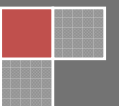


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VOLUME I - D FORMS & PROCEDURES

(Doc.No. HY/BHEL/PESD/RUPPL-
HMD/DMD/F&P/001)

BHARAT HEAVY ELECTRICALS LIMITED



FORMS & PROCEDURES

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

Offer Reference No:.....
To,

Date:.....

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

Dear Sir,

Sub: Submission of Offer against Tender Specification No:

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

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

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

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

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

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

Authorized Representative of Bidder

Signature:

Name:

Address:

Place:

Date:

DECLARATION BY AUTHORISED SIGNATORY OF BIDDER

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

To,

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

Dear Sir,

Sub : **Declaration by Authorised Signatory**

Ref : 1) NIT/Tender Specification No:,

2) All other pertinent issues till date

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

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

Yours faithfully,

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

Date:

Enclosed : Power of Attorney

NO DEVIATION CERTIFICATE

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

To,

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

Dear Sir,

Sub : **No Deviation Certificate**

Ref : 1) NIT/Tender Specification No:,

2) All other pertinent issues till date

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

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

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

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

Thanking you,

Yours faithfully,

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

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

To,

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

Dear Sir,

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

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

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

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

Yours faithfully,

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

Date :
Place:

DECLARATION FOR RELATION IN BHEL

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

To,

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

Dear Sir,

Sub : **Declaration for relation in BHEL**

Ref : 1) NIT/Tender Specification No:

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

Tick(√) any one as applicable:

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

OR

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

(i)

(ii)

Signature of the Authorised Signatory

Note:

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

NON DISCLOSURE CERTIFICATE

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

NON DISCLOSURE CERTIFICATE

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

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

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

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

Date:

BANK ACCOUNT DETAILS FOR E-PAYMENT

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

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

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

FORMAT FOR SEEKING CLARIFICATION

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

To,

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

Dear Sir,

Sub : **Request for Clarification**

Ref : 1) NIT/Tender Specification No:,

2) All other pertinent issues till date

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

Yours faithfully,

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

CONTRACT AGREEMENT

Form No: F-10 (Rev 00)

BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
PE&SD –Hyderabad.

.....
.....

CONTRACT AGREEMENT

AGREEMENT NO. _____

| | |
|--|--|
| NAME OF WORK | |
| NAME OF THE CONTRACTOR WITH FULL ADDRESS | |
| VALUE OF WORK AWARDED | |
| LETTER OF INTENT NO. | |
| TIME ALLOTTED FOR COMPLETING THE WORK (DATE OF COMPLETION) | |

SIGNATURE OF CONTRACTOR

(SIGNATURE OF BHEL OFFICER)

CONTRACT AGREEMENT

Form No: F-10 (Rev 00)

CONTRACT AGREEMENT

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

AND

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

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

And Whereas in response to an Invitation to Tender No. _____ issued by BHEL for execution of _____ the contractor submitted their offer No. _____dated _____And whereas BHEL has accepted the offer of the Contractor on terms and conditions specified in the Letter of Intent No. _____dated _____read with the references cited therein.

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

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

OR

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

OR

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

4. The Contractor hereby agrees to extend the validity of the Bank Guarantee for such further period or periods as may be required by BHEL and if the Contractor fails to obtain such extension(s) from the Bank, the Contractor, shall pay forthwith or accept recovery of Rs.----- from the bills in one installment and the contractor further agrees that failure to extend the validity of the Bank Guarantee or failure to pay the aforesaid amount in the manner specified above shall constitute breach of contract. In addition to above, BHEL shall be entitled to take such action as deemed fit and proper for recovering the said sum of Rs.-----

