

TENDER SPECIFICATION

Ref: BHEL/PSSR/SAS/SCT/LD06218-071/T-13(R)/2020-21 Date:11.11.2020

NALCO, Damanjodi SPP-Units #1, 2 & 3 (3X18.5MW)- Unloading, storage, intra-site transportation, Dismantling, Erection and Commissioning works of Duct replacement in unit#1, 2 & 3 (200TPH VU 40 Boilers).

DUE DATE FOR SUBMISSION: 11.00 Hrs. – 21.11.2020

VOLUME-I BOOK-I

TECHNOCOMMERCIAL BID - Consists of Book- I & Book- II

Book- I Consists of

- Notice Inviting Tender
- Volume-IA: Technical Conditions of Contract

Book-II consists of

- Volume-IB : Special conditions of Contract, Rev 01 dated 1st June 2012 Amendment 01 dated 1st October, 2015
- Volume-IC : General conditions of Contract Rev 01 dated 1st June 2012, Amendment 03 dated 1st October, 2015
- Volume-ID : Forms & Procedures Rev 01 dated 1st June 2012 Amendment 01 dt 1st October, 2015



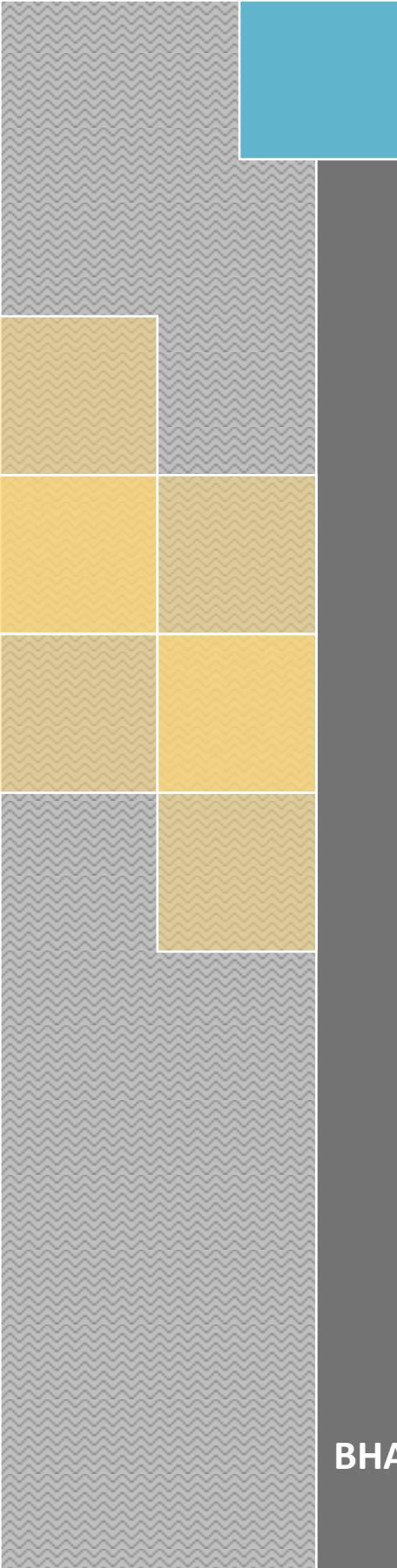
BHARAT HEAVY ELECTRICALS LIMITED

(A Government of India Undertaking)

Power Sector – Southern Region

Services After Sales Division - , Ek Tara Building
39, Sarojini Devi Road, Secunderabad-500 003.

NOTICE INVITING TENDER (NIT)



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BHARAT HEAVY ELECTRICALS LIMITED



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Submission only through E-Procurement Portal
<https://www.bhel.abcprocure.com>

Note: Bidder may download Tender Documents from web sites

To

Dear Sir / Madam

Sub: NOTICE INVITING TENDER

Online Sealed offers in two part bid system are invited from reputed & experienced bidders (meeting PRE QUALIFICATION CRITERIA as mentioned below) **through E-Procurement Portal <https://www.bhel.abcprocure.com> only**, for the subject job by the undersigned on the behalf of BHARAT HEAVY ELECTRICALS LIMITED as per the tender document. Following points relevant to the tender may please be noted and complied with.

This tender shall be under category of National Competitive Bidding (NCB).

1.0 Salient Features of NIT

Sl. No	ISSUE	DESCRIPTION	
i	TENDER NUMBER	BHEL/PSSR/SAS/SCT/LD06218-071/T-13(R)/2020-21 Date: 11.11.2020	
ii	BROAD SCOPE OF JOB	NALCO, Damanjodi SPP-Units #1, 2 & 3 (3X18.5MW)- Unloading, storage, intra-site transportation, Dismantling, Erection and Commissioning works of Duct replacement in unit#1, 2 & 3 (200TPH VU 40 Boilers).	
iii	DETAILS OF TENDER DOCUMENT		
A	VOLUME-IA BOOK-I	Technical Conditions of Contract (TCC) consisting of Scope of work, Technical Specification, Drawings, Procedures, Bill of Quantities, Terms of payment, etc	Applicable
B	VOLUME-IB	Special conditions of Contract, Rev 01 dated 1st June 2012, Amendment 01 dated October 01, 2015	Applicable
C	VOLUME-IC	General conditions of Contract Rev 01 dated 1st June 2012, Amendment 03 dated October 01, 2015	Applicable
D	VOLUME-ID	Forms & Procedures	Applicable

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		Rev 01 dated 1st June 2012 Amendment 01 dated October 01,2015	
E	VOLUME-II	Price Schedule (Absolute value).	Applicable
iv	Issue of Tender Documents	<p>1. This is an E-tender floated online through our E-Procurement Portal https://www.bhel.abcprocure.com</p> <p>2. Sale Start: 11.11.2020</p> <p>3. From BHEL website (www.bhel.com-> Tender->Notifications): Tender documents for bidder's reference can be downloaded from this website till due date of submission.</p>	Applicable
v	Due Date & Time of Offer Submission	<p>Date : 21.11.2020, Time : 11:00 Hrs</p> <p>The bidder should submit their offer online in e-Procurement portal at https://www.bhel.abcprocure.com</p> <p>Offers are invited in two-parts only. Bidders are requested to upload their offer well in advance in order to avoid last minute congestion at this website. Hard copy bid or bids through E-mail / fax shall not be accepted.</p>	Applicable
vi	Opening of Tender	<p>Date : 21.11.2020, Time :11:30 Hrs</p> <p>Notes:</p> <p>(1) In case the due date of opening of tender becomes a non-working day, tenders shall be opened on next working day at the same time.</p> <p>(2) Bidder may record their presence online, during tender opening. However, this being an e-tender it shall be opened online.</p>	Applicable
vii	EMD Amount		Not Applicable
viii	Last Date For Seeking Clarification	Bidders may submit their queries in https://www.bhel.abcprocure.com at least 7 days before the due date of offer submission along with soft version also addressing to Tender issuing department contact details as mentioned below.	Applicable
ix	Reverse Auction		Not Applicable
x	Latest updates	Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc to Tender Specifications will be hosted in BHEL webpage (www.bhel.com->Tender Notifications), and portal	Applicable

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		<p>https://www.bhel.abcprocure.com. Bidders to keep themselves updated with all such information. This also form part of tender hence the same shall be enclosed with their offer.</p>	
xi	Tender issuing department contact details	<p>Routine correspondences regarding the clarifications, time extensions or any other administrative queries, etc. on the tender issued shall be posted in https://www.bhel.abcprocure.com. Any other queries may be addressed directly to the tender issuing department as mentioned below:</p> <p>1. Shri.MVN Rambabu Phone: 040 27700565 Mobile: 09533099966 E-mail: mvnrambabu@bhel.in</p> <p>2. Shri. Virendra Kumar Phone: 040 27700565 Mobile: 08874200818 E-mail: vir@bhel.in</p>	
xii	PRE QUALIFICATION CRITERIA (TECHNICAL)	<p>Bidder should have executed successfully the project of retrofitting and renovation/greenfield erection of Boiler Pressure parts/non-pressure parts in unit of 18.5MW rating or above in the last 7 years (from latest date of bid submission) against direct order from BHEL / PSUs /State Electricity Utilities/Multinational companies.</p> <p>The word executed means "BOILER LIGHT UP" of unit.</p> <p>Bidder should submit work order copy and work completion certificates. Work completion certificates are not required if works are executed under BHEL.</p> <p>Note: Authenticity of Credentials submitted by the Bidder against 'Pre-Qualifying Criteria' shall be verified from the Issuing Authority, by BHEL. In case, any credential(s) is/are found to be unauthentic, offer of the bidder is liable to be rejected. BHEL reserves the Right to Initiate any further action as per the "Guidelines for Suspension of Business Dealings with Suppliers/Contractors" (Published in</p>	Applicable

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		<p>http://www.bhel.com/vender_registration/vender.php) and “Fraud Prevention Policy” (Published in http://www.bhel.com/home.php) as applicable.</p>	
xiii	PRE QUALIFICATIO N CRITERIA (FINANCIAL)	<p>1) Bidders must have achieved an average annual financial turnover (Audited) of Rs.1,00,50,000/- (Rupees One Crore Fifty Thousand Only) or more over three consecutive FY from immediate four previous FYs shall be reckoned. (FY to be considered shall be FY 2016-17, 2017-18 & 2018- 19 or 2017-18, 2018-19 & 2019-20).</p> <p>2) Net Worth (Only in case of companies) of the bidder should be positive.</p> <p>3) Bidder must have earned profit in any one of the three Financial Years as applicable in the last three Financial Years as furnished above.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Bidders should submit Audited Balance Sheet and Profit & Loss Account for the three Financial Years (FY) as mentioned above. Turnover for bidders shall be calculated from the Audited Balance Sheet and Profit & Loss Account for the three Financial Years (FY) as mentioned above. 2. In case audited Financial statements have not been submitted for all the three years as indicated above, then the applicable audited statements submitted by the bidders against the requisite three years, will be averaged for three years. 3. If financial statements are not required to be audited statutorily, then instead of audited financial statements, financial statements are required to be certified by Chartered Accountant. 4. Net worth shall be calculated based 	Applicable

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		<p>on the latest Audited Accounts as furnished above.</p> <p>Net worth = Paid up share capital* + Reserves</p> <p>(*:Share Capital OR Partnership Capital OR Proprietor Capital as the case may be)</p> <p>5. PROFIT shall be PBT earned during any one year of three financial years as mentioned above.</p>	
xiv	Order Precedence of	<p>In the event of any ambiguity or conflict between the Tender Documents, the order of precedence shall be in the order below:</p> <ul style="list-style-type: none"> a. Amendments / Clarifications / Corrigenda / Errata etc issued in respect of the tender documents by BHEL b. Notice Inviting Tender (NIT) c. Price Bid d. Technical Conditions of Contract (TCC)—Volume-1A e. Special Conditions of Contract (SCC) —Volume-1B f. General Conditions of Contract (GCC) —Volume-1C g. Forms and Procedures —Volume-1D 	Applicable
xv	Validity of offer	The rates should be quoted as given in the tender schedule with validity up to 12 months from the date of tender opening.	Applicable
xvi	Customer approval	All technically qualified bidders list will be forwarded to NALCO Damanjodi customer for further approval. Bidders approved by NALCO Damanjodi customer shall be considered for further processing of tender and price bid opening.	Applicable

2.0 **Procedure for Submission of Tenders:** This is an E-tender floated online through our E-Procurement portal <https://www.bhel.abcprocure.com>. The bidder should respond by submitting their offer online only in our e-Procurement portal at <https://www.bhel.abcprocure.com>. Hard copy bid or bids through email/ fax shall not be accepted.

I. Pre-requisite for Offer Submission: -

The process of utilizing e-procurement necessitates usage of DSC (Digital Signature Certificate) (Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION) and you are requested to procure the same immediately, if not presently available with you.

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The Tenderer should own and use the Digital Signature Certificate (Class 3 – SHA2 – 2048 BIT – Signing & Encryption) (DSC) issued on behalf of their / his - firm/organization/company/proprietor. Tenderer to register with EProcurement Portal <https://www.bhel.abcprocure.com> with their DSC.

Please note that only with DSC, you will be able to login the e-procurement secured site and take part in the tendering process. The contact details of the DSC Certifying Authority may be obtained from “Bidder Manual”, as available in <https://www.bhel.abcprocure.com>.

II. Digital Signing of e-Tender

Tenders shall be uploaded with all relevant documents in .pdf / zip format. The relevant tender documents should be uploaded by an authorized person having Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION digital signature certificate (DSC).

i) The Requirement:

- a. A PC with Internet connectivity.
- b. DSC (Digital Signature Certificate) (Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION)

Details of E-procurement service Provider-:

The contact details of the service provider are given below:
e-Procurement Technologies Limited (abcProcure),
B-704 / 705, Wall Street - II, Opp. Orient Club,
Nr. Gujarat College, Ellis Bridge,
Ahmedabad - 380 006, Gujarat (India)

Timings:

Monday to Friday - 10:00AM to 07:00PM
1st, 3rd & 5th Saturday - 10:00AM to 06:00PM
2nd & 4th Saturday – Holiday

Contact Person: BHEL Support Team Ahmedabad

Cell: +91-8160087732

Phone Nos.: +91-79-68136809/871/861/823/872

e-Mail: bhel.Support@abcProcure.com

Further contact details can be obtained by visiting the following webpage: <https://www.bhel.abcprocure.com/EPROC/contactus>

IV. Documents Comprising the e-Tender

The tender shall be submitted online as mentioned below:

i) Technical Tender (Un priced Tender)

Bidders shall furnish the following information along with technical bid (preferably in pdf format):

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i). All Technical details (eg. Eligibility Criteria requested, Technical Conditions of Contract) should be attached in e-tendering module (As detailed in Clause 4.0 below), failing which the tender stands invalid & may be REJECTED.

ii) Price Bid:

- a. Prices are to be quoted as per the Price Bid format attached online on E-tender portal.
- b. The price should be quoted for the accounting unit indicated in the e-tender document.
- c. The item description, Quantity and Unit of measurement, as mentioned in Price bid uploaded by BHEL and subsequent revisions issued by BHEL, shall be binding on the bidder.
- d. Prices quoted will be taken as the TOTAL PRICE FOR CARRYING OUT THE ENTIRE WORK AS PER THE SCOPE OF WORK SPECIFIED AND ALL THE RELEVANT DETAILS FURNISHED IN THIS TENDER. The rates should be quoted both in figures and in words. All corrections to be initialed. In case of variance between figures and words, the rates advantageous to BHEL shall be taken as final for all purposes.
- e. The rates offered shall be firm inclusive of everything and no variation will be allowed whether in cost of labour or any other factor affecting the price of the contract.
- f. BHEL does not bind itself to accept the lowest tender. BHEL reserves the right to accept or reject the lowest or any other tender without assigning any reason and the work may be allotted to one or more than one contractors.
- g. Incomplete price bid is liable to be rejected.
- h. The offer shall be valid for a period of 12 months from the date of opening of tender.

Note:

i). It is the responsibility of tenderer to go through the Tender document to ensure furnishing all required documents in addition to above, if any. Any deviation would result in REJECTION of tender and would not be considered at a later stage at any cost by BHEL.

ii). A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrantee that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the purchaser may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.

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iii). A tender, which does not fulfil any of the above requirements and / or gives evasive information / reply against any such requirement, shall be liable to be ignored and rejected.

iv). In case offer is sent through hard copy / fax / telex / cable / electronically in place of e-tender, same shall not be considered.

v). Vendors are also requested to go through Bidder Manual for BHEL Bidders available on <https://www.bhel.abcprocure.com>

V. DO NOT'S (Don'ts)

Bidders are requested NOT to submit the hard copy of the Bid. In case offer is sent through hard copy / fax / telex / cable / electronically in place of e-tender, the same shall not be considered.

3.0 DOCUMENTS TO BE UPLOADED & MODALITY OF UPLOADING in EPROCUREMENT PORTAL <https://www.bhel.abcprocure.com> SHALL BE AS DETAILED BELOW:

Sl. No	Description	Remarks
A	Techno-Commercial Bid CONTAINING THE FOLLOWING:-	
i	Covering letter / Offer forwarding letter of Tenderer.	
ii	Signed Copy of Tender document along with UNPRICED PRICE BID (without disclosing rates/price, but mentioning only 'QUOTED' or 'NOT QUOTED') along with Annexure-A	
iii	No deviation duly filled and signed (Refer VOLUME-ID FORMS & PROCEDURES)	
iv	All Amendments / Correspondences / Corrigenda / Clarifications / Changes / Errata etc pertinent to this NIT.	
v	PF Code No. (enclose copy of PF code allotment letter of EPF authority)	To be uploaded under the form Techno-commercial Bid.
vi	ESI Code No. (enclose copy of ESI code allotment letter of ESI authority)	
vii	PAN No.(enclose copy of PAN Card)	
viii	GST Registration No. (enclose copy of GST Registration certificate)	
ix	Declaration by bidder regarding NIL Insolvency proceedings.	
x	Bank Account Details for E-Payment (Refer VOLUME-ID FORMS &	

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PROCEDURES)		
xi	Work order copies & work completion certificates as mentioned in pre-qualification criteria	
xii	Financial documents as mentioned in pre-qualification criteria	
xiii	Any other details preferred by bidder with proper indexing.	
B	PRICE BID shall be as mentioned below:	
i	<p>Total Amount corresponding to the total works is to be quoted in the Price Bid Form available in e-Procurement portal.</p> <p>Bidders to note that documents uploaded under the form Price Bid shall be considered for commercial evaluation of offer only if they are in above format</p>	<p>To be uploaded under the form Price Bid.</p> <p>Refer “Bidder Manual for BHEL Bidders” available at https://bhel.abcprocure.com</p>

SPECIAL NOTE:

- i) All documents / annexures submitted with the offer shall be properly attached / entered / uploaded in the respective sections. BHEL shall not be responsible for any missing documents.
- ii) Your offer & documents submitted along with offer shall be signed & stamped in each page by your authorized representative. No overwriting / correction in tender documents by bidders shall be allowed. However, if correction is unavoidable, the same may be signed by authorized signatory.

3.0 Deviation with respect to tender clauses and additional clauses / suggestions / in Techno-commercial bid / Price bid shall NOT be considered by BHEL. Bidders are requested to positively comply with the same.

4.0 Bid should be free from correction, over writings using corrective fluid etc. Any interlineation, cutting erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid else bid shall be liable for rejection.

5.0 TOTAL PRICE:

Prices quoted will be taken as the TOTAL PRICE FOR CARRYING OUT THE ENTIRE WORK AS PER THE SCOPE OF WORK SPECIFIED AND ALL THE RELEVANT DETAILS FURNISHED IN THIS TENDER. The rates should be quoted both in figures and in words. All corrections to be initialed. In case of variance between figures and words, the rates advantageous to BHEL shall be taken as final for all purposes.

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- 5.1 The rates offered shall be firm inclusive of everything and no variation will be allowed whether in cost of labour or any other factor affecting the price of the contract.
- 5.2 BHEL does not bind itself to accept the lowest tender. BHEL reserves the right to accept or reject the lowest or any other tender without assigning any reason and the work may be allotted to one or more than one contractors.

6.0 **DEFECT LIABILITY/WORKMANSHIP GUARANTEE:**

- 6.1 Successful bidder has to guarantee successful operation of the newly replaced ducts and all the accessories for a period of 12 (Twelve) Months from the date of commissioning. Any defect(s) noticed during the guarantee period has to be attended within 30 days after intimation, free of cost by the contractor.
- 6.2 Defect Liability Period of 12 (Twelve) months will again be calculated from the date of attending defects noticed during defect liability period.
- 6.3 In the event of the successful bidder failing to repair the defective works within the time specified by the Engineer In-charge, BHEL may proceed to undertake the repairs of such defective works at the successful bidder's risk and cost, without prejudice to any other rights and recover the same from any of the dues payable to successful bidder.

7.0 **COMMENCEMENT OF WORK-EXPECTED:**

Successful bidder has to mobilize the site immediately to start pre-shutdown works on receipt of communication from BHEL for fulfilling all statutory requirements like., Police verification, Medical fitness, Gate/Entry pass formalities etc. We shall inform to the successful bidder through any available mode of communication. The successful bidder has to specifically confirm that all required resources and manpower will be mobilized immediately after intimation.

In view of the Post COVID scenario, successful bidder must abide by the statutory requirement and guidelines issued by central government and respective state governments (from time to time) during mobilisation and execution of the work. BHEL shall not compensate against any claim of the successful bidder on above account.

- 8.0 The entire work shall be carried out by the successful bidder as decided by Resident Manager / BHEL / SAS with the best skills and know how available. The scope of work is only an indicated and not exhaustive. However, successful bidder should abide by the decision of the Resident Manager for any variations of the work.

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8.1 **Compulsory Three shift operation** to be taken up as decided by BHEL/Site In-charge: All the works are to be taken up round the clock (i.e. 24 hours) in three shift operation. Hence all the works are to be planned round the clock without any break. No extra claim will be entertained for three shift operation, idling of manpower due to delay in arrangement of inputs etc. The entire work is to be taken up on war footing with maximum effort. Successful bidder has to engage sufficient manpower to ensure work with equal pace in all the three shifts.

9.0 **DEMOBILIZATION AND REMOBILIZATION**
Whatever may be the reason/reasons, no extra payment will be made for the idle labour or any other charges including demobilization and remobilization of the site.

10.0 Any deductions made by customer from BHEL towards non-compliance of statutory requirement, safety requirement, etc. by the contractor engaged by BHEL, will be recovered from any of the dues payable to contractor.

11.0 Since the job shall be executed at site, bidders must visit site/ work area and study the job content, facilities available, availability of materials, prevailing site conditions including law & order situation, applicable wage structure, wage rules, etc before quoting for this tender. They may also consult this office before submitting their offers, for any clarifications regarding scope of work, facilities available at sites or on terms and conditions.

12.0 For any clarification on the tender document, the bidder may seek the same in clarification provision available in procurement portal <https://bhel.abcprocure.com> or writing or through e-mail, as per specified format, within the scheduled date for seeking clarification, from the office of the undersigned. BHEL shall not be responsible for receipt of queries after due date of seeking clarification due to postal delay or any other delays. Any clarification / query received after last date for seeking clarification may not be normally entertained by BHEL and no time extension will be given.

13.0 In the event of any conflict between requirement of any clause of this specification / documents / drawings / data sheets etc or requirements of different codes / standards specified, the same to be brought to the knowledge of BHEL in writing for clarification before due date of seeking clarification (whichever is applicable), otherwise, interpretation by BHEL shall prevail. Any typing error/missing pages / other clerical errors in the tender documents, noticed must be pointed out before pre-bid meeting / submission of offer, else BHEL's interpretation shall prevail.

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14.0 The Bidder has to satisfy the Pre-Qualifying Requirements stipulated for this Tender in order to be qualified. The Price Bids of only those bidders will be opened who will be qualified for the subject job on the basis of satisfying the pre-qualification criteria specified in this NIT, past performance and approved by NALCO Damanjodi customer etc. and date of opening of price bids shall be intimated to only such bidders. BHEL reserves the right NOT to consider offers of parties under HOLD.

15.0 In case BHEL decides on a 'Public Opening', the date & time of opening of the sealed PRICE BID shall be intimated to the qualified bidders and in such a case, bidder may depute one authorized representative to witness the price bid opening. BHEL reserves the right to open 'in-camera' the 'PRICE BID' of any or all Unsuccessful / Disqualified bidders under intimation to the respective bidders.

16.0 In case the bidder is an "Indian Agent of Foreign Principals", 'Agency agreement has to be submitted along with Bid, detailing the role of the agent along with the terms of payment for agency commission in INR, along with supporting documents.

17.0 The bidders shall not enter into any undisclosed M.O.U. or any understanding amongst themselves with respect to tender.

18.0 The bidder shall submit documents in support of possession of 'Qualifying Requirements' duly self-certified and stamped by the authorized signatory, indexed and properly linked in the format for PQR. In case BHEL requires any other documents / proofs, these shall be submitted immediately.

19.0 The bidder may have to produce original document for verification if so decided by BHEL.

20.0 Integrity commitment, performance of the contract and punitive action thereof:

21.0 Commitment by BHEL:

21.1 BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.

21.2 Commitment by Bidder / Supplier / Contractor:

21.2.1 The bidder / supplier / contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence

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punishable under any provision of the Indian Penal Code, 1898 or any other law in force in India.

21.2.2 The bidder / supplier / contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.

21.2.3 The bidder / supplier / contractor will perform / execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business / money / reputation, to BHEL.

If any bidder / supplier / contractor during pre-tendering / tendering / post tendering / award / execution / post-execution stage indulges in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1898 or any other law in force in India, then, action may be taken against such bidder / supplier / contractor as per extant guidelines of the company available on www.bhel.com and / or under applicable legal provisions.

22.0 Clauses of Deduction

- a. Any job if carried out leads to safety regulation violation then the contractor will be penalized appropriately by the management.
- b. Failure to comply with EHS guidelines.
- c. Any activity that leads to the disruption in the production activities that are being carried out without any written approval will be penalized.
- d. Damage to property will be recovered from the contractor.
- e. Non-compliance of statutory requirements.

23.0 LABOUR LAWS:

The Governing Acts as applicable and as amended shall be strictly followed. Some of such acts are given below. List of Labour legislation under which compliance, maintenance of registers and sending of returns shall be ensured by contractor. While complying with the Act complying with relevant rules issued under the said Acts and administrative circulars there on shall also be ensured by the contractor.

- a. The Factories Act, 1948
- b. The Contract Labour (R&A) Act, 1970
- c. The Employees Provident Fund and Misc. Provision Act, 1952
- d. The Employees' Compensation Act, 1923
- e. The Minimum Wages Act, 1948

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- f. The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996
- g. The Building and Other Construction Workers Welfare Cess Act, 1996
- h. The Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979
- i. The Payment of Wages Act, 1936
- j. The Payment of Bonus Act, 1965
- k. Maternity Benefit Act, 1971
- l. The Child Labour (Prohibition And Regulation) Act, 1986
- m. The Employees' State Insurance Act, 1948
- n. Equal Remuneration Act, 1976
- o. The Industrial Disputes Act, 1947
- p. The Payment of Gratuity Act, 1972
- q. The Trade Union Act, 1926
- r. The Apprentices Act, 1961
- s. Industrial Employment (Standing Orders) Act, 1946
- t. The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
- u. Any other acts/rules as may be applicable from time to time

- 24.0 STATUTORY REQUIREMENTS LIKE PF, ESI CLEARANCE AS PER ODISHA GOVT. AND AS PER NALCO DAMANJODI-HRD TO BE FULLY COMPLIED WITH. ANY SPECIAL RULES OR ALLOWANCES APPLICABLE AS PER NALCO DAMANJODI-HRD TO BE FULLY COMPLIED WITH.
- 25.0 The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site "www.bhel.com → tender notification".
- 26.0 "The Bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice."
- 27.0 SUSPENSION OF BUSINESS DEALINGS
"BHEL reserves the right to take action against contractors who either fail to perform or Tenderers/Contractor who indulge in malpractices, by suspending business dealings with them in line with BHEL guidelines issued from time to time".
- 28.0 Special arrangements to be made for tackling COVID-19 pandemic – Contractor shall make arrangements for stay of workers within their premises as far as possible and/ or adjacent building and for implementation of STANDARD OPERATING PROTOCOL (SOP) as per government order. The transportation of workers to work place shall be

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arranged by the contractor in dedicated transport by ensuring social distance. Any person violating the COVID -19 measures published vide government order time to time will be liable to be proceeded for legal action as per the government order. Following shall be observed in work place:

- 28.1 All work places shall have adequate arrangements for temperature screening and provide sanitizers at convenient places.
- 28.2 Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
- 28.3 Use of AROGYA SETU will be encouraged for all employees both private and public.
- 28.4 Contractor shall sanitize their work place between shifts.
- 28.5 Large meetings to be prohibited. Spitting shall be strictly prohibited. Wearing of face cover is compulsory.
- 28.6 Government order (local/state/center) being issued time to time for protective measures of COVID-19 pandemic shall be complied with strictly until government (local/state/ center) declares end of pandemic.
- 28.7 Standard operating procedure for social distancing for workplace and offices

The following measures shall be implemented by contractor for their office and workplaces:

1. All areas in the work premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a. Entrance gate of work place, office, if any
 - b. Cafeteria and canteens, if any
 - c. Meeting room, conference halls/ open area available/ verandah/ entrance gate of site, bunkers, porta cabins, buildings, etc.
 - d. Equipments and lifts
 - e. Washroom, toilet, sink, water points, etc
 - f. Wall/ all other surfaces
2. For workers coming from outside, special transportation facility shall be arranged without any dependency on the public transport system. These vehicles should be allowed to work only with 30- 40% passenger capacity.
3. All vehicles and machinery entering the premise should be disinfected by spray mandatorily.
4. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
5. Medical insurance for the workers to be made mandatory.
6. Provision for hand wash & sanitizer preferably with touch free mechanism shall be made at all entry and exit points and common areas. Sufficient quantities of all the items should be available.
7. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.

NOTICE INVITING TENDER (NIT)

8. Large gatherings or meetings of 10 or more people to discouraged. Seating at least 6 feet away from others on job sites and in gatherings, meetings and training sessions.
9. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
10. Use of staircase for climbing should be encouraged.
11. There should be strict ban of gutka, tobacco, etc. and spitting should be strictly prohibited.
12. There should be total ban on non-essential visitors at sites.
13. Hospitals/ clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times.
14. In addition to the above, Contractor shall strictly follow all the SOPs issued from time to time by BHEL, Customer, local authorities, State Government and Central Government.

29.0 PVC AND ORC ARE NOT APPLICABLE FOR THIS CONTRACT.

30.0 BHEL reserves the right to accept or reject any or all Offers without assigning any reasons thereof. BHEL also reserves the right to cancel the Tender wholly or partly without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter.

31.0 In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders.

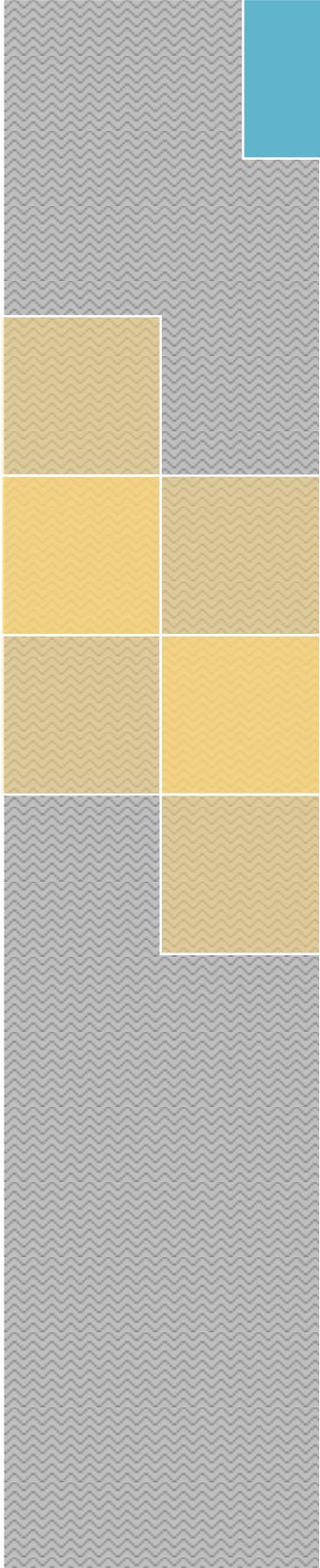
In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by a toss/ draw of lots, in the presence of the respective L-1 bidder(s) or their representative(s).

Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.

**Yours faithfully,
For and on behalf of BHEL,**

Sd/-

**(Virendra Kumar)
Sr.DGM /SCT**



VOLUME – IA
Part I & II
TECHNICAL
CONDITIONS OF
CONTRACT (TCC)

BHARAT HEAVY ELECTRICALS LIMITED



TECHNICAL CONDITIONS OF CONTRACT (TCC)

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TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART – I CHAPTER – I PROJECT INFORMATION

NALCO-Damanjodi SPP-3X200TPH

1. Project Name	: NALCO – Damanjodi
2. No. of Units x Capacity	: 3X200 TPH Boilers
3. Project setting up by	: NALCO – Damanjodi
4. LOCATION AND APPROACH	: (i) NALCO Damanjodi, Orissa. From Visakhapatnam Airport 200 km (ii) District: Koraput (iii) State : Orissa
5. Nearest Railway Station	: (i) Damanjodi
6. Nearest Major Town & Distance	: Raygada ,60 km.
7. Nearest Airport & Distance	: Visakhapatnam Airport 200 km
8. Nearest Highway & Distance :	-
9. Temperature: (Dry bulb)	: Absolute Max. 47 ⁰ C : Absolute Min. 9.1 ⁰ C
10. Relative Humidity	
Maximum	: 98.2 %
Minimum	: 12.2 %
11. Annual Rainfall	: 1559.0mm
12. Annual maximum Wind speed	: 19.3 Km/hr
13. Transport:	
a) By Rail	: Broad Gauge Railway line of Eastern Railway
b) Road	: District High way
14. Seismic Data	: Zone – II as defined in IS: 1893 - 2002

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART – I CHAPTER – II SCOPE OF WORKS

Unloading, storage, dismantling of old ducts, fabrication of new ducts including economizer & air preheater hopper, loading & transportation from yard/store to site, erection and commissioning of new duct for unit#1,2&3 boiler

The scope of the work will comprise of but not limited to the following:

- 1.2.1.1 Receipt of materials / component to be erected by the contractor from lorries / trailers / trucks etc. Unloading at Site Stores / Storage yard, stacking, storage and preservation. **(Material handling)**
- 1.2.1.2 Loading & transportation of erection materials from site stores / storage yard to erection site, Preassembly, Erection, Testing, Commissioning and PG Test for complete duct replacement.
- 1.2.1.3 Scaffolding arrangement and other preparatory work for removal of existing duct insulation.
- 1.2.1.4 Insulation wool and aluminum sheet removal.
- 1.2.1.5 Cutting of duct plate, removal and lowering of duct to ground.
- 1.2.1.6 Handing over of old removed duct to customer store/scrap yard or any other customer designated area.
- 1.2.1.7 Preparation of pre assembly bay at customer designated space.
- 1.2.1.8 Duct pre assembly, welding and kerosene test.
- 1.2.1.9 Shifting of pre-assembled duct to erection site.
- 1.2.1.10 Duct replacement of unit#1,2&3 boiler includes:
 - a) **Replacement of secondary air duct system:**
 - b) **Cold air duct from FD fan discharge to APH inlet:**
This involves replacement of cold air duct from FD fan outlet to APH inlet.
 - c) **Hot air duct from APH outlet to windbox:**
This involves replacement of hot air duct from APH outlet to secondary air duct up to wind boxes at left and right side of boiler.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

d) Replacement of primary air ducting system:

e) Primary air duct from APH outlet and ball mill inlet:

This involves replacement of primary air duct between APH outlet and PA fan inlet at two location i.e. PA fan-1 and 2. It also involves replacement of duct between PA fan outlet to ball mill inlet at four location i.e. from PA fan-1 and 2 to ball mill-1 and 2 including interconnecting duct.

f) Bypass air duct and purge air duct:

This involves replacement of air duct and purge air duct between ball mill inlet and row coal chute with one branch to coal pipe at four location i.e. side A,B,C&D of ball mil-1&2.

g) Tempering air duct:

This involves replacement of tempering duct from FD fan discharge to PA fan inlet duct at two location i.e. FD fan-1&2 to PA fan -1&2.

h) Flue gas duct:

This involves replacement of duct from steam drum to APH inlet, APH outlet to ESP inlet common header (up to coal mill boundary towards ESP side) and ID fan inlet plenum (Elevation 7118m) to chimney inlet. Necessary isolation provision is to be made by the contractor for connecting flue gas duct to chimney.

Terminal point is as follows:

Secondary air duct:

FD fan discharge to APH inlet

APH outlet to common duct connecting to windbox

Metallic expansion bellow connecting to windbox

Milling system (Primary air duct):

Tapping from hot secondary air duct to suction of primary air fan.

From discharge of primary air fan to inlet of coal mill (main and bypass air) including inter connection duct

Tempering air duct:

FD fan discharge duct to suction duct of primary air fan.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

Purge air duct:

Tapping from mill mixed air duct to common duct connecting to coal pipe.

Flue gas duct:

Steam drum to economizer outlet

Eco hopper (up to adapter plate and to be bolted with existing hopper outlet gate)

From ECO outlet to APH inlet

APH hopper (up to adapter plate and to be bolted with existing hopper outlet gate)

From APH outlet to ESP common header duct (up to coal mill boundary towards ESP side)

From each ID fan inlet plenum (elevation 7118mm) to chimney inlet.

1.2.1.11 Duct, expansion bellow, guide vane, manhole doors, aero foil, flow meter, stiffeners (internal & external), hanger etc., erection by required T&P.

1.2.1.12 Alignment & welding of duct.

1.2.1.13 Duct support erection and welding. Existing duct gate, damper their supports and supporting structure are to be retained and re-erected after duct replacement. However party has to assess the load bearing capacity of existing structural for duct support and carry out required modification for strengthening if required.

1.2.1.14 Baffle plates, guide vanes etc., are to be designed and erected at proper location inside the replaced duct to ensure uniform flow air as per CFD analysis report.

1.2.1.15 All dampers and gates attached in the duct are to be dismantled and handed over to authorized agency of Nalco. The same are to be collected and fitted back in its original position after the new duct replacement job is completed. Alignment of gates and dampers are to be ensured. In case of any misalignment problem, same is to be rectified by the contractor free of cost.

1.2.1.16 Duct gate & damper, solenoid vale, actuator commissioning.

1.2.1.17 Existing impulse pipes connected to aero foil up to corresponding air flow transmitter location to be restored, same should be replaced in case of change of aero foil mounting orientation.

