

**Bharat Heavy Electricals Limited**  
**ELECTRONICS DIVISION**  
**MYSORE ROAD, BANGALORE - 560026**

Phone: 080-26998409/8036  
FS / CIVIL ENGG. DEPT

**NOTICE INVITING TENDERS**

1. TENDER NUMBER : **BHE/315/16/2736/13, DATE: 02-03-2017**
2. NAME OF WORK : MAINTENANCE OF FACTORY BUILDINGS,  
OFFICES AND HORTICULTURE (GARDEN,  
ROADS, SEWER LINES & PATHWAYS)  
INSIDE BHEL– EDN
3. COMPLETION TIME : 24 MONTHS
4. ESTIMATED COST : Rs. 376.00 Lakhs (APPROX.)
5. EARNEST MONEY DEPOSIT : Rs. 8.40 Lakhs
6. LAST DATE AND TIME FOR THE SUBMISSION OF DULY  
FILLED IN TENDER DOCUMENT : BEFORE 1.00 PM ON 24-03-2017
7. PLACE OF SUBMISSION OF TENDER DOCUMENT : AT THE RECEPTION TENDER BOX/ FS&T  
BHEL / ELECTRONICS DIVISION  
MYSORE ROAD, BANGALORE - 560026
8. DATE AND TIME FOR TECHNICAL BID OPENING : AT 1:15 P.M ON 24-03-2017

NOTE: The Tenderer shall return the duly filled in Tender document after affixing signatures on all pages and submit.

TO,  
DGM /FACTORY SERVICES  
BHEL – ELECTRONIC DIVISION  
MYSORE ROAD  
BANGALORE – 560026.

CONTRACTOR

EMPLOYER

**Bharat Heavy Electricals Ltd**

Electronics Division

Mysore Road, Bangalore – 560026

**Tender Document for the work of**

**MAINTENANCE OF FACTORY BUILDINGS,  
OFFICES AND HORTICULTURE (GARDEN,  
ROADS, SEWER LINES & PATHWAYS)  
INSIDE BHEL – EDN.**

**TECHNICAL BID**

**DATE OF OPENING : 24-03-2017**

Part – I	Technical cum Commercial Bid	.....	38 Pages
	BHEL General Conditions of Contract	.....	40 Pages
Part – II	Price Bid	.....	10 Pages

Note: 1) Part – I: To be submitted in a separate sealed cover.

2) Part – II: To be submitted in a separate sealed cover.

3) Earnest Money Deposit of Rs. 8.40 Lakhs in the form of DD in favour of BHEL-EDN.

**Or**

**MSME / NSIC valid certificate should be submitted in a separate sealed cover.**

**Tenders will be liable for rejection if the above is not submitted.**

4) Part-I, Part-II & EMD sealed covers should be put in outer envelope and super scribing the Name of work and Name & Address of the Tenderer.

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

DEPT: FACTORY SERVICES/CIVIL  
ENQUIRY NO.BHE/315/16/2736/13

DATE: 02-03-2017

**PART-I**  
**TECHNICAL-CUM-COMMERCIAL BID**  
(To be furnished by the Bidders)

01. NAME OF THE WORK : MAINTENANCE OF FACTORY BUILDINGS, OFFICES  
AND HORTICULTURE (GARDEN, ROADS, SEWER  
LINES & PATHWAYS) INSIDE BHEL- EDN.
02. APPROXIMATE ESTT.COST RS. : **Rs. 376.00 Lakhs**
03. STIPULATION PERIOD : **24 Months**
04. NAME OF THE CONTRACTOR : .....
05. ADDRESS : .....  
(A) OFFICE : .....  
.....  
TEL.PH NO/E-MAIL : .....  
(B) RESIDENCE : .....  
.....  
TEL.PH NO : .....
06. QUALIFICATION : .....
07. STAFF STRENGTH : .....  
(A) TECHNICAL : .....  
(B) GENERAL : .....
08. PLANT/EQUIPMENTS : .....
09. a) SCOPE OF WORK : UNDERSTOOD / NOT UNDERSTOOD  
(As per schedule of items)
- b) ACCEPT TO EXECUTE IN TOTAL : YES / NO
10. EMD PARTICULARS : .....  
(A) CASH : .....  
(B) DEMAND DRAFT : .....

CONTRACTOR

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11. ACCEPTANCE
- (A) DRAWINGS : - NA-
- (B) DESIGNS : - NA-
12. BHEL'S PAYMENT TERMS : ACCEPTABLE / NOT ACCEPTABLE
13. WHETHER AGREEABLE TO MAKE : YES/NO  
NECESSARY STATUTORY PAYMENTS  
AS PER BHEL EDN TERMS
14. CONSTITUTION OF FIRM : Individual / Sole Proprietorship Concern /  
Partnership Firm / Public Ltd. Company/  
Private Ltd. Company
15. ELECTRONICS FUNDS TRANSFER (EFT)  
FORM ENCLOSED : Please fill up the form
16. SECURITY DEPOSIT AS PER BHEL TERMS : ACCEPTABLE / NOT ACCEPTABLE
17. A. SITE INSPECTION CERTIFICATE AS PER  
ANNEXURE IV : ACCEPTABLE / NOT ACCEPTABLE
- OR
- . B. AGREEABLE TO EXECUTE THE WORK  
WITHOUT SITE VISIT : YES/NO

**ESSENTIAL CRITERIA:**

S.N.	Particulars	To be filled by Bidder
1	<p>Experience of having successfully completed similar works during last 7 years from the date of tender notice should be either of the following :</p> <p>a) Three similar completed works each costing not less than an amount equal to 40% of estimated value mentioned against each work in the tender notice OR</p> <p>b) Two similar completed works each costing not less than an amount equal to 50% estimated value mentioned against each work in the tender notice. OR</p> <p>c) One similar completed works each costing not less than an amount equal to 80% estimated value mentioned against each work in the tender notice.</p> <p><b>(Copy of performance report from the organization where the work is executed is to be enclosed. Submission of Work Order copy is not adequate)</b></p>	
2	Average annual financial turn over during the last 3 years, ending 31st March of the previous financial year, should be 30% of the estimated cost as mentioned against each work in this notice.	Yes/ No
2.1	Turnover - Previous year	Rs.
2.2	Turnover - 1 year before previous year	Rs.
2.3	Turn over- 2 years before previous year	Rs.
3	Solvency shall be not less than 30% of the estimated cost of this NIT. (Latest Certificate from the Bank shall be produced not older than one (1) year from the date of opening of tender.)	Furnished/ Not Furnished
4	Whether Registered with ESI / PF Authority	Yes/ No
4.1	If Yes, indicate PF Registration No.(Copy of latest contribution paid receipt to be enclosed)	Enclosed/ Not Enclosed
4.2	If yes, indicate ESI Registration No. (Copy of latest contribution paid receipt to be enclosed)	Enclosed/ Not Enclosed
4.3	If No, Whether the Tenderer is willing to obtain ESI and PF registration before commencement of work	Yes/No ( If No Tender shall be rejected)

CONTRACTOR

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**Documents required to be submitted**

- 1) Copy of PAN/GIR No. Registration Certificate issued by Income Tax Authority
- 2) Certificate of TIN Number
- 3) Service Tax Registration Certificate
- 4) Registration Certificate with ESI/PF Authority
- 5) Income Tax Returns for last Three years
- 6) Bank Statement for last Six months
- 7) Overdraft facilities available with the agencies
- 8) Balance Sheet and Profit & Loss Account for the last Five years
- 9) Annual Turnover for the last Five years duly certified by auditor
- 10) Details of works carried out during the last 7 years in any Government/Public Sector Unit/Large Private Organizations with Certificate
- 11) Work on hand (Required for bid capacity also)
- 12) Registration with BHEL/KPWD/CPWD/other organization if any

**Special Conditions:**

- i) Successful Bidder should have their business office/Branch office at Bangalore with adequate Administrative/Technical staff.
- ii) Bidders should require to study the prevailing market trend of labourers/other relevant requirement before quote and submit the competitive price.
- iii) The bidders should furnish "Site Inspection Certificate" in Annexure enclosed herewith.

**Bharat Heavy Electricals Limited**  
**ELECTRONICS DIVISION**  
**MYSORE ROAD- BANGALORE-26**

**INSTRUCTIONS TO TENDERERS**

1. Sealed tender for the above noted work are hereby invited from contractors experienced in works of similar kind and magnitude.
2. Tenders should be addressed to the DGM/FS-CIVIL ELECTRONICS DIVISION, BHARAT HEAVY ELECTRICALS LIMITED, MYSORE ROAD , BANGLORE-560026 in two separate sealed covers for "Technical cum Commercial Bid" and "Price Bid" duly superscripted and put in an outer envelope, super scribing the name of work and Name and Address of the tenderer.
3. The local Address of the contractors, the Name of the person to whom all the correspondence are to be addressed should be indicated, with telephone/ Mobile No. (Both office and residence), E-mail ID & Fax Number.
4. All entries in the tender documents should be in one ink. Eraser and overwriting are not permitted. All cancellation and insertion should be duly signed by tenderer concerned with the proper indication of the name designation and address of the person signing and affixing his seal.
5. Tenderers shall fill in all the required particular in the blank space provided for the purpose in the tender documents and also sign in each and every page of the tender document including the drawings attached thereto before submitting the tender document.
6. Unit rate should be quoted in figures as well as in words in Indian Currency only i.e. Rupees and Paisa with reference to each item and for the items shown in the attached schedule. These rates shall be for the finished work at site. The rate shall include all taxes and duties payable on account of Octroi, Sales Tax, tax on work contract etc., and also expenses towards PF and ESI contributions (see clauses 8, 39 and Annexure 'C'). Amount of each item and total on each sheet as also the grand total amount of the whole contract shall be filled by the tenderers.
7. a) If, in the price structure quoted for the required goods /services / works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of purchaser there is obvious misplacement of decimal point in unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.  
b) If there is an error in a total corresponding to the additional or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and  
c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.  
d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

8. The rate to be quoted by the tenderer shall be firm and shall cover and include all statutory levies such as “Octroi, sales tax, excise duty etc., arising from Act passed by Parliament or State Legislature and rules framed there under. The rates shall further be deemed to include statutory levies arising from such Acts, Central or State, which may come into force, subsequent to submission of tenders. The tenderer shall note that claim for variation of rates, on the ground that existing statutory levies have been increased/decreased or those new statutory levies have come into effect after tender, or on any other ground, will be entertained as applicable. **Service Tax to be quoted separately in Price schedule -I.**
9. (a) The rate quoted in the tender shall remain valid for a period of ‘**SIX MONTHS**’ from the date of opening tender.  
(b) Tenderer shall not increase quoted rates, once the tenderer has submitted offers/quotation/price and during execution of contract in case tender is accepted.  
(c) Successful bidder should execute the work strictly in accordance with Tender schedule quoted rates as accepted by BHEL.
10. Quantities shown in the schedule are only approximate and are liable to variation without entitling the contractors to any compensation, provided the total value of the contract does not vary by more than 20% ( Twenty percent)
11. Before tendering, the tenderer are advised to inspect site of work and its environments and be well acquainted with the actual working and other prevailing conditions, position of material and labour. They should be well versed with BHEL General Condition of contract, instruction to the tenderers, drawing and specification and all other documents which form part of the agreement to be entered subsequent to award of work. The tenderer should specially note that it is tenderers responsibility to provide any items which is not specifically mentioned in the specifications and drawing but which is necessary to complete the work.
12. Details and quantities of each item of work shown in the bill of quantities attached here to are only approximate. They are given as a guide for the purpose of tendering only and are liable for variation and alternation at the discretion of the competent authority. The work under each item as executed shall be measured and price at the corresponding rates to be quoted by the contract in the bill of quantities attached hereto.
13. **MSME suppliers can avail the intended benefits** only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (Three years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure -I where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefits shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.