OR

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

5. That in consideration of the payments to be made to the Contractor by BHEL in accordance with this Agreement the Contractor hereby covenants and undertakes with BHEL that they shall execute, construct, complete the works in conformity, in all respects, with the terms and conditions specified in this Agreement and the documents governing the same.
6. That the Contractor shall be deemed to have carefully examined this Agreement and the documents governing the same and also to have satisfied himself as to the nature and character of the Works to be executed by him.
7. That the Contractor shall carry out and complete the execution of the said works to the entire satisfaction of the Engineer or such other officer authorised by BHEL, within the agreed time schedule, the time of completion being the essence of the Contract.
8. That BHEL shall, after proper scrutiny of the bills submitted by the Contractor, pay to him during the progress of the said works such sum as determined by BHEL in accordance with this Agreement.
9. That this Agreement shall be deemed to have come into force from ----- the date on which the letter of intent has been issued to the Contractor.
10. That whenever under this contract or otherwise, any sum of money shall be recoverable from or payable by the Contractor, the same may be deducted in the manner as set out in the General Conditions of Contract or other conditions governing this Agreement.
11. That all charges on account of Octroi, Terminal and other taxes including sales tax or other duties on material obtained for execution of the said works shall be borne and paid by the Contractor.
12. That BHEL shall be entitled to deduct from the Contractor's running bills or otherwise Income Tax under Section 194 (C) of the Income Tax Act, 1961.
13. That BHEL shall be further entitled to recover from the running bills of the Contractor or otherwise such sum as may be determined by BHEL from time to time in respect of

CONTRACT AGREEMENT

consumables supplied by BHEL, hire charges for tools and plants issued (Where applicable) and any other dues owed by the Contractor.

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

15. It is clearly understood by and between the parties that in the event of any conflict between the Letter of Intent and other documents governing this Agreement, the provisions in the Letter of Intent shall prevail.

16. The following documents

1. Invitation to Tender No-----
and the documents specified therein.

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

3. _____

4. _____

5. _____

6. Letter of Intent No _____ dated _____.

7. _____

shall also form part of and govern this Agreement.

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

WITNESS

1.

2.

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

WITNESS

1.

2.

(For and on behalf of BHEL)

BANK GUARANTEE FOR SECURITY DEPOSIT

B.G. NO.

Date

This deed of Guarantee made this ----- day of -----two thousand ---- by <Name and Address of Bank> hereinafter called the "The Guarantor" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) in favour of M/s Bharat Heavy Electrical Limited (A Govt. of India Undertaking) a company incorporated under the Companies Act, 1956, having its registered office at BHEL House, Siri Fort, Asiad, New Delhi – 110049 through its unit at Bharat Heavy Electricals Limited, PE&SD ,Ramachandrapuram , Hyderabad-502 032 hereinafter called "The Company" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns)

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

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

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

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

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

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

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

BANK GUARANTEE FOR SECURITY DEPOSIT

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

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

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

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

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

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

(Name of the Bank)

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

(Signatory No.-----)

DATED:

SEAL

=====
Notes :

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

BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

B.G. No.

Date

This deed of Guarantee made this _____ day of _____ two thousand _____ by < **Name and Address of Bank**> hereinafter called the "The Guarantor" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) in favour of M/S Bharat Heavy Electricals Limited a Company incorporated under the Companies Act, 1956, having its registered office at BHEL House, Siri Fort, New Delhi - 110049 through its unit at Bharat Heavy Electricals Limited, PE&SD, Ramachandrapuram, Hyderabad-502 032, hereinafter called "The Company" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns).

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

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

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

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

NOW THIS DEED WITNESSES AS FOLLOWS:-

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

BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

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

BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

(8) Any claim or dispute arising under the terms of this document shall only be enforced or settled in the courts at Nagpur only.

(9) The Guarantor hereby declares that it has power to execute this Guarantee under its Memorandum and Articles of Association and the executant has full powers to do so on its behalf under the Power of Attorney dated _____ (To be incorporated by the Bank) granted to him by the proper authorities of the Guarantor.

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

(Name of the Bank)

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

(Signatory No.-----)

DATED:

SEAL

=====
Notes :

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

FORM for EXTENSION OF VALIDITY OF BANK GUARANTEE

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

BANK GUARANTEE No:

Date:.....

To

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

Dear Sir

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

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

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

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

Yours faithfully

Signature.....

Name & Designation.....

