

# **TENDER SPECIFICATION**

**BHEL: PSSR: SCT: 1931**

**FOR**

**Framework Agreement for Engaging  
the Services of Manpower for  
Regular Operation & Routine  
Maintenance of Cranes of Capacity  
above 100MT & below 250MT at  
Various Sites of BHEL PSSR**

**VOLUME –I**

**TECHNOCOMMERCIAL BID - Consists of**

- Notice Inviting Tender
- Volume-IA: Technical Conditions of Contract (TCC)
- Volume-IB: Special conditions of Contract (SCC)
- Volume-IC: General conditions of Contract (GCC)
- Volume-ID: Forms & Procedures



**BHARAT HEAVY ELECTRICALS LIMITED**

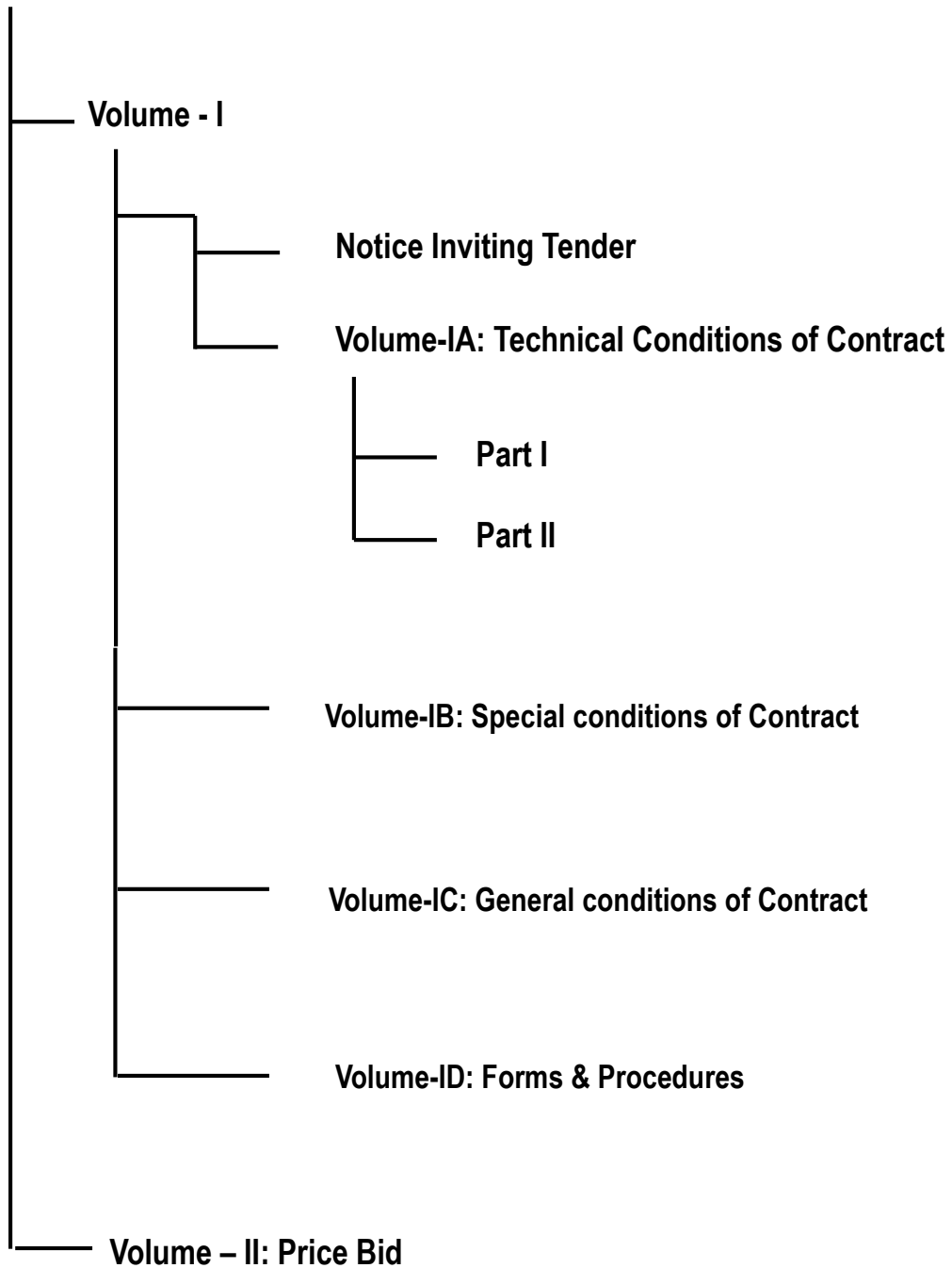
(A Government of India Undertaking)

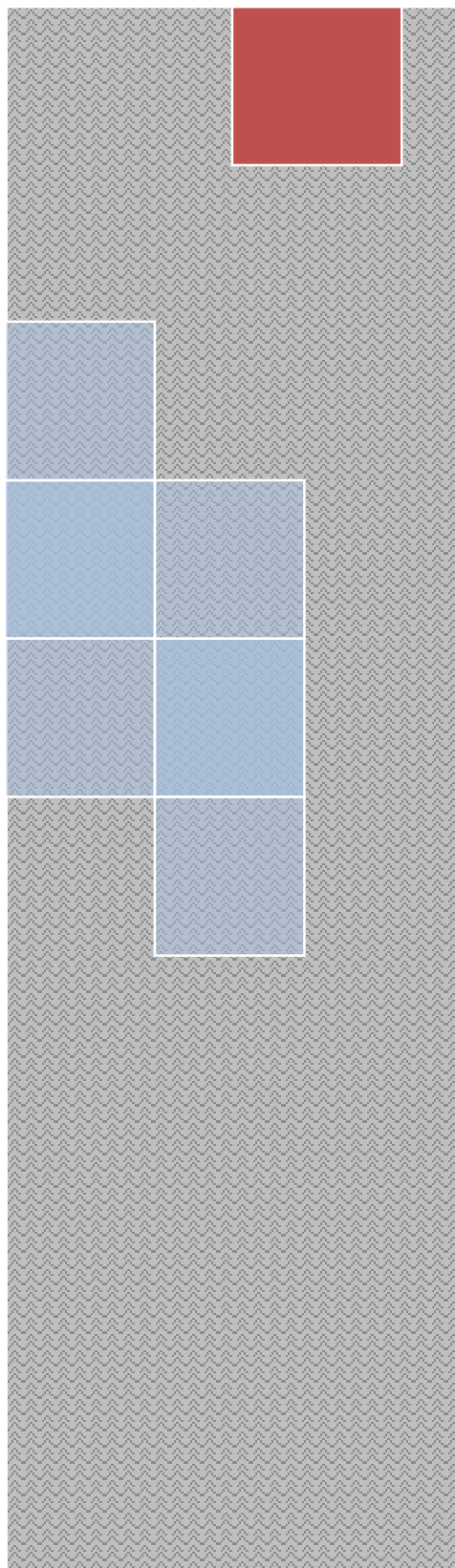
Power Sector – Southern Region

**Tek Towers, No.11, Old Mahabalipuram Road,  
Okkiyam Thoraipakkam, Chennai - 600097.**

## TENDER SPECIFICATION CONSISTS OF

### Tender Specification





# VOLUME – IA Part I & II

## TECHNICAL CONDITIONS OF CONTRACT (TCC)

BHARAT HEAVY ELECTRICALS LIMITED



# TECHNICAL CONDITIONS OF CONTRACT (TCC)

---

## CONTENTS

| Sl no          | DESCRIPTION  | Chapter      | No. of Pages |
|----------------|--|--------------|--------------|
| <b>Vol I A</b> | <b>Part-I: Contract specific details</b>                         |              |              |
| 1              | General and Details of BHEL Owned Cranes Available at PSSR Sites | Chapter-I    | 2            |
| 2              | Scope of works   | Chapter-II   | 1            |
| 3              | Facilities in Scope of Contractor / BHEL                         | Chapter-III  | 1            |
| 4              | Time Schedule  | Chapter-IV   | 2            |
| 5              | Instructions To Rate Schedule                                    | Chapter-V    | 1            |
| 6              | Terms of Payment   | Chapter-VI   | 1            |
| 7              | Taxes and Duties   | Chapter-VII  | 3            |
| 8              | Specific Terms and Conditions                                    | Chapter-VIII | 3            |
| 9              | Safety Conditions  | Chapter-IX   | 1            |
| <b>Vol I A</b> | <b>Part-II</b>   |              |              |
| 1              | Format For Evaluation Of Vendor Performance                      | Chapter-1    | 01           |
| 2              | Format For Vendor Performance Feedback                           | Chapter-2    | 01           |
| 3              | Crane Utilization Log Sheet                                      | Chapter-3    | 01           |
| 4              | Monthly Crane Utilization Log Report                             | Chapter-4    | 01           |

# TECHNICAL CONDITIONS OF CONTRACT (TCC)

## VOLUME – IA PART – I CHAPTER – I

### GENERAL AND DETAILS OF BHEL OWNED CRANES AVAILABLE AT PSSR SITES

- 1.1.1 Intent of this tender is to finalize a framework agreement for Providing Services for Regular Operation & Routine Maintenance of cranes of capacity above 100MT & below 250MT owned by BHEL and also for cranes that will be owned by BHEL in future at various ongoing and forth-coming power projects of BHEL Power Sector Southern Region.
- 1.1.2 BHEL is intending to avail the services for the following cranes as detailed below. Cranes that will be procured by BHEL-PSSR at any later stage, before or after entering into this contract, shall also be within the ambit of this contract.

| DETAILS OF BHEL OWNED CRANES OF CAPACITY ABOVE 100MT & BELOW 250MT AVAILABLE AT PSSR SITES |                    |          |           |                  |                    |                  |
|--|--------------------|----------|-----------|------------------|--------------------|------------------|
| SI No  | Description        | Capacity | Make      | Model            | Manufacturer SI No | Current Location |
| 1  | CRAWLER CRANE 135T | 135T     | KOBELCO   | CKE-1350         | GN02-01056         | Udangudi         |
| 2  | CRAWLER CRANE 150T | 150T     | SUMITOMO  | LS 528S          | 41                 | Kothagudem       |
| 3  | CRAWLER CRANE 208T | 208T     | MANITOWOC | 888              | 8881155            | Udangudi         |
| 4  | CRAWLER CRANE 226T | 226T     | FMC       | LINK BELT LS-718 | 32H-4-197          | Uppur            |
| 5  | CRAWLER CRANE 226T | 226T     | FMC       | LINK BELT LS-718 | 3216-3624          | Udangudi         |

- 1.1.3 Presently PSSR has presence in the states of Tamil Nadu, Karnataka, Andhra Pradesh, Telangana & Orissa. Contractor shall provide services for the cranes located at ongoing sites under PS-SR or any new site opened in future. List of present sites is as under: -

| Sl. No. | NAME OF PROJECT                              |
|---------|--|
| 1       | 2X660MW Ennore SEZ, Tamil Nadu.              |
| 2       | 1X800MW North Chennai Stage-III, Tamil Nadu. |

## TECHNICAL CONDITIONS OF CONTRACT (TCC)

---

|    |  |
|----|--|
| 3  | 2X500MW New Neyveli, Tamil Nadu.       |
| 4  | 2X800MW UPPUR, Tamil Nadu.             |
| 5  | 1X525MW MEIL Tuticorin, Tamil Nadu.    |
| 6  | 2X500MW NTPL Tuticorin, Tamil Nadu.    |
| 7  | 2X660MW Udangudi, Tamil Nadu.          |
| 8  | 2X800MW Yeramarus, Karnataka.          |
| 9  | 270MW Yelahanka, Karnataka.            |
| 10 | 1X800MW Krishnapatnam, Andhra Pradesh. |
| 11 | 1X800MW Vijayavada, Andhra Pradesh.    |
| 12 | 1X800MW Kothagudem, Telangana.         |
| 13 | 5X800MW Yadadri, Telangana.            |
| 14 | 2X800MW NTPC Darlipalli, Orissa.       |

**VOLUME-IA PART-I CHAPTER – II**

**SCOPE OF WORKS**

- 1.2.1 The scope of the work will comprise of but not limited to the following:  
(All the works mentioned hereunder shall be carried out within the accepted rate unless otherwise specified.)**
- 1.2.1.1 Regular operation of BHEL owned Cranes.
  - 1.2.1.2 Carry out Periodic/scheduled maintenance as per Operation & Maintenance Manuals of respective crane.
  - 1.2.1.3 Daily routine checking of oil/lubricants/water/coolant/electrical etc and cleaning of crane.
  - 1.2.1.4 Checking and filling/topping up of lubricants, Fuel, Brake oil, Water, coolants etc as and when required.
  - 1.2.1.5 Periodic Greasing & application of cardium compound as per lubrication schedule.
  - 1.2.1.6 Checking & replacement of air filters.
  - 1.2.1.7 Checking & replacement of cylinder kits and others small spares.
  - 1.2.1.8 Monitoring of defects in cranes and identification of spares.
  - 1.2.1.9 Provide assistance during Mobilization / De-Mobilization of the Crane.
  - 1.2.1.10 Necessary support for assembly, dismantling, extension and retraction of Boom / Jib assembly. However, manpower required for the same such as helper, shall be arranged by BHEL.
  - 1.2.1.11 Minor trouble-shooting works.
  - 1.2.1.12 Trouble-shooting of hydraulic, electrical and mechanical breakdowns and attending the problem as per requirements.
  - 1.2.1.13 Jobs requiring assistance such as OEM Service Engineer / expert supervision must be intimated to BHEL by the bidder well in advance.
  - 1.2.1.14 Proper Handing-Over/Taking-Over of crane and its spares & accessories. Listing and packing of spares & accessories at the time of Handing over of crane. Contractor is liable to be charged for any discrepancy in spares & accessories at the time of Handing over of crane.

**VOLUME IA PART – I CHAPTER – III**

**FACILITIES IN THE SCOPE OF CONTRACTOR / BHEL**

- 1.3.1 Bidder has to make their own arrangement for accommodation, transport, and other amenities for their crew at site.



## VOLUME-IA PART-I CHAPTER – IV

### TIME SCHEDULE

#### **1.4.1 PERIOD OF CONTRACT:**

1.4.1.1 This Framework Agreement shall be valid for a period of 24 months from the date of award of contract i.e LOI.

1.4.1.2 BHEL at any time can terminate the service contract by giving three months' prior notice in case service provided is not satisfactory. Work order for each crane for availing the manpower services of O&M agency will be issued at respective site and the agency has to mobilise the manpower within 7 days from the date of issue of work order at site. For termination of work order issued at site, 15 days' prior notice shall be given to the bidder

#### **1.4.2 WORKING HOURS AND HOLIDAYS**

1.4.2.1 Operator, Mechanic & Helper shall have to work eight hours a day excluding One hour lunch break. Working hour shall be decided by BHEL site in charge as per site convenience. Payment for the extended hours of work beyond normal working hours will be made proportionately at the accepted service charges per day.

1.4.2.2 The operator, Mechanic and helper should be available for service at site on all the working days and 26 days per month excluding Sundays or Weekly holidays. Timings shall be fixed by sites as per the operational convenience.

1.4.2.3 Allotment of weekly holidays for operator and his crew is at the discretion of BHEL and will be decided by respective site. Only holidays as declared by BHEL apart from weekly holidays have to be followed. This may have to be adjusted by crane operator and his crew to suit the requirement of site. If necessary, operator with his crew shall be available for the operation of crane at site on weekly/ holidays in exigency. Holiday working and extended hour working shall be at the discretion of BHEL site in charge.

1.4.2.4 If required, at the discretion of Site in charge, the Operator and his crew will be engaged for over time on regular working days and holidays. Over time charges for regular working days and holidays will be paid on pro rata basis.

1.4.2.5 Working on holidays shall be paid extra at pro-rata basis. On holidays working less than 4 hours will be treated as ½ (half) day and more than 4 hours to 8 hours will be treated as full day. Beyond 8 hours working will be treated as over time.

## TECHNICAL CONDITIONS OF CONTRACT (TCC)

---

Calculation for the same is as follows:

Rate per day = Rate per Month / 26.

Rate per hour = Rate per day / 8

- 1.4.2.6 The CONTRACTOR will be paid normal operation charges for the day of scheduled maintenance (even if scheduled maintenance is on Sunday / BHEL declared holiday). However, any schedule maintenance shall be decided by the EIC and his decision shall be final and binding on the CONTRACTOR.

