



## BHARAT HEAVY ELECTRICALS LIMITED

HIGH PRESSURE BOILER PLANT

Tiruchirappalli – 620 014.

Phone : 0431 – 2574597, 4564, E.mail : [sanjaymeena@bheltry.co.in](mailto:sanjaymeena@bheltry.co.in)

Website : [www.bhel.com](http://www.bhel.com)

WORKS CONTRACTS MANAGEMENT

AN  
ISO 9001  
COMPANY

### NOTICE INVITING TENDER

Enquiry No: 9241500103

Dt- 13.10.2015

Dear Sirs,

Sub: **Two Part Tender inviting Technical and Price Bids** for replacement of existing tubes of after cooler assembly in PG plant with new tubes as per scope of work for a period of three months.

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Please submit your competitive offer for the above-subject work as per the conditions given in the WORK/RATE SCHEDULE and Tender Conditions enclosed along with the tender.

01. SCOPE OF WORK : Replacement of existing tubes of after cooler assembly in PG plant with new tubes. **Scope of work as Per Enquiry No.-9241500103/13.10.2015 (Annexure-3).**
02. LOCATION OF WORK : GAS & SERVICES/Unit-I/M&S/HPBP/BHEL, Trichy
03. PERIOD OF CONTRACT : Three months from the date of commencement of work.
04. LAST DATE FOR RECEIPT OF TENDER : **02.30 PM ON 06.11.2015**
05. DATE/TIME OF OPENING OF TECHNICAL BID : **02.35 PM ON 06.11.2015**
06. DATE/TIME OF PRICE BID Opening : The tenderer who are technically qualified will be called for Price Bid Opening. The Date/Time Price Bid Opening will be intimated to the Technically Qualified Tenderer separately.
07. EMD : **₹ 10,000/-**-(Rupees Ten Thousand only) in the form of Demand Draft only in favour of Bharat Heavy Electricals Limited, Trichy-14 payable at Trichy.

### **TENDER WITHOUT EMD WILL BE SUMMARILY REJECTED**

08. SPECIAL INSTRUCTIONS:

- (a) This Tender is subject to 1. Scope of work, 2. General instructions to tenderer, 3. Important note for service tax, 4. Special Instructions to Tenderer, 5. Biometric entry/exit system for contract workmen, 6. Safety Conditions, which are mentioned in Enquiry No. 9241500103/13.10.2015 (Annexure-3).

- (b) Tenderer should furnish all the General & Technical Details asked in the “TECHNICAL BID”. Offers submitted with Incomplete and incorrect technical details will be liable for rejection.
- (c) The above documents as given in 08(a) & (b) shall be duly signed and sealed in all pages and placed in a common cover duly superscripting the cover “TECHNICAL BID” and submitted.
- (d) Tenderer should furnish the RATE in the enclosed “PRICE BID” format and shall be duly signed and sealed in all pages and placed in a separate cover duly superscripting the cover “PRICE BID” and submitted.
- (e) The Demand Draft towards **EMD** should be submitted along with Technical Bid.
- (f) **There will be 2 Separate covers. One cover for EMD & Technical Bid and another for Price Bid.**
- (g) All the above 2 covers shall be placed in a **common sealed cover and submitted** before the said due date as given above **superscripting the Tender No. & Date and Due Date.**
- (h) **Any deviation to this tender terms & condition and schedules of this tender will leads to total rejection of the offer submitted**
- (i) At the time of opening of Technical / Price Bid, the representatives should produce the authorization obtained from the authorized signatory of the tenderer specifying the purpose.
- (j) BELATED and incomplete offers will become liable for rejection.

