at _____ (herein after called the " Associates", which expression shall include its' successors, administrators, executors and permitted assigns).

WHEAEAS the Owner, Bharat Heavy Electricals Ltd, a Government of India Undertaking, proposes to issue / issued an NIT (herein after referred to as the said NIT) inviting bids from the individual Bidders for undertaking the work of _____, at _____ (herein after referred to as the said works).

WHEREAS the said NIT enables submission of a bid by a Consortium subject to fulfillment of the stipulations specified in the said NIT.

AND WHEREAS M/s _____ (The First Party, i.e, the Bidder) will submit its proposal in response to the aforesaid invitation to bid by the Owner for _____ as detailed in the Bid doc. no. < TENDER REF----->

AND WHEREAS M/s _____ (The First Party, i.e the Bidder) itself is meeting all the qualifying requirements except the qualifying requirements of _____ (as detailed in the NIT) and in order to fully meet the qualifying requirements of NIT, this tie-up agreement is being entered into with M/s _____ (The Second Party, the Associates) , who fully meet the balance part of the said works (_____).

WHEREAS the First Party and the Second Party are contractors engaged in the business of carrying out various items of works. WHEREAS the two parties have agreed to constitute themselves into a consortium for the purpose of carrying out the said works, and that the consortium will be continued till the completion of the works in all respects.

WHEREAS the parties have agreed to certain terms and conditions in this regard:

CONSORTIUM AGREEMENT

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS :

1. First and Second parties hereby constitute themselves into a Consortium for the purpose of bidding and undertaking the said works pursuant to the said NIT as hereinafter stated.
2. The First Party will be the leader (Lead Partner) and will be responsible for the entire works.

CONSORTIUM AGREEMENT

3. The First Party shall undertake the following part(s) of work detailed in the NIT namely _____

4. The Second Party shall undertake the following part(s) of work detailed in the said NIT namely _____

5. The parties hereby declare and confirm that each of them will fulfill the required minimum qualifying requirements as prescribed in the said NIT for the works agreed to be undertaken by them as stated here-in-above.
6. It is also agreed between the parties hereto that all of them shall be individually and severally responsible for the completion of the said works as per the schedule. Further, if the Employer/Owner sustains any loss or damage on account of any breach of the Contracts, we the, Consortium partners individually and severally undertake to promptly indemnify and pay such losses / damages caused to the Employer/Owner on its written demand without any demur, reservation, contest or protest in any manner whatsoever.
7. The parties hereby agree and undertake that they shall provide adequate finances, suitable Tools, Plants, Tractors, Trailers, other transportation equipment, other Tools & Plants, Measuring & Monitoring Equipments (MMEs), Men and Machinery etc. for the proper and effective execution of the works to be undertaken by them as specified here-in-above.
8. It is agreed interse between the parties hereto that all the consequences liabilities etc., arising out of any default in the due execution of the said works shall be borne by the party in default, that is by party in whose area of works default has occurred, provided however, so far as M/s Bharat Heavy Electricals Limited is concerned, all the parties shall be liable jointly and severally.

CONSORTIUM AGREEMENT

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

WITNESS

For

- 1. NAME
- 2. OFFICIAL ADDRESS

(FIRST PARTY)

WITNESS

For

- 1. NAME
- 2. OFFICIAL ADDRESS

(SECOND PARTY)

[The successful bidder shall have to execute the " JOINT DEED OF UNDERTAKING " in the format to be made available by BHEL at the time of awarding].

REFUND OF SECURITY DEPOSIT-----
To,The Construction Manager
BHEL Site Office

Dear Sir,

Sub : **Refund of Security Deposit**

Ref : Contract No:

Work:.....

I/We have submitted Final Bill in respect of the above Contract/Work vide our letter no:..... dated In line with Tender conditions (GCC clause no 1.11), kindly arrange to release/refund the Security Deposit along with Final Bill payments.

The details of Security Deposit are as below:

1. Cash Portion :
2. BG Portion :

Thanking You

Date: _____

Authorised representative of Contractor
=====**To be filled up by BHEL**

1. Security Deposit to be refunded:
 - a. Cash Portion:
 - b. BG Portion :
2. Less
 - a. Amount spent by BHEL on behalf of Contractor:
 - b. Payments made by BHEL on behalf of Contractor:
 - c. Other recoveries for Services etc
 - d. Any other recoveries
 - e. Total of 'a' to 'd':
3. Net Amount to be released (1-2) :
4. Certified that
 - a. The payment recommended for release is in order and there are no demands other than those included in the claim outstanding from the Contractor
 - b. Contract Guarantee period of Months commenced wef : _____
 - c. All objections raised so far have been settled
 - d. A note for refund of Security Deposit has been made in the Measurement Book