1.2.1.18 Existing control cable, power cable, cable tray related to duct damper and gate etc., are to be restored. Cable tray and cable damaged during duct replacement work are to be replaced.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

1.2.1.19 Existing instruments are to be retained, contractor to ensure safe dismantling of all instrument and handing over to NALCO. Contractor to put back all instruments and its connection after duct replacement. Erection of impulse pipes and respective catch-pots, thermowell is in contractor scope. Re commissioning and proper working of these instrument is in contractor scope.

1.2.1.20 Additional structure and platform may be required to erect and weld for completion of flue gas duct replacement work. Further steam pipeline may be required to cut and restore while replacing flue gas duct from steam drum to APH inlet. IBR liaisoning if required shall be in the contractor scope. No additional amount shall be paid in this account.

1.2.1.21 The location of all tapping point/sampling point provided in the duct are to be recorded before dismantling and same to be provided after replacement of old duct.

1.2.1.22 Contractor has to deploy IBR certified welder for IBR related welding job like seal welding of economizer tube with economizer casing.

1.2.1.23 Air leak test of duct after welding completion.

1.2.1.24 Scaffolding arrangement for insulation application on all replaced duct.

1.2.1.25 Insulation along with cladding in all replaced duct as per approved drawing. Scaffolding material required for duct insulation application is to be arranged by the contractor.

1.2.1.26 Steel structure, pipeline, concrete structure/boundary wall etc., cutting require for crane positioning is to be restored by the contractor after removal of crane.

1.2.1.27 Contractor is required to return the balance new /unusable material to NALCO as per the direction of engineer-in charge.

1.2.1.28 Manpower and T&P support for conducting post erection CFD analysis for one unit of boiler.

1.2.1.29 PG test for each boiler is to be conducted after completion of duct replacement work. Pressure and temperature reading is taken at required number of sampling points in each boiler both pre and post replacement of duct. To ensure successful completion of PG test, pressure and temperature reading should show an improvement trend during post replacement measurement.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

Note: Bidder is required to visit site to familiarize with the existing ducting system. Bidder may also physically ascertain the available space at site and the type of handling tools/tackles and transportation equipment required for the project due to space constraints.

1.2.2 Penalty / Liquidated Damage (LD): LIQUIDATED DAMAGES / PENALTY

1.2.2.1. If the contractor fails to maintain the required progress of work which results in overall delay in the completion of the work as per the contractual completion period, BHEL shall have the right to impose Liquidated Damage/Penalty at the rate of 0.5% of the contract value, per week of delay or part thereof.

1.2.2.2. Any excess stoppage of boiler beyond 30 days during each shutdown works will attract penalty @0.5% per week on prorate basis (for each boiler value which shall be construed as 1/3rd of contract value) or part thereof.

Overall ceiling of 1.2.2.1 & 1.2.2.2 will be subject to a maximum of 10% of the contract value.

Contract Value for this purpose, shall be the final executed value, Extra Works executed on Manday rate basis and Supplementary / Additional Items.

For this purpose, the period of delay shall be the delay attributable to the Contractor for the completion of work as per contract.

All other terms & condition shall be as per GCC.

Note:

FOR FURTHER DETAILED SCOPE OF WORKS REFER RELEVANT CHAPTERS IN THIS BOOK

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART – I CHAPTER – III FACILITIES IN THE SCOPE OF CONTRACTOR / BHEL (SCOPE MATRIX)

SI.No	Description PART I	Scope to be taken care by		Remarks
		BHEL	Bidder	
1.3.1.1.0	ESTABLISHMENT			
1.3.1.1.1	FOR CONSTRUCTION PURPOSE:			
A	Open space for office	Yes		
B	Open space for storage	Yes		
C	Construction of bidder's office, canteen and storage building including supply of materials and other services		Yes	
D	Bidder's all office equipments, office / store / canteen consumables		Yes	
E	Canteen facilities for the bidder's staff, supervisors and engineers etc		Yes	
F	Fire fighting equipments like buckets, extinguishers etc		Yes	
G	Fencing of storage area, office, canteen etc of the bidder		Yes	
1.3.1.1.2	FOR LIVING PURPOSES OF THE BIDDER			
A	Open space		Yes	
B	Living accommodation		Yes	
1.3.1.2.0	ELECTRICITY			
1.3.1.2.1	Electricity For construction purposes (to be specified whether chargeable or free)			
1.3.1.2.1.1	Single point source	Yes		One energy meter to be installed at suitable location to compute total energy consumption at any point of time

TECHNICAL CONDITIONS OF CONTRACT (TCC)

SI.No	Description PART I	Scope to be taken care by		Remarks
		BHEL	Bidder	
1.3.1.2.1.2	Further distribution for the work to be done which include supply of materials and execution		Yes	
1.3.1.2.2	Electricity for the office, stores, canteen etc of the bidder which include:		Yes	
1.3.1.2.2.1	Distribution from single point including supply of materials and service		Yes	
1.3.1.2.2.2	Supply, installation and connection of material of energy meter including operation and maintenance		Yes	
1.3.1.2.2.3	Duties and deposits including statutory clearances for the above		Yes	
1.3.1.2.2.4	Living facilities for office use including charges		Yes	
1.3.1.2.2.5	Demobilization of the facilities after completion of works		Yes	
1.3.1.2.3	Electricity for living accommodation of the bidder's staff, engineers, supervisors etc on the above lines.(in case BHEL provides this facility, the scope should be given without ambiguity)		Yes	
1.3.1.3.0	WATER SUPPLY			
1.3.1.3.1	For construction purposes:			
1.3.1.3.1.1	Making the water available at single point	Yes		One water flow meter to be installed at suitable location to compute total water consumption at any point of time
1.3.1.3.1.2	Further distribution as per the requirement of work including supply of materials and execution		Yes	

TECHNICAL CONDITIONS OF CONTRACT (TCC)

SI.No	Description PART I	Scope to be taken care by		Remarks
		BHEL	Bidder	
1.3.1.3.2	Water supply for bidder's office, stores, canteen etc		Yes	
1.3.1.4.0	LIGHTING			
1.3.1.4.1	For construction work (supply of all the necessary materials) At office storage area At the preassembly area At the construction site /area		Yes	
1.3.1.4.2	For construction work (Execution of the lighting work / arrangements) At office storage area At the preassembly area At the construction site /area		Yes	
1.3.1.5.0	COMMUNICATION FACILITIES for site operations of the bidder	-		
1.3.1.5.1	Telephone, Fax, internet, intranet, email etc		Yes	

SI.No	Description PART II	Scope to be taken care by		Remarks
		BHEL	Bidder	
	ERCTION FACILITIES			
1.3.2.1.0	Engineering works for construction			
1.3.2.1.1	Providing the erection drawings for all the equipments covered under this scope	Yes		
1.3.2.1.2	Drawings for construction methods		Yes	In consultation with BHEL
1.3.2.1.3	As-built drawings – wherever deviations observed and executed and also based on the decisions taken at site- example – routing of small bore pipes	Yes	Yes	,,

TECHNICAL CONDITIONS OF CONTRACT (TCC)

Sl.No	Description PART II	Scope to be taken care by		Remarks
		BHEL	Bidder	
1.3.2.1.4	Shipping lists etc for reference and planning the activities	Yes		"
1.3.2.1.5	Preparation of site erection schedules and other input requirements		Yes	"
1.3.2.1.6	Review of performance and revision of site erection schedules in order to achieve the end dates and other commitments	Yes	Yes	
1.3.2.1.7	Weekly erection schedules based on Sl. No 2.1.5		Yes	
1.3.2.1.8	Daily erection / work plan based on Sl. No 2.1.7		Yes	For daily monitoring meeting at site
1.3.2.1.9	Periodic visit of the senior official of the bidder to site to review the progress so that works are completed as per schedule. It is suggested this review by the senior official of the bidder should be done once in every two months.		Yes	
1.3.2.1.10	Preparation of preassembly bay		Yes	
1.3.2.1.11	Laying of racks for gantry crane if provided by BHEL or brought by the contractor/bidder himself			Not applicable

1.3.3 OPEN SPACE:

Open space for building of temporary office shed, contractor's stores shed(s) will be provided free of hire charges. Contractor has to make his own arrangements for labour colony.

1.3.4 ELECTRICITY:

1.3.4.1 The contractor shall be provided with free supply of Electricity for the purpose of execution of work at single point only at work site. For further distribution contractor shall make his own arrangements. Contractor to install one energy meter at suitable location to compute total energy at any point of time.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

- 1.3.4.2 Any duty, deposit involved in getting the Electricity shall be borne by the bidder. As regards contractor's office shed also all such expenditure shall be borne by the contractor.
- 1.3.4.3 Provision of distribution of electrical power from the given single central common point to the required places with proper distribution boards, approved cables and cable laying including supply of all materials like cables, switch boards, pipes etc., observing the safety rules laid down by electrical authority of the State / BHEL / their customer with appropriate statutory requirements shall be the responsibility of the tenderer / contractor.
- 1.3.4.4 BHEL is not responsible for any loss or damage to the contractor's equipment as a result of variations in voltage / frequency or interruptions in power supply.

1.3.5 WATER:

- 1.3.5.1 The contractor shall be provided with free supply of water for the purpose of execution of work at single point only at work site. For further distribution contractor shall make his own arrangements. Contractor to install one water flow meter at suitable location to compute total water consumption at any point of time.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART – I CHAPTER – IV T&PS AND MMES TO BE DEPLOYED BY CONTRACTOR

The following major tools & plants shall be deployed by the contractor:

SI.No.	Description	Quantity	Capacity
1	Pickup and carry crane Hydra shall be made available at site from commencement of <u>material handling work</u> .	01 No.	14 MT
2	Hydra shall be made available at site from commencement of dismantling of <u>flue gas duct</u> during unit shutdown till completion of all the physical work.	01 No.	14 MT
3	Hydra shall be made available at site from commencement of dismantling of <u>secondary air duct</u> during unit shutdown till completion of all the physical work.	01 No.	14 MT
4	Hydra shall be made available at site from commencement of dismantling of <u>primary air duct</u> during unit shutdown till completion of all physical work.	01 No.	14 MT
5	Trailer Trailer shall be made available at site from commencement of duct pre-assembly work.	01 No.	10 MT
6	Trailer shall be made available at site to facilitate dismantling work during unit shutdown.	01 No.	10 MT
7	Tyre Mounted Mobile crane The crane shall be made available at site from commencement of dismantling of flue gas duct from ID fan inlet plenum to chimney inlet during unit shutdown till completion of all physical work.	01 No.	100 MT Approx.
8	Tyre Mounted Mobile crane The crane shall be made available from commencement of dismantling of flue gas duct from APH outlet to ESP common header duct up to coal mill boundary and or commencement of dismantling of flue gas duct from steam drum to APH inlet during unit shutdown till completion of all physical work.	01 No.	75 MT Approx.
9	Electric winch Winch machine shall be made available at site one week prior to scheduled unit shutdown date.	06 Nos. 02 Nos.	05 MT 10 MT

The above list is expected T&P requirement. The contractor has to provide above mentioned T&P for satisfactory completion of work within a given outage time. The contractor to visit site to study the site layout/conditions and assess the site conditions

TECHNICAL CONDITIONS OF CONTRACT (TCC)

before quoting. If any additional T&P is required for successful completion of work, contractor has to provide the same without any financial implication within quoted price.

NOTE:

1. Load test of all T&P to be utilized for duct replacement work should be completed one day prior to scheduled unit shutdown date.
2. As there are bound to be interruptions in regular power supply, power cut/ load shedding in any construction site due to inherent power shortage in state; it shall be the responsibility of the contractor to have minimum numbers of diesel operated welding generator sets to get urgent and important work to go on without interruptions. The consumables required to operate the generators are to be provided by the bidders at their cost. No separate payment shall be made for this contingency.
3. Depending upon the nature of work and availability of facilities locally, contractor may have to arrange for a temporary workshop for facilitating uninterrupted progress of work
4. All the T&Ps required for this scope of work, except the T&Ps provided by BHEL are to be arranged by the contractor within the quoted rates.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART – I CHAPTER – V

T&Ps AND MMEs TO BE DEPLOYED BY BHEL ON SHARING BASIS

List of T&Ps to be made available by BHEL to contractor free of hire charges on sharable basis.

Nil

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART – I CHAPTER-VI TIME SCHEDULE

1.6.1 TIME SCHEDULE

1.6.1.1 The entire duct work of material handling, dismantling of existing duct, erection, testing and commissioning of entire duct as per scope of work including application of insulation for unit 1,2&3 of 3x 200TPH Boiler ESP at NALCO Damanjodi, Orissa as detailed in the Tender Specification shall be completed latest by 06.01.2022. **The duct replacement work in each Boiler shall be taken up only during boiler annual overhauling shutdown. The period of each annual overhauling shutdown shall be limited to 30 days.** Successful Bidder should make effort to complete entire duct replacement job for each boiler during first shutdown itself. However, if the same could not be completed during 1st AOH shutdown, balance work should be completed during the next AOH shutdown period of maximum 30 days. Work shall be taken up first in Unit# 1 Boiler. Tentative shutdown schedule of Unit#1 Boiler is from First Week of December-2020. **Successful bidder has to mobilize the site immediately to start pre-shutdown works on receipt of communication from BHEL.** Contractor is required to deploy adequate manpower and T&P round the clock so as to complete the work within the required timeframe. Contractor has to submit activity wise Schedule for carrying out the entire job. However, the contractor can reorganize the job / time period of individual job component suitably for betterment of the job without changing the total contract period.

1.6.1.2 During the total period of contract, the contractor has to carry out the activities in a phased manner as required by BHEL and the program of milestone events.

1.6.1.3 The erection work shall be commenced on the mutually agreed date between the bidder and BHEL engineer and shall be deemed as completed in all respect only when the unit is in operation. The decision of BHEL in this regard shall be final and binding of the contractor. The scope of work under this contract is deemed to be completed only when so certified by the site Engineer.

1.6.2 COMMENCEMENT OF CONTRACT PERIOD

The date of commencement of contract period shall be the mutually agreed date between the bidder and BHEL engineer to start the work. In case of discrepancy the decision of BHEL engineer is final.

1.6.3 MOBILISATION FOR ERECTION, TESTING, ASSISTANCE FOR COMMISSIONING ETC.,

TECHNICAL CONDITIONS OF CONTRACT (TCC)

The activities for erection, testing etc shall be started as per directions of BHEL Engineer. The contractor has to augment his resources in such a manner that major milestones of erection & commission are achieved on specified schedules:

- 1.6.4 In order to meet above schedule in general, and any other intermediate targets set, to meet customer / project schedule requirements, contractor shall arrange & augment all necessary resources from time to time on the instructions of BHEL.
- 1.6.5 In case any requirement is there to compress the schedule of activities to achieve project completion, bidder shall arrange & augment all necessary resources from time to time to meet the project schedule within a quoted price. No extra amount shall be payable on such accounts.

1.6.6 CONTRACT PERIOD

The contract period for completion of entire work under scope is 06.01.2022.

1.6.7 GUARANTEE PERIOD

Contractor has to guarantee successful operation of the newly replaced ducts and all the accessories for a period of 12 Months from the date of commissioning for each unit. Any defect(s) noticed during the guarantee period has to be attended within 30 days after intimation, free of cost by the contractor.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART – I CHAPTER-VII TERMS OF PAYMENT

1.7.1 Terms of payment:

AA: Material handling:

S.N.	Description	(rate schedule)
	PRO RATA PAYMENTS	%
1.1	Unloading of material and updation of material receipt details in store material register	70
1.2	Stacking, verification and preparation of MDR, MRC etc	20
1.3	Material re-conciliation	10

BB: Duct pre-assembly, erection and its support completion : for unit-1,2&3

S.N.	Description	Duct (rate schedule)
	PRO RATA PAYMENTS	%
2.1	Pre-assembly	10
2.2	Transportation to site	10
2.3	Placement in position	30
2.4	Alignment and welding	20
2.5	Completion of duct support & air leak test (as applicable)	10
2.6	Charging of duct	10
2.7	Material reconciliation	5
2.8	Punch point closing, area cleaning & customer clearance	5

CC: Insulation along with Aluminium sheeting in all replaced duct: for unit-1, 2&3

S.N.	Description	Duct (rate schedule)
	PRO RATA PAYMENTS	%
3.1	Completion of required scaffolding and lagging of wool	65
3.2	Completion of Aluminium sheeting work	25
3.3	Area cleaning, removal and return of scrap	5
3.4	Material reconciliation	5

TECHNICAL CONDITIONS OF CONTRACT (TCC)

DD: Duct dismantling including gate, damper, flowmeter and along with accessories including disposal to customer designated place/customer store for each unit

S.N.	Description	(rate schedule)
	PRO RATA PAYMENTS (Area wise)	%
4.1	Cold secondary air duct from FD fan outlet to APH inlet	5
4.2	Hot secondary air duct from APH outlet to wind boxes at left & right side of boiler	15
4.3	Primary air duct from APH outlet to mill inlet including interconnection duct, bypass and purge air duct	20
4.4	Tempering air duct from FD fan discharge duct to suction duct of PA fan	5
4.5	Flue gas duct from steam drum to economizer inlet	15
4.6	Flue gas duct from economizer inlet to APH inlet including hopper	15
4.7	Flue gas duct from APH outlet to ESP inlet common header (upto coal mill boundary)	10
4.8	Flue gas duct from ID fan inlet plenum to chimney inlet	15

Note: Dismantled Gate, damper, flowmeter along with accessories shall be transported/Handed over to customer stores for Re-erection purpose for unit- 1,2&3.

EE: Re-erection of old damper, old gate along with accessories, impulse pipe, Instrument item, power & control cable related to old damper, gate for each unit

S.N.	Description	Duct (rate schedule)
	PRO RATA PAYMENTS (Area wise)	%
5.1	Cold secondary air duct	10
5.2	Primary air duct APH outlet to mill inlet	60
5.3	Tempering air duct	20
5.4	Flue gas duct from ID fan inlet plenum to chimney inlet	10

Note:

1. In case any requirement is there to compress the time schedule of activities to achieve project completion, No additional expenses will be paid. Contractor to complete total project with in a quoted price

TECHNICAL CONDITIONS OF CONTRACT (TCC)

- 1.7.2 Recovery of Retention amount as per relevant clauses of GCC.
- 1.7.3 RA bill payments as per as per relevant clauses of of SCC
- 1.7.4 GST compliant tax invoice as per Cl. No. 1.8.2 (TAXES AND OTHER DUTIES) is mandatory for releasing of payment. GST amount shall be released separately on submission of proof as per Cl. No. 1.8.2 (TAXES AND OTHER DUTIES).
- 1.7.5 Payment for the first running bill will be released only on production of the following.
 - i. PF Regn. No.
 - ii. Labour License No.
 - iii. Workmen Insurance Policy No.
 - iv. Wage sheet along with every bill duly certified by the contractor to be submitted.
 - v. Unqualified Acceptance for Detailed L.O.I.
 - vi. Initial 50% Security Deposit.
 - vii. Rs 100 /- Stamp Paper for Preparation of Contract agreement.
- 1.7.6 Contractor shall submit CHECK LIST TO BE SUBMITTED WITH EACH RUNNING BILL (attached with this tender) with each running bill along with the documents mentioned there.

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VOLUME-IA PART – I CHAPTER VIII TAXES AND OTHER DUTIES

1.8.1 All taxes and duty other than GST & Cess and BOCW Cess

The successful bidder shall pay all (save the specific exclusions as enumerated in this contract) taxes, fees, license charges, deposits, duties, tolls, royalty, commissions, Stamp Duties, or other charges / levies, which may be levied on the input goods & services consumed and output goods & services delivered in course of his operations in executing the contract. In case BHEL is forced to pay any of such taxes, BHEL shall have the right to recover the same from his bills or otherwise as deemed fit.

1.8.2 Goods and service Tax (GST) & Cess

Bidder's price/rates shall be exclusive of GST & Cess (if applicable) (herein after termed as GST). Successful bidder shall submit to BHEL the GST compliant tax invoice/debit note/revised tax invoice on the basis of which BHEL will claim the input tax credit in its return.

Agency shall furnish proof of GST registration with GSTN Portal covering the services under this contract. Registration should also bear endorsement for the premises from where the billing shall be done by the successful bidder on BHEL for this project/ work.

Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules wherein the 'Bill To' details as **per Clause 1.8.7.**

GST charged in the tax invoice/debit note/revised tax invoice by the successful bidder shall be released separately to the successful bidder only after successful bidder files the outward supply details in GSTR-1 on GSTN portal and input tax credit of such invoice is matched with corresponding details of outward supply of the successful bidder and has paid the GST at the time of filing the monthly return.

In case BHEL has to incur any liability (like interest etc.) due to denial/reversal of input tax credit in respect of the invoice submitted by the successful bidder, for the reasons attributable to the successful bidder, the same shall be recovered from the successful bidder.

In case BHEL is deprived of the Input tax credit due to any reason attributable to successful bidder, the same shall not be paid to the successful bidder. Tax invoice/debit Note/revised tax invoice shall contain the particulars as prescribed in GST law.

TDS under GST is applicable and shall be deducted at prevailing rates on gross invoice value from the running bills. E-way bills / Transit passes / Road Permits,

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if required for materials / T&P etc., bought into the project site is to be arranged by the successful bidder only.

1.8.3 Statutory Variations

Statutory variations are applicable under the GST Acts, against production of proof. The changes implemented by the Central / State Government during the tenure of the contract viz. increase / decrease in the rate of taxes, applicability, etc. and its impact on upward revision / downward revision are to be suitably paid/ adjusted from the date of respective variation. The bidder shall give the benefit of downward revision in favour of BHEL. No other variations shall be allowed during the tenure of the contract.

1.8.4 Modalities of Tax Incidence on BHEL:

Where GST law permits more than one option or methodology for discharging liability of tax/ levy/ duty; the contractor shall approach BHEL before choosing any option to discharge his tax liability. BHEL shall have the right to direct the contractor to adopt the appropriate option considering the amount of tax liability on BHEL as well as procedural simplicity with regard to assessment of the liability.

The option chosen by BHEL shall be binding on the contractor for discharging the obligation of BHEL in respect of the tax liability to the contractor.

1.8.5 BUILDING & OTHER CONSTRUCTION WORKERS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1996 (BOCW Act) AND RULES OF 1998 READ WITH BUILDING & OTHER CONSTRUCTION WORKERS CESS Act, 1996 & CESS RULES, 1998

In case any portion of work involves execution through building or construction workers, then compliance to the above titled Acts shall be ensured by the contractor and contractor shall obtain license and deposit the cess under the Act. In the circumstances it may be ensured as under:-

It shall be the sole responsibility of the contractor in the capacity of employer to forthwith (within a period of 15 days from the award of work) apply for a licence to the Competent Authority under the BOCW Act and obtain proper certificate thereof by specifying the scope of its work. It shall also be responsibility of the contractor to furnish a copy of such certificate of licence / permission to BHEL within a period of one month from the date of award of contract.

It shall be the sole responsibility of the contractor as employer to ensure compliance of all the statutory obligations under these act and rules including that of payment / deposit of 1% cess on gross payment made for value of work involving building or construction workers engaged by the contractor within a period of one month from the receipt of payment.

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It shall be the responsibility of the sub-contractor to furnish the receipts /challans towards deposit of the cess together with the number, name and other details of beneficiaries (building workers) engaged by the sub-contractor during the preceding month.

It shall be the absolute responsibility of the sub-contractor to make payment of all statutory payments & compensations to its workers including that is provided under the Workmen's Compensation Act, 1923.

The contractor shall, however ensure before deposit of any BOCW Cess, that customer is not depositing the same in order to avoid excess deposit of cess.

The contractor shall bear cost of BOCW cess either by way of deposit or through recovery by BHEL in case the same is deposited by the customer.

In case of failure in above mentioned compliances, BOCW Cess @ 1% as well as applicable penalty as specified in BOCW Act/Rules shall be deducted from the contractor.

1.8.6 Direct Tax

BHEL shall not be liable towards Income Tax of whatever nature including variations thereof arising out of this contract as well as tax liability of the bidder and their personnel. Deduction of tax at source at the prevailing rates shall be effected by BHEL before release of payment as a statutory obligation, unless exemption certificate is produced by the bidder. TDS certificate will be issued by BHEL as per the provisions of Income Tax Act.

1.8.7 INVOICE SUBMISSION:

The bills are to be submitted through BHEL/Resident Manager addressed to
BHEL SITE OFFICE,
NALCO DAMANJODI,
DAMANJODI, Koraput,
Odisha, 763008

BHEL GST Registration No is: 21AACB4146P1ZR

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART - I CHAPTER - IX

WEIGHT SCHEDULE

PGMA	Description	Weight per boiler (Kg)
Cold air duct from FD fan discharge to APH inlet		
48-012	Duct	8398
48-014	Expansion Pieces	285
48-015	Supports	1810
Hot secondary air duct from APH outlet to wind box		
48-202,48-212	Duct	19455
48-204,48-214	Expansion Pieces	3104
48-205,48-206	Supports	5391
48-207	Aero foil	2069
Primary air duct from APH outlet and ball mill inlet, bypass air and purge air duct		
48-222,48-662	Duct	42327
48-224,48-664	Expansion Pieces	5563
48-225,48-665	Supports	13870
48-667	Air foil	4173
Tempering air duct		
48-142	Duct	3028
48-144	Expansion Pieces	520
48-145	Supports	1430
Flue gas duct from Steam drum to APH inlet		
48-382,48-386	Duct	39075
48-384	Expansion Pieces	3343
48-385,48-395	Supports	7766
Flue gas duct from APH outlet to ESP inlet common header		
48-432,48-462	Duct	40761
48-434,48-464	Expansion Pieces	1687
48-435,48-465	Supports	5285
ID fan inlet plenum (Elevation 7118) to chimney inlet		
48-482,48-492	Duct	49215
48-484,48-494	Expansion Pieces	3566
48-485,48-495	Supports	9641
Guide Vane		
48-912	Guide vane	5070
Duct insulation		
32-210	Fixing component	14868
33-221	Insulation wool	77270
Fastener		

TECHNICAL CONDITIONS OF CONTRACT (TCC)

48-700	Fastener	737
Miscellaneous & Extra item		
32-810,48-200,48-911,48-915,48-993	Miscellaneous & extra item	19125
Total Weight per boiler (Kg)		388832
Total Weight for boiler unit#1,2&3 (Kg)		1166496
Total Weight for boiler unit#1,2&3 (MT)		1167

NOTE FOR WEIGHT SCHEDULE:

1. The weights given are only approximate and for general guidance and they are subject to variation as per design consideration.
2. The information furnished is only a description regarding the items to be erected by the contractor. BHEL reserves the right to add or exclude any components / items / system according to the site requirements / customer requirements to complete the systems in all respects

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VOLUME-IA PART –I CHAPTER -X GENERAL

The scope of the work will comprise of but not limited to the following:

- 1.10.1 All the works such as cleaning, leveling, aligning, trial assembly, dismantling of certain components for checking and cleaning, surface preparation, fabrication of sheets, tubes and pipes as per general engineering practice and as per BHEL Engineer's instructions at site, cutting, weld depositing, grinding, straightening, chamfering, filing, chipping, drilling, reaming, scrapping, lapping, fitting-up etc., as may be applicable in such erection works and are necessary to complete the work satisfactorily, shall be carried out by the contractor as part of the work with in the quoted rate. Major machining work, which is only to be carried out in workshops, will be arranged by BHEL.
- 1.10.2 The work shall conform to dimensions and tolerances given in various drawings and quality manuals provided by BHEL. If any portion of work is found to be defective in workmanship not conforming to drawings or other stipulations, the contractor shall dismantle and redo the work duly replacing the defective materials at his cost, failing which the job will be carried out by BHEL by engaging other agencies and recoveries will be effected from contractor's bill towards expenditure incurred including BHEL's overhead charges.
- 1.10.3 Contractor shall execute the work as per sequence and procedure prescribed by BHEL at site. The applicable erection manuals which are available with BHEL site office are to be referred for compliance and guidance before taking up the work. Any rework on this failure to comply with will be to account contractor only. BHEL engineer, depending upon the availability of materials, fronts etc, will decide the sequence of erection and methodology. No claims for extra payment from the contractor will be entertained on the grounds of deviation from the method of erection adopted in erection of similar jobs or for any reason whatsoever.
- 1.10.4 Contractor has to work in close co-ordination with other erection agency at site. BHEL engineer will co-ordinate area clearance. In a project of such magnitude, it is possible that the area clearance may be less/more at a particular given time. Activities and erection program have to be planned in such a way that the milestones are achieved as per schedule/plans. Contractor shall arrange & augment the resources accordingly.
- 1.10.5 The contractor is strictly prohibited from using BHEL's regular components like angles, channels, beams, plates, pipe/tubes, and handrails etc for any temporary

TECHNICAL CONDITIONS OF CONTRACT (TCC)

supporting or scaffolding works. Contractor shall arrange himself all such materials. In case of such misuse of BHEL materials, a sum as determined by BHEL engineer will be recovered from the contractor's bill. The decision of BHEL engineer is final and binding on the contractor.

- 1.10.6 The contractor will be responsible for the safe custody and proper accounting of all materials in connection with the work. If the contractor has drawn materials in excess of design requirements, recoveries will be effected for such excess drawls at the rate prescribed by manufacturing units.
- 1.10.7 No member of the already erected structure/ platform, pipes, grills, platform, other component and auxiliaries should be cut without specific approval of BHEL engineer.
- 1.10.8 Contractors shall ensure that all their Staff/Employees are exposed to periodical training programme conducted by qualified agencies/ personnel on ISO 9001 – 2000 Standards.
- 1.10.9 For other agencies, such as piping, cabling, instrumentation, insulation etc., to commence their work from/on the equipments coming under this scope, Contractor has to clear the front, expeditiously and promptly as instructed by BHEL Engineer. Some time it may be required to re-schedule the activities to enable other agencies to commence/continue the work so as to keep the overall project schedule.
- 1.10.10 The terminal points decided by BHEL are final and binding on the contractor for deciding the scope of work and effecting the payment for the work done up to the terminals.
- 1.10.11 For the purpose of planning, contractor shall furnish the estimated requirement of power (month wise) for execution of work in terms of maximum KW demand.
- 1.10.12 On Completion of work, all the temporary buildings, structures, pipe lines, cable etc. shall be dismantled and leveled and debris shall be removed as per instruction of BHEL by the contractor at his cost. In the event of his failure to do so, the expenditure towards clearance of the same will be recovered from the contractor. The decision of BHEL Engineer in this regard is final.
- 1.10.13 All the necessary certificates and licenses required to carry out this scope of work are to be arranged by the contractor then and there at no extra cost.
- 1.10.14 The contractor must obtain the signature and permission of the security personnel of the customer for bringing any of their materials inside the plant

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premises. Without the Entry Gate Pass these materials will not be allowed to be taken outside.

- 1.10.15 Crane operators deployed by the contractor shall be tested by BHEL before he is allowed to operate the cranes.
- 1.10.16 All the necessary certificates and licenses required to carry out this scope of work are to be arranged by the contractor then and there at no extra cost.

1.10.17 **SITE INSPECTION**

The owner/employer or his authorized agents may inspect various stages of work during the currency of the contract awarded to him. The contractor shall make necessary arrangements for such inspection and carry out the rectification pointed out by the owner/employer without any extra cost to the owner/ employer. No cost whatsoever such duplication of inspection of work be entertained.

1.10.18 **UTILITY POINTS**

- 1.10.18.1 Number of utility points (Service / plant air, service / plant water, service / washing steam, inert gas (N2) etc., shall be indicated in the P & I diagram. The utility points shall be located at convenient point to handle. Contractor to locate the utility points as advised by site engineer.

1.10.19 **PG TEST:**

On satisfactory completion of duct replacement works in all respects, for each boiler unit pressure and temperature reading shall be taken at five sampling point both pre and post replacement of the duct. To ensure successful completion of PG test, pressure and temperature reading should show an improvement trend during post replacement measurement. The bidder should provide required manpower and T& P and assist BHEL team for satisfactory completion of PG Test. PG test is in the scope of work and all the expenditure in this regard falls within the quoted rate/price.

1.10.20 **Miscellaneous works:**

As the work is to be carried out in running plant with confined space, miscellanies works like shifting of ducts of nearby equipment's, power cables may arise during execution of work. Such works have to be carried out under guidance and close supervisions of customer and BHEL. The quoted rate shall include such sundry works and no separate amount shall be paid. However, the materials required for such works shall be provided by customer/BHEL free of charges.

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1.10.21 T&P, cranes, erection tools etc:

All the tools tackles, crane, Derik arrangements required for satisfactory and safe execution of work to be arranged by tenderer at his cost. No T&P will be provided by BHEL except open space for their office and as listed in BHEL scope. The quoted rate includes total completion of work including arrangements for worker colony for their workers stay. However, any arrangement provided by customer for worker stay will be extended as per the customer norms.

All the above activities included in the quoted rate. No separate amount will be paid for any work. The duct replacement work completion means completion of work in all respects and takeover by customer. Any miscellaneous works arises for satisfactorily completion of work to be carried out by tender without any extra amount.

1.10.22 SAFETY

Safety is the prime most important. Everybody should implement 100% safety norms set by the organization. A safety document to be followed is attached to tender document for 100 % compliance. Salient norms are listed here for ready reference.

- The person who is entering the plant premises including visitors to undergo a safety training which will be given by customer. The training period will be decided by the customer based on the individual's purpose of visit.
- 100 % safety appliance to be used before entry into the plant gate. A safety officer will be present at gate and any person not adhere to safety norms will not be allowed inside the gate.
- Contractor to engage qualified safety officers during execution of work from the customer recommended agencies. The number officers engaged is based on the deployment of work men. A trained officer for 50 workers to be engaged.
- A safety plan to be submitted to customer before commencement of work.
- Overall coordinator safety office to interact with customer and BHEL for day to day interactions.
- Heavy penalty will be imposed if a person found without 100% safety harness.
- The PPE's will be periodically inspected and any found defective or become old to be replaced with new one.

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- All T&P and lifting tools will be inspected first before entry in to plant gate. All new and quality PPE's and T&P to be used. No second hand/ un safe items are allowed
- Before entry of gate, all work men to be produced a valid fitness certificate issued by a register medical practicener.
- Implementation of statutory rules and maintaining documentary record at site.
- Contractor has to abide by all statutory rules and regulation and follow strict observance to NALCO guidelines on safety.
- Prior to commencement of any work at site, requisite clearance shall be obtained from NALCO.
- Safety of equipment & PPE required for worker during site activities shall be the responsibility of contractor.
- Implementation of HR rules and regulation as per statutory norms and customer guidelines.

1.10.23 PROVIDENT FUND

1.10.23.1 The contractor is required to extent the benefit of Provident Fund to the labour employed by you in connection with this contract as per the Employees Provident Fund and Miscellaneous Provisions Act 1952. For due implementation of the same, you are hereby required to get yourself registered with the Provident Fund authorities for the purpose of reconciliation of PF dues and furnish to us the code number allotted to you by the Provident Fund authorities within one month from the date of issue of this letter of intent. In case you are exempted from such remittance an attested copy of authority for such exemption is to be furnished. Please note that in the event of your failure to comply with the provisions of said Act, if recoveries therefore are enforced from payments due to us by the customer or paid to statutory authorities by us, such amount will be recovered from payments due to you.

1.10.23.2 The final bill amount would be released only on production of clearance certificate from PF / ESI and labour authorities as applicable.

1.10.24 OTHER STATUTORY REQUIREMENTS

1.10.24.1 The Contractor shall submit a copy of Labour License obtained from the Licensing Officer (Form VI) u/r25 read with u/s 12 of Contract Labour (R&A) Act 1970 & rules and Valid WC Insurance copy or ESI Code (if applicable) and PF code no. along with the first running bill.

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1.10.24.2 The contactor shall submit monthly running bills along with the copies of monthly wages (of the preceding month) u/r78(1)(a)(1) of Contract Labour Rules, copies of monthly return of PF contribution with remittance Challans under Employees Provident Fund Act 1952 and copy of renewed WC Insurance policy or copies of monthly return of ESI contribution with Challans under ESI Act 1948 (if applicable) in respect of the workmen engaged by them.

1.10.24.3 The Contractor should ensure compliance of Sec 21 of Contract Labour (R&A) Act 1970 regarding responsibility for payment of Wages. In case of "Non-compliance of Sec 21 or non-payment of wages" to the workmen before the expiry of wage period by the contactor, BHEL will reserve its right to pay the workmen under the orders of Appropriate authority at the risk and cost of the Contractor.

1.10.24.4 The Contractor shall submit copies of Final Settlement statement of disbursal of retrenchment benefits on retrenchment of each workmen under ID Act 1948, copies of Form 6-A (Annual Return of PF Contribution) along with copies of PF Contribution Card of each member under PF Act and copies of monthly return on ESI Contribution – Form 6 under ESI Act 1948 (if applicable) to BHEL along with the Final Bill.

1.10.24.5 In case of any dispute pending before the appropriate authority under ID act 1948, WC Act 1923 or ESI Act 1948 and PF Act 1952, BHEL reserve the right to hold such amounts from the final bills of the Contractor which will be released on submission of proof of settlement of issues from the appropriate authority under the act.

1.10.24.6 In case of any dispute prolonged / pending before the authority for the reasons not attributable to the contractor, BHEL reserves the right to release the final bill of the contractor on submission of Indemnity bond by the contractor indemnifying BHEL against any claims that may arise at a later date without prejudice to the rights of BHEL.

1.10.25 DEPLOYMENT OF SKILLED / SEMI-SKILLED TRADESMEN

The following clause is applicable in case the contract value / contract price is Rs. Five crores and above.

The contractor shall, at all stages of work deploy skilled / semi-skilled tradesmen who are qualified and possess certificate in particular trade from CPWD Training Institute / Industrial Training Institute / National Institute of Construction Management and Research (NICMAR), National Academy of Construction, CIDC or any similar reputed and recognized Institute managed / certified by State / Central Government.