14. In the event of the tender being submitted by a firm the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of Attorney on behalf of firm concerned. In the later case, a copy of the power of Attorney duly attested by the Gazetted Officer must accompany the tender.
15. If in any case, the date of Tender Opening falls on holiday, the Tender will be opened on the next working day.
16. **Every tender must be accompanied by Earnest Money Deposit.** This earnest money will be refunded to the unsuccessful tenderer after finalization of the award of work. In the case of successful tenderer, the earnest money will be retained as a part of Security Deposit for satisfactory completion of the work in accordance with Clause-16 of BHEL General Conditions of the Contract. Tenders without Earnest Money Deposit receipt are liable to reject. No interest will be paid on the earnest money deposit.
17. The Earnest money deposit may be furnished in any of the following forms:
  - a) Cash deposit as permissible under the extant Income Tax Act( before tender opening)
  - b) Electronic Fund Transfer credited in BHEL account (before tender opening)
  - c) Banker's Cheque/Pay Order/Demand Draft in favour of BHEL-EDN, Bangalore – 560026 (along with offer).
18. For reimbursement of Earnest Money Deposit, the tenderer should fill the enclosed EFT form, obtain the Banker's signature and also enclose a photocopy of cancelled cheque leaf.
19. Unless the bidder whose tender is accepted signs contract agreement within fifteen days (15 days) of the date of the order directing to do so, the amount of Earnest Money already deposited by bidder will be forfeited and acceptance of the tender withdrawn.
20. If after opening the tender and within the offer validity period, the tenderer revokes the tender or makes any modification in their tender or the tenderer fails to deposit the required Security deposit or commence the work in accordance within the period as per LOI/Contract, the Earnest Money Deposited by bidder will be forfeited and acceptance of bidder's tender withdrawn. If only a part of work included in the tender had been awarded to the tenderer, the amount of Earnest Money to be retained will be based on value of the contract so awarded.
21. EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of award of work.
22. The EMD shall not carry any interest.
23. **Security Deposit**

Upon acceptance of the tender, the successful tenderer shall remit the security deposit with Bharat Heavy Electricals Ltd within the time as specified in the Letter of Intent.

The total amount of Security Deposit will be 5% of the contract value. EMD of the successful Tenderer shall be converted and adjusted towards the require amount of Security Deposit.

### Modes of deposit

The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:

- i) Cash (as permissible under the 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 should have the approval of BHEL.
- 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 Post Offices such as National Saving Certificates, Kisan Vikas Patras etc., (Certificate should be held in the name of contractor furnishing the security and duly endorsed/hypothecated/pledged, as applicable in favour of BHEL).

(Note: BHEL will not be liable or responsible in any manner for the collection of interest).

### Collection of Security

At least 50% of the Security Deposit, including the EMD, should be collected before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the contractor till the total amount of the Security deposit is collected.

If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by the contractor or recovered from payments/due to the contractor.

The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work.

(Note: In case of (a) small value contracts not exceeding 20 lakhs or (b) SAS jobs, work can be started before the required Security Deposit is collected. However, payment can be released only after collection/recovery of initial 50% Security Deposit)

Security Deposit shall be released to the contractor upon fulfilment of contractual obligations as per terms of the contract. The Security Deposit shall not carry any interest

24. The BHARAT HEAVY ELECTRICALS LIMITED reserve the right to reject any or all the tenders received or accept any tender or part thereof without assigning reason thereof. In the case of acceptance of a part of tender, the time for completion may also be reduced to the extent considered necessary by the accepting authority.
25. Conditional and Unsigned tenders, tenders which are incomplete or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the accepting officer and tenders not submitted in the prescribed forms are liable to be rejected.
26. The tenderers should enclose relevant documents regarding constitution of firm i.e. Individual / Sole Proprietorship Concern / Partnership Firm / Public Limited Company / Private Limited Company to satisfy Clause - 14 , Part –I of NIT.

27. The tenders should be enclosed with a list of contracts already held by the tenderer at the time of submitting the tender and giving the following particulars:
  - a) Name of the work, value and address.
  - b) The balance work remaining to be done on the same.
28. The filled in tender sealed cover should be dropped in the Tender box kept in the reception of BHEL-EDN, in case the sealed tender document is large and not possible to drop the same in the Tender box, it should be handed over at office of DGM/FS before the time fixed for submission of tender.
29. Tenders received after the due date & time of opening of tenders will be rejected.
30. The Contractors responsibility under this contract shall commence from date of receipt of the order or acceptance of tender.
31. If proprietor or partner of a firm expires after the submission of tender or after the acceptance of tender, BHEL reserves the right to cancel the contract if the character of the firm undergoes a substantial change.
32. THE BHARAT HEAVY ELECTRICALS LIMITED will not be bound by any power of Attorney granted by the tenderer or changes in the composition of firm made subsequent to signing of the contract. They may however recognize such power of Attorney and changes after obtaining proper legal advice.
33. If the tenderer deliberately gives wrong information on tender regarding past unsatisfactory performance with BHEL sister units, BHEL reserves the right to reject such tender at any stage including contract execution period.
34. Words imparting the singular number shall also be deemed to include the plural number and vice-versa where the context so require.
35. The General and Special Conditions are complementary to each other and where they are in conflict, the special condition shall prevail.
36. The expenses for completing the stamping agreement shall be paid by the contractor.
37. Unless or otherwise stated above tendered work includes supply, erection, testing and commissioning of equipments as agreed to in the contract.
38. Any covering letter and comments of the tenderer should be submitted along with the offer.
39. Should a tenderer or a contractor has a relative or in the case of firm or company, any of its shareholders relative is employed in Bharat Heavy Electricals Limited, the authority inviting tenders shall be informed of this fact at the time of submission of the tender, failing which tender may be disqualified or if such fact subsequently comes to light.
40. These 'INSTRUCTIONS TO TENDERER' & GENERAL CONDITIONS OF CONTRACT OF BHEL' shall be deemed to form an integral part of the Contract agreement for the work to be entered into. The Contractor has to scrutinize the same, and when submitting his tender, indicate his acceptance of both. In cases of variation between the two in any matter, the conditions in the 'THE INSTRUCTIONS TO TENDERER' shall prevail. (Extracts of important clauses of BHEL GCC are enclosed).

41. The Contractor shall comply with the provision of Employees Provident Fund's and Miscellaneous Provisions Act 1952 and rules, regulations and other orders issued there under. He as an employer shall be liable to pay employer's contribution/deductions towards PF under the PF Act in respect of all labour employed by him for the execution of the contract in accordance with the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 as amended from time to time. For this purpose he shall indicate the code number obtained from the Regional Provident Fund Commissioner or he should obtain a code number if he has not and produce the Photostat copy of the challan receipt of monthly remittance of the contribution made by him to the Commissioner. He shall also furnish such returns such returns as are due, under the Act, to be sent to the appropriate authorities through the Principal Employer".
42. The Contractor should get himself registered with the E.S.I Authorities as an independent Employer, obtain a separate code number and remit the dues in respect of the Labour employed by him for the work and produce the challans/Receipts of remittance of the ESI contributions due under the E.S.I Act to the Company authorities. He shall also furnish such returns, as are due, under the Act, to be sent to the appropriate authorities' through the Principal Employer. The contractor can remit their ESI & PF through a sub-agent who processes the ESI & PF code and agrees to enter an MOU with the contractor.
43. If any action is brought in by P.F. Commissioner/ESI authorities on BHEL for the work done by the Contractor for his labourers regarding PF/ESI amount due, short remittances, non-remittances etc., the Contractor shall defend the case on behalf of BHEL and / or reimburse BHEL the expenses so incurred.
44. The Contractor shall apply and obtain license under Contract labour(R&A) Act 1970 and comply the relevant provisions of this Act in respect of the labour employed by him for executing this contract. The contractor shall furnish necessary returns to the authority through the Principal Employer.
45. Contractor shall insure all his labourers and material. Any claim by his Employees for damages shall be settled by the Contractor even if action is against BHEL or to reimburse the legal expenses incurred by BHEL.
46. Any action brought in by anybody on BHEL regarding patent, right etc., used by Contractor in execution of work shall be defended by the Contractor and / or reimburse BHEL the cost of the same.
47. Contractor shall produce necessary records, documents; explanation whenever he is called upon to do by any Government Agencies.
48. Contractor should obtain "Workmen Compensation GCC" for their Employees.
49. REVERSE AUCTION/PRICE BID OPENING:
  - BHEL reserves the right to go for reverse auction at any point of time before opening of Price Bid
  - Bids with non-acceptance of reverse auction will be liable for rejection.
  - Opening of Price Bid at discretion of BHEL.
50. BHEL shall be at liberty to cancel the tender at any time, before ordering, without assigning any.

51. 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. Fraud prevention policy and list of Nodal officers shall be hosted on BHEL website, vendor portals of Units/Regions Internet.

52. **SPECIAL CONDITIONS OF TENDER**

- i. The successful bidder should open local office for Technical staff/Administrative group at Bangalore City for easy interactions/ monitoring of work at site.
- ii. Tenderers should not disclose any price bid details/discounts in the technical bids.

**GENERAL INSTRUCTIONS**

1. The management of BHEL shall have the right to withhold payment of, or make recoveries from claims due to the contractor in respect of any loss or damage caused or occasioned in respect of the properties of BHEL under the terms and conditions of this arrangement or any payment necessitated due to the infringement of any statutory obligations by the contractor.
2. The contractor shall not transfer or submit the work to any one without the prior written approval of BHEL. The contractor shall either by himself or through a competent agent approved by BHEL authorities, perform the said work.
3. The contractor or his authorized agent approved by BHEL shall be in attendance in BHEL premises during all working hours for supervising the work. For any negligence of the service employed by the contractor or for any loss or damage caused or occasioned by himself, his agents or workmen in respect of the property of BHEL, the contractor shall be personally responsible and shall make good the loss forthwith.
4. **The rate quoted are firm for the entire period of contract, and are inclusive of all taxes, duties, statutory levies whether Central or State and are not subject to any revision. No increase in rates or extra payment will be allowed on any account. Increase in costs due to levy of new statutory levies under the Central or State Act or enhancement of such existing levies, wages, Ex-gratia, PF etc. due to on statutory ground time to time subsequent to tendering, shall be met by the contractor.**
5. Whenever under the contract any sum of money shall be recovered from or payable by the contractor, the same shall be paid by the contractor on demand such amount may also be deducted from any sum due or from any sum which at any time thereafter becomes due to the contractor under his contract or under any other contract or from his security deposit, in respect of this work or in respect of any other work.
6. If the management of BHEL engages workers complete any part or whole of the work as per this contract for any period due to failure of the contract or to engage adequate number of workers. He has to reimburse to the management of BHEL, the extra cost involved on this account. The extra cost of engaging such workmen by BHEL will be reckoned at the rate of as per MINIMUM WAGES OF BHEL for purpose of recovery from the contractor.
7. All items of work done shall be entered in a register daily so that complete record is obtained of all work performed under this arrangement, and signed and dated by both parties viz., persons authorized for and on behalf of BHEL and the contractor or his agent approved by the company each day on completion of work.
8. Without prejudice to any rights or remedies under this agreement if the contractor dies, the BHEL authorities shall have the right to terminate this agreement without any liability whatsoever as regards to enlistment of the work for the balance contract period after the death of the contractor.
9. If any controversy regarding performance of any item of work is there it has to be settled before signing on the register by parties on the same day. No objection will be entertained after the contractor/his supervisor has signed in the register.