Signature of BHEL Engineer

Construction Manager

Date:-----

REFUND OF GUARANTEE MONEY

**BHARAT HEAVY ELECTRICALS LIMITED
POWER SECTOR, _____ REGION**

Ref No: _____

Date: _____

1. Name and Address of Contractor : _____
2. Contract Agreement/LOI/ LOA No. : _____
3. Date of Contract Agreement/LOI/ LOA : _____
4. Name of the Work undertaken : _____
5. Date of commencement of the Work : _____
6. Date of Completion of the Work : _____
7. Period of Maintenance : _____
(Guarantee Period)
8. Date on which the Final Bill was paid : _____
9. Last date of making good the defect : _____
during Maintenance Period
10. Expenditure incurred by BHEL during : _____
Maintenance Period, if any, recoverable
11. Date on which Guarantee Money refund: _____
falls due as per Contract
12. Amount of Guarantee Money to be refunded: _____
13. Less Amounts recoverable (with details)
 - a. Amount spent by BHEL on maintenance : _____
 - b. Payments made by BHEL on behalf of Contractor: _____
 - c. Court dues/penalties/compensation : _____
 - d. Other recoveries for Services, etc : _____
 - e. Total of 'a' to 'd' : _____
14. Net Amount recommended for release (12-13) : _____

Signature of BHEL Engineer

Date: _____

REFUND OF GUARANTEE MONEY

BHARAT HEAVY ELECTRICALS LIMITED
POWER SECTOR, _____ REGION

CERTIFICATE TO BE FURNISHED BY THE CONTRACTOR

I/We have no claim or demand outstanding against BHEL _____, for the work done or for labour or material supplied or any other account arising out of or connected with the Contract Agreement/LOI/ LOA (No _____ dated _____) and the payment of this bill shall be in full and final settlement of all my/our claims and demands including the 'Deposits' of the Contract Agreement/LOI/ LOA referred to.

Signature of Contractor

Date:

CERTIFICATE TO BE FURNISHED BY SENIOR ENGINEER/CONSTRUCTION MANAGER

1. Certified that
 - a. The payment recommended for release is in order and there are no demands other than those included in the claim outstanding from the Contractor
 - b. Maintenance period (Contract Guarantee period) is over and the Contractor has carried out the works required to be carried out by him during the period of maintenance (Guarantee) to our satisfaction, and all expenses incurred by the Company on carrying out such works have been included for adjustment
 - c. All objections raised so far have been settled
 - d. A note for refund of Guarantee Amount has been made in the Measurement Book and Contract Agreement/Work Order

Signature of BHEL Engineer

Construction Manager

Date:-----

FOR USE IN ACCOUNTS DEPARTMENT

Passed for Rs _____ (Rupees _____ only)

Accountant

Accounts Officer

ACKNOWLEDGE BY THE CONTRACTOR

Received Rs _____ in full and final settlement of my/our claim

Signature of Contractor

Date:

POWER OF ATTORNEY for SUBMISSION OF TENDER/SIGNING CONTRACT AGREEMENT (To be typed on non-judicial stamp paper of minimum Rs. 100/- and Notarized)

KNOW ALL MEN BY THESE PRESENTS, that I/We do hereby make, nominate, constitute and appoint Mr , whose signature given below herewith to be true and lawful Attorney of M/s..... hereinafter called 'Company', for submitting Tender/entering into Contract and inter alia, sign, execute all papers and to do necessary lawful acts on behalf of Company with M/s Bharat Heavy Electricals Ltd, Power Sector _____ Region, _____, in connection with
.....
..... vide Tender Specification No : _____, dated _____.

And the Company do hereby agree to ratify and confirm all acts, deeds, things or proceedings as may be lawfully done by the said attorney and by or on behalf of the company and in the name of the company, by virtue of the powers conferred herein and the same shall be binding on the company and shall have full force and effect.

IN WITNESS WHEREOF the common seal of the company has been hereunto affixed in the manner hereinafter appearing on the document.

Dated at _____, this _____ day of _____

Director/CMD/Partner/Proprietor

Signature of Mr.....(Attorney)

Attested by: Director/CMD/Partner/Proprietor

Witness

Notary Public

ANALYSIS OF UNIT RATES QUOTED

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

Offer Reference No:.....

Date:.....

To,

(Write Name & Address of Officer of BHEL inviting the Tender)

Dear Sir,

Sub : Analysis of Unit Rates Quoted

Ref : Tender Specification No:

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

| SN | DESCRIPTION | % OF QUOTED RATE | REMARKS |
|----|--|------------------|---------|
| 01 | SITE FACILITIES VIZ., ELECTRICITY, WATER OTHER INFRASTRUCTURE. | | |
| 02 | SALARY AND WAGES + RETRENCHMENT BENEFITS | | |
| 03 | CONSUMABLES | | |
| 04 | T&P DEPRECIATION & MAINTENANCE | | |
| 05 | ESTABLISHMENT & ADMINISTRATIVE EXPENSES | | |
| 06 | OVERHEADS | | |
| 07 | PROFIT | | |
| | TOTAL | 100% | |

Yours faithfully,

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

BHARAT HEAVY ELECTRICALS LIMITED

DIVISION.....

Running Account Bill

(Para 4.31.1 of Works Accounts Manual)

Name of the Contractor:

Name of the Work:

Sanctioned Estimate:

Code No:

Contract Agreement No :

Dated:

Departmental Bill no:

Division:

Date of written order to commence the work :

Date of commencement of the Work:

Due date of completion as per Agreement:

Date:

Sub-Division:

1. ACCOUNT OF WORK EXECUTED

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

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

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

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

Total value of work done up to date (A) ...