Power of Attorney/Signing Power No

Seal of Bank



**MONTHLY PLAN & REVIEW WITH
CONTRACTOR**

Page 2 of 4

CONTRACT NO:

CONTRACTOR:

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

SUPPLIER SCOPE:-

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

BHEL SCOPE:-

BHEL
(Sign with name, designation and date)

CONTRACTOR
(Sign with name, designation and date)



**MONTHLY PLAN & REVIEW WITH
CONTRACTOR**

Page 3 of 4

CONTRACT NO:

CONTRACTOR:

PART – B-2 REVIEW OF DEPLOYMENT OF MANPOWER

SUPPLIER SCOPE:-

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

BHEL
(Sign with name, designation and date)

CONTRACTOR
(Sign with name, designation and date)



PE&SD

MONTHLY PLAN & REVIEW WITH CONTRACTOR

Page 4 of 4

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

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

NOTE: USE SEPARATE SHEETS, IF REQUIRED

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

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

NOTE: USE SEPARATE SHEETS, IF REQUIRED

BHEL
(Sign with name, designation and date)

CONTRACTOR
(Sign with name, designation and date)

| | | |
|--|--|--------------------|
|  <p>बी एच ई एल BHEL PE&SD</p> | <p>MONTHLY PLAN & REVIEW WITH CONTRACTOR</p> | <p>Page 5 of 4</p> |
|--|--|--------------------|

BHEL
(Sign with name, designation and date)

CONTRACTOR
(Sign with name, designation and date)



QUARTERLY EVALUATION OF OF CONTRACTOR PERFORMANCE

NOTE: This evaluation should be done **EVERY QUARTER** * by the respective Regions for all Contracts under executions

* : March, June, September & December of every year

| | | |
|---|--|---|
| A | GENERAL | |
| 1 | Reporting Period | Quarter ending : Year : |
| 2 | Name of Site | |
| 3 | Name of Contractor | |
| 4 | Contract Number/LOI Number & Date | |
| 5 | Name of Work | |
| 6 | Contract Start Date | |
| | I. As per Contract | |
| | II. Actual Date of Start | |
| 7 | Completion Status (as on date) | |
| | I. Physical completion in %age | |
| | II. Running Bill amount paid in %age of Contract Value | |
| 8 | Scheduled Completion Time | |
| 9 | Actual Date of Completion | |
| 10 | Awarded Contract Value | |
| 11 | Final contract Value | |
| BHEL | | Contractor |
| (Signature with Name, Designation & date) | | (Signature with Name, Designation & date) |



QUARTERLY EVALUATION OF CONTRACTOR PERFORMANCE

| | | MAX SCORE |
|---|--|-----------|
| 1.0 QUALITY | | |
| 1.1 | Amenability to Quality System | 5 |
| 1.2 | Adherence to Quality Standards | 5 |
| 1.3 | Preventing recurrence of Defects/Complaints | 5 |
| 1.4 | Finishing and aesthetics | 5 |
| 1.5 | Housekeeping | 5 |
| 1.6 | Rating of Quality Officer for Quality Control of Job | 5 |
| 2.0 DELIVERY | | |
| 2.1 | Achievements vis a vis Requirements/Commitments | 5 |
| 2.2 | Timely Depoyment of Manpower | 5 |
| 2.3 | Timely Depoyment of T&Ps and MMEs | 5 |
| 2.4 | Timely arrangement of Consumables | 5 |
| 3.0 MANPOWER | | |
| 3.1 | Experience and Job knowledge of Supervisory personnel | 5 |
| 3.2 | Aptitude of supervisory Personnel (w.r.t. Attitude, Initiative, Leadership, Cooperativeness, etc.) | 5 |
| 3.3 | Adequacy of Manpower (Work Force) deployed | 5 |
| 3.4 | Competence of Manpower (Work Force) deployed | 5 |
| 4.0 T&P, IMTEs & CONSUMABLES | | |
| 4.1 | Adequacy of T&P & MMEs as per Site requirement | 5 |
| 4.2 | Condition of T&P & MMEs | 5 |
| 4.3 | Ensuring Fitness & Calibration of T&P & MMEs | 5 |
| 4.4 | Adequacy of Consumables as per Site requirement | 5 |
| 5.0 SITE INFRASTRUCTURE AND SERVICE | | |
| 5.1 | Site Organization vis a vis Commitment | 5 |
| 5.2 | Readiness to rectify Defects | 5 |
| 5.3 | Providing support Documents and Records | 5 |
| 5.4 | Speed of responce | 5 |
| 5.5 | Cooperativeness in Delivering and Implementing Improvement Measures | 5 |
| 5.6 | Approachability of Top Management during critical requirements and its cooperation | 5 |