**VOLUME-IA PART-I CHAPTER – V**

**INSTRUCTIONS TO RATE SCHEDULE**

- 1.5.1 Rates shall be quoted for providing one operator, one mechanic and one helper for operation and preventive/routine maintenance of one crane of capacity above 100MT & below 250MT as per the BOQ excel format enclosed in e-Procurement portal for the subject tender. Rates quoted in any other manner will not be accepted.
- 1.5.2 Rates quoted by the bidder is inclusive of all the payments to the CONTRACTOR's resources, statutory liabilities like labour license, adequate insurance policy, provident fund, Bonus, etc. and any other regulations enforced from time to time, taxes, duties, profits and any other charges (including but not limited to as mention herein after) that may be incurred during execution of this contract. Rates are not subjected to any escalation whatsoever during the currency of this contract.

**VOLUME-IA PART-I CHAPTER – VI**

**TERMS OF PAYMENT**

- 1.6.1 Payment of monthly charges as per the terms and conditions of this contract will be made once in a month at respective site as certified by the BHEL Engineer-In-charge at site.
- 1.6.2 If the services are to be provided by an agency for more than one crane of capacity above 100MT & below 250MT at a particular site, then the requirement of mechanic alone will be limited to only one number for the operation and maintenance of up to three cranes.
- 1.6.3 Quoted rate for O&M is all inclusive. The bidder has to make their own arrangements for accommodation, transport and other amenities for their crew at site.
- 1.6.4 GST as applicable will be paid by BHEL extra.
- 1.6.5 The contractor shall submit Certificate / Documentary evidence for P.F. (Provident Fund) deposition of earlier month along with the bill /invoice of the subsequent month for the certification of the bill.
- 1.6.6 PENALTY: If any manpower is absent, replacement should be arranged immediately without affecting project work. In case the replacement is not arranged, deductions of payment on pro-rata per man-day basis will be deducted. If the project work is hampered due to absence of manpower and alternate arrangement is made by BHEL, then deductions at actual with applicable overhead charges will be applicable.
- 1.6.7 Separate work order for each crane (as applicable) shall be issued at respective BHEL-PSSR Site.

## VOLUME-IA PART-I CHAPTER – VII

### TAXES AND OTHER DUTIES

#### **1.7.1 Goods and service Tax (GST) & Cess**

- 1.7.1.1 The successful bidder shall furnish proof of GST registration with GSTN Portal in the State in which the Project is being executed, covering the services under this contract. Registration should also bear endorsement for the premises from where the billing shall be done by the successful bidder on BHEL for this project/ work.
- 1.7.1.2 Contractor's price/rates shall be exclusive of GST & Cess (if applicable) (herein after termed as GST). Contractor shall submit to BHEL the GST compliant tax invoice/debit note/revised tax invoice on the basis of which BHEL will claim the input tax credit in its return.
- 1.7.1.3 Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules wherein the 'Bill To' details will as below:

BHEL GSTN –

| STATE          | GSTN            |
|----------------|-----------------|
| Andhra Pradesh | 37AAACB4146P7Z8 |
| Telengana      | 36AAACB4146P1ZG |
| Madhya Pradesh | 23AAACB4146P1ZN |
| Karnataka      | 29AAACB4146P1ZB |
| Kerala         | 32AAACB4146P1ZO |
| Tamil Nadu     | 33AAACB4146P2ZL |
| Orissa         | 21AAACB4146P1ZR |

NAME & ADDRESS - As per Work Order issued by BHEL Site

- 1.7.1.4 GST charged in the tax invoice/debit note/revised tax invoice by the contractor shall be released separately to the contractor only after contractor files the outward supply details in GSTR-1 on GSTN portal and input tax credit of such invoice is matched with corresponding details of outward supply of the contractor and has paid the GST at the time of filing the monthly return.
- 1.7.1.5 In case BHEL has to incur any liability (like interest / penalty etc.) due to denial/reversal / delay of input tax credit in respect of the invoice submitted by the contractor, for the reasons attributable to the contractor, the same shall be recovered from the contractor.

## TECHNICAL CONDITIONS OF CONTRACT (TCC)

---

- 1.7.1.6 Further, In case BHEL is deprived of the Input tax credit due to any reason attributable to contractor, the same shall not be paid or Recovered if already paid to the contractor.
- 1.7.1.7 Tax invoice/debit Note/revised tax invoice shall contain all such particulars as prescribed in GST law and comply to the timelines for issue of the same. Invoices shall be submitted on time to the concerned BHEL Engineer In Charge.
- 1.7.1.8 TDS under GST (if/ as & when applicable) shall be deducted at prevailing rates on gross invoice value from the running bills.
- 1.7.1.9 E-way bills / Transit passes / Road Permits, if required for materials / T&P etc., bought into the project site is to be arranged by the Contractor only.
- 1.7.1.10 BHEL shall not reimburse any amounts towards any interest / penalty etc., incurred by contractor. Any additional claim at a later date due to issues such as wrong rates / wrong classification by contractor shall not be paid by BHEL.

### **1.7.2 All taxes and duty other than GST & Cess**

The contractor shall pay all (except the specific exclusion viz GST & Cess) taxes, fees, license charges, deposits, duties, tools, royalty, commissions, Stamp Duties, or other charges / levies, which may be levied on the input goods & services consumed and output goods & services delivered in course of his operations in executing the contract and the same shall not be reimbursed by BHEL. In case BHEL is forced to pay any of such taxes, BHEL shall have the right to recover the same from his bills or otherwise as deemed fit.

### **1.7.3 Statutory Variations**

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

### **1.7.4 New Taxes/Levies –**

In case Government imposes any new levy / tax after submission of bid during the tenure of the contract, BHEL shall reimburse the same at actual on submission of documentary proof of payment subject to the satisfaction of BHEL that such new levy / tax is applicable to this contract.

## TECHNICAL CONDITIONS OF CONTRACT (TCC)

---

### **1.7.5 Direct Tax**

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

**VOLUME-IA PART-I CHAPTER -VIII**

**SPECIFIC TERMS AND CONDITIONS**

**1.8.1 EXPERIENCE OF CRANE OPERATOR:**

- 1.8.1.1 Must be capable of independently operating cranes of 100MT or above capacity.
- 1.8.1.2 Must have minimum 2 years' experience in Operation of cranes of 100MT or above capacity & hold valid HMV / TRANS license.
- 1.8.1.3 Should be able to read and interpret the operation & maintenance manual, Boom Load Chart, Boom Angle and other indicating devices and same has to be confirmed by vendor in technical bid.
- 1.8.1.4 Operator shall have latest Physician's certification for their physical fitness in vision with/without Lenses & adequate hearing with or without hearing aid.

**1.8.2 EXPERIENCE OF CRANE MECHANIC:**

- 1.8.2.1 Mechanic Must possess both experience and knowledge in repair and servicing of Hydraulic Cranes.

**1.8.3 EXPERIENCE OF CRANE HELPER:**

- 1.8.3.1 Crane Helper shall remain associated with the crane operator for proper upkeep of crane during operation / maintenance / trouble-shooting work on day to day basis.

**1.8.4 OTHER TERMS & CONDITIONS UNDER O&M OF CRANES**

- 1.8.4.1 The minimum age for helpers is 21 years and that for Operator/Mechanic is 23 years.
- 1.8.4.2 Necessary documents supporting the qualification requirement of operators and mechanic as laid out in above clauses shall be produced by the bidder for verification before engaging the crew for operation of cranes at site.
- 1.8.4.3 Day to day routine maintenance of the crane shall be carried out by crew deployed as per operation and maintenance manual. Spares, consumables, Lubricants and fuel required for the above work will be provided by BHEL free of charges. However, Cotton waste & cloth required for maintenance shall be arranged by the O&M agency.
- 1.8.4.4 Small tools and plants such as spanners, grease gun etc shall be arranged by the O&M agency. All major tools and plants such as crane, Hydraulic jacks, welding



## TECHNICAL CONDITIONS OF CONTRACT (TCC)

---

- machine, etc., and special tools and plants that are supplied by the OEM of cranes shall be provided by BHEL free of charges.
- 1.8.4.5 BHEL shall provide following free of cost to the contractor to render identified services.
- 1.8.4.5.1 Identified spares required during the work.
- 1.8.4.5.2 All the consumables like Lubricants, Hydraulic oils, Grease, bituminous (Cardium) compound etc.
- 1.8.4.5.3 Extra manpower required, for assembly, dismantling, extension and retraction of Boom / Jib assembly.
- 1.8.4.5.4 Wooden / Concrete sleepers for placing the crane assemblies.
- 1.8.4.5.5 Required load for load testing of the crane.
- 1.8.4.6 This maintenance contract does not cover major jobs such as major repair and servicing/over hauling, breakdown maintenance, dismantling, assembly other than operation and routine/preventive maintenance work.
- 1.8.4.7 Minor repair works (if any) on crane shall be carried out by the O&M agency.
- 1.8.4.8 Local conveyance for O&M Team is to be arranged by Contractor. However, for emergency works other than normal working hours BHEL vehicle may be provided.
- 1.8.4.9 If BHEL informs for round the clock operation of particular equipment in advance, then the Bidder will arrange additional Operation team for second shift. Payment for the second shift will also be as per normal rates as applicable.
- 1.8.4.10 All BHEL declared holidays as per labour laws shall be treated as paid holidays. Working on holiday shall be paid on Pro-rata basis.
- 1.8.4.11 Following reports shall be prepared & submitted by the bidder regularly.
- 1.8.4.11.1 Submission of CRANE UTILISATION LOG SHEET (Format No: QMS/SR/12-F33) and MONTHLY CRANE UTILIZATION LOG REPORT (Format No: QMS/SR/12-F34) to FEX/Site, and FEX/HQ Chennai on or before 10th day of subsequent month. (Format Enclosed in Volume IA Part II Chapter 3 & 4 respectively).
- 1.8.4.11.2 Maintenance and submission of records of spares, consumables & tools supplied for operation and maintenance on quarterly basis.
- 1.8.4.11.3 Submission of Maintenance Report on Monthly Basis.
- 1.8.4.11.4 Submission of consumables requirement one month in advance for procurement and planning.
- 1.8.4.11.5 The Bidder shall prepare log sheet on daily basis and get it signed by concerned Agency and BHEL engineer on daily basis.
- 1.8.5 **STATUTORY REQUIREMENTS**
- 1.8.5.1 All statutory requirements as per labour laws like ESI, PF etc., have to be arranged by the tenderer. Necessary insurance (covering WC act) for the workmen engaged

## TECHNICAL CONDITIONS OF CONTRACT (TCC)

---

by the tenderer has to be taken at his cost and the copy of the same should be submitted before commencement of the work.

- 1.8.5.2 A copy of the policy covering the staff to be engaged for a period of two years should be submitted within 10 days after the receipt of the work order or Necessary insurance policy for the work men engaged shall be taken at the respective site before starting the work at site.

### 1.8.6 **BOCW Act & BOCW Welfare Cess Act**

- 1.8.6.1 The Contractor should Register their Establishment under BOCW Act 1996 read with rules 1998 by submitting Form I (Application for Registration of Establishment) and Form IV (Notice Of Commencement / Completion of Building other Construction Work) to the respective Labour Authorities i.e.,
- a. Assistant Labour Commissioner (Central) in respect of the project premises which is under the purview of Central Govt.–NTPC, NTPL etc.
  - b. Appropriate State authorities in respect of the project premises which is under the purview of State Govt.
- 1.8.6.2 The Contractor should comply with the provisions of BOCW Welfare Cess Act 1996 in respect of the work awarded to them by BHEL.
- 1.8.6.3 The contractor should ensure compliance regarding Registration of Building Workers as Beneficiaries, Hours of work, welfare measures and other conditions of service with particular reference to Safety and Health measures like Safety Officers, safety committee, issue of Personal protective equipments, canteen, rest room, drinking water, Toilets, ambulance, first aid centre etc.
- 1.8.6.4 The contractor irrespective of their nature of work and manpower (Civil, Mechanical, Electrical works etc) should register their establishment under BOCW Act 1996 and comply with BOCW Welfare Cess Act 1996.
- 1.8.6.5 Contractor shall make remittance of the BOCW cess as per the Act in consultation with BHEL as per the rates in force (presently 1%). BHEL shall reimburse the same upon production of documentary evidence. However, BHEL shall not reimburse the Fee paid towards the registration of establishment, fees paid towards registration of Beneficiaries and Contribution of Beneficiaries remitted.
- 1.8.6.6 Non-compliance to Provisions of the BOCW Act & BOCW Welfare Cess Act is not acceptable. In case of any non-compliance, BHEL reserves the right to withhold any sum as it deems fit. Only upon total compliance to the BOCW Act and also discharge of total payment of Cess under the BOCW Cess Act by the Contractor, BHEL shall consider refund of the amounts.

## TECHNICAL CONDITIONS OF CONTRACT (TCC)

---

- 1.8.7 RECOVERY OF COMPENSATION PAID TO VICTIM(S) BY BHEL IN CASES OF DEATH/ PERMANENT INCAPACITATION OF PERSON DUE TO AN ACCIDENT DURING THE WORKS
- BHEL shall recover the amount of compensation paid to victim(s) by BHEL towards loss of life / permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employees as detailed below.
- 1.8.7.1 Victim: Any person who suffers permanent disablement or dies in an accident as defined below.
- 1.8.7.2 Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing / operation and works incidental thereto at BHEL factories/ offices and precincts thereof, project execution, erection and commissioning, services, repairs and maintenance, trouble shooting, serving, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works /during working at BHEL Units/ Offices/ townships and premises/ Project Sites.
- 1.8.7.3 Compensation in respect of each of the victims:
- (i) In the event of death or permanent disability resulting from Loss of both limbs: Rs. 10,00,000/- (Rs. Ten Lakh)
  - (ii) In the event of other permanent disability: Rs. 7,00,000/- (Rs. Seven Lakh)
- 1.8.7.4 Permanent Disablement: A disablement that is classified as a permanent total disablement under the proviso to Section 2 (I) of the Employee's Compensation Act, 1923.

**VOLUME-IA PART-I CHAPTER - IX**

**SAFETY CONDITIONS**

- 1.9.1 The contractor to provide all safety appliances like dust masks, safety belt, ladder, safety shoes, helmet, hand gloves, safety goggles, Personal protective equipment (PPE), rain gears, Overalls etc. to their personnel working inside the plant complex at his cost and must adhere to safety codes as given in GCC.
- 1.9.2 Contractor also must adhere to customer specific HSE Requirement as per instructions of BHEL.
- 1.9.3 The contractor shall ensure timely compliance of Annual Load Test, Safety Inspection of equipment, keep updated records and shall give intimation to BHEL Engineer In-Charge (EIC) at least one month in advance.
- 1.9.4 The contractor must ensure that Crane operators should study and understand the risk involved at the site and on the equipment/vehicle with respect to work in executing the job and if any complication perceived, it should be brought to the notice of EIC/ site construction manager before starting the job.
- 1.9.5 BHEL is not responsible for any accident / injury to the bidder's crew at site.
- 1.9.6 The bidder has to assume full responsibility for the safety of their crew and to comply with all statutory /safety regulations / security requirements of BHEL.
- 1.9.7 It is the responsibility of the rate contract agency to arrange passes or entry permit as per BHEL / CUSTOMER procedure followed in the plant premises through BHEL site office.