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The number of such qualified tradesmen shall not be less than 20% of total skilled / semi-skilled workers required in each trade at any stage of work. The contractor shall submit number of man days required in respect of each trade, its scheduling and the list of qualified tradesmen along with requisite certificate from recognized Institute to Engineer-in- Charge for approval. Notwithstanding such approval, if the tradesmen are found to have inadequate skill to execute the work of respective trade, the contractor shall substitute such tradesmen within two days of written notice from Engineer-in-Charge. Failure on the part of contractor to obtain approval of Engineer-in-Charge or failure to deploy qualified tradesmen will attract a compensation to be paid by contractor at the rate of Rs. 100 per such tradesman per day. Decision of Engineer-in-Charge as to whether particular tradesman possesses requisite skill and amount of compensation in case of default shall be final and binding.

1.10.26 Site Visit by the Bidder

1.10.26.1 The bidder shall, prior to submitting his tender for the work, visit and examine the site of works and its surroundings at his own expense, and obtain and ascertain for himself on his own responsibility all information that may be necessary for preparing his tender and entering into a contract, and take the same into account in the quoted contract price for the work.

1.10.26.2 The bidder shall satisfy themselves about the following factors:

- (i) Site conditions including access to the site, existing and required roads and other means of transport/communication for use by him in connection with the work including diverting and re-routing of services.
- (ii) Requirement and availability of land and other facilities of his enabling works, establishment of his nursery, office, stores etc.
- (iii) Ground conditions including those bearing upon transportation, disposal, handling and storage of materials required for the work or obtained therefrom.
- (iv) Source and extent of availability of suitable materials, including water etc., and labour (skilled and unskilled) required for work, and laws and regulations governing their use and employment.
- (v) Geological, meteorological, topographical and other general features of the site and its surroundings as are pertaining to and needed for the performance of the work.

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- (vi) The limit and extent of surface and subsurface water to be encountered during the performance of the work, and the requirement of drainage and pumping.
- (vii) The type of equipment and facilities needed, for and in the performance of the work;
- (viii) The extent of lead and lift required for the work in complete form over the entire duration of the contract, and
- (ix) All other information pertaining to and needed for the work including information as to the risks, contingencies and other circumstances which may influence or affect the work or the cost thereof under this contract.

1.10.26.3 The bidder should note that information, if any, in regard to the local conditions, as contained in these tender documents, has been given to tenderer merely for guidance and is not warranted to be complete.

1.10.26.4 A bidder shall be deemed to have full knowledge of the site, whether he inspects it or not, and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

1.10.26.5 The bidder and any of his personnel or agents will be granted permission by the Site-In-Charge or his authorized nominee, on receipt of formal application in respect thereof a week in advance of the proposed date of inspection of site, to enter upon his premises and lands for purpose of such inspection, but only on the express condition that the tenderer (and his personnel and agents) will relieve and indemnify the Employer (and his personnel and agents) from and against all liability in respect thereof and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused which, but for the exercise of such permission, would not have arisen.

1.10.27 The work covered under this specification is of highly sophisticated nature, requiring the best quality workmanship, engineering and construction management. The contractor must have adequate quantity of tools, construction aids, equipments etc., in his possession. He must also have on his rolls adequate trained, qualified and experienced supervisory staff and skilled personnel.

1.10.28 Wherever Construction sequences are furnished by BHEL, the contractor shall follow the same sequence. Contractor shall execute the supply and works as per sequence prescribed by BHEL at site engineer. If required by BHEL, the contractor shall change the sequence of his operation so that work on priority sectors can be completed within the projects schedule. The contractor shall afford maximum assistance to BHEL in this connection without causing delay

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to agreed completion date. No claims for extra payment from the contractor will be entertained on the grounds of deviation from the methods of execution of similar job in any other site or for any reasons whatsoever.

- 1.10.29 The Contractor may have to execute work in such a place and condition where other agencies also will be under such circumstances. However, completion time for construction, agreed will be subject to the condition that contractor's work is not hampered by the agencies.
- 1.10.30 Contractor has to work in close co-ordination with other erection agencies at site. BHEL engineer will co-ordinate area clearance. In a project of such magnitude, it is possible that the area clearance may be less / more at a particular given time. Activities and construction program have to be planned in such a way that the milestones are achieved as per schedule / plans. Contractor shall arrange & augment the resources accordingly.
- 1.10.31 The contractor must obtain the signature and permission of the security personnel of the customer for bringing any of their materials inside the site premises. Without the Entry Gate Pass these materials will not be allowed to be taken outside. Surplus materials including steel item brought at site by the contractors with proper documentation and Gate pass, shall be allowed to be taken out of the project premises after completion of relevant works, on certification by BHEL in charge.
- 1.10.32 It is not the intent to specify herein all details of all material. Any item related to this work not covered by this but necessary to complete the system will be deemed to have been included in the scope of the work.
- 1.10.33 Site testing wherever required shall be carried out for all items / materials installed by the contractor to ensure proper installation and functioning in accordance with drawings, specifications and manufacturer's recommendations.
- 1.10.34 Contractor shall, transport all materials to site and unload at site / working area for inspection and checking. All material handling equipment required shall be arranged by the contractor.
- 1.10.35 Contractor shall retain all T&P / Testing instrument / Material handling equipment's etc. at site as per advice of BHEL engineer and same shall be taken out from site only after getting the clearances from engineer in charge.
- 1.10.36 The contractor will be responsible for the safe custody and proper accounting of all materials in connection with the work. If the contractor has drawn materials in excess of design requirements, recoveries will be effected for such excess drawls at the rate prescribed by manufacturing units.
- 1.10.37 The contractor at his cost shall arrange necessary security measures for adequate protection of his machinery, equipment, tools, materials etc. BHEL

TECHNICAL CONDITIONS OF CONTRACT (TCC)

shall not be responsible for any loss or damage to the contractor's construction equipment and materials. The contractor may consult the Engineer-in-Charge on the arrangements made for general site security for protection of his machinery equipment tools etc.

- 1.10.38 The work shall be executed under the usual conditions without affecting power plant construction / operation and in conjunction with other operations and contracting agencies at site. The contractor and his personnel shall co-operate with the personnel of other agencies, coordinate his work with others and proceed in a manner that shall not delay or hinder the progress of work as a whole.
- 1.10.39 Contractor has to clear the front, expeditiously and promptly as instructed by BHEL Engineer for other agencies, like Boiler, piping, Turbine, Generator erection, Cabling, instrumentation, insulation etc., to commence their work from / on the equipments coming under this scope. Sometimes, more than one agencies may have to work in same location. Sometimes it may be required to re-schedule the activities to enable other agencies to commence / continue the work so as to keep the overall project schedule.
- 1.10.40 The contractor is strictly prohibited from using BHEL's regular components like angles, channels, beams, plates, pipe / tubes, and handrails etc. for any temporary supporting or scaffolding works or as bed for pre-assembly works. Contractor shall arrange himself all such materials. In case of such misuse of BHEL materials, a sum as determined by BHEL engineer will be recovered from the contractor's bill. The decision of BHEL engineer is final and binding on the contractor.
- 1.10.41 Contractors shall ensure that all their Staff / Employees are exposed to periodical training programme conducted by qualified agencies / personnel on ISO 9001 Standards.
- 1.10.42 The terminal points decided by BHEL are final and binding on the contractor for deciding the scope of work and effecting the payment for the work done up to the terminals.
- 1.10.43 For the purpose of planning, contractor shall furnish the estimated requirement of power (month wise) for execution of work in terms of maximum KW demand.
- 1.10.44 All the necessary certificates and licenses required to carry out this scope of work are to be arranged by the contractor then and there at no extra cost.
- 1.10.45 Crane operators deployed by the contractor shall be tested by BHEL before he is allowed to operate the cranes.
- 1.10.46 Upon completion of daily work, the contractor shall remove from the vicinity of work all scrap packing materials, rubbish, unused and other materials and deposit them in places to be specified by BHEL Engineer.

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1.10.47 During the course of erection, if the progress is found unsatisfactory, or if the target dates fixed from time to time for every milestone are to be advanced, or in the opinion of BHEL, if it is found that the skilled workmen like fitters, operators, technicians employed are not sufficient BHEL will induct required additional workmen to improve the progress and recover all charges incurred on this account including all expenses together with BHEL overheads from contractor's bills.

1.10.48 On completion of work, all the temporary buildings, structures, pipe lines, cables etc. that were constructed / erected by the contractor shall be dismantled and leveled and debris shall be removed as per instructions of BHEL by the contractor at his cost. In the event of his failure to do so, the expenditure towards clearance of the same will be recovered from the contractor. The decision of BHEL Engineer in this regard is final.

1.10.49 DOCUMENTATION

1.10.49.1 RECORDS TO BE MAINTAINED AT SITE:

1.10.49.1.1 Record of Quantity of FREE / Chargeable items issued by BHEL must be maintained during contract execution. Also reconciliation statement to be prepared at regular intervals.

1.10.49.1.2 The under mentioned Records/ Log-books/ Registers applicable to be maintained.

- Hindrance Register.
- Test Check of measurements.
- Records of disposal of scraps generated during and after the work completion.
- List of T&Ps and MMEs

1.10.49.2 Other documents / records as specified in chapter XI -Progress of work in PART- I of Technical conditions of Contract Volume IA (Volume I Book I).

1.10.49.3 L3 schedule as specified in chapter VI – TIME SCHEDULE in PART- I of Technical conditions of Contract Volume IA (Volume I Book I).

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VOLUME-IA PART –I CHAPTER -XII **MATERIAL HANDLING AND SITE STORAGE**

The scope of the work will comprise of but not limited to the following:

- 1.12.1 Unloading and storage of all equipment/material along with necessary security at site. Construction of storage shed at location identified by customer is in contractor scope. Contractor has to arrange water proof tarpaulin to cover insulation wool material without any extra cost.
- 1.12.2 Loading at BHEL/Customer stores and storage yard, transport to site, unloading at site/working area of equipment placement on respective foundation/location, fabrication yard, pre-assembly bay or at working area are in the scope of work. The scope includes taking materials / Equipments from customer stores / storage yard also. Contractors Quoted / Accepted rate shall be inclusive of the same. Required cranes, tractors, trailer or trucks/ slings/ tools and tackles/labour including operators Fuel lubricants etc for loading & unloading of materials will be in the scope of contractor.
- 1.12.3 The equipments / materials from the storage yard shall be moved in sequence to the actual site of erection /location at the appropriate time as per the direction of BHEL Engineer so as to avoid damage/loss of such equipment at site.
- 1.12.4 Sometimes it may become necessary for the contractor to handle certain unrequired components in order to take out the required materials. The contractor has to take this contingency also into account. No extra payment is payable for such contingencies.
- 1.12.5 Materials shall be stacked neatly, preserved and stored in the contractor's shed/work area in an orderly manner. In case it is necessary to shift and re-stack the materials kept at work area/site to enable other agencies to carry out their work, same shall be done by the contractor at no extra cost.
- 1.12.6 All pipe and tube ends shall be covered with plastic caps or will be closed with wooden plugs as the case may be.
- 1.12.7 The contractor shall provide any fixtures, concrete blocks & wooden sleepers, which are required for temporary supporting of the components at site.

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VOLUME-IA PART – I CHAPTER- XIII ERECTION

The scope of the work will comprise of but not limited to the following:

- 1.13.1 Existing duct may have multilayer plate. Cutting of these multilayer duct plate is in contractor scope. No additional amount shall be paid in this account.
- 1.13.2 Ducts / expansion pieces are dispatched to site in loose walls / plates and these are to be assembled at site before erection.
- 1.13.3 All dampers, gates attached in duct are to be dismantled and handed over to NALCO. The same are to be collected and fitted back in its original position after duct replacement. Alignment of gate and damper to be ensured. In case of any mis alignment, the same is rectified free of cost by the contractor.
- 1.13.4 The ash deposited inside duct is to be dumped in ash slurry trench and flushed if required. Sufficient care is to be taken to avoid spillage of ash on road while transporting existing duct to scrap yard. In case of any spillage same is to be cleaned by the contractor.
- 1.13.5 Contractor to ensure safe execution of work without damaging existing equipment like APH, Economizer, FD fan, PA fan, ID fan and other equipments etc.,
- 1.13.6 The work space is to be cleaned from generated scrap on daily basis.
- 1.13.7 If heavy vehicular movement is required over underground trench, then the trench covers are to be strengthened adequately to prevent any mishap.
- 1.13.8 If any damage occurs to the customer property during execution of work, then the same is to be repaired/replaced by contractor as per instruction of BHEL engineer in-charge.
- 1.13.9 Contractor has to use 24V inspection lamp along with proper guard in working area.
- 1.13.10 Contractor is required to return the balance unusable material to customer as per the direction of BHEL engineer in-charge.
- 1.13.11 Quality of workmanship shall be in accordance with modern engineering practice and contractor will be responsible for overall quality and workmanship.

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- 1.13.12 All the dampers, valves, lifting equipments, power cylinders, etc., shall be serviced and lubricated to the satisfaction of BHEL engineer before erecting the same and also during pre- commissioning. The bearings of dampers shall be properly cleaned, serviced and lubricated before commissioning at no extra cost. Even after commissioning in the equipments, if there are problems in the operation they have to be attended by the contractor during the tenure of the contract.
- 1.13.13 In the case of structural members / ducts in certain cases, the raw material will be supplied in random lengths and the contractor will have to make up the length / prepare the edges to suit the matching profiles, weld / bolt connect the joints at no extra cost.
- 1.13.14 Any other systems / Components which are integral to duct, supplied by BHEL manufacturing units are also to be erected and commissioned by the contractor within the quoted / accepted tonnage rate / lump sum value.
- 1.13.15 Insulation: With respect to insulation, it shall be applied to all replaced secondary air duct, primary air duct and flue gas duct.
- 1.13.16 Fine fittings and other small bore piping have to be routed according to site conditions and hence shall be done only in position as per the site requirement. Necessary sketch for routing these lines should be got approved from BHEL by the contractor. There is a possibility of slight change in routing the above pipelines when after completion, to suit the site conditions. The contractor should absorb this cost in his quoted rate.
- 1.13.17 All welded joints should be painted with anti-corrosive paint, once NDE works are over.
- 1.13.18 Work such as minor rectification of foundation bolts, reaming of holes, drilling of dowels, matching of bolts and nuts, making new dowel pin, etc. are covered in the scope of work.
- 1.13.19 Certain extra lengths of fabricated ducts are provided as erection allowance and the same have to be cut/adjusted to suit the site conditions and layouts or certain small lengths may have to be added for adjustments to suit the site conditions. For any mismatch while matching the joints in ducts, cutting, adjusting, re welding, addition spool pieces should be done by the contractor to match site conditions without any extra payment.
- 1.13.20 All hangers, supports and anchors shall be installed as per drawing to obtain reliable and complete installation as per instructions of BHEL Engineer. Normally

TECHNICAL CONDITIONS OF CONTRACT (TCC)

supports are issued in running meters. Any additional supports as called for by BHEL Engineer shall be fabricated by the contractor and provided at no extra cost. However, the raw material required for fabrication of such supports shall be supplied by BHEL free of cost. (Any machining or threading is involved will only be done by BHEL).

- 1.13.21 HSFG Bolts are to be tightened by turn of nut method/Torque Wrench, as per the instruction of BHEL Engineer. The bolted joints shall be jointly checked by BHEL/Customer and contractors personnel for the required tightness and retightened wherever necessary. The tightened bolts shall be identified by color paints. Facility for random checking with calibrated Torque Wrench shall also be provided by contractor.
- 1.13.22 All Rotating machineries and equipment shall be cleaned, lubricated, checked for their smooth rotation, if necessary dismantling and refitting before erection. If in the opinion of BHEL Engineer, the equipment is to be checked for clearance, tolerance at any stage of work or during commissioning period, all such works are to be carried out by contractor at his cost.
- 1.13.23 The temporary structures/items welded to permanent members/pipes are to be cut and removed without any damage. Any damage so to be made good by the contractor at his cost.
- 1.13.24 Before lifting the heavy components, soft materials like gunny bags to be used while lashing the rope to avoid dents, rubbing marks etc. The capacity, number of sheave pulleys, size of the rope, guide pulley locations are to be decided at site with respect to the capacity and positioning of the winch. The end caps provided at shop for various stubs are to be removed during final fit up only.
- 1.13.25 Prior to erection of any components inspection to be done for any foreign materials and damages and they are to be removed/attended as per BHEL engineer. Fixing, welding of necessary instrumentation tapping points, to be provided on duct covered within the scope of this specification will also be the responsibility of the contractor and will be done as per the instructions of BHEL Engineer. The fixing / welding of all the above items will be contractor's responsibility even if the
 - i) Product groups under which these items are not specifically indicated in the Tender Specification.
 - ii) Items are supplied by an agency other than BHEL

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- 1.13.26 All the equipments /material to be taken inside the plant building shall be cleaned thoroughly before taking them inside and erect
- 1.13.27 Wherever equipments are supplied in pre-fabricated assembled packages, there may be necessity to make minor changes, including strengthening by additional welds. This shall be treated as part of the contractor's scope.
- 1.13.28 The location of all tapping point/sampling point provided in the duct are to be recorded before dismantling and same to be provided after replacement of old duct.
- 1.13.29 As existing instrument is to be retained, contractor to ensure safe dismantling of all instrument and handing over to NALCO. Contractor to put back all instruments and its connection after duct replacement. Erection of impulse pipes and respective catch-pots, thermowell is in contractor scope. Re commissioning and proper working of these instrument is in contractor scope.
- 1.13.30 Additional platforms of permanent nature for approaching different equipments, as per site requirement which may not be indicated in drawings shall be fabricated and installed by the contractor. The material required for platform will be supplied by BHEL free of cost.
- 1.13.31 In case of piping connected to equipment, matching of flanges for achieving the parallelism and alignment at equipment end by suitably resorting to heat correction or other method as instructed by BHEL Engineer is within scope of work.
- 1.13.32 Erection of flow switches, filters, flow meters, other metering elements, flow orifices, flow indicators, control valves supplied either by BHEL or customer forming part of the system is in the scope of work. This will include collecting from BHEL/Customer stores, transport to site, suitably cutting the erected piping, cleaning, erection, welding, radiography and stress relieving and commissioning.
- 1.13.33 Contractor shall also weld small length of piping with root valve to the pressure, flow and level tapping points on piping or flow nozzles/orifices/ metering elements fixed on piping as per the instructions of BHEL Engineer.
- 1.13.34 Welding of all thermo wells, draft, pressure and temperature instrumentation points and all other instrumentation points on duct and welding of thermocouple pads are in the scope of work.
- 1.13.35 Wherever hanger and support materials are not received from manufacturing unit in time to suit the erection schedule, contractor shall erect the system on

TECHNICAL CONDITIONS OF CONTRACT (TCC)

temporary supports to ensure the progress of work. The required structural steel materials will be issued on free of charges by BHEL, either from scrap/spare materials. The same shall be removed and returned to BHEL store after erection of permanent supports.

- 1.13.36 No separate payment will be made for the edge preparation of pipes, Standard fittings such as bends, Tees etc.,
- 1.13.37 Contractors has to carryout fabrication works such as welding of stubs / nipples, attachments etc., preparation of surface for rust preventive coating and application of rust preventive is within the quoted / accepted rate.
- 1.13.38 Within the quoted price, the bidder has to arrange new set of utensils (cooking and serving), Stoves, gas cylinders /gas oven, electric heaters, chairs, Dining tables, 21 inches color television etc, including cooks/ helpers for preparation of food for approx.10 BHEL persons. The successful bidder will also be responsible for taking over and vacate the BHEL mess quarter. Bidder has to provide foods for the cook and helper.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART – I CHAPTER - XIV

PROGRESS OF WORK

The scope of the work will comprise of but not limited to the following:

- 1.14.1 Refer forms F -14 to F-18 of volume I D of volume -I book-II. Plan and review will be done as per the formats.
- 1.14.2 Contractor is required to draw mutually agreed monthly erection programs in consultation with BHEL well in advance. Contractor shall ensure achievement of agreed program and shall also timely arrange additional resources considered necessary at no extra cost to BHEL.
- 1.14.3 Progress review meetings will be held at site during which actual progress during the week vis-a-vis scheduled program shall be discussed for actions to be taken for achieving targets. Contractor shall also present the program for subsequent week. The contractor shall constantly update / revise his work program to meet the overall requirement. All quality problems shall also be discussed during above review meetings. Necessary preventive and corrective action shall be discussed and decided upon in such review meetings and shall be implemented by the contractor in time bound manner so as to eliminate the cause of nonconformities.
- 1.14.4 The contractor shall submit daily, weekly and monthly progress reports, manpower reports, materials reports, consumables (gases / electrodes) report, cranes availability report and other reports as per Performa considered necessary by the Engineer as per the format enclosed with this tender document.
- 1.14.5 The contractor shall submit weekly / fortnightly / monthly statement report regarding consumption of all consumables for cost analysis purposes.
- 1.14.6 The monthly report ending on 24th of every month shall be submitted as a booklet and shall contain the following details :-
 - a) Colour Progress photographs to accompany the report should be submitted.
 - b) Erection progress in terms of tonnage, welding joints, radiography, stress relieving, etc., completed as relevant to the respective work areas against planned.
 - c) Site Organization chart of engineers & supervisors as on 24th of the month with further mobilization plan

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- d) Category- wise man hours engaged during the previous month under the categories of fitters, welders, riggers, khalasis, grinder-men, gas-cutters, electricians, crane operations and helpers. Data will be spilt up under the work area of Boiler
- e) Consumables report giving consumption of all types of gases and electrodes during the previous month.
- f) Availability report of cranes
- g) Safety implementation report in the format
- h) Pending material and any other inputs required from BHEL for activities planned during the subsequent month.

1.14.7 The manpower reports shall clearly indicate the manpower deployed, category wise specifying also the activities in which they are engaged.

1.14.8 During the course of erection, if the progress is found unsatisfactory, or if the target dates fixed from time to time for every milestone are to be advanced, or in the opinion of BHEL, if it is found that the skilled workmen like fitters, operators, technicians employed are not sufficient BHEL will induct required additional workmen to improve the progress and recover all charges incurred on this account including all expenses together with BHEL overheads from contractor's bills.

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VOLUME-IA PART – I CHAPTER - XV

WELDING

The scope of the work will comprise of but not limited to the following:

- 1.15.1 IBR certified welder required to deploy for IBR related welding like seal welding of economizer tube with economizer casing.
- 1.15.2 Consumable (welding electrode) type to be utilized is as mentioned in the erection drawing and instruction of BHEL engineer in charge. It is to be noted steam drum to APH inlet duct plate material is **Alloy Steel (SA 387 Gr22)** and **E9018B3** welding electrode is to be utilized for welding of these duct plate.
- 1.15.3 All welders including tack welders, structural and high pressure welder shall be tested and approved by BHEL Engineer before they are actually engaged on work even though they may possess a valid certificate. BHEL reserves the right to reject any welder if the welder's performance is not found to be satisfactory. The contractor shall maintain the records of qualification and performance of welders. BHEL Engineer will issue all the welders qualified for the work, identity card. The welder will keep the same with him at work place at all times. He may be stopped from work if he is not found in possession of the same.
- 1.15.4 Engineer may stop any welder from the work if his performance is unsatisfactory for any technical reason or if there is a high percentage of rejection in the joints welded by him. The welders having passed qualification tests does not absolve the contractor of contractual obligation to continuously check the welder's performance.
- 1.15.5 Faulty welds caused by the poor workmanship shall be cut and re-welded at the contractor's expense. The Engineer prior to any repair being made shall approve the procedure for the repair of defective welds. After the repair has been carried out, the compliance shall be submitted to the quality engineer.
- 1.15.6 All expenses for testing of contractor's welders including destructive and Non-destructive tests conducted by BHEL at site or at laboratory shall have to be borne by the contractor only. Limited quantity of tube and pipe material required for making test pieces will be supplied by BHEL free of cost.
- 1.15.7 Only BHEL approved electrodes and filler wire will be used. All electrodes shall be baked and dried in the electric electrode-drying oven to the required temperature for the period specified by the Engineer before these are used in

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erection work. All welders shall have electrodes drying portable oven at the work spot.

- 1.15.8 The contractor shall also be equipped for carrying out other NDT like RT/UT/LPI /MPI / Hardness test etc. as required as per welding schedules / drawings within the finally accepted price / rates.

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VOLUME-IA PART - I CHAPTER- XVI TESTING AND COMMISSIONING

The scope of the work will comprise of but not limited to the following:

1.16 TESTING, PRE – COMMISSIONING & COMMISSIONING AND POST COMMISSIONING

(All the works mentioned hereunder shall be carried out within the quoted and accepted rate)

- 1.16.1 Contractor to provide necessary commissioning assistance from pre-commissioning state onwards and up to continuous operation of the unit & handing over to customer.
- 1.16.2 The contractor shall carry out all the required tests on the equipments erected such as gas tightness test for ducts, kerosene leak test, air flow test, etc., using contractor's own consumables, labour and scaffoldings.
- 1.16.3 It is the responsibility of the contractor to provide necessary manpower, tools, tackles and consumable within the quoted price to carry out the air leak test and PG test .
- 1.16.4 All required tests (Mechanical and electrical) indicated by BHEL and their clients for successful commissioning are included in the scope of these specifications. These tests / activities may not have been listed in these specifications. All the tests should be repeated till all the equipment satisfy the requirement / obligation of BHEL to their customer. All the repairs (shop welded or site welded) arising out of the failures during testing shall be done by the contractor as part of the work.
- 1.16.5 For conducting gas tightness test, it may be required to erect the blowers and connecting ducts and commission the same for tightness test. It is the responsibility of the contractor to erect the blowers & dismantle once the test is over. Contractor shall carry out the work within the quoted rate and BHEL will provide only the required materials, like Blowers and dummies free of hire charges for conducting the test.
- 1.16.6 Fixing dummy plates at required locations for conducting tightness test and normalizing after the test is over, is also covered in the scope of contract and shall be carried out with in the quoted rate. BHEL will provide raw materials for the dummy plates.

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- 1.16.7 The contractor shall carryout any other test as desired by BHEL Engineer on erected equipment covered under the scope of this contract during testing, pre-commissioning, commissioning, and operation, to demonstrate the completion of any part or whole work performed by the contractor.
- 1.16.8 In case, any rework is required because of contractor's faulty erection, which is noticed during pre-commissioning and commissioning, the same has to be rectified by the contractor at his cost. If any equipment / part is required to be inspected during pre-commissioning and commissioning, the contractor will dismantle / open up the equipment / part and reassemble / redo the work without any extra claim.
- 1.16.9 During commissioning, opening / closing of valves, changing of gaskets, Re-alignment of rotating and other equipment, attending to leakage and adjustments of erected equipment may arise. The finally accepted price /rates shall also include all such work.
- 1.16.10 Commissioning of the equipments will involve, trial runs of all the equipments erected, blowing through the lines, flushing of all the lines by air, oil or steam as the case may be, trial run of the equipment and any other works incidental to commissioning.
- 1.16.11 In case any erection defect is detected during various tests / operations trial runs such as loose components undue noises or vibration strain on connected equipment steam or oil or water leakage etc. the contractor shall immediately attend these defects and take necessary corrective measures. If any readjustment and realignments are necessary the same shall be done as per BHEL Engineer's instructions. If any part needs repairs rectification and replacement the same shall be done by the contractor at no extra cost. The parts to be replaced shall be provided by BHEL free of cost If insulation is to be removed to attend any of the defects the cost of removal and reapplication of insulation should be borne by the contractor.
- 1.16.12 The contractor shall carry out cleaning and servicing of valves and dampers / gates actuators prior to pre-commissioning tests and / or trial operations of the plant. A system for recording of such servicing operations shall be developed and maintained in a manner acceptable to BHEL Engineer to ensure that no valves and actuators are left un-serviced.
- 1.16.13 Replacing / Cleaning and servicing of all the filters of the erected equipments during pre-commissioning / commissioning stage shall be done by the contractor within the accepted price.

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- 1.16.14 Contractor may have to replace old/damaged gaskets / packing etc. in the erected equipments and the same shall be carried out by contractor as per requirement. Materials will be given by BHEL.
- 1.16.15 Contractor shall cut / open works if needed, as per BHEL engineer's instructions during commissioning for inspection, checking and make good the works after inspection is over. This contingency shall be included within the quoted value. During commissioning opening of valves, changing of gaskets, attending to leakages, minor modification / rectification works may arise. The contractor has to carry out these works at his cost by providing required manpower in all the three shifts. In case any rework is required because of contractor's faulty erection and which is noticed during commissioning the same has to be rectified by the contractor at his cost.
- 1.16.16 After charging of the system, the commissioning activities will continue. It shall be the responsibility of the contractor to provide manpower including necessary consumables, hand tools and supervision as part commissioning assistance.
- 1.16.17 It shall be the responsibility of the contractor to provide various categories of workers in sufficient numbers along with Supervisors during pre commissioning, commissioning and post commissioning of equipment and attending any problem in the equipment erected by the contractor till handing over. The contractor will provide necessary consumables, T&Ps, IMTEs etc., and any other assistance required during this period. Association of BHEL's / Client's staff during above period will not absolve contractor from above responsibilities.
- 1.16.18 It shall be specifically noted that the contractor and employees of the contractor may have to work round the clock during the pre-commissioning, commissioning and post-commissioning period along with BHEL Engineers / customer officials. Hence contractor's quoted rate shall take into consideration of all expenses that will be incurred for such arrangement of personnel including engineers/supervisors.
- 1.16.19 During commissioning any improvement / repair / rework / rectification / fabrication / modification due to design improvement / requirement is involved, the same shall be carried out by the contractor promptly and expeditiously.
- 1.16.20 Contractor shall lay all necessary electric cables and switches etc. required for the tests and maintain the system till the tests are completed satisfactorily.
- 1.16.21 All lubricants and chemicals required for pre-commissioning, commissioning, testing and lubricants for trial runs of the equipment shall be supplied by BHEL / BHEL's client **at free of charges**. All services including labour and T&P will be

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provided by the contractor for handling, filling, emptying, refilling etc. The consumption of lubricants / chemicals shall be properly accounted for. Surplus material if any shall be properly stacked / tagged and returned to BHEL / Customer stores at no extra cost to BHEL. BHEL reserves the right to recover costs for wastage by the contractor.

- 1.16.22 Transportation of oil drums from customer's / BHEL's stores. Filling of lubricants and filling of oil for flushing and first filling and subsequent topping up during commissioning and post commissioning is included in the scope of this contract. The contractor shall have to return all the empty drums to the customer/BHEL stores. Similarly transport of chemicals for various pre-commissioning, commissioning activities and related processes and returning of remaining and/or the empty containers of the chemicals to customer/BHEL stores is the responsibility of the contractor.
- 1.16.23 Necessary scaffolding and approaches for conducting the tests shall also be within the scope of the contract.
- 1.16.24 Assistance for calibrating / testing the power cylinders / actuators / valves, gauges, instruments, ash level indicators etc. and setting to actuators shall be provided by contractor within the quoted rates.

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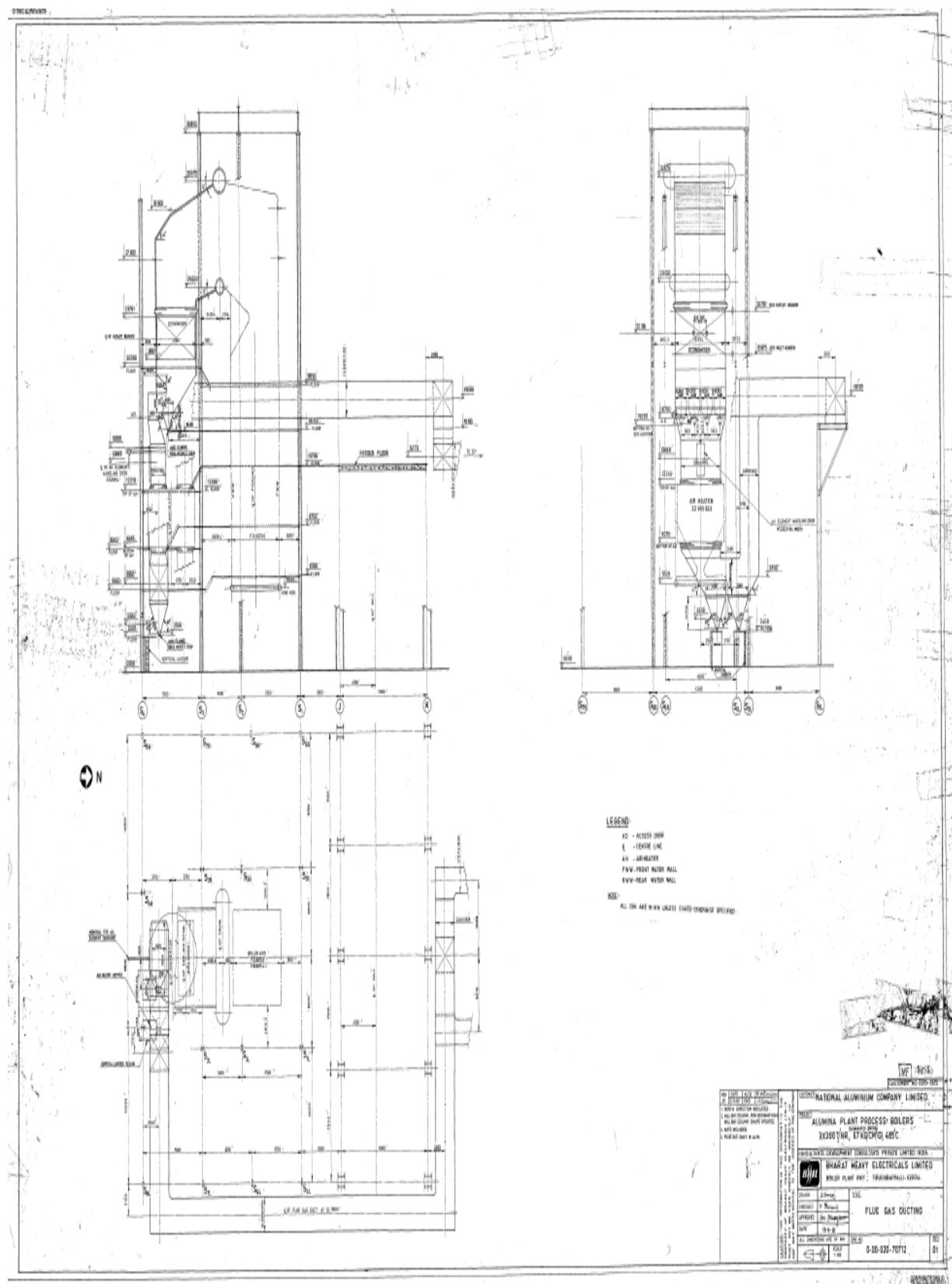
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DRAWINGS

The following drawings are attached with the tender for studying scope and volume of works. Drawings are for reference purpose. Approved drawings will be issued if required to the contractor during execution of works.

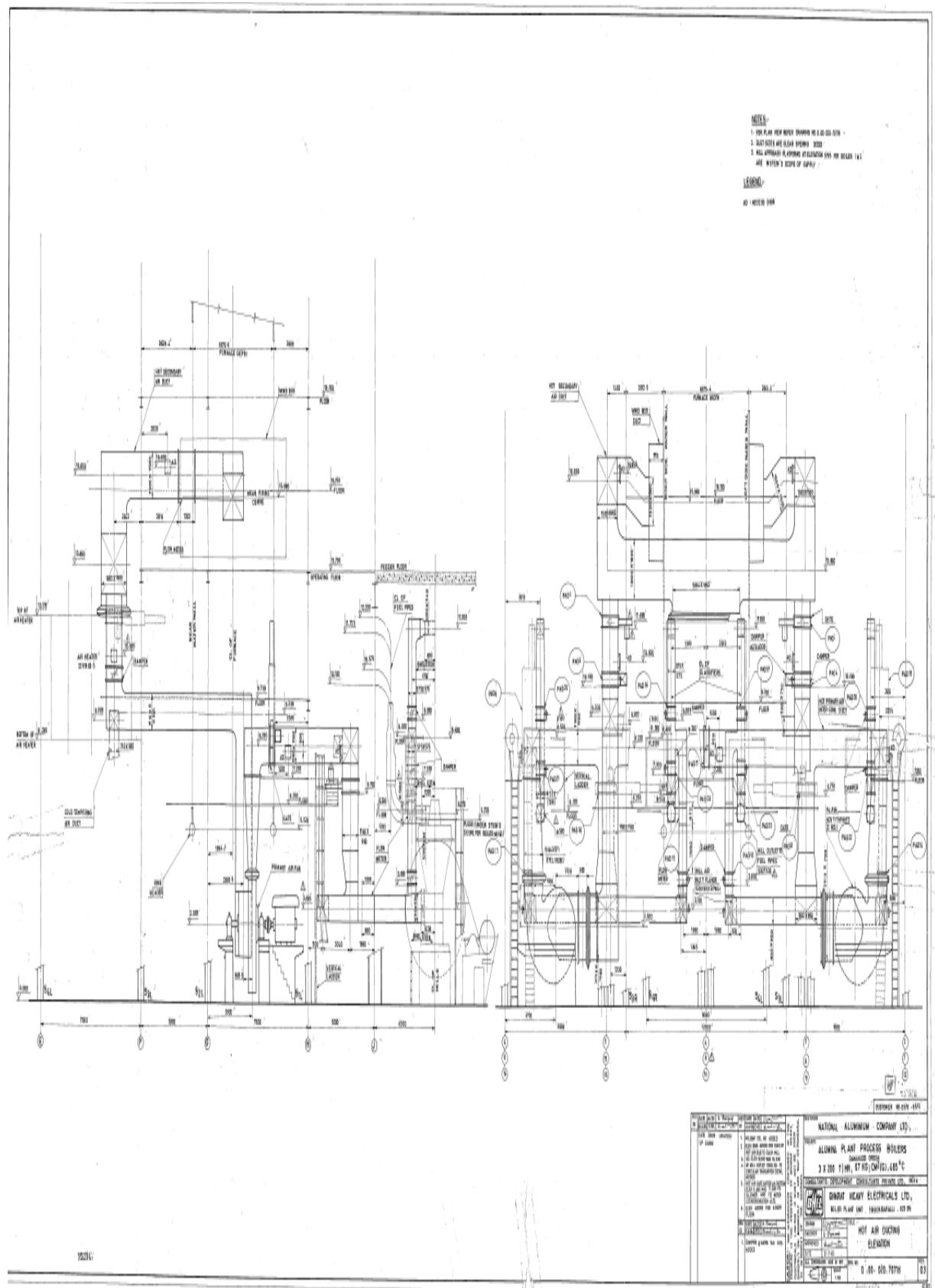
1. Flue gas duct from APH outlet to ESP inlet.
2. Primary air duct from APH outlet and Ball mill inlet.
3. Hot air duct from APH outlet to windbox.
4. Cold air duct and tempering air duct.
5. Flue gas duct from ID fan to chimney.