BHEL

(Signature with Name, Designation & date)

(Signature with Name, Designation & date)



QUARTERLY EVALUATION OF CONTRACTOR PERFORMANCE

6.0 SITE FINANCE

| | | |
|-----|--|---|
| 6.1 | Regularity in Payment to Staff and Workers | 5 |
| 6.2 | Financing Site Operation | 5 |

7.0 HSE (Health Safety & Environment) & SA (Social Accountability)

| | | |
|-------|--|---|
| 7.1 | Health & Safety Awareness among Employess | 5 |
| 7.2 | Rating of Safety Supervisor on HSE Aspects | |
| 7.2.1 | Experience and Job knowledge of Safety Supervisor | 5 |
| 7.2.2 | Rating of safety Supervisor for controlling Safety at Site | 5 |
| 7.3 | Quality & Usage of Safety gadgets | |
| 7.3.1 | Personal Protective Equipments (PPE) | 5 |
| 7.3.2 | Use of Safety Equipments & Safety in Equipments (Safety Net, Toeguard, Proper earthing, Fire-fighting Equipments etc.) | 5 |
| 7.4 | Use of Safety Posters | 5 |
| 7.5 | Compliance to Social Accountablity Norms | 5 |
| 7.6 | Rating based on feed back of HSE & SA Audits | 5 |

8.0 OTHERS

| | | |
|-----|---|---|
| 8.1 | Concern for Employees Welfare and Health (like First Aid) | 5 |
| 8.2 | Compliance to Statutory Requirements, State and Local Laws/Regulations | 5 |
| 8.3 | Tendency of taking undue advantage by interpreting Contract Clauses in their favour (Score 5 for no tendency) | 5 |
| 8.4 | Understanding of Contract (Scope & Contract Clauses) | 5 |
| 8.5 | Planning of Work Activities (Monthly/Weekly/Daily) | 5 |
| 8.6 | Submission of Monthly/Weekly/daily Report | 5 |

BHEL

(Signature with Name, Designation & date)

(Signature with Name, Designation & date)

Page No 3 Of 4

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Contractor
nation & date)



QUARTERLY EVALUATION OF CONTRACTOR PERFORMANCE

| SI No | Category | Max Score | Score obtained | Weightage factor | Weighted Score |
|---|---|-----------|---|------------------|----------------|
| 1 | Quality | 30 | | 0.4 | |
| 2 | Delivery | 20 | | 0.75 | |
| 3 | Manpower | 20 | | 0.6 | |
| 4 | T&Ps, MMEs & Consumables | 20 | | 0.75 | |
| 5 | Site Infrastructure & Service | 30 | | 0.4 | |
| 6 | Site Finance | 10 | | 1.1 | |
| 7 | HSE & SA | 40 | | 0.35 | |
| 8 | Others | 30 | | 0.3 | |
| 9 | Total Weighted Score | | | | |
| 10 | Any detail which Construction Manager wants to share with Management | | | | |
| 11 | Less Score for Accidents attributable to Contractor during the Reporting Period (Major at@3 Minor@1) | | | | |
| a | Major Accidents-----Fatal,Permanent Disability, Major Damage to Equipment. | | | | (-) |
| b | Minor Accidents ----- All others | | | | (-) |
| 12 | Net Weighted Score (OUT OF 100): | | | | |
| Overall Performance Evaluation : | | | Good / Satisfactory / Unsatisfactory | | |
| Net Weighted Score | | | | | |
| 80% and Above | | | - Good | | |
| Between 60% To 80% | | | -Satisfactory | | |
| 60% and Below | | | -Unsatisfactory | | |
| Dated: | | | Section Head/ Site Engineer | | |
| Specific Recommendation of Construction Manager: | | | | | |
| | | | Construction Manager | | |
| FOR SUB CONTRACT DEPT. | | | | | |
| Dated | | | Head (S/C) | | |
| GM/PROJECTS | | | | | |