**VOLUME-IA PART – II**

**CHAPTER 1-4**

In the next 4 pages as below:

| CHAPTER   | Details                                     | No. of sheets |
|-----------|---|---------------|
| CHAPTER 1 | Format For Evaluation Of Vendor Performance | 01            |
| CHAPTER 2 | Format For Vendor Performance Feedback      | 01            |
| CHAPTER 3 | Crane Utilization Log Sheet                 | 01            |
| CHAPTER 4 | Monthly Crane Utilization Log Report        | 01            |

## EVALUATION OF VENDOR PERFORMANCE

NAME OF PROJECT / SITE:

NAME OF THE VENDOR:

ORDER REFERENCE:

PERFORMANCE FEEDBACK YEAR/QUARTER:

| Sl No.   | CRITERIA | MAX SCORE | WEIGHTAGE                            | SCORE OBTAINED | WEIGHTED SCORE |
|--|----------|-----------|--------------------------------------|----------------|----------------|
| 1  | MANPOWER | 10        | 2.5                                  | 25             |                |
| 2  | QUALITY  | 20        | 3                                    | 60             |                |
| 3  | OTHERS   | 10        | 1.5                                  | 15             |                |
| TOTAL WEIGHTED SCORE (OUT OF 100)  |          |           |                                      |                |                |
| LESS: Score for Accidents attributable to Contractor during the reporting period (Major @ 3, Minor @1) |          |           |                                      |                |                |
| Major Accidents – Fatal, Permanent Disability, Major damage to Equipment                               |          |           |                                      |                |                |
| Minor Accidents – All Others   |          |           |                                      |                |                |
| 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                       |                |                |

## VENDOR PERFORMANCE FEEDBACK

NAME OF PROJECT / SITE:

NAME OF THE VENDOR:

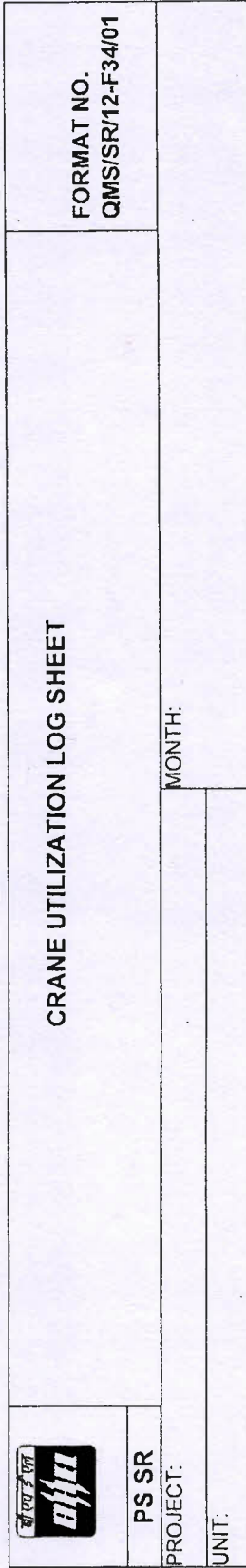
ORDER REFERENCE:

PERFORMANCE FEEDBACK YEAR/QUARTER:

| SI No. | Details  | PERFORMANCE FEEDBACK |   |   |   |   |
|--------|--|----------------------|---|---|---|---|
|        |  | 5                    | 4 | 3 | 2 | 1 |
| 01     | <b>MANPOWER</b>  |                      |   |   |   |   |
| 1.1    | Technical Skill of the crew deployed                         |                      |   |   |   |   |
| 1.2    | Job Co-ordination Skill                                      |                      |   |   |   |   |
| 2      | <b>QUALITY</b>   |                      |   |   |   |   |
| 2.1    | Routine Maintenance  |                      |   |   |   |   |
| 2.2    | Log Reports Maintenance                                      |                      |   |   |   |   |
| 2.3    | Response to Site Requirement                                 |                      |   |   |   |   |
| 2.4    | Work as per Customer Satisfaction                            |                      |   |   |   |   |
| 3      | <b>OTHERS</b>  |                      |   |   |   |   |
| 3.1    | Behavioural Aspect   |                      |   |   |   |   |
| 3.2    | Responsiveness to statutory regulations and compliance level |                      |   |   |   |   |

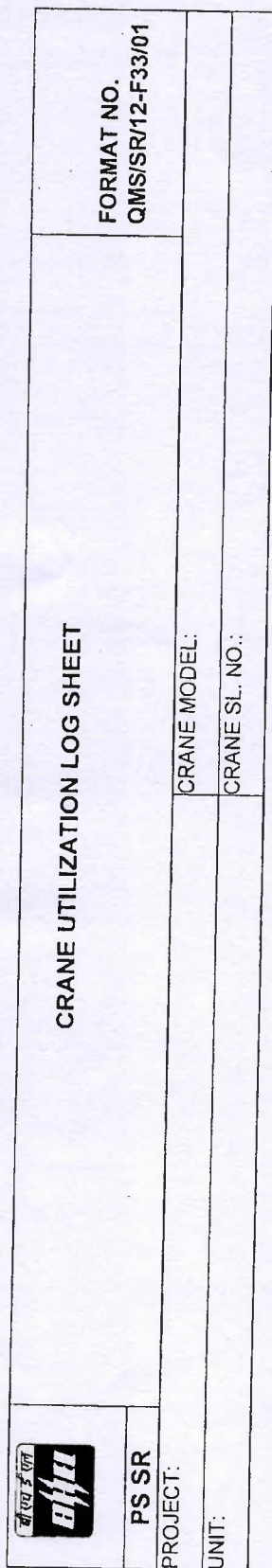
(Signature of Site Engineer)

(Signature of Construction Manager)



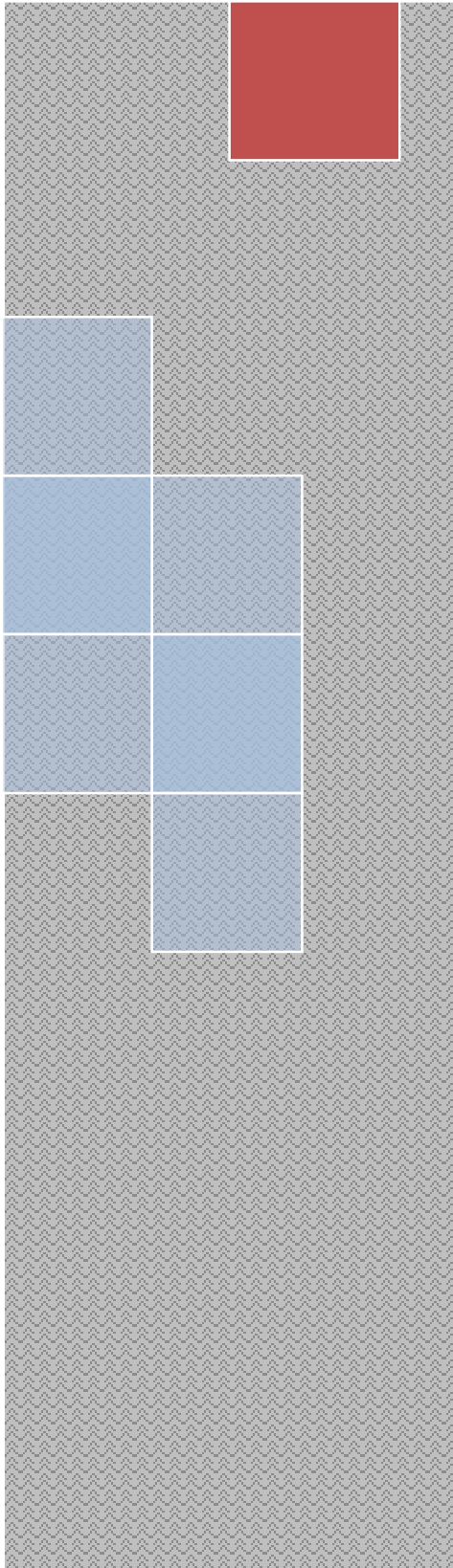
SIGNATURE OF BHEL SITE ENGINEER & DATE



[illegible]

FUEL LEFT ON LAST DAY OF THE MONTH:

82



VOLUME – IB

SPECIAL  
CONDITIONS OF  
CONTRACT  
(SCC)

## SPECIAL CONDITIONS OF CONTRACT (SCC)

---

### **SPECIAL CONDITIONS OF CONTRACT (SCC)**

- 1.0 Void
- 2.0 Void
- 3.0 Void
- 4.0 Void
- 5.0 **RESPONSIBILITIES OF CONTRACTOR IN RESPECT OF LABOUR, SUPERVISORY STAFF, ETC.**
- 5.1 Refer relevant clauses of General Conditions of Contract (GCC) also in this regard
- 5.2 The contractor shall deploy all the necessary skilled/semiskilled/ unskilled labour including highly skilled workmen etc. These workmen should have previous experience on similar job. They shall hold valid certificates wherever necessary. BHEL reserves the right to insist on removal of any employee of the contractor at any time if he is found to be unsuitable and the contractor shall forthwith remove him.
- 5.3 Contractor shall also comply with the requirements of local authorities/ project authorities calling for police verification of antecedents of the workmen, staff etc.
- 5.4 It is the responsibility of the contractor to engage his workmen in shifts and or on overtime basis for achieving the targets set by BHEL. This target may be set to suit BHEL's commitments to its customer or to advance date of completion of events or due to other reasons. The decision of BHEL in regard to setting the erection and commissioning targets will be final and binding on the contractor.
- 5.5 Contractor shall provide at different elevation suitable arrangement for urinal and drinking water facility with necessary plumbing & disposal arrangement including construction of septic tank. These installations shall be maintained in hygienic condition at all times.
- 5.6 The Contractor in the event of engaging 20 or more workmen, shall obtain Independent license under the Contract labour (Regulation and Abolition) Act 1970 from the concerned authorities based on Form-V issued by the Principal Employer/Customer. In order to issue Form-V by Customer, Contractor shall fulfill all Statutory requirements like Insurance Policy, PF Code/PF Account number etc as per the requirement of BHEL/Customer
- 5.7 Contractor shall deduct the necessary amount towards Provident Fund and contribute equal amount as per Government of India laws. This amount will be

## SPECIAL CONDITIONS OF CONTRACT (SCC)

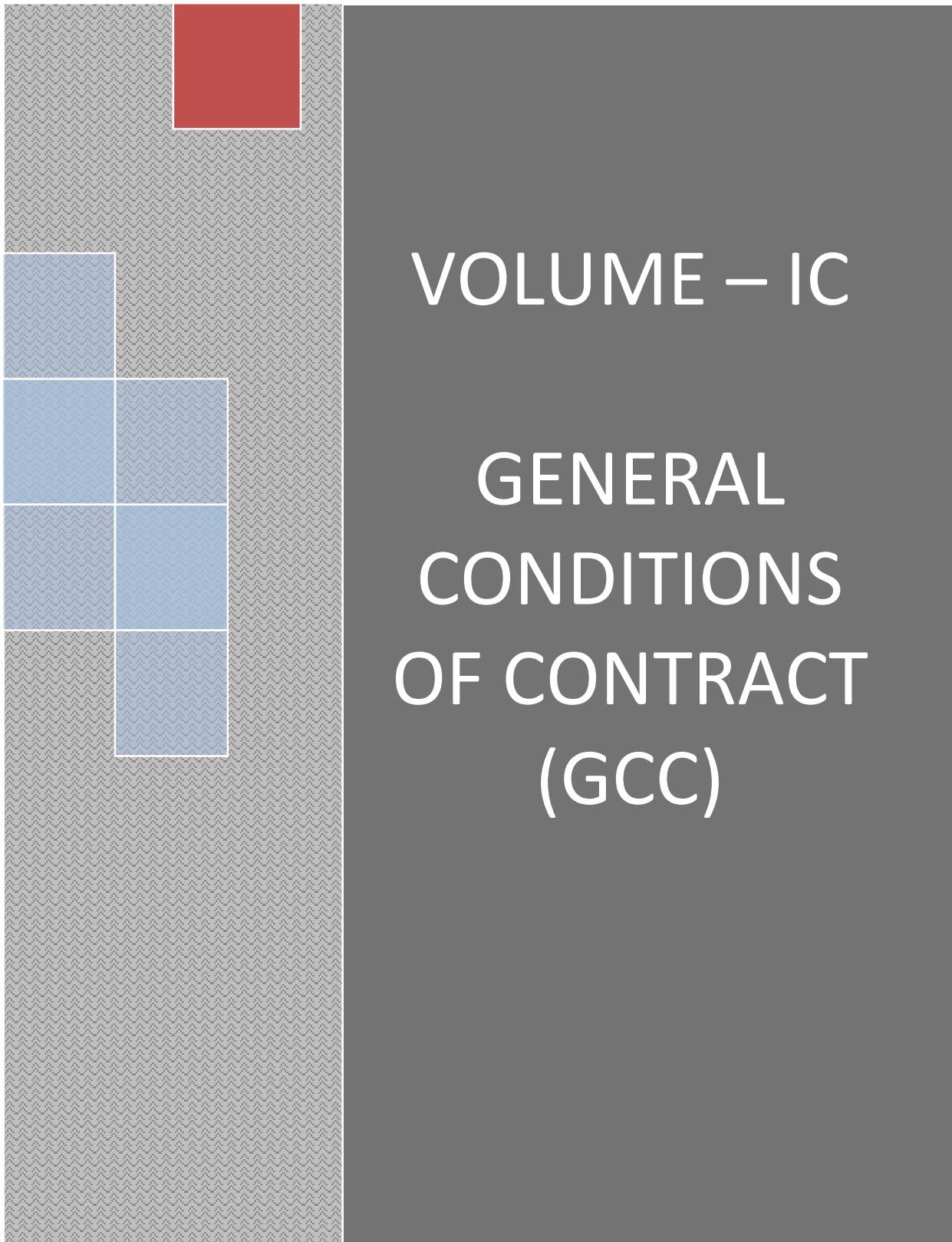
---

- deposited regularly to the provident Fund Commissioner. BHEL/Customer may insist for submission of the account code duly certified by PF Commissioner
- 5.8 Contractor may also be required to comply with provisions of ESI Act in vogue if applicable and submit evidence to BHEL.
- 5.9 BHEL / customer may insist for witnessing the regular payment to the labour. They may also like to verify the relevant records for compliance with statutory requirements. Contractor shall enable such facilities to BHEL / Customer.
- 5.10 Contractor shall deploy only qualified and experienced engineers/ supervisors. They shall have professional approach in executing the work.
- 5.11 The contractor's supervisory staff shall execute the work in the most professional manner in the stipulated time. Accuracy of work and aesthetic finish are essential part of this contract. They shall be responsible to ensure that the assembly and workmanship conform to dimensions and tolerances given in the drawings/instructions given by BHEL engineer from time to time.
- 5.12 The supervisory staff employed by the contractor shall ensure proper outturn of work and discipline on the part of the labour put on the job by the contractor. Also in general they should see that the works are carried out in a safe and proper manner and in coordination with other labour and staff employed directly by BHEL or other contractors of BHEL or BHEL's client.
- 5.13 It is the responsibility of the contractor to arrange gate pass for all his employees, T&P etc for entering the project premises. Necessary coordination with customer officials is the responsibility of the contractor. Contractor to follow all the procedures laid down by the customer for making gate passes. Where permitted, by customer / BHEL, to work beyond normal working hours, the contractor shall arrange necessary work permits for working beyond normal working hours.
- 5.14 The actual deployment will of Labour and Engineer / supervision staff shall be so as to satisfy the erection and commissioning targets set by BHEL. If at any time, it is found that the contractor is not in a position to deploy the required engineers / supervisors / workmen due to any reason, BHEL shall have the option to make

## SPECIAL CONDITIONS OF CONTRACT (SCC)

---

- alternate arrangements at the contractor's risk and cost. The expenditure incurred along with BHEL overheads thereon shall be recovered from the contractor
- 5.15 Contractor shall not deploy women labour at night.
- 6.0 Void
- 7.0 Void
- 8.0 Void
- 9.0 Void
- 10.0 RA Bill Payments**
- 10.1 The contractor shall submit his monthly RA bills with all the details required by BHEL on specified date every month covering progress of work in all respects and areas for the previous calendar month.
- 10.2 Mode of payment and measurement of work completed shall be as per relevant clauses of General Conditions of Contract
- 10.3 Release of payment in each running bill including PVC Bills where ever applicable will be restricted to 95% of the value of work admitted as per stages of progressive pro rata payments.
- 10.4 The 5% thus remaining shall be treated as 'Retention Amount' and shall be released as per terms specified in the General Conditions of Contract.
- 10.5 The payment for running bills will normally be released within 30 days of submission of running bill complete in all respects with all documents. It is the responsibility of the contractor to make his own arrangements for making timely payments towards labour wages, statutory payments, outstanding dues etc and other dues in the meanwhile. In case of Civil works, 60% of RA Bills complete and correct in all respects and certified by BHEL Engineer, shall be paid within 15 days of receipt. Balance payment shall be within 30 days.
- 10.6 BHEL shall release payment through Electronic Fund Transfer (EFT)/RTGS. In order to implement this system, Contractor to furnish details pertaining to his Bank Accounts where proceeds will be transferred through BHEL's banker, as per prescribed formats:  
Note: BHEL may also choose to release payment by other alternative modes as applicable
- 10.7 Paying Authority shall be the Construction Manager of the Site. Any change in the paying Authority shall be intimated to the Contactor accordingly.
- 11.0 Void
- 12.0 Void



# GENERAL CONDITIONS OF CONTRACT (GCC)

---

## TABLE OF CONTENTS

### **1. Chapter-1 : General Instructions to Tenderers**

- 1.1. Despatch Instructions
- 1.2. Submission of Tenders
- 1.3. Language
- 1.4. Price Discrepancy
- 1.5. Qualification of Tenderers
- 1.6. Evaluation of Bids
- 1.7. Data to be enclosed
- 1.8. Authorisation and Attestation
- 1.9. Earnest Money Deposit
- 1.10. Security Deposit
- 1.11. Return of Security Deposit
- 1.12. Bank Guarantee
- 1.13. Validity of offer
- 1.14. Execution of Contract Agreement
- 1.15. Rejection of Tender and other Conditions

### **2. Chapter-2**

- 2.1. Definitions
- 2.2. Law Governing Contract and Court Jurisdiction
- 2.3. Issue of Notice
- 2.4. Use of land
- 2.5. – VOID -
- 2.6. – VOID -
- 2.7. Rights of BHEL
- 2.8. Responsibilities of Contractor in respect of Local Laws, Employment of Workers etc
- 2.9. – VOID –
- 2.10. – VOID –
- 2.11. Extension of Time for Completion
- 2.12. to 2.17. – VOID –
- 2.18. Insurance
- 2.19. Strikes & Lockout
- 2.20. Force Majeure
- 2.21. Arbitration and Reconciliation
- 2.22. – VOID -
- 2.23. – VOID -
- 2.24. – VOID –
- 2.25. Closing of Contracts
- 2.26. – VOID –
- 2.27. Suspension of Business Dealings
- 2.28. Other Issues



# GENERAL CONDITIONS OF CONTRACT (GCC)

---

## CHAPTER-1

### **1. GENERAL INSTRUCTION TO TENDERERS**

#### **1.1. DESPATCH INSTRUCTION**

- i) The General Conditions of Contract form part of the Tender specifications. **All pages of the tender documents shall be duly signed, stamped and submitted along with the offer in token of complete acceptance thereof.**  
The information furnished shall be complete by itself. The tenderer is required to furnish all the details and other documents as required in the following pages.
- ii) Tenderers are advised to study all the tender documents carefully. Any submission of tender by the tenderer shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof. Should the tenderers have any doubt about the meaning of any portion of the Tender Specification or find discrepancies or omissions in the drawings or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc., he shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the tender. Tenderer's request for clarifications shall be with reference to Sections and Clause numbers given in the tender documents. The specifications and terms and conditions shall be deemed to have been accepted by the tenderer in his offer. Non compliance with any of the requirements and instructions of the tender enquiry may result in the rejection of the tender.
- iii) Integrity pact (IP) shall be applicable for all tenders / contracts if indicated in NIT. This integrity pact shall be issued as part of the Tender documents and shall be returned by the bidder along with Techno-commercial bid duly filled, signed and stamped by the authorized signatory who signs the bid. Only those vendors / bidders who have entered into such an IP with BHEL shall be considered qualified to participate in the bidding. Entering into this pact shall be a preliminary qualification.