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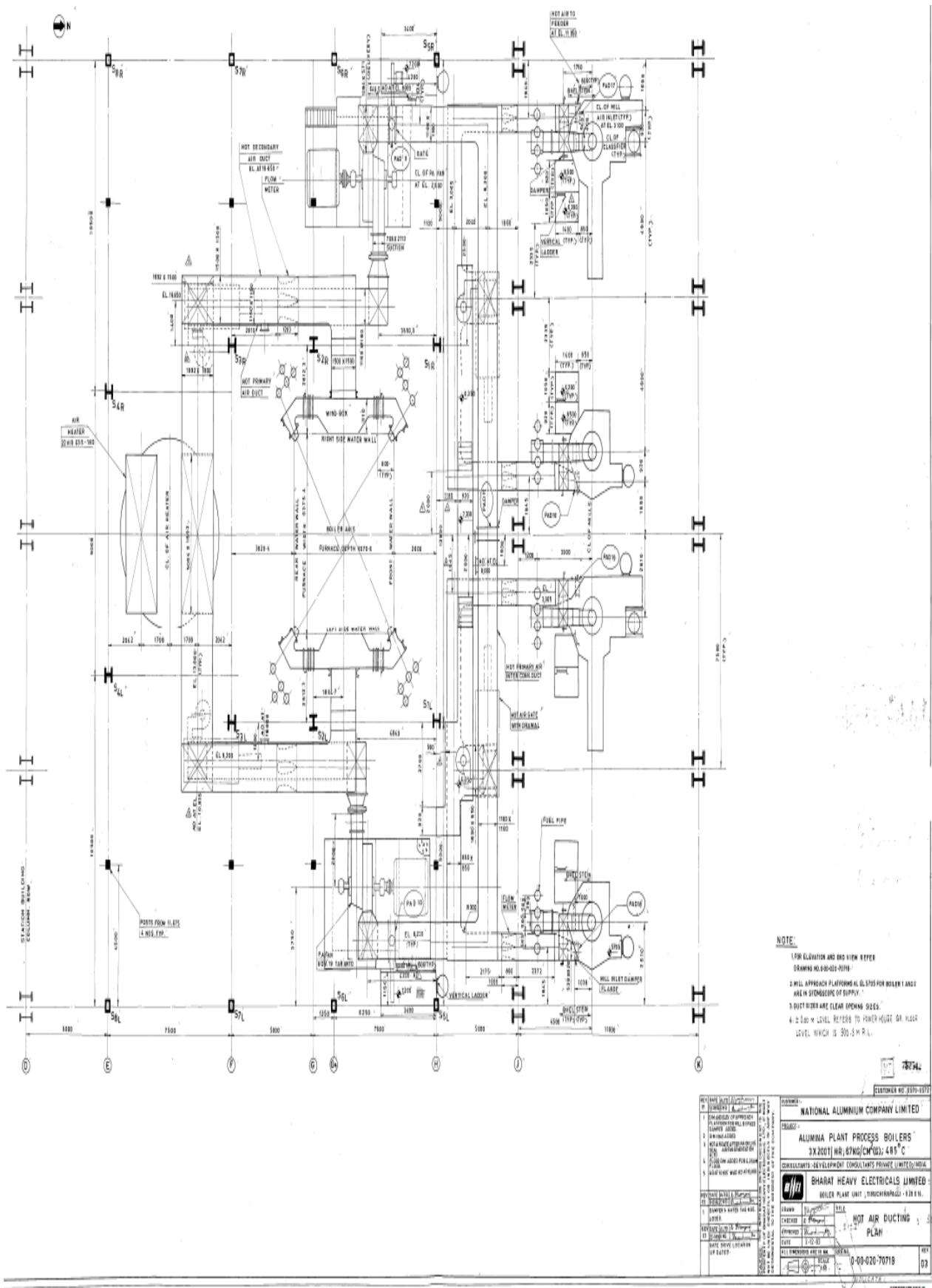
Flue gas duct from APH outlet to ESP inlet.

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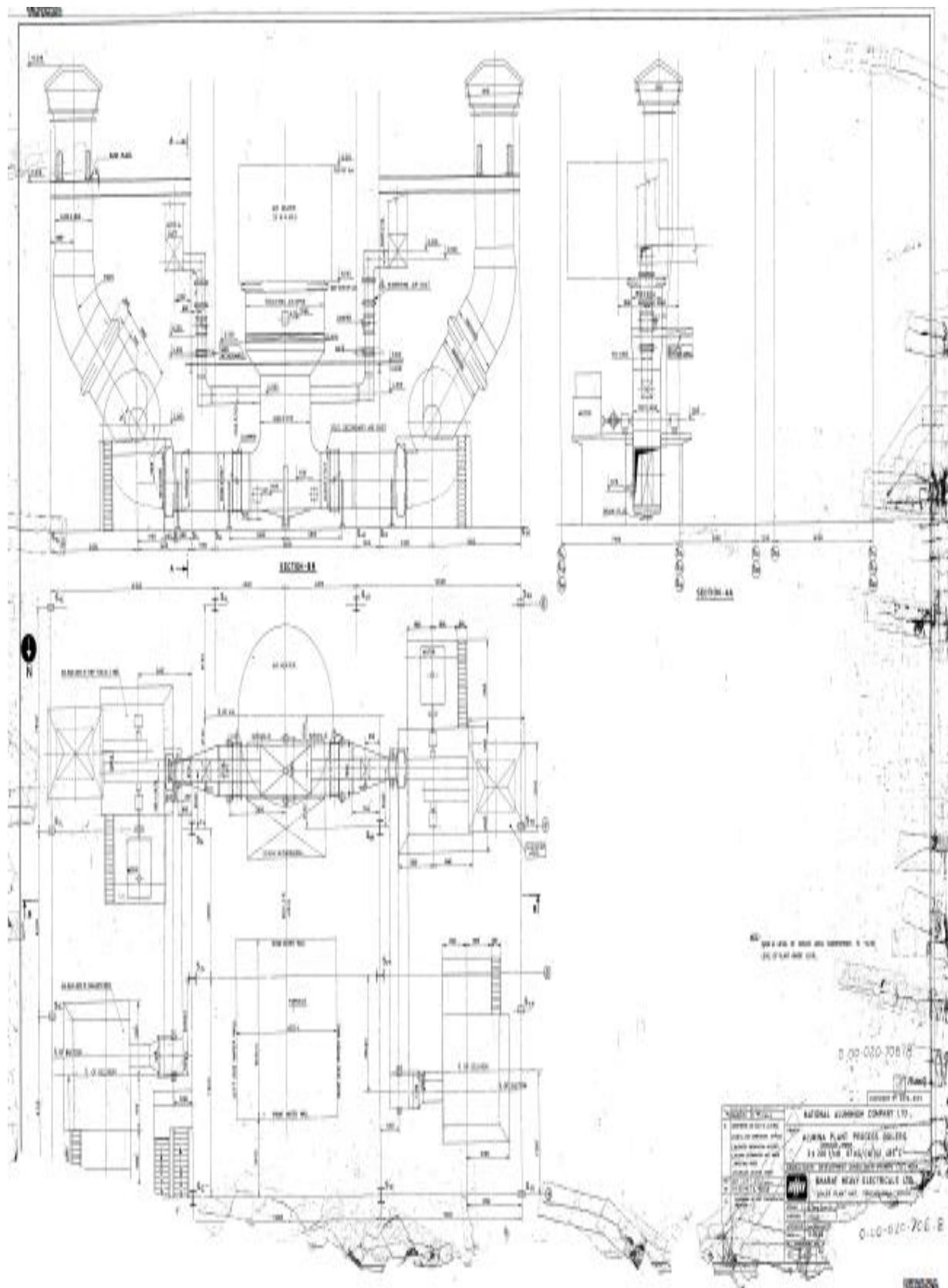
Primary air duct from APH outlet and Ball mill inlet.

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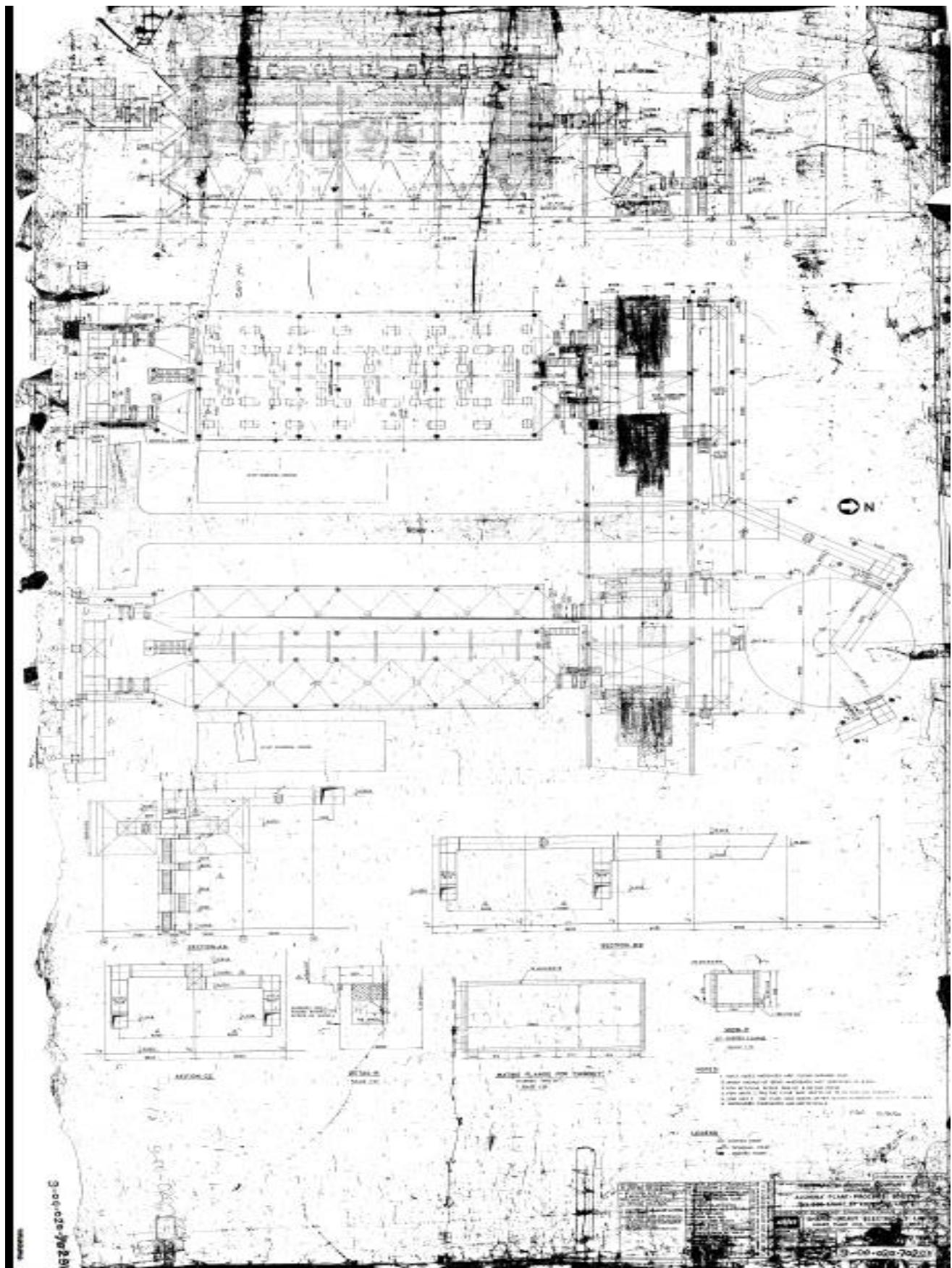
Hot air duct from APH outlet to windbox.

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Cold air duct and tempering air duct.

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Flue gas duct from ID fan to chimney.

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VOLUME-IA PART – II CHAPTER 1

CORRECTIONS / REVISIONS IN SPECIAL CONDITIONS OF CONTRACT, GENERAL CONDITIONS OF CONTRACT AND FORMS & PROCEDURES

SI No: 1

Clause 4.1.11 of SCC is deleted.

SI No: 2

OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT MANAGEMENT/QUALITY ASSURANCE PROGRAMME

The following clauses in Occupational Health, Safety & Environment Management / Quality Assurance Programme published in Chapter-IX of Special Conditions of Contract (Volume I Book-II) is revised as under.

Chapter IX Clause 9.1 is modified as below:

Contractor will comply with HSE (Health, Safety & Environment) requirements of BHEL as per the “HSE Plan for Site Operations by Subcontractor” (Document No. HSEP: 14 Rev01) enclosed.

Chapter IX Clause 9.1.1 to 9.1.25 stands deleted.

Chapter IX Clause 9.2 to 9.62 stands deleted.

SI No: 3

Clause No. 10.5 on RA Bill Payments, in Special Conditions of Contract (SCC), Volume-IB, Book-II, is revised as under:

The payment for running bills will normally be released within 30 days of submission of running bill complete in all respects with all documents. It is the responsibility of the contractor to make his own arrangements for making timely payments towards labour wages, statutory payments, outstanding dues etc., and other dues in the meanwhile.

SI No: 4 Void.

The EARNEST MONEY DEPOSIT (EMD) – Not applicable for this tender.

SI No: 5

SECURITY DEPOSIT: The SECURITY DEPOSIT (SD) clause 1.10 published in General Conditions of Contract (Volume I Book-II) is revised as under.

1.10 Security Deposit:

TECHNICAL CONDITIONS OF CONTRACT (TCC)

1.10.1 Upon acceptance of Tender, the successful Tenderer should deposit the required amount of Security Deposit for satisfactory completion of work, as given below:

1.10.2 The total amount of Security Deposit will be 5% of the contract value.

1.10.3 The security Deposit should be furnished before start of the work by the contractor.

1.10.4 Modes of deposit:

1.10.4.1 The balance amount to make up the required Security Deposit of 5% of the contract value may be furnished in any one of the following forms

- i. Cash (as permissible under the extant Income Tax Act)
- ii. Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- iii. Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format for Security Deposit shall be in the prescribed formats.
- iv. Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
- v. Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL and discharged on the back)

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)

1.10.5 At least 50% of the Security Deposit should be deposited in any form as prescribed before start of the work and the balance 50% of the Security Deposit will be recovered by deducting 10% of the gross amount progressively from each running bills of the contractor till the total amount of the required Security Deposit is collected.

1.10.6 The recoveries made from running bills (cash deduction towards balance SD amount) will be released against submission of equivalent Bank Guarantee in the prescribed formats, but only once, before completion of work.

1.10.7 The Security Deposit shall not carry any interest.

1.10.8 If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the excess Security Deposit due the enhancement shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.

1.10.9 The validity of Bank Guarantees towards Security Deposit shall be initially upto the completion period as stipulated in the Letter of Intent/Award + 3 months, and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the Contractor, by BHEL Date of Expiry of Claim shall be as given in the prescribed formats for Bank Guarantee towards Security Deposit.

1.10.10 BHEL reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the Contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of

TECHNICAL CONDITIONS OF CONTRACT (TCC)

contract. BHEL reserves the right to set off the Security Deposit against any claims of other contracts with BHEL.

1.10.11 Penalty for Delayed Remittance of Security Deposit

If the contractor fails to furnish SD before start of work, in line with 1.10.3 above, Simple Interest against delayed remittance of the Security Deposit shall be deducted from the sub-contractor at the rate of SBI PLR+ 2% on the value of 50% SD of the contract, for the delayed period (i.e., period between start of work and date of remittance of Initial SD, i.e., atleast 50% of SD). In case, the delayed period has different SBI PLR rates, Simple Interest shall be calculated based on different rates by considering the corresponding time period. On similar lines Penalty shall be levied for delayed remittance of Additional Security Deposit (if applicable).

Note: -

- (i) Bank details & SFMS details provided below may be used for the purpose of arranging Bank Guarantees towards Security Deposit / Additional Security Deposit also.
- (ii) Bank Details for the purpose of Taking SD BG

Name and Address of Beneficiary:	Bharat Heavy Electricals Ltd. Power sector- Southern Region, Service After Sales 39, Sarojini Devi Road, Ek Tara Building, Secunderabad – 500003.(Telangana)
Name of Bank of Client :	State Bank of India,
Bank Branch Address:	St. Marys Road branch (Secunderabad)
IFSC Code :	SBIN0008779
Account No. :	00000030359171259

- (iii) Details for SFMS (Structured Financial Messaging System) transmission of BG

Bank and Branch	SBI Secunderabad
Branch Code	0916
SWIFT Code :	SBININBB321
IFSC Code	SBIN000916

- (iv) Proforma for Bank Guarantee for SDD- Form WAM 22 is enclosed with this Tender.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

SI No: 6

Clause 2.7.2 and 2.7.3 in GCC regarding Rights of BHEL is revised as under:

2.7.2.

2.7.2.1 To terminate the contract or withdraw portion of work and get it done through other agency, at the risk and cost of the contractor after due notice of a period of 14 days' by BHEL in any of the following cases:

- i. Contractor's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor including unexecuted portion of work does not appear to be executable within balance available period considering its performance of execution.
- ii. Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.
- iii. Non-completion of work by the Contractor within scheduled completion period as per Contract or as extended from time to time, for the reasons attributable to the contractor.
- iv. Termination of Contract on account of any other reason (s) attributable to Contractor.
- v. Assignment, transfer, subletting of Contract without BHEL's written permission.
- vi. Non-compliance to any contractual condition or any other default attributable to Contractor.

Risk & Cost Amount against Balance Work:

Risk & Cost amount against balance work shall be calculated as follows: Risk & Cost Amount= $[(A-B) + (A \times H/100)]$

Where,

A= Value of Balance scope of Work (*) as per rates of new contract

B= Value of Balance scope of Work (*) as per rates of old contract being paid to the contractor at the time of termination of contract i.e. inclusive of PVC & ORC, if any.

H = Overhead Factor to be taken as 5

In case (A-B) is less than 0 (zero), value of (A-B) shall be taken as 0 (zero).

* Balance scope of work (in case of termination of contract):

Difference of Contract Quantities and Executed Quantities as on the date of issue of Letter for

'Termination of Contract', shall be taken as balance scope of Work for calculating risk & cost amount. Contract quantities are the quantities as per original contract. If, Contract has been amended,

quantities as per amended Contract shall be considered as Contract Quantities.

Items for which total quantities to be executed have exceeded the Contract Quantities based on drawings issued to contractor from time to time till issue of Termination letter, then for these items

total Quantities as per issued drawings would be deemed to be contract quantities.

Substitute/ extra items whose rates have already been approved would form part of contract quantities for this purpose. Substitute/ extra items which have been executed but rates have not been approved, would also form part of contract quantities for this purpose and rates of such items shall be determined in line with contractual provisions.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

However, increase in quantities on account of additional scope in new tender shall not be considered for this purpose.

NOTE: Incase portion of work is being withdrawn at risk & cost of contractor instead of termination of contract, contract quantities pertaining to portion of work withdrawn shall be considered as 'Balance scope of work' for calculating Risk & Cost amount.

LD against delay in executed work in case of Termination of Contract:

LD against delay in executed work shall be calculated in line with LD clause no. 2.7.9 of GCC, for the delay attributable to contractor. For limiting the maximum value of LD, contract value shall be taken as Executed Value of work till termination of contract.

Method for calculation of "LD against delay in executed work in case of termination of contract" is given below.

- i).Let the time period from scheduled date of start of work till termination of contract excluding the period of Hold (if any) not attributable to contractor = T1
- ii).Let the value of executed work till the time of termination of contract= X
- iii).Let the Total Executable Value of work for which inputs/fronts were made available to contractor and were planned for execution till termination of contract = Y
- iv).Delay in executed work attributable to contractor i.e. $T2=[1-(X/Y)] \times T1$
- v).LD shall be calculated in line with LD clause (clause 2.7.9) of the Contract for the delay attributable to contractor taking "X" as Contract Value and "T2" as period of delay attributable to contractor.

2.7.2.2 In case Contractor fails to deploy the resources as per requirement, BHEL can deploy own/hired/otherwise arranged resources at the risk and cost of the contractor and recover the expenses incurred from the dues payable to contractor. Recoveries shall be actual expenses incurred plus 5% overheads or as defined in TCC.

2.7.3 Recoveries arising out of Risk & Cost and LD or any other recoveries due from Contractor

Following sequence shall be applicable for recoveries from contractor:

- a)Dues available in the form of Bills payable to contractor, SD, BGs against the same contract.
- b)Demand notice for deposit of balance recovery amount shall be sent to contractor, if funds are insufficient to effect complete recovery against dues indicated in (a) above.
- c)If contractor fails to deposit the balance amount to be recovered within the period as prescribed in demand notice, following action shall be taken for balance recovery:
 - i) Dues payable to contractor against other contracts in the same Region shall be considered for recovery.
 - ii) If recovery cannot be made out of dues payable to the contractor as above, balance amount to be recovered, shall be informed to other Regions/Units for making recovery from the Unpaid Bills/Running Bills/SD/BGs/Final Bills of contractor.

iii) In-case recoveries are not possible with any of the above available options, Legal action shall be initiated for recovery against contractor.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

SL No: 7

In addition to clause 2.7.9 of General Conditions of Contract (GCC), a New clause 2.7.9.1 is added as below.

2.7.9.1 Penalty for Intermediate Milestones

2.7.9.1.1 M1 and M2 shall be intermediate Milestones for this work.

2.7.9.1.2 In case of slippage of these identified Intermediate Milestones, Delay Analysis shall be carried out on achievement of each of these two Intermediate Milestones in reference to Form 14.

2.7.9.1.3 Incase delay in achieving M1 milestone is solely attributable to the contractor, 0.5% per week of executable contract value* limited to Maximum 2% of executable contract value will be withheld.

2.7.9.1.4 Incase delay in achieving M2 milestone is solely attributable to the contractor, 0.5% per week of executable contract value* limited to maximum 3% of executable contract value will be withheld.

2.7.9.1.5 Amount already withheld, if any, against slippage of M1 milestone, shall be released only if there is no delay attributable to contractor in achievement of M2 milestone.

2.7.9.1.6 Amount required to be withheld on account of slippage of identified intermediate milestone(s) shall be withheld out of respective milestone payment and balance amount (if any) shall be withheld @10% of RA Bill amount from subsequent RA bills.

2.7.9.1.7 Final deduction towards LD (if applicable), on account of delay attributable to contractor shall be based on final delay analysis on completion / closure of contract. Withheld amount, if any due to slippage of intermediate milestones shall be adjusted against LD or released as the case may be.

2.7.9.1.8 In case of termination of contract due to any reason attributable to contractor before completion of work, the amount already withheld against slippage of intermediate milestones shall not be released and be converted in to recovery.

Note: *Executable contract value-value of work for which inputs/fronts were made available to contractor and were scheduled for execution till the date of achievement of that milestone.

SL No: 8 Void

OVERRUN COMPENSATION (ORC) - ORC is not applicable for this tender.

SL No: 9

Clauses 2.13.1, 2.13.6 & 2.13.7 in GCC on Interest Bearing Recoverable Advances,
Void, Interest Bearing Recoverable Advances not applicable for this tender.

SL. No: 10

Void

TECHNICAL CONDITIONS OF CONTRACT (TCC)

SI No: 11 Void

PRICE VARIATION COMPENSATION (PVC) - PVC is not applicable for this tender.

SI No: 12

Clauses 2.21 in GCC regarding Arbitration is amended as below

2.21 ARBITRATION & CONCILIATION

2.21.1 ARBITRATION:

2.21.1.1 Except as provided elsewhere in this Contract, in case Parties are unable to reach amicable settlement (whether by Conciliation to be conducted as provided in Clause 2.21.2 herein below or otherwise) in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract (hereinafter referred to as the 'Dispute'), then, either Party may, commence arbitration in respect of such Dispute by issuance of a notice in terms of section 21 of the Arbitration & Conciliation Act, 1996 (hereinafter referred to as the 'Notice'). The Notice shall contain the particulars of all claims to be referred to arbitration in sufficient detail and shall also indicate the monetary amount of such claim. The arbitration shall be conducted by a sole arbitrator to be appointed by the Head of the BHEL Power Sector Region issuing the Contract within 60 days of receipt of the complete Notice. The language of arbitration shall be English.

The Arbitrator shall pass a reasoned award.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder as in force from time to time shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Chennai (the place from where the contract is Issued). The Contract shall be governed by and be construed as per provisions of the laws of India. Subject to this provision 2.21.1.1 regarding ARBITRATION, the principal civil court exercising ordinary civil jurisdiction over the area where the seat of arbitration is located shall have exclusive jurisdiction over any DISPUTE to the exclusion of any other court.

2.21.1.2 In case of Contract with Public Sector Enterprise (PSE) or a Government Department, the following shall be applicable:

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD (Administrative Mechanism for Resolution of CPSEs

TECHNICAL CONDITIONS OF CONTRACT (TCC)

Disputes) as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018 as amended from time to time.

2.21.1.3 The cost of arbitration shall initially be borne equally by the Parties subject to the final allocation thereof as per the award/order passed by the Arbitrator.

2.21.1.4 Notwithstanding the existence of any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner unless the dispute inter-alia relates to cancellation, termination or short-closure of the Contract by BHEL.

2.21.2 CONCILIATION:

If at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation, effect, interpretation or breach of the agreement, contract), which the Parties are unable to settle mutually, arise inter-se the Parties, the same may, be referred by either party to Conciliation to be conducted through Independent Experts Committee (IEC) to be appointed by competent authority of BHEL from the BHEL Panel of Conciliators.

Notes:

1. No serving or a retired employee of BHEL/Administrative Ministry of BHEL shall be included in the BHEL Panel of Conciliators.

2. Any other person(s) can be appointed as Conciliator(s) who is/are mutually agreeable to both the parties from outside the BHEL Panel of Conciliators.

The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided in Procedure 2.3 enclosed in Vol 1A Part II Chapter 11. The Procedure 2.3 together with its Formats will be treated as if the same is part and parcel hereof and shall be as effectual as if set out herein in this GCC.

The Contractor hereby agrees that BHEL may make any amendments or modifications to the provisions stipulated in the Procedure 2.3 enclosed in Vol 1A Part II Chapter 11 from time to time and confirms that it shall be bound by such amended or modified provisions of the Procedure 2.3 with effect from the date as intimated by BHEL to it.

2.21.3 No Interest payable to Contractor

Notwithstanding anything to the contrary contained in any other document comprising in the Contract, no interest shall be payable by BHEL to Contractor on any moneys or balances including but not limited to the Security Deposit, Retention Money, RA Bills or the Final Bill, or any amount withheld and/or appropriated by BHEL etc., which becomes or as the case may be, is adjudged to be due from BHEL to Contractor whether under the Contract or otherwise.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

SI No: 13: Void

Reverse auction – Not applicable for this tender.

SI No: 14

Existing format on Monthly Performance Evaluation of Contractor, as available in Form No F-14 of Volume ID Forms and procedure stands Deleted. Form No.- F-14 (Rev 01) is enclosed.

SI No: 15

Existing format on Monthly Performance Evaluation of Contractor, as available in Form No F-15 of Volume ID Forms and procedure stands Deleted. Form No.- F-15 (Rev 02) is enclosed.

SI No:16

Clause 2.22 in GCC regarding Retention Amount is revised as under:

2.22 Performance Security Deposit

2.22.1 After award of work, Vendor shall submit 5% of the contract value towards Performance Security Deposit, in the form of (a) or (b) below.

(a) CASH (DD/ Online payment), 5% of the contract Value towards Performance Security Deposit, before commencing the contract

(or)

(b) Recovery 5% from Each Running Bill towards Performance security deposit.

(Note: Subcontractor has to choose either Option (a) or (b) before issue of Detailed LOI).

(c) However, Performance Security Deposit on part of PVC will be recovered at the rate of 5% from every running bill towards performance security deposit.

2.22.2 Refund of Performance Security Deposit:

a) 50% of Performance Security Deposit shall be released along with the final bill.

b) Balance 50% will be released after completion of Performance Guarantee Period (i.e., after expiry of Guarantee period), provided all the defects noticed during the guarantee period have been rectified to the satisfaction of BHEL Site Engineer/ BHEL Construction Manager, and after deducting all expenses/ other amounts due to BHEL under the contract/ other contracts entered into by BHEL with them. This portion of Performance Security Deposit, amount can be released on commencement of the Guarantee Period, on submission of equivalent Bank Guarantee.

The performance security deposit mentioned herein above, is in addition to Security Deposit as per SI No. 5 above.

SI No: 17 Void

Integrity Pact – Integrity pact not applicable for this tender.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

SI No: 18

Existing format for BANK GUARANTEE FOR SECURITY DEPOSIT, as available in Form No. F-11 (Rev 00) of Volume ID Forms and procedures stands deleted. Refer Proforma of Bank Guarantee (in lieu of Security Deposit)-Form WAM 22 provided in Chapter-09, Part-II of Volume-IA Technical Conditions of Contract.

SI No: 19

Clause 2.15.5 of GCC in Extra Works is revised as under:

2.15.5: After eligibility of extra works is established and finally accepted by BHEL engineer / designer, payment will be released on competent authority's approval at the following rate.

MAN-HOUR RATE FOR ELIGIBLE EXTRA WORKS:

Single composite average labour man-hour rate, including overtime if any, supervision, use of tools and tackles and other site expenses and incidentals, consumables for carrying out any major rework / repairs / rectification / modification / fabrication as certified by site as may arise during the course of erection, testing, commissioning or extra works arising out of transit, storage and erection damages, payment, if found due will be at Rs.108/- per man hour.

Index for Formats

Sl.No.	Description	No.of Pages
01	DECLARATION BY BIDDER REGARDING NIL INSOLVENCY PROCEEDINGS	01 Pages
02	Claim for refund of security deposit	02 Pages
03	Request for issuance of No Dues	01 Pages
04	No Dues Certificate format	01 Pages
05	Check list to be submitted with each running bill	02 Pages
06	HR Format	01 Pages
07	Form 36B	01 Pages
08	PROFORMA OF BANK GUARANTEE (in lieu of SECURITY DEPOSIT)	03 Pages
09	MONTHLY PLAN & REVIEW WITH CONTRACTOR	06 Pages
10	MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR	06 Pages

DECLARATION BY BIDDER REGARDING NIL INSOLVENCY PROCEEDINGS

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

To,

The General Manager/SAS,
Bharat Heavy Electricals Limited,
PSSR-SAS Secunderabad,
EK Tara Building,
39, SD Road,
Secunderabad – 500 003.

Dear Sir,

Sub: Declaration by Bidder regarding NIL Insolvency proceedings

Ref: 1) NIT / Tender Specification No,

I, Mr _____ (Designation _____) hereby declare that, our company has not filed/does not have any Insolvency proceedings/NCLT proceedings pending under Competent Authority as on date of submission of this offer. Any Insolvency / NCLT proceedings regarding the company in future will be communicated immediately to BHEL.

Yours faithfully,

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

BHARAT HEAVY ELECTRICALS LIMITED
DIVISION
Claim for Refund of Security Deposit
(Para 4.7.4 of Works Accounts Manual)

Ref No.:

Date:

- 1 Name and address of the contractor
- 2 Contract Agreement/Work Order No.
- 3 Date of contract agreement/work order
- 4 Name of the work undertaken
- 5 Date of commencement of the work
- 6 Date of completion of the work
- 7 Period of Maintenance
- 8 Date on which the final bill was paid
- 9 Last date of making good the defect, if any, during maintenance period
- 10 Expenditure incurred by BHEL during maintenance period, if any, recoverable
- 11 Date on which security deposit refund falls due as per contract
- 12 Amount deposited/recovered

Details	Mode	Amount

- 13 LESS amounts recoverable (with details)
 - (i) Amount spent by BHEL on maintenance:
 - (ii) Payments made on behalf of contractor :
 - (iii) Court dues / penalties / compensation :
 - (iv) Other recoveries for services etc. :
 - (v) Security deposit released with final bill (%):
- 14 Net amount recommended for release (12-13):

Details	Mode	Amount

Date:

Signature of Engineer in Charge

CERTIFICATE TO BE FURNISHED BY THE CONTRACTOR

I/We have no claim or demand outstanding against BHELfor the work done or for labor or material supplied or any other account arising out of or connected with the contract agreement/work order (No.....datedand the payment of this bill shall be in full and final

Date: **Signature of Contractor**

CERTIFICATE TO BE FURNISHED BY SENIOR ENGINEER

Certified that

- The payment recommended for release is in order and there are no demands other than those included in the claim outstanding from the contractor;
- The maintenance period as per the contract agreement is over and the contractor has carried out the works required to be carried out by him during the period of maintenance to our satisfaction, and all expenses incurred by the company on carrying out such works have been included for adjustment;
- All the objections raised so far have been settled;
- A note of refund of security deposit has been made in the measurement book and contract agreement/work order.

Date: **Signature of Senior Engineer**

FOR USE IN FINANCE DEPARTMENT

Passed for

Rs.....(Rupees.....
.....only)

Accountant

Accounts Officer

SUB AGENCY LETTER HEAD

.....
Ref. No: BHEL/PS/SR/SAS/No Due/SITE:DATE:.....

To,

The engineer Incharge,
Dept:
Project:.....
Unit:.....

(Through BHEL Site In-charge)

Sub : Request for issuance of "NO DUES CERTIFICATE "

Ref : 1) Customer P.O/LOI :
.....
2) BHEL P.O/LOI :
.....

Dear Sir,

With reference to the above we request for issuance of "NO DUES CERTIFICATE" for the works for the Project:
....., Unit:

Kindly do the needful at your end please.

Thanking you

Yours faithfully,

(Name:)
Site In-charge
Company: M/s.....
Project:....., Unit No:

.....
Kindly issue "No Due certificate" for the above subject works after due verification of your stores.

With thanks and regards

Site In-charge
BHEL/PSSR/SAS
PROJECT: Unit:

NO DUES CERTIFICATE

Date:

Ref:1) P.O No:

2) Your Lr .No: BHEL/PS/SR/SAS/No Due/Site: Dtd:

This is to certify that, with the above references, M/s
....., Sub contractor of M/s BHEL/PSSR/SAS returned all the T&P and materials in
healthy condition which were received during execution of the works :

..... at project :

..... of unit No : in the period of

This "No dues certificate" issued after due verification of our stores.

Signature of principal customer

Dept :

Seal :



BHEL-PSSR, SAS Secunderabad
CHECK LIST TO BE SUBMITTED WITH EACH RUNNING BILL (R&M WORKS)

Work Order Ref.		Name of the Agency	
Brief Description of Work :		RA Bill No. & date :	
Sl.No.	DESCRIPTION	Check list (Tick in the box)	Remarks

1) Documents to be submitted by the Contractor with each RA Bill

1.1	GST number and billing address should be as per work order. BHEL GST and vendor GST should be present in invoice. HSN Code to be specified in the invoice.		
1.2	Bill/Execution period to be mentioned in Invoice		
1.3	Validity of Labour License and Validity of Bank guarantee/FD etc., submitted towards security deposit to be verified before forwarding invoice		
1.4	Supporting Doc-Wage Sheets (with bank confirmation copy)corresponding to bill execution peroid.		
1.5	Supporting Doc-PF corresponding to bill execution peroid.		
1.6	Supporting Doc-ESI/Insurance corresponding to bill execution peroid.		
1.7	Supporting Doc-HR Format		
1.8	Form-14s for the peroid corresponding to bill execution peroid.		
1.9	WAM-06 jointly prepared by contractor and BHEL Resident engineer.		
1.10	Measurement sheet duly signed by contractor with certification from Resident engineer and Site In-charge.		
1.11	Control Register duly signed by contractor. Soft copy in Microsoft excel format to be forwarded to SAS-Finance department.		
1.12	Protocols related to works as mentioned in invoice. Protocols for milestone activities in case billing is done towards milestone activities.		
1.13	Corresponding LR copies, packing list and DBR register for processing material handling bills.		
1.14	Copies of relavant Indicies while claiming PVC bills.		
1.15	GST Remittance proof		
1.16	Contractor signed in M-Book with "Measurement accepted" with stamp.		
1.17	If the contract period has expired during execution period, vendor to give request for work order extension so that delay note proposal can be initiated by Resident Engineer. As far as possible, M Book entry / Invoice, should be made only after extension of contract to avoid delay in further processing of the bills.		

2) Additional documents to be submitted by the Contractor (in addition to listed at sl. No. 1.1 to 1.17) with First RA Bill

2.1	Proof of SD remittance (copies of BG, FD, EFT etc.,)		
2.2	Contract agreement copy		
2.3	Letter from contractor regarding option for performance bank guarantee		
2.4	Letter regarding date of start of works certified by resident engineer		
2.5	Power of attorney for contractor representative		
2.6	E Remittance letter		

3) Additional documents to be submitted by the Contractor (in addition to listed at sl. No. 1.1 to 1.17) with Final RA Bill

3.1	Material reconciliation duly signed by contractor and BHEL resident engineer.		
3.2	WAM-07 jointly prepared by contractor and BHEL Resident engineer.		
3.3	No Dues certificate from customer.		
3.4	No further claim certificate from contractor and certification of no further claim in M-book		
3.5	Date of completion of works (MOM)/ Date of handing over of unit (customer protocol) for considering completion date.		
3.6	Idemnity bond as per the SCC & GCC.		
3.7	Request letter along with SD refund form (GCC) for refund of SD & Performance bank guarantee.		

