

## NOTICE INVITING TENDER

SL	PARTICULARS	DETAILS
1	TENDER REFERENCE	EDN/JC/SA/16-18/01
2	NAME OF WORK	“JOB CONTRACT FOR MATERIAL MOVEMENT, CLEANING, ETC. IN SUB-ASSEMBLY”
3	CONTRACT PERIOD	TWO YEARS
4	ESTIMATED VALUE	Rs.1,60,00,000/-
5	EARNEST MONEY DEPOSIT	Rs. 2,00,000/-.
6	LAST DATE AND TIME FOR RECEIPT OF COMPLETED TENDER	12-08-2016; 13.00 HRS. (FRIDAY)
7	DATE , TIME & PLACE FOR TENDER OPENING OF <b>TECHNO-COMMERCIAL BID</b>	12-08-2016; 13.30 HRS. (FRIDAY) SA-MM CONFERENCE HALL.
8	PLACE OF SUBMISSION OF TENDER DOCUMENT ALONG WITH EMD	TENDER DROP BOX : <b>BOX No. 5</b> <b>SUB ASSEMBLY (FRIDAY)</b> IN RECEPTION AREA OF BHEL – EDN, BANGALORE – 26.

**Note: -**

1. The Tenderer shall return the duly filled in Tender document after affixing signature and seal on all the pages. Tender document contains 30 pages.
  - a. **Techno-Commercial Bid** should contain EMD and pages 1 to 27
  - b. **Price Bid** should contain pages 28 to 30
2. **PRICE BID** opening will be intimated to Technically and commercially qualified contractors after evaluation of **TECHNO-COMMERCIAL BID**.



**BHARAT HEAVY ELECTRICALS LIMITED, ELECTRONICS DIVISION**  
**MYSORE ROAD, BANGALORE-560026**

DEPARTMENT: SUB-ASSEMBLY  
REF.TENDER DOC. NO: **EDN/JC/SA/16-18/01**

**TECHNO-COMMERCIAL BID**  
(To be furnished by the Bidders)

- 01. NAME OF THE WORK : **JOB CONTRACT FOR MATERIAL MOVEMENT, CLEANING, ETC. IN SUB-ASSEMBLY DEPARTMENT OF BHEL-EDN.**
- 02. APPROXIMATE ESTT.COST RS. : **Rs. 1,60,00,000/-**
- 03. STIPULATION PERIOD : **TWO YEARS**
- 04. NAME OF THE CONTRACTOR :
- 05. ADDRESS  
(A) OFFICE : .....
- .....
- .....
- TEL.PH No : .....
- (B) RESIDENCE : .....
- .....
- .....
- TEL.PH No : .....
- 06. QUALIFICATION : .....
- 07. STAFF STRENGTH  
(A) TECHNICAL : .....
- (B) GENERAL : .....
- 08. PLANT/EQUIPMENTS : .....
- 09.  
(A) SCOPE OF WORK : UNDERSTOOD / NOT UNDERSTOOD  
(as per Schedule Format 1)  
(B) ACCEPT TO EXECUTE IN TOTAL : YES/ NO
- 10. FINANCIAL TURN OVER DURING LAST 3 YEARS : .....

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11. EXPERIENCE CERTIFICATE SUCCESSFULLY COMPLETED SIMILAR WORKS DURING LAST 7 YEARS (copy of completion certificate to be enclosed):  
(A) Three similar completed works (each not less than 40% of the Estimated cost) :  
OR  
(B) Two similar completed works (each not less than 50% of the Estimated cost) :  
OR  
(C) One similar completed works (each not less than Equal to 80% of Estimated cost) :
12. EMD PARTICULARS :
13. a). WHETHER REGISTERED WITH GOVT. AGENCIES:  
b) VALIDITY OF REGISTRATION :
14. BHEL'S PAYMENT TERMS ACCEPTABLE : YES/ NO
15. a). Whether registered with ESI/PF authority : YES/ NO  
and have Register No. (if yes indicate nos.)  
b). Whether agreeable to make necessary : YES/NO  
statutory payments as per BHEL EDN terms
16. Solvency Certificate Attached : YES/NO
17. Service Tax No :
18. Income Tax permanent account no (PAN NO) :
19. Tax deduction Account No (TAN No) :
20. Whether registered under contract labour Act 1970:

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**Name of work:**

**“JOB CONTRACT FOR MATERIAL MOVEMENT, CLEANING  
ETC IN SUB-ASSEMBLY”**

**Tender Reference No.: EDN/JC/SA/16-18/01**

**1. Instructions to Tenderers**

- 1.1 Sealed Tenders for the above work are hereby invited from the Contractors experienced in works of similar kind and magnitude.
- 1.2 Tender shall be submitted in two parts, i.e. (1) Techno-Commercial bid and (2) Price Bid.

Techno-Commercial bid shall be submitted confirming acceptance to all the clauses indicated in this Tender along with EMD and enclosures as required by the Tender and any other document which the Tenderer wish to submit. Tenderers shall also sign each and every page of the Tender document including the Work Instructions attached thereto before submitting Tender. Deviations / variations, if any, to the clauses of the Tender shall be indicated clearly. These are to be put in one sealed envelope and superscribed with Tender reference and ‘Techno-Commercial Bid’.

Price Bid duly filled & signed with seal, must be submitted in another separate sealed envelope superscribed with Tender reference and ‘Price Bid’. Price bid envelope must contain only the rates. i.e. Tender schedule Format – 1 which is enclosed hereto.

Sealed envelope of both (1) Techno-Commercial bid and (2) Price bid must be put in a single sealed envelope superscribed with Tender reference and due date , must be sent within the specified date and time.

In this regard, if any clarification is required, the Tenderers may contact the officer mentioned here below.

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Tenders should be addressed to:

**A.G.M- Sub Assembly (Production),  
BHEL, Electronics Division,  
P.B. No.:2606, Mysore Road,  
Bangalore – 560026.**

**Phone: 080-26998744, 9449869972**

**Email: - PRASAD J V V S <prasadjvvs@bheledn.co.in>**

The full name and address of the Tenderer and the name of the work with Tender reference should be indicated on the sealed Cover.

All the tenderers may witness the opening of the bids with due authorization of the person witnessing from the authorized signatory of the tenderer.

- 1.3 Address of the Tenderer, the name of the person to whom all the correspondences are to be addressed should be indicated, with telephone number / mobile number (both Office & Residence), e-mail address and fax numbers.
- 1.4 All the entries in the Tender Documents should be in one ink. Eraser and overwriting are not permitted. Cancellations and insertions if any shall be authenticated by the tenderer by signing and affixing his seal.
- 1.5 Tenderer shall fill in all the required particulars in the blank spaces provided in the Tender documents and also sign at the bottom of each and every page of the Tender document before submitting the Tender.
- 1.6 Unit rate should be quoted in figures as well as in words in Indian Currency only, i.e. Rupees and paisa with reference to each and for all the items shown in the attached Tender Schedule Format - 1. These rates shall be for the finished work at site. The rates shall include all taxes and duties payable on account of octroi, sales tax, service tax and expenditure incurred on transportation or payment of any additional incentive to the workmen deployed on Works Contract etc. and also expenses towards PF & ESI contributions and bonus(as per bonus act). The rate quoted should be inclusive of all taxes arising on the transaction. If BHEL is required to discharge the liabilities of any taxes

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on the transaction like TDS(IT),TDS(WCT), Service Tax under reverse charge mechanism or any other similar taxes, which is or become payable by BHEL, the same shall be deducted from the bills of the contractor.

For the purpose of ascertaining the total cost under Tender schedule Format – 1, unit rate only will be considered and the same only will be multiplied by the number of units to arrive at total.

- 1.7 As a welfare measure towards his workers who may be deployed under this contract the Tenderer must consider Rs. 30/- per day per person for Transport Allowance and Rs. 10/- per day per person towards Attendance Bonus and take it into account for the purpose of Estimate and the quoted rate shall be inclusive of the above incentives as well. Further, the Tenderer can include Washing Allowance @ Rs.75 per month per person payable to his Workers deployed under this contract in the estimation and quote unit rate inclusive of such allowance.
- 1.8 The tenderer shall take notice that workmen engaged under this contract shall be provided with 2 pairs of uniform per annum, 1 pair of shoes covering 2 years period, 2 pairs of socks covering 2 years period, 1 no of toilet soap per person per month by the contractor, as per BHEL norms & terms, which will be reimbursed by BHEL against proof of issue in line with BHEL instruction in this regard, which will be communicated in writing separately. Service charge @ 5% will be allowed towards the cost of above items. This shall be excluded in the unit rates.
- 1.9 In case the rates quoted in figures differ from those quoted in words, the lower will be taken as the Tendered rate and shall be binding on the Tenderers. The lowest price bid (L1) shall be arrived based on the total amount for all the activities under the “Schedule “i.e. Format – 1.
- 1.10 In quoting their rates, the Tenderers are advised to take into account all factors including any fluctuations in the market rates in the future. No claim for the enhanced rates will be entertained on this account after acceptance of the Tender or during the contract period of 2 years.
- 1.11 The rates to be quoted by the Tenderer shall be firm and shall cover and include all statutory levies and contribution such as ESI, PF etc. payable

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by the contractor for the workers he may deploy to carry out the job. [Under various enactments passed by Parliament or by the State legislature and Rules framed thereunder]. The rates shall further be deemed to include statutory levies arising from such acts, central or state, which may come into force, subsequent to submission of Tender. The Tenderer shall note that no claim for enhancement of rates on the ground that existing statutory levies have been increased or those new statutory levies have come into effect after submission of Tender, or on any other ground, will be entertained.