CONTRACTOR

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10. **The contractor shall ensure payment of prescribed minimum wages of BHEL as may be notified and applicable from time to time which shall be obtained by him from the concerned officials of BHEL or statutory minimum wages, which is higher. The contractor shall disburse the wages to workers engaged by him in their bank account by NEFT and obtain their signature in the payment register on or before 7<sup>th</sup> of every month, if it falls on Sunday/Holiday, payment shall be made on previous working day.**
11. The minimum wages of BHEL (Basic+VDA) is equivalent to Central Minimum Wages which get revised at an interval of six months. Therefore, the contractor may please quote their rate taking into account future changes in rate during the contract period.
12. The rates of wages should be quoted inclusive of ESI & PF. Exact amount of wages remitted to ESI & PF authorities in respect of workmen engaged for the above and the details of amounts remitted towards their PF & ESI for each month to be enclosed.
13. The contractor shall apply & obtain license under the contract labour (R&A) Act 1970 and comply with the relevant provision of this Act, in respect of the labour employed by him for executing this contract. The contractor shall furnish necessary returns to the authority through the principal Employer.
14. The contractor shall comply with the provisions of the payment of wages Act 1936, minimum wages Act 1948, Workmen's Compensation Act 1923 and other statutory law relating thereto and made thereunder from time to time.
15. The contractor shall comply with the provisions of the workmen's compensation Act 1923, the payment of the wages Act 1936, Factories Act, Minimum wages Act 1948, Employment of Children Act 1938, Employer's Liability Act, 1938, Industrial Disputes Act 1947 & other Acts Central or States that may be applicable to him. He shall be liable to pay all such sum or sums that may become payable as contribution, compensation, penalty, fine or otherwise, which the provision of the said acts, to or on behalf of any workmen employed by the contractor by an authority empowered under the relevant Act. Any cost incurred by the Management of BHEL in connection with any claim or proceedings under the said Acts or in respect of loss, injury or improper performance of this contract by the contractor, his workmen, servant and any money which may become payable to the management of BHEL as aforesaid shall be deemed to be deducted by the management of BHEL from any money due or accruing to the contractor by the management of BHEL or may be recovered by the management of BHEL from the contractor in the other manner.
16. The contractor should take independent code numbers under EPF Act 1952 and ESI Act 1948 and shall cover his workmen under the employees Provident fund schemes and Employees State Insurance Act 1948 and show proof of payment of subscriptions / contributions to the concerned authorities. Both in respect of ESI/EPF the contractor shall obtain necessary declaration forms from his employees and obtain individual insurance and PF number and shall furnish to the company necessary proofs for having made remittance of ESI & PF contributions in respect of all contract labourers engaged by him.

17. As regards Employees State Insurance Act, the contractor shall submit Photostat copies of the challans of remittance of the contributions (both the employees' contributions and his own contribution thereon) to the ESI Corporation in respect of the employees engaged in BHEL by him for this work for the relevant period before any payment is released by BHEL.
18. As regards the Employees Provident Fund and Miscellaneous Provision Act 1952 and rules and regulations and schemes framed thereunder, he shall be liable to pay employees compensation under the Act in respect of all labour employed by him for the execution of the contract. For this purpose, he shall indicate the code number obtained by him from the Regional Provident Fund Commissioner through H.R. department, EDN BHEL and produce the Photostat copy of the challan receipt of monthly remittance of the contractor will be released only on production of 'NO DUE CERTIFICATE' from the Regional Provident Fund Commissioner. He shall also furnish such returns as are due under the Act to be sent to the appropriate authorities through BHEL as Principal Employer.
19. The BHEL General Conditions of Contract shall also apply to this work except to the extent modified in these conditions. The contractor shall scrutinize the GCC available in BHEL EDN and acquaint himself with provisions thereof to the satisfaction.
20. This arrangement is purely on temporary license basis & it is subject to the extension/renewal slowly at the option & discretion of the management of BHEL.
21. The management of BHEL shall be at liberty to terminate the contract by issuing a month's notice to the contractor without assigning any reason what so ever. As regards unsatisfactory performance or non-compliance with any of the terms & conditions of the contract by the contractor, the management of the BHEL shall have the right to terminate the contract forthwith without notice & rearrange the balance work through other agencies at the risk & cost of the contractor & under such circumstances, the security deposit paid by the contractor shall stand forfeited.
22. Tenderers shall submit an up-to-date solvency certificates, from their bankers (scheduled Bank) & up-to-date Income Tax Clearance Certificate & work experience certificate.
23. The contractor shall follow such Act, rules & regulations of the State/Central Govt that are in force & that may be framed from time to time. BHEL shall not be responsible for any infringement of the various statutes in force by the contractor.
24. The contractor shall take, at his own cost the necessary license in respect of this work. The expenses in completing the formalities in executing the agreement including execution on stamp paper will also be met by the contractor.
25. **The contractor is required to note that the Minimum wages of labourers will be given as per BHEL Minimum wages. The cost of living charges towards labourers engaged by contractor will be borne by BHEL as and when increase in cost of index.**
26. Any additional items of work not covered by the contractor or change in the frequency of cleaning work in excess of 110% of the agreed area or frequency has to be carried out by the contractor at a rate agreed by mutual discussion between the contractor and the Engineer-in-charge.



27. STATUTORY DEDUCTION towards INCOME TAX will be made as per Rules. Income Tax will be deducted in every monthly bills payable to contractor.
28. Further if any benefits to be given to your worker as per BHEL instructions, the same will be communicated and such further benefits will be reimbursed to you on proof of payment to them.
29. **The tenderer shall take notice that workmen engaged under this contract shall be provided with distinct Uniforms to be worn by his employees all the time during their work in BHEL Premises. He shall also provide them with Safety materials/gadgets for safe operation. Expenses towards the Uniform and Safety materials/gadgets shall be fully borne by the contractor.**
30. In case the rates quoted in figures differ from those quoted in words, the lower will be taken as the Tendered rate and shall be binding on the Tenderers. The lowest price bid (L1) shall be arrived based on the total amount for all the activities under the Schedule.
31. In quoting their rates, the Tenderers are advised to take into account all factors as explained.
32. The rates to be quoted by the Tenderer shall be firm and shall cover and include all statutory levies and contribution such as ESI, PF, Bonus @8.33% limited to 7000/- payable by the contractor for the workers he may deploy to carry out the job. (Under various enactments passed by Parliament or the by the State legislature and Rules framed thereunder). The rates shall further be deemed to include statutory levies arising from such Acts, Central or State, which may be come into force, subsequent to submission of Tender. The Tenderer shall note that no claim for enhancement of rates on the ground that existing statutory levies have been increased or those new statutory levies have come into effect after submission of Tender, or on any other ground, will be entertained.
33. The rates quoted in the Tender shall remain valid for a period of Six months from the date of opening of the Tender.
34. Tenderer shall not increase their quoted rates, once the Tenderer has submitted his quotation and during execution of the contract, in case his Tender is accepted.
35. Before submission of Tender, the Tenderers are necessarily advised to inspect the site of work and its environment and be well acquainted with the actual working and other prevailing conditions including various best practices adopted by BHEL with respect to position of the materials and labour. Prebid meeting deliberating aspects involved in job contract can be arranged on request to ensure proper understanding by the Tenderers who wish to participate or the prospective Bidders may seek necessary clarification on any matter related to this Tender from the concerned BHEL official before submitting the Tender. They should be well versed with BHEL General Conditions of Contract, Instructions to Tenderers, specifications and all other documents, which form part of the Agreement to be entered into subsequent to award of work. The Tenderer shall specifically mentioned in this specification but which is necessary to complete the work.
36. The contractor has to pay Transport Allowance @ Rs.30/- per day, Attendance Bonus @ Rs.10/ per day, Washing allowance @ Rs.75/- per month to the workers. The quoted rate shall be inclusive of all the above allowances.

**BHARAT HEAVY ELECTRICALS LIMITED**

(ELECTRONICS DIVISION)

MYSORE ROAD, BANGALORE-560 026

**GENERAL CONDITIONS OF CONTRACT**

It is hereby agreed by me / us that the BHEL General Conditions of Contract including subsequent amendments / additions / deletions to clauses if any, and conditions pertaining the settlement of disputes by Arbitration form an integral part of the tender documents and that the tender submitted by me/ us is subject to the aforesaid BHEL General Conditions of Contract which has been read and accepted by me/us.

CONTRACTOR

EMPLOYER

**CLAUSE 20 OF GENERAL CONDITIONS OF CONTRACT LABOUR**

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

The contractor shall furnish to the Engineer-in-charge at the intervals specified by him, a distribution return of the number and description by trades of the work people employed on the works. The Contractor shall also submit on the 4<sup>th</sup> and 19<sup>th</sup> or every month to the Engineer-in-charge a true statement showing in respect of the second half of the preceding month and the first half of the current month (I) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (ii) the number of female workers who have been allowed maternity benefits as provided in the maternity benefit Act, 1961 or Rules made there under and the amount paid to them.

The contractor shall pay to labour employed by him either directly or through sub-contractors wages not less than fair wages as defined in the contractors Labour Regulations. The Contractor shall in respect of labour employed by him either directly or through sub-Contractors comply with or causes to be complied with contractors labour Regulations in regard to all matters provided therein.

The Contractors shall comply with the provisions of the payment of wages Act, 1936, Minimu Wages Act, 1948, Workmen's Compensation Act 1923, Industrial Disputes Act, 1947, Maternity Benefit Act 1961 or any modifications there of or any other law relating thereto and rules made there under from time to time.

The Contractors shall be liable to pay his contribution and the employees' contribution of the State Insurance Scheme in respect of all labour employed by him for the execution of the contract, in accordance with the provision of "The Employees', State Insurance Act, 1948", as amended from time to time. The Contractors shall apply to the ESI Authorities, get himself registered with them and obtain a code Number. He shall pay the remittances under his code Number only.

The Contractor shall be liable to pay his contribution and the Employees' contribution towards PF as per Provident Fund Rules and Regulations in respect of all labour employed by him for the execution of the contract. The contractor shall apply to the PF Authorities, get himself registered and obtain a code number from them. He shall pay the remittances towards PF under his code Number only. The Engineer-in-charge shall on a report having been made by an Inspecting Officer as defined in the Contractors Labour Regulations have the power to deduct from the moneys due to the Contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfilment of the conditions of the contract for the benefit of workers, non - payment of wages or of deductions made from him or their wages which are not justified by the terms of the contract of non-observance of the said contractor's Labour Regulations.

The Contractors shall indemnify the BHEL against any payment to be made under and for observance of the Regulation aforesaid without prejudice to his right to claim indemnity from this sub-contractors.

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

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

#### **MODEL RULES FOR LABOUR WELFARE**

The Contractor shall at his own expense comply with or cause to be complied with model Rules for Labour Welfare as appended to these conditions or rules framed by Government from time to time for the protection of health and for making sanitary arrangements for workers employed directly or indirectly on the works, In case the Contractors fails to make arrangements as aforesaid the engineer-in-charge shall be entitled do so and recover the cost thereof from the contractor.

## **SAFETY CODE**

### **RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF SAFETY OF MEN, EQUIPMENT, MATERIAL AND ENVIRONMENT**

1. Before commencing the work, contractor submit a “SAFETY PLAN” to the authorised BHEL Official. The ‘SAFETY PLAN’ shall indicate in detail the measure that would be taken by the contractor to ensure safety of men, equipment, material and environment during execution of the work. The plan shall take care to satisfy all requirements specified hereunder. The contractor shall submit Safety Plan along with his offer. During negotiations before placing of work order and during execution of the contract BHEL shall have right to review and suggest modification in the Safety Plan. Contractor shall abide by BHEL decision in this respect.
2. The contractor shall take all necessary safety precautions and arrange for appropriate appliances as per direction of BHEL or its authorised officials to prevent loss of human lives, injuries to personnel engaged, and damage to property and environment.
3. The contractor shall provide to its work force and ensure the use of the following personal protective equipment as found necessary and as directed by the authorised BHEL officials:
  - (i) Safety Helmets conforming to IS-2925: 1984.
  - (ii) Safety Belts conforming to IS-3521: 1983.
  - (iii) Safety Shoes conforming to IS-1989: 1978
  - (iv) Eye and Face protection devices conforming to IS – 8520: 1977 and IS-8940: 1978
  - (v) Hand and body protection devices conforming to:
    - IS-2573: 1975
    - IS-6994: 1973
    - IS-8807: 1978
    - IS-8519: 1977

All tools, tackles, lifting appliances, material handling equipment scaffolds, cradles, safety nets, ladders, equipment’s etc. used by the contractor shall be of safe design and construction. These shall be tested and certificate of fitness obtained before putting them to use and from time to time as instructed by authorised BHEL official who shall have the right to ban the use of any item.

All electrical equipment’s, connections and wiring for constructions power, its distribution and use shall conform to the requirement of the Indian Electricity Act and Rules. Only electricians licensed by the appropriate statutory authority shall be employed by the contractor to carry out all types of electrical works. All electrical appliances including portable electric tools used by the contractor shall have safe plugging system to source of power and be appropriately earthed. The contractor shall not use any hand lamp energized by electric power with supply voltage of more than 24 volts. For work in confined space lighting shall be arranged with power sources of not more than 24 volts.