**09. IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING OFFER:**

- (a) Should a tenderer find discrepancies or omissions in the tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. (No extension of time shall be given for submission of the tender on any account
- (b) Conditional and late tenders, tenders containing prima-facie absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions herein contained and the tenders not in original ARE LIABLE TO BE REJECTED
- (c) All entries in the tender documents should be in one ink. Erasures and overwriting are not permitted. All cancellations and insertions should be duly attested by the tenderers concerned.
- (d) *Rates should be quoted as per the Work / Rate schedule.* Rates quoted in any other form will not be accepted and will be rejected.
- (e) Unit rates should be quoted in figures as well as in words for all the items shown in the attached schedule. Wherever there is a difference in the two, the rates **in words will be taken as final.**

- (f) The tender must be signed separately and legibly by Partner /Director of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly attested by a Notary Public must accompany the tender.
- (g) If a tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, the BHEL will REJECT SUCH TENDER AT ANY STAGE.
- (h) Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- (i) Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
- (j) Should a Tenderer's or a Contractor's or in the case of a firm or company of contractors/any of its shareholder's or shareholder's relative **is employed in BHEL**, the authority inviting the tenders shall be informed in writing of this fact at the time of submission of the tender, failing which the tender may be disqualified, or if such fact subsequently comes to light, the contract may be cancelled.
- (k) The tender schedule and the tender shall be deemed to form an integral part of the contract to be entered into for this work.
- (l) Late and Delayed Tenders will be summarily rejected.

**In case you are not in a position to submit the offer, please send letter suitably specifying the reasons thereof.**

Thanking you,

For Bharat Heavy Electricals Ltd.

(Sanjay Meena)  
Engineer/WCM  
1<sup>st</sup> Floor, 53 Bldg.  
HPBP, Trichy  
TAMILNADU

**Note:-**

- (i) The Tender shall be addressed to the above address
- (ii) Tenders will be submitted and opened at the above given address.

**PART-I**  
**“TECHNICAL CUM QUALIFICATION BID”**  
**GENERAL DETAILS**

<b>COMPANY/CONTRACTOR PROFILE</b> <b>(In case of vendor not registered in BHEL, Trichy-14)</b>		Dt:
NAME OF THE COMPANY/FIRM/CONTRACTOR		
ADDRESS OF THE COMPANY/FIRM/ CONTRACTOR		
PINCODE		
STATE		
PHONE NUMBER		
MOBILE NUMBER		
FAX NUMBER		
E-Mail ID		
PAN NUMBER <i>(Copy to be enclosed)</i>		
TIN <i>(Copy to be enclosed)</i>		
CST NUMBER <i>(Copy to be enclosed)</i>		
Service Tax Registration No. & Date <i>(Copy to be enclosed)</i>		
Type Of Company/Firm Individual/Private/Partnership/ Public/Ltd company/others (If Others Pls Specify) <i>(in case of Partnership, deed copy should be submitted)</i>		
Registration No. and date of Company/Firm <i>(Copy should be enclosed)</i>		
PF Registration No. & date <i>(Scanned copy to be enclosed)</i>		
ESI Registration No. & date <i>(Scanned copy to be enclosed)</i>		
Details of authorised signatory (Name, Designation Etc.)		
Whether Registered In <b>MSME/NSIC/SSI</b> <i>(If yes Please Give details Relevant copy to be enclosed)</i>		

Products/Services dealing with <b><i>(NATURE OF ACTIVITY)</i></b>	
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**Note:-**

- (i) If Company / Firm is not registered with Service Tax, PF and ESI, they will have to comply with the statutory requirements on award of contract otherwise their bills will not be processed.**
- (ii) If Company / Firm is not registered under Service Tax, they have to submit self-declaration that their income is within the threshold value of Service Tax (Annexure-2).**
- (iii) Apart from furnishing the above details, Self-attested copies of all the documents should be submitted along with tender. If at any stage, the document(s) submitted by Contractor is/are found incorrect/false/manipulated, business dealing with BHEL may be suspended.**
- (iv) Copy of remittance of PF, ESI and Service Tax has to be enclosed with each month bill.**

Place:

Date:

Signature of the Tenderer  
with seal & full address

**ELIGIBILITY CRITERIA FOR TECHNICAL QUALIFICATION (PART-1)**

<b>ELIGIBILITY / SELECTION CRITERIA</b>		
<b>Sl. No.</b>	<b>Description</b>	<b>Vendor to specify details</b>
1	The vendor should submit following details which are necessary for qualifying their offer.	
1.1	Only those vendors, who have <b>one year experience in Erection work of pipelines/tube erection work in shell and tube exchanger/Boiler tube erection work</b> in any Engineering industry are eligible to participate in the tender. Documentary proofs/Xerox copies proving the same are to be enclosed.	
1.2	Name and postal address of the customer or company where similar work has been done.	
1.3	Name and designation of the contact person of the customer with Phone, FAX no and email id.	
1.4	The Contractor may visit to the BHEL Premises before quoting to access the quantum of work.	
1.5	<b>100% payment will be made after completion of work on acceptance of BHEL Engineer.</b>	
1.6	Applicable Taxes, if any should be mentioned separately.	
1.7	A copy of Service tax registration Certificate shall be submitted along with the offer <b>(If Applicable)</b> .	
1.8	If the Contractor is not registered for service tax then a declaration shall be submitted along with offer that they are within the threshold limit. <b>(Format Attached Annexure - 2)</b>	
1.9	LD: If the contractor fails to complete the service / work as per terms & conditions of the order within the delivery schedule, 0.5% of the order value will be deducted for each week of delay or part thereof subject to a maximum of 10% of the total contract value.	
1.10	Period of contract is <b>three months</b> from the date of issue of work order. However this contract may be short closed due to unavoidable circumstance.	

## 2. EARNEST MONEY DEPOSIT (EMD)

<b>DD Towards EMD of ₹ 10,000/- (₹ Ten thousand only)</b> (TENDER WITHOUT EMD WILL BE SUMMARILY REJECTED)		
<b>Sl. No.</b>	<b>Description</b>	<b>Details to be filled by the Bidder</b>
1	DD Number & Date	
2	Name of the Bank & Branch	

**Note:** EMD will be waived off for MSME/NSIC/SSI vendors **upon verification**. Copy of valid certificate to be enclosed.

**3. PAN CARD:** Copy of pan card to be enclosed.

**NOTE:** BHEL may verify the information provided by vendor. In case the information provided by vendor is found to be false / incorrect, the offer shall be rejected.

Place:

Date:

Signature of the Tenderer  
with seal & full address

(Company letter head)

**Declaration Regarding Service Tax Exemption**

**Date:**

**Ref:**

Enquiry No. and date:-

Tender due on date:-

**To,**

**(Contract awarding dept.)**

**BHEL,**

**Trichy - 14**

Madam/Sir,

Our aggregate value of Taxable Service is not exceeding **ten lakh Rupees** in any financial year. So Service Tax is exempt as per Service tax notification **33 / 2012 dated 20<sup>th</sup> June 2012**. In case our taxable service value exceeds **Rs.10 Lakh** at any point of time, we will register with Service tax authorities and submit the Service Tax Registration copy **(ST-2)**. While claiming Service tax amount in the invoice, we will provide the **Challan copy** for proof of Service Tax payment.

Thank You.

**Yours faithfully,**

**For \_\_\_\_\_ Limited**

**(Name and Designation with Seal)**

**SCOPE OF WORK & GENERAL INSTRUCTIONS TO TENDERER as per Enquiry No.  
9241500103; dt:-06.11.2015**

**1. SCOPE OF WORK.**

**2. GENERAL INSTRUCTIONS TO TENDERER**

- A. SUBMISSION OF OFFER:
- B. IMPORTANT NOTE FOR SERVICE TAX:
- C. SPECIAL INSTRUCTIONS TO TENDERER:
- D. BIOMETRIC ENTRY/EXIT SYSTEM FOR CONTRACT WORKMEN:
- E. COMMON TERMS AND CONDITIONS FOR WORKS CONTRACT RELEVANT TO SAFETY:

**"PART-II / PRICE BID"**  
(To be submitted in separate Envelope)

**"WORK / RATE SCHEDULE"**

**TENDER / ENQUIRY No. - 9241500103; dt: 13.10.2015**

**NAME OF WORK:** REPLACEMENT OF EXISTING TUBES OF AFTER COOLER ASSEMBLY IN PG PLANT WITH NEW TUBES at GAS & SERVICES/UNIT-1/M&S/BHEL, Trichy.

Sl. No.	DESCRIPTION OF WORK	TOTAL VALUE (in ₹) (excluding of service tax)
1	REPLACEMENT OF EXISTING TUBES OF AFTER COOLER ASSEMBLY IN PG PLANT WITH NEW TUBES AS PER ENQUIRY NO.- 9241500103.	