Note: This summary evaluation sheet is to be sent to Contractor after every Evaluation



**ANNUAL EVALUATION OF CONTRACTOR
PERFORMANCE**
(EVALUATED FINANCIAL YEAR WISE AT HQ)

Page 1 of 1

1. **Contract No.:**
2. **Contractor:**
3. **Name of Site :**
4. **Reporting Period (Financial Year):**

| Sl No | QUARTER | Net Weighted score |
|-------|---|---|
| 1 | Quarter-I | |
| 2 | Quarter-II | |
| 3 | Quarter-III | |
| 4 | Quarter-IV | |
| 5 | Total for the 4 Quarters | |
| 6 | Average for the Year (Financial Year) | |
| 7 | Annual Evaluation of Contractor Performance (based on net weighted score) | <ul style="list-style-type: none"> ➤ 80% and above : Good ➤ Between 60% to 80% : Satisfactory ➤ 60% and below : Unsatisfactory |

Comments if any:

Head/Subcontracts

Date:

General Manager/Projects



**OVERALL PERFORMANCE OF CONTRACTOR FOR THE
CONTRACT**
(EVALUATED CONTRACT WISE AT HQ)

Page 1 of 1

1. Contract No.:

2. Contractor:

3. Name of Site :

4. Reporting period (From : _____ To : _____)

| SI No | FINANCIAL YEAR | QUARTER | Net Weighted score |
|-------|----------------|--|---|
| 1 | | Quarter-I | |
| | | Quarter-II | |
| | | Quarter-III | |
| | | Quarter-IV | |
| 2 | | Quarter-I | |
| | | Quarter-II | |
| | | Quarter-III | |
| | | Quarter-IV | |
| 3 | | Quarter-I | |
| | | Quarter-II | |
| | | Quarter-III | |
| | | Quarter-IV | |
| 4 | | Quarter-I | |
| | | Quarter-II | |
| | | Quarter-III | |
| | | Quarter-IV | |
| 5 | | Total for all the quarters | |
| 6 | | Average for the all the Quarters (Contract Period) | |
| 7 | | Overall Performance for the Contract (based on net weighted score) | ➤ 80% and above : Good ➤ Between 60% to 80%: Satisfactory ➤ 60% and below : Unsatisfactory |

Comments if any:

Head/Subcontracts

Date:

General Manager/Projects

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

Ref :

Date:

To,

(Name & address of Contractor)

Dear Sir,

References

1. Contract No:
2. Job Description:

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

| SI No | Milestone Activity | Remarks |
|-------|--------------------|---------|
| | | |
| | | |

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

Yours faithfully,

For and on behalf of Bharat Heavy Electricals Limited

Construction Manager/Head (Subcontracts)

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

 Ref :

Date:

To Whom so ever it may concern

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

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

Yours faithfully,

For and on behalf of Bharat Heavy Electricals Limited

Head (Subcontracts)

INDEMNITY BOND

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

This Indemnity Bond executed by <name of company> having their Registered Office at <xxxxxxxxxxx> in favour of M/s Bharat Heavy Electricals Limited, a Company incorporated under the Companies Act, 1956, having its Registered Office at BHEL House, Siri Fort, Asiad, New Delhi - 110049 through its Unit at Bharat Heavy Electricals Limited, PE&SD ,Ramachandrapuram , Hyderabad-502 032.

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

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

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

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

The Contractor further agree that the Company shall be entitled to with hold and adjust the Security Deposit and/or with hold and adjust payment of Bills of Contractor

INDEMNITY BOND

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

pertaining to this Contract against any payment which the Company has made or is required to make for which the Contractor is liable under the Contract and that such amount can be withheld, adjusted by the Company till satisfactory and final settlement of all pending matters and the Contractor hereby gives his consent for the same.