- 1.12 The rates quoted in the Tender shall remain valid for a period of three months from the date of opening of the Tender.
- 1.13 Tenderer shall not increase their quoted rates, once the Tenderer has submitted his quotation and during execution of the contract, in case his Tender is accepted.
- 1.14 Before submission of Tender, the Tenderers are necessarily advised to inspect the site of work and its environment and be well acquainted with the actual working and other prevailing conditions including various best practices adopted by BHEL with respect to position of the materials and labour. Pre bid meeting deliberating aspects involved in Job contract can be arranged on request to ensure proper understanding by the Tenderers who wish to participate. They should be well versed with BHEL **GENERAL CONDITIONS OF CONTRACT**, Instructions to Tenderers, specifications and all other documents, which form part of the Agreement to be entered into subsequent to award of work. However, it is informed that in case of inconsistencies in any clauses of GCC and this document, the relevant clause of this document shall prevail over the other. The Tenderer shall specifically note that it is Tenderer's responsibility to provide any item, which is not specifically mentioned in this specification but which is necessary to complete the work.
- 1.15 Details and quantities of each item of work shown in the Tender schedule attached hereto are only approximate. They are given as a guideline for the purpose of Tendering only and are liable to variations and alterations at the discretion of the competent authority without entitling the contractor to any compensation throughout the contract period of two years from the date of commencement of work, provided the total value

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of the contract does not vary by more than 20%. The work under each item as executed shall be measured and paid at the corresponding rates to be quoted by the Tenderer in the Tender schedule Format – 1 attached hereto. It shall not be based on number of persons deployed or on any other criteria.

- 1.16 Please note that our normal working hours are from 07.30 A.M. to 04.36 P.M. from Monday to Friday & 07.30 A.M. to 12.30 P.M. on Saturdays. However, depending upon work load, the factory may operate in staggered shift also and the Tenderer will be required to deploy their labour accordingly if so directed.

### **1.17 ESSENTIAL ELIGIBILITY CRITERIA FOR THE TENDER**

- A) The Tenderer should have experience of at least THREE (3) years in executing labour / Job contracts, which is considered to be similar work, preferably in large organizations.
- B) The Tenderer should have successfully completed similar works during the last 7 (seven) years from submission of Tender as per the details hereunder (copy of the completion certificate to be enclosed)
- a) Three similar completed works (each not less than 40% of the estimated value of this Tender) or
- b) Two similar completed works (each not less than 50% of the estimated value of this Tender) or
- c) One similar completed works (not less than 80% of the estimated value of this Tender)
- C) The Tenderer should have a legal status such as that of a Proprietary concern, Partnership firm, Company etc. The Tenderer should have been registered under relevant Act for carrying out the nature of work for which this Tender is invited.
- D) The average annual turnover of the Tenderer for last three years from submission of Tender should be at least 30% of the estimated value of this Tender. The tenderer are requested to submit copy of IT returns for the last 3 year or statement of accounts certified by a qualified chartered accountant for the last 3 years along with the offer as evidence.
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- E) The Tenderer should have PAN/TAN/TIN.
- F) The Tenderer should have ESI, PF and Service Tax registration number allotted in its name. The letters issued by the concerned authorities should be enclosed with the Technical Bid of the Tender to evidence such registration.
- a. If the tenderer is not having Service Tax Registration Number, he shall submit an undertaking to the effect that, in case he is awarded the contract, he shall register with service tax authorities and furnish the registration number before commencement of work. Any offer not complying with the above clause is liable to be rejected.
  - b. This clause applies even where the price quoted is “inclusive of taxes”.
  - c. If the Service Tax Registration number is not furnished to BHEL before the first bill is submitted (except as provided in the clause (i) above, the bills will not be passed (even if the price is inclusive of taxes”).
  - d. In case of contracts involving multiple bills, every bill (commencing with the 2<sup>nd</sup> bill) shall be accompanied with the declaration that the contractor has discharged his tax liability on the earlier bill (1) by paying the money to the Government (along with Challan details) or (2) by utilization of input Service Tax Credit available with him or (3) being exempt as his turnover continues to be below the threshold limit. In the absence of such a declaration, the bill shall not be passed.
  - e. In case of contracts involving a single bill, the bill shall be accompanied with an undertaking that the contractor shall discharge his tax liability on that bill as per law.
- G) The Tenderer should submit EMD along with Technical Bid. Offer/s without EMD is liable for rejection.

The Tenderers should have categorically confirmed acceptance of all the Tender terms and condition including the payment terms. On non-compliance / conformity of the above, offer is liable for rejection.

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1.18 **BHEL reserves the right to conduct Reverse Auction (RA) if required.** In case BHEL deciding to conduct RA and there are minimum four bidders, H1 bidder will not be allowed to participate and hence Bidders are advised to quote their best prices. In the event of BHEL deciding not to resort to Reverse Auction, the price bids already submitted and available with BHEL shall be opened as per BHEL's standard practice.

## **2 Terms and Conditions**

2.1 This Tender is for “JOB CONTRACT FOR MATERIAL MOVEMENT, CLEANING ETC IN SUB-ASSEMBLY”, for a period of TWO YEARS from the date of awarding the Tender.

2.2 The Tenderer shall deposit Earnest Money Deposit (EMD) for the value as indicated in ‘NOTICE INVITING TENDER’ along with the Tender document. When the work is awarded to the lowest Tenderer the amount of EMD will be adjusted against the security deposit payable by the contractor. The EMD shall be in the form of demand draft from any nationalised bank or from a scheduled bank drawn in favour of Bharat Heavy Electricals Ltd, Electronics Division, Bangalore.

2.2.1 EMD by the Tenderer will be forfeited as per Tender Documents if

- i) After opening the Tender, the Tenderer revokes his Tender within the validity period or increases his earlier quoted rates.
- ii) The Tenderer does not commence the work within the period as per LOI / Contract. In case the LOI / contract is silent regarding such period then within 15 days after award of contract.
- iii) EMD given by all unsuccessful Tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful Tenderer.

2.2.2 EMD shall not carry any interest.

2.2.3 The contractor shall deposit an amount of Rs **4,00,000.00 (Rupees Four Lakh) plus 5% of the contract value exceeding 50,00,000.00 (Rupees**

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**Fifty Lakh**) as Security Deposit with BHEL as per Works Policy valid for 30 months from the date of commencement of contract in the form of cash(as permissible under Income Tax Act) , pay order , Demand Draft , local cheque ( subject to realization) from a nationalized bank in the name of BHEL, , securities available from Post offices such as national savings certificates, Kissan Vikas Patras etc., (Certificates shall be held in the name of the contractor furnishing the security and duly pledged in favour of BHEL-EDN Bangalore and discharged on the back), Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act subject to a maximum of 50% of the total security deposit value. The balance 50% shall be remitted either by cash or in the form of security. The Bank Guarantee format shall have the approval of BHEL EDN. Fixed Deposit Receipt (FDR) issued by Scheduled Banks / Public Financial Institutions as defined under the Companies Act 1956. The FDR should be in the name of the “Contractor A/c BHEL”, duly discharged on the back. The contractor should deposit minimum 50% of the security deposit before start of the work and balance 50% may be recovered at the rate of 10% from the running bills. EMD of the successful Tenderer can be converted and adjusted against security deposit in case of payment of EMD is in the form of Cash, pay order or DD as mentioned above. However, in such cases the contractor shall make good of the deficit, so that 50% of the security deposit is ensured before commencement of the work.

- 2.3 The Security deposit will be forfeited and credited to BHEL in the event of breach of any of the terms and conditions of this contract by the Contractor.
- 2.4 The Security deposit will be refunded to the contractor by BHEL after adjusting any sums due to BHEL from the Contractor or under any other contract with this Division or any other sister division of BHEL, upon the fulfillment of the contract and the Contractor furnishing No Demand and No Due Certificate from ESIC, EPFO to the effect that there is no claim or demand in respect of the contract executed.
- 2.5 The Payment will be made to the Contractor on the basis of work carried out, keeping in view the Unit of measurement. In case, the same persons

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deployed by the contractor, are permitted by him to continue to work beyond normal working hours, for any reasons whatsoever, contractor in such cases shall pay them the wage rates applicable under the Factories Act at contractors cost. In other words no overtime (OT) payment will be made by BHEL, as the payment is on “Unit Rate Basis”.

- 2.6 **Terms of Payment:** The payment will be made on the basis of Quantum of work done, based on Unit rate and within 30 days from the date of submission of bills, duly certified by BHEL Engineer-In-charge. Bills should be submitted along with all necessary documents, challans for ESI /PF and returns etc. as applicable under contractor’s statutory liability and this contract.
- 2.7 If the tenderer backs out after submission of the tender or after acceptance of tender or fails to start the work as per contract terms, his EMD / Security Deposit will be forfeited and award of the contract will be cancelled.
- 2.8 Tenderer shall furnish a solvency certificate for Rs. 14,00,000/- (Rupees Fourteen Lakhs only).

### 3 Contractor’s Obligations:

Contractor shall decide the number of workmen to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner in which the awarded work is to be carried out as per the prescribed specifications and as directed by Engineer-In-charge. The Contractor shall be fully responsible for the work awarded to him.

- 3.1 Contractor shall depute a supervisor to supervise work to be carried out by his workmen. The work shall be executed as per work instructions and to the satisfaction of Engineer-In-charge.
- 3.2 Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc., to carry out the work.