Deduct value of work shown on the last Running Account Bill (B) ...

Net value of work done since last (C) ...

Rupees (in words)only.

II.MEMORANDUM OF PAYMENTS

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

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

III.CERTIFICATE OF THE ENGINEER IN CHARGE

Form WAM 6 (contd...)

1. The measurements on which the entries in column 7 to 12 of Part I of this Bill (Account of work executed) are based were made by.....and are recorded at pages.....of
(Name and Designation)

Measurement Book No

2. Certified that the methods of measurement are correct and the work has been carried out in accordance with the terms and conditions, schedules, specifications and drawings etc, forming part of the contract agreement, subject to deviations included in the deviation statement (Annexure D).

3. Certified that in addition to and quite apart from the quantities of work actually executed as shown in column 10 of Part I, some work has actually been done in connection with several items and the value of the such work is, in no case, less than 'on account' payments as per column 3 of Part I, made or proposed to be made, for the convenience of the contractor in anticipation of, and subject to the results of, detailed measurement which will be made as soon as possible.

Signature of Contractor
Date:

Signature of Engineer in charge
Designation:
Date:

IV. CERTIFICATE OF THE SENIOR ENGINEER

1. Certified that measurements have been check measured to the prescribed extent byat site and also by the undersigned and the relevant entries have been intialled in the Measurement book. (vide pages.....)
(Name and Designation)

2. Certified that all the measurements recorded in the measurement book have been correctly billed for

3. Certified that all recoberable amounts in respect of materials tools and plant etc, and other charges have been correctly made vide Annexures A to C attached.
Certified for payment * of Rs.....(Rupees.....only)
To be paid in cash/by cheque in the presence of

ALLOCATION

The expenditure is chargeable as under and to be included in the accounts for.....20.....

| Ledger Head | Debit (Gross amount) | Credit (Deductions) |
|-------------|----------------------|---------------------|
| | Rs. P. | Rs. P. |
| Total | | |

* Here specify the net amount payable.

Signature of Senior Engineer
Date:

V. ENTRIES TO BE MADE IN THE ACCOUNTS OFFICE

Accounts Bill NoDated.....
 Entered in Journal Book vide entry No.....Dated.....
 Passed for.....Rs.....
 Less Deductions.....Rs.....
 Net Amount Payable.....Rs.....
 (Rupees.....only)
 Payable to Shri/M/s.....by cheque/cash
 Entered in Contractor's Ledger No.....Page.....

| Ledger Head | ALLOCATION | | Credit | |
|-------------|-------------------|--|--------------|-------|
| | Estimate No: | | (Deductions) | |
| | Name of the Work: | | Rs. | P. |
| ----- | ----- | | ----- | ----- |
| | ----- | | ----- | ----- |
| | Total | | ----- | ----- |

Assistant Accountant Account Officer
 Date: Date: Date:

VI. Received Rs.....(Rupees.....only) as per Memorandum of Payments on account of this work.

Signature of witness
 Address :
 Date:

Revenue
 Stamp
 Signature of Contractor
 Date:

VII. ENTRIES TO BE MADE BY TREASURY SECTION

Cash Book entry No. and date:

Amount paid Rs.....
 Amount unpaid Rs.....
 Total Rs.....

Signature of Cashier
 Date:

ANNEXURE A

Statement showing details of materials issued to the contractor Shri/M/s.....
 In respect of Contract Agreement NoDated.....

| Sl. No. | Stores issue Voucher No. and date | Issue voucher No. and date allotted by stores to the SIV | Description of material issued to the contractor | Quantity issued | Quantity actually incorporated in the work | Whether recoverable from the contractor or supplied free | If recoverable from the contractor | | | | R E M A R K S |
|---------|-----------------------------------|--|--|-----------------|--|--|------------------------------------|--------------------|--------------------------------------|-----------------------|---------------------------------|
| | | | | | | | Rate at which recoverable | Amount recoverable | Amount recovered up to previous bill | Balance now recovered | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | Rs. P. | Rs. P. | Rs. P. | Rs. P. | 12 |
| Total | | | | | | | ----- | | | | |

Signature of contractor
Date:

Signature of Engineer in Charge
Date:

Signature of Senior Engineer
Date:

ANNEXURE B

Statement showing tools and plant issued to the contractor Shri/M/s.....

In respect of Contract Agreement NoDated.....

| Sl. No | Description of tools and plant issued | Period for which Issued | Rate at which recovery is to be Made | | Amount recover-able | | Amount recovered upto previous bill | | Balance now recovered | | Remarks |
|--------|---------------------------------------|-------------------------|--------------------------------------|----|---------------------|----|-------------------------------------|----|-----------------------|----|---------|
| | | | Rs. | P. | Rs. | P. | Rs. | P. | Rs. | P. | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | | | | | |

Total

Signature of contractor

Date:

Signature of Engineer in Charge

Date:

Signature of Senior Engineer

Date:

ANNEXURE C

Statement showing details of other recoveries to be made from the contractor Shri/M/s.....
 In respect of Contract Agreement NoDated.....