The Contractor shall adopt all fire safety measures as laid down in the “Code for fire Safety at Construction Sites” issued by the Safety Department of the Construction Management (HQ) of BHEL and as per directions of the authorised BHEL official. A copy of the above referred “Code of Fire Safety at the Construction Sites” shall be made available by BHEL to the contractor for reference, on demand by the contractor, during tendering stage itself.

Where it becomes necessary to provide and/or store petroleum Products, explosives, chemicals and liquid or gaseous fuel or any other substance that may cause fire or explosion, the contractor shall be responsible for carrying out such provisions and/or storage in accordance with the rules and regulations laid down in the relevant government acts, such as Petroleum Act, Explosives Act, Petroleum and Carbides of Calcium Manual of the Chief Controller of Explosives, Govt. of India. etc., prior approval to the authorised BHEL official at the site shall also be taken by the contractor in all such matters.

The contractor shall arrange at his cost (wherever not specified) appropriate illumination at all work spots for safe working when natural daylight may not be adequate for clear visibility.

The contractor shall be held responsible for any violation of statutory regulations local, state or central and BHEL instructions, that may endanger safety of men, equipment, material and environment in his scope of work or another contractor's or agencies. Cost of damages if any, to life and property arising out of such violation of statutory regulations and BHEL instructions shall be borne by the contractor.

In case of a fatal or disabling injury accident to any person at construction sites due to the lapses by the contractor, the victim and/or his/her dependents shall be compensated by the contractor as per statutory requirements. However, if considered necessary, BHEL shall have the right to impose appropriate financial penalty on the contractor and recover the same from payments due to the contractor for suitably compensating the victim and/or his/her dependents. Before imposing any such penalty, appropriate enquiry shall be held by BHEL giving opportunity to the contractor to present his case.

In case of any damage to property by the contractor, BHEL shall have the right to recover cost of such damages from payments from payments due to the contractor after holding an appropriate enquiry.

In case of any delay in the completion of a job due to mishaps attributable to lapses buy the contractor, BHEL shall have to recover cost of such delay from payments due to the contractor, after notifying suitably and giving him opportunity to present his case.

If the contractor fails to improve the standards of safety in its operation to the satisfaction of BHEL after being given a reasonable opportunity to do so; and/or if the contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions regarding safety issued by the authorised BHEL official, BHEL shall have the right to take corrective steps at the risk and cost of the contractor after giving a notice of not less than seven days indicating the steps that would be taken by BHEL.

The contractor shall submit report of all accidents, fires and property damage, dangerous occurrence to the authorised BHEL official immediately after such occurrence, but in any case not later than twelve hours of the occurrence. Such reports shall be furnished in the manner prescribed by BHEL. In addition, the contractor to the authorised BHEL official shall also submit periodic reports on safety from time to time as prescribed.

Before commencing the work, the contractor shall appoint/nominate a responsible officer to supervise implementation of all safety measures and liaison with his counterpart of BHEL.

If safety record of the contractor 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 contractor may be considered by BHEL after completion the job.

## **SCOPE OF WORK**

### **PREAMBLE**

1. The jobs intended to be covered under this contract should be clearly measurable/should reflect good maintenance practices such that Factory premises, buildings-inside, outside should be found clean & tidy at any given point of time.
2. Buildings (means floor, ceiling, partitions, walls, windows, inside and outside), should be always kept clean and neat and required log books/work assigned sheets to be witnessed/inspected by a Supervisor-in-charge (of BHEL) on daily basis.
3. Area coordinator should be a party in the achieving of overall cleanliness. The same should be built into the system.
4. Provisions should be made to penalize the contractor for deficient service.
5. Apart from providing/deploying modern means for the cleaning person, contractor should also ensure providing all necessary PPEs and safety related tools and trackles and ensure safety of their workmen, BHEL's or any other members inside Premises, and BHEL's property.

At least 10% of gardening area should be provided & maintained with flowering plants in the front area.

By 8:00 am on working days, the roads and offices should be cleaned. The floor sweep, dust etc. should not be found anywhere in the Factory premises except at one designated place (preferably the garbage pit near Nissan shed).

By 09:00 am on working days, the wet waste from all the buildings should be disposed into the one designated area near Nissan shed.)

The above mentioned wastes should be lifted from the above mentioned locations and disposed off outside BHEL into the BBMP/Statutory approved Local bodies.

### **A. MAINTENANCE OF FACTORY BUILDINGS**

Maintenance of buildings inside our factory premises at all heights and levels including sweeping manually / by mechanical devices of floors, roof top and bottom, removal of cob-web / dust on walls, partitions, chajjas, doors, windows, glasses, A.C/GI sheet roof, trusses etc. Fittings and fixtures such as fans, tube lights, venetian blinds, A/C ducts, pipe lines, tables, chairs etc. and disposal of debris / waste/ dust as directed by Engineer-in-charge.

1. Sweeping of all the buildings, corridors and passages to be done once daily and collecting floor sweep and dumping in the dustbins at specified areas.(Log books with signatures of area co-ordinators)
2. Wet moping the floor area of the buildings at regular interval as directed by the Engineer – in – charge.(Log books with signatures of area co-ordinators)
3. The entire buildings including windows, doors, walls and ceilings should be dusted and cleaned at regular intervals as per direction of Engineer-in-charge.
4. The electrical fittings such as fans, tube lights, fitting switch board and also hoists should be cleaned once in 3 months.

5. All consumable materials like phenol, vim powder, Surf, Bleaching powder, Naphthalene balls, Urinal cakes, Broomsticks and all tools and plants shall be provided by BHEL.
6. The Contractor shall carry out all associated works assigned by the Engineer-in-charge from time to time.
7. The Contractor shall be fully responsible for keeping the Factory buildings neat and clean.
8. The Contractor has to maintain day to day records/log books as per various regulations as directed by the Engineer-in-charge.
9. The Contractor has to issue ESI card to all Contract labourers engaged by them for this work, immediately on getting work order.

**B. MAINTENANCE OF OFFICES**

Maintenance of offices includes cleaning of office tables, paper distribution, supply of tea/coffee and other office related works.

1. Failure to employ adequate no. of persons resulting in the suffering of work will be considered as breach of the terms and conditions under this agreement & will entail termination of the contract forthwith and re-arrangement of the work through other agencies, at the risk and cost of contractor.
2. The contractor should carry out the work as per the directions and instructions given by the management of BHEL from time to time in writing and failure to do so shall amount to termination forthwith.
3. As & when BHEL requires, the strength of labour will be increased or decreased and payment made accordingly.
4. The Contractor has to maintain day to day records/log books as per various regulations as directed by the Engineer-in-charge.
5. The Contractor shall carry out all associated works assigned by the Engineer-in-charge from time to time.
6. The Contractor has to issue ESI card to all Contract labourers engaged by them for this work, immediately on getting work order.
7. The persons employed including temporary hands, shall be free from all types of diseases.
8. The contractor shall use consumable materials supplied by BHEL for cleaning purpose.



## **C. MAINTENANCE OF HORTICULTURE**

### **i. GARDEN MAINTENANCE**

1. Maintenance of existing lawns, flower beds, plants, trees and bushes etc. including growing and maintenance of seasonal flowers and plants in a healthy state, which including watering, applying manure, fertilizers, chemicals and pesticides etc. required for both indoor and outdoor plants. Cost includes watering, replacing, exposing to sun, trimming, pruning, propagation of plants etc., complete as directed by the Engineer-in-charge from time to time inside the Factory premises.
2. Cutting and removal of grass, weeds, plants, vegetation, bushes and unwanted debris etc. stocked at waste storage bin inside the Factory premises as directed by the Engineer-in-charge.
3. Disposal of dry leaves debris/sludge etc. by mechanical transport outside the factory premises to maximum distance of 10 KM.
4. In the case of disposal on the basis of the truck/tractor measurement, volume of material shall be calculated on the basis of true volume of reduced by 30% of voids.
5. Watering and maintaining existing and new gardens, lawn, trees, plants, shrubs, flower pots etc. in Factory premises. Daily irrigating the planted area with hose pipe and lawn moving at regular intervals and trimming of plants as and when required. Manuring the plants with nitrogenous and complex fertilizers at regular intervals including supply of materials. Weeding entire landscape of Factory area as directed by the Engineer-in-charge.
6. Removing and cleaning of debris such as fallen leaves, dead/broken branches and disposed of.

### **ii. ROADS, SEWER LINES & PATHWAYS :**

Maintenance of road surfaces, chambers and its connected Septic tank and effluent lines existing inside the Factory premises including collection & disposal of accumulated wastes, debris and materials of all kinds generated day to day from shop area handing over to scrap yard with relevant papers as directed by the Engineer-in-charge.

1. Sweeping of all roads, foot paths, passages, lawn area, garden, cycle and scooter shed to be done daily.
2. Cleaning of storm water drain, corporation drain, platform, roof terraces periodically.
3. Collection and disposal of floor sweep/dry leaves from dust bin and segregating the carton boxes, plastic, thermocol used stationeries, floor sweep etc. to be dumped in respective places/pits as directed by Engineer-in-charge.
4. As and when sanitary effluent lines and man holes get blocked, it should be immediately cleaned if necessary co-ordination with BWSSB officials and dispose of the debris.
5. Replacement of dead/damaged plants as and when required new plants would be supplied by BHEL.
6. The contractor shall be fully responsible for keeping the Factory neat and clean with greenery.
7. The contractor has to maintain day to day records/log books as per various regulations as directed by the Engineer-in-charge.
8. The contractor shall carry out all associated works assigned by the Engineer-in-charge from time to time.
9. The contractor has to issue ESI card to all the contract labourers engaged by them for this work immediately on getting work order.

CONTRACTOR

EMPLOYER

### **Additional Conditions**

1. The Contractor has to maintain day to day records/log books as per various regulations as directed by the Engineer-in-charge.
2. The Contractor shall carry out all associated works assigned by the Engineer-in-Charge from time to time.
3. The Contractor has to issue ESI card to all Contract labourers engaged by them for this work, immediately on getting Work Order.
4. Failure to employ adequate no. of persons resulting in the suffering of work will be considered as breach of the terms and conditions under this agreement & will entail termination of the contract forthwith and rearrangement of the work through other agencies, at the risk and cost of contractor.
5. The contractor should carry out the work as per the directions and instructions given by the management of BHEL from time to time in writing and failure to do so shall amount to termination forthwith.
6. The persons employed including temporary hands, shall be free from all types of diseases.
7. The contractor shall use consumable materials supplied by BHEL for cleaning purpose.
8. The contractor shall use necessary quantity of materials required for the work time to time as directed by the Engineer-in-charge.
9. The workmen of the contractor shall wear the specified uniforms and suitable badges have to be provided by the contractor. The company is not responsible for any loss or damage to the contractor equipment used for the contracted work. As and when unforeseen or miscellaneous work arises, the contractor will have to carry such works with their existing workmen.
10. Minimum staff will have to be deployed in various shifts as directed by Engineer-in-charge.
11. The contractor is also required to pay Minimum Ex-gratia @ 8.33% limited to 7000/- to the labourers engaged for this work as per rules.
12. **The contractor is also required to make monthly payment to the labourers engaged by them on or before 7th of every month on their own without linking the receipt of payment from BHEL. If 7th falls on Sunday/Holiday, then payment has to be made on previous working day.**
13. National & festival holidays (i.e. 12 days per year) is paid holidays & Earned leave of 15 days per year for all employees engaged for this contract shall be paid as per Minimum wage.
14. The contractor has to provide entry passes with photo for all the contractors' labourers/supervisory staff working in the factory. The same will be sealed and issued by the security dept. of BHEL.
15. The Contractor will be fully responsible for the good conduct of his employees deployed to execute the work. In case of any misconduct / misbehavior by any employee, the contractor will replace such employee(s) immediately.
16. The Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc. to carry out the work.
17. Contractor will ensure that the job is executed through his employees on his rolls only and under no circumstances the contractor will deploy any casual employees to carry out the job nor shall sub contract the job without prior written permission from BHEL.