#### **1.2. SUBMISSION OF TENDERS**

- 1.2.1 The tenderers must submit their tenders to Officer inviting tender as per instructions in the NIT
- 1.2.2 Tenders submitted by post shall be sent by 'REGISTERED POST



## GENERAL CONDITIONS OF CONTRACT (GCC)

---

ACKNOWLEDGEMENT DUE / by COURIER' and shall be posted with due allowance for any postal/courier delays. BHEL takes no responsibility for delay, loss or non-receipt of tenders sent by post/courier. **The tenders received after the specified time of their submission are treated as 'Late Tenders' and shall not be considered under any circumstances.** Offers received by Fax/Email/Internet shall be considered as per terms of NIT.

1.2.3 Tenders shall be opened by authorised Officer of BHEL at his office at the time and date as specified in the NIT, in the presence of such of those tenderers or their authorised representatives who may be present.

1.2.4 Tenderers whose bids are found techno commercially qualified shall be informed the date and time of opening of the Price Bids and such Tenderers may depute their representatives to witness the opening of the price bids. BHEL's decision in this regard shall be final and binding.

1.2.5 **Before submission of Offer, the tenderers are advised to inspect the site of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour, means of transport and access to Site, accommodation, etc. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions.**

### 1.3. LANGUAGE

1.3.1 The tenderer shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words. For the purpose of the tenders, the metric system of units shall be used.

1.3.2 All entries in the tender shall either be typed or written legibly in ink. Erasing and over- writing is not permitted and may render such tenders liable for rejection. All cancellations and insertions shall be duly attested by the tenderer.

### 1.4. PRICE DISCREPANCY:

1.4.1 **Conventional (Manual) Price Bid opening** : In the case of price bid opening without resorting to Reverse Auction, if there are differences between the rates given by the tenderer in words and figures or in amount worked out by him, the following procedure for evaluation and award shall be followed:

- i) When there is a difference between the rates in figures and in words, the rates which corresponds to the amounts worked out by the contractor, shall be taken as correct
- ii) When the amount of an item is not worked out by the contractor or it does not correspond with the rate written either in figure or in words, then the rate

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

quoted by the contractor in words shall be taken as correct

- iii) When the rate quoted by the contractor in figures and words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
- iv) In case of lumpsum price, if there is any difference between the amount in figures and in words, the amount quoted by the bidder in words shall be taken as correct.
- v) In case of omission in quoting any rate for one or more items, the evaluation shall be done considering the highest quoted rate obtained against the respective items by other tenderers for the subject tender. If the tenderer becomes L-1, the notional rates for the omission items shall be the lowest rates quoted for the respective items by the other tenderers against the respective omission items for the subject job and the 'Total quoted price (loaded for omissions)' shall be arrived at. However the overall price remaining the same as quoted originally, the rates for all the items in the 'Total quoted price (loaded for omissions)' shall be reduced item wise in proportion to the ratio of 'Original' total price and the 'Total quoted price (loaded for omissions)'.
- vi) The 'Final Total Amount' shall be arrived at after considering the amounts worked out in line with 'i' to 'iv' above.

1.4.2 **Reverse Auction:** In case of Reverse Auction, the successful bidder shall undertake to execute the work as per overall price offered by him during the Reverse Auction process. In case of omission of rates, the procedure shall be as per 'Guidelines for Reverse Auction' enclosed.

### 1.5. QUALIFICATION OF TENDERERS

- i) Only tenderers who have previous experience in the work of the nature and description detailed in the Notice Inviting Tender and/or tender specification are expected to quote for this work duly detailing their experience along with offer.
- ii) Offers from tenderers who do not have proven and established experience in the field shall not be considered.
- iii) Offers from tenderers who are under suspension (banned) by any Unit/Region/Division of BHEL shall not be considered.
- iv) Offers from tenderers who do not comply with the latest guidelines of Ministry / Commissions of Govt of India shall not be considered.

### 1.6. EVALUATION OF BIDS

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

- i) Technical Bids submitted by the tenderer will be opened first and evaluated for fulfilling the Pre Qualification criteria and other conditions in NIT/Tender documents, based on documentary evidences submitted along with the offer
- ii) In case the same qualifying experience is claimed by more than one agency, then the agency who has executed the work as per documentary evidence submitted shall only be qualified. Scope of qualifying work should be totally with the agency who has executed and in case it is only labour+consumables without T&P, then the responsibility of execution is assigned to the first agency and not to the agency who has executed only as labour supply contractor. Further, BHEL reserves the right to ask for further proofs including submission of TDS certificates for the said job
- iii) In case the qualifying experience is claimed by private organizations based on Work Order and completion certificates from another private organization, BHEL reserves the right to ask for further proofs including submission of TDS certificates for the said job
- iv) Assessing Bidder Capacity for executing the current tender shall be as per Notice Inviting Tender
- v) Price Bids of shortlisted bidders shall only be opened either through the conventional price bid opening or through electronic Reverse Auction, at the discretion of BHEL
- vi) Price Bids of unqualified bidders shall not be opened. Reasons for rejection shall be intimated in due course after issue of LOI/LOA to successful bidder and receipt of unqualified acceptance from the successful bidder
- vii) Bidders are advised to also refer to clause no 2.9.4 regarding evaluation of their performance in ongoing projects for the current tender

### **1.7. DATA TO BE ENCLOSED**

Full information shall be given by the tenderer in respect of the following. Non-submission of this information may lead to rejection of the offer.

- i) **INCOME TAX PERMANENT ACCOUNT NUMBER**  
Certified copies of Permanent Account Numbers as allotted by Income Tax Department for the Company / Firm / Individual Partners, etc. shall be furnished along with tender.
- ii) **ORGANIZATION CHART**  
The organization chart of the tenderer's organization, including the names, addresses and contact information of the Directors/Partners shall be furnished along with the offer.
- iii) An attested copy of the Power of Attorney, in case the tender is signed by an

# GENERAL CONDITIONS OF CONTRACT (GCC)

---

individual other than the sole proprietor

iv) IN CASE OF INDIVIDUAL TENDERER:

His / her full name, address and place & nature of business.

v) IN CASE OF PARTNERSHIP FIRM

The names of all the partners and their addresses, A copy of the partnership deed/instrument of partnership duly certified by the Notary Public shall be enclosed.

vi) IN CASE OF COMPANIES:

- a. Date and place of registration including date of commencement certificate in case of Public Companies (certified copies of Memorandum and articles of Association are also to be furnished).
- b. Nature of business carried on by the Company and the provisions of the Memorandum relating thereof.

## 1.8. **AUTHORISATION AND ATTESTATION**

Tenders shall be signed by a person duly authorized/empowered to do so. An attested copy of the Power of Attorney, in case the tender is signed by an individual other than the sole proprietor shall be submitted along with the tenders

## 1.9. **EARNEST MONEY DEPOSIT**

### 1.9.1 Every tenderer must furnish the prescribed amount of Earnest Money Deposit (EMD) to BHEL PSSR, only in the following forms: -

- i. Electronic Fund Transfer credited in BHEL account (before tender opening).
- ii. Through Online EMD payment portal, before tender opening, by following these steps.
  1. Visit [www.onlinesbi.com](http://www.onlinesbi.com) -> Go to State Bank Collect (In the tab section)
  2. Click Check box to proceed for payment -> Click on Proceed
  3. Under State of Corporate/Institution -> Select Tamilnadu
  4. Under Type of Corporate/Institution -> Select PSU – Public Sector Undertaking -> Go
  5. Under PSU – Public Sector Undertaking Name -> Select BHEL PSSR CHENNAI and Submit
  6. Under Select Payment Category -> SCT Tender EMD & Tender Fees
- iii. Banker's cheque or Pay order or Demand Draft in favour of 'Bharat Heavy Electricals Limited' (along with offer) and payable at Chennai.
- iv. Fixed Deposit Receipt (FDR) issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL) along with the offer.

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

### Bank Details for the purpose of Taking BG

|                                  |  |
|----------------------------------|--|
| Name and Address of Beneficiary: | Bharat Heavy Electricals Ltd. Tek Towers, No.11, Old Mahabalipuram Road, Okkiyam Thoraipakkam, Chennai - 600097. |
| Name of Bank of Client :         | State Bank Of India  |
| Bank Branch Address:             | SBI Saidapet Branch, EVR Periyar Building, Nandanam, Anna Salai, Chennai - 600035                                |
| IFSC Code :                      | SBIN0000912  |
| Account No. :                    | 10610819499  |

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

|             |                  |
|-------------|------------------|
| Bank Branch | SBI TFCPC Branch |
| Branch Code | 5056             |
| IFSC Code   | SBIN0005056      |

1.9.2 EMD shall not carry any interest.

1.9.3 EMD by the Tenderer will be forfeited as per NIT Conditions, if:

- i. After opening the tender and within the offer validity period, the Tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- ii. The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/Contract

1.9.4 EMD given by all unsuccessful tenderers will be refunded normally within 15 days of award of work.

1.9.5 EMD of successful tenderer will be retained as part of Security Deposit.

1.9.6 EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant" Guidelines on Suspension of Business dealings with suppliers/contractors" and forfeited / released based on the action determined under these guidelines.

### **1.10. SECURITY DEPOSIT**

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

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

- 1.10.2 Security Deposit shall be submitted by successful tenderer based on the respective work order value released by site. The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.
- 1.10.3 The security Deposit should be furnished before start of the work by the contractor.
- 1.10.4 Modes of deposit:
- 1.10.4.1 The balance amount to make up the required Security Deposit of 5% of the contract value may be furnished in any one of the following forms
- i. Cash (as permissible under the extant Income Tax Act)
  - ii. Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
  - iii. Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format for Security Deposit shall be in the prescribed formats.
  - iv. Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
  - v. Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL and discharged on the back)
- (Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)*
- 1.10.5 At least 50% of the Security Deposit including the EMD should be deposited in any form as prescribed before start of the work and the balance 50% of the Security Deposit will be recovered by deducting 10% of the gross amount progressively from each running bills of the contractor till the total amount of the required Security Deposit is collected.
- 1.10.6 The recoveries made from running bills (cash deduction towards balance SD amount) will be released against submission of equivalent Bank Guarantee in the prescribed formats, but only once, before completion of work.
- 1.10.7 The Security Deposit shall not carry any interest.
- 1.10.8 If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the excess Security Deposit due the enhancement shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.
- 1.10.9 The validity of Bank Guarantees towards Security Deposit shall be initially upto the completion period as stipulated in the Letter of Intent/Award + 3 months, and the



## GENERAL CONDITIONS OF CONTRACT (GCC)

---

same shall be kept valid by proper renewal till the acceptance of Final Bills of the Contractor, by BHEL Date of Expiry of Claim shall be as given in the prescribed formats for Bank Guarantee towards Security Deposit.

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

1.10.11 Penalty for Delayed Remittance of Security Deposit

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

Note: - Bank details & SFMS details provided above in Earnest Money Deposit may be used for the purpose of arranging Bank Guarantees towards Security Deposit / Additional Security Deposit also.

1.11. **RETURN OF SECURITY DEPOSIT**

Security Deposit shall be refunded/Bank Guarantee(s) released to the Contractor along with the 'Final Bill' after deducting all expenses / other amounts due to BHEL under the contract / other contracts entered into with them by BHEL.

1.12. **BANK GUARANTEES**

**Where ever Bank Guarantees are to be furnished/submitted by the contractor, the following shall be complied with**

- i) Bank Guarantees shall be from Scheduled Banks / Public Financial Institutions as defined in the Companies Act.
- ii) The Bank Guarantees shall be as per prescribed formats.
- iii) It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period (subject to a minimum period of six months), as per the advice of BHEL Site Engineer / Construction Manager. BHEL shall not be liable for issue of any reminders regarding expiry of the Bank Guarantees.

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

- iv) In case extension / further extensions of any Bank Guarantees are not required, the bidders shall ensure that the same is explicitly endorsed by the Construction Manager and submitted to the Regional HQ issuing the LOI/LOA.
- v) In case the Bank Guarantees are not extended before the expiry date, BHEL reserves the right to invoke the same by informing the concerned Bank in writing, without any advance notice/communication to the concerned bidder.
- vi) Bidders to note that any corrections to Bank Guarantees shall be done by the issuing Bank, only through an amendment in an appropriate non judicial stamp paper.
- vii) The Original Bank Guarantee shall be sent directly by the Bank to BHEL under Registered Post (Acknowledgement Due), addressed to the Subcontracting Department of the respective Region.

### **1.13. VALIDITY OF OFFER**

The rates in the Tender shall be kept open for acceptance for a minimum period of **SIX MONTHS** from latest due date of offer submission (including extension, if any). In case BHEL (Bharat Heavy Electricals Ltd) calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the tenderers.

### **1.14. EXECUTION OF CONTRACT AGREEMENT**

Execution of Contract Agreement is not applicable as this tender is for Framework Agreement. The duration of each work & value of work are based on each work order issued by site.

### **1.15. REJECTION OF TENDER AND OTHER CONDITIONS**

- 1.15.1 The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights for the following without assigning any reasons whatsoever:-
  - a. To reject any or all of the tenders.
  - b. To split up the work amongst two or more tenderers as per NIT
  - c. To award the work in part if specified in NIT
  - d. In case of either of the contingencies stated in (b) and (c) above, the time for completion as stipulated in the tender shall be applicable.
- 1.15.2 Conditional tenders, unsolicited tenders, tenders which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the tender conditions, specifications etc., are liable to be



## GENERAL CONDITIONS OF CONTRACT (GCC)

---

- rejected.
- 1.15.3 Tenders are liable to be rejected in case of unsatisfactory performance of the tenderer with BHEL, or tenderer under suspension (hold / banning / delisted ) by any unit / region / division of BHEL or tenderers who do not comply with the latest guidelines of Ministry / Commissions of Govt of India. BHEL reserves the right to reject a bidder in case it is observed that they are overloaded and may not be in a position to execute this job as per the required schedule in line with clause no. 9.0 of the 'NIT'. The decision of BHEL will be final in this regard.
- 1.15.4 If a tenderer who is a proprietor expires after the submission of his tender or after the acceptance of his tender, BHEL may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, BHEL may then cancel such tender at their discretion, unless the firm retains its character.
- 1.15.5 BHEL will not be bound by any Power of Attorney granted by changes in the composition of the firm made subsequent to the execution of the contract. They may, however, recognise such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
- 1.15.6 If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract if awarded and forfeit the Earnest Money / Security Deposit / any other money due.
- 1.15.7 Canvassing in any form in connection with the tenders submitted by the Tenderer shall make his offer liable to rejection.
- 1.15.8 In case the Proprietor, Partner or Director of the Company / Firm submitting the Tender, has any relative or relation employed in BHEL, the authority inviting the Tender shall be informed of the fact as per specified format, along with the Offer. Failing to do so, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money / Security Deposit.
- 1.15.9 The successful tenderer should not sub-contract part or complete work detailed in the tender specification undertaken by him without written permission of BHEL's Construction Manager/Site Incharge. The tenderer is solely responsible to BHEL for the work awarded to him.
- 1.15.10 The Tender submitted by a techno commercially qualified tenderer shall become the property of BHEL who shall be under no obligation to return the same to the bidder. However unopened price bids and late tenders shall be returned to the bidders
- 1.15.11 Unsolicited discount received after the due date and time of Bid Submission shall not be considered for evaluation. However, if the party who has submitted the

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

unsolicited discount/rebate becomes the L-I party, then the awarded price i.e contract value shall be worked out after considering the discount so offered.