Place:

Signature of Authorized Signatory

Date:

with seal & full address

**NOTE:**

1. The rates quoted here should be exclusive of service tax (if applicable) and inclusive of any other taxes & duties levied or to be levied both by Central and State Government authorities. Such levies should be borne by the Contractor.
2. This Price Bid is to be submitted in a separate envelope. Contractors should fill the rate, sealed and placed in a Cover separately by super scribing as PART-II/PRICE BID, Name of work, Tender ref no due date on the Cover.



**SERVICE  
ENQUIRY  
(IMPORTS)**

# BHARAT HEAVY ELECTRICALS LIMITED

( A Government of India Undertaking )  
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TAMILNADU (INDIA)

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Vendor Code : 23505	<b>Enquiry No</b>	<b>Enquiry Date</b>	<b>Due Date for Quotation</b>
Vendor Name : Open Tender Dummy Code	<b>9241500103</b>	<b>13.10.2015</b>	<b>06.11.2015</b>
Please quote Enquiry No, Date and due date in all correspondences. This is only a request for quotation and not an order.			

## REPLACEMENT OF EXISTING TUBES OF ASSY. AFTER COOLER IN PG PLANT /BHEL ,TRICHY-14.

ITEM NO	ITEM DESCRIPTION	Quantity	UOM
10	<b>AFTER COOLER TUBE REPLACEMENT</b>		
10	<b>BRIEF DESCRIPTION OF AFTER COOLER</b>	1.000	NO
	<p>Medium that is cooled: Producer Gas Flow rate of producer gas :10000 Nm<sup>3</sup>/Hr at 400 mm of water column pressure. Inlet temperature of producer gas :120 deg.C. Outlet temperature of producer gas :45 deg.C. Producer Gas is passed through the shell side. Cooling medium :Water Water is passed through 1344 tubes of 44.5 OD at 2 Kg/cm<sup>2</sup>(g)pressure. Main water inlet and outlet pipe dia:150mm</p> <p><b>Tube details:</b> Number of tubes :1344 Tube size :44.5x3.2 mm Tube length :6500 mm Grade :SA 210 Gr A1.</p> <p><b>SCOPE OF WORK:</b> 01. The after cooler is to be first isolated from the main PG line and water line for which required dummy plates are to be prepared and provided at the PG inlet and outlet valves (24 inch size)and water line valves(6 inch size) connected with the after cooler assembly.</p>		

<p>The offers should reach us before the time of opening of tenders. The offers will be opened at 14:30 hours on the due date in the presence of the tenderers who may like to be present. Late tenders are liable to be rejected.</p>	<p>Yours faithfully, For <b>BHARAT HEAVY ELECTRICALS LIMITED</b></p> <p>EXECUTIVE / WCM</p>
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SINo	Description	Quantity	UOM
	<p>02. After Cooler outer shell is to be sufficiently cut open for accessibility at the three locations of the after cooler. i.e one location for each segment of after cooler.</p>		
	<p>03. All the 1344 numbers of tubes(44.5 dia x 2.5 mm thick) in the after cooler are to be removed.</p>		
	<p>04. Bottom and top tube sheets are to be cleaned free of rust and all holes are to be reamed to suit expanding of new tubes.</p>		
	<p>05. Inside of the shell and baffle plates are to be cleaned free of rust and red oxide is to be painted. If the baffle plates are found to be damaged, the same is to be rectified by welding with new plates.</p>		
	<p>06. All the compartments including the water condensate 2 inch pipes installed around the after cooler bottom are to be cleaned and painted.</p>		
	<p>07. All the new pipes of dia.44.5 x 3.2 mm thick are to be inserted in position,expanded and seam welded.</p>		
	<p>08. Hydrotest is to carried out to a pressure of 2 Kg/cm<sup>2</sup>. If any pressure drop is there, the leak point to be identified and leak is to be arrested. Again pressure testing is to be done,after arresting of the identified leaks.</p>		
	<p>09. After satisfactory hydrotest, the outer shell of the after cooler that was cut open at three location is to be corrected and then the total after cooler is to be painted. After the</p>		

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Yours faithfully,  
For **BHARAT HEAVY ELECTRICALS LIMITED**

EXECUTIVE / WCM



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SINo	Description	Quantity	UOM
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painting, the details of the after cooler are to written on the cooler shell using stencils.