| Sl. No | Particulars | Unit | Quantity | Rate | | Amount recoverable | | Amount recovered upto previous bill | | Amount now recovered | | Remarks |
|--------|-------------------------------|------|----------|-------|----|--------------------|----|-------------------------------------|----|----------------------|----|---------|
| | | | | Rs. | P. | Rs. | P. | Rs. | P. | Rs. | P. | |
| 1 | 2 | 3 | 4 | 5 | | 6 | | 7 | | 8 | | 9 |
| 1. | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | |
| | Empty containers not returned | | | | | | | | | | | |
| 6. | | | | | | | | | | | | |
| 7. | | | | | | | | | | | | |
| 8. | | | | | | | | | | | | |
| 9. | | | | | | | | | | | | |
| 10. | | | | | | | | | | | | |
| | | | | Total | | | | | | | | |

Signature of contractor
Date:

Signature of Engineer in Charge
Date:

Signature of Senior Engineer
Date:

ANNEXURE D

Name of the Contractor:

Contract Agreement No:

Name of the Work:

Date:

| Sl. No. | Description of item | Unit | Quantity as per Agreement | Quantity as executed | Quantity further anticipated | Total quantity anticipated on completion | Rate as per agreement | |
|---------|---------------------|------|---------------------------|----------------------|------------------------------|--|-----------------------|----|
| | | | | | | | Rs. | P. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | | | | | | | | |

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

Signature of Engineer in Charge

Date:

Signature of Senior Engineer

Date:

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

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

Rupees (In Words).....Only

II MEMORANDUM OF PAYMENT

| | | Rs. | P |
|---|--|-----|---|
| 1 | Total Value of work actually measured as per Account no I coloumn 10 | (A) | |
| | Deduct amount of paym,ents already made as per last running account bill No Dated..... | | |
| 2 | Forwarded to the Accounts Office on | (B) | |
| 3 | Payments now to be made { (A) - (B)} | (C) | |
| 4 | Deduct ammounts recoverable from the contractor on account of : | Rs | P |
| | a Material suplied by BHEL vide annexure A attached | | |
| | b Hire of Tools & Plants vide Annexure B attached | | |
| | c Other charges vide Annexure C attached | | |
| | d Income Tax | | |
| | Total deduction | | |
| 5 | Balance | | |
| 6 | Refund of 50% of security deposite on completion of work | | |
| 7 | Net amount to be paid to the Contractor | | |

III. CERTIFICATE OF THE ENGINEER IN CHARGE

The measurement on which the entries in coulms 7 to 12 of Part I of this bill (Account of work executed) are based were made by

-
- 1 (Name and designation)
 - 2 A statement showing the quantities of stores issued to the contractor (whether free or on recovery basis) and their disposal is attached.

Date:

Signature of Engineer in charge
Designation

V. ENTRIES TO BE MADE IN THE ACCOUNTS OFFICE

Account Bill no..... Dated

Entered in Journal book vide entry No..... Dated.....

Passed for.....Rs.....

Less Deductions.....Rs.....

(Rupees.....Only)

Payable to Shri/M/s..... by cheque/cash

Entered in contractors' Ledger no..... Page

| | | | |
|-----------|------------------------|----------------|-------------|
| | ALLOCATION | | Code No |
| | Estimate No: | | |
| | Name of the Work | | |
| | Ledger Head | Debit | Credit |
| | | (Gross Amount) | (Deduction) |
| | | Rs P | Rs |
| | | | |
| Assistant | Total | | |
| Date: | | | |

Assistant Accountant Accounts officer

Date: Date: Date:

VI. Received Rs.....(Rupees.....Only) in full and final settlement of all moneys due under this contract and I / we have no further claims of this contract.

Signature of Witness
Address

Revenue Stamp
Signature of Contractor
Date:

VII . ENTRIES TO BE MADE BY TREASURY SECTION

Cash book entry no and date :

Amount Paid Rs.....

Amount unpaid Rs.....

Total Rs.....

Signature of Cashier
Date:

ANNEXURE A

Part I

Statement showing details of material issued to the contractor Shri/M/s..... In respect of Contract Agreement/Work Order No..... Dated

| SI No | Stores Issue voucher No and date | Issue voucher No and date allotted by stores to the SIV | description of material issued to the contractor | Quantity issued | Quantity incorporated in the work | Whether recoverable from the contractor or supplied free | Rate at which recoverable | | Amount Recoverable | | Amount recoverable upto previous bill | | Balance Now recovered | | Remarks |
|-------|----------------------------------|---|--|-----------------|-----------------------------------|--|---------------------------|---|--------------------|----|---------------------------------------|---|-----------------------|---|---------|
| | | | | | | | Rs | P | Rs | P | Rs | P | Rs | P | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | |

Total

Signature of Contractor
Date

Signature of Engineer in charge
Date

Signature of Senior Engineer
Date

ANNEXURE A
Part II

Statement showing details of material issued to the contractor Shri/M/s..... in respect of Contract Agreement/Work Order No..... Datedand not covered by the agreement

| SI No | Stores Issue voucher No and date | voucher No and date allotted by stores to the SIV | description of material issued to the contractor | Quantity issued | Quantity incorporated in the work | Issue Rate | Amount Recoverable | | Amount recoverable upto previous bill | | Balance Now recovered | | Remarks |
|-------|----------------------------------|---|--|-----------------|-----------------------------------|------------|--------------------|---|---------------------------------------|----|-----------------------|---|---------|
| | | | | | | | Rs | P | Rs | P | Rs | P | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 10 | 11 | | |