1.15.12 BHEL shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.

1.15.13 Void

## **CHAPTER-B**

**2.1 DEFINITION:** The following terms shall have the meaning hereby assigned to them except where the context otherwise requires

- i) BHEL shall mean Bharat Heavy Electricals Limited (of the respective Power Sector Region inviting the Tender), a company registered under Indian Companies Act 1956, with its Registered Office at BHEL HOUSE, SIRI FORT, NEW DELHI – 110 049, or its Power Sector Regional Offices or its Authorised Officers or its Site Engineers or other employees authorised to deal with any matters with which these persons are concerned on its behalf.
- ii) “EXECUTIVE DIRECTOR” or ‘GROUP GENERAL MANAGER’ or “GENERAL MANAGER (Incharge)” or “GENERAL MANAGER” shall mean the Officer in Administrative charge of the respective Power Sector Region.
- iii) “COMPETENT AUTHORITY” shall mean Executive Director or Group General Manager or General Manager (Incharge) or General Manager or BHEL Officers who are empowered to act on behalf of the Executive Director or General Manager (Incharge) or General Manager of BHEL.
- iv) “ENGINEER” or “ENGINEER IN CHARGE” shall mean an Officer of BHEL as may be duly appointed and authorized by BHEL to act as “Engineer” on his behalf for the purpose of the Contract, to perform the duty set forth in this General Conditions of Contract and other Contract documents. The term also includes ‘CONSTRUCTION MANAGER’ or ‘SITE INCHARGE’ as well as

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

Officers at Site or at the Headquarters of the respective Power Sector Regions.

- v) "SITE" shall mean the places or place at which the plants / equipments are to be erected and services are to be performed as per the specification of this Tender.
- vi) "CLIENT OF BHEL" or "CUSTOMER" shall mean the project authorities with whom BHEL has entered into a contract for supply of equipments or provision of services.
- vii) "CONTRACTOR" shall mean the successful Bidder/Tenderer who is awarded the Contract and shall include the Contractor's successors, heirs, executors, administrators and permitted assigns.
- viii) "CONTRACT" or "CONTRACT DOCUMENT" shall mean and include the Agreement of Work Order, the accepted appendices of Rates, Schedules, Quantities if any, General Conditions of Contract, Special Conditions of Contract, Instructions to the Tenderers, Drawings, Technical Specifications, the Special Specifications if any, the Tender documents, subsequent amendments mutually agreed upon and the Letter of Intent / Acceptance issued by BHEL. Any conditions or terms stipulated by the contractor in the tender documents or subsequent letters shall not form part of the contract unless, specifically accepted in writing by BHEL in the Letter of Intent/Award and incorporated in the agreement.
- ix) "GENERAL CONDITIONS OF CONTRACT" shall mean the 'Instructions to Tenderers' and 'General Conditions of Contract' pertaining to the work for which above tenders have been called for.
- x) "TENDER SPECIFICATION" or "TENDER" or "TENDER DOCUMENTS" shall mean General Conditions, Common Conditions, Special Conditions, Price Bid, Rate Schedule, Technical Specifications, Appendices, Annexures, Corrigendums, Amendments, Forms, procedures, Site information, etc and drawings / documents pertaining to the work for which the tenderers are required to submit their offers. Individual specification number will be assigned to each Tender Specification.
- xi) "LETTER OF INTENT" shall mean the intimation by a Letter / Fax / E-mail to the tenderer that the tender has been accepted in accordance with provisions contained in the letter. The responsibility of the contractor commences from the date of issue of this letter and all terms and conditions of the contract are applicable from this date.
- xii) "COMPLETION TIME" shall mean the period by 'date/month' specified in the 'Letter of Intent/Award' or date mutually agreed upon for handing over of the

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

intended scope of work, the erected equipment/plant which are found acceptable by the Engineer, being of required standard and conforming to the specifications of the Contract.

- xiii) "PLANT" shall mean and connote the entire assembly of the plant and equipments covered by the contract.
- xiv) "EQUIPMENT" shall mean equipment, machineries, materials, structural, electricals and other components of the plant covered by the contract.
- xv) "TESTS" shall mean and include such test or tests to be carried out on the part of the contractor as are prescribed in the contract or considered necessary by BHEL, in order to ascertain the quality, workmanship, performance and efficiency of the contractor or part thereof.
- xvi) "APPROVED", "DIRECTED" or "INSTRUCTED" shall mean approved, directed or instructed by BHEL.
- xvii) "WORK or CONTRACT WORK" shall mean and include supply of all categories of labour, specified consumables, tools and tackles and Plants required for complete and satisfactory site transportation, handling, stacking, storing, erecting, testing and commissioning of the equipments to the entire satisfaction of BHEL.
- xviii) "SINGULAR AND PLURALS ETC" words carrying singular number shall also include plural and vice versa, where the context so requires. Words imparting the masculine Gender shall be taken to include the feminine Gender and words imparting persons shall include any Company or Associations or Body of Individuals, whether incorporated or not.
- xix) "HEADING" – The heading in these General Conditions are solely for the purpose of facilitating reference and shall not be deemed to be part thereof or be taken as instructions thereof or of the contract.
- xx) "MONTH" shall mean calendar month unless otherwise specified in the Tender.
- xxi) 'Day' or 'Days' unless herein otherwise expressly defined shall mean calendar day or days of twenty four (24) hours each. A week shall mean continuous period of seven (7) days.
- xxii) "COMMISSIONING" shall mean the synchronisation testing and achieving functional operation of the Equipment with associated system after all initial adjustments, trials, cleaning, re-assembly required at site if any, have been

# GENERAL CONDITIONS OF CONTRACT (GCC)

---

completed and Equipment with associated system is ready for taking into service.

- xxiii) "WRITING" shall include any manuscript type written or hand written or printed statement or electronically transmitted messages, under the signature or seal or transmittal of BHEL.
- xxiv) "TEMPORARY WORK" shall mean all temporary works for every kind required in or for the execution, completion, maintenance of the work.
- xxv) 'CONTRACT PRICE' or 'CONTRACT VALUE' shall mean the sum mentioned in the LOI/LOA/Contract Agreement subject to such additions thereto or deductions there from as may be made under provisions hereinafter contained
- xxvi) "COMMENCEMENT DATE" or "START DATE" shall mean the commencement/start of work at Site as per terms defined in the Tender.
- xxvii) "SHORT CLOSING" or "FORE CLOSING" of Contract shall mean the premature closing of Contract, for reasons not attributable to the contractor and mutually agreed between BHEL and the contractor
- xxviii) "TERMINATION" of Contract shall mean the pre mature closing of contract due to reasons as mentioned in the contract
- xxix) "DE MOBILISATION" shall mean the temporary winding up of Site establishment by Contractor leading to suspension of works temporarily for reasons not attributable to the contractor
- xxx) "RE MOBILISATION" shall mean the resumption of work with all resources required for the work after demobilization.

## 2.2 LAW GOVERNING THE CONTRACT AND COURT JURISDICTION

The contract shall be governed by the Law for the time being in force in the Republic of India. Subject to Clause 2.21.1 or 2.21.2 of this Contract, the Civil Court having original Civil Jurisdiction at Delhi for PSNR, at Kolkata for PSER, at Nagpur for PSWR and at Chennai for PSSR, shall alone have exclusive jurisdiction in regard to all matters in respect of the Contract.

## 2.3 ISSUE OF NOTICE

### 2.3.1 Service of notice on contractor

Any notice to be given to the Contractor under the terms of the contract shall be served by sending the same by Registered Post / Speed Post to or leaving the same at the Contractor's last known address of the principal place of business (or in the event of the contractor being a company, to or at its Registered Office). In case of change of address, the notice shall be served at changed address as

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

notified in writing by the Contractor to BHEL. Such posting or leaving of the notice shall be deemed to be good service of such notice and the time mentioned to the condition for doing any act after notice shall be reckoned from the date so mentioned in such notice.

### 2.3.2 Service of notice on BHEL

Any notice to be given to BHEL in-charge / Region under the terms of the Contract shall be served by sending the same by post to or leaving the same at BHEL address or changed address as notified in writing by BHEL to the Contractor.

## 2.4 USE OF LAND

No land belonging to BHEL or their Customer under temporary possession of BHEL shall be occupied by the contractor without written permission of BHEL.

## 2.5 Void.

## 2.6 MEASUREMENT OF WORK AND MODE OF PAYMENT:

2.6.1 All payments due to the contractors shall be made by e mode only, unless otherwise found operationally difficult for reasons to be recorded in writing.

2.6.2 For progress running bill payments: - The Contractor shall present detailed measurement sheets in triplicate, duly indicating all relevant details based on technical documents and connected drawings for work done during the month/period under various categories in line with terms of payment as per contract. The basis of arriving at the quantities, weights shall be relevant documents and drawings released by BHEL. These measurement sheets shall be prepared jointly with BHEL Engineers and signed by both the parties.

2.6.3 These measurement sheets will be checked by BHEL Engineer and quantities and percentage eligible for payment under various groups shall be decided by BHEL Engineer. The abstract of quantities and percentage so arrived at based on the terms of payment shall be entered in Measurement Book and signed by both the parties.

2.6.4 Based on the above quantities, contractor shall prepare the bills in prescribed format and work out the financial value. These will be entered in Measurement



## GENERAL CONDITIONS OF CONTRACT (GCC)

---

Book and signed by both the parties. Payment shall be made by BHEL after effecting the recoveries due from the contractor.

- 2.6.5 All recoveries due from the contractor for the month/period shall be effected in full from the corresponding running bills unless specific approval from the competent authorities is obtained to the contrary.
- 2.6.6 Measurement shall be restricted to that portion of work for which it is required to ascertain the financial liability of BHEL under this contract.
- 2.6.7 The measurement shall be taken jointly by persons duly authorized on the part of BHEL and by the Contractor.
- 2.6.8 The Contractor shall bear the expenditure involved if any, in making the measurements and testing of materials to be used / used in the work. The contractor shall, without extra charges, provide all the assistance with appliances and other things necessary for measurement.
- 2.6.9 If at any time due to any reason whatsoever, it becomes necessary to re-measure the work done in full or in part, the expenses towards such re measurements shall be borne by the contractor unless such re-measurements are warranted solely for reasons not attributable to contractor.
- 2.6.10 Passing of bills covered by such measurements does not amount to acceptance of the completion of the work measured. Any left out work has to be completed, if pointed out at a later date by BHEL.
- 2.6.11 Final measurement bill shall be prepared in the final bill format prescribed for the purpose based on the certificate issued by BHEL Engineer that entire works as stipulated in tender specification has been completed in all respects to the entire satisfaction of BHEL. Contractor shall give unqualified "No Claim" Certificate. All the tools and tackles loaned to him should be returned in satisfactory condition to BHEL. The abstract of final quantities and financial values shall also be entered in the Measurement Books and signed by both parties to the contract. The Final Bill shall be prepared and paid within a reasonable time after completion of work.

### **2.7 RIGHTS OF BHEL**

BHEL reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the contractor for any compensation.

- 2.7.1 In case of inadequate manpower deployed by the contractor, BHEL reserves the right to deploy additional manpower through any other agency for expediting the activities in the interest of the project. Supplied manpower shall be put on job by the contractor and payments and other statutory compliances related to manpower shall be the contractor's responsibility. In case of contractor's failure to fulfill his

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

obligations in respect of manpower, BHEL reserves the right to take necessary action as per contract obligations.

To withdraw any portion of work and / or to restrict / alter quantum of work as indicated in the contract during the progress of work and get it done through other agencies to suit BHEL's commitment to its customer or in case BHEL decides to advance the date of completion due to other emergent reasons / BHEL's obligation to its customer

### 2.7.2.

#### 2.7.2.1

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

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

#### **Risk & Cost Amount against Balance Work:**

Risk & Cost amount against balance work shall be calculated as follows:

$$\text{Risk \& Cost Amount} = [(A-B) + (A \times H/100)]$$

Where,

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

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

H = Overhead Factor to be taken as 5

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

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



## GENERAL CONDITIONS OF CONTRACT (GCC)

---

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

'Termination of Contract', shall be taken as balance scope of Work for calculating risk & cost amount. Contract quantities are the quantities as per original contract. If, Contract has been amended, quantities as per amended Contract shall be considered as Contract Quantities. Items for which total quantities to be executed have exceeded the Contract Quantities based on drawings issued to contractor from time to time till issue of Termination letter, then for these items total Quantities as per issued drawings would be deemed to be contract quantities. Substitute/ extra items whose rates have already been approved would form part of contract quantities for this purpose. Substitute/ extra items which have been executed but rates have not been approved, would also form part of contract quantities for this purpose and rates of such items shall be determined in line with contractual provisions.

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

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

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

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

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

- i). Let the time period from scheduled date of start of work till termination of contract excluding the period of Hold (if any) not attributable to contractor =  $T_1$
- ii). Let the value of executed work till the time of termination of contract =  $X$
- iii). Let the Total Executable Value of work for which inputs/fronts were made available to contractor and were planned for execution till termination of contract =  $Y$
- iv). Delay in executed work attributable to contractor i.e.  $T_2 = [1 - (X/Y)] \times T_1$

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

- v). LD shall be calculated in line with LD clause (clause 2.7.9) of the Contract for the delay attributable to contractor taking “X” as Contract Value and “T2” as period of delay attributable to contractor.

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

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

Following sequence shall be applicable for recoveries from contractor:

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

2.7.4 To terminate the contract or to restrict the quantum of work and pay for the portion of work executed in case BHEL's contract with their customer are terminated for any reason, as per mutual agreement.

2.7.5 To effect recovery from any amounts due to the contractor under this or any other contract or in any other form, the moneys BHEL is statutorily forced to pay to anybody, due to contractor's failure to fulfill any of his obligations. BHEL shall levy overheads of 5% on all such payments along with interest as defined elsewhere in the GCC.

2.7.6 While every endeavour will be made by BHEL to this end, they cannot guarantee uninterrupted work due to conditions beyond their control. The Contractor will not

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

be normally entitled for any compensation / extra payment on this account unless otherwise specified elsewhere in the contract.

2.7.7 In case the execution of works comes to a complete halt or reaches a stage wherein worthwhile works cannot be executed and there is no possibility of commencement of work for a period of not less than two months, due to reasons not attributable to the contractor and other than Force Majeure conditions, BHEL may consider permitting the contractor to de mobilize forthwith and re mobilize at an agreed future date. Cost of such demobilization/remobilization shall be mutually agreed. ORC in such cases shall not be applicable for the period between the period of demobilization and re mobilisation. The duration of contract/time extension shall accordingly get modified suitably. In case of any conflict, BHEL decision in this regard shall be final and binding on the contractor.

2.7.8 In the unforeseen event of inordinate delay in receipt of materials, drawings, fronts, etc, due to which inordinate discontinuity of work is anticipated, BHEL at its discretion may consider contractor's request to short close the contract in following cases:

- a) The balance works (including but not limited to Trial Operation, PG Test, etc) are minor vis a vis the scope of work envisaged as per the contract.
- b) There has been no significant work in past 6 months OR no significant work is expected in next 6 months (example in Hydro projects or in projects where work has stopped due to reasons beyond the control of BHEL)
- c) The balance works cannot be done within a reasonable period of time as they are dependent on unit shut down or on other facilities of customer or any other reasons not attributable to the contractor

At the point of requesting for short closure, contractor shall establish that he has completed all works possible of completion and he is not able to proceed with the balance works due to constraints beyond his control. In such a case, the estimated value of the unexecuted portion of work (or estimated value of services to be provided for carrying out milestone / stage payments like Trial Operation / PG Test, etc) as mutually agreed, shall however be reduced from the final contract value.