Signature of contractor

Sl.No.	DESCRIPTION	Check list (Tick in the box)	Remarks
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4. Certifications to be done by BHEL Resident Engineer / Site Incharge

4.1	To ensure Compliance of all the points listed at Sl. No. 1, 2 & 3 above		
4.2	Ensure Invoice is as per the WO payment terms. Part payments not allowed without approvals. Recoveries/amount to be withheld if any, with reasons to be specified in M-book and claim to be generated accordingly with supporting documents. In case of recommendations for recoveries/amount to be withheld, Vendor's acceptance should also be taken in M-Book to avoid dispute at later stage.		
4.3	If there is any delay in completion of works w.r.t work order completion period, request for work order extension should be taken from the vendor and delay note proposal should be initiated. It has been observed that delay note approval is taking approx. one month time as the same is to be scrutinised at various level before final approval by Competent authority. Therefore, Proactive action should be taken to initiate delay note around one month prior to contract expiration date.		
4.4	Execution period corresponding to invoice to be certified in M-book.		
4.5	RAB No. & WO Ref. to be certified in M-book.		
4.6	Certification regarding payment, deployment of T&P as per the work order in M-book duly signed by Resident Engineer & Site In-charge.		
4.7	Certification on back side of original invoice.		
4.8	Claim generated and signed by Resident Engineer & Site In-charge.		
4.9	Entry to be made in Payables Management System (PMS) & acknowledgement number generated in PMS to be mentioned in the claim generated.		

BHEL Resident Engineer/Site Incharge

BHEL:	Site,	State
<u>HR Clearance for releasing of First and subsequent Monthly Bill (Details check list)</u>		

(To be enclosed along with First and subsequent Monthly Running Bills)

1. LABOUR LICENCE	AVL/NOT AVL/NA
LABOUR LICENCE – VALIDITY	CURRENT/OLD/NA
DISPLAY OF LICENCE	DONE/ NOT DONE/NA
NOTICE OF COMMENCEMENT (FORM VI A)	SENT/ NOT SESENT/NA
2. NOTICE BOARD	AVL/NOT AVL/NA
3. ABSTRA OF CL (R & A) ACT /MINIMUM WAGES ACT/CHILD LABOUR ACT	DISPLAYED / NOT DISPLAYED/NA
4. REGISTERS TO BE MAINTAINED WAGES REGISTER	YES / NO/NA
MUSTER ROLL	YES / NO/NA
FINES REGISTER	YES / NO/NA
DEDUCTIONS REGISTER	YES / NO/NA
OVER TIME REGISTER	YES / NO/NA
LIST OF PERSONS EMPLOYED	YES / NO/NA
5. EMPLOYMENT CARD	ISSUED/ NOT ISSUED/NA
6. WAGE SLIPS	ISSUED/ NOT ISSUED/NA
7. FIRST AID FACILITY	AVL/NOT AVL/NA
8. LATRINES/ URINALS	AVL/NOT AVL/NA
9. DRINKING WATER PROVISION	AVL/NOT AVL/NA
10. WASHING FACILITIES	AVL/NOT AVL/NA
11. NOTICE OF COMMENCEMENT OF WORK	SENT/ NOT SENT/NA
12. HALF YEARLY RETURN – CL (R & A) ACT	SENT/ NOT SENT/NA
13. ANNUAL RETURN – MIN. WAGES ACT	SENT/ NOT SENT/NA
14. REGISTRATION UNDER BOCW(RE & CS) Act	AVAIABLE/NOT AVAILABLE
15. BOCW CESS PAID IN THE MONTH	YES/NO/NA
16. PF RECOVERY / REMITTANCES (*)	DONE / NOT DONE/NA
17. ESI RECOVERY / REMITTANCE (*)- IF APPLICABLE	DONE / NOT DONE/NA
18. WC INSURANCE AVAILABILITY / VALIDITY	AVL/NOT AVL/ VALIDITY EXPIRED/NA

Certified that the details furnished above are true and correct. Further wages / other payments due to the workmen deployed by us are paid full and in time.

Sing. Of Contractor
Seal

The above details have been verified and found to be correct. In addition, payment of wages to the workmen witnessed and certified that correct wages are paid.

(Sign. Of Resident Engineer)

(Sign. Of HR In-charge)

(Sign. Of Head/Services)

PROFORMA STATEMENT TO BE OBTAINED FROM THE CONTRACTOR (36B)

NAME & ADDRESS OF THE PRINCIPAL EMPLOYER

TN/7835

MONTH

NAME & ADDRESS OF THE CONTRACTOR

TN/

I/We certify that all the above employees who were actually deployed in your establishment during _____ 2016, have all been covered under EPF & MP Act 2852 and the contributions in respect of them for the month of _____ 2016 have been remitted by me/us under Code No.TN/ _____ maintained at _____ RO/SRO on _____

DATE:

SIGNATURE OF THE CONTRACTOR

PROFORMA OF BANK GUARANTEE (in lieu of SECURITY DEPOSIT)

(On non-Judicial paper of appropriate value)

(Para 4.7.6 of Works Accounts Manual)

Bank Guarantee No.....

Date.....

To

(Employer's Name and Address)

.....

In consideration of Bharat Heavy Electricals Limited (hereinafter referred to as the 'Employer' which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at *BHEL House, Siri Fort, Asiad, New Delhi – 110049* through its unit at *Bharat Heavy Electricals Limited, Power Sector Southern Region, 690, Anna Salai, Nandanam, Chennai 600035* having agreed to exempt

_____¹ (Name of the Vendor / Contractor / Supplier) with its registered office at _____² (hereinafter called the said "Contractor" which term includes supplier), from demand under the terms and conditions of the Contract arising vide Letter of Intent (LOI) reference No. _____ dated _____³ valued at Rs. _____⁴ (Rupees _____ only)⁴ (hereinafter called the said Contract), of Security Deposit for the due fulfilment by the said Contractor of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for Rs. _____⁵ (Rupees _____ only),

We, the(Name & address of the Bank) having our Head Office at(hereinafter referred to as the Bank), at the request of _____ [Contractor(s)], being the Guarantor under this Guarantee, do hereby irrevocably and unconditionally undertake to forthwith and immediately pay to the Employer, an amount not exceeding Rs. _____ without any demur, immediately on demand from the Employer and without any reservation, protest, and recourse and without the Employer needing to prove or demonstrate reasons for its such demand

Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____⁵.

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator or any other authority, our liability under this present being absolute and unequivocal.

The payment so made by us under this guarantee shall be a valid discharge of our liability for payment hereunder and the Contractor(s) shall have no claim against us for making such payment.

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claims satisfied & the Employer certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said contractor(s) or acceptance of the final bill or discharge of this guarantee by the Employer, whichever is earlier. This guarantee shall initially remain in force upto and including _____⁶ and shall be extended from time to time for such period as may

be desired by the Employer. Unless a demand or claim under this guarantee is made on us in writing on or before the _____⁷, we shall be discharged from all the liability under this guarantee thereafter.

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

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

This Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money payable to the Employer in terms thereof. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

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

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed.....⁵
- b) This Guarantee shall be valid up to⁶
- c) Unless the Bank is served a written claim or demand on or before _____⁷ all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank.

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

Date _____ Day of _____ for _____ (indicate the name of the Bank)

(Signature of Authorised signatory)

¹ NAME OF VENDOR /CONTRACTOR / SUPPLIER

² REGISTERED OFFICE ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER.

³ LETTER OF INTENT(LOI) REFERENCE NO. WITH DATE

⁴ CONTRACT VALUE (AS MENTIONED IN LOI)

⁵ BG AMOUNT IN FIGURES AND WORDS

⁶ VALIDITY DATE

⁷ DATE OF EXPIRY OF CLAIM PERIOD (CLAIM PERIOD SHALL BE MINIMUM OF 3 MONTHS AFTER VALIDITY DATE)

Note:

1. The BG should be on Non-Judicial Stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted or is to be acted upon or the rate prevailing in the State where the BG was executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Vendor/Contractor/Supplier /Bank issuing the guarantee.
2. In Case of Bank Guarantees submitted by Foreign Vendors-
 - a. From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India) can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.
 - b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor Country's Bank)
 - b.1 In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by any of the Consortium Banks only will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter- Guarantee by Foreign Bank in favour of the Indian Bank's (BHEL's Consortium Bank) branch in India. It is advisable that all charges for issuance of Bank Guarantee/ counter- Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.
 - b.2 In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at sl.no. b.1 will required to be followed.
 - b.3 The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time).

MONTHLY PLAN & REVIEW WITH CONTRACTOR

PSSR

PSSR

PSSR

Name of Project _____

PART-A: PLAN/REVIEW OF WORK FOR THE MONTH OF

BHEL
(Sign with)

CONTRACTOR
(Sign with name, designation and date)

CONTRACTOR
(Sign with name)

 PSSR	MONTHLY PLAN & REVIEW WITH CONTRACTOR	
	Page 2 of 6	
Name of Project	Contract No.	
Name of Work		Name of Contractor

PART- A: Contd.....

Note 1: In addition to the work planned as per Col. 'A', Contractor shall also make full efforts to minimize the 'Cumulative shortfall attributable to contractor upto the month' as mentioned in Col. 'B' by enhancing its resources, so as to achieve the completion of activities as per agreed schedule. In case contractor is not able to execute the entire shortfall, then BHEL 'Engineer in-charge', shall decide the priority of work to be executed and it shall be binding on the contractor.

Note 2: Percentage Shortfall attributable to contractor w.r.t. "Plan - Shortfall attributable to BHEL" for the month = $[(\Sigma E - \Sigma B) / (\Sigma A - \Sigma D)] \times 100$
 In case, $(\Sigma E - \Sigma B)$ is negative, then it shall be treated as zero percent."

Note 3: Form 14 should include all items being planned in the current month, and all items against which shortfall was attributable to contractor till previous month. However, for practical reason, if it is not possible to mention some of the items in Form-14 being planned to be executed in this month, then also value of such items shall necessarily be included in calculation of Total Value.

Note 4: In case reason for shortfall attributable to contractor is w.r.t. T&P and Manpower, it should be in conformity with Part B1 and B2.

BHEL
 (Sign with name, designation and date)

CONTRACTOR
 (Sign with name, designation and date)

PSSR	MONTHLY PLAN & REVIEW WITH CONTRACTOR		
	Page 3 of 6		

Name of Project	Contract No.
Name of Work	Name of Contractor

PART – B-1: PLAN/REVIEW OF DEPLOYMENT OF MAJOR T&Ps FOR THE MONTH OF
CONTRACTORS SCOPE: -

PLAN					DEPLOYMENT STATUS		
SN.	Major T&P to be deployed as per work planned for the month	QTY	Deployment Period (in days)	Weightage assigned to planned T&P (in fraction such that $\Sigma C = 1$)	Actual Deployed Quantity	Actual Deployment Period (in days)	Weighted T&P Deployed
A	B			C	D	E	$F = (C \times D) / (A \times B)$

Note: In case, $E > B$, it shall be considered as $E = B$. Similarly, in case $D > A$, it shall be considered as $D = A$.
 Percentage of T&P Deployed = $\Sigma F \times 100$

BHEL SCOPE: -

PLAN					DEPLOYMENT STATUS		
SN.	Major T&P to be deployed as per work planned for the month	QTY	Deployment Period (in days)	Actual Deployed Quantity	Actual Deployment Period (in days)	REMARKS	
						(Works affected due to non-deployment of T&Ps)	

CONTRACTOR
 (Sign with name, designation and date)

BHEL

(Sign with name, designation and date)



PSSR

MONTHLY PLAN & REVIEW WITH CONTRACTOR

Page **4 of 6**

Name of Project	Contract No.
Name of Work	Name of Contractor

PART – B-2: PLAN/ REVIEW OF DEPLOYMENT OF MANPOWER FOR THE MONTH OF

CONTRACTOR'S SCOPE: -

SN.	Area of Work	Category of Labour	No. of Labour required as per category	Deployment Period (in days)	No. of Labour actually deployed	Actual Deployment Period (in days)	REMARKS	
							A	B

Percentage of Manpower Deployed= $100 \times \frac{\sum(C \times D)}{\sum(A \times B)}$

BHEL
(Sign with name, designation and date)

CONTRACTOR
(Sign with name, designation and date)

 BHEL PSSR	MONTHLY PLAN & REVIEW WITH CONTRACTOR		
			Page 5 of 6

Name of Project	Contract No.
Name of Work	Name of Contractor

PART – C: PLAN(PHYSICAL) FOR THE NEXT MONTH i.e.

SN.	Description of work	Original Planned Quantity	Planned Quantity (excluding shortfalls attributable to contractor till date)	T&Ps Required			Manpower Required	Category of Labour	No. of Labour required as per Category	REMARKS (Reasons for difference in Original Planned Quantity w.r.t. Planned quantity to be given)
				Contractor Scope	Major T&P to be deployed as per work planned for the month	BHEL Scope				

Note 1: Planned quantity should be based on available/ expected fronts/ inputs in the next month

Note 2: "Original Planned Quantity" shall be as per latest jointly agreed programme between BHEL and Contractor before commencement of work or at the time of latest Time Extension, as the case may be.

BHEL
(Sign with name, designation and date)

CONTRACTOR
(Sign with name, designation and date)

 BHEL PSSR	MONTHLY PLAN & REVIEW WITH CONTRACTOR
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Page **6** of **6**

Name of Project	Name of Work

PART – D: REASONS FOR SHORTFALL ATTRIBUTABLE TO BHEL IN RESPECT OF PLAN FOR THE MONTH.....

SN.	Description of Work (from Part-A)	Quantities Affected		Reasons for Shortfall attributable to BHEL	Agency responsible for reasons for Shortfall	Remarks (Supporting Documents in respect of agency responsible)
		Physical Quantity)	Unit of Measu- rement			
1	2	3	4	5	6	7

Note1: Reasons for shortfall shall include non-availability of fronts/ drawings/ materials/ T&P (BHEL Scope)/ clearances etc. and other hindrances for which contractor is not responsible.

Note2: Agency responsible may be BHEL Site/ MUs/ Design Centre/ BHEL Customer/ other Contractors etc.

BHEL
(Sign with name, designation and date)

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

Form No.: F-15 (Rev 02)

Page 1 of 6

Project	Vendor			Package/Unit		
SL	Parameter for Measurement	Classification	Max Score	Score Obtained	Measurement Key/Scheduled date	Supporting Documents`
#1.01	Cumulative number of days in the month, the nominated Quality Officer or his authorised nominee was not available	QUALITY	1.5		Quality Officer or his authorised nominee should be available for all the days of working at site	Daily Log Book entry/Incident Registers/letter references
#1.02	Number of instances of non- compliance wrt FQP, Standard Drawings, Specifications, E&C Manuals etc.	QUALITY	1.5		No deviation from FQP, Standard Drawings, Specifications, E&C Manuals etc. is allowed without BHEL Engineer's approval.	Daily Log Book entry/Incident Registers/letter references
#1.03	Percentage submission of test certificates for batches of welding electrodes, cement, sand, aggregate, consumable, Paints etc. as applicable for this month OR In case of MM & MH package, monthly checks for Storage/Preservation of material.	QUALITY	1		Submission of 100% Test certificates for materials as per FQP is mandatory. MM & MH package: Storage/Preservation as per manual/procedure.	Daily Log Book entry/Incident Registers/letter references
#1.04	Number of incidences of improper storage & preservation (not in accordance to the guidelines of BHEL MUs or approved FQP) of materials, consumables (viz. gases, welding electrodes & fluxes, fuel etc.) & bought-out items (paints, fasteners etc.) under the custody of the contractor	QUALITY	1		Total number of non-compliances	Daily Log Book entry/Incident Registers/letter references
#1.05	Rework/ Rejection instances in a month necessitated due to deviation from Standard Drawings /Specifications /Manuals /E&C procedures /FQPs or due to Poor Workmanship by contractor	QUALITY	2		Reworks/ Rejection should be as minimum as possible. Total number of reworks/ rejections due to reasons attributable to contractor.	Daily Log Book entry/Incident Registers/letter references
#1.06	Delay in preparation & submission of signed protocols / log sheets / site register / NDT test reports as per approved FQP/ Qualified Welder List along with photocopies of Welder ID cards / Welder Performance Evaluation records etc. in the month OR in case of MM / MH package reconciliation statement / verification report.	QUALITY	1		Within 2 days of measurements taken or within first 3 working days of next month, as advised by BHEL Engineer	Daily Log Book entry/Incident Registers/letter references
#1.07	Number of instances for Major equipment/product failure due to negligence/improper work/poor workmanship by contractor	QUALITY	1		No such event should happen	Daily Log Book entry/Incident Registers/letter references
#1.08	Total number of complaints received in the month on the quality of finish / aesthetics	QUALITY	1		Total number of non-compliances	Daily Log Book entry/Incident Registers/letter references

Name and Signature of BHEL Package In-charge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

Form No.: F-15 (Rev 02)

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Project	Vendor			Package/Unit		
SL	Parameter for Measurement	Classification	Max Score	Score Obtained	Measurement Key/Scheduled date	Supporting Documents`
#2.01	Cumulative number of days of delay in submission of Plan FOR THE MONTH supported by deployment plan of Major T&Ps and Manpower (as per Form F-14) and relevant construction/layout drawings - like A4 plan / elevation views of plan status for structures / pressure parts/Civil Works, Piping isometrics for piping, Layout / PID / System reference sketch, Unloading / storage plans etc.as applicable.	PERFORMANCE	5		Number of days delayed from second working day of the month	Daily Log Book entry/Incident Registers/letter references
#2.02	Percentage of timely submission of Daily Reports for Progress of work, Resources, Consumables etc.	PERFORMANCE	1.5		Percentage of timely submission of daily reports/ Scheduled date is successive next day for each day	Daily Log Book entry/Incident Registers/letter references
#2.03	Number of days delayed for submission of FQP log sheets / protocols / Monthly Progress Reports for the work executed during the month under measurement	PERFORMANCE	1.5		Number of days delayed/Scheduled date is first 2 working days of next month	Daily Log Book entry/Incident Registers/letter references
#2.04	Shortfall attributable to contractor w.r.t. Plan as per Form-14 for the subject month	PERFORMANCE	35		Percentage of shortfall to be calculated w.r.t. Total planned target for the month as per part-A of F-14. If more than one work has been planned in a month then Weightages of works shall be assigned at the time of plan to arrive at plan vs achievement calculation.	Progress review formats
#2.05	Number of days delayed in submission of Running bills with complete supporting documents (including updated reconciliation statement of BHEL issued material) for the month	PERFORMANCE	2		Number of days delayed / Scheduled date is 7th day of next month	Daily Log Book entry/Incident Registers/letter references
#2.06	Number of times the Top Management of contractor did not respond to critical issues of site, for the month	PERFORMANCE	1		Total number of instances	Daily Log Book entry/Incident Registers/letter references
#2.07	Cumulative number of days in the month the works were stopped / refused on interpretation of contract clauses/scope due to tendency of taking undue advantage by interpreting contract clauses in their favour	PERFORMANCE	2		Cumulative number of days lost	Daily Log Book entry/Incident Registers/letter references
#2.08	Number of times rework was refused by contractor	PERFORMANCE	1		Total number of non-compliances	Daily Log Book entry/Incident Registers/letter references

Name and Signature of BHEL Package In-charge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

Form No.: F-15 (Rev 02)

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Project	Parameter for Measurement	Vendor			Package/Unit	
SL	Classification	Max Score	Score Obtained	Measurement Key/Scheduled date	Supporting Documents`	
#2.09	Cumulative number of days in the month recording / logging was not done in daily log / history register / hindrance register / soft form in a PC maintained at BHEL Site Office	PERFORMANCE	1	Cumulative number of days recording or logging was not done / all days of the month	Daily Log Book entry/Incident Registers/letter references	
#3.01	Number of days of non-availability of required Manpower including supporting staff as per plan submitted in F-14 for the month.	RESOURCES	7	Cumulative number of days Sufficient Manpower was not available as per Plan in F-14	Daily Log Book entry/Incident Registers/letter references	
#3.02	Number of days of non-availability of required T&P as per plan submitted in F-14 for the month.	RESOURCES	7	Cumulative number of days Sufficient T&P was not available as per Plan in F-14	Daily Log Book entry/Incident Registers/letter references	
#3.03	Cumulative number of major instances in the month hampering / affecting progress of work due to breakdown or non-availability of major T&P and MME for the work, under the scope of Contractor	RESOURCES	3	Cumulative number of instances	Daily Log Book entry/Incident Registers/letter references	
#3.04	Cumulative number of major instances in the month hampering / affecting progress of work due to non-availability of Consumables/ use of improper consumables under the scope of contractor	RESOURCES	3	Cumulative number of instances	Daily Log Book entry/Incident Registers/letter references	
#4.01	Number of non-compliances during the month for Statutory requirements like validity of Labour Licence, Insurance Policy, Labour Insurance, PF, BOCW Compliance etc. and any other applicable laws/ Regulation, Electrical Licence, T&P fitness certificate, Contractors' All Risk Policy etc. as applicable	SITE INFRASTRUCTURE & SERVICE	1	Total number of non-compliances	Daily Log Book entry/Incident Registers/letter references	
#4.02	Cumulative number of days in a month poor illumination is reported at storage area, erection area, pre-assembly area and other designated areas by BHEL site.	SITE INFRASTRUCTURE & SERVICE	0.5	Total number of non-compliances/random checks	Daily Log Book entry/Incident Registers/letter references	
#4.03	Cumulative number of days of non-availability of well-maintained toilets facilities for workers (separate for men and women) and non-availability of potable drinking water stations for workers in specified areas.	SITE INFRASTRUCTURE & SERVICE	1	Total number of non-compliances/random checks	Daily Log Book entry/Incident Registers/letter references	

Name and Signature of BHEL Package In-charge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

Form No.: F-15 (Rev 02)

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Project		Vendor			Package/Unit	
SL	Parameter for Measurement	Classification	Max Score	Score Obtained	Measurement Key/Scheduled date	Supporting Documents`
#4.04	Total number of instances in the month, Housekeeping NOT attended to in spite of instructions by BHEL -i.e. removal / disposal of surplus earth / debris / scrap / unused / surplus cable drums / other electrical items / surplus steel items / packing materials, thrown out scrap like weld butts, cotton waste etc. from the working area to identified locations	SITE INFRASTRUCTURE & SERVICE	2		Total number of non-compliances/random checks	Daily Log Book entry/Incident Registers/letter references
#4.05	Total number of instances in a month, Site Office with reasonably good facilities including enough nos. of computers and printers etc. for use by office and supporting staff was not made available/maintained.	SITE INFRASTRUCTURE & SERVICE	0.5		No discrepancy during regular or surprise visits	Photograph and report of the Engineer
#5.01	Number of days delayed in making labour payments for the last month	SITE FINANCE	2		Number of days delayed / Scheduled date is 7th day of next month	Daily Log Book entry/Incident Registers/letter references
#5.02	Number of complaints from labour/ sub supplier/ sub-contractor for non-receipt of payments from contractor	SITE FINANCE	1.5		Total number of complaints or reporting	Daily Log Book entry/Incident Registers/letter references
#5.03	Number of times the site operations were hampered for want of funds at the disposal of site-in-charge.	SITE FINANCE	1.5		Total number of non-compliances	Daily Log Book entry/Incident Registers/letter references
#6.01	Cumulative number of days in a month the nominated Safety Officer was not available	HSE & SA	1		Safety Officer should be available for all the days	Daily Log Book entry/Incident Registers/letter references
#6.02	Shortfall in number of weekly safety meetings in the month conducted or attended by the Safety Officer	HSE & SA	0.5		Safety meetings to be held every week	Copy of Minutes of meeting
#6.03	Level of compliance w.r.t decisions taken in previous Safety meetings	HSE & SA	0.5		Number of consolidated issues discussed in Safety meetings	Copy of Minutes of meeting, Non-compliance intimation documents from BHEL site
#6.04	Delay in submission of monthly report on safety (including electrical safety for equipment & personnel etc.) in the prescribed form	HSE & SA	1		Number of days delayed/Scheduled date is third working day of next month	Daily Log Book entry/Incident Registers/letter references
#6.05	Number of days taken for lodging FIRs from date of occurrence/notice of incident of theft / accident etc.	HSE & SA	0.5		Number of days delayed/Scheduled date is within 24 Hrs of occurrence/notice of incidence	Copy of FIR lodged by Contractor

Name and Signature of BHEL Package In-charge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

Form No.: F-15 (Rev 02)

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Project	Parameter for Measurement	Vendor			Package/Unit	
SL	Classification	Max Score	Score Obtained	Measurement Key/Scheduled date	Supporting Documents`	
#6.06	Number of times written(email, letters etc.) warning issued for non-availability/ use of improper Fall protection and rescue arrangement as lifeline, fall arrestors, safety net, hand-railings, covered floors, man-basket, rescue basket & kit etc. by the contractor	HSE & SA	2	Total number of non-compliances	Daily Log Book entry/Incident Registers/letter references	
#6.07	Number of times punitive fines imposed for unsafe practices as per contract like non-availability/use of PPEs as safety shoes, helmets, goggles, gloves, lifeline, safety belts etc.	HSE & SA	1	Total number of non-compliances	Non-compliance intimation documents from BHEL site	
#6.08	Percentage compliance to Emergency preparedness and response plan: Portable Fire-extinguishers, Buckets, Fire-wardens, display of emergency numbers, mock-drills, Hazard Identification and Risk Assessment(HIRA) etc.	HSE & SA	1	Compliance should be 100% as per HSE Plan or as finalized in Safety Meetings	Non-compliance intimation documents from BHEL site	
#6.09	Number of times the agency has defaulted on display of safety posters / safety slogans / safety barriers/emergency numbers etc. in identified areas	HSE & SA	0.5	Total number of instances	Non-compliance intimation documents from BHEL site	
#6.10	Non compliances observed during HSE and Safety Audit	HSE & SA	0.5	Total number of non-compliances	Non-compliance intimation documents from BHEL site, Audit Reports	
#6.11	Cumulative number of days in the month, non-availability of First Aid Kit, First Aider & Emergency Vehicles/Ambulance.	HSE & SA	0.5	Cumulative number of days	Non-compliance intimation documents from BHEL site	
#6.12	Number of days taken for submission of Root Cause analysis (RCA) for the accident from the cut-off date intimated by BHEL for submission of RCA	HSE & SA	0.5	Number of days delayed/Scheduled date is cut-off date intimated by BHEL	Daily Log Book entry/Incident Registers/letter references	
#6.13	Non conductance of training (induction, job specific, height work etc.), tool box meeting and health check-up as per Contract requirements	HSE & SA	0.5	Number of incidences of non-conductance during the month	Daily Log Book entry/Incident Registers/letter references	
Total		100				

Name and Signature of BHEL Package In-charge

Name and Signature of Contractor

MONTHLY PERFORMANCE EVALUATION OF CONTRACTOR

Form No.: F-15 (Rev 02)

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Project	Vendor				Package/Unit	
SL	Parameter for Measurement	Classification	Max Score	Score Obtained	Measurement Key/Scheduled date	Supporting Documents`
	Less Deduction in Score Due to Major Accidents (Fatal, Permanent Disability or bodily injury by which person injured is prevented to resume to work within 48 hours or more after accident,, Major Damage to Equipment etc.) @ 3 points/ accident					
	Less Deduction in Score Due to Minor Accidents(All Others) @ 1 point/ accident					
	Less Deduction in Score Due to not Maintaining of Labour Colony (if applicable) as per BHEL HSE policy @2 points in a month on verification any day					
	Final Score					

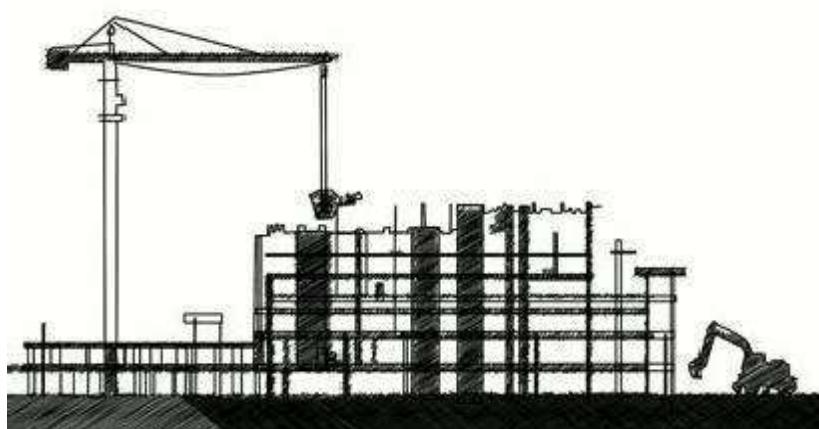
Performance Score Summary for the Month	Total Score	Score Obtained
QUALITY	10	
PERFORMANCE	50	
RESOURCES	20	
SITE INFRASTRUCTURE & SERVICE	5	
SITE FINANCE	5	
HSE & SA	10	
OTHERS (deductions if any)	0	
TOTAL	100	

Name and Signature of BHEL Package In-charge

Name and Signature of Contractor



HEALTH, SAFETY and ENVIRONMENT PLAN



**for
SITE
OPERATIONS
by
SUB-
CONTRACTORS**

POWER SECTOR

HSE PLAN FOR SITE OPERATIONS BY BHEL'S SUBCONTRACTORS

AT A GLANCE

BEFORE START

SIGNING OF MOU

Agree to comply to HSE requirement- Statutory and BHEL's

PLAN

HSE ORGANISATION

Manpower

- 1 (one) safety officer for every 500 workers or part thereof
- 1(one) safety-steward/ supervisor for every 100 workers

HSE Roles and responsibilities

- Site In-charge- As per clause 7.2.1
- Safety officer- As per clause 7.2.2

Qualification

As per Cl. 7.1

PROVIDE

HSE Planning

for Man, Machinery/Equipment/Tools & Tackles

HSE INFRASTRUCTURE

- PPEs
- Drinking Water
- Washing Facilities
- Latrines and Urinals
- Provision of shelter for rest
- Medical facilities

- Canteen facilities
- Labour Colony
- Emergency Vehicle
- Pest Control
- Scrapyard
- Illumination

TRAIN

HSE TRAINING , AWARENESS & PROMOTION

Training

- Induction training
- Height work and other critical areas
- Tool Box talk & Pep Talk

Awareness & Promotion

- Signage
- Poster
- Banner
- Competition
- Awards

COMMUNICATE

HSE COMMUNICATION

Incident Reporting

- Accident- Fatal & Major
- Property damage
- Near Miss

Event Reporting

- Celebrations
- Training
- Medical camp

NON CONFORMANCE

CHECKS

EXECUTE SAFELY

OPERATIONAL CONTROL PROCEDURES

PERMIT TO WORK

Height work (above 2 metres), Hot Work, Heavy Lifting, Confined Space, Radiography, excavation (More than 4 metres)

SAFETY DURING WORK EXECUTION

<ul style="list-style-type: none">• Welding• Rigging• Cylinder- storage & Movement• Demolition work• T&Ps• Chemical Handling• Electrical works	<ul style="list-style-type: none">• Fire• Scaffolding• Height work• Working Platform• Excavation• Ladder• Lifting• Hoisting appliance
--	--

HOUSE KEEPING

WASTE MANGEMENT

TRAFFIC MANAGEMENT

ENVIRONMENTAL CONTROL

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

HSE AUDITS & INSPECTION

<ul style="list-style-type: none">• Daily Checks• Inspection of PPEs• Inspection of T& Ps• Inspection of Cranes & Winches	<ul style="list-style-type: none">• Inspection of Height work• Inspection of Welding and Gas cutting• Inspection of elevators etc.
--	--

HSE PERFORMANCE EVALUATION PARAMETERS

PENALTY for NON CONFORMANCE

Refer Clause 16

Incremental penalty

For repeated violation by the same person, the penalty would be double of the previous penalty

For repeated fatal incident in the same Unit incremental penalty to be imposed. The subcontractor will pay 2 times the penalty compared to previously paid in case there are repeated cases of fatal incidents under the same subcontractor for the same package in the same unit.

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REVISION HISTORY SHEET

Date	Revision No.	Details of Changes	Reason	Prepared	Reviewed	Approved
12.08.2014	00	First Issue	First Issue	S. B. Jayant, Dy Manager- FQA & Safety	A. K. Sinha, GM-FQA & Safety	Anuj Bhatnagar, ED-FQA & Safety
20.01.2020	01	Formats added: HSEP:14-F30 – Monthly HSE Planning & Review (Page 11, Clause 8.0 - updated) HSEP:14-F13E-Excavation Inspection Format (part of F30)) HSEP:14-F32B – Job Safety Analysis Format (part of F30) HSEP:14-F31A – Daily HSE Reporting (Page 18, Clause 10.3 – added) HSEP:14-F33 – HSE Performance Evaluation (Page 31, Clause 13 – revised)	IOM No. PSHQHSE/M ONREP/02 Dated 08-Jan-2020	Rohit Kumar		Santosh Nair, GM (MSX & HSE)



**HEALTH, SAFETY AND ENVIRONMENT
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1.0 PURPOSE

- 1.1 The purpose of this HSE Plan is to provide for the systematic identification, evaluation, prevention and control of general workplace hazards, specific job hazards, potential hazards and environmental impacts that may arise from foreseeable conditions during installation and servicing of industrial projects and power plants.
- 1.2 This document shall be followed by BHEL's subcontractors at all installation and servicing sites. In case customer specific documents are to be implemented, this document will be followed in conjunction with customer specific documents.
- 1.3 Although every effort has been made to make the procedures and guidelines in line with statutory requirements, in case of any discrepancy relevant statutory guidelines must be followed.
- 1.4 In case the customer has any specific requirement, the same is to be fulfilled.

2.0 SCOPE

The document is applicable for BHEL's Subcontractors at all installation / servicing activities of BHEL Power Sector as per the relevant contractual obligations.

3.0 OBJECTIVES AND TARGETS

The HSE Plan reflects that BHEL places high priority upon the Occupational Health, Safety and Environment at workplaces.

- Ensure the Health and Safety of all persons at work site is not adversely affected by the work.
- Ensure protection of environment of the work site.
- Comply at all times with the relevant statutory and contractual HSE requirements.
- Provide trained, experienced and competent personnel. Ensure medically fit personnel only are engaged at work.
- Provide and maintain plant, places and systems of work that are safe and without risk to health and the environment.
- Provide all personnel with adequate information, instruction, training and supervision on the safety aspect of their work.
- Effectively control, co-ordinate and monitor the activities of all personnel on the Project sites including subcontractors in respects of HSE.
- Establish effective communication on HSE matters with all relevant parties involved in the Project works.
- Ensure that all work planning takes into account all persons that may be affected by the work.
- Ensure fitness testing of all T&Ps/Lifting appliances like cranes, chain pulley blocks etc. are to be certified by competent person.
- Ensure timely provision of resources to facilitate effective implementation of HSE requirements.
- Ensure continual improvements in HSE performance
- Ensure conservation of resources and reduction of wastage.
- Capture the data of all incidents including near misses, process deviation etc. Investigate and analyze the same to find out the root cause.
- Ensure timely implementation of correction, corrective action and preventive action.



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HSE TARGETS

EXPLOSION	ZERO
FATALITY	ZERO
LOST TIME INJURY	ZERO
FIRE	ZERO
VEHICLE INCIDENTS	ZERO
ENVIRONMENTAL INCIDENTS	ZERO

4.0 BHEL POWER SECTOR HEALTH, SAFETY & ENVIRONMENT POLICY

Health, Safety & Environment Policy of BHEL

In BHEL, Health, Safety and Environment (HSE) responsibilities are driven by our commitment to protect our employees and people we work with, community and environment. BHEL believes in zero tolerance for unsafe work/non-conformance to safety and in minimizing environmental footprint associated with all its business activities. We commit to continually improve our HSE performance by:

- Developing safety and sustainability culture through active leadership and by ensuring availability of required resources.
- Ensuring compliance with applicable legislation, regulations and BHEL systems.
- Taking up activities for conservation of resources and adopting sound waste management by following Reduce/Recycle/Reuse approach.
- Continually identifying, assessing and managing environmental impacts and Occupational Health & Safety risks of all activities, products and services adopting approach based on elimination/substitution/reduction/control.
- Incorporating appropriate Occupational Health, Safety and Environment criteria into business decisions, design of products & systems and for selection of plants, technologies and services.
- Imparting appropriate structured training to all persons at workplace and promoting awareness amongst customers, contractors and suppliers on HSE issues.
- Reviewing periodically this policy and HSE Management Systems to ensure its relevance, appropriateness and effectiveness.
- Communicating this policy within BHEL and making it available to interested parties.

sd/-

CMD, BHEL

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5.0 MEMORANDUM OF UNDERSTANDING:

After award of work, subcontractors are required to enter into a memorandum of understanding as given below:

Memorandum of Understanding

BHEL, Power Sector _____ Region is committed to Health, Safety and Environment Policy (HSE Policy).

M/s _____ do hereby also commit to comply with the same HSE Policy while executing the Contract Number _____

M/s _____ shall ensure that safe work practices as per the HSE plan. Spirit and content therein shall be reached to all workers and supervisors for compliance.

In addition to this, M/S _____ shall comply to all applicable statutory and regulatory requirements which are in force in the place of project and any special requirement specified in the contract document of the principal customer.

M/s _____ shall co-operate in HSE audits/inspections conducted by BHEL /customer/ third party and ensure to close any non-conformity observed/reported within prescribed time limit.

Signed by authorized representative of M/s -----

Name : _____

Place & Date:

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6.0 TERMS AND DEFINITIONS

6.1 DEFINITIONS

6.1.1 INCIDENT

Work- related or natural event(s) in which an injury, or ill health (regardless of severity), damage to property or fatality occurred, or could have occurred.