Total

Add Departmental Charges

Add Sales Tax (wherever applicable)

Total

Signature of Contractor
Date

Signature of Engineer in charge
Date

Signature of Senior Engineer
Date

ANNEXURE B

Statement showing TOOLS & PLANTS issued to the contractor Shri/M/s..... in respect of Contract Agreement/Work Order No..... Datedand not covered by the agreement

| SI No | Description of tools & plants issued | Period for which issued | Rate at which Recovery is to be made | Amount recoverabl e | | Amount recoverable upto previous bill | | Balance Now recovered | | Remarks |
|-------|--------------------------------------|-------------------------|--------------------------------------|---------------------|---|---------------------------------------|---|-----------------------|---|---------|
| | | | | Rs | P | Rs | P | Rs | P | |
| 1 | 2 | 3 | 4 | 5 | | 6 | | 7 | | 8 |

Total

Signature of Contractor
Date

Signature of Engineer in charge
Date

Signature of Senior Engineer
Date

ANNEXURE C

Showing detail of other recoveries to be made from the contractor Shri/M/s.....
 Project/Work Order No..... Dated.....

| Sr.No | Particulars | Unit | Quantity | Rate Rs. P. | Amount recoverable Rs. P | Amount recovered upto previous bill Rs. P. | Amount now recovered Rs. P. | Remarks |
|-------|--|------|----------|----------------|--------------------------------|---|--------------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 1 Water Charges | | | | | | | |
| | 2 Electricity Charges | | | | | | | |
| | 3 Seignorage Charges | | | | | | | |
| | 4 Medical Charges | | | | | | | |
| | Cost of empty gunny bags and empty containers not returned | | | | | | | |
| | 5 | | | | | | | |
| | 6 | | | | | | | |
| | 7 | | | | | | | |
| | 8 | | | | | | | |
| | 9 | | | | | | | |
| | 10 | | | | | | | |
| Total | | | | | | | | |

Signature of Contractor
Date

Signature of Engineer Incharge
Date

Signature of Sr. Engineer
Date

ANNEXURE F

Statement showing detail of materials issued to the contractor Shri/M/s.....

of Contract Agreement/Work Order No..... Dated.....

Name of work;

FREE OF COST

| Sr.No | Stores issue voucher No. | Description of material | Unit | Quantity issued | Quantity required as per data | Quantity consumed in the work | Balance(If any) | Nature of disposal for the balance | Rate chargeable for material not returned Rs.P. | Amount recoverable for material not returned Rs. P | Remarks |
|-------|--------------------------|-------------------------|------|-----------------|-------------------------------|-------------------------------|-----------------|------------------------------------|---|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

Total

Signature of Contractor
Date

Signature of Engineer Incharge
Date

Signature of Sr. Engineer
Date

Note:Data statement of theoretical consumption should be attached in support of the quantity specified in column 6

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

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

Rupees (In Words).....Only

II MEMORANDUM OF PAYMENT

| | | | | |
|---|--|-----|-----|---|
| 1 | Total Value of work actually measured as per Account no I coloumn 10 | (A) | Rs. | P |
| | Deduct amount of paym,ents already made as per last running account bill No Dated..... | | | |
| 2 | Forwarded to the Accounts Office on | (B) | | |
| 3 | Payments now to be made { (A) - (B)} | (C) | | |
| 4 | Deduct ammounts recoverable from the contractor on account of : | Rs | | P |
| | a Material suplied by BHEL vide annexure A attached | | | |
| | b Hire of Tools & Plants vide Annexure B attached | | | |
| | c Other charges vide Annexure C attached | | | |
| | d Income Tax | | | |
| | Total deduction | | | |
| 5 | Balance | | | |
| 6 | Refund of 50% of security deposite on completion of work | | | |
| 7 | Net amount to be paid to the Contractor | | | |

III. CERTIFICATE OF THE ENGINEER IN CHARGE

The measurement on which the entries in coulms 7 to 12 of Part I of this bill (Account of work executed) are based were made by

-
- 1 (Name and designation)
 - 2 A statement showing the quantities of stores issued to the contractor (whether free or on recovery basis) and their disposal is attached.