1. CONTRACTOR'S OBLIGATIONS

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

- 1.1 Contractor shall depute his workmen as per the details given in scope of work. The work shall be executed as per work instructions and to the satisfaction of Engineer-in-charge.
- 1.2 Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc. to carry out the work.
- 1.3 Contractor shall maintain appropriate records of his employees deployed to carry out the job.
- 1.4 Contractor shall provide employment card/identity card with photograph duly verified and attested by the contractor to his employees deployed to execute the work. Contractor shall also indicate the name of the proprietary/partnership form/company, place of work, contact number and duration of validity of the card etc. in such identity card.
- 1.5 **Contractor will be fully responsible for the good conduct of his employees deployed to execute the work. In case of any misconduct/misbehavior by any employee, the contractor will replace such employee(s) immediately.**
- 1.6 Contractor will ensure that the job is executed through his employees on his rolls only and under no circumstances the contractor will deploy any casual employees to carry out the job; nor shall sub-contract the job without prior written permission from BHEL.
- 1.7 Contractor will keep watch on his employees and he will be liable for any pilferage /loss to BHEL due to Acts of omission and commission by his employees. Similarly for any compensation to outsiders and his employees on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with contractor.
- 1.8 Contractor shall ensure that all precautions are taken for safety of his employees. The contractor shall be responsible for enforcing all safety regulations as applicable inside the factory, while undertaking the work tendered. The contractor shall be responsible for enforcing all safety regulations as applicable on his workmen and shall strictly ensure wearing of safety equipment by them inside the factory. Notwithstanding that BHEL may provide hand gloves & consumables, material handling equipment etc. wherever required, the contractor shall be responsible for their wearing of the safety equipments/gadgets.
- 1.9 The contractor has to provide his workmen uniform distinct different from BHEL employees. The uniform should have logo of the contractors firm/company. The uniform shall be always ensured to be in neat, tidy and wearable condition.
- 1.10 In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees and his equipments, if any from the establishment of BHEL.
- 1.11 Contractor shall take necessary insurance policy for his workmen to cover workmen's Compensation and accidental cover as may be applicable.
- 1.12 BHEL will provide materials for repairs wherever applicable and agreeable. However, it will be the responsibility of the contractor to ensure that materials to be available for repairs.

## 2. CONTRACTOR'S STATUTORY LIABILITY

- 2.1 All statutory requirements under Minimum Wages Act 1948, Payment of Wages Act 1936, Workmen Compensation Act 1923, EPF& MP Act 1952, Payment of Gratuity Act 1972, ESI Act 1948, the Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act 1961, Maternity Benefit Act 1961, Service Tax Rules and all other applicable Acts and rules shall be complied with by the contractor.
- 2.2 Contractor shall comply with all statutory requirements, Rules, Regulations and Notifications issued from time to time by the concerned authorities in relation to employment of his employees.
- 2.3 Contractor shall provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act 1952 to the RPFC.
- 2.4 Contractor shall ensure payment of ESI contribution under ESI Act 1948 and provide ESI membership No. card of each employee.
- 2.5 Contractor shall maintain proper records of PF, EDLI, Pension, ESI contribution, administrative charges etc. wherever applicable and shall produce proof of deductions as well as remittances. Contractor shall issue wage slips to his employees.
- 2.6 Contractor shall furnish proper Returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- 2.7 Contractor shall be solely responsible for non-payment/delayed payment of wages/DA, contributions under EPF & MP Act, ESI Act etc.
- 2.8 In case, the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities & a claim is made against BHEL for whatsoever reason, the security deposit/other dues/running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
- 2.9 Contractor shall indemnify BHEL against all claims and losses if it suffers under various labour laws, statutes or any civil or criminal law in connection with employees deployed by him.
- 2.10 The contractor shall furnish to the Engineer-in-charge at the intervals specified by him, a distribution returns showing the number and description, by trades of the work, people employed on the works. The contractor shall also submit on the 4<sup>th</sup> and 19<sup>th</sup> of every month to the Engineer-in-charge a true statement showing in respect of the second half of the preceding month and the first half the current month.
- (i) The accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and
- (ii) The number of female workers who have been allowed maternity benefits as provided in the maternity benefits as provided in the Maternity Benefit Act, 1961 or Rules made there under and the amount paid to them.
- 2.11 The liability for any compensation on account of injury sustained by an Employee of the contractor will be exclusively that of the contractor, as BHEL is not the employer for him.

- 2.12 The Engineer-in-charge shall, on a report having been made by the inspecting Officer as defined in the Contractor's Labour Regulations, have the power to deduct from the moneys due to the contractor, any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the contract for the benefit of workers, non-payment of wages or of deductions made from his or their wages which are not justified by the terms of the contract or for non-observance of the said Contract Labour Regulations.
- 2.13 Contractor shall obtain necessary insurance cover at his own cost to mitigate any risk of accidents, losses, damages etc. BHEL shall not be responsible for any losses, damages to the contractor or to his employees.
- 2.14 Contractor should ensure that the employees allowed entering BHEL premises shall be covered under independent code numbers/exemptions under EPF & MP Act 1952 and ESI Act 1948.
- 2.15 Payment of bonus under the payment of Bonus Act, payment of gratuity under the Gratuity Act, and retrenchment compensation under ID Act will be the sole responsibility of the contractor.
- 2.16 Over and above the daily wages rate, the contractor shall make payment to his employees deployed under this contract towards leave with wages also.
- 2.17 Contractor shall observe provisions of Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employees who may be deployed in BHEL premises. No work shall be done on second/third shift, overtime, Sundays or on other declared holidays without written permission from BHEL.
- 2.18 Contractor shall obtain license under CL (R&A) Act, 1970.
- 2.19 All the Contractors will have to produce documentary evidence of being an Income Tax Assessee. Income Tax Permanent Account No. (IT PAN No.) and Tax Deduction Account No. (TAN) or Income Tax Clearance Certificate (ITCC) shall be produced.

3. GENERAL TERMS & CONDITIONS :

Engineer-in-charge shall give overall instructions to the contractor or his authorised representative for the jobs to be carried out. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or on employer-employee relationship. Supervision of work shall be done by the contractor/his authorized Supervisor exclusive for this work only.

- 3.1 The contractor shall maintain regular contact with the designated Engineer-in-charge of BHEL and will interact on matters relating to the work awarded under this contract.
- 3.2 In case the contractor does not carry out the contractual/statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days' time failing which, BHEL reserves the right to terminate the contract without assigning any reason whatsoever. In such an event, no damages will be payable for short closure of the contract.
- 3.3 The decision of BHEL regarding interpretation of any terms and conditions set forth in this agreement shall be final and binding on the contractor.
- 3.4 The contractor shall commence the work immediately on receipt of the order and the contract shall remain valid for a period of TWO YEARS from the date of commencement of work, after issue of Work order. The parties reserve the right to extend the contract on mutually agreed terms and conditions.
- 3.5 Penalty at the rate of 0.5% per week will be levied, upto a maximum of 10% of the unexecuted portion of contract value; for the delay in execution of work.
- 3.6 All Uniform and safety materials for the labourers engaged should be supplied as per the list enclosed. The rate quoted are inclusive of supply of Uniform & safety materials also. No separate payment will be given for this.

**CLAUSE 58 OF GENERAL CONDITIONS OF CONTRACT ARBITRATION & CONCILIATION:**

The parties shall attempt to settle any disputes 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, or in connection with this contract through friendly discussions. In case no amicable settlement can be reached between the parties through such discussions, in respect of any dispute; then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL –EDN. Such Sole Arbitrator appointed, shall conduct the arbitration in English language.

The Arbitrator shall pass a reasoned award and the award of the Arbitration shall be final and binding upon the Parties.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Bangalore.

The cost of arbitration shall be borne as decided by the Arbitrator upon him entering the reference.

Subject to the Arbitration Clause as above, the Courts at Bangalore alone shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract.

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the parties shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and efficiency in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Contract, such dispute or difference shall be referred by either party for Arbitration to the Sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any Party aggrieved by such Award may make further reference for setting aside or revision of the Award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the Parties hereto finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.”

### **HEALTH, SAFETY & ENVIRONMENTAL POLICY**

The Management is committed to be an environmentally sound company in its activities, products, services and to provide safe and healthy working environment covering its employees, products & services as an integral part of business performance through:

- Compliance with applicable Legislation and Regulation
- Setting objectives and targets to eliminate/control/minimise environmental pollution, risks due to Occupational Health and Safety Hazards.
- Promotion of activities for conservation of resources by environmental management with focus on oil, electrical energy and chemicals.
- Enhancement of Environmental, Safety and Occupational Health awareness amongst employees, customers, suppliers, contractors by proactive communication.
- Regular evaluation and pro-active measures for prevention & control of environmental pollution/accidents/occupational diseases.
- Appropriate training of employees and interested parties on Health, Safety & Environmental (HSE) aspects.
- Formulation and maintenance of HSE Management Programs for continual improvement.
- Periodic review & audit of HSE Management System to ensure its continuing suitability, adequacy and effectiveness
- Communication of HSE Policy to all employees and interested parties.
- Co-operation with concerned agencies/regulatory bodies engaged in HSE activities.



**Certificate by Chartered Accountant on letter head**

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

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

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 :  
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:  
Rs.....Lacs

**(Strike off whichever is not applicable)**

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs for .....Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

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

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

**GUIDELINES FOR REVERSE AUCTION PROCEDURE**

**Terms & Conditions of Reverse Auction**

Against this enquiry the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to “REVERSE AUCTION PROCEDURE” i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry will have to necessarily submit „online sealed bid“ in the Reverse Auction. Non-submission of „online sealed bid“ by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g. EXCEL sheet) which will help to arrive at “Total Cost to BHEL” like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.

10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the „Business Rules of Reverse Auction“, which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. **In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.**

**ANNEXURE –III**  
**ELECTRONIC FUNDS TRANSFER (EFT) OR**  
**PAYLINK DIRECT CREDIT FORM**

Please Fill Up the form in CAPITAL LETTERS only:

TYPE OF REQUEST (Tick one): CREATE \_\_\_\_\_ CHANGE: \_\_\_\_\_

BHEL Vendor/Supplier Code:

Company Name:

Address:

Permanent account Number  
(PAN):


City: \_\_\_\_\_

PINCODE  
STATE

\_\_\_\_\_

_____

Contact Person(s)

Telephone No:

Fax No:

E-Mail-Id:


1. Bank Name:

2. Bank Address:

3. Bank Telephone No:

4. Bank Account no:

5. Account Type: Saving/Cash Credit

6. 9 Digit Code Number of Bank and branch  
Appearing on MICR cheque issued by Bank

7. Bank Swift Code (applicable for EFT only)

8. Bank IFSC Code(applicable for RTGS)

9. Bank IFSC Code (applicable for NEFT)


CONTRACTOR

EMPLOYER

I hereby certify that the particulars given above are true, correct and complete and that I, as a representative for the above named Company, hereby authorize BHEL,EDN, Bangalore to electronically deposit payments to the designated bank account. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL/Transferring Bank responsible. This authority remains in full force until BHEL - EDN Bangalore receives written notification requesting a change or cancellation.

I have read the contents of the covering letter and agree to discharge the responsibility expected of me as a participant under ECS/EFT.

Date:

Authorized Signatory:

Designation:

Telephone No. with STD Code

Company seal

### **BANK CERTIFICATE**

We certify that \_\_\_\_\_ has an Account No \_\_\_\_\_ with us and we confirm that the bank details given above are correct as per our records.

Date:

Place:

(.....)

Signature

---

Please return completed form alongwith a blank cancelled cheque or photocopy thereof to:  
Bharat Heavy Electricals Ltd. Electronics Division, Mysore Road, BANGALORE -560026

**ANNEXURE - IV**

Ref:

Date:

**SITE INSPECTION CERTIFICATE**

This is to Certify that, I/We.....

..... had inspected the proposed site/premises thoroughly and understood the scope of works to be carried out in line with bill of quantities/schedule of items/specifications as brought out in the Tender as desired by BHEL.