2.7.9 VOID.

### 2.8 RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF LOCAL LAWS, EMPLOYMENT OF WORKERS ETC.

The following are the responsibilities of the contractor in respect of observance of local laws, employment of personnel, payment of taxes etc. The subcontractor

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

- shall fully indemnify BHEL against any claims of whatsoever nature arising due to the failure of the contractor in discharging any of his responsibilities hereunder:
- 2.8.1 As far as possible, Unskilled Workers shall be engaged from the local areas in which the work is being executed.
- 2.8.2 The contractor at all times during the continuance of this contract shall, in all his dealings with local labour for the time being employed on or in connection with the work, have due regard to all local festivals and religious and other customs.
- 2.8.3 The contractor shall comply with all applicable State and Central Laws, Statutory Rules, Regulations, Notifications, etc. such as Payment of Wages Act, Minimum Wages Act, Workmen Compensation Act, Employer's Liability Act, Industrial Disputes Act, Employers Provident Act, Employees State Insurance Scheme, Contract Labour (Regulation and Abolition) Act, 1970, Payment of Bonus & Gratuity Act, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996, The Building and Other Construction Workers' Welfare Cess Act, 1996 and other Acts, Rules, and Regulations for labour / workers as applicable and as may be enacted by the State Government and Central Government during the tenure of the Contract and having force or jurisdiction at Site. The Contractor shall also comply with provisions of and give all such notices to the local Governing Body, Police and other relevant Authorities as may be required by the Law.
- 2.8.4 The Contractor shall obtain independent License under the Contract Labour (Regulations and Abolition) Act, 1970 for engaging contract labour as required from the concerned Authorities based on the certificate (Form- V) issued by the Principal Employer/Customer.
- 2.8.5 The contractor shall pay and bear all taxes, fees, license charges, Cess, duties, deposits, tolls, royalties, commission or other charges which may be leviable on account of his operations in executing the contract.
- 2.8.6 While BHEL would pay the inspection fees and Registration fees of Boiler/Electrical Inspectorate, all other arrangements for site visits periodically by the Inspectorate to site, Inspection certificate etc. will have to be made by

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

- contractor. However, BHEL will not make any payment to the Inspectorate in connection with contractor's Welders / Electricians qualification tests etc.
- 2.8.7 Contractor shall be responsible for provision of Health and Sanitary arrangements (more particularly described in Contract Labour Regulation & Abolition Act), Safety precautions etc. as may be required for safe and satisfactory execution of contract.
- 2.8.8 The contractor shall be responsible for proper accommodation including adequate medical facilities for personnel employed by him.
- 2.8.9 The contractor shall be responsible for the proper behavior and observance of all regulations by the staff employed by him.
- 2.8.10 The contractor shall ensure that no damage is caused to any person / property of other parties working at site. If any such damage is caused, it is responsibility of the contractor to make good the losses or compensate for the same.
- 2.8.11 All the properties / equipments / components of BHEL/their Client loaned with or without deposit to the contractor in connection with the contract shall remain properties of BHEL/ their Client.
- 2.8.12 The contractor shall use such properties for the purpose of execution of this contract. All such properties / equipments / components shall be deemed to be in good condition when received by the contractor unless he notifies within 48 hours to the contrary. The contractor shall return them in good condition as and when required by BHEL / their Client. In case of non-return, loss, damage, repairs etc, the cost thereof as may be fixed by BHEL Engineer will be recovered from the contractor
- 2.8.13 In case the contractor is required to undertake any work outside the scope of this contract, the rates payable shall be those mutually agreed upon if the item rates are not mentioned in existing contract
- 2.8.14 Any delay in completion of works/or non achievement of periodical targets due to the reasons attributable to the contractor, the same may have to be compensated by the contractor either by increasing manpower and resources or by working extra hours and/or by working more than one shift. All these are to be carried out by the contractor at no extra cost.
- 2.8.15 The contractor shall arrange, coordinate his work in such a manner as to cause no hindrance to other agencies working in the same premises.
- 2.8.16 All safety rules and codes applied by the Client / BHEL at site shall be observed by the contractor without exception. The contractor shall be responsible for the safety of the equipment/material and works to be performed by him and shall maintain all light, fencing guards, slings etc. or other protection necessary for the purpose. Contractor shall also take such additional precautions as may be indicated from time to time by the Engineer with a view to prevent pilferage,

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

accidents, fire hazards. Due precautions shall be taken against fire hazards and atmospheric conditions. Suitable number of Clerical staff, watch and ward, store keepers to take care of equipment / materials and construction tools and tackles shall be posted at site by the contractor till the completion of work under this contract.

The contractor shall arrange for such safety devices as are necessary for such type of work and carry out the requisite site tests of handling equipment, lifting tools, tackles etc. as per prescribed standards and practices.

Contractor has to ensure the implementation of Health, Safety and Environment (HSE) requirements as per directions given by BHEL / Customer. The contractor has to assist in HSE audit by BHEL / Customer and submit compliance Report. The contractor has to generate and submit record/reports as per HSE plan / activities as per instruction of BHEL / Customer

- 2.8.17 The contractor will be directly responsible for payment of wages to his workmen. A pay roll sheet giving all the payments given to the workers and duly signed by the contractor's representative should be furnished to BHEL site for record purpose, if so called for.
- 2.8.18 In case of any class of work for which there is no such specification as laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of the Engineer.
- 2.8.19 Also, no idle charges will be admissible in the event of any stoppage caused in the work resulting in contractor's labour and Tools & Plants being rendered idle due to any reason at any time.
- 2.8.20 The contractor shall take all reasonable care to protect the materials and work till such time the plant / equipment has been taken over by BHEL or their Client whichever is earlier.
- 2.8.21 The contractor shall not stop the work or abandon the site for whatsoever reason of dispute, excepting force majeure conditions. All such problems/disputes shall be separately discussed and settled without affecting the progress of work. Such stoppage or abandonment shall be treated as breach of contract and dealt with accordingly
- 2.8.22 The contractor shall keep the area of work clean and shall remove the debris etc. while executing day-to-day work. Upon completion of work, the contractor shall remove from the vicinity of work, all scrap, packing materials, rubbish, unused and other materials and deposit them in places specified by the Engineer. The contractor will also demolish all the hutments, sheds, offices, etc. constructed and used by him and shall clean the debris. In the event of his failure to do so, the



## GENERAL CONDITIONS OF CONTRACT (GCC)

---

same will be arranged to be done by the Engineer and the expenses recovered from the contractor.

2.8.23 The contractor shall execute the work in the most substantial and workman like manner in the stipulated time. Accuracy of work and timely execution shall be the essence of this contract. The contractor shall be responsible to ensure that the quality, assembly and workmanship conform to the dimensions and clearance given in the drawings and/ or as per the instructions of the Engineer.

2.8.24 The Contractor to note that some of BHEL's T&Ps / MMDs may not be insured. The Contractor will take necessary precautions and due care to protect the same while in his custody from any damage/ loss till the same is handed over back to BHEL. In case the damage / loss is due to carelessness/ negligence on the part of the contractor, the Contractor is liable to get them repair / replaced immediately and in case of his failure to do so within a reasonable time, BHEL will reserve the right to recover the loss from the contractor.

2.9 VOID

2.10 VOID

### 2.11 EXTENSION OF TIME FOR COMPLETION

2.11.1 If the completion of work as detailed in the scope of work gets delayed beyond the contract period, the contractor shall request for an extension of the contract and BHEL at its discretion may extend the Contract.

2.11.2 VOID

2.11.3 However if any 'Time extension' is granted to the contractor to facilitate continuation of work and completion of contract, due to backlog attributable to the contractor alone, then it shall be without prejudice to the rights of BHEL to

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

impose penalty / LD for the delays attributable to the contractor, in addition to any other actions BHEL may wish to take at the risk and cost of contractor.

2.11.4 VOID

2.11.5 During the period of 'Time extension', contractor shall maintain their resources as per mutually agreed program.

2.11.6 VOID

2.12 VOID

2.13 VOID

2.14 VOID

2.15 VOID

2.16 VOID

2.17 VOID

### 2.18 **INSURANCE**

2.18.1 BHEL / their customer shall arrange for insuring the materials / properties of BHEL / customer covering the risks during transit, storage, erection and commissioning.

2.18.2 It is the sole responsibility of the contractor to insure his materials, equipments, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work will be carried out in a protected area and all the rules and regulations of the client / BHEL in the area of project which are in force from time to time will have to be followed by the contractor.

2.18.3 If due to negligence and or non-observation of safety and other precautions by the contractors, any accident / injury occurs to the property / manpower belong to third party, the contractor shall have to pay necessary compensation and other expense, if so decided by the appropriate authorities.

2.18.4 The contractor will take necessary precautions and due care to protect the material, while in his custody from any damage / loss due to theft or otherwise till the same is taken over by BHEL or customer. For lodging / processing of insurance claim the contractor will submit necessary documents. BHEL will recover the loss including the deductible franchise from the contractor, in case the damage / loss is due to carelessness / negligence on the part of the contractor. In case of any theft of material under contractor's custody, matter shall be reported to police by the contractor immediately and copy of FIR and subsequently police investigation report shall be submitted to BHEL for taking up with insurance. However this will



## GENERAL CONDITIONS OF CONTRACT (GCC)

---

not relieve the contractor of his contractual obligation for the material in his custody.

### **2.19 STRIKES & LOCKOUT**

- 2.19.1 The contractor will be fully responsible for all disputes and other issues connected with his labour. In the event of the contractor's labour resorting to strike or the Contractor resorting to lockout and if the strike or lockout declared is not settled within a period of one month, BHEL shall have the right to get the work executed through any other agencies and the cost so incurred by BHEL shall be deducted from the Contractor's bills.
- 2.19.2 For all purposes whatsoever, the employees of the contractor shall not be deemed to be in the employment of BHEL

### **2.20 FORCE MAJEURE**

The following shall amount to Force Majeure:-

- 2.20.1 Acts of God, act of any Government, War, Sabotage, Riots, Civil commotion, Police action, Revolution, Flood, Fire, Cyclones, Earth quake and Epidemic and other similar causes over which the contractor has no control.
- 2.20.2 If the contractor suffers delay in the due execution of the contractual obligation due to delays caused by force majeure as defined above, the agreed time of completion of the job covered by this contract or the obligations of the contractor shall be extended by a period of time equal to period of delay, provided that on the occurrence of any such contingency, the contractor immediately reports to BHEL in writing the causes of delay and the contractor shall not be eligible for any compensation.

### **2.21 ARBITRATION & CONCILIATION**

#### **2.21.1 ARBITRATION:**

- 2.21.1.1 Except as provided elsewhere in this Contract, in case Parties are unable to reach amicable settlement (whether by Conciliation to be conducted as provided in Clause 2.21.2 herein below or otherwise) in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract (hereinafter referred to as the 'Dispute'), then, either Party may, commence arbitration in respect of such Dispute by issuance of a notice in terms of section 21 of the Arbitration & Conciliation Act, 1996 (hereinafter referred to as the 'Notice'). The Notice shall contain the particulars of all claims to be referred

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

to arbitration in sufficient detail and shall also indicate the monetary amount of such claim. The arbitration shall be conducted by a sole arbitrator to be appointed by the Head of the BHEL Power Sector Region issuing the Contract within 60 days of receipt of the complete Notice. The language of arbitration shall be English.

The Arbitrator shall pass a reasoned award.

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

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

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD (Administrative Mechanism for Resolution of CPSEs Disputes) as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018 as amended from time to time.

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

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

### **2.21.2 CONCILIATION:**

If at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning,

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

operation, effect, interpretation or breach of the agreement, contract), which the Parties are unable to settle mutually, arise inter-se the Parties, the same may, be referred by either party to Conciliation to be conducted through Independent Experts Committee (IEC) to be appointed by competent authority of BHEL from the BHEL Panel of Conciliators.

Notes:

1. No serving or a retired employee of BHEL/Administrative Ministry of BHEL shall be included in the BHEL Panel of Conciliators.
2. Any other person(s) can be appointed as Conciliator(s) who is/are mutually agreeable to both the parties from outside the BHEL Panel of Conciliators.

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

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

### **2.21.3 No Interest payable to Contractor**

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

**2.22** VOID

**2.23** VOID

**2.24** VOID

### **2.25 CLOSING OF CONTRACTS**

The Contract shall be considered completed and closed upon completion of all contractual obligations and settlement of Final Bill or completion of Guarantee

## GENERAL CONDITIONS OF CONTRACT (GCC)

---

period whichever is later. Upon closing of Contract, BHEL shall issue a completion certificate as per standard format, based on specific request of Contractor.

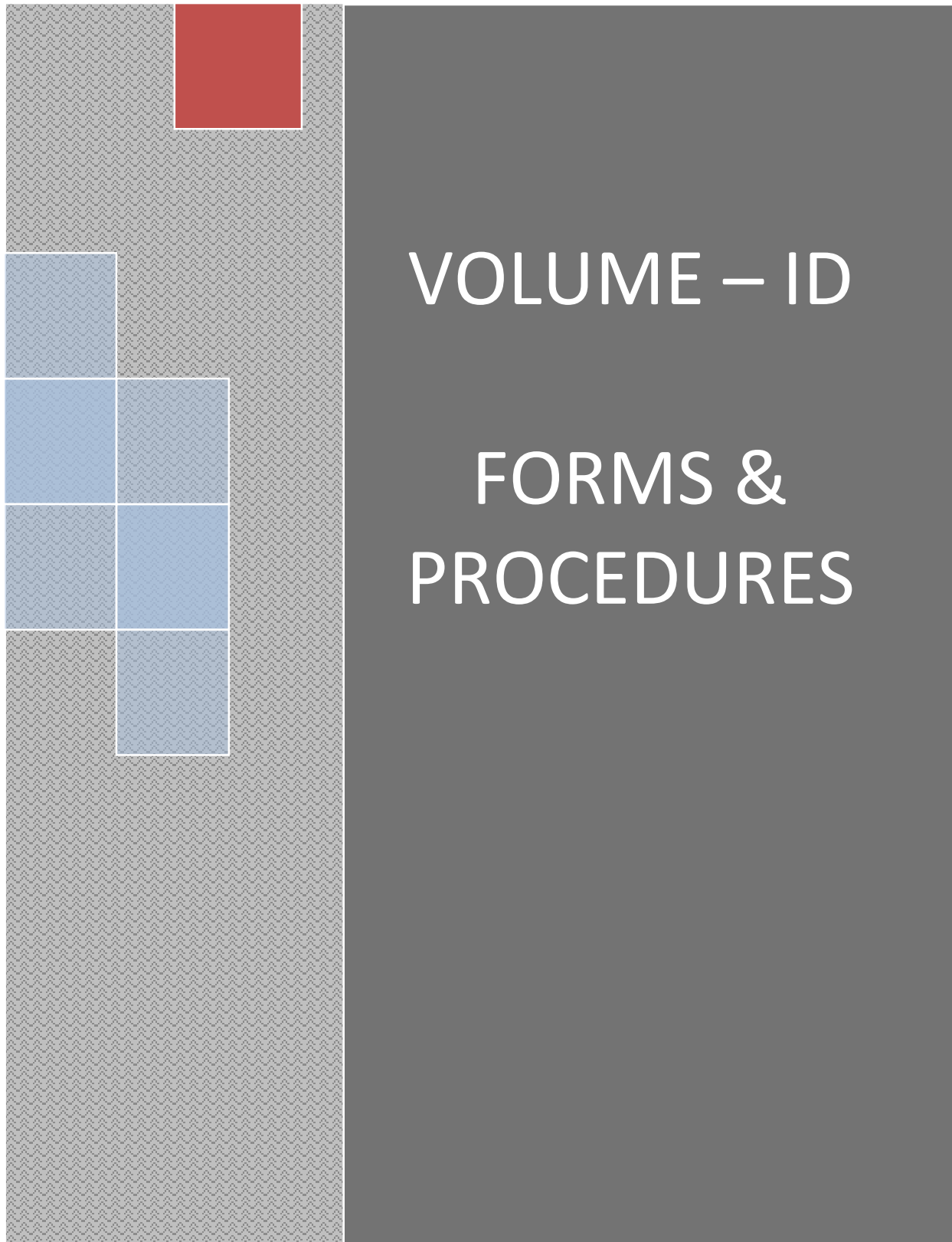
### **2.26 VOID**

### **2.27 SUSPENSION OF BUSINESS DEALINGS**

BHEL reserves the right to take action against Contractors who either fail to perform or Tenderers / Contractor who indulge in malpractices, by suspending business dealings with them in line with BHEL guidelines issued from time to time.

### **2.28 OTHER ISSUES**

- 2.28.1 Value of Non judicial Stamp Paper for Bank Guarantees and for Contract Agreement shall be not less than Rs 100/- unless otherwise required under relevant statutes.
- 2.28.2 In case of any conflict between the General Conditions of Contract and Special Conditions of Contract, provisions contained in the Special Conditions of Contract shall prevail.
- 2.28.3 Unless otherwise specified in NIT, offers from consortium / JVs shall not be considered.