Date:

Signature of Engineer in charge
Designation

IV CERTIFICATE OF THE SENIOR ENGINEER

- 1 Certified that I have personally inspected the work and that the work has been physically completed on the due date in accordance with the terms and
 Certified that the measurements have been check measured to the prescribed extent by
 (Name & designation). And by the the undersigned at site and relevent entries have been initiated in the measurement book (vide
 2 pages.....)
- 3 Certified that the methods of measurement are correct
- 4 Certified that the measurements have been technically checked with reference to contract drawings, deviations etc
- 5 Certified that all the measurements recorded in the measurement book have been correctly billed for at the contract rates or approved rates.
- 6 Certified that all the recoverable amounts in respect of stores, tools and pallant, elwater, electricity charges etc, have been correctly made vide Annexures A
- 7 Certified that the issues of all stores as per statement atyatched (whether charged to the contractor or direct to the work) have been technically checked and

Certified for payment of * Rs (Rupees.....) (Only). To be paid in
 cash/by cheque in the presence of

ALLOCATION

The expenditure as under and to be included in the accounts for19

| Ledger Head | Debit (Gross Amount) | | Credit (Deduction) | |
|-------------|-------------------------|-------|-----------------------|-------|
| | Rs. | P | Rs. | P |
| | | | | |
| Total | | | | |

* Here specify the net amount payable

Signature of Senior Engineer
 Date

V. ENTRIES TO BE MADE IN THE ACCOUNTS OFFICE

Account Bill no..... Dated

Entered in Journal book vide entry No..... Dated.....

Passed for.....Rs.....

Less Deductions.....Rs.....

(Rupees.....Only)

Payable to Shri/M/s..... by cheque/cash

Entered in contractors' Ledger no..... Page

Assistant Accountant Accounts officer

Date: Date: Date:

| | | | |
|------------------------|----------------|--|-------------|
| | ALLOCATION | | Code No |
| Estimate No: | | | |
| Name of the Work | | | |
| Ledger Head | Debit | | Credit |
| | (Gross Amount) | | (Deduction) |
| | Rs P | | Rs |
| | | | |
| Total | | | |

VI. Received Rs.....(Rupees.....Only) in full and final settlement of all moneys due under this contract and I / we have no further claims of this contract.

Signature of Witness
Address

Revenue Stamp
Signature of Contractor
Date:

VII . ENTRIES TO BE MADE BY TREASURY SECTION

Cash book entry no and date :

Amount Paid Rs.....
Amount unpaid Rs.....
Total Rs.....

Signature of Cashier
Date:

ANNEXURE A
Part I

Statement showing details of material issued to the contractor Shri/M/s..... In respect of Contract Agreement/Work Order No..... Dated

| SI No | Stores Issue voucher No and date | Issue voucher No and date allotted by stores to the SIV | description of material issued to the contractor | Quantity issued | Quantity incorporated in the work | Whether recoverable from the contractor or supplied free | Rate at which recoverable | | If recoverable from contractor | | | | Remarks | | |
|-------|----------------------------------|---|--|-----------------|-----------------------------------|--|---------------------------|---|--------------------------------|--------------------|--------------------|-----------------------|---------|---|----|
| | | | | | | | Rs | P | Amount Recoverable | upto previous bill | Amount recoverable | Balance Now recovered | | | |
| | | | | | | | | | Rs | P | Rs | P | Rs | P | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | | | | 12 |

Total

Signature of Contractor
Date

Signature of Engineer in charge
Date

Signature of Senior Engineer
Date

ANNEXURE A
Part II

Statement showing details of material issued to the contractor Shri/M/s..... in respect of Contract Agreement/Work Order No..... Datedand not covered by the agreement

| SI No | Stores Issue voucher No and date | Issue voucher No and date allotted by stores to the SIV | description of material issued to the contractor | Quantity issued | Quantity actually incorporated in the work | Issue Rate | | Amount Recoverable | | Amount recoverable upto previous bill | | Balance Now recovered | | Remarks |
|-------|----------------------------------|---|--|-----------------|--|------------|---|--------------------|----|---------------------------------------|---|-----------------------|---|---------|
| | | | | | | Rs | P | Rs | P | Rs | P | Rs | P | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | |

Total

Add Departmental Charges

Add Sales Tax (wherever applicable)

Total

Signature of Contractor
Date

Signature of Engineer in charge
Date

Signature of Senior Engineer
Date

ANNEXURE B

Statement showing TOOLS & PLANTS issued to the contractor Shri/M/s..... in respect of Contract Agreement/Work Order No..... Datedand not covered by the agreement

| SI No | Description of tools & plants issued | Period for which issued | Rate at which Recivry is to be made | Amount recoverabl e | | Amount recoverable upto previous bill | | Balance Now recovered | | Remarks |
|-------|--------------------------------------|-------------------------|-------------------------------------|---------------------|---|---------------------------------------|---|-----------------------|---|---------|
| | | | | Rs | P | Rs | P | Rs | P | |
| 1 | 2 | 3 | 4 | 5 | | 6 | | 7 | | 8 |

Total

Signature of Contractor
Date

Signature of Engineer in charge
Date

Signature of Senior Engineer
Date

ANNEXURE C

showing detail of other recoveries to be made from the contractor Shri/M/s.....
 nent/Work Order No..... Dated.....

| Sr.No | Particulars | Unit | Quantity | Rate Rs. P. | Amount recoverable Rs. P | Amount recovered upto previous bill Rs. P. | Amount now recovered Rs. P. | Remarks |
|-------|--|------|----------|----------------|--------------------------------|---|-----------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 1 Water Charges | | | | | | | |
| | 2 Electricity Charges | | | | | | | |
| | 3 Seignorage Charges | | | | | | | |
| | 4 Medical Charges | | | | | | | |
| | Cost of empty gunny bags and empty containers not 5 returned | | | | | | | |
| | 6 | | | | | | | |
| | 7 | | | | | | | |
| | 8 | | | | | | | |
| | 9 | | | | | | | |
| | 10 | | | | | | | |
| Total | | | | | | | | |