6.1.2 NEAR MISS

An incident where no ill health, injury, damage or other loss occurs, but it had a potential to cause, is referred to as "Near-Miss".

6.1.3 MAN-HOURS WORKED

The total number of man hours worked by all employees including subcontractors working in the premises. It includes managerial, supervisory, professional, technical, clerical and other workers including contract labours. Man-hours worked shall be calculated from the payroll or time clock recorded including overtime. When this is not feasible , the same shall be estimated by multiplying the total man-days worked for the period covered by the number of hours worked per day. The total number of workdays for a period is the sum of the number of men at work on each day of period. If the daily hours vary from department to department separate estimate shall be made for each department and the result added together.

6.1.4 FIRST AID CASES

First aids are not essentially all reportable cases, where the injured person is given medical treatment and discharged immediately for reporting on duty, without counting any lost time.

6.1.5 LOST TIME INJURY

Any work injury which renders the injured person unable to perform his regular job or an alternative restricted work assignment on the next scheduled work day after the day on which the injury occurred.

6.1.6 MEDICAL CASES

Medical cases come under non-reportable cases, where owing to illness or other reason the employee was absent from work and seeks Medical treatment.

6.1.7 TYPE OF INCIDENTS & THEIR REPORTING:

The three categories of Incident are as follows:

Non-Reportable Cases:

An incident, where the injured person is given medical help and discharged for work without counting any lost time.

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Reportable Cases:

In this case the injured person is disable for 48 hours or more and is not able to perform his duty.

Injury Cases:

These are covered under the heading of non-reportable cases. In these cases the incident caused injury to the person, but he still continues his duty.

6.1.8 TOTAL REPORTABLE FREQUENCY RATE

Frequency rate is the number of Reportable Lost Time Injury (LTI) per one Million Man hours worked. Mathematically, the formula read as:

$$\frac{\text{Number of Reportable LTI} \times 1,000,000}{\text{Total Man Hours Worked}}$$

6.1.9 SEVERITY RATE

Severity rate is the Number of days lost due to Lost Time Injury (LTI) per one Million Man hours worked. Mathematically, the formula reads as:

$$\frac{\text{Days lost due to LTI}}{\text{Total Man Hours Worked}} \times 1,000,000$$

6.1.10 INCIDENCE RATE

Incidence Rate is the Number of LTI per one thousand manpower deployed. Mathematically, the formula reads as:

$$\frac{\text{Number of LTI} \times 1000}{\text{Average number of manpower deployed}}$$

7.0 HSE ORGANISATION

Number of safety officers:

The subcontractor must deploy one safety officer for every 500 workers or part thereof in each package. In addition, there must be one safety-steward/safety-supervisor for every 100 workers.

Deployment: The subcontractor should deploy sufficient safety officers and safety-steward/Safety-supervisor, as per requirement given above, since initial stage and add more in proportion to the added strength in work force. Any delay in deployment will attract a penalty of Rs.30,000/- per man month for the delayed period.

7.1 QUALIFICATION FOR HSE PERSONNEL

Sl.no	Designation	Qualification	Experience
1	Safety officer (Construction Agency)	Degree or Diploma in Engineering with full time diploma in Industrial Safety with construction safety as one of the subjects	Minimum two years for degree holder and five years for diploma holder in the field of Construction of power plant/ major industries

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2	Safety-Steward/ Safety-Supervisor	Degree or diploma in any discipline with full time diploma in Industrial Safety with construction safety as one of the subjects	Minimum two years
---	-----------------------------------	---	-------------------

7.2 RESPONSIBILITIES

7.2.1 SITE IN -CHARGE OF SUBCONTRACTOR

- Shall sign Memorandum of Understanding (MoU) for compliance to BHEL's HSE Plan for Site Operations as per clause 5.0
- Shall engage qualified safety officer(s) and steward (s) as per clause 7.0
- Shall adhere to the rules and regulations mentioned in this code, practice very strictly in his area of work in consultation with his concerned engineer and the safety coordinator.
- Shall screen all workmen for health and competence requirement before engaging for the job and periodically thereafter as required.
- Shall not engage any employee below 18 years.
- Shall arrange for all necessary PPEs like safety helmets, belts, full body harness, shoes, face shield, hand gloves etc. before starting the job. Shall ensure that no working men/women carry excessive weight more than stipulated in Factory Rule Regulation R57.
- Shall ensure that all T&Ps engaged are tested for fitness and have valid certificates from competent person.
- Shall ensure that provisions stipulated in contract Labour Regulation Act 1970, Chapter V C.9, canteen, rest rooms/washing facilities to contracted employees at site.
- Shall adhere to the instructions laid down in Operation Control Procedures (OCPs) available with the site management.
- Shall ensure that person working above 2.0 meter should use Safety Harness tied to a life line/stable structure.
- Shall ensure that materials are not thrown from height. Cautions to be exercised to prevent fall of material from height.
- Shall report all incidents (Fatal/Major/Minor/Near Miss) to the Site engineer /HSE officer of BHEL.
- Shall ensure that Horseplay is strictly forbidden.
- Shall ensure that adequate illumination is arranged during night work.
- Shall ensure that all personnel working under subcontractor are working safely and do not create any Hazard to self and to others.
- Shall ensure display of adequate signage/posters on HSE.
- Shall ensure that mobile phone is not used by workers while working.
- Shall ensure conductance of HSE audit, mockdrill, medical camps, induction training and training on HSE at site.
- Shall ensure full co-operation during HQ/External /Customer HSE audits.



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- Shall ensure submission of look-ahead plan for procurement of HSE equipment's and PPEs as per work schedule.
- Shall ensure good housekeeping.
- Shall ensure adequate valid fire extinguishers are provided at the work site.
- Shall ensure availability of sufficient number of toilets /restrooms and adequate drinking water at work site and labour colony.
- Shall ensure adequate emergency preparedness.
- Shall be member of site HSE committee and attend all meetings of the committee
- Power source for hand lamps shall be maximum of 24 v.
- Temporary fencing should be done for open edges if Hand – railings and Toe-guards are not available.

7.2.2 HEALTH, SAFETY AND ENVIRONMENT OFFICER OF SUBCONTRACTOR

- Carry out safety inspection of Work Area, Work Method, Men, Machine & Material, P&M and other tools and tackles.
- Facilitate inclusion of safety elements into Work Method Statement.
- Highlight the requirements of safety through Tool-box / other meetings.
- Help concerned HOS to prepare Job Specific instructions for critical jobs.
- Conduct investigation of all incident/dangerous occurrences & recommend appropriate safety measures.
- Advice & co-ordinate for implementation of HSE permit systems, OCPs & MPs.
- Convene HSE meeting & minute the proceeding for circulation & follow-up action.
- Plan procurement of PPE & Safety devices and inspect their healthiness.
- Report to PS Region/HQ on all matters pertaining to status of safety and promotional program at site level.
- Facilitate administration of First Aid
- Facilitate screening of workmen and safety induction.
- Conduct fire Drill and facilitate emergency preparedness
- Design campaigns, competitions & other special emphasis programs to promote safety in the workplace.
- Apprise PS- Region on safety related problems.
- Notify site personnel non-conformance to safety norms observed during site visits / site inspections.
- Recommend to Site In charge, immediate discontinuance of work until rectification, of such situations warranting immediate action in view of imminent danger to life or property or environment.
- To decline acceptance of such PPE / safety equipment that do not conform to specified requirements.
- Encourage raising Near Miss Report on safety along with, improvement initiatives on safety.
- Shall work as interface between various agencies such customer, package-in-charges, subcontractors on HSE matters

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8.0 PLANNING BY SUBCONTRACTOR

Monthly planning and review of HSE activities shall be carried out by subcontractor as per format No. HSEP:14-F30 jointly along with BHEL.

8.1 MOBILISATION OF MACHINERY/EQUIPMENT/TOOLS BY SUBCONTRACTOR

- As a measure to ensure that machinery, equipment and tools being mobilized to the construction site are fit for purpose and are maintained in safe operating condition and complies with legislative and owner requirement, inspection shall be arranged by in-house competent authority for acceptance as applicable.
- The machinery and equipment to be embraced for this purpose shall include but not limited to the following:
 - Mobile cranes.
 - Side Booms.
 - Forklifts.
 - Grinding machine.
 - Drilling machine.
 - Air compressors.
 - Welding machine.
 - Generator sets.
 - Dump Trucks.
 - Excavators.
 - Dozers
 - Grit Blasting Equipment.
 - Hand tools.
- Subcontractor shall notify the engineer, of his intention to bring on to site any equipment or any container, with liquid or gaseous fuel or other substance which may create a hazard. The Engineer shall have the right to prescribe the condition under which such equipment or container may be handled and used during the performance of the works and the subcontractor shall strictly adhere to such instructions. The Engineer shall have the right to inspect any construction tool and to forbid its use, if in his opinion it is unsafe. No claim due to such prohibition will be entertained.

8.2 MOBILISATION OF MANPOWER BY SUBCONTRACTOR

- The subcontractor shall arrange induction and regular health check of their employees as per schedule VII of BOCW rules by a registered medical practitioner.
- The subcontractor shall take special care of the employees affected with occupational diseases under rule 230 and schedule II of BOCW Rules. The employees not meeting the fitness requirement should not be engaged for such job.
- Ensure that the regulatory requirements of excessive weight limit (to carry/lift/ move weights beyond prescribed limits) for male and female workers are complied with.
- Appropriate accommodation to be arranged for all workmen in hygienic condition.



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8.3 PROVISION OF PPEs

- Personnel Protective Equipment (PPEs), in adequate numbers, will be made available at site & their regular use by all concerned will be ensured
- The following matrix recommends usage of minimum PPEs against the respective job.

Sl. No	Type of work	PPEs
1	Concrete and asphalt mixing	Nose mask, hand glove, apron and gum boot
2	Welders/Grinders/ Gas cutters	Welding/face screen, apron, hand gloves, nose mask and ear muffs if noise level exceeds 90dB. Helmet fitted with welding shield is preferred for welders
3	Stone/ concrete breakers	Ear muffs, safety goggles, hand gloves
4	Electrical Work	Rubber hand glove, Electrical Resistance shoes
5	Insulation Work	Respiratory mask, Hand gloves, safety goggles
6	Work at height	Double lanyard full body harness, Fall arrestor (specific cases)
7	Grit/Sand blasting	Blast suit, blast helmet, respirator, leather gloves
8	Painting	Plastic gloves, Respirators (particularly for spray painting)
9	Radiography	As per BARC guidelines

- The PPEs shall conform to the relevant standards as below and bear ISI mark.

Relevant is-codes for personal protection

IS: 2925 – 1984	Industrial Safety Helmets.
IS: 4770 – 1968	Rubber gloves for electrical purposes.
IS: 6994 – 1973 (Part-I)	Industrial Safety Gloves (Leather & Cotton Gloves).
IS: 1989 – 1986 (Part-I-II)	Leather safety boots and shoes.
IS: 5557 – 1969	Industrial and Safety rubber knee boots.
IS: 6519 – 1971	Code of practice for selection, care and repair of Safety footwear.
IS: 11226 – 1985	Leather Safety footwear having direct molding sole.
IS: 5983 – 1978	Eye protectors.
IS: 9167 – 1979	Ear protectors.
IS: 1179-1967	Eye & Face protection during welding
IS: 3521 – 1983	Industrial Safety Belts and Harness
IS:8519 -1977	Guide for selection of industrial Safety equipment for body protection
IS:9473-2002,14166-1994,14746-1999	Respiratory Protective Devices

The list is not exhaustive. The safety officer may demand additional PPEs based on specific requirement.

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- Where workers are employed in sewers and manholes, which are in use, the subcontractor shall ensure that the manhole covers are opened and ventilated at least for an hour before the workers are allowed to get into manhole, and the manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent incident to the public
- Besides the PPEs mentioned above, the persons shall use helmet and safety shoe. The visitors shall use Helmet and any other PPEs as deemed appropriate for the area of work.

Colour scheme for Helmets:

1. Workmen: Yellow
2. Safety staff: Green or white with green band
3. Electrician: Red
4. Others including visitors: White

- All the PPEs shall be checked for its quality before issue and the same shall be periodically checked. The users shall be advised to check the PPEs themselves for any defect before putting on. The defective ones shall be repaired/replaced.
- The issuing agency shall maintain register for issue and receipt of PPEs.
- The Helmets shall have logo or name (abbreviation of agency name permitted) affixed or printed on the front.
- The body harnesses shall be serial numbered.

8.4 ARRANGEMENT OF INFRASTRUCTURE

8.4.1 DRINKING WATER

- Drinking water shall be provided and maintained at suitable places at different elevations.
- Container should be labeled as "Drinking Water"
- Cleaning of the storage tank shall be ensured atleast once in 3 months indicating date of cleaning and next due date.
- Potability of water should be tested as per IS10500 at least once in a year.

8.4.2 WASHING FACILITIES

- In every workplace, adequate and suitable facilities for washing shall be provided and maintained.
- Separate and adequate cleaning facilities shall be provided for the use of male and female workers. Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition and dully illuminated for night use.
- Overalls shall be supplied by the subcontractor to the workmen and adequate facilities shall be provided to enable the painters and other workers to wash during the cessation of work.

8.4.3 LATRINES AND URINALS

- Latrines and urinals shall be provided in every work place.
- Urinals shall also be provided at different elevations.
- They shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times, by appointing designated person.
- Separate facilities shall be provided for the use of male and female worker if any.

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8.4.4 PROVISION OF SHELTER DURING REST

Proper Shed & Shelter shall be provided for rest during break

8.4.5 MEDICAL FACILITIES

8.4.5.1 MEDICAL CENTRE (As per Schedule V, X and XI of BOCW central Rules, 1998)

- A medical centre shall be ensured/identified at site with basic facilities for handling medical emergencies. The medical center can be jointly developed on proportionate sharing basis with permission from BHEL
- A qualified medical professional, not less than MBBS, shall be deployed at the medical centre
- The medical centre shall be equipped with one ambulance, with trained driver and oxygen cylinder.
- Medical waste shall be disposed as per prevailing legislation (Bio-Medical Waste –Management and Handling Rules, 1998)

8.4.5.2 FIRST AIDER

- Ensure availability of Qualified First-aider throughout the working hours.
- Every injury shall be treated, recorded and reported.
- Refresher course on first aid shall be conducted as necessary.
- List of Qualified first aiders and their contact numbers should be displayed at conspicuous places.

8.4.5.3 FIRST AID BOX (as per schedule III of BOCW)

- The subcontractor shall provide necessary first aid facilities as per schedule III of BOCW. At every work place first aid facilities shall be provided and maintained.
- The first aid box shall be kept by first aider who shall always be readily available during the working hours of the work place. His name and contact no to be displayed on the box.
- The first aid boxes should be placed at various elevations so as to make them available within the reach and at the quickest possible time.
- The first aid box shall be distinctly marked with a Green Cross on white background.
- Details of contents of first aid box is given in Annexure No. 01
- Monthly inspection of First Aid Box shall be carried out by the owner as per format no. HSEP:14-F01
- The subcontractor should conduct periodical first –aid classes to keep his supervisor and Engineers properly trained for attending to any emergency.

8.4.5.4 HEALTH CHECK UP (As per schedule VII and Form XI)

The persons engaged at the site shall undergo health checkup as per the format no. HSEP:14-F02 before induction. The persons engaged in the following works shall undergo health checkup at least once in a year:

- a. Height workers
- b. Drivers/crane operators/riggers

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- c. Confined space workers
- d. Shot/sand blaster
- e. Welding and NDE personnel

8.4.6 PROVISION OF CANTEEN FACILITY

- Canteen facilities shall be provided for the workmen of the project inside the project site.
- Proper cleaning and hygienic condition shall be maintained.
- Proper care should be taken to prevent biological contamination.
- Adequate drinking water should be available at canteen.
- Fire extinguisher shall be provided inside canteen.
- Regular health check-up and medication to the canteen workers shall be ensured.

8.4.7 PROVISION OF ACCOMODATION/LABOUR COLONY

- II The subcontractor shall arrange for the accommodation of workmen at nearby localities or by making a labour colony.
- II Regular housekeeping of the labour colony shall be ensured.
- II Proper sanitation and hygienic conditions to be maintained.
- II Drinking water and electricity to be provided at the labour colony.
- II Bathing/ washing bay
- II Room ventilation and electrification.

8.4.8 PROVISION OF EMERGENCY VEHICLE

- Dedicated emergency vehicle shall be made available at workplace by each subcontractor to handle any emergency

8.4.9 PEST CONTROL

Regular pest control should be carried out at all offices, mainly laboratories, canteen, labour colony and stores.

8.4.10 SCRAPYARD

- In consultation with customer, scrapyard shall be developed to store metal scrap, wooden scrap, waste, hazardous waste.
- Scrap/Waste shall be segregated as Bio-degradable and non-bio-degradable and stored separately.

8.4.11 ILLUMINATION

- The subcontractor shall arrange at his cost adequate lighting facilities e.g. flood lighting, hand lamps, area lighting etc. at various levels for safe and proper working operations at dark places and during night hours at the work spot as well as at the pre-assembly area.
- Adequate and suitable light shall be provided at all work places & their approaches including passage ways as per IS: 3646 (Part-II). Some recommended values are given below:



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S. No.

Location

Illumination
(Lux)

A. Construction Area

1.	Outdoor areas like store yards, entrance and exit roads	20
2.	Platforms	50
3.	Entrances, corridors and stairs	100
4.	General illumination of work area	150
5.	Rough work like fabrication, assembly of major items	150
6.	Medium work like assembly of small machined parts rough measurements etc.	300
7.	Fine work like precision assembly, precision measurements etc.	700
8.	Sheet metal works	200
9.	Electrical and instrument labs	450

B. Office

1.	Outdoor area like entrance and exit roads	20
2.	Entrance halls	150
3.	Corridors and lift cars	70
4.	Lift landing	150
5.	Stairs	100
6.	Office rooms, conference rooms, library reading tables	300
7.	Drawing table	450
8.	Manual telephone exchange	200

- Lamp (hand held) shall not be powered by mains supply but either by 24V or dry cells.
- Lamps shall be protected by suitable guards where necessary to prevent danger, in case of breakage of lamp.
- Emergency lighting provision for night work shall be made to minimise danger in case of main supply failure.

If the subcontractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions issued by the authorized BHEL official, BHEL shall have the right to take corrective steps at the risk and cost of the subcontractor

9.0 HSE TRAINING& AWARENESS

9.1 HSE INDUCTION TRAINING

All persons entering into project site shall be given HSE induction training by the HSE officer of BHEL /subcontractor before being assigned to work.

In-house induction training subjects shall include but not limited to:

- Briefing of the Project details.
- Safety objectives and targets.
- Site HSE rules.
- Site HSE hazards and aspects.
- First aid facility.
- Emergency Contact No.
- Incident reporting.
- Fire prevention and emergency response.
- Rules to be followed in the labour colony (if applicable)

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- Proper safety wear & gear must be issued to all the workers being registered for the induction (i.e., Shoes/Helmets/Goggles/Leg guard/Apron etc.)
- They must arrive fully dressed in safety wear & gear to attend the induction.
- Any one failing to conform to this safety wear & gear requirement shall not qualify to attend.
- On completing attending subcontractor's in-house HSE induction, each employee shall sign an induction training form (format no. HSEP:14-F03) to declare that he had understood the content and shall abide to follow and comply with safe work practices. They may only then be qualified to be issued with a personal I.D. card, for access to the work site.

9.2 HSE TOOLBOX TALK

- HSE tool Box talk shall be conducted by frontline foreman/supervisor of subcontractor to specific work groups prior to the start of work. The agenda shall consist of the followings:
 - Details of the job being intended for immediate execution.
 - The relevant hazards and risks involved in executing the job and their control and mitigating measures.
 - Specific site condition to be considered while executing the job like high temperature, humidity, unfavorable weather etc.
 - Recent non-compliances observed.
 - Appreciation of good work done by any person.
 - Any doubt clearing session at the end.
- Record of Tool box talk shall be maintained as per format no. HSEP:14-F04
- Tool box talk to be conducted at least once a week for the specific work.

9.3 TRAINING ON HEIGHT WORK

Training on height work shall be imparted to all workers working at height by in-house/external faculty at least twice in a year. The training shall include following topics:

- Use of PPEs
- Use of fall arrester, retractable fall arrester, life line, safety nets etc.
- Safe climbing through monkey ladders.
- Inspection of PPEs.
- Medical fitness requirements.
- Mock drill on rescue at height.
- Dos & Don'ts during height work.

9.4 HSE TRAINING DURING PROJECT EXECUTION

- Other HSE training shall be arranged by BHEL/ subcontractor as per the need of the project execution and recommendation of HSE committee of site.
- The topics of the HSE training shall be as follows but not limited to:
 - Hazards identification and risk analysis (HIRA)
 - Work Permit System
 - Incident investigation and reporting
 - Fire fighting
 - First aid
 - Fire-warden training
 - EMS and OHSMS
 - T & Ps fitness and operation



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- Electrical safety
- Welding, NDE & Radiological safety
- Storage, preservation & material handling.
- A matrix shall be maintained to keep an up-to-date record of attendance of training sessions carried out.

9.5 HSE PROMOTION-SIGNAGE, POSTERS, COMPETITION, AWARDS ETC

9.5.1 Display of HSE posters and banners

- Site shall arrange appropriate posters, banners, slogans in local/Hindi/English languages at work place

9.5.2 Display of HSE signage

- Appropriate HSE signage shall be displayed at the work area to aware workmen and passersby about the work going on and do's and don'ts to be followed

9.5.3 Competition on HSE and award

- Site will arrange different competition (slogan, poster, essay etc.) on HSE time to time (Safety day, BHEL day, World Environment Day etc.) and winners will be suitably awarded.

9.5.4 HSE awareness programme

- Subcontractor shall arrange HSE awareness programme periodically on different topics including medical awareness for all personnel working at site

10.0 HSE COMMUNICATION

10.1 INCIDENT REPORTING

- The subcontractor shall submit report of all incidents, fires and property damage etc to the Engineer immediately after such occurrence, but in any case not later than 24 hours of the occurrence. Such reports shall be furnished in the manner prescribed by BHEL. (Refer HSE procedure for incident investigation, analysis and reporting for details)
- In addition, periodic reports on safety shall also be submitted by the subcontractor to BHEL from time to time as prescribed by the Engineer. Compiled monthly reports of all kinds of incidents, fire and property damage to be submitted to BHEL safety officer as per prescribed formats.
- HSE incidents of site shall be reported to BHEL site Management as per Procedure for Incident Investigation and Reporting in format no. HSEP:14-F15. Corrective action shall be immediately implemented at the work place and compliance shall be verified by BHEL HSE officer and until then, work shall be put on hold by Construction Manager.

10.2 HSE EVENT REPORTING

- Important HSE events like HSE training, Medical camp etc. organized at site shall be reported to BHEL site management in detail with photographs for publication in different in-house magazines
- Celebration of important days like National Safety Day, World Environment Day etc. shall also be reported as mentioned above.

10.3 DAILY HSE ACTIVITY REPORTING

Daily HSE activities shall be reported by subcontractor to BHEL as per Format No. HSEP:14-F31A



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11.0 OPERATIONAL CONTROL

All applicable OCPs (Operational control procedures) will be followed by subcontractor as per BHEL instructions. This will be done as part of normal scope of work. List of such OCPs is given below. In case any other OCP is found to be applicable during the execution of work at site, then subcontractor will follow this as well, within quoted rate. These OCPs (applicable ones) will be made available to subcontractor during work execution at site. However for reference purpose, these are kept with Safety Officer of BHEL at the Power Sector Regional HQ, or available in downloadable format in the website, which may be refereed by subcontractor, if they so desire.

LIST OF OCPs

Safe handling of chemicals	Safety in use of cranes	Hydraulic test
Electrical safety	Storage and handling of gas cylinders	Spray insulation
Energy conservation	Manual arc welding	Trial run of rotary equipment
Safe welding and gas cutting operation	Safe use of helmets	Stress relieving
Fire safety	Good house keeping	Material preservation
Safety in use of hand tools	Working at height	Cable laying/tray work
First aid	Safe excavation	Transformer charging
Food safety at canteen	Safe filling of hydrogen in cylinder	Electrical maintenance
Illumination	Vehicle maintenance	Safe handling of battery system
Handling and erection of heavy metals	Safe radiography	Computer operation
Safe acid cleaning	Waste disposal	Storage in open yard
Safe alkali boil out	Working at night	For sanitary maintenance
Safe oil flushing	Blasting	Batching
Steam blowing	DG set	Piling rig operation
Safe working in confined area	Handling & storage of mineral wool	Gas distribution test
Safe operation of passenger lift, material hoists & cages	Drilling, reaming and grinding(machining)	Cleaning of hotwell / deaerator
Electro-resistance heating	Compressor operation	O&M of control of AC plant & system
Air compressor	Passivation	Safe Loading of Unit
Safe EDTA Cleaning	Safe Chemical cleaning of Pre boiler system	Safe Boiler Light up
Safe Rolling and Synchronization		

11.1 HSE ACTIVITIES

HSE activities shall be conducted at site based on the HSEMSM developed by Power Sector and issued to site by Regions.

While planning for any activity the following documents shall be referred for infrastructural requirements to establish control measures:

- 1) HSE Procedure for Register of OHS Hazards and Risks
- 2) HSE Procedure for Register of Environmental Aspects and Impacts
- 3) HSE Procedure for Register of Regulations

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- 4) Operational Control Procedures
- 5) HSE Procedure for Emergency Preparedness and Response Plan
- 6) Contract documents

11.2 WORK PERMIT SYSTEM

- II The following activities shall come under Work Permit System
 - a. Height working above 2 metres
 - b. Hot working at height
 - c. Confined space
 - d. Radiography
 - e. Excavation more than 4 meter depth
 - f. Heavy lifting above 50 ton
Refer Annexure 05 for Work permit formats.
- "HSE Procedure for Work Permit System" shall be followed while implementing permit system. Where customer is having separate Work Permit System the same shall be followed.
- II Permit applicant shall apply for work permit of particular work activity at particular location before starting of the work with Job Hazard Analysis.
- II Permit signatory shall check that all the control measures necessary for the activity are in place and issue the permit to the permit holder.
- II Permit holder shall implement and maintain all control measures during the period of permit .He will close the permit after completion of the work. The closed permit shall be archived in HSE Department of site.

11.3 SAFETY DURING WORK EXECUTION

Respective OCPS are to be followed and adherence to the same would be contractually binding

11.3.1 WELDING SAFETY

All safety precautions shall be taken for welding and cutting operations as per IS-818. All safety precautions shall be taken for foundation and other excavation marks as per IS-3764.

11.3.2 RIGGING

Rigging equipment shall not be loaded in excess of its recommended safe working load. Rigging equipment, when not in use, shall be removed from the original work area so as not to present a hazard to employees.

11.3.3 CYLINDERS STORAGE AND MOVEMENT

All gas cylinders shall be stored in upright position. Suitable trolley shall be used. There shall be flash-back arrestors conforming to IS-11006 at both cylinder and burner ends. Damaged tube and regulators must be immediately replaced. No of cylinders shall not exceed the specified quantity as per OCP

Cylinders shall be moved by tilting and rolling them on their bottom edges. They shall not be intentionally dragged, struck or permitted to strike each other violently.



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When cylinders are transported by powered vehicle they shall be secured in a vertical position.

11.3.4 DEMOLITION WORK

Before any demolition work is commenced and also during the process of the work the following shall be ensured:

- All roads and open areas adjacent to the work site shall either be closed or suitably protected.
- No electric cable or apparatus which is liable to be a source of danger nor a cable or an apparatus used by the operator shall remain electrically charged.
- All practical steps shall be taken to prevent danger to persons employed from the risks of fire or explosion or flooding. No floor, roof or other part of the building shall be so overloaded with debris or materials as to render them unsafe.

11.3.5 T&Ps

All T&Ps/ MMEs should be of reputed brand/appropriate quality & must have valid test/calibration certificates bearing endorsement from competent authority of BHEL..Subcontractor to also submit monthly reports of T&Ps deployed and validity test certificates to BHEL safety Officer as per the format/procedure of BHEL.

11.3.6 CHEMICAL HANDLING

Displaying safe handling procedures for all chemicals such as lube oil, acid, alkali, sealing compounds etc , at work place. Where it is necessary to provide and/or store petroleum products or petroleum mixture & explosives, the subcontractor shall be responsible for carrying out such provision / storage in accordance with the rules & regulations laid down in the relevant petroleum act, explosive act and petroleum and carbide of calcium manual, published by the chief inspector of explosives of India. All such storage shall have prior approval if necessary from the chief inspector of explosives or any other statutory authority. The subcontractor shall be responsible for obtaining the same.

11.3.7 ELECTRICAL SAFETY

- Providing adequate no. of 24 V sources and ensure that no hand lamps are operating at voltage level above 24 Volts.
- Fulfilling safety requirements at all power tapping points.
- High/ Low pressure welders to be identified with separate colour clothings. No welders will be deployed without passing appropriate tests and holding valid welding certificates. Approved welding procedure should be displayed at work place.
- The subcontractor shall not use any hand lamp energized by Electric power with supply voltage of more than 24 volts in confined spaces like inside water boxes, turbine casings, condensers etc.
- All portable electric tools used by the subcontractor shall have safe plugging system to source of power and be appropriately earthed. Only electricians licensed by appropriate statutory authority shall be employed by the subcontractor to carry out all types of electrical works. Details of earth resource ad their test date to be given to BHEL safety officer as per the prescribed formats of BHEL
- The subcontractor shall use only properly insulated and armored cables which conform to the requirement of Indian Electricity Act and Rules for all wiring, electrical applications at site.



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- BHEL reserves the right to replace any unsafe electrical installations, wiring, cabling etc. at the cost of the subcontractor.
- All electrical appliances used in the work shall be in good working condition and shall be properly earthed.
- No maintenance work shall be carried out on live equipment.
- The subcontractor shall maintain adequate number of qualified electricians to maintain his temporary electrical installations.
- Area wise Electrical safety inspection is to be carried out on monthly basis as per "Electrical Safety Inspection checklist" and the report is to be submitted to BHEL safety officer
- Adequate precautions shall be taken to prevent danger for electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public
- The subcontractor shall carefully follow the safety requirement of BHEL/ the purchaser with the regard to voltages used in critical areas.

11.3.8 FIRE SAFETY

- Providing appropriate fire fighting equipment at designated work place and nominate a fire officer/warden adequately trained for his job.
- Subcontractor shall provide enough fire protecting equipment of the types and numbers at his office, stores, temporary structure in labor colony etc. Such fire protection equipment shall be easy and kept open at all times.
- The fire extinguishers shall be properly refilled and kept ready which should be certified at periodic intervals. The date of changing should be marked on the Cylinders.
- All other fire safety measures as laid down in the "codes for fire safety at construction site" issued by safety coordinator of BHEL shall be followed.
- Non-compliance of the above requirement under fire protection shall in no way relieve the subcontractor of any of his responsibility and liabilities to fire incident occurring either to his materials or equipment or those of others.
- Emergency contacts nos must be displayed at prominent locations
- Tarpaulin being inflammable should not be used (instead, only non-infusible covering materials shall be used) as protective cover while preheating, welding, stress relieving etc. at site.

11.3.9 SCAFFOLDING

- Suitable scaffolds shall be provided for workman for all works that cannot safely be done from the ground, or from solid construction except in the case of short duration of work which can be done safely from ladders.
- When a ladder is used, it shall be of rigid construction made of steel. The steps shall have a minimum width of 45 cm and a maximum rise of 30 cm. Suitable handholds of good quality wood or steel shall be provided and the ladder shall be given an inclination not steeper than 1/4 horizontal and 1 vertical.
- Scaffolding or staging more than 3.6 m above the ground floor, swung or suspended from an overhead support or erected with stationery support shall have a guard rail properly bolted, braced or otherwise secured, at least 90 cm above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such openings as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from saver, from swaying, from the building or structure.

11.3.10 WORK AT HEIGHT:

- Guardrails and toe-board/barricades and sound platform conforming to IS:4912-1978 should be provided.



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- Wherever necessary, life-line (pp or metallic) and fall arrestor along with Polyamide rope or Retractable lifeline should be provided.
- Safety Net as per IS:11057:1984 should be used extensively for prevention/ arrest of men and materials falling from height. The safety nets shall be fire resistant, duly tested and shall be of ISI marked and the nets shall be located as per site requirements to arrest or to reduce the consequences of a possible fall of persons working at different heights.
- Reaching beyond barricaded area without lifeline support, moving with support of bracings, walking on beams without support, jumping from one level to another, throwing objects and taking shortcut must be discouraged.
- Use of Rebar steel for making Jhoola and monkey-ladder (Rods welded to vertical or inclined structural members), temporary platform etc. must be avoided.
- Monkey Ladder should be properly made and fitted with cages.
- Jhoola should be made with angles and flats and tested like any lifting tools before use.
- Lanyard must be anchored always and in case of double lanyard, each should be anchored separately.
- In case of pipe-rack, persons should not walk on pipes and walk on platforms only.
- In case of roof work, walking ladder/ platform should be provided along with lifeline and/ or fall arrestor.
- Empty drums must not be used.
- For chimney or structure painting, both hanging platform and men should be anchored separately to a firm structure along with separate fall arrestor. Rope ladder should be discouraged.

11.3.11 WORKING PLATFORM

Working platforms, gangways and stairways shall be so constructed that they do not sag unduly or unequally and if the height of the platform gangways provided is more than 3.6 m above ground level or floor level, they shall be closely boarded and shall have adequate width which shall not be less than 750 mm and be suitably fenced as described above. Every opening in the floor or a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be 90 cm.

11.3.12 EXCAVATION

Wherever there are open excavation in ground, they shall be fenced off by suitable railing and danger signals installed at night so as to prevent persons slipping into the excavations.

11.3.13 LADDER SAFETY

Safe means of access shall be provided to all working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9 m in the length while the width between side rails in rung ladder shall in no case be less than app. 29.2 cm for ladder upto and including 3 m in length. For longer ladders this width shall be increased at least $\frac{1}{4}$ " for each additional foot of length.

A sketch of the ladders and scaffolds proposed to be used shall be prepared and approval of the Engineer obtained prior to Construction.

11.3.14 LIFTING SAFETY

- It will be the responsibility of the subcontractor to ensure safe lifting of the equipment, taking due precaution to avoid any incident and damage to other equipment and personnel.



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- All requisite tests and inspection of handling equipment, tools & tackle shall be periodically done by the subcontractor by engaging only the Competent Persons as per law.
- Defective equipment or uncertified shall be removed from service.
- Any equipment shall not be loaded in excess of its recommended safe working load.

11.3.15 HOISTING APPLIANCE

- Motors, gearing, transmission, electric wiring and other dangerous parts of hoisting appliances should be provided with efficient safe guards.
- Hoisting appliance should be provided with such means as will reduce to the minimum the risk of any part of a suspended load becoming incidentally displaced.
- When workers employed on electrical installations which are already energized, insulating mats, wearing apparel, such as gloves, sleeves and boots as may be necessary should be provided.
- The worker should not wear any rings, watches and carry keys or other materials which are good conductor of electricity.

11.4 ENVIRONMENTAL CONTROL

Environment protection has always been given prime importance by BHEL. Environmental damage is a major concern of the principal subcontractor and every effort shall be made, to have effective control measures in place to avoid pollution of Air, Water and Land and associated life. Chlorofluorocarbons such as carbon tetrachloride and trichloroethylene shall not be used. Waste disposal shall be done in accordance with the guidelines laid down in the project specification.

Any chemical including solvents and paints, required for construction shall be stored in designated bonded areas around the site as per Material Safety Data Sheet (MSDS).

In the event of any spillage, the principle is to recover as much material as possible before it enters drainage system and to take all possible action to prevent spilled materials from running off the site. The subcontractor shall use appropriate MSDS for clean-up technique

All subcontractors shall be responsible for the cleanliness of their own areas.

The subcontractors shall ensure that noise levels generated by plant or machinery are as low as reasonably practicable. Where the subcontractor anticipates the generation of excessive noise levels from his operations the subcontractor shall inform to Construction Manager of BHEL accordingly so that reasonable &practicable precautions can be taken to protect other persons who may be affected.

It is imperative on the part of the subcontractor to join and effectively contribute in joint measures such as tree plantation, environment protection, contributing towards social upliftment, conversion of packing woods to school furniture, keeping good relation with local populace etc.

The subcontractor shall carry out periodic air and water quality check and illumination level checking in his area of work place and take suitable control measure.

11.5 HOUSEKEEPING

- Keeping the work area clean/ free from debris, removed scaffoldings, scraps, insulation/sheeting wastage /cut pieces, temporary structures, packing woods etc. will be in the scope of the subcontractor. Such cleanings has to be done by

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subcontractor within quoted rate, on daily basis by an identified group. If such activity is not carried out by subcontractor / BHEL is not satisfied, then BHEL may get it done by other agency and actual cost along with BHEL overheads will be deducted from contractor's bill. Such decisions of BHEL shall be binding on the subcontractor

- Proper housekeeping to be maintained at work place and the following are to be taken care of on daily basis.
- All surplus earth and debris are removed/disposed off from the working areas to identified locations.
- Unused/Surplus cables, steel items and steel scrap lying scattered at different places/elevation within the working areas are removed to identified locations.
- All wooden scrap, empty wooden cable drums and other combustible packing materials, shall be removed from workplace to identified locations. Sufficient waste bins shall be provided at
- Different work places for easy collection of scrap/waste. Scrap chute shall be installed to remove scrap from high location.
- Access and egress (stair case, gangways, ladders etc.) path should be free from all scrap and other hindrances.
- Workmen shall be educated through tool box talk about the importance of housekeeping and encourage not to litter.
- Labour camp area shall be kept clear and materials like pipes, steel, sand, concrete, chips and bricks, etc. shall not be allowed in the camp to obstruct free movement of men and machineries.
- Fabricated steel structures, pipes & piping materials shall be stacked properly.
- No parking of trucks/trolleys, cranes and trailers etc. shall be allowed in the camp, which may obstruct the traffic movement as well as below LT/HT power line.
- Utmost care shall be taken to ensure over all cleanliness and proper upkeep of the working areas

11.6 WASTE MANAGEMENT

Take suitable measures for waste management and environment related laws/legislation as a part of normal construction activities. Compliance with the legal requirements on storage/ disposal of paint drums (including the empty ones), Lubricant containers, Chemical Containers, and transportation and storage of hazardous chemicals will be strictly maintained.