# FORMS & PROCEDURES

## INDEX

| Sl. No.    | Description  | Form No       | Remarks |
|------------|--|---------------|---------|
| <b>1.0</b> | <b>Forms</b>   |               |         |
| 1.1        | Offer forwarding Letter/Submission of Tender                                     | F-1 (Rev 00)  |         |
| 1.2        | Declaration by Authorised Signatory  | F-2 (Rev 00)  |         |
| 1.3        | No Deviation Certificate   | F-3 (Rev 00)  |         |
| 1.4        | Declaration confirming knowledge about Site Conditions                           | F-4 (Rev 00)  |         |
| 1.5        | Declaration for relation in BHEL   | F-5 (Rev 00)  |         |
| 1.6        | Non-Disclosure Certificate   | F-6 (Rev 00)  |         |
| 1.7        | Bank Account Details for E-Payment   | F-7 (Rev 00)  |         |
| 1.8        | Form for seeking clarifications  | F-8 (Rev 00)  |         |
| 1.9        | -  |               |         |
| 1.10       | -  |               |         |
| 1.11       | Bank Guarantee for Security Deposit  | WAM -22       |         |
| 1.12       | Bank Guarantee for Interest Bearing Refundable Advance                           | F-12 (Rev 00) |         |
| 1.13       | Extension of Validity of Bank Guarantee  | F-13 (Rev 00) |         |
| 1.14       | -  |               |         |
| 1.15       | -  |               |         |
| 1.16       | -  |               |         |
| 1.17       | -  |               |         |
| 1.18       | -  |               |         |
| 1.19       | -  |               |         |
| 1.20       | -  |               |         |
| 1.21       | Indemnity Bond   | F-21 (Rev 00) |         |
| 1.22       | -  |               |         |
| 1.23       | Refund of Security Deposit   | F-23 (Rev 00) |         |
| 1.24       | Refund of Guarantee Money  | F-24 (WAM-11) |         |
| 1.25       | Power of Attorney for Submission of Tender / Signing Contract Agreement          | F-25 (Rev 00) |         |
| 1.26       | -  |               |         |
| 1.27       | RA Bill Format   | WAM-6         |         |
| 1.28       | Final Bill Submission format with No Claim Certificate and No Demand Certificate | WAM-7         |         |
| 1.29       | -  |               |         |
|            |  |               |         |
| <b>2.0</b> | <b>Procedures for Conduct Of Conciliation Proceedings</b>                        |               |         |

# FORMS & PROCEDURES

## OFFER FORWARDING LETTER / TENDER SUBMISSION LETTER

Form No: F-01 (Rev 00)

### OFFER FORWARDING LETTER / TENDER SUBMISSION LETTER

(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 : 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 - Southern Region. Chennai, 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.

### Authorised Representative of Bidder

Signature :

Name :

Address :

Place:

Date:

**FORMS & PROCEDURES**  
**DECLARATION BY AUTHORISED SIGNATORY OF BIDDER**

---

Form No: F-02 (Rev 00)

**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



**FORMS & PROCEDURES**  
**NO DEVIATION CERTIFICATE**

---

Form No: F-03 (Rev 00)

**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,

faithfully,

Yours

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

## FORMS & PROCEDURES

### DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITIONS

---

Form No: F-04 (Rev 00)

#### 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:

**FORMS & PROCEDURES**  
**DECLARATION FOR RELATION IN BHEL**

---

Form No: F-05 (Rev 00)

**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.

**FORMS & PROCEDURES**  
**NON DISCLOSURE CERTIFICATE**

---

Form No: F-06 (Rev 00)

**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 PSSR 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 PSSR against Tender Specification No: \_\_\_\_\_, hereby undertake to comply with the following in line with Information Security Policy of BHEL PSSR, Chennai-35.

- 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 PSSR.

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

Date:

**FORMS & PROCEDURES**  
**BANK ACCOUNT DETAILS FOR E-PAYMENT**

---

Form No: F-07 (Rev 00)

**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.

**FORMS & PROCEDURES**  
**FORMAT FOR SEEKING CLARIFICATION**

---

Form No: F-08 (Rev 00)

**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)

PROFORMA OF BANK GUARANTEE (in lieu of SECURITY DEPOSIT)

(On non-Judicial paper of appropriate value)

(Para 4.7.6 of Works Accounts Manual)

Bank Guarantee No.....

Date.....

To

(Employer's Name and Address)

.....

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

\_\_\_\_\_ <sup>1</sup> (Name of the Vendor / Contractor / Supplier) with its registered office at \_\_\_\_\_ <sup>2</sup> (hereinafter called the said "Contractor" which term includes supplier), from demand under the terms and conditions of the Contract arising vide Letter of Intent (LOI) reference No. \_\_\_\_\_ dated \_\_\_\_\_ <sup>3</sup> valued at Rs. \_\_\_\_\_ <sup>4</sup> (Rupees \_\_\_\_\_ only) <sup>4</sup> (hereinafter called the said Contract), of Security Deposit for the due fulfilment by the said Contractor of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for Rs. \_\_\_\_\_ <sup>5</sup> (Rupees \_\_\_\_\_ only),

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

Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ <sup>5</sup>.

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

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

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claims satisfied & the Employer certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said contractor(s) or acceptance of the final bill or discharge of this guarantee by the Employer, whichever is earlier. This guarantee shall initially remain in force upto and including \_\_\_\_\_ <sup>6</sup> and shall be extended from time to time for such period as may

be desired by the Employer. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_<sup>7</sup>, we shall be discharged from all the liability under this guarantee thereafter.

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

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

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

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

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed.....<sup>5</sup>
- b) This Guarantee shall be valid up to .....<sup>6</sup>
- c) Unless the Bank is served a written claim or demand on or before \_\_\_\_\_<sup>7</sup> all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank.

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

Date \_\_\_\_\_ Day of \_\_\_\_\_ for \_\_\_\_\_ (indicate the name of the Bank)

(Signature of Authorised signatory)

<sup>1</sup> NAME OF VENDOR /CONTRACTOR / SUPPLIER

<sup>2</sup> REGISTERED OFFICE ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER.

<sup>3</sup> LETTER OF INTENT(LOI) REFERENCE NO. WITH DATE

<sup>4</sup> CONTRACT VALUE (AS MENTIONED IN LOI)

<sup>5</sup> BG AMOUNT IN FIGURES AND WORDS

<sup>6</sup> VALIDITY DATE

<sup>7</sup> DATE OF EXPIRY OF CLAIM PERIOD (CLAIM PERIOD SHALL BE MINIMUM OF 3 MONTHS AFTER VALIDITY DATE)

Note:



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

## FORMS & PROCEDURES

### BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

Form No: F-12 (Rev 00)

### **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, Power Sector Southern Region, 690, Anna Salai, Nandhanam, Chennai 600 035, 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

## **FORMS & PROCEDURES**

### **BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE**

---

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.

- (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.

## FORMS & PROCEDURES

### BANK GUARANTEE FOR INTEREST BEARING REFUNDABLE ADVANCE

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

**FORMS & PROCEDURES**  
**FORM for EXTENSION OF VALIDITY OF BANK GUARANTEE**

---

Form No: F-13 (Rev 00)

**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 of .....Months/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

# FORMS & PROCEDURES

## INDEMNITY BOND

---

Form No: F-21 (Rev 00)

### 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 Power Sector- Southern Region, 690, Anna Salai, Nandhanam, Chennai-35, Tamilnadu. (Hereinafter referred to as the Company)

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).

## FORMS & PROCEDURES

### INDEMNITY BOND

---

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 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

**FORMS & PROCEDURES**  
**REFUND OF SECURITY DEPOSIT**

Form No: F-23 (Rev 00)

**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:-----



**FORMS & PROCEDURES**  
**REFUND OF GUARANTEE MONEY**

---

Form No: F-24 (Rev 00)

**BHARAT HEAVY ELECTRICALS LIMITED**  
**POWER SECTOR, SOUTHERN REGION**

---

**REFUND OF GUARANTEE MONEY**

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: \_\_\_\_\_

# FORMS & PROCEDURES

## REFUND OF GUARANTEE MONEY

---

### 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: \_\_\_\_\_

**FORMS & PROCEDURES**  
**POWER OF ATTORNEY for SUBMISSION OF TENDER / SIGNING CONTRACT**  
**AGREEMENT**

---

Form No: F-25 (Rev 00)

**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 M/s Bharat Heavy Electricals Ltd, Power Sector Southern Region, 690, Anna Salai, Nandhanam, Chennai-35 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

# FORMS & PROCEDURES

## RUNNING ACCOUNT BILL

Form WAM 6

### 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<br>for work not previously<br>previously measured** |            |       | Item<br>No of | Description<br>of<br>Work | Quantity<br>as per<br>agree-<br>ment | Quantity<br>executed<br>up to<br>date | Rate | Unit | Payment<br>on the<br>basis of<br>actual<br>measure-<br>ment<br>up to<br>date | Quantity<br>since<br>last<br>running<br>account<br>bill | Payment on<br>the basis of<br>actual<br>measurement<br>since last<br>running<br>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.

FORMS & PROCEDURES  
RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

|   |   |   |   |   |   |   |   |   |    |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|----|
| 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.

## FORMS & PROCEDURES

### RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

#### 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<br>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<br>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<br>Entry (D) of last Running Account Bill No.....<br>Dated.....forwarded to the Accounts<br>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<br>Annexure B attached  |     |       | ..... |     |       |
| e) by deduction for other charges vide Annexure C<br>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.

## FORMS & PROCEDURES RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

### III. CERTIFICATE OF THE ENGINEER IN CHARGE

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 .....  
.....(Name and Designation) and are recorded at pages.....of 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 by .....(Name and Designation)  
at site and also by the undersigned and the relevant entries have been intialled in the Measurement book. (vide pages.....)
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:

## FORMS & PROCEDURES RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

### V. ENTRIES TO BE MADE IN THE ACCOUNTS OFFICE

Accounts Bill No .....Dated.....  
 Entered in Journal Book vide entry No.....Dated.....  
 Passed for.....Rs.....  
 Less Deductions.....Rs.....  
 Net Amount Payable.....Rs.....  
 (Rupees.....only)  
 Payable to Shri/M/s.....by cheque/cash  
 Entered in Contractor's Ledger No.....Page.....

| Ledger Head | ALLOCATION                           |       | Code no:                            |       |
|-------------|--------------------------------------|-------|-------------------------------------|-------|
|             | Estimate No:<br>Name of the Work:    |       |                                     |       |
|             | Debit<br>(Gross amount)<br>Rs.    P. |       | Credit<br>(Deductions)<br>Rs.    P. |       |
| -----       | -----                                | ----- | -----                               | ----- |
| -----       | -----                                | ----- | -----                               | ----- |
| Total       | -----                                | ----- | -----                               | ----- |

Assistant                      Accountant                      Account Officer  
 Date:                              Date:                              Date:

VI. Received Rs.....( Rupees.....only) as per  
 Memorandum of Payments on account of this work.

Signature of witness  
 Address :  
 Date:

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:



# FORMS & PROCEDURES

## RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

### ANNEXURE A

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

| 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 |                    |                                      |                       | REMARKS |
|---------|-----------------------------------|--|--|-----------------|--|--|------------------------------------|--------------------|--------------------------------------|-----------------------|---------|
|         |                                   |  |  |                 |  |  | Rate at which recoverable          | Amount recoverable | Amount recovered up to previous bill | Balance now recovered |         |
|         |                                   |  |  |                 |  |  | Rs. P.                             | 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:

## FORMS & PROCEDURES

### RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

#### ANNEXURE B

Statement showing tools and plant issued to the contractor Shri/M/s.....  
In respect of Contract Agreement No .....Dated.....

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

Total

Signature of contractor  
Date:

Signature of Engineer in Charge  
Date:

Signature of Senior Engineer  
Date:

## FORMS & PROCEDURES

### RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

#### ANNEXURE C

Statement showing details of other recoveries to be made from the contractor Shri/M/s.....  
In respect of Contract Agreement No .....Dated.....

| Sl. No                  | Particulars                   | Unit                         | Quantity                        | Rate   | Amount recover-able | Amount recovered upto pre-vious bill | Amount now recovered | Remarks |
|-------------------------|-------------------------------|------------------------------|---------------------------------|--------|---------------------|--------------------------------------|----------------------|---------|
|                         |                               |                              |                                 | Rs. P. | Rs. P.              | Rs. P.                               | Rs. P.               |         |
| 1                       | 2                             | 3                            | 4                               | 5      | 6                   | 7                                    | 8                    | 9       |
| 1.                      |                               | Water Charges                |                                 |        |                     |                                      |                      |         |
| 2.                      |                               | Electricity charges          |                                 |        |                     |                                      |                      |         |
| 3.                      |                               | Seignorage charges           |                                 |        |                     |                                      |                      |         |
| 4.                      |                               | Medical charges              |                                 |        |                     |                                      |                      |         |
| 5.                      |                               | Cost of empty gunny bags and |                                 |        |                     |                                      |                      |         |
|                         | Empty containers not returned |                              |                                 |        |                     |                                      |                      |         |
| 6.                      |                               |                              |                                 |        |                     |                                      |                      |         |
| 7.                      |                               |                              |                                 |        |                     |                                      |                      |         |
| 8.                      |                               |                              |                                 |        |                     |                                      |                      |         |
| 9.                      |                               |                              |                                 |        |                     |                                      |                      |         |
| 10.                     |                               |                              |                                 |        |                     |                                      |                      |         |
|                         |                               |                              |                                 | Total  | -----               |                                      |                      |         |
| Signature of contractor |                               |                              | Signature of Engineer in Charge |        |                     | Signature of Senior Engineer         |                      |         |
| Date:                   |                               |                              | Date:                           |        |                     | Date:                                |                      |         |

# FORMS & PROCEDURES

## RUNNING ACCOUNT BILL

Form WAM 6 (contd...)

### 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<br>Rs. P. |
|---------|---------------------|------|---------------------------|----------------------|------------------------------|--|---------------------------------|
| 1       | 2                   | 3    | 4                         | 5                    | 6                            | 7  | 8                               |

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

Signature of Engineer in Charge

Date:

Signature of Senior Engineer

Date:

**BHARAT HEAVY ELECTRICALS LIMITED**

DIVISION.....

.....And Final bill

(Para 4.3.2 Of Works Accounts Manual)

|                                  |  |  |  |          |  |
|----------------------------------|--|--|--|----------|--|
| Name of Contractor               |  | Departmental Bill no                       |  | Date     |  |
| Name of the Work                 |  | Division                                   |  | Division |  |
| Sanctioned Estimate              |  | Date of written order to commence the work |  |          |  |
| Contract Agreement/work Order No |  | Date of commencement of work               |  |          |  |
|                                  |  | Due date of completion as per agreement    |  |          |  |
|                                  |  | Date of actual completion of the work      |  |          |  |

**I. ACCOUNT OF WORK EXECUTED**

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

|   |   |   |   |   |   |   |   |   |    |    |    |    |
|---|---|---|---|---|---|---|---|---|----|----|----|----|
| 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 coloumn 10                         | (A) |   |
|   | Deduct amount of paym,ents 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 ammounts recoverable from the contractor on account of :                              | Rs  | P |
|   | a Material suplied 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  
 2       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 (vide  
 2 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, e\water, electricity charges etc, have been correctly made vide Annexures A

7 Certified that the issues of all stores as per statement atyatched (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 for .....19

Ledger Head

Debit  
(Gross Amount)  
Rs. P

| Credit<br>(Deduction) |   |  |
|-----------------------|---|--|
| 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: ..... Code No .....  
 Name of the Work .....  
 Ledger Head  
 Debit  
 (Gross Amount)  
 Rs P  
 Credit  
 (Deduction)  
 Rs  
 .....  
 Total .....  
 .....  
 .....