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- 3.3 Contractor shall maintain appropriate records of his employees deployed to carry out the job(s).
- 3.4 Contractor shall provide employment card / identity card with photograph duly verified and attested by the Contractor to his employees deployed to execute the work. Contractor shall also indicate the name of the proprietary / partnership firm / Company, place of work, contact number and duration of validity of the card etc. in such identity card.
- 3.5 Contractor will be fully responsible for the good conduct of his employees deployed to execute the work. In case of any misconduct/ misbehavior by any employee, the contractor will replace such employee(s) immediately.
- 3.6 Contractor will ensure that the job is executed through his employees on his rolls only and under no circumstances the contractor will deploy any casual employees to carry out the job; nor shall sub-contract the job without prior written permission from BHEL.
- 3.7 Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders & his employees on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with contractor.
- 3.8 The contractor shall be responsible for enforcing all safety regulations as applicable strictly ensure wearing of safety equipment by them inside the factory. BHEL may provide hand gloves, consumables, & material handling equipment etc. wherever required.
- 3.9 The contractor has to provide a distinct uniform different from BHEL employees. The uniform should have logo of the contractors firm / company. The uniform shall be in neat, tidy and wearable condition.

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- 3.10 Contractor to ensure that all precautions are taken for safety of his employees. The contractor shall be responsible for enforcing all safety regulations as applicable, while undertaking the work Tendered inside the factory.
- 3.11 In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees and his equipment, if any; from the establishment of BHEL.
- 3.12 Contractor shall take necessary insurance policy for his workmen to cover workmen's compensation and accidental cover as may be applicable.
- 3.13 BHEL will provide consumables, material handling equipment etc. where ever applicable.
- 3.14 The age of the contract workers deployed at BHEL EDN should be above 18 and below 58 years.

#### 4 **Contractor's statutory liability:**

- 4.1 All statutory requirements under Minimum Wages Act 1948, Payment of Wages Act 1936, Employees Compensation Act 1923, EPF & MP Act 1952, Payment of Gratuity Act 1972, ESI Act 1948, the Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act 1961, Service Tax rules and all other applicable Acts and rules shall be complied with by the contractor.
- 4.2 Contractor shall comply with all statutory requirements, Rules, Regulations, and Notifications issued from time to time by the concerned authorities in relation to employment of his employees.
- 4.3 Contractor shall ensure payment of statutory prescribed minimum wages by paying BHEL EDN notified wages as applicable to his employees deployed in the work from time to time and maintain proper records of their timely disbursement. The notification of BHEL-EDN wages may be obtained by the contractor to be aware / conversant to the same. The periodic revision of this wages shall be noted by the contractor from time to time and the payment to his workers shall at no

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point of time be less than these minimum rates. For information, the BHEL minimum wage rates during last two revisions are shown in the table below to envisage the trend in fluctuations of wages. However, this trend may vary and the Contractor shall pay according to BHEL – EDN Wage Rate.

BHEL Rates Notified during last 2 annual periods

Category	Wages per day	
	01/04/2015 to 31/03/2016	01/04/2016 to 31/03/2017
USW	Rs. 397.68	Rs. 413.00
SSW	Rs. 419.35	Rs. 434.67

**Note: BHEL – EDN Notified wage rates are revised yearly once**

BHEL reserves the right to advise the contractor to afford any further welfare facility in future (over & above the wage rates envisaged and also allowances under Para 1.7 above) on reimbursement basis, for the employees of the contractor to defray their essential expenses and maintain proper records of their timely disbursement.

- 4.4 Contractor shall provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act 1952 to the RPF.
- 4.5 Contractor shall ensure payment of ESI contribution under ESI Act 1948 and provide ESI membership No. card of each employee.
- 4.6 Contractor shall maintain proper records of PF, EDLI, Pension, ESI contribution, administrative charges etc., wherever applicable and shall produce proof of deductions as well as remittances. Contractor shall issue wage slips to his employees.
- 4.7 Contractor shall furnish proper Returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- 4.8 Contractor shall be solely responsible for non-payment / delayed payment of wages / DA, contributions under EPF & MP Act, ESI Act etc.



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- 4.9 In case, the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities & a claim is made against BHEL for what so ever reason, the security deposit /other dues/ running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
- 4.10 Contractor shall indemnify BHEL against all claims and losses if it suffers under various labour laws, statutes or any civil or criminal law in connection with employees deployed by him.
- 4.11 The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor, as BHEL is not the employer for him.
- 4.12 Contractor shall obtain necessary insurance cover at his own cost to mitigate any risk of accidents, losses, damages etc. BHEL shall not be responsible for any losses, damages to the contractor or to his employees.
- 4.13 Contractor should ensure that the employees allowed entering BHEL premises shall be covered under independent code numbers / exemptions under EPF & MP Act 1952 and ESI Act 1948 and shall cover his employees under the said codes. **The contractor shall also indicate ESI No., PF No., and Service Tax No. in the techno-commercial bid.**
- 4.14 Payment of bonus under the Payment of Bonus Act, payment of gratuity under the Gratuity Act, and retrenchment compensation under ID Act will be the sole responsibility of the contractors.
- 4.15 Over and above the daily wages rate, the contractor shall make payment to his employees deployed under this contract towards leave with wages also.
- 4.16 Contractor shall observe provisions of Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employees who may be deployed in BHEL premises & maintenance of necessary registers, forms and statutory formats which shall be always available for inspection by BHEL or factory in separate. No work shall
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be done on second / third shift, overtime, Sundays or on other declared holidays without written permission from BHEL.

- 4.17 Contractor shall be responsible for making payment of wages before expiry of 7 (seven) days from the last day of wage period and to ensure disbursement of wages in the presence of the representative from BHEL.
- 4.18 Contractor shall obtain license under CL (R&A) Act, 1970.
- 4.19 All the Contractors will have to produce documentary evidence of being an Income Tax Assesse. Income Tax Permanent Account No (IT PAN No) and Tax Deduction Account No (TAN) or Income Tax Clearance Certificate (ITCC) shall be shall be enclosed with the techno-commercial bid.

### **GENERAL TERMS & CONDITONS**

- 5 Engineer-In-charge shall give overall instruction to the contractor or his authorized representative for the jobs to be carried out. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or on employer-employee relationship. Supervision of work shall be done by the contractor / his authorized Supervisor exclusive for this work only.
- 5.1 The contractor shall maintain regular contact with the designated Engineer – In – Charge of BHEL and will interact on matters relating to the work awarded under this contract.
- 5.2 In case the contractor does not carry out the contractual / statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency / anomaly within three day's time failing which, BHEL reserves the right to terminate the contract without assigning any reason what so ever. In such

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an event, no damages will be payable for short closure of the contract and the contractor shall be liable to BHEL for any loss or hardships it may suffer, such termination shall be for the contractor's default and any money including deposits or bills available with BHEL will be forfeited and any further claim on the contractor may be made by BHEL for recovery of any loss.

- 5.3 The decision of BHEL regarding interpretation of any terms and conditions set forth in this agreement shall be final and binding on the contractor.
- 5.4 Notwithstanding anything contained in this agreement, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 30 days to the contractor.
- 5.5 The contractor shall commence the work immediately on receipt of the order and the contract shall remain valid for a period of TWO YEARS from the date of issue of Job contract. The parties reserve the right to extend the contract on mutually agreed terms and conditions.

## 6. ARBITRATION AND GOVERNING LAW

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached, the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the Rules made thereunder. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of unit of BHEL-EDN. The award of the arbitrator shall be final and binding on both the parties. The venue of the arbitration shall be Bangalore. The award to be given by the arbitration shall be a speaking award.

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### 7. Signature of the Parties

A contract agreement needs to be executed as per BHEL format on non-judicial stamp paper of Rs 200/- to be purchased by the contractor. It should be signed with seal of the firm / company and witnessed.

For BHEL

For Contractor

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**Terms and Conditions**

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<b>WORK PROCEDURE / INSTRUCTION (QUALITY STANDARD)</b>		
<b>Sl.No</b>	<b>Activity</b>	<b>QUALITY STANDARD</b>
<b>I</b>	<b><u>SUB ASSEMBLY PRODN. &amp; TESTING</u></b>	
1	Movement of Mat. From holding stores.	The bins loaded with components are to be moved carefully without spillage of components during transportation.
2	Movement of Mat from Stores to Racks, Power Module Assembly	Materials for racks, power module assembly are to be moved carefully from store in trolley without damaging the components
3	Movement of MAX Rack material from Store 11 to Bldg 14.	Materials for racks assembly are to be moved carefully from store 11 in trolley without damaging the components
4a	Movement of finished power modules and Racks to Main Assembly / Stores	Modules should be moved properly on trollies wiithout damaging them.
4b	Movement of finished Power Modules from Store 11 to building 13	Modules should be moved properly on trollies wiithout damaging them.
5	Cleaning of Machines, Jigs, fixtures	
a	Machines of SMT line	All the machineries are to be cleaned for dust by using cheese cloth, cleaning spray etc.
b	Machines, Jigs, Fixtures in TH-Assembly, Prep- area, Final assy Area.	All the machineries are to be cleaned for dust by using cheese cloth, cleaning spray etc.
c	Racks Power Modules Assly and Testing	All test jigs & fixtures are to be cleaned for dust using vacuum cleaner
d	Temp. Cycling Chambers, Test Jigs at Floor 0	To be cleaned for dust using vacuum cleaner
e	Test Jigs at Fixtures at Floor 1, ICT & Floor 2	To be cleaned for dust using vacuum cleaner
f	Cleaning of Jigs & Fixtures at Valve set Assembly/Testing	To be cleaned for dust using vacuum cleaner
g	Cleaning of Jigs Fixtures at Module Repair Center	To be cleaned for dust using vacuum cleaner
6	Movement of material within shop	
a	Movement of Matl. from Prep. To Assembly	Bins along with the PCBs / components to be moved without damaging PCBs and components
b	Movement of Mat From Assly to WS, ICT, Functional Test	Bins along with the PCBs / components to be moved without damaging PCBs and components
c	Movement of Surface mount assembled PCB's from SMT line to other floors	Bins along with the PCBs / components to be moved without damaging PCBs and components