10. After completion of work to the satisfaction of BHEL Supervisor, the dummies that were provided in the PG line and water line are to be removed by the contractor and then the valves to be restored with proper packing to ensure leak free.

11. On completion of all works, the surroundings is to be cleaned and the scraps are to be moved and disposed at the locations shown by site incharge.

12. All the related works not covered but required to line up the after cooler is to be carried out by the contractor.

13. The total work should be completed in 3 months from the start of work for which sufficient man power is to be bought by the contractor.

**BHEL SCOPE:** Required plates, pipes, Oxygen and acetylene gases, welding consumables, cotton waste, kerosene, gaskets, paint and brush, emery sheet, compressed air, electric power, water for hydro test, pump for hydro test will be supplied by BHEL at free of cost.

**CONTRACTOR SCOPE:** Gas cutting sets with hoses and regulators, 3 phase welding machine with cables, grinding machines along with grinding wheels, pullers, tube expanders, necessary tools required for the tube replacement work, tackles, scaffolding materials and scaffoldings are in the scope of the contractor.

## General Note :

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**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.**

## GENERAL INSTRUCTIONS TO TENDERER:

### A. SUBMISSION OF OFFER:

1. The Bidders shall submit the offer in TWO PART BID SYSTEM (Part -I & II) as indicated below which shall be sealed in ONE OUTER ENVELOPE.
2. **Envelope I**- This sealed envelope should contain accepting all the above technical points together with un-priced commercial bid. This envelope should be clearly marked "Part I - Technical and commercial bid", indicating Enquiry No., Due Date and Address & Reference of the Bidder. Envelope I should contain sealed EMD cover indicating the enquiry detail and also it should contain copy of service Tax Registration certificate (if applicable) or declaration regarding service tax exemption (Annexure-2).
3. **Envelope II** - This sealed envelope should contain price details. This envelope should be clearly marked as - "Part -II Price bid", indicating Enquiry No., Due Date and Address & Reference of the Bidder.

NOTE: Rate should be quoted in lump sum/unit rate or as per rate schedule (Price Bid Part-II, Annexure - 4).

4. Both the envelopes (Part I & II) shall be put in one cover, duly sealed, super scribing as offer for Enquiry No., and due date of opening, Name of the work and the address and reference of the Bidder.
5. The above offer should reach this office on or before the due date by 14.30 Hrs (IST). Late offers will not be considered.
6. Tender should not be addressed to any Individual's name, but only by designation to:

THE ENGINEER  
WORKS CONTRACTS MANAGEMENT,  
1st FLOOR, 53 BUILDING,  
BHARAT HEAVY ELECTRICALS LIMITED,  
HIGH PRESSURE BOILER PLANT,  
TIRUCHIRAPALLI - 620 014.  
TAMIL NADU, INDIA.

7. Tenders should be free from CORRECTION AND ERASERS, Corrections if any, must be attested. All amounts shall be indicated both in words as

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well as in figures.

8. Offers should be in ENGLISH and accompanied by detailed Point to point confirmation of the scope of work.

## OPENING OF TENDERS

9. The Part I - Technical & unpriced commercial bid alone would be opened on the Tender opening date by 14.35 Hrs (IST).

10. The Part II - Price bid of technically suitable Bidders alone would be opened. The Technically suitable Bidders would be informed about the Price bid opening date.

11. Clarifications if any required by BHEL for Technical evaluation would be sought from Bidders before opening of Part II - price bid.

12. Earnest Money deposit is to be paid by the vendor along with offer. EMD is to be remitted in demand Draft only in favour of M/s BHEL, Trichy-14. EMD shall not carry any interest. EMD shall be enclosed along with the Part-I -Technical offer. The offer without EMD will not be considered for evaluation.

13. Bidders who have already deposited One Time EMD of ` 2.00 lakhs with BHEL are exempted from submission of EMD for this tender. However a copy of 'One Time EMD' at BHEL Trichy submitted shall be enclosed along with the Offer. EMD will be waived off for MSME/NSIC/SSI vendors upon verification. Copy of Certificate to be enclosed.

NOTE: EMD given by unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.