Agreeable and assure to complete the work within the stipulation time frame as per Terms & Conditions of Contract

Signature of the Contractor

Name:

Seal:

CONTRACTOR

EMPLOYER

**PART-II : PRICE BID**  
**(To be submitted in a separate sealed cover)**

**TENDER ENQ. NO. BHE/315/16/2736/13, DATE: 02-03-2017**

**MAINTENANCE OF FACTORY BUILDINGS, OFFICES AND  
HORTICULTURE (GARDEN, ROADS, SEWER LINES &  
PATHWAYS) INSIDE BHEL – EDN**

**No. of Pages: 10**

NAME OF WORK: MAINTENANCE OF FACTORY BUILDINGS, OFFICES AND HORTICULTURE (GARDEN, ROADS, SEWER LINES & PATHWAYS) INSIDE BHEL – EDN					
SCHEDULE					
Sl.No	Description	Qty	Unit	Rate in Figures & Words Rs Ps	Amount Rs Ps
	<b>SCOPE OF WORKS</b>				
1	<b>MAINTENANCE OF FACTORY BUILDINGS</b>				
	Maintenance of Buildings / Allied structures inside our Factory premises at all heights and levels as directed by the Engineer-in-charge.				
a.	Sweeping manually / by mechanical devices of floors, roof top and bottom, removal of cob-web / dust on walls, partitions, chajjas, doors, windows, glasses, A.C/GI sheet roof, trusses etc. Fittings and fixtures such as fans, tube lights, venetian blinds, A/C ducts, pipe lines, tables, chairs etc. and disposal of debris / waste/ dust as directed by Engineer-in-charge. Sweeping of all the buildings, corridors and passages to be done once daily and collecting floor sweep and dumping in the dustbins at specified areas. (Log books with signatures of area co-ordinators)			Not to be quoted	Not to be quoted
b.	Wet moping the floor area of the buildings at regular interval as directed by the Engineer – in – charge. (Log books with signatures of area co-ordinators)				
	Note:- All consumable materials will be supplied by BHEL.				
2	<b>MAINTENANCE OF OFFICES</b>				
a.	Maintenance of offices includes cleaning of office tables, paper distribution, supply of tea/coffee and other office related works.				
	Note:- All consumable materials will be supplied by BHEL.				



Sl.No	Description	Qty	Unit	Rate in Figures & Words		Amount	
				Rs	Ps	Rs	Ps
3	<b>MAINTENANCE OF HORTICULTURE</b>			Not to be quoted			
i)	<b>GARDEN MAINTENANCE</b>						
a.	Maintenance of existing lawns, flower beds, plants, trees and bushes etc. including growing and maintenance of seasonal flowers and plants in a healthy state, which including watering, applying manure, fertilizers, chemicals and pesticides etc. required for both indoor and outdoor plants. Cost includes watering, replacing, exposing to sun, trimming, pruning, propagation of plants etc., complete as directed by the Engineer-in-charge.						
b.	Cutting and removal of grass, weeds, plants, vegetation, bushes and unwanted debris etc. stocked at waste storage bin inside the Factory premises as directed by the Engineer-in-charge.						
c.	Disposal of dry leaves debris/sludge etc. by mechanical transport outside the factory premises to maximum distance of 10 KM. In the case of disposal on the basis of the truck/tractor measurement, volume of material shall be calculated on the basis of true volume of reduced by 30% of voids.						
d.	Watering and maintaining existing and new gardens, lawn, trees, plants, shrubs, flower pots etc. in Factory premises. Daily irrigating the planted area with hose pipe and lawn moving at regular intervals and trimming of plants as and when required. Manuring the plants with nitrogenous and complex fertilizers at regular intervals including supply of materials. Weeding entire landscape of Factory area as directed by the Engineer-in-charge.						
e.	Removing and cleaning of debris such as fallen leaves, dead/broken branches and disposed of.						

Sl.No	Description	Qty	Unit	Rate in		Amount	
				Figures & Words		Rs	Ps
ii.	<b>ROADS, SEWER LINES &amp; PATHWAYS</b>						
a.	Maintenance of road surfaces, chambers and its connected Septic tank and effluent lines existing inside the Factory premises including collection & disposal of accumulated wastes, debris and materials of all kinds generated day to day from shop area handing over to scrap yard with relevant papers as directed by the Engineer-in-charge.						
b.	Sweeping of all roads, foot paths, passages, lawn area, garden, cycle and scooter shed to be done daily.						
c.	Cleaning of storm water drain, corporation drain, platform, roof terraces periodically. As and when sanitary effluent lines and man holes get blocked, it should be immediately cleaned if necessary co-ordination with BWSSB officials and dispose of the debris.						
d.	Collection and disposal of floor sweep/dry leaves from dust bin and segregating the carton boxes, plastic, thermocol used stationeries, floor sweep etc. to be dumped in respective places/pits as directed by Engineer-in-charge.						
e.	Replacement of dead/damaged plants as and when required new plants would be supplied by BHEL.						

Not to be quoted

Not to be quoted

**NAME OF WORK: MAINTENANCE OF FACTORY BUILDINGS, OFFICES AND HORTICULTURE  
(GARDEN, ROADS, SEWER LINES & PATHWAYS) INSIDE BHEL – EDN**

Sl.No	Description	Qty	Unit	Rate in Figures & Words		Amount	
				Rs	Ps	Rs	Ps
	PART-A : LABOUR WAGES			Not to be quoted		Not to be quoted	
	FIXED CHARGES						
	Highly Skilled - 03 CL	656	Day				
	Skilled - 02 CL	656	Day				
	Semi Skilled - 07 CL	656	Day				
	Un-Skilled - 73 CL	656	Day				
	STATUTORY COST						
	FIXED CHARGES						
	E.S.I @ 4.75%						
	P.F Employer Contribution 12%						
	P.F. Admin. Charges @ 1.61%						
	Ex-Gratia @ 8.33% limited to 7000/-						
	Attendance Bonus Rs.10/- Per day on duty						
	Travelling allowance Rs.30/- Per day on duty						
	Washing allowance Rs.75/- per month						
	DAILY WAGES						
	1. Higly Skilled - Rs. 484.80 per day (Per labour)						
	2. Skilled - Rs. 458.51 per day (Per labour)						
	2. Semi Skilled - Rs. 434.67 per day (Per labour)						
	3. Unskilled - Rs. 413.00 per day (Per labour)						

Sl.No	Description	Qty	Unit	Rate in		Amount	
				Figures & Words		Rs	Ps
	<b>PART - B : SUPPLY OF UNIFORM &amp; STICHING CHARGES</b>						
	<b>FIXED CHARGES</b>						
1	Supply, Stitching and issue of 2 sets of Uniform ( Terricot ) of approved quality and colour for Gents ( 2 Pants + 2 Shirts for each worker ) for 79 persons @ Rs.1450/- per person including stitching charges	158	Sets	Not to be quoted		Not to be quoted	
2	Supply, Stitching and issue of 2 Saris, 2 Blouses & 2 petticoats of approved quality and colour for Ladies (2 Saris, 2 Blouses & 2 petticoats for each worker) for 11 persons @ Rs. 1660/- per person including stiching charges of blouse and petticoat	22	Sets				
<b>NOTE:</b> Uniform colour, specification, brand should be approved by the Enginner-in-charge							
<u>CATEGORY</u> Higly Skilled : 03 CL Skilled : 02 CL Semi Skilled : 07 CL <u>Unskilled : 73 CL</u> Total : 85 CL on Roll Unskilled : 05 CL (Leave Reserve)							

Sl.No	Description	Qty	Unit	Rate in		Amount	
				Figures & Words		Rs	Ps
	PART - C : SUPPLY OF SAFETY MATERIALS						
	FIXED CHARGES						
1	Polyster overcoat steel grey length 45 " Shoulder 22 " sleeve 22"	180	Nos	Not to be quoted			
2	Gum boots full acid / alkali proof non gloss with inside lining	90	Pair				
3	PVC Hand Gloves acid / alkali proof heavy duty cotton lining inside - 16 " long	90	Pair				
4	Cotton Hand Gloves Khaki Drill 16" Long	540	Pair				
5	Safety Goggles with Zero Power toughended glass, movable side shield	90	Nos				
6	Dust / Mist Respiratory Mask with Single Valve, Make : Venus Model V - 425	180	Nos				
7	Dust / Mist Respiratory Mask, Venus Make V - 44	90	Nos				
8	Supply and issue of Lifebouy Soap to the contract workers @ 1 per month for each worker ( 30 x 12 Months )	2160	Nos				
9	Safety shoes for contract workers LIBERTY with 2 sets of socks	90	Nos				
10	Ear Plugs - 3M Make	90	Sets				
11	Safety Helmets (ISI)	90	Nos				
	NOTE: The brand and specification should be approved by the Enginner-in-charge						

**NAME OF WORK: MAINTENANCE OF FACTORY BUILDINGS, OFFICES AND HORTICULTURE (GARDEN, ROADS, SEWER LINES & PATHWAYS) INSIDE BHEL – EDN**

**PRICE SCHEDULE - I**

Contractor should quote in percentage

Sl.No	Description	Unit	Rate in Figs & words
1	Contractor service profit charges to carry out the work as per scope of work given in the tender on the <b>TOTAL PART - A, B &amp; C</b>	% (percentage)	

**NOTE:** Rate in Percentage should be quoted in two decimals (example 01.01%)

Contractor should quote separately for service tax as given under:

<b>Service Tax</b>	<b>Rate to be quoted in Percentage :</b>	
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**NAME OF WORK: MAINTENANCE OF FACTORY BUILDINGS, OFFICES AND HORTICULTURE  
(GARDEN, ROADS, SEWER LINES & PATHWAYS) INSIDE BHEL – EDN**

**PRICE SCHEDULE - II**

Sl.No	Description	Qty	Unit	Rate in Figures & Words		Amount	
				Rs	Ps	Rs	Ps
	<b>PART - D : SUPPLY OF MATERIALS, TOOLS &amp; TRACKLES</b>						
1	Red Earth	20	Tractor Load				
2	Sheep/Cow Dung Manure	15	Tractor Load				
3	Urea	500	Kgs				
4	Suphala	500	Kgs				
5	Karacid	20	Ltrs				
6	Monostar	20	Ltrs				
7	Microla	20	Ltrs				
8	Neem Cake	200	Kgs				
9	Disposal of Dry Leaves / Small trees, branches, debris etc., from the Factory Premises (Approx. 01 Tractor Load after deduction for voids will be 1.60 Cum)	2000	Cum				
10	Pick Axe with Handle	20	Nos				
11	Mumty with Handle	20	Nos				
12	Sickle	50	Nos				

Sl.No	Description	Qty	Unit	Rate in Figures & Words		Amount	
				Rs	Ps	Rs	Ps
13	Braided Hose Pipe(PVC) : 50 mtrs Length Bundle	20	Bundle				
14	Axe with Handle	10	Nos				
15	14" Earthen Pots	500	Nos				
16	12" Earthen Pots	500	Nos				
17	9" Earthen Pots	1000	Nos				
18	6" Earthen Pots	500	Nos				
19	24" Concrete Pots	75	Nos				
20	18" Concrete Pots	75	Nos				
21	10" Brown Colour Plastic Pots	100	Nos				
22	12" Brown Colour Plastic Pots	100	Nos				
23	18" Brown Colour Plastic Pots	100	Nos				
24	10" Brown Colour Plastic Pots Tray	100	Nos				
25	12" Brown Colour Plastic Pots Tray	100	Nos				
26	18" Brown Colour Plastic Pots Tray	100	Nos				
27	5" Green Colour Plastic Hanging Pots	1000	Nos				



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

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

# REVISED GENERAL CONDITIONS OF CONTRACT

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

## 1. DEFINITIONS

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

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

In the case of percentage rate contracts, “Contractor’s percentage” shall, if the context so permits, mean the uniform percentage tendered by the contractor and accepted by the Accepting Officer, and the expression “CONTRACT RATE” shall likewise mean the rates in the K.P.W.D. schedule of rate as amended up to 1979 - 80 as adjusted by the said Contractor’s percentage, if any.

