

**ANNEXURE 'II'**

**DETAILS OF OFFICE WORKS**

The details of Office works to be carried out by the Contractor include the following:

**Job Code:** OS 1

**Nature of work:** *Highly skilled* Haryana Min. Wages Cir dt 13.02.2015 Sl.No 4

**Area Involved:** Finance Department

**Work Involved: No. of work units: 1:**

Assistance in accounting, book-keeping, voucher entry, bank operation, filing and other paper work; to carry out entry jobs in computers; to carry out any other specific work assigned as envisaged from time to time and as per the requirement of plant management, including visits to agencies connected to BHEL-ASSCP in Gurgaon, Delhi, Faridabad, etc

**Job Code:** OS 2

**Nature of work:** *Highly skilled* Haryana Min. Wages Cir dt 13.02.2015 Sl.No 4

**Area Involved:** Administration Department

**Work Involved: No. of work units: 1:**

Assistance in filing and other paper work; To carry out entry jobs in computers; To carry out any other specific work assigned as envisaged from time to time and as per the requirement of plant management, including visits to agencies connected to BHEL-ASSCP in Gurgaon, Delhi, Faridabad, etc

**Job Code:** OS 3

**Nature of work:** *Highly skilled* Haryana Min. Wages Cir dt. 13.02.2015 Sl.No 4

**Area Involved:** Head's Office / PMS

**Work Involved: No. of work units: 1:**

Assistance in filing and other paper work; to carry out computer entry jobs in MS-Office & other Windows-based packages; to carry out any other specific work assigned as envisaged from time to time and as per the requirement of plant management, including visits to agencies connected to BHEL-ASSCP in Gurgaon, Delhi, Faridabad, etc

**MEASUREMENT OF WORK AND PAYMENT THEREOF IN RESPECT OF OFFICE JOBS**

1. A log Book will be maintained for each job description and entries shall be made on daily basis by the contractor or his authorized representative and verified by the authorized representative of BHEL.
2. Shortcomings, if any, in the work executed will be pointed out by the designated employee to the Contractor or his authorized representative and the same will be rectified/ carried out by him within specified time to the satisfaction of the designated employee.
3. Payment towards work satisfactorily executed will be made to the contractor against monthly bill submitted by the contractor based on the no. of unit-days completed / executed, multiplied by the rate / unit for each job.
4. All payments will be subject to deduction of income tax at source as per Income Tax and Service Tax as per the applicable Rules

**Log Book format to be maintained by the contractor (office Jobs)**

Month: \_\_\_\_\_

<b>Job Code *</b>	<b>No. of days in the month</b>	<b>No. of Days the job was executed</b>	<b>Job Satisfactorily executed – Y / N</b>	<b>Sign of Contractor</b>	<b>Sign of BHEL representative</b>
OS 1					
OS 2					
OS 3					

\* attach work / area description sheet with this format