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**Terms and Conditions**

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<b>WORK PROCEDURE / INSTRUCTION (QUALITY STANDARD)</b>		
<b>Sl.No.</b>	<b>Activity</b>	<b>QUALITY STANDARD</b>
d	Movement of mat from Functional test (FT1) to Burn-in	Bins along with the PCBs / components to be moved without damaging PCBs and components
e	Movement of mat from Burn-in to Functional test (FT2)	Bins along with the PCBs / components to be moved without damaging PCBs and components
f	Movement of Mat from Test to Assembly	Bins along with the PCBs to be moved without damaging PCBs / components
g	Movement of Mat within Bldg 13	Bins along with the sub-assemblies to be moved without damaging sub-assemblies / components. The assemblies to be stored in proper jigs and moved
7	Movement of Finished Modules from Despatch and to Holding Store	Modules should be packed /stacked properly in the proper bins which are provided for the purpose without damaging Module due to spillage.
8	Cleaning of PCBs	Cleaning of PCBs to be carried out without damaging components. Proper cleaning to be ensured (No residues of flux on the PCBs). Iso Propyl Alcohol (IPA) should not be spilled while using / cleaning PCBs.
9	Movement of Mat from MRC to dispatch/ SA-test etc.	Modules should be moved carefully without damages.
10	Unpacking and cleaning of material received at MRC	Materials should be unpacked without damaging the materials received and relevant documents and accessories received should be carefully handed over to the Engineer in charge.
11	Movement of Documents	Documents are to be moved to the respective areas as indicated ,properly
12	Movement of material within holding stores (collection group)	Materials to be moved using proper bins without spillage
13	Module Packing	Modules are to be packed in antistatic covers and boxed in antistatic box provided

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<b>WORK PROCEDURE / INSTRUCTION (QUALITY STANDARD)</b>		
<b>Sl.No.</b>	<b>Activity</b>	<b>QUALITY STANDARD</b>
<b>II</b>	<b>SA - MM STORES</b>	
1,2,3	Shifting of materials which are unloaded by GI outside the holding store. (Bldg 6, Bldg 12, Bldg 13)	Materials to be moved using proper bins without spillage
4,5,6	Loading the heavy items/packages into the racks (Bldg 6, Bldg 12, Bldg 13)	Heavy items are to be loaded carefully without damages.
7,8,9	Unloading the heavy items/packages from the racks & Shifting/Relocating of the items (Bldg 6, Bldg 12, Bldg 13)	Heavy items are to be loaded carefully without damages.
10,11,12	Maintaining general cleanliness of racks. (Bldg 6, Bldg 12, Bldg 13)	Racks are to be cleaned properly with cleaning spray and cheese cloth for dust
13,14,15	Washing of bins (Bldg 6, Bldg 12, Bldg 13)	Bins are to be cleaned with water and to be wiped with cheese cloth

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## Terms and Conditions

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### **GENERAL SAFETY PRECAUTIONS WHILE ON WORK**

#### **Do:**

1. Use proper hand gloves, masks, goggles while handling chemicals such as Iso - propyl alcohol, thinner, flux, conformal coating (lacquer), solder paste.
2. Use heat resistant gloves while cleaning near wave solder machine, temperature cycling Machines (dry chambers).
3. Use safety goggles while cleaning near wave solder bath.
4. Wash thoroughly with water, the affected part of the body in case of splashes of Chemicals.
5. Open cautiously a container; be alert for sprays or splashes of acids/alkalies.
6. Treat all liquids as dangerous, until you know that they are safe.
7. Handle very carefully the bottles / containers which have no labels.
8. Always wash hands and other exposed skin areas after using chemicals, upon exiting the chemical use area, and before eating or drinking.
9. When cleaning, use nonflammable solvents.
10. Before handling any chemical check with MSDS for the safety precautions required.
11. Store chemicals in stable racks in clearly marked containers and in designated areas.
12. Always leave gangways between stacks, between stacks and walls.
13. Keep all combustible materials away from any kind of heat source.
14. Make sure that your route is clear of obstacles.
15. When going down a ramp, keep the load in front.
16. Keep gangways clear and unobstructed.
17. Keep your work area clean and dry.

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## Terms and Conditions

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### **Don't:**

1. Do not eat, drink, chew gum, or store food, beverages, or medications in areas where chemicals are used or stored.
  2. Do not smell or taste chemicals.
  3. Do not keep materials / tools / components projecting into gangways / aisles.
  4. Do not store / stack materials in front of electrical control panels/ switches and fire extinguishers.
  5. Do not store inflammable near any electrical switch boards/ cubicles.
  6. Do not throw cotton waste soaked with inflammable liquids/ solvents/ chemicals in drains or room corners.
  7. Do not use solvents to clean hands after work.
  8. Do not use thinner to clean floors.
  9. Do not block exits, fire extinguishers.
  10. Do not store projecting material near gangways.
  11. Do not carry a load, which is too heavy for you. Get help if the load is too heavy.
  12. Do not carry a load that obstructs the view ahead.
  13. Do not pull a hand truck, but push it.
- 

Note: The above list is only indicative and not exhaustive.

Regarding various safety precautions to be taken, follow your Superior's instructions.

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## Terms and Conditions

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**The Job contractor shall maintain following Registers under Contract Labour (Regulation and Abolition) (Central) Rules, 1971 / other Acts applicable.**

- 1.) Muster Roll – Form No. (XVI)
- 2.) Register of Workmen Employed by Contractor – Form No. (XIII)
- 3.) Wage Register – Form No. (XVII)
- 4.) Register of Over Time – Form No. (XXIII)
- 5.) Register of Fines – Form No. (XXI)
- 6.) Register of Advance – Form No. (XXII)
- 7.) Register of Wages cum Muster Roll – Form No. (XVIII)
- 8.) Wage Slips – Form No. (XIX)
- 9.) Employment Cards – Form No. (XIV)
- 10.) Register of Deduction for Damage of Loss – Form No. (XX)
- 11.) Service Certificate – Form No. (XV)
- 12.) Registers under Equal Remuneration Act
- 13.) Leave with wages – Form No. 14 under Karnataka Factories Rules 1969
- 14.) Bonus Register – Form C under payment of Bonus Rules 1975
- 15.) Accident Register
- 16.) ESI/PF challans, records, Registers and returns under ESI/PF Acts.
- 17.) Any other records / registers required to be maintained by the contractors under statutory provisions applicable to him



## Terms and Conditions

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### Proforma

#### Solvency Certificate

[To be issued by consortium Banks as mentioned below not later than 12 months]

Ref:

Date :

This is to certify that M/s. \_\_\_\_\_ having their Registered Office at \_\_\_\_\_ is solvent to the extent of Rs. \_\_\_\_\_ [ Amount in Words \_\_\_\_\_ ] as disclosed by the information and record which are available with the bank.

This certificate is issued at the request of M/s. \_\_\_\_\_ for a Tender Purpose.

This certificate is issued without any risk/liability or responsibility whatsoever on the part of the Bank or any of its officers.

For Bank \_\_\_\_\_

Name of Signatory

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#### List of consortium Bank

Sl.	Nationalised Banks	Sl	Nationalised Banks
1	Allahabad bank	19	Vijaya Bank
2	Andhra bank		<b>Public Sector Banks</b>
3	Bank of Baroda	20	IDBI
4	Canara Bank		<b>Foreign bank</b>
5	Corporation bank	21	CITI Bank N.A
6	Central bank	22	Deutsche Bank AG
7	Indian Bank	23	The Hongkong and Shanghai Banking Corporation Limited
8	Indian Oversea Bank	24	Standard Chartered Bank
9	Oriental bank of Commerce	25	The Royal Bank of Scotland N.V.
10	Punjab National Bank	26	J P Morgan
11	Punjab & Sindh Bank		<b>Private bank</b>
12	State Bank of India	27	Axis Bank
13	State Bank of Hyderabad	28	The Federal Bank Limited
14	Syndicate Bank	29	HDFC
15	State Bank of Travancore	30	Kotak Mahindra Bank
16	UCO Bank	31	ICICI
17	Union Bank of India	32	Indusind Bank
18	United Bank of India	33	Yes Bank

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## Terms and Conditions

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### Annexure II Benefits for MSE

#### Guidelines for Micro and Small Enterprises for claiming exemption from EMD

MSE suppliers can avail the benefit of exemption from payment of EMD only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of CA certificate in the Format provided below, (where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (last audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with the other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents or if the required documents are not submitted before price bid opening. Documents should be notarized or attested by a Gazetted officer.

#### Certificate by Chartered Accountant on Letter Head

This is to certify that M/s ..... (Hereinafter referred to as 'Company') having its registered office at ..... is registered under MSMED Act 2006, (Entrepreneur Memorandum No ((Part-II)..... dtd ..... Category: .....(Micro/Small). (Copy enclosed).