14. Security Deposit shall be furnished by the successful vendor to the total contract value before starting the work. The rate of Security Deposit will be 10% of the contract value up to 10 Lakhs. Above Rs. 10 lakhs up to Rs.50 lakhs will be Rs. 1 lakh + 7.5% of the contract amount exceeding Rs. 10 lakhs and Above Rs. 50 lakhs will be Rs. 4 lakh + 5% of the contract amount exceeding Rs. 50 lakhs.

15. EMD of the successful vendor can be converted and adjusted against the security deposit.

16. The Security Deposit shall not carry any interest.

17. RETURN OF SECURITY DEPOSIT: If the contractor fully performs and completes the works in all respect to the entire satisfaction of BHEL and have rendered a "NO DEMAND CERTIFICATE", Security Deposit will be released to the contractor after deducting all costs of expenses of other amounts that are to be paid to BHEL.

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## B. IMPORTANT NOTE FOR SERVICE TAX:

1. A copy of Service tax registration Certificate shall be submitted along with the offer.
2. At the time of bill passing, the Contractor Shall submit the copy of the remitted Service tax challan of previous month/Quarter as proof of service tax remitted to tax authorities and also a Certificate Stating that "Service Tax Collected from BHEL has been remitted to tax authorities".
3. If the Contractor is not registered for service tax then a declaration shall be submitted along with offer that they are within the threshold limit (Annexure - 2).

## C. SPECIAL INSTRUCTIONS TO TENDERER:

1. The contractor should bring contract labour to BHEL premises at his/her own cost, risk and execute the work allotted to him in BHEL premises.
2. The contractor should follow and comply with Minimum wages, ESI, PF, Bonus, Group Insurance and other statutory regulations as stipulated in Factories Act and other applicable State/Central Governments' rules and regulations.
3. An additional payment as per circular Ref. BHE:HR:W:EW dt:08.04.2014 is to be paid to the contract workmen as below, over and above the minimum wages prescribed by the government of Tamilnadu:

i. Unskilled	-	Rs.	3200/-
ii. Semiskilled	-	Rs.	3700/-
iii. Skilled	-	Rs.	4100/-
4. The workmen of contractor should be covered under PF, ESI.
5. Bonus @ 8.33 % of total wage to be paid to workmen.
6. Attendance register should be maintained by the contractor.
7. All safety equipment's to the workmen, safety rules & regulations are to be followed as per BHEL's Safety Rules and Regulations.
8. BHEL will no way be responsible for any loss of life or any injury caused to any of the contractors or their crew while executing the above work at BHEL premises.
9. The contractor or his/her crew should handle the machinery and other equipment's entrusted to them by BHEL with utmost care and return them safely after execution of stipulated work. The cost of damage, repair due

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to improper handling of machinery and equipment will be recovered from the contractor.

10. Contractor shall supervise the work carried out by his/her employees.

11. Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.

12. Contractor shall maintain appropriate records of his/her employees deployed to carry out the job(s).

13. Contractor will be responsible for the good conduct of his/her employees. In case of any misconduct/misbehaviour by any employee, the contractor will replace such employee(s) immediately.

14. Contractor will ensure that the job is executed through his/her employees on and under no circumstances, the contractor will not deploy any casual employee to carry out the job nor shall subcontract the job without prior written permission.

15. Contractor shall be solely responsible for non-payment, delayed payment of minimum contributions under EPF & MP Act, ESI Act, Bonus, etc.

16. In case, the contractor fails to make payment of wages to his/her employees or remittance of contribution to the concerned authorities, the security deposit, other dues/running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.

17. The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.

18. Contractor shall observe provisions of the Factories Act, 1948 in respect of working hours, holidays, rest intervals, leave and overtime to his/her employee. No work shall be done on second/third shift, overtime, Sundays or on other declared holidays without written permission.

19. BHEL may short closed or cancel the contract due to unavoidable circumstance.

20. The contractor should maintain a 'Work Diary containing the details of work executed by him from time to time on Shift/Daily basis and obtain the signature from official concerned nominated for this/her purpose for having executed the work correctly and satisfactorily.

21. The proof of execution of work should be submitted along with each bill (printed form with covering letter and proof for execution of work).