- k) The “CONTRACTOR SUM” means the sum accepted, or the sum calculated in accordance with the prices accepted in the tender and / or the contract rates as payable to the Contractor for the entire execution and full completion of the work.
  - l) The “FINAL SUM” means the actual amount payable under the contract by BHEL, to the Contractor for the entire execution and full completion of the work.
  - m) The “DATE OF COMPLETION” is the date or dates for completion of the whole or any part of the work as set out in or ascertained in accordance with the individual work orders or the tender documents, or any subsequent agreed amendment thereto.
  - n) A “WEEK” means seven days without regard to the number of hours worked or not worked in any day in that week.
  - o) A “DAY” means a day of 24 (Twenty four) hours irrespective of number of hours worked or not in that day A “WORKING DAY” means any day other than that prescribed by the Negotiable instruments ACT as being a holiday, consists of the number of hours of labour as commonly recognized by good employers in the trade in the District where the work is carried out or as laid down in the BHEL Regulation.
  - p) “DEVIATION ORDER” means any an order given by the Senior Engineer/Civil or Engineer-in-charge to effect an alteration, addition or deduction, which does not radically affect the scope of nature of the contract.
  - q) “EMERGENCY WORK” means any urgent measures which, in the opinion of the Engineer-in-charge, become necessary during the progress of the work to obviate any risk of accident or failure or which become necessary for security.
  - r) “PROVISIONAL SUM” or “PROVISIONAL LUMPSUM” means a lump-sum include by the BHEL in the tender documents and represent the estimated value of work for which details are not available at the time of inviting the tender.
  - s) “PROVISIONAL ITEMS” means items for which approximate quantities have been included in the tender documents.
  - t) “DAY WORK” means on item of work requiring the employment of labour with or without materials as the case may be, which, in the opinion of the Senior Engineer /Civil-in-charge, is not capable of being evaluated by the accepted methods of measurement or assessment and is paid for on the basis of the actual labour and materials utilised on the particular item of work referred to.
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## CHAPTER-II

### SCOPE OF CONTRACT

#### 2. HEADING TO THE CONTRACT

The heading to these conditions shall not affect the interpretation thereof

#### 3. CONTRACT DOCUMENTS:

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

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

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

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

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

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

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

#### 5. PROVISIONAL ITEMS:

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

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

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

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

## **6. DEVIATIONS:**

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

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

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

## **7. TIME:**

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

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

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

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

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

The contractor shall, at his own expense , supply all stores and materials required for the contract, other than those listed in Schedule ‘B’ which may be provided by Bharat Heavy Electricals Limited at the rates detailed therein subject to their availability at the place of issue indicated therein. All stores and materials to be supplied by the Contractor shall be of the best kind as described in the Specifications and the Contractor shall,

if required by the Engineer –in- charge furnish him with proof to his satisfaction that the store and materials so comply with the specifications.

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

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

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

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

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

#### **10. PATENT RIGHTS:**

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

In the event of any claims being made or action brought against BHEL, or any agent, or servant or employee of BHEL., in respect of any of the matters aforesaid, the contractor shall not apply when such increment has taken place in complying with the specific directions issued by the BHEL but the contractor shall pay any royalties payable in respect of any such use.

#### **11. OCTROI AND OTHER DUTIES:**

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



**12. ROYALTIES:**

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

**13. PLANT AND EQUIPMENT:**

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

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

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

**a) SUB-CONTRACT:**

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

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

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

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## CHAPTER-III

### PERFORMANCE OF THE CONTRACT

#### 16. Security Deposit

Upon acceptance of the tender, the successful tenderer shall remit the security deposit with Bharat Heavy Electricals Ltd within the time as specified in the Letter of Intent.

The total amount of Security Deposit will be 5% of the contract value. EMD of the successful Tenderer shall be converted and adjusted towards the required amount of Security Deposit.

##### Modes of deposit

The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:

- i. Cash (as permissible under the 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 should have the approval of BHEL.
- 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 Post Offices such as National Saving Certificates, Kisan Vikas Patras etc., (Certificate should be held in the name of contractor furnishing the security and duly endorsed/hypothecated/pledged, as applicable in favour of BHEL). (Note: BHEL will not be liable or responsible in any manner for the collection of interest).

##### Collection of Security

At least 50% of the Security Deposit, including the EMD, should be collected before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the contractor till the total amount of the Security deposit is collected.

If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by the contractor or recovered from payments due to the contractor.

The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work.

(Note: In case of (a) small value contracts not exceeding 20 lakhs or (b) SAS jobs, work can be started before the required Security Deposit is collected. However, payment can be released only after collection/recovery of initial 50% Security Deposit)

Security Deposit shall be released to the contractor upon fulfilment of contractual obligations as per terms of the contract. The Security Deposit shall not carry any interest

#### 17. ORDERS UNDER THE CONTRACT:

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

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

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

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

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

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

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

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

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

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

## **19. CONTRACTOR'S SUPERVISION:**

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

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

The employment of an Engineer/Agent as aforesaid, the Senior Engineer/Civil/E/C capable of receiving instructions of the Engineer-in-charge and of executing the work to the satisfaction of the Engineer-in-charge.

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

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

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

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

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

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

## **20. LABOUR:**

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

The contractor shall furnish to the Engineer-in-charge at the intervals specified by him, a distribution return of the number and description by trades of the work people employed on the works. The contractor shall also submit on the 4<sup>th</sup> and 19<sup>th</sup> of every month to the Engineer-in charge a true statement showing in respect of the second half of the preceding month and the first half of the current month (i) the accident that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (ii) the number of female workers who have been allowed maternity benefit as provided in the maternity benefit Act, 1961 or Rules made there under and the amount paid to them.

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

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

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

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

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

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

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

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

#### **MODEL RULES FOR LABOUR WELFARE:**

The contractor shall at his own expense comply with or cause to be complied with model Rules for Labour Welfare as appended to these conditions as rules framed by Government from time to time for the protection of health and for making sanitary arrangements for workers employed directly or indirectly on the works. In case the contractor fails to make arrangements as aforesaid, the Engineer-in-charge shall be entitled to do so and recover the cost thereof from the Contractor.

#### **SAFETY CODE:**

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

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

#### **21. WATER :**

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

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

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

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

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

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

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

Where in accordance with the contract stipulations certain Stores and Materials (for incorporation in the work) are to be issued to the Contractor by the BHEL as detailed under Schedule 'E' such times will be so issued only to the extent required for the actual completion of the work as stipulated in the Contract. The decision of the Senior Engineer/Civil/E/C regarding the quantities to be issued as above shall be final and binding on the Contractor. For any excess quantities consumed on the work their cost will be recovered from the Contractor at punitive rates which will be 100% (hundred percent) more than the issue rates of the BHEL.

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

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

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

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

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

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

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

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

**23a. DEFECTS LIABILITY PERIOD:**

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

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

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

**25. STATEMENT OF HIRE CHARGES :**

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

**26. PRECAUTIONS AGAINST RISKS :**

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

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

**27. NOTICES AND FEES :**

The contractor shall give all notices required by any statutory provision or by the regulations and/ or bye-laws of any local authority and / or of any Public Service, Company or Authority affected by the work or with whose system the same area or will be connected. The contractor shall pay and indemnify BHEL against any fees and charges, demandable by law under such Acts, Regulations and/ or bye-laws in respect of the work and shall make and supply all drawings and plans required in connection with any such notice.

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

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

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

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

#### **29. SITE DRAINAGE :**

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

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

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

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

#### **31. FOUNDATIONS :**

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

#### **32. COVERING-IN WORK :**

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

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

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

#### **34. EXECUTION OF THE WORK :**

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

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



**35. DAY WORK :**

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

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

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

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

**36. INSPECTION OF THE WORK :**

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

Should E/C/E/C consider at any time during the expiry of maintenance period, that any work has been executed with unsound, imperfect or unskilled workmanship or of quality inferior to that contracted for or not otherwise in accordance with contract [in respect whereof the decision of the sir. E/C. shall be final and conclusive] the contractor shall, on demand in writing from the Sr. E/C.E/C specifying the fault notwithstanding that the same may have been inadvertently passed, certified and paid for, forthwith rectify or remove and reconstruct the work of specified, in whole or in part as the case may be require at his own expense to the entire satisfaction of the Sr. E/C. E/C in his demand aforesaid, the Sr. E/C. may carry out the work by other means at the risk and expense in all respect of the contractor. However, the liability of the contractor under this condition shall not extend beyond the maintenance period except as regard workmanship which the Sr. E/C .E/C shall have previously given notice to contractor to rectify.

**37. RESPONSIBILITY FOR BUILDING :**

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

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

The contractor shall, within one month after the date of acceptance of the contract, insure the work against loss and damage approved by **CLAUSE 38 - DELETED** h an insurance office L and shall be for the full value of receipt of the premiums for such ins the work as certified by the Senior Engineer/Civil/E/C.

Such insurance liability and coverage of Engineer/Civil	mit or bar to the ed by the Senior
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In case of such completion, the amount shall be received and may be retained by the BHEL until the work is finally completed and shall then be credited to the contractor in the final statement of accounts in the event of his contract not having been previously cancelled under these conditions.

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

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

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

**41. COMPENSATION FOR DELAY:**

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

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

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

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

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

- |    |   |                          |
|----|---|--------------------------|
| b) | Completion period (as originally stipulated)<br>not exceeding 6 months. ....                      | @ 10 percent per week    |
| b) | Completion period (as originally stipulated)<br>Exceeding 6 months and not exceeding 2 years..... | @ 7 1/2 percent per week |
| c) | Completion period (as originally stipulated)<br>Exceeding 2 years .....                           | @ 5 percent per week     |

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

#### **42. LAWS GOVERNING THE CONTRACT :**

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

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

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

If the contract shall:

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

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

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

If the contractor:

- a) Being an individual, or if a firm any partner thereof, shall at any time be adjusted bankrupt or have a receiving order or orders for administration of his Estate made against him or shall take any proceeding, for liquidation or composition under Bankruptcy Act for the time being in force or make any conveyance or assignment of his effects of composition or arrangements for the benefit of his creditor or purport to do so, or if any application be made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditor;

OR

- b) Being a company, shall pass a resolution or the court shall make an order for the liquidation of its affairs, or a Receiver or a Manager or behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the court or debenture holders to appoint a Receiver or Manager;

OR

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

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

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

#### **45. CANCELLATION OF CONTRACT IN PART OR IN FULL FOR CONTRACTORS DEFAULT :**

If the contractor;

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

OR

- b) In the opinion of the Sr. E/C/E/C at any time, whether before or after the date or extended date for completion, make default in proceeding with the work, with due diligence and continues in that state after a reasonable notice from Sr.E/C/E/C.
- c) Fails of comply with any of terms and conditions of the contract or after reasonable notice in writing with orders properly issued there under :
- d) Fails to complete the work, work order and items of work with individual dates for completion and clear the site on or before the date of completion, or fails to achieve the progress as set out under clause 7 of these General Conditions of Contract.

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

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

#### **46. TERMINATION OF CONTRACT OF DEATH :**

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

#### **47. SPECIAL POWER OF DETERMINATION:**

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

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

#### **48. FAIR WAGE :**

- a) The Contractor shall pay not less than the 'Fair Wage' to labourers engaged by him on the work. 'Fair Wage' means wage whether for time or piece work notified at the time of inviting tenders for the work and where such wages have not been notified, the wages prescribed by the Sr. Manager/Projects/Sr.E/C/E/C for the stations at which the work is done.
- b) The contractor shall, notwithstanding the provision of any contract to the contrary, cause to be paid a 'Fair Wage' to labourers indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work, as if the labourers had been directly employed by him.
- c) In respect of all labours directly or indirectly employed on the work for the performance of the contractors part of this Agreement, the contractor shall comply with or cause to be complied with the BHEL contractor's labour Regulations (appended hereto as Annexure 'A' to these conditions) in regard to payment of wages, wage period, deductions from wages, recovery of wages, not paid and deductions, unauthorisedly made, maintenance of wage book, wage slips, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and all other matters of a like nature.

- d) The Senior Engineer /Civil/E/C concerned shall have the right to deduct from the moneys due to the Contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the condition of the contract for the benefit of the workers, non-payment of wages or of deductions made from this or their wages which are not justified by the terms of the contract or non-observance of the regulations.
- e) Vis-à-vis BHEL the Contractor shall be liable primarily for all payments to be made under the contract and for the observances of the Regulations aforesaid without prejudice to his right to claim indemnity from his sub-contractor's.
- f) The regulations aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

## CHAPTER-IV

## VALUATION AND PAYMENT

**49. RECORDS AND MEASUREMENTS :**

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

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

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

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

Work which fails to be measured in detail shall be measured physically, without reference to any local custom that may obtain excepting where it may otherwise be directed in the tender documents. The measurements shall be taken jointly by any person duly authorised on the part of the BHEL and by the contractor. The Engineer-in-charge shall give reasonable notice in writing to the Contractor of appointment for measurement.