Further verified from the books of Account that the investment of the company as per the latest audited financial year ..... **as per MSMED Act 2006 is as follows:**

**For Manufacturing Enterprises :** Investment in plant and machinery (i.e., original cost excluding land and building and the items specified by the Ministry of Small Industry vide its notification No.S.O.1722 (E) dated October 5,2006:

Rs. .... Lacs.

**For Service Enterprises :** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered as may be notified under the MSMED Act, 2006:

Rs. .... Lacs.

The above investment of Rs. .... Lacs in within the permissible limit of Rs..... Lacs for .....Micro / Small (strike off which is not applicable) Category under MS MED Act 2006.

(or)

The company has been graduated from its original category (Micro/Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is ..... (dd/mm/yy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O.No.3322(E) dated 01.11.2013 published in the Gazette notification dated 04.11.2013 by ministry of MSME.

Date :

(Signature)

Name -

Membership Number -

Seal of Chartered Accountant

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## SCHEDULE

Date: -											FORMAT - 1	
Duration of contract is for 2 years from 01/09/2016 to 31/08/2018												
Sl. No.	Activity	Category	Location	Frequency	Quantum of work frequency	Unit of work	Std. time per unit (in Min)	Quantum of work / Annum	Rate per Unit Work in Rs. (Fig)	Rate per Unit Work (words)	Total Amount in Rupees / Annum	
-	<b>SUB ASSEMBLY PRODN. &amp; TESTING</b>											
1	Movement of Material from holding stores	USW	Bldg 14	Daily	15	No. of trips	60	4530				
2	Movement of Mat from Stores to Racks, Power Module Assembly	USW	Bldg 14	Daily	8	No of trips	60	2416				
3	Movement of MAX Rack materials from store 11 to Bldg 14	USW	Bldg 14	Daily	8	No of trips	60	2416				
4a	Movement of finished power modules and Racks to Main Assembly / Stores	USW	Bldg 14	Daily	10	No of trips	60	3020				
4b	Movement of finished Power Modules from Store 11 to building 13	USW	Bldg 13	Daily	3	No of trips	30	906				
5	<b>Cleaning of Machines, Jigs, fixtures</b>											
a	Machines of SMT line	USW	Bldg 14	Daily	5	No. of Machines	15	1510				
b	Machines, Jigs, Fixtures in TH-Assembly, Prep- area, Final assy Area.	USW	Bldg 14	Daily	5	No. of M/Cs, Jigs, Fixtures	15	1510				
c	Racks Power Modules Assembly and Testing	USW	Bldg 14	Daily	13	No. of M/Cs, Jigs, Fixtures	15	3926				
d	Temp. Cycling Chambers, Test Jigs at Floor 0	USW	Bldg 14	Daily	7	No. of M/Cs, Jigs, Fixtures	15	2114				
e	Test Jigs at Fixtures at Floor 1, ICT & Floor 2	USW	Bldg 14	Daily	35	No. of M/Cs, Jigs, Fixtures	10	10570				
f	Cleaning of Jigs & Fixtures at Valve set Assembly/Testing	USW	Bldg 13	Daily	6	No. of M/Cs, Jigs, Fixtures	15	1812				
g	Cleaning of Jigs Fixtures at Module Repair Center	USW	Bldg 14	Daily	8	No. of M/Cs, Jigs, Fixtures	15	2416				
6	<b>Movement of material within shop</b>											
a	Movement of Mat from Prep to Assembly	USW	Bldg 14	Daily	50	No of trips	15	15100				

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## SCHEDULE

Date:-											FORMAT - 1	
Duration of contract is for 2 years from 01/09/2016 to 31/08/2018												
Sl. No.	Activity	Category	Location	Frequency	Quantum of work frequency	Unit of work	Std. time per unit (in Min)	Quantum of work / Annum	Rate per Unit Work in Rs. (Fig)	Rate per Unit Work (words)	Total Amount in Rupees / Annum	
b	Movement of Mat from Assly to WS, ICT, Functional Test	USW	Bldg 14	Daily	50	No of trips	15	15100				
c	Movement of Surface mount assembled PCB's from SMT line to other floors.	USW	Bldg 14	Daily	12	No of trips	30	3624				
d	Movement of Mat from Functional Test (FT1) to Burn-in	USW	Bldg 14	Daily	25	No of trips	30	7550				
e	Movement of Mat from Burn-in to Functional Test (FT2)	USW	Bldg 14	Daily	25	No of trips	30	7550				
f	Movement of Mat from Test to Assembly	USW	Bldg 14	Daily	25	No of trips	30	7550				
g	Movement of Mat within Bidg 13	USW	Bldg 13	Daily	35	No of trips	15	10570				
7	Movement of Finished Modules from Dispatch to Holding Store	USW	Bldg 14	Daily	8	No of trips	60	2416				
8	Cleaning of PCBs	USW	Bldg 14	Daily	550	No. of PCBS	5	166100				
9	Movement of Mat from MRC to dispatch/ SA-test etc.	USW	Bldg 14	Daily	8	No of trips	30	2416				
10	Unpacking and cleaning of Material received at MRC	USW	Bldg 14	Daily	7	No of Packages	45	2114				
11	Movement of Documents	USW	Bldg 14	Daily	34	No of trips	20	10268				
12	Movement of material within holding stores (collection group)	USW	Bldg 14	Daily	16	No of trips	30	4832				
13	Module Packing	USW	Bldg 14	Daily	550	No of PCB's	2	166100				
<b>II</b>	<b><u>SA-MM HOLDING STORES</u></b>											
1	Shifting of materials which are unloaded by GI outside the holding store	USW	Bldg 6	Daily	25	No. of packets	5	7550				
2	Shifting of materials which are unloaded by GI outside the holding store	USW	Bldg 12	Daily	30	No. of packets	5	9060				
3	Shifting of materials which are unloaded by GI outside the holding store	USW	Bldg 13	Daily	30	No. of packets	5	9060				
4	Loading the heavy items/packets into the racks	USW	Bldg 6	Daily	20	No. of packets	10	6040				

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## SCHEDULE

Date:-		FORMAT - 1									
Duration of contract is for 2 years from 01/09/2016 to 31/08/2018											
Sl. No.	Activity	Category	Location	Frequency	Quantum of work frequency	Unit of work	Std. time per unit (in Min)	Quantum of work / Annum	Rate per Unit Work in Rs. (Fig)	Rate per Unit Work in Rs. (words)	Total Amount in Rupees / Annum
5	Loading the heavy items/packets into the racks	USW	Bldg 12	Daily	20	No. of packets	10	6040			
6	Loading the heavy items/packets into the racks	USW	Bldg 13	Daily	20	No. of packets	10	6040			
7	Unloading the heavy items/packets from the racks & Shifting/Relocating of the items	USW	Bldg 6	Daily	16	No. of packets	5	4832			
8	Unloading the heavy items/packets from the racks & Shifting/Relocating of the items	USW	Bldg 12	Daily	25	No. of packets	5	7550			
9	Unloading the heavy items/packets from the racks & Shifting/Relocating of the items	USW	Bldg 13	Daily	16	No. of packets	5	4832			
10	Maintaining general cleanliness of racks	USW	Bldg 6	Daily	1	Entire Store	110	302			
11	Maintaining general cleanliness of racks	USW	Bldg 12	Daily	1	Entire Store	80	302			
12	Maintaining general cleanliness of racks	USW	Bldg 13	Daily	1	Entire Store	80	302			
13	Washing of bins	USW	Bldg 6	Daily	25	No. of Bins	10	7550			
14	Washing of bins	USW	Bldg 12	Daily	17	No. of Bins	10	5134			
15	Washing of bins	USW	Bldg 13	Daily	8	No. of Bins	10	2416			
1	<b>Supervision</b>	<b>SSW</b>	<b>1</b>	<b>Daily</b>							

USW-Un skilled worker  
SSW-Semi skilled worker

Total for 1 year

Total for 2 years (Fig)

Total for 2 years (Words)

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

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

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CONTRACTOR

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

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#### ***Annexure- 'A'***

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

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## 1. DEFINITIONS

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

- a) The “CONTRACT” means the documents forming the tender and acceptance thereof, together with all the document referred to therein including general and Special Conditions of Contract, Schedule ‘A’ and/or General Summary attached to the form of tender, the Karnataka P.W.D. Schedule of Rates as amended up to 1979-80 the specifications and the Drawings. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.
- b) The “TENDER DOCUMENTS” means the form of tender, the applicable schedules and / or General summary, General and Special conditions of contract and the specifications and / or drawings as given to contractors on payment for the purpose of preparing their tenders
- c) The ‘WORK’ means the work described in the tender documents, in individual work orders and/ or accompanying drawings and specifications as may be issued from time to time to the Contractor by the senior Engineer (Civil) deputy manager (projects) or the Engineer- in- charge within the powers conferred upon them, including all modified or additional works and obligations to be carried out either at the site or at any Factory workshop or other place as required for the performance of the contract.
- d) The “SITE” means the land and /or other places on, in, into or through which the work is to be executed under the contract or any adjacent land, path or street which may be allotted to or used for the purpose of carrying out the contract.
- e) The “CONTRACTOR” means the individual, firm or company, whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or company, or the successors of the firm or Company and the permitted assigns of such individual or firm or company.
- f) The abbreviations SDGM/P, Sr. M/P, S.E/C means Sr. Dy. General Manager /Projects, Senior Manager / Projects, and Senior Engineer / Civil respectively, who direct the contract and the letters E/C means Engineer / Civil in-charge of the particular work pertaining to the contract.
- g) The “Engineer – in – charge” means the Engineer / Civil deputed by Senior Engineer / Civil to supervise the work, or part of the work.
- h) “APPROVED” and “DIRECTED” means the approval or direction of the DGM/P. Sr. M/P, or S.E/C. or person deputed by them for the particular purpose.
- i) “BHARAT HEAVY ELECTRICALS LIMITED” hereinafter referred to as BHEL Shall mean the board of directors, Resident Director, General Manager/ Project Administrator or other Administrative Officers, of the said company including the project officer, Sr, Manager / Projects, or Senior Engineer / Civil, Engineer/ Civil authorised to invite tenders and enter into the contracts for works on behalf of “Bharat Heavy Electrical Limited”, unit : Electronics Division, Mysore Road, Bangalore – 26.
- j) In the case of lumpsum contracts, CONTRACTOR’S PERCENTAGE” means the percentage offered by the contractor as addition to or deduction from the cost of buildings, or other works listed in schedules, to provide a lump sum quotation for performance of the contract inclusive of all extra costs, profit, establishment charges, carriage, insurance etc., complete.