11.6.1 BINS AT WORK PLACE

- Sufficient rubbish bins shall be provided close to workplaces.
- Bins should be painted yellow and numbered.
- Sufficient nos. of drip trays shall be provided to collect oil and grease.
- Sufficient qty. of broomsticks with handle shall be provided.
- Adequate strength of employees should be deployed to ensure daily monitoring and service for waste management.

11.6.2 STORAGE AND COLLECTION

- Different types of rubbish/waste should be collected and stored separately.
- Paper, oily rags, smoking material, flammable, metal pieces should be collected in separate bins with close fitting lids.
- Rubbish should not be left or allowed to accumulate on construction and other work places.
- Do not burn construction rubbish near working site.

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11.6.3 SEGREGATION

- Earmark the scrap area for different types of waste.
- Store wastes away from building.
- Oil spill absorbed by non-combustible absorbent should be kept in separate bin.
- Clinical and first aid waste stored and incinerated separately.

11.6.4 DISPOSAL

- Sufficient containers and scrap disposal area should be allocated.
- All scrap bin and containers should be conveniently located.
- Provide self-closing containers for flammable/spontaneously combustible material.
- Keep drainage channels free from choking.
- Make schedule for collection and disposal of waste.

11.6.5 WARNING AND SIGNS

- Appropriate sign to be displayed at scrap storage area
- No toxic, corrosive or flammable substance to be discarded into public sewage system.
- Waste disposal shall be in accordance with best practice.
- Comply with all the requirements of Pollution Control Board (PCB) for storage and disposal of hazardous waste.

11.7 TRAFFIC MANAGEMENT SYSTEM

11.7.1 SAFE WORKPLACE TRANSPORT SYSTEM

- Traffic routes in a work place shall be suitable for the persons or vehicles using them. This shall be sufficient in number and of sufficient size. This shall reflect the suitability of traffic routes for vehicles and pedestrians.
- Where vehicles and pedestrians use the same traffic routes there shall be sufficient space between them. Where necessary all traffic routes must be suitably indicated. Pedestrians or vehicles must be able to use traffic routes without endangering those at work. There must be sufficient separation of traffic routes from doors, gates and pedestrian traffic routes.
- For internal traffic, lines marked on roads / access routes and between buildings shall clearly indicate where vehicles are to pass.
- Temporary obstacles shall be brought to the attention of drivers by warning signs or hazard cones.
- Speed limits shall be clearly displayed. Speed ramps preceded by a warning signs or marker are necessary.
- The traffic route should be wide enough to allow vehicles to pass and re-pass oncoming or parked traffic and it may be advisable to introduce one-way system or parking restrictions.
- Safest route shall be provided between places where vehicles have to call or deliver.
- Avoid vulnerable areas/items such as fuel or chemicals tanks or pipes, open or unprotected edges and structures likely to collapse



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- Safe areas shall be provided for loading and unloading.
- Avoid sharp or blind bends. If this is not possible hazards should be indicated e.g. blind corner.
- Ensure road crossings are minimum and clearly signed.
- Entrance and gateways shall be wide enough to accommodate a second vehicle without causing obstruction.
- Set sensible speed limits which are clearly sign posted.
- Where necessary ramps should be used to retard speed. This shall be preceded by a warning sign or mark on the road.
- Forklift trucks shall not pass over road hump unless of a type capable of doing so.
- Overhead electric cable, pipes containing flammable hazardous chemical shall be shielded by using goal posts height gauge posts or barriers.
- Road traffic signs shall be provided on prominent locations for prevention of incidents and hazards and for quick guidance and warning to employees and public. Safety signs shall be displayed as per the project working requirement and guideline of the state in which project is done. Vehicles hired or used shall not be parked within the 15m radius of any working area. Any vehicle, that is required to be at the immediate/near the vicinity, shall be approved by the person in-charge of the site.

11.7.2 TRAFFIC ROUTE FOR PEDESTRIANS

- Where traffic routes are used by both pedestrians and vehicles road shall be wide enough to allow vehicles and pedestrians safely.
- Separate routes shall be provided for pedestrians to keep them away from vehicles. Provide suitable barriers/guard at entrances/exit and the corners or buildings.
- Where pedestrian and vehicle routes cross, appropriate crossing shall be provided.
- Where crowd is likely to use roadway e.g. at the end of shift, stop vehicles from using them at such times.
- Provide high visibility clothing for people permitted in delivery area.

11.7.3 WORK VEHICLE

Work vehicle shall be as safe stable efficient and roadworthy as private vehicles on public roads. Site management shall ensure that drivers are suitably trained. All vehicle e.g. heavy motor vehicle forklift trucks dump trucks mobile cranes shall ensure that the work equipment conforms to the following:

- A high level of stability.
- A safe means of access/egress.
- Suitable and effective service and parking brakes.
- Windscreens with wipers and external mirrors giving optimum all round visibility.
- Provision of horn, vehicle lights, reflectors, reversing lights, reversing alarms.
- Provision of seat belts.
- Guards on dangerous parts.
- Driver protection - to prevent injury from overturning and from falling objects/materials.
- Driver protection from adverse weather.
- No vehicle shall be parked below HT/LT power lines.
- Valid Pollution Under Control certification for all vehicles

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11.7.4 DAILY CHECK BY DRIVER

- There should also be daily safety checks containing below mentioned points by the driver before the vehicle is used.
 - Brakes.
 - Tires.
 - Steering.
 - Mirrors.
 - Windscreen waters.
 - Wipers.
 - Warning signals.
 - Specific safety system i.e. control interlocks
- Management should ensure that drivers carry out these checks.

11.7.5 TRANSPORTATION OF PERSONNEL AND MATERIALS BY VEHICLES

- All drivers shall hold a valid driving License for the class of vehicle to be driven and be registered as an authorized BHEL driver with the Administration Department.
- Securing of the load shall be by established and approved methods, i.e. chains with patented tightening equipment for steel/heavy loads. Sharp corners on loads shall be avoided when employing ropes for securing.
- All overhangs shall be made clearly visible and restricted to acceptable limits
- Load shall be checked before moving off and after traveling a suitable distance.
- On no account is construction site to be blocked by parked vehicles Drivers of vehicles shall only stop or park in the areas designate by the stringing foreman.
- Warning signs shall be displayed during transportation of material.

All vehicles used by BHEL shall be in worthy condition and in conformance to the Land Transport requirement.

11.7.6 MAINTENANCE

All Vehicles used for transportation of man and material shall undergo scheduled inspections on frequent intervals to secure safe operation. Such inspections shall be conducted in particular for steering, brakes, lights, horn, doors etc. Site management shall ensure that work equipment is maintained in an efficient, working order and in good repair. Inspections and services carried out at regular intervals of time and or mileage. No maintenance shall be carried below HT/LT power lines.

11.8 EMERGENCY PREPAREDNESS AND RESPONSE

- Emergency preparedness and response capability of site shall be developed as per Emergency Preparedness and Response plan issued by Regional HQ
- Availability of adequate number of first aiders and fire warden shall be ensured with BHEL and its subcontractors
- All the subcontractor's supervisory personnel and sufficient number of workers shall be trained for fire protection systems. Enough number of such trained personnel must be available during the tenure of contract. Subcontractor should nominate his supervisor to coordinate and implement the safety measures.
- Assembly point shall be earmarked and access to the same from different location shall be shown
- Fire exit shall be identified and pathway shall be clear for emergency escape.

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- Appropriate type and number of fire extinguisher shall be deployed as per Fire extinguisher deployment plan and validity shall be ensured periodically through inspection
- Adequate number of first aid boxes shall be strategically placed at different work places to cater emergency need. Holder of the first aid box shall be identified on the box itself who will have the responsibility to maintain the same.
- First aid center shall be developed at site with trained medical personnel and ambulance
- Emergency contact numbers (format given in EPRP) of the site shall be displayed at prominent locations.
- Tie up with fire brigade shall be done in case customer is not having fire station.
- Tie up with hospital shall be done in case customer is not having hospital.
- Disaster Management group shall be formed at site
- Mock drill shall be arranged at regular intervals. Monthly report of the above to be given to BHEL safety Officer as per prescribed BHEL formats
- Mock drill shall be conducted on different emergencies periodically to find out gaps in emergency preparedness and taking necessary corrective action

12.0 HSE INSPECTION

Inspection on HSE for different activities being carried out at site shall be done to ensure compliance to HSEMS requirements. The subcontractor shall maintain and ensure necessary safety measures as required for inspection and tests HV test, Pneumatic test, Hydraulic test, Spring test, Bend test etc. as applicable, to enable inspection agency for performing Inspection. If any test equipment is found not complying with proper safety requirements then the Inspection Agency may withhold inspection, till such time the desired safety requirements are met.

12.1 DAILY HSE CHECKS

Both the Site Supervisors and safety officer of Subcontractor are to conduct daily site Safety inspection around work activities and premises to ensure that work methods and the sites are maintained to an acceptable standard. The following are to form the common subjects of a daily safety inspection:

- Personal Safety wears & gear compliance.
- Complying with site safety rules and permit-to-work (PTW).
- Positions and postures of workers.
- Use of tools and equipment etc. by the workers.

The inspection should be carried out just when work starts in beginning of the day, during peak activities period of the day and just before the day's work ends.

12.2 INSPECTION OF PPE

- PPEs shall be inspected by HSE officer at random once in a week as per format no. HSEP:14-F06 for its compliance to standard and compliance to use and any adverse observation shall be recorded in the PPE register.
- The applicable PPEs for carrying out particular activities are listed below.

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12.3 INSPECTION OF T&Ps

- A master list of T&Ps shall be maintained by each subcontractor.
- All T&Ps being used at site shall be inspected by HSE officer once in a month as per format no. HSEP:14-F07 for its healthiness and maintenance.
- The T&Ps which require third party inspection shall be checked for its validity during inspection. The third party test certificate should be accompanied with a copy of the concerned competent person's valid qualification record.
- The validity of T&P shall be monitored as per "Status of T&Ps" format no. HSEP:14-F08

12.4 INSPECTION OF CRANES AND WINCHES

- Cranes and winches shall be inspected by the operator through a daily checklist for its safe condition (as provided by the equipment manufacturer) before first use of the day.
- Cranes and Winches shall be inspected by HSE officer once in a month as per format no. HSEP:14-F09 for healthiness, maintenance and validity of third party inspection.
- The date of third party inspection and next due date shall be painted on cranes and winches.
- The operators/drivers shall be authorized by sub-contractor based on their competency and experience and shall carry the I-card.
- The operator should be above 18 years of age and should be in possession of driving license of HMV man & goods), vision test certificate and should have minimum qualification so that he can read the instructions and check list.

12.5 INSPECTION ON HEIGHT WORKING

- Inspection on height working shall be conducted daily by supervisors before start of work to ensure safe working condition including provision of
 - Fall arrestor
 - Lifelines
 - Safety nets
 - Fencing and barricading
 - Warning signage
 - Covering of opening
 - Proper scaffolding with access and egress.
 - Illumination
- Inspection on height working shall be conducted once in a week by HSE officer as per format no. HSEP:14-F10.
- Medical fitness of height worker shall be ensured.
- Height working shall not be allowed during adverse weather.

12.6 INSPECTION ON WELDING AND GAS CUTTING OPERATION

- Supervisor shall ensure that no flammable items are available in near vicinity during welding and gas cutting activity.
- Gas cylinders shall be kept upright.
- Use of Flash back arrestor shall be ensured at both ends.

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- Inspection during welding and gas cutting operations shall be carried out by HSE officer once a month as per format no. HSEP:14-F11.
- Use of fire blanket to be ensured to avoid falling of splatters during welding or gas cutting operation at height.
- Availability of fire extinguisher at vicinity shall be ensured.

12.7 INSPECTION ON ELECTRICAL INSTALLATION/APPLIANCES

- Ensure proper earthing in electrical installation
- Use ELCB at electrical booth
- Electrical installation shall be properly covered at top where required
- Use appropriate PPEs while working
- Use portable electrical light < 24 V in confined space and potentially wet area.
- Monthly inspection shall be carried out as per format no. HSEP:14-F12.

12.8 INSPECTION OF ELEVATOR

- Elevators shall be inspected by concerned supervisors once in a week as per format no. HSEP:14-F13.
- All elevators shall be inspected by competent person and validity shall be ensured.
- The date of third party inspection and next due date shall be painted on elevator.

12.9 INSPECTION OF EXCAVATION

Excavation activities shall be inspected as per Format HSEP:14-F13A

13.0 HSE PERFORMANCE

- Contractor shall be assessed on monthly basis for HSE Compliance by BHEL Safety In-charge at site. The HSE compliance shall be based on Online HSE Evaluation System of BHEL as per Format No. HSEP:14-F33.
- BHEL shall reserve the right to use this assessment for evaluating bidder's capacity for future tenders
- Suitable HSE reward system shall be developed at site level to promote HSE compliance amongst workmen by the subcontractor.
To decide HSE reward, performance towards HSE shall be evaluated for workmen and it shall be awarded regularly in public gathering.
- If safety record of the subcontractor in execution of the awarded job is to the satisfaction of safety department of BHEL, issue of an appropriate certificate to recognize the safety performance of the subcontractor may be considered by BHEL after completion of the job.

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14.0 HSE PENALTIES

- As per contractual provision HSE penalties shall be imposed on subcontractors for non-compliance on HSE requirement as per format no. HSEP:14-F14. The list in the format is only indicative. For any other violation, not listed in the format, the minimum penalty amount is to be decided as per BOCW act.
- If principal customer/statutory and regulatory bodies impose some penalty on HSE due to the non-compliance of the subcontractor the same shall be passed on to them.
- The penalty amount shall be recovered by Site Finance department from subcontractors from the RA/Final bill.

15.0 OTHER REQUIREMENTS

- In case of any delay in completion of a job due to mishaps attributable to lapses by the subcontractor, BHEL shall have the right to recover cost of such delay from the payments due to the subcontractor, after notifying the subcontractor suitably.
- If the subcontractor fails to improve the standards of safety in its operation to the satisfaction of BHEL after being given reasonable opportunity to do so and/or if the subcontractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instruction regarding safety issued by BHEL, BHEL shall have the right to take corrective steps at the risk and cost of the subcontractor after giving a notice of not less than 7 days indicating the steps that would be taken by BHEL.
- If the subcontractor succeeds in carrying out its job in time without any fatal or disabling injury incident and without any damage to property BHEL may, at its sole discretion, favorably consider to reward the subcontractor suitably for the performance.
- In case of any damage to property due to lapses by the subcontractor, BHEL shall have the right to recover the cost of such damages from the subcontractor after holding an appropriate enquiry.
- The subcontractor shall take all measures at the sites of the work to protect all persons from incidents and shall be bound to bear the expenses of defense of every suit, action or other proceeding of law that may be brought by any persons for injury sustained or death owing to neglect of the above precautions and to pay any such persons such compensation or which may with the consent of the subcontractor be paid to compromise any claim by any such person, should such claim proceeding be filed against BHEL, the subcontractor hereby agrees to indemnify BHEL against the same.
- The subcontractor shall not employ men below the age of 18 years 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, overalls shall be supplied by the subcontractor to the workmen and adequate facilities shall be provided to enable the working painters to wash during the cessation of work.
- The subcontractor shall notify BHEL of his intention to bring to site any equipment or material which may create hazard.
- BHEL shall have the right to prescribe the conditions under which such equipment or materials may be handled and the subcontractor shall adhere to such instructions.



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- BHEL may prohibit the use of any construction machinery, which according to the organization is unsafe. No claim for compensation due to such prohibition will be entertained by BHEL.

16. NON COMPLIANCE

NONCONFORMITY OF SAFETY RULES AND SAFETY APPLIANCES WILL BE VIEWED SERIOUSLY AND BHEL HAS RIGHT TO IMPOSE FINES ON THE SUBCONTRACTOR AS UNDER FOR EVERY INSTANCE OF VIOLATION NOTICED:

SN	Violation of Safety Norms	Fine (in Rs)
01	Not Wearing Safety Helmet	200/- *
02.	Not wearing Safety Belt or not anchoring life line	500/-*
03	Not wearing safety shoe	200/-*
04	Not keeping gas cylinders vertically	200/-
05	Not using flash back arrestors	100/-
06	Not wearing gloves	50/- *
07.	Grinding Without Goggles	50/- *
08.	Not using 24 V Supply For Internal Work	500/-
09.	Electrical Plugs Not used for hand Machine	100/-
10.	Not Slinging properly	200/-
11.	Using Damaged Sling	200/-
12.	Lifting Cylinders Without Cage	500/-
13.	Not Using Proper Welding Cable With Lot of Joints And Not Insulated Property.	200/-
14.	Not Removing Small Scrap From Platforms	500/-
15.	Gas Cutting Without Taking Proper Precaution or Not Using Sheet Below Gas Cutting	500/-
16.	Not Maintaining Electric Winches Which are Operated Dangerously	500/-
17.	Improper Earthing Of Electrical T&P	500/-
18	No or improper barricading	500/-
19.	Activity carried out without Safety work permit (Height work, Lifting activity, Hot work-each person/case)	1000/-
20.	Incident Resulting in Partial Loss in Earning Capacity	25,000/- per victim
21.	Fatal Incident Resulting in total loss in Earning Capacity	1,00,000/- per victim for first instance #

- Legend:-

*: per head. For repeated violation by the same person, the penalty would be double of the previous penalty. Date of "Repeated violation" will be counted from subsequent days.

#: or as deducted by customer, whichever is higher. For repeated fatal incident in the same Unit incremental penalty to be imposed. The subcontractor will pay 2 times the penalty compared to previously paid in case there are repeated cases of fatal incidents under the same subcontractor for the same package in the same unit.

Any other non-conformity noticed not listed above will also be fined as deemed fit by BHEL. The decision of BHEL engineer is final on the above. The amount will be deducted from running bills of the subcontractor. The amount collected above will be utilized for giving award to the employees who could avoid incident by following safety rules. Also the amount will be spent for purchasing the safety appliances and supporting the safety activity at site.

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17.0 HSE AUDIT/INSPECTION

- Regular HSE Audit/inspection shall be carried out by Subcontractor as per Site HSE audit calendar.
- HSE checklist (**Annexure 02**) shall be used for carrying out audit/inspection and report shall be submitted to BHEL site management
- All non-conformities and observations on HSE identified during internal or external HSE audit shall be disposed off by site in a time bound manner and reported back the implementation status
- Corrective action and Preventive action on HSE issues raised by certification body issued by Regional HQs shall be implemented by site and reported to Site management.

18.0 MONTHLY HSE REVIEW MEETING

- II Site shall hold HSE review meeting every month to discuss and resolve HSE issues of site and improve HSE performance. It will also discuss the incidents occurred since previous meeting, its root cause and Corrective action and Preventive action. The agenda is given below:
 - Implementation of earlier MOM
 - HSE performance
 - HSE inspection
 - HSE audit and CAPA
 - HSE training
 - Health check-up camp
 - HSE planning for the erection and commissioning and installation activities in the coming month
 - HSE reward and promotional activities
- II The meeting shall be chaired by Construction Manager, convened by HSE coordinator and attended by all HOS, Site Incharge of Subcontractors and HSE officer of Subcontractors.
- MOM on the discussion will be circulated to the concerned for implementation.

19.0 FORMATS USED (Details available in Annexure-04)

SL. No.	Format Name	Format No.	Rev No.
01	Inspection of First Aid Box	HSEP:14-F01	00
02	Health Check Up	HSEP:14-F02	00
03	HSE Induction Training	HSEP:14-F03	00
04	Tool Box Talk	HSEP:14-F04	00
05	Monthly Site HSE Report	As specified by BHEL	00
06	Inspection of PPE	HSEP:14-F06	00



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07	Inspection of T&Ps	HSEP:14-F07	00
08	Status of T&Ps	HSEP:14-F08	00
09	Inspection of Cranes and Winches	HSEP:14-F09	00
10	Inspection on Height Working	HSEP:14-F10	00
11	Inspection on Welding & Gas Cutting	HSEP:14-F11	00
12	Inspection on Electrical Installation	HSEP:14-F12	00
13	Inspection on Elevator	HSEP:14-F13	00
14	HSE Penalty	HSEP:14-F14	00
15	Accident /incident / property damage /fire incident report	HSEP:14-F15	00



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20.0 ANNEXURES

ANNEXURE 01

As per Contract Labour (Regulation & Abolition Act), Central Rules, 1971,

(1) The first-aid box shall be distinctively marked with a Red Cross on a white background and shall contain the following items, namely:

(a) For establishments in which the number of contract labour employed does not exceed fifty, each first aid box shall contain the following equipment:

(i)	6 small sterilized dressings
(ii)	3 medium size sterilized dressings
(iii)	3 large size sterilized dressings
(iv)	6 pieces of sterilized eye pads in separate sealed packets.
(v)	6 roller bandages 10 cm wide.
(vi)	6 roller bandages 5 cm wide.
(vii)	One tourniquet
(viii)	A supply of suitable splints
(ix)	Three packets of safety pins.
(x)	Kidney tray.
(xi)	3 large sterilized burn dressings.
(xii)	1 (30ml) bottle containing a two percent alcoholic solution of iodine
(xiii)	1 (30 ml) bottle containing Sal volatile having the dose and mode of administration indicated on the label
(xiv)	1 snake bite lancet
(xv)	1 (30gms) bottle of potassium permanganate crystals.
(xvi)	1 pair scissors
(xvii)	1 copy of the First-Aid leaflet issued by the Director General, Factory Advice Service and Labour Institutes, Government of India.
(xviii)	A bottle containing 100 tablets (each of 5 grains) of aspirin
(xix)	Ointment for burns
(xx)	A bottle of suitable surgical anti-septic solution

(b) For establishment in which the number of contract labour exceeds fifty each first-aid box shall contain the following equipment:

(i)	12 small sterilized dressings
(ii)	6 medium size sterilized dressings
(iii)	6 large size sterilized dressings.
(iv)	6 large size sterilized burn dressings
(v)	6 (15 grams) packets sterilized cotton wool
(vi)	12 pieces of sterilized eye pads in separate sealed packets.



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(vii)	12 roller bandages 10 cm wide.
(viii)	12 roller bandages 5 cm wide.
(ix)	One tourniquet.
(x)	A supply of suitable splints.
(xi)	Three packets of safety pins.
(xii)	Kidney tray.
(xiii)	Sufficient number of eye washes bottles filled with distilled water or suitable liquid clearly indicated by a distinctive sign which shall be visible at all times.
(xiv)	4 per cent Xylocaine eye drops, and boric acid eye drops and soda by carbonate eye drops.
(xv)	1 (60ml) bottle containing a two percent alcoholic solution of iodine
(xvi)	One (two hundred ml) bottle of mercurochrome (2 per cent) solution in water.
(xvii)	1 (120ml) bottle containing Sal volatile having the dose and mode of administration indicated on the label.
(xviii)	1 roll of adhesive plaster (6 cmX1 meter)
(xix)	2 rolls of adhesive plaster (2 cmX1 meter)
(xx)	A snake bite lancet.
(xxi)	1 (30 grams) bottle of potassium permanganate crystals.
(xxii)	1 pair scissors
(xxiii)	1 copy of the First-Aid leaflet issued by the Director-General, Factory Advice service and labour Institutes, Government of India.
(xxiv)	a bottle containing 100 tablets (each of 5 grains) of aspirin
(xxv)	Ointment for burns
(xxvi)	A bottle of a suitable surgical anti septic solution.

(2) Adequate arrangement shall be made for immediate recouptment of the equipment when necessary.



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ANNEXURE 02

HSE AUDIT/INSPECTION CHECKLIST CUM COMPLIANCE REPORT

PROJECT: _____

SUBCONTRACTOR: _____

DATE : _____

OWNER : _____

INSPECTION BY: _____

Note : write 'NA' wherever the items is not applicable

Item	Y e s	N o	Remarks	Action
HOUSEKEEPING				
Waste containers provided and used				
Passageways and walkways clear				
General neatness of working area				
Other				
PERSONNEL PROTECTIVE EQUIPMENTS				
Goggles; shields				
Face protection				
Hearing protection				
Respiratory masks etc.				
Safety belts				
Other				
EXCAVATIONS / OPENINGS				
Openings properly covered or barricaded				
Excavations shored				
Excavations barricaded				
Overnight lighting provided				
Other				
WELDING, CUTTING				
Gas cylinders chained upright				
Cable and hoses not obstructing				
Fire extinguisher (s) accessible				
Others				
SCAFFOLDING				
Fully decked platforms				
Guard and intermediate rails in place				
Toe boards in place				
Adequate shoring				
Adequate access				
Others				
LADDER				
Extension side rails 1 m above				
Top of landing				
Properly secured				



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Angle + 70° from horizontal				
Other				
HOISTS, CRANES AND DERRICKS				
Condition of cables and sheaf OK				
Condition of slings, chains, hooks OK				
Inspection & maintenance log maintained				
Outriggers used				
Signals observed and understood				
Qualified operators				
Others				
MACHINERY, TOOLS & EQUIPMENT				
Proper instruction				
Safety devices				
Proper cords				
Inspection and maintenance				
Other				
VEHICLE AND TRAFFIC				
Rules and regulations observed				
Inspection and maintenance				
Licensed drivers				
Other				
TEMPORARY FACILITIES				
Emergency instructions posted				
Fire extinguishers provided				
Fire-aid equipment available				
General neatness				
Others				
FIRE PREVENTION				
Personnel instructed				
Fire extinguishers checked				
No smoking in prohibited areas.				
Hydrants				
Clearance				
Others				
ELECTRICAL				
Proper wiring				
ELCB's provided				
Ground fault circuit interrupters				
Protection against damage				
Prevention of tripping hazards				
Other				
HANDLING & STORAGE OF MATERIALS				
Properly stored or stacked				
Passageways clear				
Other				
FLAMMABLE GASES AND LIQUIDS				
Containers clearly identified				
Proper storage				
Fire extinguisher nearby				



**HEALTH, SAFETY AND ENVIRONMENT
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Other				
WORKING AT HEIGHT				
Safety nets				
Safety belts				
Safety helmets				
Anchoring of safety belt to the life line rope				
ENVIRONMENT				
Lubricant waste/engine oils properly dispose.				
Waste from Canteen, offices, sanitation etc. disposed properly.				
Disposal of surplus earth, stripping materials, expired batteries, oily rags and combustible materials done properly.				
HEALTH CHECKS				
Hygienic conditions at labor camps O.K.				
Availability of first-aid facilities				
Proper sanitation at site, office & labor camps.				
Arrangement of medical facilities.				
Measures for dealing with illness.				
Availability of potable drinking water for workmen & staff.				
Provision of crèches for children.				



**HEALTH, SAFETY AND ENVIRONMENT
PLAN FOR
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ANNEXURE 03

REFERENCES

- Contract documents
- Relevant legislations
- HSEMSM
- Relevant Indian standards as listed below (illustrative only):

SL NO	CODE NAME	TITLE
(1)	IS : 818-1888 (Reaffirmed 2003)	Code of Practice for safety and health requirements in Electric and Gas Welding and Cutting operations.
(2)	IS: 1179-1967 (Reaffirmed 2003)	Specification for Equipment for Eye & Face protection during welding.
(3)	IS : 1989 (Part 2):1986 (Reaffirmed 1997)	Specification for Leather Safety Boots & Shoes
(4)	IS:2925 – 1984 (Reaffirmed 2010)	Specification for Industrial Safety Helmets
(5)	IS:3521 : 1999 (Reaffirmed 2002)	Industrial Safety Belts & Harnesses-Specification
(6)	IS:3646(Part II) – 1966 (Reaffirmed 2003)	Code of Practice for Interior Illumination
(7)	IS:3696 (Part I) – 1987 (Reaffirmed 2002)	Safety Code for Scaffolds and Ladders
(8)	IS: 3696(Part 2) : 1991 (Reaffirmed 2002)	Scaffolds and Ladders-Code of Safety
(9)	IS:3786 – 1983 (Reaffirmed 2002)	Method for Computation of Frequency and Severity Rates for Industrial Injuries and Classification of Industrial Incidents
(10)	IS:4770 : 1991 (Reaffirmed 2006)	Rubber Gloves – Electricals purposes-Specification
(11)	IS:4912 : 1978 (Reaffirmed 2002)	Safety Requirements for Floor and Wall Openings, Railings and Toe Boards
(12)	IS: 5983 – 1980 (Reaffirmed 2002)	Specification for Eye-Protectors
(13)	IS:6519 – 1971 (Reaffirmed 1997)	Code of Practice for Selection, Care and Repair of Safety Footwear
(14)	IS:9167:1979	Specification for Ear-Protectors
(15)	IS:6994(Part I)-1973 (Re affirmed 1996)	Specification for Industrial Safety Gloves Leather and Cotton Gloves
(16)	IS:8519 – 1977 (Reaffirmed 1983)	Guide for Selection of Industrial Safety Equipment for Body Protection.
(17)	IS 11006 : 2011	Flash Back(Flame Arrestor) Specification



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(18)	IS:8520 – 1977 (Reaffirmed 2002)	Guide for Selection of Industrial Safety Equipment for Eye, Face and Ear Protection.
(19)	IS:9473:2002	Respiratory Protective Devices-Filtering Half Masks to protect against Particles-Specification.
(20)	IS:9944:1992 (Reaffirmed 2003)	Natural and Man-made Fiber Rope Slings-Recommendations on Safe working loads.
(21)	IS:11057 – 1884 (Reaffirmed 2001)	Specification for Industrial Safety Nets
(22)	IS:12254:1993 (Reaffirmed 2002)	Polyvinyl Chloride (PVC) Industrial Boots-Specification
(23)	IS:13367(Part 1):1992 (Reaffirmed 20030	Safe Use of Cranes-Code of Practice
(24)	IS:14166:1994 (Reaffirmed 2002)	Respiratory Protective Devices-Full Face Masks Specification
(25)	IS:14746 : 1999 (Reaffirmed 2003)	Respiratory Protective Devices-Half Masks and Quarter Masks - Specification
(26)	IS : 15397 :2003 (Reaffirmed 2008)	Portable Extinguisher Mechanical Foam Type(Stored Pressure)-Specification
(27)	IS: 19011:2002	Guidelines for Quality and/or Environmental Management Systems Auditing



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**ANNEXURE 04 : SAFETY FORMATS
&
ANNEXURE 05 : WORK PERMIT FORMATS**

**POWER SECTOR****INSPECTION OF FIRST AID BOX**

FORMAT NO: HSEP:14-F01
REV NO.: 00
PAGE NO. 01 OF 02

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

Number of employees on the site: - _____

Sl.No.	Item	No. Available	Remarks
1	No. of small sterilized dressings		
2	No of medium sized sterilized dressings		
3	No of large sized sterilized dressings.		
4	No of large sized sterilized burn dressings		
5	No of (15 grams) packets sterilized cotton wool		
6	No of pieces of sterilized eye pads in separate sealed packets.		
7	No of roller bandages 10 cm wide.		
8	No of roller bandages 5 cm wide.		
9	Whether tourniquet available		
10	Whether supply of Suitable splints available.		
11	No of packets of safety pins.		
12	Whether kidney tray available		
13	Whether sufficient number of eye wash bottles, filled with distilled water or suitable liquid, clearly indicated by a distinctive sign which shall be visible at all times, available.		
14	Whether 4%-xylocaine eye drops, and boric acid eye drops and soda by carbonate eye drops available.		
15	Whether (60ml) bottle containing a two percent alcoholic solution of iodine available		
16	Whether (two hundred ml) bottle of mercurochrome (2 per cent) solution in water available.		

**POWER SECTOR****INSPECTION OF FIRST AID BOX**

FORMAT NO: HSEP:14-F01
REV NO.: 00
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Sl.No.	Item	No. Available	Remarks
17	Whether 120ml bottle containing Sal volatile having the dose and mode of administration indicated on the label, available.		
18	Whether roll of adhesive plaster (6 cmX1 meter) available		
19	No of rolls of adhesive plaster (2 cmX1 meter)		
20	Whether snake bite lancet available.		
21	Whether (30 grams) bottle of potassium permanganate crystals available.		
22	Whether a pair scissors available		
23	Whether copy of the First-Aid leaflet issued by the Director-General, Factory Advice service and labour Institutes, Government of India available.		
24	Whether bottle containing 100 tablets (each of 5 grains) of aspirin available		
25	Whether Ointment for burns available		
26	Whether bottle of a suitable surgical anti-septic solution available		

Signature of Subcontractor's Site I/C:

**POWER SECTOR****HEALTH CHECK UP**

FORMAT NO: HSEP:14-F02

REV NO.: 00

PAGE NO. 1 OF 02

Name of Site :	
Name of Sub-Contractor :	
Name of Employee :	

NAME:

History Of Past Illness	H/O Epilepsy	
	H/O Drug Allergy	
	H/O Diabetics/ Hypertension	
	H/O Unconsciousness	
Personal History		
EXAMINATION	OBSERVATION	
<u>General Physical Examination</u>		
Height	:	
Weight	:	
BMI	:	
Built And nourishment	:	
Pallor	:	
Temperature	:	
Chest Expansion	: Inspiration	Expansion
Lymph Node Enlargement	:	
<u>Ear, Nose, Throat</u>		
Ear	:	
Nose	:	
Throat	:	

**POWER SECTOR****HEALTH CHECK UP**

FORMAT NO: HSEP:14-F02

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EXAMINATION	OBSERVATION	
<u>Cardiovascular System Examination :</u>		
Inspection	:	
Palpation	: Pulse	BP
Auscultation (Heart Sounds)	:	
<u>Respiratory System</u> :		
Inspection	: Respiratory Rate	
Palpation:	:	
Percussion	:	
Auscultation (Breath Sounds)	:	
<u>Examination of Abdomen</u> :		
Inspection	:	
Palpation	:	
Auscultation (Bowel Sounds)	:	
Any Other	:	
<u>Clinical Impression</u>		

Signature of the examining doctor



POWER SECTOR

HSE INDUCTION TRAINING

FORMAT NO: HSEP:14-F03

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site :	
Name of Sub-Contractor :	
Date :	
Name of Training Co-ordinator	

Signature of Training co-ordinator :



POWER SECTOR

TOOL-BOX TALK

FORMAT NO: HSEP:14-F04

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site :	
Sub-Contractors Name :	
Date :	

Signature of Site I/C of Subcontractor :

**POWER SECTOR****PERSONAL PROTECTIVE EQUIPMENTS**

FORMAT NO: HSEP:14-F06

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

Item	Issued this Month	Nos. Issued up to the Month	Percentage of usage at site
Safety Helmet			
Safety Shoes			
Full Body Harness			
Fall Arrestor			
Safety Nets			
Other PPEs.			

Signature of Site I/C of Subcontractor :

**POWER SECTOR****INSPECTION OF T&Ps**

FORMAT NO: HSEP:14-F07

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site :	
Name of Sub-Contractor :	
Date of Inspection :	

Sl.No.	Description	Remarks
1.0	Name of equipment	
2.0	Basic Information of equipment	
2.1	Specification	
2.2	Sr. No. of equipment	
2.3	Make	
2.4	Year of manufacture	
3.0	Major repairs / overhauls(Furnish details of work carried out)	Date(s) of major repair/overhaul
3.1		
3.2		
3.3	Repairs carried out at site	
4.0	Any performance test conducted	Yes/No
5.0	Document Submitted	Yes/No
6.0	Manufacturer's test / guarantee certificate	Available/ Not available
7.0	Performance test	Done/ Not Done
8.0	Acceptance Norms	
9.0	Committee Observations	
10.0	Date of next review (if accepted)	
Signature-Site Safety Officer (BHEL)		Signature-Subcontractor/ Subcontractor's Safety Officer

**POWER SECTOR****STATUS OF T&Ps**

FORMAT NO: HSEP:14-F08

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site	
Name of Sub-Contractor	
Date of Inspection	

Item	Nos. Deployed	Identification No.	Nos. Tested by competent person	Validity of Test Certificate
Winches				
Chain Blocks				
Wire Rope				
Slings				
Man Cages				
D-Shackles				
Air Compressors				
Crawler Cranes				
Mobile Cranes				
Hydra Cranes				
Others				

Signature of Site I/C of subcontractor:

**POWER SECTOR****INSPECTION OF CRANES AND WINCHES**

FORMAT NO: HSEP:14-F09

REV NO.: 00

PAGE NO. 01 OF 03

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection:	

Crane Reg. No (Make/Model) _____**Name of Driver/Operator** _____

Sl.no.	Description	Observation	Measures
1	Valid Driving license		
2	Hook & Hook Latch		
3	Over Hoist limit switch		
4	Boom limit switch		
5	Boom Angle Indicator		
6	Boom limit cutoff switch		
7	Condition of Boom		
8	Condition of ropes		
9	Number of load lines		
10	Size and condition of the slings		
11	Stability of the cranes		
12	Soil Condition		
13	Swing Break And Lock		
14	Proper Break And Lock		
15	Hoist Break And Lock		
16	Boom Break And Lock		
17	Main Clutch		
18	Leakage in Hydraulic Cylinders		
19	Out riggers fully extendable		
20	Tyre pressure		
21	Condition of Battery And Lamps		

**POWER SECTOR****INSPECTION OF CRANES AND WINCHES**

FORMAT NO: HSEP:14-F09

REV NO.: 00

PAGE NO. 2 OF 03

Sl.no.	Description	Observation	Measures
22	Guards of moving and rotating parts		
23	Load chart provided		
24	Number and position of pedant ropes		
25	Reverse Horn		
26	Load Test Details		
27	Operator's fitness		
28	Pollution under control certificate		
29	Fire extinguisher of appropriate type.		
30	Training of the operator		

WINCH

Sl. No.	Description	YES	NO	NA	Remarks
1	Has the copy of Third Party Inspection certificate been provided in winch machine shed?				
2	Is winch machine operator experienced enough to operate the winch machine?				
3	Is the winch machine operated by someone other than the winch machine operator?				
4	Is there guard provided in all moving parts like wheel and motor's shaft?				
5	Will it protect against unforeseen operational contingencies?				
6	Are brakes, clutch and locking arrangement working properly?				
7	Has it been ensured that the guard does not constitute a hazard by itself?				
8	Are the cranks and the connecting rods protected by guardrails?				
9	Is there provision for fully covered shed with wooden plank roof?				