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

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

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

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

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

Signed for and on behalf of
M/s xxxxxxxxxxxxxxxxxxxx

Witness:
1
2

CONSORTIUM AGREEMENT

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

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

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

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

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

AND WHEREAS M/s _____ (The First Party, i.e the Bidder) is willing to execute the said work under the complete supervision of M/s _____ (The Second Party, the Guarantor) and this tie-up agreement is being entered into with M/s _____ (The Second Party, the Guarantor) , who has guaranteed the first party entire technical support and supervision for executing said works (_____).

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

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

CONSORTIUM AGREEMENT

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS :

1. First and Second parties hereby constitute themselves into a Consortium for the purpose of bidding and undertaking the said works by the first party under the support and supervision of second party pursuant to the said NIT as hereinafter stated.
2. The First Party will be the Prime bidder (Lead Partner) and will be responsible for the entire works and Second Party shall be Back-up Guarantor.
3. The First Party shall undertake the entire scope of work detailed in the NIT namely _____

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

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

CONSORTIUM AGREEMENT

WITNESS

For

- 1. NAME
- 2. OFFICIAL ADDRESS

(FIRST PARTY)

WITNESS

For

- 1. NAME
- 2. OFFICIAL ADDRESS

(SECOND PARTY)

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

REFUND OF SECURITY DEPOSIT

To,

The Construction Manager
 BHEL Site Office

Dear Sir,

Sub : **Refund of Security Deposit**

Ref : Contract No:

Work:.....

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

The details of Security Deposit are as below:

1. Cash Portion :
2. BG Portion :

Thanking You

Date: _____

Authorised representative of Contractor

To be filled up by BHEL

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

Signature of BHEL Engineer

Construction Manager

Date:-----

REFUND OF GUARANTEE MONEY**BHARAT HEAVY ELECTRICALS LIMITED
PE&SD, HYDERABAD.**

Ref No:

Date:

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

Signature of BHEL Engineer

Date: _____

REFUND OF GUARANTEE MONEY

**BHARAT HEAVY ELECTRICALS LIMITED
PE&SD, HYDERABAD.**

CERTIFICATE TO BE FURNISHED BY THE CONTRACTOR

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

Signature of Contractor

Date:

CERTIFICATE TO BE FURNISHED BY SENIOR ENGINEER/CONSTRUCTION MANAGER

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

Signature of BHEL Engineer

Construction Manager

Date:-----

FOR USE IN ACCOUNTS DEPARTMENT

Passed for Rs _____ (Rupees _____ only)

Accountant

Accounts Officer

ACKNOWLEDGE BY THE CONTRACTOR

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

Signature of Contractor

Date:

POWER OF ATTORNEY for SUBMISSION OF TENDER/SIGNING CONTRACT AGREEMENT

(To be typed on non judicial Stamp Papers of appropriate value as applicable and Notarised)

KNOW ALL MEN BY THESE PRESENTS, that I/We do hereby make, nominate, constitute and appoint Mr , whose signature given below herewith to be true and lawful Attorney of M/s..... hereinafter called 'Company', for submitting Tender/entering into Contract and inter alia, sign, execute all papers and to do necessary lawful acts on behalf of Company with Bharat Heavy Electricals Limited, PE&SD, Ramachandrapuram , Hyderabad-502 032 in connection with
.....
..... vide Tender Specification No : _____,
dated _____.

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

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

Dated at _____, this _____ day of _____

Director/CMD/Partner/Proprietor

Signature of Mr.....(Attorney)

Attested by: Director/CMD/Partner/Proprietor

Witness

Notary Public

ANALYSIS OF UNIT RATES QUOTED

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

Offer Reference No:.....

Date:.....

To,

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

Dear Sir,

Sub : Analysis of Unit Rates Quoted

Ref : Tender Specification No:

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

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

Yours faithfully,

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

BHARAT HEAVY ELECTRICALS LIMITED

DIVISION.....