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1. In the case of percentage rate contracts, “ Contractor’s percentage” shall, if the context so permits, mean the uniform percentage tendered by the contractor and accepted by the Accepting Officer, and the expression “ CONTRACT RATE” shall like wise mean the rates in the K.P.W.D. schedule of rate as amended up to 1979-80 as adjusted by the said Contractor’s percentage, if any.
  - k) The “ CONTRACTOR SUM” means the sum accepted, or the sum calculated in accordance with the prices accepted in the tender and / or the contract rates as payable to the Contractor for the entire execution and full completion of the work.
  - l) the “FINAL SUM” means the actual amount payable under the contract by BHEL, to the Contractor for the entire execution and full completion of the work.
  - m) The “ DATE OF COMPLETION” is the date or dates for completion of the whole or any part of the work as set out in or ascertained in accordance with the individual work orders or the tender documents ,or any subsequent agreed amendments thereto.
  - n) A “WEEK” means seven days without regard to the number of hours worked or not worked in any day in that week.
  - o) A”DAY” means a day of 24 (Twenty four) hours irrespective of number of hours worked or not in that day.
  - p) A “WORKING DAY” means any day other than that prescribed by the Negotiable instruments ACT as being a holiday , consists of the number of hours of labour as commonly recognised by good employers in the trade in the District where the work is carried out or as laid down in the BHEL Regulations.
  - q) “DEVIATION ORDER” means an order given by the Senior Engineer/Civil or Engineer-in-charge to effect an alteration ,addition or deduction, which dose not radically affect the scope of nature of the contract.
  - r) “EMERGNCY WORK” means any urgent measures which , in the opinion of the Engineer-in-charge , become necessary during the progress of the work to obviate any risk of accident or failure or which become necessary for security.
  - s) “PROVISIONAL SUM” or “PROVISIONAL LUMPSUM” means a lump-sum included by the BHEL in the tender documents and represents the estimated value of work for which details are not available at the time of inviting the tender.
  - t) “PROVISIONAL ITEMS” means items for which approximate quantities have been included in the tender documents.
  - u) “DAY WORK” means on item of work requiring the employment of labour with or without materials as the case may be , which, in the opinion of the Senior Engineer /Civil-in-charge, is not capable of being evaluated by the accepted methods of measurement or assessment and is paid for on the basis of the actual labour and materials utilised on the particular item of work referred to.
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## CHAPTER-II

### SCOPE OF CONTRACT

#### 2. HEADING TO THE CONTRACT

The heading to these conditions shall not affect the interpretation thereof

#### 3. CONTRACT DOCUMENTS:

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

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

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

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

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

In the case of a discrepancy between Schedule 'A' the Specifications and/or the Drawings, the accepting officer shall be the sole deciding authority as to which shall prevail and his decision shall be final and conclusive. If neither drawings nor specifications contain any mention of minor details of construction, which in the opinion of the Accepting Officer whose decision shall be final and conclusive, are reasonable and obvious and fairly intended for the satisfactory completion of the work, such details shall be provided by the Contractor without any extra cost as if they were specially mentioned and shall be deemed to be included in the contract.

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

#### 5. PROVISIONAL ITEMS:

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

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

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

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

## **6. DEVIATIONS:**

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

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

Any objection by the Contractor to any matter concerning the order shall be notified by him in writing to the Senior Engineer (Civil) / Engineer-in-charge within SEVEN DAYS from the date of such order, but under no circumstances shall the work be stopped (unless so ordered by the Senior Engineer/Civil /E/C) owing to differences or controversy that may arise from such an objection. In the absence of such a notification of objection, by the contractor, he will be deemed to have accepted the order and the conditions stated therein. In the event of the contractor, failing to agree with the Senior Engineer/ Civil /E/C regarding the terms of the proposed deviation, the objections shall be referred to the DGM/P/Sr.M/P, whose decision shall be final, conclusive and binding on the Contractor.

## **7. TIME:**

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

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

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

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

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

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

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

In the case of stores provided under Schedule the Contractor shall bear the cost of loading, transporting to site, unloading, storing under cover as required, assembling & jointing the several parts together as necessary and incorporating & fixing these stores & materials in the work, including all preparatory work of whatever description that may be required, and closing, preparing, loading and returning empty cases or containers to the place of issue without any extra charges.

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

If, in the opinion of senior Engineer/Civil/engineer/Civil the work is delayed:

- i) by reason of abnormally bad weather, or
- ii) by reason of serious loss or damage by fire, or
- iii) by reason of civil commotion, local combination of workmen, strike or lockout, affecting any of the trades employed on the work, or
- iv) by delay on the part of the agency or tradesman engaged by BHEL in executing work not forming part of this contract, or
- v) by reason of any other cause which in the absolute discretion of the Sr. M/P. Sr. E/C. or E/C is (when he is the Accepting Officer of the Contract) beyond the contractors control, then in any such case, the Accepting Officer, on the recommendation of the Sr. E/C., E/C (or higher authority) may make fair and reasonable extension in the completion dates of the individual items of work or the contract as a whole. Such extension which will be communicated to the contractor by the Sr. E/C./E/C. in writing shall be final and binding on the contractor. No

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other claim in this respect for compensation or other wise howsoever is admissible. Upon the happening of any such event causing delay, the contractor shall immediately give notice thereof in writing to the Sr. E/C/E/C but shall nevertheless use constantly his best endeavour to prevent or make good the delay and shall do all that may reasonably be required to the satisfaction of the Sr. E/C/E/C to proceed with the work.

**10. PATENT RIGHTS:**

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

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

**11. OCTROI AND OTHER DUTIES:**

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

**12. ROYALTIES:**

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

**13. PLANT AND EQUIPMENT:**

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

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

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

**a) SUB-CONTRACT:**

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

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

The contractor shall conform to the provisions of any statute relating to the work and regulations and bye-law of any local authority and of any water and lighting Companies or Undertakings with those

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system the works is proposed to be connected. He shall before making any variation from the drawings or the specification that may be necessitated for such connection give the Senior Engineer /civil /E/C notice, specifying the variation proposed to be made and the reason therefore and shall not vary out any such variation until he has received instructions from the Senior Engineer/ Civil /E/C in respect thereof. The contractor shall be bound to give all notices required by statute regulations or bye-laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

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### CHAPTER-III

#### PERFORMANCE OF THE CONTRACT

#### 16. SECURITY DEPOSIT:

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

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

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

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

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No interest shall be allowed on Security Deposits.

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

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

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

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

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

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

The contractor shall not enter on ( other than for inspection purposes) or take possession of the site unless permitted to do so by the Senior Engineer/Civil/E/C. The portions of the site to be occupied by the Contractor will be clearly defined and marked on the site plan, and the contractor will on no account be allowed to extend his operations beyond these areas.

The Contractor shall provide, if necessary, or required at the site, temporary access thereto and shall alter, modify and maintain the same as required from time to time. He shall take out and clear away the access route when no longer required restoring the area to its original conditions.

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

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

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

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

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Senior Engineer/Civil/E/C shall have the power to exclude from the site any person whose admission thereto may, in his opinion, be undesirable for any reason whatsoever.

**19. CONTRACTORS SUPERVISION:**

The Contractor shall either himself supervise the execution of the Contract or shall appoint a competent Agent approved by the senior Engineer/Civil/E/C to act in his stead.

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

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

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

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

The contractor or his agent shall be in attendance at the site during all working hours and shall superintendent the execution of work with such additional assistance in each trade as the Senior Engineer/Civil/E/C may consider necessary.

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

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

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

**20. LABOUR:**

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

The contractor shall furnish to the Engineer-in-charge at the intervals specified by him, a distribution return of the number and description by trades of the work people employed on the works. The contractor shall also submit on the 4<sup>th</sup> and 19<sup>th</sup> of every month to the Engineer-in charge a true statement showing in respect of the second half of the preceding month and the first half of the current month (i) the accident that occurred during the said fortnight showing the circumstances under

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which they happened and the extent of damage and injury caused by them and (ii) the number of female workers who have been allowed maternity benefit as provided in the maternity benefit Act, 1961 or Rules made there under and the amount paid to them.