Signature of Contractor
Date

Signature of Engineer Incharge
Date

Signature of Sr. Engineer
Date

**ANNEXURE D -
DEVIATION STATEMENT :**

Name of the Contractor :

Contract Agreement/Work Order No. :

Name of the Work :

Date :

| Sl. No. | Description of item | Unit | Quantity as per agreement | Quantity as executed | Rate as per agreement Rs. P. | Rate as executed Rs. P. | Amount as per agreement Rs. P. | Amount as executed Rs. P. | Difference | | Reason for the deviation with authority, if any | |
|---------|---------------------|------|---------------------------|----------------------|---------------------------------|----------------------------|-----------------------------------|------------------------------|------------------|-------------------|---|--|
| | | | | | | | | | Excess Rs. P. | Savings Rs. P. | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | | | | | | | | | | | | |

Signature of Engineer in Charge

Date :

Signature of Senior Engineer

Date :

ANNEXURE E

Statement showing the consumption of materials issued to the contractor Shri/M/s.....
in respect of Contract Agreement/Work Order No..... Dated.....

Name of the Work :

ON RECOVERY BASIS

| Sl. No. | Description of material | Unit | Quantity actually issued | Quantity actually incorporated in the work | Balance | Particulars of disposal of balance | Quantity to be issued as per approved data for work actually done | Variation in consumption (Difference between column 5 and 8) | | Rate chargeable for excess/short consumption, if any | Amount recoverable for excess/short consumption, including materials not returned | Rs. P. |
|---------|-------------------------|------|--------------------------|--|---------|------------------------------------|---|--|------|--|---|--------|
| | | | | | | | | More | Less | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1. | Cement | | | | | | | | | | | |
| 2. | Bricks | | | | | | | | | | | |
| 3. | Wood..... | | | | | | | | | | | |
| 4. | Asbestos Sheet | | | | | | | | | | | |
| 5. | Iron Materials | | | | | | | | | | | |
| 6. | | | | | | | | | | | | |
| 7. | | | | | | | | | | | | |
| 8. | | | | | | | | | | | | |
| 9. | | | | | | | | | | | | |
| 10. | | | | | | | | | | | | |

Signature of Contractor

Date :

Signature of Engineer in Charge

Date :

Signature of Senior Engineer

Date :

Note : 1. The quantities shown in columns 4 and 5 above should tally with those shown in columns 5 and 6 respectively of Annexure A (Part I and II).

2. Data statement of theoretical consumption should be attached in support of quantity specified in column 8.

ANNEXURE F

Statement showing detail of materials issued to the contractor Shri/M/s.....
 ct of Contract Agreement/Work Order No.....Dated.....

Name of work;

FREE OF COST

| Sr.No | Stores issue voucher No. | Description of material | Unit | Quantity issued | Quantity required as per data | Quantity consumed in the work | Balance(If any) | Nature of disposal for the balance | Rate chargeable for material not returned Rs.P. | Amount recoverable for material not returned Rs. P | Remarks |
|---|--------------------------|-------------------------|------|--|-------------------------------|-------------------------------|-----------------|------------------------------------|---|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | | | | | | |
| Total | | | | | | | | | | | |
| Signature of Contractor Date | | | | Signature of Engineer Incharge Date | | | | Signature of Sr. Engineer Date | | | |
| Note:Data statement of theoretical consumption should be attached in support of the quantity specified in coloumn 6 | | | | | | | | | | | |

ANNEXURE G

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

| QUESTIONNAIRE TO BE ANSWERED BY ENGINEER IN CHARGE AND SENIOR ENGINEER | |
|---|--|
| (Correct particulars and answers to be recorded) | |
| Whether materials issued to the contractor in excess of the theoretical requirements have been returned to the Stores Department and the no. and date of such returned stores vouchers have been shown in stores statement? If not, whether the cost of such excess material has been recovered at the prescribed rate? Whether consumption statements in respect of materials chargeable to the work have been attached to the bill? | |
| Whether consumption of materials shown has been technically checked by Senior Engineer? | |
| Whether materials issued and used in the work is not less than that required for consumption in work according to our specification? If consumption is less, whether necessary recovery has been made in the bill? | |
| Whether measurements have been checked by the Engineer and Sr. Engineer to the extent required and certificates of check recorded in the measurement books? | |
| Whether contractor has signed the bill and the measurement books without reservations? If not, whether reasons have been intimated to the Accounts Department? | |
| Whether arithmetical calculations have been checked and certificate recorded in the measurement books by a person other than the one who calculated initially | |
| Whether any work was done at the risk and cost of the contractor and whether such cost has been recovered from him? Give particulars. | |
| Whether all advance payments on running Accounts have been recovered? | |
| Whether all the recoveries due to services given to the contractor like rent of accommodation, water charges, electricity charges etc. have been recovered and whether payments made by the company on behalf of the contractor have been adjusted? | |
| Whether the files containing abstracts from measurement books/ standard measurement books have been completed/ updated? | |
| Whether hire charges of tools and plant have been recovered and the statement of hire charges with full details attached? | |