**POWER SECTOR****INSPECTION OF CRANES AND WINCHES**

FORMAT NO: HSEP:14-F09

REV NO.: 00

PAGE NO. 3 OF 03

Sl. No.	Description	YES	NO	NA	Remarks
10	Is wire rope free from any kind of damage or wear and tear?				
11	Is split pin provided for the protection of clutch and brake locking arrangement?				
12	Is pulley inspected by competent person and certified before use?				
13	Is pulley free from any wear and tear visually?				
14	Is winch rope barricaded with clipsheet for the protection of rope and person?				
15	Is the wire rope lubricated by cardium oil?				
16	Is there any friction in wire rope which may damage the wire rope rather than the rolling parts?				
17	Is there any oil leakage in the hydraulic system of the winch machine?				
18	Has it been ensured that the guard will not cause discomfort or inconvenience to operator?				
	Total Number of NO:				
	Total Number of NA:				
	% Compliance :				

Signature of Site I/C of subcontractor :

**POWER SECTOR****INSPECTION OF HEIGHT WORKING**

FORMAT NO: HSEP:14-F10

REV NO.: 00

PAGE NO. 01 OF 02

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection:	

Sl. No.	Descriptions	Observation (Yes/No)	Remarks
1	All the workers have been explained safe work method?		
2	An established communication system has been established and explained to the workers.		
3	Adequate illumination has been ensured.		
4	Work area inspected prior to the start of the work.		
5	Area below the work place barricaded, particularly below hot work.		
6	Workers provided with bags /box to carry bolts, nuts and hand tools		
7	Arrangement for fastening hand tools made.		
8	All work platforms ensured to be of adequate strength and ergonomically suitable.		
9	Fabricated makeshift arrangements are checked for quality and type of material welding, anchoring etc.		
10.	Work at more than one elevation at the same segment is restricted.		
ACCESS/EGRESS			
1	Walkways provided with handrail, mid-rail and toe guard?		
2	All checkered plates, gratings properly welded/ bolted?		
3	Are ladders inspected and they are in good condition?		
4	Are ladders spliced?		
5	Are ladders properly secured to prevent slipping, sliding or falling?		
6	Do side rails extend 36" above top landing?		
7	Are built up ladders constructed of sound materials?		

**POWER SECTOR****INSPECTION OF HEIGHT WORKING**

FORMAT NO: HSEP:14-F10

REV NO.: 00

PAGE NO. 02 OF 02

Sl. No.	Descriptions	Observation (Yes/No)	Remarks
8	Are rugs and cleats not over 12" on center?		
9	Metal ladders not used around electrical hazards.		
10	Proper maintenance and storage.		
11	Ladders placed at right slope.		
12	Ladders / staircases welded/ bolted properly.		
13	Any obstruction in the stairs.		
14	Are landing provided with handrails, knee rails, toe boards etc.?		
15	Whether ramp is provided with proper slope.		
16	Proper hand rails / guards provided in ramps.		
	Housekeeping		
1	Walkways, aisles & all overhead workplaces cleared of loose material.		
2	Flammable materials, if any, are cleared.		
3	All the de shuttering materials are removed after de shuttering is done.		
4	Platforms and walkways free from oil/grease or other slippery material.		
5	Collected scrap are brought down or lowered down and not dropped from height.		
	PPE And Safety Devices		
1	Use of safety helmet, safety belts ensured for all workers		
2	Anchoring points provided at all places of work.		
3	Common lifeline provided wherever linear movement at height is required.		
4	Safety nets are use wherever required.		
5	Proper fall arrest system is deployed at critical workplaces.		
6	Crawler boards/Safety system or works on fragile roof are used.		

Signature of Site I/C of subcontractor :

**POWER SECTOR****INSPECTION OF WELDING AND GAS
CUTTING**

FORMAT NO: HSEP:14-F11
REV NO.: 00
PAGE NO. 1 OF 02

Name of Site	
Name of Sub-Contractor	
Inspected by	
Date of Inspection	

Welding		Y	N	Remarks
Sl.no.	Description	e	s	
1	Is electric connection given through 30 mA ELCB/RCCB to welding m/c?			
2	Is electric cable fitted properly in junction box on m/c?			
3	Is electrical cable free from joints?			
4	Are the joints attached firmly & insulated with tape?			
5	Is double earthing given to body of m/c?			
6	Is the physical condition of the m/c good?			
7	Is ON/OFF switch connected to the m/c is working and in good condition?			
8	Are indication lamps on m/c working?			
9	Is the electrode holder in good condition?			
10	Are the cables of the welding m/c lugged & tight properly?			
11	Are return lead connected properly (Rod, Angle, Channels shall not be used)			
	Total No of NO			
	Total No of YES			

**POWER SECTOR****INSPECTION OF WELDING AND GAS
CUTTING**

FORMAT NO: HSEP:14-F11

REV NO.: 00

PAGE NO. 2 OF 02

Gas Cutting				
Sl. no	Description	Yes	No	Remarks
1	Are Cylinders kept on trolleys?			
2	Physical condition of Gas cylinders Good?			
3	Is there Oil/Grease on valve of the cylinder?			
4	Are pressure regulators in good condition?			
5	Condition of hose pipe OK?			
6	Are hose pipe clamped with hose clip?			
7	Is flash back arrestor & NRV fitted on torch both for O2 and LPG cylinder?			
8	Is nozzle of the torch cleaned?			
	Total Number of NO			
	Total No of YES			
	% Compliance			

Signature of Site I/C of subcontractor :

**POWER SECTOR****INSPECTION OF ELECTRICAL INSTALLATION**

FORMAT NO: HSEP:14-F12

REV NO.: 00

PAGE NO. 01 OF 02

Name of Site	
Name of Sub-Contractor	
Inspected by	
Date of Inspection:	

Sr. No.	Contents	Yes/No	Remarks
A	Cable		
1.	Whether the condition of cable is checked?		
2.	Are cables received from other sites checked for insulation resistance before putting them into use?		
3.	Are all main cables taken either underground / overhead?		
4.	Are welding cables routed properly above the ground?		
5.	Are welding and electrical cables overlapping?		
6.	Is any improper joining of cables/wires prevailing at site?		
B	DBs/SDBs		
1.	Is earth conductor continued up to DB / SDB?		
2.	Whether DBs and extension boards are protected from rain / water?		
3.	Is there any overloading of DBs / SDBs?		
4.	Are correct / proper fuses & CBs provided at main boards and sub-boards?		
5.	Is energized wiring in junction boxes, CB panels & similar places covered all times?		
C	ELCB		
1.	Whether the connections are routed through ELCB?		
2.	Is ELCB sensitivity maintained at 30 mA?		

**POWER SECTOR****INSPECTION OF ELECTRICAL INSTALLATION**

FORMAT NO: HSEP:14-F12

REV NO.: 00

PAGE NO. 02 OF 02

Sr. No.	Contents	Yes/No	Remarks
3.	Are the ELCB numbered and tested periodically & test results recorded in a logbook countersigned by a competent person?		
D	Grounding		
1.	Is natural earthing ensured at the source of power (main DB at Generator or Transformer)?		
2.	Whether the continuity and tightness of the earth conductor are checked?		
3.	Mention the gauge of the earth conductor used at the site.		
4.	Mention the value of Earth Resistance.		
E	Electrically operated Machines or Accessories.		
1.	Whether the plug top is provided everywhere.		
2.	Are all metal parts of electrical equipment and light fittings / accessories grounded?		
3.	Is there any shed or cover for welding machines?		
4.	Are halogen lamps fixed at proper places?		
5.	Are portable power tools maintained as per norms?		
6.	Any other information:		

Signature of Site I/C of subcontractor :

**POWER SECTOR****INSPECTION OF ELEVATOR**

FORMAT NO: HSEP:14-F13

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site	
Name of Sub-Contractor	
Inspected by	
Date of Inspection	

Sr. No.	Description	Remarks
1.0	Name of equipment	
2.0	Basic Information of equipment	
2.1	Specification	
2.2	Sr. No. of equipment	
2.3	Make	
2.4	Year of manufacture	
3.0	Major repairs/overhauls(Furnish details of work carried out)	Date(s) of major repair/overhaul
3.1		
3.2		
3.3	Repairs carried out at site	
4.0	Any performance test conducted	Yes/No
5.0	Document Submitted	Yes/No
6.0	Manufacturer's test / guarantee certificate	Available/ Not available
7.0	Performance test	Done/ Not Done
8.0	Acceptance Norms	
9.0	Committee Observations	
10.0	Date of next review (if accepted)	

**Signature-Subcontractor/ Subcontractor's
Safety Officer**

Signature-Site Safety Officer (BHEL)



POWER SECTOR
Inspection of Excavation

FORMAT NO: HSEP:14-F13E
REV NO.: 00
PAGE NO. 01 OF 01

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

Sl.no.	Description	Yes	No	Remarks
1	Precautions taken for Underground Electrical Cable			
2	Precautions taken for Under / Above ground sewer/ Drinking Water Line			
3	Precautions taken for Underground Telecommunication Line			
4	Precautions taken for Underground Product/Utility Line			
5	Precautions taken for Underground Fire Water Line			
6	Shoring / Shuttering / Sheet piling done to prevent collapse of excavation walls. Strength of Excavation wall ensured at all times			
7	Slope Cutting / Angle Maintained			
8	Hard Barricading & Edge Protection provided			
9	Separate Safe Access for Man and Vehicle			
10	Lighting arrangement			
11	Banksman Provided			
12	Required basic PPEs provided			
13	Excavated soil / Construction Material / equipment kept away from the edge.			
14	First aid in attendance.			
15	Other:			
	Total No of YES			

Signature-Subcontractor/ Subcontractor's Safety Officer

Signature-Site Safety Officer (BHEL)

**POWER SECTOR****HSE PENALTY**

FORMAT NO: HSEP:14-F14

REV NO.: 00

PAGE NO. 1 OF 02

Sub: MEMO for Penalty for non-compliances in Safety

Following lapse (tick marked) was observed and penalty is imposed as stated at the bottom of this memo. It is requested that such occurrences be please avoided in future.

Safety Area

SN	Violation of Safety Norms	Fine (in Rs)
01	Not Wearing Safety Helmet	200/- *
02.	Not wearing Safety Belt or not anchoring life line	500/- *
03	Not wearing safety shoe	200/- *
04	Not keeping gas cylinders vertically	200/-
05	Not using flash back arrestors	100/-
06	Not wearing gloves	50/- *
07.	Grinding Without Goggles	50/- *
08.	Not using 24 V Supply For Internal Work	500/-
09.	Electrical Plugs Not used for hand Machine	100/-
10.	Not Slinging properly	200/-
11.	Using Damaged Sling	200/-
12.	Lifting Cylinders Without Cage	500/-
13.	Not Using Proper Welding Cable With Lot of Joints And Not Insulated Property.	200/-
14.	Not Removing Small Scrap From Platforms	500/-
15.	Gas Cutting Without Taking Proper Precaution or Not Using Sheet Below Gas Cutting	500/-
16.	Not Maintaining Electric Winches Which are Operated Dangerously	500/-
17.	Improper Earthing Of Electrical T&P	500/-
18	No or improper barricading	500/-
19.	Activity carried out without Safety work permit (Height work, Lifting activity, Hot work-each person/case)	1000/-
20.	Incident Resulting in Partial Loss in Earning Capacity	25,000/- per victim
21.	Fatal Incident Resulting in total loss in Earning Capacity	1,00,000/- per victim for first instance #

Legend: -

*: per head. For repeated violation by the same person, the penalty would be double of the previous penalty. Date of "Repeated violation" will be counted from subsequent days.

#: or as deducted by customer, whichever is higher. For repeated fatal incident in the same Unit incremental penalty to be imposed. The subcontractor will pay 2 times the penalty compared to previously paid in case there are repeated cases of fatal incidents under the same subcontractor for the same package in the same unit.

**POWER SECTOR****HSE PENALTY**

FORMAT NO: HSEP:14-F14

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Details (if any) related to non- compliance (Name of persons, Nature of deficiency, etc.)

Penalty imposed:

1, Rate as per above chart _____

2. No. of Persons/ machine/ event/ labour _____

3. Total Penalty= 1. X 2. = _____

Signature:

Witnessed by: (Sub- Contractor representative) (BHEL Personnel)

Name _____

Name _____

Distribution: 1 Copy: to Sub- contractor,
1 Copy to Site Construction Manager (BHEL)

**POWER SECTOR- HQ****Incident Report**

(To be submitted within 24 hours of time of incident)

FORMAT NO: HSEP:14-F15

REV NO.: 00

PAGE NO. 01 OF 01

Type of incident: Fatal/Major/ Minor/Fire/Property Damage/Near-miss

1	NAME OF SITE		3	ACTIVITY AREA		
2	SCOPE OF WORK		4	NAME OF CONTRACTOR		
			5	NAME & DESIGNATION OF BHEL ACTIVITY I/C		
6	DATE & TIME OF ACCIDENT		7	DATE RESUMED		
8	NO. OF WORK-DAYS LOST BY VICTIM (If duty not resumed, give estimated figure)					
9	NO. OF MANHOURS LOST BY OTHERS					
10	PERSONAL DETAILS OF INJURED AND / OR DETAILS OF MATERIALS / EQUIPMENT / PROPERTY DAMAGED					
NAME		NAME OF MATERIAL / EQUIPMENT / PROPERTY				
PERIOD OF EMPLOYMENT						
AGE	YRS	SEX	MALE/ FEMALE	ESTIMATED COST	ACTUAL COST	
MARITAL STATUS		SINGLE / MARRIED				
OCCUPATION					NATURE OF DAMAGE	
PART OF BODY INJURED						
NATURE OF INJURY						
AGENCY (OBJECT / EQUIPMENT / SUBSTANCE) MOST RESPONSIBLE FOR CAUSING ACCIDENT / INJURY / DAMAGE						
12	PERSON (NAME & DESIGNATION) WITH MOST CONTROL OVER AGENCY (OBJECT / EQUIPMENT / SUBSTANCE) CAUSING ACCIDENT INJURY / DAMAGE					
13	DESCRIBE CLEARLY HOW THE ACCIDENT OCCURRED (USE ADDITIONAL SHEET, IF REQUIRED)					
ANALYSIS						
14	WHAT ACTS AND / OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS ACCIDENT					
15	WHAT ARE THE BASIC REASON FOR THE EXISTENCE OF THESE ACTS AND / OR CONDITION ?					
16	WHAT CORRECTIVE ACTIONS HAVE BEEN TAKEN TO PREVENT ACCIDENT RECURRENCE ?					
	DATE :			SIGNATURE OF SITE HSE COORDINATOR		
17	COMMENTS OF HEAD / SOX					
	DATE:			SIGNATURE OF HEAD/SOX		



POWER SECTOR

Format for Monthly HSE Planning & Review

FORMAT NO: HSEP:14-F30

REV NO.: 00

PAGE NO. 01 OF 3

Note: This is a template and can be modified in consultation with BHEL

Name of the Site		Name of the Subcontractor	
Scope of Work		Date	
PART- A: PLAN OF HSE ACTIVITIES FOR THE MONTH OF.....			PART-B: REVIEW ON
SN.	Description of HSE Activity & Formats	Plan & Targets for the month	Review
1	Availability of First Aid Box at Required Places and Inspection thereof as per Format: Fo1	Areas 1.	
2	Health check-up as per Format: Fo2	Health check-up for Nos 1. New inductees 2. Drivers & Operators 3. Workers in following high risk areas: a. ...	
3	Induction training of newly joined workers as per Format: Fo3	Minimum No. of workers:	
4	Toolbox talks (TBT) conducted before start of work as per Format: Fo4	Locations of TBTs & No. of workers 1. ...	
5	PPE usage and issue as per Format: Fo6		
6	Inspection of T&Ps as per Format: Fo7	List of T&Ps to be inspected 1.	
7	Identification & Inspection Status of T&Ps as per Format: Fo8		
8	Inspection of Cranes & Winches as per Format: Fo9	List of Cranes & Winches & Nos. 1. ...	
9	Inspection of Height Working as per Format: Fo10	Areas: 1. ...	
10	Inspection of Welding & Gas Cutting operations as per Format: Fo11	Areas: 1. ...	
11	Inspection of Electrical Installations as per Format: Fo12	Locations: 1. ...	
12	Inspection of Elevators (as applicable) as per Format: Fo13	Locations: 1. ...	
13	Inspection of Excavation as per Format: Fo13E	Locations: 1. ...	



POWER SECTOR

Format for Monthly HSE Planning & Review

FORMAT NO: HSEP:14-F30
REV NO.: 00
PAGE NO. 02 OF 3

SN.	Description of HSE Activity & Formats	Plan & Targets for the month	Review
14	Job Safety Analysis as per Format F32B	Activities: 1. ...	
15	Regular Job Specific Training (Re-training) for workers involved in hazardous activities	Topics/ Hazards & No. of workers 1. ...	
16	Mass housekeeping (HK) drive in work areas	Areas 1. ...	
17	Vertigo Test of Height workers	Minimum No. of workers:	
18	Deployment of qualified HSE Officers as per contract	Location(s) & Nos. 1. ...	
19	Deployment of qualified HSE Stewards as per contract	Location(s) & Nos. 1. ...	
20	Deployment of Safety tools & Equipment (Safety Nets, Lifelines, Fall arrestors, Man-cages, flashback arrestors, scaffolding etc.)	Tool/ Equipment & Location 1. ...	
21	Safety Walks by site in charge of agency (4 -Weekly once)	Dates:	
22	Safety walks by departmental head (8-Weekly twice)	Dates:	
23	Availability/ deployment of Safety posters/ placards/ signage at strategic locations	Locations: Nos. 1. ...	
24	Provision of clean drinking water sources for workers	Locations: Nos. 1. ...	
25	Provision of toilets for workers (separate for male & female workers)	Locations: Nos. 1. ...	
26	Rest sheds for workers during lunchtime, rain, dust storm etc.	Locations: Nos. 1. ...	
27	Availability of following in Labor colony	<ol style="list-style-type: none">1. Clean drinking water2. Toilets3. Cleanliness & Hygiene4. Grass cutting,5. Fogging6. Electrical Inspection ...	



POWER SECTOR

Format for Monthly HSE Planning & Review

FORMAT NO: HSEP:14-F30

REV NO.: 00

PAGE NO. 03 OF 3

SN.	Description of HSE Activity & Formats	Plan & Targets for the month	Review
28	Availability of dust/ waste bins at various locations	Locations: 1. ...	
29	Availability of Ambulance (individual/ joint) in each shift	Ambulance No.	
30	Availability of emergency vehicle in each shift	Emergency vehicle	
31	Deployment/ Availability of tested Fire Extinguishers	Locations & Nos. 1. ...	
32	Tree plantation	Locations & Nos. 1. ...	
33	Waste disposal & Scrap Bins	Locations 1. ...	
34	Illumination checks	Locations 1. ...	
35	Safety award function: 1. Display of good practices Award presentation	Minimum 1 per month	
36	Submission of Daily Reports as per Format No.F31A	Daily Reports (Night & Day Shifts)	

<u>PLAN</u>		<u>REVIEW</u>	
<u>Agency</u> Name: Sign: Date:	<u>BHEL</u> Name: Sign: Date:	<u>Agency</u> Name: Sign: Date:	<u>BHEL</u> Name: Sign: Date:



POWER SECTOR

Format for Daily HSE Reporting

FORMAT NO: HSEP:14-F31 A
REV NO.: 00
PAGE NO. 01 OF 1

Note: Following format to be submitted (preferably) in excel/ soft copy by subcontractor daily at the end of each shift. Any photographs/ records to be attached

Site									
Year						Subcontractor			
Night	Day	SHIFT	Submitted By	Work Area(s)	Month		Day		
		Staff		Man-Power	Vertigo Test (Numbers Tested)				
				Safety Officers	On-the-Job Training (Topic & participants)				
					Work Permits				
					Job Safety Analyses conducted				
					Height Work Inspection				
					Other Hazardous Activities Inspection				
					NA	T&P Inspection (Names & Nos. Inspected)			
						Safety Walk (Designation, Areas)			
					NA	NA			
						HSE Meeting			
						NA	Safety Reward (Details)		
							NA	Housekeeping/ Dust Suppression/ Tree Plantation Activities (Locations/ Details)	
								Lost time Accident	
								Restricted Work Case	
								Medical Treatment Case	
								First Aid Case	
								Near miss	
								Property Damage/ Fire	
								Non-Compliances Submitted by BHEL	
								Complied by Agency	
								Any other Remarks/ Inputs	



POWER SECTOR

Job Safety Analysis Format

FORMAT NO: HSEP:14-F32B
REV NO.: 00
PAGE NO. 01 OF 1

Name of the Site	
Name of the Subcontractor	
Activity, Area	

HAZARDS	PRECAUTIONS

(Name)	Submitted By		Reviewed By		Approved By	
(Sign)	(Agency HSE)		(BHEL Execution)		(BHEL HSE)	
(Date)						



Checklist for Evaluation of HSE Performance

SL	Parameter for Measurement	M/ O	Wt	Supporting Documents
1a	Induction training for new workers conducted through audio-visual medium & documented ?	M	1	Induction Training Records
1b	Tool box talk conducted regularly as per plan, and documented?	M	1	Toolbox Talk Records
1c	Contractor in charge and safety in charge attended safety meetings?	M	2	Minutes of Meeting
1d	Whether observations in safety meetings are complied before next meeting?	M	2	-do-
1e	Preparation and submission of Monthly HSE report within stipulated time	M	1	Report submission date
1f	Preparation and submission of Incident/near-miss report and RCA Report (as applicable) within stipulated time	M	1	Incident/ Near Miss Records
1g	Carrying out Inspections and submission of Inspection reports within stipulated time	M	1	Inspection Records
1h	Regular Job Specific Training ensured for High Risk Workers (through audio-visual medium) as per plan	M	1	Training & Attendance Records
2a	Whether the contractor is registered under BOCW	M	2	BOCW Registration Certificate
2b	Availability of Qualified safety officer (1 for every 500 labour)	M	2	Safety Officer qualification & experience records
2c	Availability of Qualified safety supervisor (1 for every 100 labour)	M	2	Safety Officer qualification & experience records
2d	All the workers are provided and using safety helmets and safety shoes/gum boots	M	2	PPE Issue Records, Inspection/ non-conformity records
2e	Housekeeping done on regular basis and scrap removal at site	M	1	Housekeeping records, Inspection/ non-conformity records
2f	Usage of Goggles/Face shields and Hand gloves for gas cutter and grinders		1	PPE Issue Records, Inspection/ non-conformity records
2g	Wall openings & floor openings are guarded?		1	Inspection/ non-conformity records
2h	Adequate illumination provided in all working area?		1	Inspection/ non-conformity records
2i	Safety posters, sign boards and emergency contact numbers in all prominent location are displayed?		1	Inspection/ non-conformity records
2j	Availability of automatic reverse horns, Main horn, hook latches for Vehicles, mobile cranes, Hydras		1	Inspection/ non-conformity records
2k	Ban of carrying mobile phones to work place is implemented for workers		1	Inspection/ non-conformity records
2l	Availability of Tags & Inspection Certificates for Cranes of all capacities		1	Master T&P List with internal & external test details
2l.2	Availability of Tags & Inspection Certificates for Winches of all capacities		1	Master T&P List with internal & external test details
2l.3	Availability of Tags & Inspection Certificates, color coding for Chain pulley blocks		1	Master T&P List with internal & external test details
2l.4	Availability of Tags & Inspection Certificates for Vehicles - Trailers, Dozers, Dumpers, Excavators. Mixers etc.		1	Master T&P List with internal & external test details
2l.5	Availability of Tags & Inspection Certificates for Welding machines, grinders, Drilling machines, etc.		1	Master T&P List with internal & external test details
2l.6	Availability of Tags & Inspection Certificates, colour coding for Wire rope slings etc.		1	Master T&P List with internal & external test details
2l.7	Availability of Tags & Inspection Certificates for Batching plants		1	Master T&P List with internal & external test details



Checklist for Evaluation of HSE Performance

SL	Parameter for Measurement	M/ O	Wt	Supporting Documents
2m.1	Use of Lifting Permit as per requirement		1	Permit Records
2m.2	Use of Height Permit as per requirement		1	Permit Records
2m.3	Use of Hot Work Permit as per requirement		1	Permit Records
2m.4	Use of Excavation permit as per requirement		1	Permit Records
2m.5	Use of Confined space work permit as per requirement		1	Permit Records
2m.6	Use of Grating removal and safety net removal permit as per requirement		1	Permit Records
2m.7	Use of Lockout-Tag out permit as per requirement		1	Permit Records
2m.8	Use of Radiography permit as per requirement		1	Permit Records
2m.9	Use of Night/ Holiday Work Permit as per requirement		1	Permit Records
2m.10	Use of Any other Applicable Permit as per requirement		1	Permit Records
3a	Material safety data sheet(MSDS) available for all chemicals and displayed in usage and storage area?		1	Inspection/ non-conformity records
3b	Spillages of oil/concrete and other chemical is controlled and cleaned by proper method in case of spill?		1	Inspection/ non-conformity records
3c	Availability of adequate number of urinals in workplace and in elevations and maintained	M	1	
3d	Availability of rest rooms for workers at site	M	1	
3e	Availability of Drinking water facility at work spot		1	
3f	Hygienic Labour colony is provided for workers.		1	
4a	Is heavy/complex critical lifting permit obtained for heavy, complex materials before handling/erection activity?		1	Work Permit records
4b	Whether area below lifting activities barricaded		1	Inspection/ non-conformity records
4c	Availability of experienced rigging foreman		1	Experience details of rigging foreman
4d	Is agency is following proper storage and handling procedure as per manufacturer standard for all hazardous material?		1	Procedure for storage & handling
4e	Are oxygen and acetylene cylinders are transported to work place from storage area in trolleys		1	
5a	Whether all deep excavation has been protected by barrier		1	Inspection/ non-conformity records
5b	Sloping/benching & shoring provided for excavation as per requirement?		1	-do-
5c	Proper access and egress provided for excavations?		1	-do-
5d	Blasting is done in controlled manner?		2	-do-
6a	Whether Electrical booth is equipped with Co ₂ fire extinguishers and fire buckets filled with sand?		2	Inspection/ non-conformity records
6b	Availability of Illumination lamp in electric booth?		1	-do-
6c	whether Caution Boards have been displayed?		1	-do-
6d	Usage of Metal Plug top for all hand power tools ?		1	-do-
6e	Usage of Insulated welding cables.		1	-do-
6f	Electrical Booth/Distribution Board to be covered by proper Canopy.		1	-do-
6g	Availability of functional & individual 30ma ELCB / RCCB and MCB for protection and conducting periodical check-up?		1	-do-
6h	Double earthing for panel boards and all machinery & proper earth pit with regular inspection available?		1	-do-
6i	Whether Electrician is qualified and experienced		1	Qualification & Experience records of electrician
6j	Availability and usage of Rubber hand gloves by electrician?		1	Inspection/ non-conformity records



SL	Parameter for Measurement	M/ O	Wt	Supporting Documents
7a	Whether Scaffolding pipes made with steel or aluminum, are being used and checked periodically by experienced/ certified scaffolder?		2	Inspection/ non-conformity records
7b	8mm Stainless Steel wire rope with plastic cladding is provided for life line (Vertical / Horizontal) during height work?		2	-do-
7c	Availability of emergency lighting in case of power failure		1	-do-
7d	Whether all the openings are covered with Safety Nets made of fire proof Nylon?		1	-do-
7e	Whether MS pipe rails around staircases & platforms in usage are provided with top, middle rails and toe guard ?		1	-do-
7f	Whether Ladder with vertical life line /Fall arrestor is available to climb?		1	-do-
7g	Whether all workers deployed for working at height have been issued height pass after undergoing vertigo test?		1	Height Pass records
7h	Whether all workers deployed for height work / climbing ladder are provided and using Double lanyard safety belt?		1	PPE Issue records, inspection/ non-conformity reports
7i	Is all hand tools/Small material used by height workers is tied firmly to prevent fall?		1	-do-
8a	Flash back arrestors for all gas cutting sets is available on Torch side and cylinder side		1	Inspection/ non-conformity records
8b	Oxygen/Acetylene/LPG cylinders not in use have caps in place and stored separately?		1	-do-
8c	Availability of Face screen, Hand gloves, and Apron, for welders		1	-do-
8d	Protection from falling hot molten metal during metal cutting / welding at height by providing GI sheet below the cutting area especially in fire prone areas		1	-do-
9a	Pre-employment medical check-up done for all workers and submitted?		1	Medical check records
9b	Availability of first aid center, with MBBS doctor(Own or Sharing basis)	M	2	Attendance records
9c	Availability of Ambulance facility 24 hours (Own or sharing basis)	M	2	-do-
9d	Is First aid trained personnel's are available and their names are displayed at site?	M	1	-do-
9e	Availability of Emergency vehicle at site		1	
9f	Periodical medical check-up is conducted for all the workers and submitted?		1	Medical check records
9g	Availability of sufficient number of first aid box as per standard list and maintaining record		1	Inspection records
10a	Availability of Fire extinguishers, buckets at all vulnerable points		2	Fire extinguisher records
10b	Periodic fire mock drill conducted?		1	Fire, Mock drill records
10c	Are all flammable materials are stored separately?		1	
10d	Periodic grass cutting is done in material storage area?		1	
10e	Availability of 24V DC lighting in confined space work area		1	
10f	Availability of exhaust fan in confined space work area		1	

Note:

- **M: Mandatory; O: Optional.** Points other than mandatory can be excluded with appropriate justification (scope etc.) by BHEL
- Additionally: 30 Marks for each Fatal Accident and 10 mark for each major accident shall be deducted.



SAFETY WORK CLEARANCE		Permit no.
Project:	Emergency Contact Nos:	
Subcontractor:		

BURNING/WELDING /HOT WORK PERMIT

Area : _____ Date: _____ Time: _____

Name of Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Work Performing Contractor: _____

Name of Package In charge: _____ Sign: _____ Date: _____

Description of Work: _____

Work Execution Date: _____ Time Valid from: _____ to _____

The above signing person(s) will be responsible to ensure that the above described work will be done under all the safety precautions mentioned on the permit to work.

The following precautions are to be taken:

No.	Item	Yes	Not required
1.	Proper Access/Exit available		
2.	Proper ventilation and /or lighting provided.		
3.	Proper and safe scaffolding, platform, ladder provided.		
4.	Welding machine located in a clean and dry area.		
5.	Welding machine grounded at the equipment and proper leakage current protection device (ELCB) provided for welding machine.		
6.	Emergency STOP buttons are in working condition. Welder /Helper knows how to operate it.		
7.	Welding machine input/output cables, welding holder and weld return clamp (Holder) are insulated and in good condition.		
8.	Welder & Fitter trained to connect ground/work return clamps (Holder) to work place prior to energization of welding machine.		
9.	Gas cylinders are stacked vertically and not below the welding / cutting area. Regulator key is available with cylinder.		
10.	Pressure gauges/Flash back arrestor provided and in working condition.		
11.	Personal Protective equipment Minimum applicable: safety helmet, safety goggles, welding helmet, safety shoes, leather gloves, long sleeve and nose mask -provided		
12.	In case of pits, water removed from the pit and wood/rubber insulation provided.		
13.	Safety signboards are in place.		
14.	Adequate and Suitable nos. of fire fighting extinguisher provided.		
15.	Nearby combustible material removed. Housekeeping done.		
16.	Other		

Name of Contractor Safety Officer: _____ Sign: _____ Date: _____ Time: _____

Reviewed and approved by BHEL Site Engineer (Permit Issuing Authority):

Name: _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Safety Representative: _____ Sign: _____

I understand the precaution to be taken as described above and as per project requirement and hereby confirm that work will be executed under my supervision by following all precaution and Safety Rules.

Name of Work Performing Authority: _____ **Sign:** _____ **Date:** _____ **Time:** _____

Permit Cancellation:

I hereby declare that the work is complete, all workers under my control have been withdrawn and the site restored to safe tidy condition.

Name of Work performing Authority: _____ Sign: _____ Date: _____ Time: _____

Name of Site Engr. (Permit Requesting Authority): _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Site Engr. (Permit Issuing Authority): _____ Sign: _____ Date: _____ Time: _____

(This permit is valid only for the date it is issued)

Original at BHEL site

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SAFETY WORK CLEARANCE

Permit no.

Project:

Emergency Contact Nos:

Subcontractor:

LIFTING ACTIVITY PERMIT

Area : _____ Date: _____ Time: _____

Name of Site Engineer (Permit Requesting Authority): _____ Sign: Name of Work

Performing Contractor: _____

Name of Package In charge: _____ Sign: _____ Date: _____

Description of Work: _____

Work Execution Date: _____ Time Valid from: _____ to _____

The above signing person(s) will be responsible to ensure that the above described work will be done under all the safety precautions mentioned on the permit to work.

The following precautions are to be taken:

No.	Item	Yes	Not required
1.	Crane used for lifting activity tested, certified and approved for rated lifting		
2.	All lifting tackles, gears/appliances are tested and certified for lifting works.		
3.	Crane operator is trained and competent for lifting operation.		
4.	Lifting sling/ belt is protected against sharp edge of the jobs to be lifted.		
5.	Access and exit marked and without obstruction.		
6.	Lifting arrangement adequate.		
7.	Unwanted rubbish material removed from work platform.		
8.	Minimum 2 guidelines have been provided for balancing and guiding jobs to be lifted.		
9.	Periphery area of crane booms as well as lifting job is barricaded and unauthorized/no-entry sign board posted.		
10.	Rigger and signal man is trained and competent for lifting work.		
11.	No lifting activity to be carried out during lightening, heavy wind/rain.		
12.	If scaffolding to be used during lift, scaffolding with valid tag available for use.		
13.	Double lanyards safety harness/belt checked an in working condition.		
14.	Safety shoes (non-slip), helmet with chin strap available with employees.		
15.	Others.		

Name of Contractor Safety Officer: _____ Sign: _____ Date: _____ Time: _____

Reviewed and approved by BHEL Site Engineer (Permit Issuing Authority):

Name: _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Safety Representative: _____ Sign: _____

*I understand the precaution to be taken as described above and as per project requirement and hereby confirm that work will be executed under my supervision by following all precaution and Safety Rules.***Name of Work Performing Authority:** _____ **Sign:** _____ **Date:** _____ **Time:** _____**Permit Cancellation:***I hereby declare that the work is complete, all workers under my control have been withdrawn and the site restored to safe tidy condition.*

Name of Work performing Authority: _____ Sign: _____ Date: _____ Time: _____

Name of Site Engr. (Permit Requesting Authority): _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Site Engr. (Permit Issuing Authority): _____ Sign: _____ Date: _____ Time: _____

(This permit is valid only for the date it is issued)

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SAFETY WORK CLEARANCE		Permit no.
Project:	Emergency Contact Nos:	
Subcontractor:		

WORKING AT HEIGHT PERMIT

Area : _____ Date: _____ Time: _____

Name of Site Engineer (Permit Requesting Authority): _____ Sign: Name of Work

Performing Contractor: _____

Name of Package In charge: _____ Sign: _____ Date: _____

Description of Work: _____

Work Execution Date: _____ Time Valid from: _____ to _____

The above signing person(s) will be responsible to ensure that the above described work will be done under all the safety precautions mentioned on the permit to work.

The following precautions are to be taken:

No.	Item	Yes	Not required
1.	All workers on job are medically fit for working at height (Person should not have vertigo)		
2.	Scaffolding with valid tag available for use		
3.	Safety harness with life line support/ fall arrester are checked and in working condition		
4.	Safety shoes (non-slip), Helmet with chin strip available with employees		
5.	Safety nets are provided as per design and provided 25 ft. below working area & extending 8 ft beyond.		
6.	Horizontal life lines are provided to cater to design specification of 2300kg per person.		
7.	Ladders have been inspected and provided as per BHEL standard/contract.		
8.	All lifting / tightening tools, hand tools/equipment checked and in good condition		
9.	Access and exit marked and without obstruction.		
10.	Lighting arrangement adequate.		
11.	Unwanted and rubbish material removed from working platform.		
12.	Electrical cable, welding Hose/Compressed air hose properly secured and lay down without obstruction.		
13.	Signboards provided on working platforms		
14.	Hazards in the vicinity are identified and communicated to the worker.		
15.	Other		

Name of Contractor Safety Officer: _____ Sign: _____ Date: _____ Time: _____

Reviewed and approved by BHEL Site Engineer (Permit Issuing Authority):

Name: _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Safety Representative: _____ Sign: _____

I understand the precaution to be taken as described above and as per project requirement and hereby confirm that work will be executed under my supervision by following all precaution and Safety Rules.

Name of Work Performing Authority: _____ Sign: _____ Date: _____ Time: _____

Permit Cancellation:

I hereby declare that the work is complete, all workers under my control have been withdrawn and the site restored to safe tidy condition.

Name of Work performing Authority: _____ Sign: _____ Date: _____ Time: _____

Name of Site Engr. (Permit Requesting Authority): _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Site Engr. (Permit Issuing Authority): _____ Sign: _____ Date: _____ Time: _____

(This permit is valid only for the date it is issued)

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