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

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

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

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

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

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

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

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

**MODEL RULES FOR LABOUR WELFARE:**

The contractor shall at his own expense comply with or cause to be complied with model Rules for Labour Welfare as appended to these conditions as rules framed by Government from time to time for

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the protection of health and for making sanitary arrangements for workers employed directly or indirectly on the works. In case the contractor fails to make arrangements as aforesaid, the Engineer-in-charge shall be entitled to do so and recover the cost thereof from the Contractor.

**SAFETY CODE:**

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

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

**21. WATER :**

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

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

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

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

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

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

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

Where in accordance with the contract stipulations certain Stores and Materials (for incorporation in the work) are to be issued to the Contractor by the BHEL as detailed under Schedules such times will be so issued only to the extent required for the actual completion of the work as stipulated in the

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Contract. The decision of the Senior Engineer/Civil/E/C regarding the quantities to be issued as above shall be final and binding on the Contractor. For any excess quantities consumed on the work their cost will be recovered from the Contractor at punitive rates which will be 100%(hundred percent) more than the issue rates of the BHEL.

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

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

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

The Engineer-in-charge shall be entitled to have tests made of any stores or materials supplied by the Contractor who shall provide at his own expense all facilities which the Engineer-in-charge may require for this purpose. If at the discretion of the Engineer-in-charge an independent expert is employed to make any such tests his charges shall be borne by the contractor only if the test discloses that the said stores or materials are not in accordance with the provisions of the contract.

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

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

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

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

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

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

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

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

**25. STATEMENT OF HIRE CHARGES :**

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

**26. PRECAUTIONS AGAINST RISK :**

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

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

**27. NOTICES AND FEES :**

The contractor shall give all notices required by any statutory provision or by the regulations and/ or bye-laws of any local authority and / or of any Public Service, Company or Authority affected by the

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work or with whose system the same are or will be connected. The contractor shall pay and indemnify BHEL against any fees and charges, demandable by law under such Acts, Regulations and/ or bye-laws in respect of the work and shall make and supply all drawings and plans required in connection with any such notice.

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

The engineer-in-charge shall supply dimensioned drawing, levels and other information necessary to enable the contractor to set out the work. The contractor shall at his own expense set out accurately according to the drawing and figured dimension thereon, all the work comprised in the contract and any extras or additions thereto and shall be solely responsible for their being so set out and executed.

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

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

**29. SITE DRAINAGE :**

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

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

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

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

**31. FOUNDATIONS :**

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

**32. COVERING-IN WORK :**

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

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

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

**34. EXECUTION OF THE WORK :**

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

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

**35. DAY WORK :**

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

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

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

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

**36. INSPECTION OF THE WORK :**

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

Should Sr.E/C/E/C consider at any time during the expiry of maintenance period, that any work has been executed with unsound, imperfect or unskilled workmanship or of quality inferior to that contracted for or not otherwise in accordance with contract (in respect whereof the decision of the sr. E/C. shall be final and conclusive) the contractor shall, on demand in writing from the Sr. E/C.E/C specifying the fault notwithstanding that the same may have been inadvertently passed, certified and paid for, forthwith rectify or remove and reconstruct the work so specified, in whole or in part as the

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case may be require at his own expense to the entire satisfaction of the Sr. E/C. & E/C in the event of his failing to do so within a period to be specified by the Sr.E/C. E/C in his demand aforesaid, the Sr. E/C. may carry out the work by other means at the risk and expense in all respect of the contractor. However, the liability of the contractor under this condition shall not extend beyond the maintenance period except as regard workmanship which the Sr. E/C .E/C shall have previously given notice of to the contractor to rectify.

**37. RESPONSIBILITY FOR BUILDING :**

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

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

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

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

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

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

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

The contractor shall at his own expense reinstate and make good to the satisfaction of the Sr. E/C/E/C and pay compensation for any injury, loss or damage occasioned to any property or rights whatever including property and rights of BHEL, (or Agents, servants or employees of BHEL) the injury loss or damage arising out of or in any way in-connection with the execution of purported execution of the contract and further the contractor shall indemnify BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL or which would be so enforceable against BHEL) where a private person , in respect of any such injury (including injury resulting in death loss or damage to any person) whosoever or property, including all claims which may arise under the workman's Compensation Act or otherwise.

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**40. COMPLETION:**

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

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

The Senior Engineer /Civil/E/C shall certify to the Contractor the date on which the work is completed and the state thereof.

The Senior Engineer/Civil/E/C shall also certify, to the Contractor the state of the work at the end of the maintenance period, where applicable.

**41. COMPENSATION FOR DELAY:**

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

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

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

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

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

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

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

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**42 LAWS GOVERNING THE CONTRACT :**

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

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

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

If the contract shall :

- a) Offer or give or agree to give to any person in BHEL, service any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract for BHEL service,
- OR
- b) Enter into a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to the Accepting Officer,
- OR
- c) Obtain a contract with BHEL as a result of RING tendering or by non-bonafide methods of competitive tendering without first disclosing the fact in writing to the Accepting Officer.

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

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

If the contractor:

- a) Being an individual, or if a firm any partner thereof, shall at any time be adjusted bankrupt or have a receiving order or orders for administration of his Estate made against him or shall take any proceedings, for liquidation or composition under Bankruptcy Act for the time being in force or make any conveyance or assignment of his effects of composition or arrangements for the benefit of his creditor or purport to do so, or if any application be made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors;
- OR
- b) Being a company, shall pass a resolution or the court shall make an order for the liquidation of its affairs, or a Receiver or a Manager on behalf of the debentures holders shall be appointed or circumstances shall arise which entitle the court or debentures holders to appoint a Receiver or Manager;

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OR

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

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

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

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

If the contractor;

- a) Makes default in commencing the work within a reasonable time form date of handing over of the site and continues in that state after a reasonable notice from senior/Engineer /Civil E/C;

OR

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

OR

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

OR

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

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

In case the BHEL completes the work or any part thereof under the provisions of this condition the cost of such completion to be taken into account in determining the excess cost to be charged to the contractor under this condition shall consist of the cost of the materials purchased and /or labour

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provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the Sr. M.P./Sr. E/C/E/C. whose decision shall be final and conclusive.

**46 TERMINATION OF CONTRACT FOR DEATH :**

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

**47. SPECIAL POWER OF DETERMINATION:**

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

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

**48. FAIR WAGE :**

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

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- f) claim indemnity from his sub-contractors.
- g) The regulations aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

#### **CHAPTER-IV**

#### **VALUATION AND PAYMENT**

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

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

Building etc. priced in schedule 'A' as a unit lump-sum will be entered by number at the unit lump-sum.

Work carried out for agreed lump-sums will be described and similarly recorded.

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

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

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

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

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

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

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

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

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

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

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

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

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

The selection of analogous item or analogue group of items referred to above shall be done by the Sr. E/C./E/C. Where the rates for deviated items or new items of work can be derived by the

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selection of different analogous items or analogous group of items, the lowest of all such derived rates shall be taken as the correct rate.

In the case of the contracts for which the Sr. E/C.,E/C is the Accepting Officer, all disputes regarding the settlement of rates of deviated or new items of work shall be referred to the Sr. M/P. whose decision shall be final and conclusive.

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

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

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

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

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

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

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

The Contractor shall be paid in respect of such claims to the extent approved and passed by the Sr. E/C.E/C subject to a maximum of 90% of the value of the work actually executed in site provided the

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work has been executed to the satisfaction of the Engineer-in-charge. The certificate of the Sr. E/C. E/C regarding such approval and passing of the sums so payable shall be final and conclusive against the Contractor.

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

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

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

The Senior Engineer/Civil/E/C shall from time to time certify the sums payable to the Contractor after retaining the reserves.

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

**53. FINAL BILL :**

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

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

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

**54. PAYMENT OF BILLS :**

All payments to be made to the Contractor under this contract shall be by “Crossed Cheque” marked “A/C payee only” (within a reasonable time after the certification by the Sr. E/C/E/C at the.....  
.....located in the station where either the work is executed or service rendered or at their branch nearest to the station where the Office of the Senior Engineer/Civil/E/C is located.)

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**55. RECOVERY FROM CONTRACTOR :**

Whenever under the contract any sum of money shall be recoverable from or payable by the contractor the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.

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

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

**57. REFUND OF SECURITY DEPOSIT :**

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

**58. ARBITRATION :**

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

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

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

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such dispute.

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

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

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

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

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

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

#### ANNEXURE- 'A'

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

#### 1.DEFINITION:

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

- a) " Labour " means workers employed by a contractor directly or indirectly through a sub-contractor, or by an agent on his behalf on a payment not exceeding Rs. 500/- per month.
- b) " Fair Wage " means wages, which shall include wages for weekly day of rest and other allowances, whether for time or piece work, after taking into consideration prevailing market rates for similar employment in the neighborhood but shall not be less than the minimum rates of wages fixed under the Minimum wages Act.
- c) " Contractor " for the purpose of these Regulations shall include an agent or sub-contractor employing labour on the work taken on contract.
- d) " Inspecting Officer " means any Labour Enforcement Officer or Assistant Labour Commissioner of the Chief Labour Commissioner's organisation.
- e) " Form" means a form appended to these Regulations.

#### 2.NOTICE OF COMMENCEMENT :

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

- a) Name and situation of the work.
- b) Contractor's name and address.
- c) Particulars of the Department for which the work is undertaken.
- d) Name and address of the sub-contractors as and when they are appointed.