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Yours faithfully,  
For **BHARAT HEAVY ELECTRICALS LIMITED**

EXECUTIVE / WCM



# BHARAT HEAVY ELECTRICALS LIMITED

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22. The bill should be submitted within a week after execution of work during the calendar month @one bill per month.

23. Necessary gate entry pass will be issued by BHEL Security Department for Contract Workmen based on your application duly forwarded by the Contract Executing Department and approved by HR/Welfare/Contract Cell on fulfilment of the Statutory Obligation by the Contractor.

24. In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his/her employees from the establishment of BHEL. In case, contractor decides to terminate services of his/her employees, he should settle all terminal dues including retrenchment compensation.

25. BHEL may alter any of the terms & conditions of the contract and any such changes will be intimated to the contractor from time to time.

## D. BIOMETRIC ENTRY/EXIT SYSTEM FOR CONTRACT WORKMEN:

1. The Entry/Exit of the contract workmen is to be regulated only through Biometric system.

2. The Contractor initially will be issued with a temporary gang pass for his/her contract workmen for a period of ten days.

3. The contractor should arrange photo coverage for all his/her workmen within the above stipulated time.

4. The contractor has to submit FORM-I for all his/her contract workmen. All the particulars required in FORM-I are to be provided by the contractor without fail.

5. The contractor should educate the contract workmen in registering the attendance through the system.

6. Whenever a contract workman migrates or leaves service, the contractor has to surrender the biometric card of the particular contract workman to Contract Cell with immediate effect.

7. If a contract workman having biometric card joins another contractor, the contractor who engages them, has to intimate contract cell along with the biometric card for switching over the contract workmen from the earlier contractor to the present contractor.

8. On completion of the work, the contractor has to surrender all the biometric cards immediately to the contract cell. Otherwise, an amount of Rs.100/- per card will be deducted from the final bill/security deposit of the contractor.

9. If any contract workmen lose his/her card, the contractor

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shall arrange a duplicate card for the workmen by paying an amount of Rs.100/-.

10. The Contractor is totally responsible for the biometric cards issued to his/her contract workmen.

11. The Contractor has to indemnify BHEL for all the damages and loses caused by his/her workmen.

## **E. COMMON TERMS AND CONDITIONS FOR WORKS CONTRACT RELEVANT TO SAFETY:**

1. All the Contract employees should be trained on Safety and certified by Safety/BHEL New employees should undergo Safety Training before take up the work, without Safety Training no contract person is allowed to do any work.

2. Use of cell phones and other mobile electronic devices (including hands-free devices) in the work spot and during the operation of a vehicle in the BHEL premises is prohibited.

3. Contractor employees working on BHEL premises must wear appropriate personal protective equipment. Strict adherence to all required Personal Protective Equipment (Helmet, Safety Shoes and Goggles) are mandatory, specific PPE requirements will be based on job type or tasks performed.

4. Excessively loose-clothing, dhoti/Lungi is prohibited especially around rotating or moving equipment.

5. The contractors work area should be kept clean and orderly, free of clutter and trash, so that work may proceed in a safe and orderly manner. Tools should be safely positioned during use and promptly put away when no longer required.

6. Fire-fighting, emergency shutdown devices, and life-saving equipment, should not be blocked by the contractors and access to the path to this equipment should be maintained at all times.

7. Only approved equipment should be used in locations where flammable mixtures are present. A Hot Work Permit is required when open flames, or electric arcs are in the work area and while handling flammable materials.

8. Smoking is not allowed in work area.

9. BHEL operate under a comprehensive Emergency Response Plan.

10. Contractors should be aware of the site Emergency Response Plan and communicate that plan to all their employees.

11. It is recommended that the contractor should know & display the

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emergency phone numbers like Fire, Ambulance, Safety, Security etc. at their work area.

12. It is the responsibility of the contractor to understand and use the appropriate Work Permits and to verify any permit requirements at the location. Contractor must make necessary arrangements with their Representative to acquire appropriate authorization to perform those operations at the site.

## **Enclosures :**

1. Part-1, Technical cum Qualification Bid (Annexure-1).
2. Declaration regarding Service Tax Exemption (Annexure-2).
3. Part-2, Price Bid Format (Annexure-4).

"LD clause has to be confirmed without fail."

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