Running Account Bill

(Para 4.31.1 of Works Accounts Manual)

Name of the Contractor:

Name of the Work:

Sanctioned Estimate:

Code No:

Contract Agreement No :

Dated:

Departmental Bill no:

Division:

Date of written order to commence the work :

Date of commencement of the Work:

Due date of completion as per Agreement:

Date:

Sub-Division:

1. ACCOUNT OF WORK EXECUTED

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

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

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

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

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

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

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

Rupees (in words)only.

II.MEMORANDUM OF PAYMENTS

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

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

III.CERTIFICATE OF THE ENGINEER IN CHARGE

Form WAM 6 (contd...)

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

Measurement Book No

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

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

Signature of Contractor
Date:

Signature of Engineer in charge
Designation:
Date:

IV. CERTIFICATE OF THE SENIOR ENGINEER

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

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

3. Certified that all recoberable amounts in respect of materials tools and plant etc, and other charges have been correctly made vide Annexures A to C attached.

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

ALLOCATION

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

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

* Here specify the net amount payable.

Signature of Senior Engineer
Date:

ANNEXURE A

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

| Sl. No. | Stores issue Voucher No. and date | Issue voucher No. and date allotted by stores to the SIV | Description of material issued to the contractor | Quantity issued | Quantity actually incorporated in the work | Whether recoverable from the contractor or supplied free | If recoverable from the contractor | | | | R E M A R K S |
|---------|-----------------------------------|--|--|-----------------|--|--|------------------------------------|--------------------|--------------------------------------|-----------------------|---------------------------------|
| | | | | | | | Rate at which recoverable | Amount recoverable | Amount recovered up to previous bill | Balance now recovered | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 Rs. P. | 9 Rs. P. | 10 Rs. P. | 11 Rs. P. | 12 |
| Total | | | | | | | ----- | | | | |

Signature of contractor
Date:

Signature of Engineer in Charge
Date:

Signature of Senior Engineer
Date:

ANNEXURE B

Statement showing tools and plant issued to the contractor Shri/M/s.....
 In respect of Contract Agreement NoDated.....

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

Total -----

Signature of contractor

Date:

Signature of Engineer in Charge

Date:

Signature of Senior Engineer

Date:

ANNEXURE D

Name of the Contractor:

Contract Agreement No:

Name of the Work:

Date:

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

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

Signature of Engineer in Charge

Date:

Signature of Senior Engineer

Date:

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

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

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

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

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

Rupees (In Words).....Only

II MEMORANDUM OF PAYMENT

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

III. CERTIFICATE OF THE ENGINEER IN CHARGE

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

.....
1 (Name and designation)

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

Date:

Signature of Engineer in charge
Designation

IV CERTIFICATE OF THE SENIOR ENGINEER

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

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

ALLOCATION

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

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

* Here specify the net amount payable

Signature of Senior Engineer
Date

V. ENTRIES TO BE MADE IN THE ACCOUNTS OFFICE

Account Bill no..... Dated

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

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

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

(Rupees.....Only)

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

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

ALLOCATION

Estimate No:

Name of the Work

Code No

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

Assistant Accountant Accounts officer

Date: Date: Date:

.....

Total

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

Signature of Witness

Address

Revenue Stamp

Signature of Contractor

Date:

VII . ENTRIES TO BE MADE BY TREASURY SECTION

Cash book entry no and date :

Amount Paid Rs.....

Amount unpaid Rs.....

Total Rs.....

Signature of Cashier

Date:

ANNEXURE A

Part I

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

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

Total

Signature of Contractor
Date

Signature of Engineer in charge
Date

Signature of Senior Engineer
Date

ANNEXURE A
Part II

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

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

Total

Add Departmental Charges

Add Sales Tax (wherever applicable)

Total

Signature of Contractor
Date

Signature of Engineer in charge
Date

Signature of Senior Engineer
Date

ANNEXURE B

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

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

Total

Signature of Contractor
Date

Signature of Engineer in charge
Date

Signature of Senior Engineer
Date

ANNEXURE C

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

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

Total

Signature of Contractor
Date

Signature of Engineer Incharge
Date

Signature of Sr. Engineer
Date

ANNEXURE F

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

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