| QUESTIONNAIRE TO BE ANSWERED BY ENGINEER IN CHARGE AND SENIOR ENGINEER | |
|---|---------------------------------|
| (Correct particulars and answers to be recorded) | |
| Whether the certificate of workmanship and completion of work according to specifications, drawings etc. is recorded by Engineer/ Sr. Engineer and whether recoveries have been made for defective works, if any? | |
| Whether all corrections in the bill/measurement books etc. have been neatly made and attested and there are no overwriting? | |
| Whether final measurements have been taken as soon as possible after completion of work and the certificate of completion issued? If not, whether reasons for delay have been recorded and communicated to Accounts? | |
| In respect of quantities reduced in the final bill as compared to the running payment, whether adequate reasons have been recorded and communicated to Accounts? | |
| Whether the expenditure has been classified correctly according to heads of Account recorded in the sanctioned estimate? | |
| Whether the work has been completed within the estimated cost? If not, what is the percentage of excess over the sanctioned estimate/ administrative approval? In case the excess is beyond the competency of Sr. Engineer, what action has been taken for the obtaining the approval of the authority competent to sanction the excess? | |
| (a) If the contractor has furnished bank guarantee in lieu of cash security deposit towards proper execution of works and guarantee against defects during the maintenance period, whether the period of currency of the bank guarantee covers the entire maintenance period? (b) If not, whether security deposit has been proposed to be recovered from the final bill? | |
| Whether all the previous audit objections raised on running Account bills have been settled? If so, cite reference. | |
| Signature of Engineer in Charge | Signature of Engineer in Charge |
| Date: | Date: |

PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY
(On non-Judicial paper of appropriate value)

Bank Guarantee No.....

Date.....

To

(Employer's Name and Address)

.....

Dear Sirs,

In accordance with the terms and conditions of your Invitation for Bids/Notice Inviting Tender No.....¹(Tender Conditions) M/s. having its registered office at² (hereinafter referred to as the '**Tenderer**'), is submitting its bid for the work of..... for.....³.(name of the Employer) at⁴(

The Tender Conditions provide that the **Tenderer** shall pay a sum of Rs as Earnest Money Deposit in the form therein mentioned. The form of payment of Earnest Money Deposit includes Bank Guarantee executed by a Scheduled Bank.

In lieu of the stipulations contained in the aforesaid Tender Conditions that an irrevocable and unconditional Bank Guarantee against Earnest Money Deposit for an amount of⁵ is required to be submitted by the Tenderer as a condition precedent for participation in the said Tender and the Tenderer having approached us for giving the said Guarantee,,

we, the[Name & address of the Bank] having our Head Office at(hereinafter referred to as the Bank) being the Guarantor under this Guarantee, hereby irrevocably and unconditionally undertake to forthwith and immediately pay to the Employer without any demur, merely on your first demand any sum or sums of Rs. ⁵(*).....without any reservation, protest, and recourse and without the beneficiary needing to prove or demonstrate reasons for its such demand. Any such demand made by the 'Employer' shall be conclusive and binding on us irrespective of any dispute or difference raised by the Tenderer.

The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment hereunder and the Tenderer shall have no claim against us for making such payment.

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

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

This Guarantee shall be irrevocable and shall remain in force upto and including.....⁶ and shall be extended from time to time for such period as may be desired by the Employer.

This Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Tenderer but shall in all respects and for all purposes be binding and operative until payment of all money payable to the Employer in terms hereof. However, unless a demand or claim under this Guarantee is made on us in writing on or before the⁷ we shall be discharged from all liabilities under this Guarantee.

We, Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

a) The liability of the Bank under this Guarantee shall not exceed.....⁵.....

b) This Guarantee shall be valid up to

c) Unless the Bank is served a written claim or demand on or before _____⁷ all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank

We, _____ Bank, have power to issue this Guarantee under law and the undersigned as a duly authorized person has full powers to sign this Guarantee on behalf of the Bank.

For and on behalf of

(Name of the Bank)

Date.....

Place of Issue.....

¹ *Details of the Invitation to Bid/Notice Inviting Tender*

² *Name and Address of the Tenderer*

³ *Details of the Work*

⁴ *Name and Address of BHEL Unit/Division/Region*

⁵ *BG Amount in words and Figures*

⁶ *Validity Date*

⁷ *Date of Expiry of Claim Period*

Note:

1. Units are advised that expiry of claim period may be kept 2/3 months after validity date. As per Works Policy, the Bank Guarantee shall be valid for at least six months.

2. In Case of Bank Guarantees submitted by Foreign Vendors-

a. **From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India)** can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.

- b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor country's Bank)**
- b.1** In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by **any of the Consortium Banks only** will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter- Guarantee by Foreign Bank in favour of the Indian Bank (BHEL's Consortium Bank). It is advisable that all charges for issuance of Bank Guarantee/ counter-Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.
- b.2 In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at sl.no. b.1 will required to be followed.**
- b.3** The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time). In case, of Foreign Vendors, the BG Format provided to them should clearly specify the same.
- b.4** The BG should clearly specify that the demand or other document can be presented in electronic form.