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

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

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

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

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

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

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

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

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

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

The selection of analogous item or analogue group of items referred to above shall be done by the Sr. E/C./E/C. Where the rates for deviated items or new items of work can be derived by the selection of different analogous items or analogous group of items, the lowest of all such derived rates shall be taken as the correct rate.

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



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

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

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

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

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

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

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

The Contractor shall be paid in respect of such claims to the extent approved and passed by the Sr. E/C.E/C subject a maximum of 90% of the value of the work actually executed in site provided the work has been executed to the satisfaction of the Engineer-in-charge. The certificate of the Sr. E/C. E/C regarding such approval and passing of the sums so payable shall be final and conclusive against the Contractor.

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

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

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

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

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

### **53. FINAL BILL :**

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

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

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

### **54. PAY MENT OF BILLS :**

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

### **55. RECOVERY FROM CONTRACTOR :**

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

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

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

### **57. REFUND OF SECURITY DEPOSIT :**

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

**58. ARBITRATION & CONCILIATION:**

The parties shall attempt to settle any disputes 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, or in connection with this contract through friendly discussions. In case no amicable settlement can be reached between the parties through such discussions, in respect of any dispute; then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL – EDN. Such Sole Arbitrator appointed, shall conduct the arbitration in English language.

The Arbitrator shall pass a reasoned award and the award of the Arbitration shall be final and binding upon the Parties.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Bangalore.

The cost of arbitration shall be borne as decided by the Arbitrator upon him entering the reference.

Subject to the Arbitration Clause as above, the Courts at Bangalore alone shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract.

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the parties shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and efficiency in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Contract, such dispute or difference shall be referred by either party for Arbitration to the Sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any Party aggrieved by such Award may make further reference for setting aside or revision of the Award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the Parties hereto finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator 'and binding all parties to this contract.

**ANNEXURE- 'A'****BHEL CONTRACTOR'S LABOUR REGULATIONS.****(See condition 20)****1. DEFINITION:**

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

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

**2. NOTICE OF COMMENCEMENT:**

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

- a) Name and situation of the work.
- b) Contractor's name and address.
- c) Particulars of the Department for which the work is undertaken.
- d) Name and address of the sub-contractors as and when they are pointed.
- e) Commencement and probable duration of the work.
- f) Number of workers employed and likely to be employed.
- g) 'Fair Wages' for different categories of workers.

- 3. I) Number of hours which shall constitute a normal working day. The number of hours which shall constitute a normal working day for an adult shall be NINE hours. The working day of an adult worker shall be so arranged that of intervals, if any for rest it shall not spread over more than 12 hours on any day, when an adult worker is made to work for more than NINE hours on any day or for more than 48 hours in any week he shall in respect of overtime work, be paid wages at double the ordinary rate of wages.

II) Weekly day of rest: Every worker shall be given a weekly day of rest, which shall

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

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

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

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

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

#### **5. FIXATION OF WAGE PERIODS:**

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

#### **6. PAYMENT OF WAGES:**

- i) Wages due to every worker shall be paid to him direct. All wages shall be paid in current coins or currency or in both.
- ii) Wages of every worker employed on the contractor shall be paid where the wages period is one week, within three days from the end of the wage period, and in any other case before the expiry of the 7<sup>th</sup> day or 10<sup>th</sup> day from the end of the wage period according as the number of workers does not exceed 1,000 or exceeds 1000.
- iii) When employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before expiry of the day succeeding the one on which his employment is terminated.
- iv) Payment of wages shall be made at the work site on a working day except when the work is completed before expiry of the wage period, in which case final payment shall be made at the work site within 48 hours of the wage period, in which case final payment shall be made at the work site within 48 hours of the last working day and during normal working time.

#### **Note:**

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

#### **7. REGISTER OF WORKMEN:**

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

#### **8. EMPLOYMENT CARD:**

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

## **9. REGISTER OF WAGES ETC:**

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

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

- i) Wages of worker shall be paid to him without any deductions of any kind except the following:
  - a) Fines.
  - b) Deductions for absence from duty, i.e. from the place or the places where by the terms office employment is required to work. The amount of deduction shall be in proportion to the period for which he was absent.
  - c) Deduction for damage to or loss of goods expressly entrusted to the employed person for custody, or for loss of money which he is required to account for, where such damage or loss is directly attributable to his neglect or default ;
  - d) Deduction for recovery of advances or for adjustment of over payment of wages. Advances granted shall be entered in a register ; and
  - e) Any other deduction which the BHEL may from time to time allow.
- ii) No fines shall be imposed on a worker save in respect of such acts and omissions on his part as have been approved by the chief Labour Commissioner.
- iii) No fines shall be imposed on a worker and no deductions for damage for loss shall be made from his wages until the worker has been given an opportunity of showing – cause against such fines or deductions.
- iv) The total amount of fines which may be imposed in any one wage period on a worker shall not exceed an amount equal to three Paise in rupee of the wages payable to him in respect of that wage period.
- v) No fine imposed on a worker shall be recovered from him in installments, or after expiry of sixty days from the date on which it was imposed. Every fine shall be deemed to have been imposed on the day of the act or omission in respect which it was imposed.
- vi) The contractor shall maintain both in English and the local Indian language a list, approved by the Chief labour Commissioner, clearly stating the acts and omissions for which penalty or fine may be imposed on a workman and display it in good condition a conspicuous place on the work site.
- vii) The contractor shall maintain a register of deductions for damage or loss in the forms appended to these regulations which should be kept at the place of work.
  - a) Full particulars of the labourers who met with the accident.
  - b) Sex.
  - c) Age.
  - d) Rates of wages.
  - e) Nature of accident and cause of accident.
  - f) Time and date of accident.
  - g) Date and time when admitted in hospital.
  - h) Date of discharge from the hospital.
  - i) Period of treatment and result of treatment.
  - j) Percentage of loss of earning capacity and disability as assessed by Medical officer.
  - k) Claim required to be paid under Workmen Compensation Act.

- l) Date of payment of compensation.
- m) Amount paid with details of the person to whom the same was paid.
- n) Authority by whom the compensation was assessed.
- o) Remarks.

#### **11. REGISTER OF ACCIDENTS:**

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

#### **12. PRESERVATION OF REGISTERS:**

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

#### **13. ENFORCEMENT:**

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

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

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

#### **15. WELFARE FUND:**

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

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

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

#### **17. REPRESENTATION OF PARTIES:**

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

- ii) A contractor shall be entitled to be represented in any investigation of enquiry under these Regulation by an officer of an association of contractors of which he is member or by an officer of a Federation of associations of contractors to which the said association is affiliated or where the contractor is not a member of any association of employers, connected with, or by any other employer engaged in the industry in which the contractor is engaged.
- iii) No party shall be entitled to be represented by a legal practitioner in any investigation or enquiry under these Regulations.

#### **18. INSPECTION OF BOOKS AND OTHER DOCUMENTS:**

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

#### **19. INTERPRETATION ETC:**

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

#### **20. AMENDMENTS:**

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

#### **BHEL SAFETY CODE (See condition 20)**

- i) Suitable scaffolds shall be provided for workmen for all work that cannot safely be done from the ground, or from solid construction except such short period work as can be done safely from ladders. When a ladder is used one extra mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well, suitable footholds and handholds shall be provided on the ladder and the ladder shall be given an inclination not steeper than  $\frac{1}{4}$  to 1 (1/4 horizontal and 1 vertical).
- ii) Scaffolding or staging more than 3.25 meters above the ground or floor, swing or suspended from an overhead support or erected with stationery support, shall have a guard rail properly attached, bolted, braced and otherwise secured at least 1 meter high above the floor or platform of such scaffolding or staging and extending along with the entire length of the outside and ends thereof with only such openings as may be necessary for the delivery or materials, such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.
- iii) Working platform, gangways and stairways shall be so constructed that they do not sag unduly or unequally, and if height of a platform or gangway or stairway is more than 3.25 meters above ground level it shall be closely boarded, have adequate width and be suitably fenced, as described in 2 above.
- iv) Every opening in floor of a building or in a working platform shall be provided with suitable means to prevent fall of persons or materials by providing suitable fencing or failing with a minimum height of 1 meter.
- v) Safe means of access shall be provided to all working platform and other working places, every ladder shall be securely fixed. No portable single ladder shall be over 9 meters in length. Width between side rails in a rung ladder shall in no case be less than 30cm. For ladders up to and including 3 meters in length. Uniform step spacing shall not exceed 30 cm.



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

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

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

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

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

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

9. When work is done near anywhere there is risk of drowning, all necessary equipment shall be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger and adequate provision made for prompt first aid treatment of all injuries likely to be sustained during the course of the work.
10. Use of hoisting machine and tackles including their attachments, encourage and supports shall conform to the following:
  - a)
    - i) These shall be of good mechanical construction, sound material an adequate strength and free from defects and adequate strength, and free from defects.
    - ii) Every rope used in hoisting or lowering materials or as a means of suspension shall be durable quality and adequate strength, and free from defects.
  - b) Every crane driver or hoisting appliance operator shall be properly qualified and no person under the age of 21 years shall be in-charge of any hoisting machine including any scaffolding winch or give signals to operator.
  - c) In case of every hoisting machine and of every chain, ring, hook, shackle, swivel and pulley block used in hoisting, or lowering or as means of suspension safe working load shall be ascertained by adequate means. Every hoisting machine and all gear referred to above shall have the safe working load plainly marked thereon. In case of a hoisting machine having a variable safe working load, each safe working load, and the conditions under which it is applicable shall be clearly indicated. No part of any machine or any gear referred to above in this paragraph shall be loaded beyond the safe working load except for the purpose of testing.
  - d) In case of departmental machine, safe working load shall be notified by the Engineer-in-charge. As regards contractors machines the contractor shall notify safe working load of each machine to the Engineer-in-charge wherever he brings it to site of work and get it verified by the Engineer-in-charge.
11. Motors gearing, transmission, electric wiring and other dangerous parts of hoisting appliances shall be provided with efficient safeguards, hoisting appliances shall be provided with such means as will reduce to the minimum risk of accidental descent of load. Adequate precautions shall be taken to reduce to the minimum risk of any part of a suspended load becoming accidentally displaced. When workers are employed on electrical installations which are already energized, insulating mats, working apparel such as gloves, sleeves, and boots, as may be necessary shall be provided. Workers shall not wear any rings; watches carry keys or other materials which are good conductors of electrically.
12. All scaffolding, ladders and other safety devices mentioned or described herein shall be maintained in a safe condition and no scaffold, ladder or equipment shall be altered or removed while it is in use. Adequate washing facilities shall be provided at or near the places of work.
13. These safety provisions shall be brought to the notice of all concerned by display on a notice board at a prominent place at the work spot. Persons responsible for ensuring compliance with the safety code shall be named there on by the contractor.
14. To ensure effective enforcement of the rules and regulations relating to safety precautions, arrangements made by the contractor shall be open to inspection by the Engineer-in-charge or his representative and the inspection officers as defined in the contractor's Labour Regulations.
15. Notwithstanding the above conditions 1 to 14, the Contractor is not exempted from the operation of any other Act or Rule in force.

### FORM OF REGISTER OF WORKMEN (Regulation 7)

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

	Sl. No.
	Name and Surname of the workers.
	Age & Sex
	Father/Husband's Name
	Nature of employment & designation
	Permanent home address of employee (Village, Dist., Thana)
	Present address
	Date of commencement of employment
	Date of termination or leaving of employment
	Signature or Thumb impression of the employee
	Remarks

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

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

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

Name:.....

Full address of dependents:.....

(Specify village, Dist., and State):.....

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

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

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

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

(ii) Place.....

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

CONTRACTOR'S SIGNATURE/  
THUMB IMPRESSION.

EMPLOYEES SIGNATURE/  
THUMB IMPRESSION.

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

- (vi) Name and address of the contractor:.....
- (vii) No. & Date of the contract agreement/work order:.....
- (viii) Name and address of the dept. awarding the contract:.....
- (ix) Nature of the contract and location of the work:.....
- (x) Duration of the contract:..... (xi)
- Wage period:.....

[illegible]

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

[illegible]

### FORM OF REGISTER OF FINES (REGULATIONS No. 10 (VII))

[illegible]