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- e) Commencement and probable duration of the work.
  - f) Number of workers employed and likely to be employed.
  - g) 'Fair Wages' for different categories of workers.
3. I) Number of hours, which shall constitute a normal working day. The number of hours which shall constitute a normal working day for an adult shall be NINE hours. The working day of an adult worker shall be so arranged that of intervals, if any for rest it shall not spread over more than 12 hours on any day, when an adult worker is made to work for more than NINE hours on any day or for more than 48 hours in any week he shall in respect of over time work, be paid wages at double the ordinary rate of wages.

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

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

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

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

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

5. FIXATION OF WAGE PEIODS:

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

6. PAYMENT OF WAGES:

- i) Wages due to every worker shall be paid to him direct. All wages shall be paid in current coins or currency or in both.
- ii) Wages of every worker employed on the contract shall be paid where the wage period is one week ,within three days from the end of the wage period, and in any other case before the expiry of the 7<sup>th</sup> day or 10<sup>th</sup> day from the end of the wage period according as the number of workers does not exceeds 1000.

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- iii) When employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before expiry of the day succeeding the one on which his employment is terminated.
- iv) Payment of wages shall be made at the work site on a working day except when the work is completed before expiry of the wage period, in which case final payment shall be made at the work site within 48 hours of the last working day and during normal working time.

**Note:**

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

7. REGISTER OF WORKMEN:

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

8. EMPLOYMENT CARD:

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

9. REGISTER OF WAGES ETC :

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

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

- i) Wages of worker shall be paid to him without any deductions of any kind except the following:
  - a) Fines.
  - b) Deductions for absence from duty, i.e. from the place or the places where by the terms office employment is required to work. The amount of deduction shall be in proportion to the period for which he was absent.
  - c) Deduction for damage to or loss of goods expressly entrusted to the employed person for custody, or for less of money which he is required to account for, where such damage or loss is directly attributable to his neglect or default ;
  - d) Deductions for recovery of advances or for adjustment of over payment of wages. Advances granted shall be entered in a register ; and
  - e) Any other deduction which the BHEL may from time to time allow.

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- ii) No fines shall be imposed on a worker save in respect of such acts and omissions on his part as have been approved by the chief Labour Commissioner.
- iii) No fines shall be imposed on a worker and no deductions for damage for loss shall be made from his wages until the worker has been given an opportunity of showing – cause against such fines or deductions.
- iv) The total amount of fines which may be imposed in any one wage period on a worker shall not exceed an amount equal to three paise in a rupee of the wages payable to him in respect of that wage period.
- v) No fine imposed on a worker shall be recovered from him in instalments, or after expiry of sixty days from the date on which it was imposed. Every fine shall be deemed to have been imposed on the day of the act or omission in respect which it was imposed.
- vi) The contractor shall maintain both in English and the local Indian language a list, approved by the Chief Labour Commissioner, clearly stating the acts and omissions for which penalty or fine may be imposed on a workman and display it in good condition in a conspicuous place on the work site.
- vi) The contractor shall maintain a register of fines and the register of deductions for damage or loss in the forms appended to these regulations which should be kept at the place of work.

#### 11. REGISTER OF ACCIDENTS:

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

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

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- n) Authority by whom the compensation was assessed.
- o) Remarks.

#### 12. PRESERVATION OF REGISTERS:

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

#### 13. ENFORCEMENT:

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

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

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

#### 15. WELFARE FUND :

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

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

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

#### 17. REPRESENTATION OF PARTIES :

- i) A workman shall be entitled to be represented in any investigation or enquiry under these Regulations by an officer of a registered trade union of which the said trade union is affiliated or where the work man is not a member of any registered trade union, by an officer of a registered trade union, connected with, or any other workmen employed in, the industry in which the worker is employed.
- ii) A contractor shall be entitled to be represented in any investigation or enquiry under these Regulations by an officer of an association of contractors of which he is member or by an officer of a Federation of associations of contractors to which the said association is affiliated or where the contractor is not a member of any association of employers, connected with, or by any other employer engaged in the industry in which the contractor is engaged.

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iii) No party shall be entitled to be represented by a legal practitioner in any investigation or enquiry under these Regulations.

18. INSPECTION OF BOOKS AND OTHER DOCUMENTS:

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

19. INTERPRETATION ETC. :

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

20. AMENDMENTS :

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

**BHEL SAFETY CODE**

**(See condition 20)**

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

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including 3 meters in length. For longer ladders this width shall be increased by atleast 6mm for each additional 30 cms of length. Uniform step spacing shall not exceed 30 cm.

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

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

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

#### **7. DEMOLITION :**

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

- a) All roads and open areas adjacent to the work site shall either be enclosed or suitably protected;
  - b) No electric cable or apparatus which is liable to be source of danger over a cable or apparatus used by operator shall remain electrically charged.
  - c) All present steps shall be taken to prevent danger to persons employed, from risk or fire or explosion or No floor, roof or other part of a building shall be so overloaded with debris or materials as to render it unsafe.
8. All necessary personal safety equipment as considered adequate by the Engineer-in-charge shall be available for use of persons employed on the site and maintained in a condition suitable for immediate use and the contractor shall take adequate steps to ensure proper use of equipment by those concerned.
- a) Workers employed on mixing asphaltic materials cement and lime mortars/concrete shall be provided with protective footwear and protective goggles.
  - b) Those engaged in handling any materials which is injurious to the eye shall be provided with protective goggles.
  - c) Those engaged in welding works shall be provided with welder's protective eye shields.
  - d) Stone breaker shall be provided with protective goggles and protective clothing and seated at sufficiently safe intervals.
  - e) When workers are employed in sewer and manholes which are in use, the contractor shall ensure that manholes covers are opened and manholes are ventilated atleast for an hour before workers are allowed to get in to them. Manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent accident to public.
  - f) The contractor shall not employ men below the age of 18 and women on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting the following precautions shall be taken.

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- i) No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
  - ii) Suitable face masks shall be supplied by the contractor for use by workers when paint is applied in the form of spray or a surface having lead paint is dry rubbed and scrapped.
  - iii) Overalls shall be supplied by the Contractor to workmen and adequate facilities shall be provided to enable working painters to wash during and cessation of work.
9. When work is done near any where there is risk of drowning, all necessary equipment shall be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger and adequate provision made for prompt first aid treatment of all injuries likely to be sustained during the course of the work.
10. Use of hoisting machine and tackles including their attachments, anchorage and supports shall conform to the following:
- a) i) These shall be of good mechanical construction, sound material and adequate strength and free from defects.
  - ii) Every rope used in hoisting or lowering materials or as a means of suspension shall be durable quality and adequate strength, and free from defects.
  - b) Every crane driver or hoisting appliance operator shall be properly qualified and no person under the age of 21 years shall be in-charge of any hoisting machine including any scaffolding winch or give signals to operator.
  - c) In case of every hoisting machine and of every chain, ring, hook, shackle, swivel and pulley block used in hoisting, or lowering or as means of suspension safe working load shall be ascertained by adequate means. Every hoisting machine and all gear referred to above shall have the safe working load plainly marked thereon. In case of a hoisting machine having a variable safe working load, each safe working load, and the conditions under which it is applicable shall be clearly indicated. No part of any machine or any gear referred to above in this paragraph shall be loaded beyond the safe working load except for the purpose of testing.
  - 10.d) In case of departmental machine, safe working load shall be notified by the Engineer-in-charge. As regards contractor's machines the contractor shall notify safe working load of each machine to the Engineer-in-charge whenever he brings it to site of work and get it verified by the Engineer-in-charge.
11. Motors gearing, transmission, electric wiring and other dangerous parts of hoisting appliances shall be provided with efficient safeguards, hoisting appliances shall be provided with such means as will reduce to the minimum risk of accidental descent of load. Adequate precautions shall be taken to reduce to the minimum risk of any part of a suspended load becoming accidentally displaced. When workers are employed on electrical installations which are already energised, insulating mats, working apparel such as gloves, sleeves, and boots, as may be necessary shall be provided. Workers shall not wear any rings, watches carry keys or other materials which are good conductors of electricity.
12. All scaffolding, ladders and other safety devices mentioned or described herein shall be maintained in a safe condition and no scaffold, ladder or equipment shall be altered or removed while it is in use. Adequate washing facilities shall be provided at or near the places of work.

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13. These safety provisions shall be brought to the notice of all concerned by display on a notice board at a prominent place at the work spot. Persons responsible for ensuring compliance with the safety code shall be named there on by the contractor.
14. To ensure effective enforcement of the rules and regulations relating to safety precautions, arrangements made by the contractor shall be open to inspection by the Engineer-in-charge or his representative and the inspection officers as defined in the contractor's Labour Regulations.
15. Notwithstanding the above conditions 1 to 14, the Contractor is not exempted from the operation of any other Act or Rule in force.

**FROM OF REGISTER OF WORKMEN  
(Regulation 7)**

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

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

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

- (i) Name and sex of the worker :.....  
(ii) Father's/Husband's Name :.....  
(iii) Address :.....  
(iv) Age or date of birth :.....  
(v) Identification marks :.....

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

Name :.....  
Full address of dependants :.....  
( Specify village, Dist., and State) :.....

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

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

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**FORM OF WAGE SLIP  
(REGULATION 9)**

(i) Name of the contractor.....

(ii) Place.....

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

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CONTRACTOR'S SIGNATURE/  
THUMB IMPRESSION.

EMPLOYEES SIGNATURE/  
THUMB IMPRESSION.

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**FORM OF RESISTER OF WAGES-CUM-MUSTER ROLL  
(Regulation 9)**

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

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

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

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

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**FROM OF REGISTER OF FINES (REGULATIONS No. 10 (VII))**

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

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