Assistant Accountant Accounts officer  
 Date: Date: Date:

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<br>Issue<br>voucher No<br>and date | Issue voucher<br>No and date<br>alloted by<br>stores to the<br>SIV | description<br>of material<br>issued to<br>the<br>contractor | Quantity<br>issued | Quantity<br>actually<br>incorporated<br>in the work | Whether<br>recoverabl<br>e from the<br>contractor<br>or supplied<br>free | Rate at<br>which<br>recoverable |   | Amount<br>Recoverabl<br>e |   | Amount<br>recoverable<br>upto<br>previous bill |   | Balance<br>Now<br>recovered |   | Remarks |
|-------|---|--|--|--------------------|---|--|---------------------------------|---|---------------------------|---|--|---|-----------------------------|---|---------|
|       |   |  |  |                    |   |  | Rs                              | P | 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..... Dated .....and not covered by the agreement

| SI No | Stores<br>Issue<br>voucher No<br>and date | Issue voucher<br>No and date<br>alloted by<br>stores to the<br>SIV | description<br>of material<br>issued to<br>the<br>contractor | Quantity<br>issued | Quantity<br>actually<br>incorporated<br>in the work | Issue Rate |   | Amount<br>Recoverabl<br>e |   | Amount<br>recoverable<br>upto<br>previous bill |   | Balance Now<br>recovered |   | Remarks |
|-------|---|--|--|--------------------|---|------------|---|---------------------------|---|--|---|--------------------------|---|---------|
|       |   |  |  |                    |   | Rs         | P | 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..... Dated .....and not covered by the agreement

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

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.....  
 nent/Work Order No.....Dated.....

| Sr.No | Particulars  | Unit | Quantity | Rate<br>Rs. P. | Amount<br>recoverable<br>Rs. P | Amount<br>recovered<br>upto<br>previous<br>bill<br>Rs. P. | Amount now<br>recovered<br>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<br>empty<br>gunny bags<br>and empty<br>containers<br>not<br>5 returned |      |          |                |                                |   |                                   |         |
|       | 6  |      |          |                |                                |   |                                   |         |
|       | 7  |      |          |                |                                |   |                                   |         |
|       | 8  |      |          |                |                                |   |                                   |         |
|       | 9  |      |          |                |                                |   |                                   |         |
|       | 10   |      |          |                |                                |   |                                   |         |
| Total |  |      |          |                |                                |   |                                   |         |

Signature of Contractor  
Date

Signature of Engineer Incharge  
Date

Signature of Sr. Engineer  
Date

**ANNEXURE D -**  
**DEVIATION STATEMENT :**

Name of the Contractor :

Contract Agreement/Work Order No. :

Name of the Work :

Date :

| Sl. No. | Description of item | Unit | Quantity as per agreement | Quantity as executed | Rate as per agreement<br>Rs. P. | Rate as executed<br>Rs. P. | Amount as per agreement<br>Rs. P. | Amount as executed<br>Rs. P. | Difference |         | Reason for the deviation with authority, if any |
|---------|---------------------|------|---------------------------|----------------------|---------------------------------|----------------------------|-----------------------------------|------------------------------|------------|---------|---|
|         |                     |      |                           |                      |                                 |                            |                                   |                              | Excess     | Savings |   |
| 1       | 2                   | 3    | 4                         | 5                    | 6                               | 7                          | 8                                 | 9                            | 10         | 11      | 12  |

Signature of Engineer in Charge

Date :

Signature of Senior Engineer

Date :

## ANNEXURE E

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

Name of the Work :

## ON RECOVERY BASIS

| Sl. No. | Description of material | Unit | Quantity actually issued | Quantity actually incorporated in the work | Balance | Particulars of disposal of balance | Quantity to be issued as per approved data for work actually done | Variation in consumption (Difference between column 5 and 8) |      | Rate chargeable for excess/short consumption, if any | Amount recoverable for excess/short consumption, including materials not returned |    |
|---------|-------------------------|------|--------------------------|--|---------|------------------------------------|---|--|------|--|---|----|
|         |                         |      |                          |  |         |                                    |   | More   | Less | Rs. P.   | Rs. P.  |    |
| 1       | 2                       | 3    | 4                        | 5  | 6       | 7                                  | 8   | 9  | 10   | 11   | 12  | 13 |
| 1.      | Cement                  |      |                          |  |         |                                    |   |  |      |  |   |    |
| 2.      | Bricks                  |      |                          |  |         |                                    |   |  |      |  |   |    |
| 3.      | Wood.....               |      |                          |  |         |                                    |   |  |      |  |   |    |
| 4.      | Asbestos Sheet          |      |                          |  |         |                                    |   |  |      |  |   |    |
| 5.      | Iron Materials          |      |                          |  |         |                                    |   |  |      |  |   |    |
| 6.      |                         |      |                          |  |         |                                    |   |  |      |  |   |    |
| 7.      |                         |      |                          |  |         |                                    |   |  |      |  |   |    |
| 8.      |                         |      |                          |  |         |                                    |   |  |      |  |   |    |
| 9.      |                         |      |                          |  |         |                                    |   |  |      |  |   |    |
| 10.     |                         |      |                          |  |         |                                    |   |  |      |  |   |    |

Signature of Contractor

Date :

Signature of Engineer in Charge

Date :

Signature of Senior Engineer

Date :

Note : 1. The quantities shown in columns 4 and 5 above should tally with those shown in columns 5 and 6 respectively of Annexure A (Part I and II).

2. Data statement of theoretical consumption should be attached in support of quantity specified in column 8.

# ANNEXURE F

Statement showing detail of materials issued to the contractor Shri/M/s.....

Subject of Contract Agreement/Work Order No.....Dated.....

**Name of work;**

**FREE OF COST**

| Sr.No | Stores<br>issue<br>voucher<br>No. | Description of material | Unit | Quantity<br>issued | Quantity<br>required as<br>per data | Quantity<br>consumed<br>in the<br>work | Balance(If<br>any) | Nature of<br>disposal<br>for the<br>balance | Rate<br>chargeable<br>for material<br>not<br>returned<br>Rs.P. | Amount<br>recovera<br>ble for<br>material<br>not<br>returned<br>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 column 6



## ANNEXURE G

| 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?   |  |

| <b>QUESTIONNAIRE TO BE ANSWERED BY ENGINEER IN CHARGE AND SENIOR ENGINEER</b>   |  |
|---|--|
| (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?   |  |

| <b>QUESTIONNAIRE TO BE ANSWERED BY ENGINEER IN CHARGE AND SENIOR ENGINEER</b>   |                                 |
|---|---------------------------------|
| (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:                           |

**PROCEDURE FOR CONDUCT OF CONCILIATION PROCEEDINGS**

1. The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided herein:
2. The party desirous of resorting to Conciliation shall send an invitation/notice in writing to the other party to conciliate specifying all points of Disputes with details of the amount claimed. The party concerned shall not raise any new issue thereafter. Parties shall also not claim any interest on claims/counter-claims from the date of notice invoking Conciliation till the conclusion of the Conciliation proceedings. If BHEL is to initiate Conciliation, then, the invitation to Conciliate shall be extended to the concerned Stakeholder in **Format 7** hereto. Where the stakeholder is to initiate the Conciliation, the notice for initiation of Conciliation shall be sent in **Format-8** hereto.
3. The party receiving the invitation/notice for Conciliation shall within 30 days of receipt of the notice of Conciliation intimate its consent for Conciliation along with its counter-claims, if any.
4. The Conciliation in a matter involving claim or counter-claim (whichever is higher) up to Rs 5 crores shall be carried out by sole Conciliator nominated by BHEL while in a matter involving claim or counter-claim (whichever is higher) of more than Rs 5 crores Conciliation shall be carried out by 3 Conciliators nominated by BHEL. The appointment of Conciliator(s) shall be completed and communicated by the concerned Department/Group of BHEL Unit/Division/Region/Business Group to the other party and the Conciliator(s) within 30 days from the date of acceptance of the invitation to conciliate by the concerned party in the **Format-9**. The details of the Claim, and counter-claim, if any, shall be intimated to the Conciliator(s) simultaneously in **Format-5**.
5. The Parties shall be represented by only their duly authorized in-house executives/officers and neither Party shall be represented by a Lawyer.
6. The first meeting of the IEC shall be convened by the IEC by sending appropriate communication/notice to both the parties as soon as possible but not later than 30 days from the date of his/their appointment. The hearings in the Conciliation proceeding shall ordinarily be concluded within two (2) months and, in exceptional cases where parties have expressed willingness to settle the matter or there exists possibility of settlement in the matter, the proceedings may be extended by the IEC by a maximum of further 2 months with the consent of the Parties subject to cogent reasons being recorded in writing.

- 7.** The IEC shall thereafter formulate recommendations for settlement of the Disputes supported by reasons at the earliest but in any case within 15 days from the date of conclusion of the last hearing. The recommendations so formulated along with the reasons shall be furnished by the IEC to both the Parties at the earliest but in any case within 1 month from the date of conclusion of the last hearing.
- 8.** Response/modifications/suggestions of the Parties on the recommendations of the IEC are to be submitted to the IEC within time limit stipulated by the IEC but not more than 15 days from the date of receipt of the recommendations from the IEC.
- 9.** In the event, upon consideration, further review of the recommendations is considered necessary, whether by BHEL or by the other Party, then, the matter can be remitted back to the IEC with request to reconsider the same in light of the issues projected by either/both the Parties and to submit its recommendations thereon within the following 15 days from the date of remitting of the case by either of the Parties.
- 10.** Upon the recommendations by the Parties, with or without modifications, as considered necessary, the IEC shall be called upon to draw up the Draft Settlement Agreement in terms of the recommendations.
- 11.** When a consensus can be arrived at between the parties only in regard to any one or some of the issues referred for Conciliation the draft Settlement Agreement shall be accordingly formulated in regard to the said Issue(s), and the said Settlement Agreement, if signed, by the parties, shall be valid only for the said issues. As regards the balance issues not settled, the parties may seek to resolve them further as per terms and conditions provided in the contract.
- 12.** In case no settlement can be reached between the parties, the IEC shall by a written declaration, pronounce that the Conciliation between the parties has failed and is accordingly terminated.
- 13.** Unless the Conciliation proceedings are terminated in terms of para 22 (b), (c) & (d) herein below, the IEC shall forward his/its recommendations as to possible terms of settlement within one (1) month from the date of last hearing. The date of first hearing of Conciliation shall be the starting date for calculating the period of 2 months.
- 14.** In case of 3 members IEC, 2 members of IEC present will constitute a valid quorum for IEC and meeting can take place to proceed in the matter after

seeking consent from the member who is not available. If necessary, videoconferencing may be arranged for facilitating participation of the members. However, the IEC recommendations will be signed by all members. Where there is more than one (1) Conciliator, as a general rule they shall act jointly. In the event of differences between the Members of IEC, the decision/recommendations of the majority of the Members of IEC shall prevail and be construed as the recommendation of the IEC.

- 15.** The Draft Settlement Agreement prepared by the IEC in terms of the consensus arrived at during the Conciliation proceedings between the Parties shall be given by the IEC to both the parties for putting up for approval of their respective Competent Authority.
- 16.** Before submitting the draft settlement agreement to BHEL's Competent Authority viz. the Board Level Committee on Alternative Dispute Resolution (BLCADR) for approval, concurrence of the other party's Competent Authority to the draft settlement agreement shall be obtained by the other party and informed to BHEL within 15 days of receipt of the final draft settlement agreement by it. Upon approval by the Competent Authority, the Settlement Agreement would thereafter be signed by the authorized representatives of both the Parties and authenticated by the members of the IEC.
- 17.** In case the Draft Settlement Agreement is rejected by the Competent Authority of BHEL or the other Party, the Conciliation proceedings would stand terminated.
- 18.** A Settlement Agreement shall contain a statement to the effect that each of the person(s) signing thereto (i) is fully authorized by the respective Party(ies) he/she represents, (ii) has fully understood the contents of the same and (iii) is signing on the same out of complete freewill and consent, without any pressure, undue influence.
- 19.** The Settlement Agreement shall thereafter have the same legal status and effect as an arbitration award on agreed terms on the substance of the dispute rendered by an arbitral tribunal passed under section 30 of the Arbitration and Conciliation Act, 1996.
- 20.** Acceptance of the Draft Settlement Agreement/recommendations of the Conciliator and/or signing of the Settlement Agreement by BHEL shall however, be subject to withdrawal/closure of any arbitral and/or judicial proceedings initiated by the concerned Party in regard to such settled issues.
- 21.** Unless otherwise provided for in the agreement, contract or the Memorandum of Understanding, as the case may be, in the event of likelihood of prolonged

absence of the Conciliator or any member of IEC, for any reason/incapacity, the Competent Authority/Head of Unit/Division/Region/Business Group of BHEL may substitute the Conciliator or such member at any stage of the proceedings. Upon appointment of the substitute Conciliator(s), such reconstituted IEC may, with the consent of the Parties, proceed with further Conciliation into the matter either de-novo or from the stage already reached by the previous IEC before the substitution.

**22.** The proceedings of Conciliation under this Scheme may be terminated as follows:

- a.** On the date of signing of the Settlement agreement by the Parties; or,
- b.** By a written declaration of the IEC, after consultation with the parties, to the effect that further efforts at conciliation are no longer justified, on the date of the declaration; or,
- c.** By a written declaration of the Parties addressed to the IEC to the effect that the Conciliation proceedings are terminated, on the date of the declaration; or,
- d.** By a written declaration of a Party to the other Party and the IEC, if appointed, to the effect that the Conciliation proceedings are terminated, on the date of the declaration; or,
- e.** On rejection of the Draft Settlement Agreement by the Competent Authority of BHEL or the other Party.

**23.** The Conciliator(s) shall be entitled to following fees and facilities:

| <b>Sl No</b> | <b>Particulars</b>                       | <b>Amount</b>   |
|--------------|--|---|
| <b>1</b>     | Sitting fees                             | Each Member shall be paid a Lump Sum fee of Rs 75,000/- for the whole case payable in terms of paragraph No. 27 herein below.   |
| <b>2</b>     | Towards drafting of settlement agreement | In cases involving claim and/or counter-claim of up to Rs 5crores.<br>Rs 50,000/- (Sole Conciliator)<br>In cases involving claim and/or counter-claim of exceeding Rs 5 crores but less than Rs 10 crores.<br>Rs 75,000 (per Conciliator) |

| <b>Sl No</b> | <b>Particulars</b>  | <b>Amount</b>  |
|--------------|---|--|
|              |   | <p>In cases involving claim and/or counter-claim of more than Rs 10 crores.</p> <p>Rs 1,00,000/- (per Conciliator)</p> <p>Note: The aforesaid fees for the drafting of the Settlement Agreement shall be paid on the,</p> <p>Signing of the Settlement Agreement after approval of the Competent Authority</p> <p>or</p> <p>Rejection of the proposed Settlement Agreement by the Competent Authority of BHEL.</p> |
| <b>3</b>     | Secretarial expenses  | <p>Rs 10,000/- (one time) for the whole case for Conciliation by a Sole Member IEC.</p> <p>Where Conciliation is by multi member Conciliators –Rs 30,000/- (one time)- to be paid to the IEC</p>   |
| <b>4</b>     | Travel and transportation and stay at outstation Retired Senior Officials of other Public Sector Undertakings (pay scale wise equivalent to or more than E-8 level of BHEL) | As per entitlement of the equivalent officer (pay scale wise) in BHEL.   |
|              | Others  | <p>As per the extant entitlement of whole time Functional Directors in BHEL.</p> <p>Ordinarily, the IEC Member(s) would be entitled to travel by air Economy Class.</p>  |
| <b>5</b>     | Venue for meeting   | Unless otherwise agreed in the agreement, contract or the Memorandum of Understanding, as the case may be, the venue/seat of proceedings shall be the location of the concerned Unit / Division / Region /   |



| <b>Sl No</b> | <b>Particulars</b> | <b>Amount</b>   |
|--------------|--------------------|---|
|              |                    | Business Group of BHEL. Without prejudice to the seat/venue of the Conciliation being at the location of concerned BHEL Unit / Division / Region / Business Group, the IEC after consulting the Parties may decide to hold the proceedings at any other place/venue to facilitate the proceedings. Unless, Parties agree to conduct Conciliation at BHEL premises, the venue is to be arranged by either Party alternately. |

- 24.** The parties will bear their own costs including cost of presenting their cases/evidence/witness(es)/expert(s) on their behalf. The parties agree to rely upon documentary evidence in support of their claims and not to bring any oral evidence in IEC proceedings.
- 25.** If any witness(es) or expert(s) is/are, with the consent of the parties, called upon to appear at the instance of the IEC in connection with the matter, then, the costs towards such witness(es)/expert(s) shall be determined by the IEC with the consent of the Parties and the cost so determined shall be borne equally by the Parties.
- 26.** The other expenditures/costs in connection with the Conciliation proceedings as well as the IEC's fees and expenses shall be shared by the Parties equally.
- 27.** Out of the lump sum fees of Rs 75,000/- for Sitting Fees, 50% shall be payable after the first meeting of the IEC and the remaining 50% of the Sitting Fees shall be payable only after termination of the conciliation proceedings in terms of para 22 hereinabove.
- 28.** The travelling, transportation and stay at outstation shall be arranged by concerned Unit as per entitlements as per Serial No. 4 of the Table at para 23 above, and in case such arrangements are not made by the BHEL Unit, the same shall be reimbursed to the IEC on actuals limited to their entitlement as per Serial No. 4 of the Table at Para 23 above against supporting documents. The IEC Member(s) shall submit necessary invoice for claiming the fees/reimbursements.
- 29.** The Parties shall keep confidential all matters relating to the conciliation proceedings. Confidentiality shall extend also to the settlement agreement,

except where its disclosure is necessary for purposes of its implementation and enforcement or as required by or under a law or as per directions of a Court/Governmental authority/ regulatory body, as the case may be.

- 30.** The Parties shall not rely upon or introduce as evidence in any further arbitral or judicial proceedings, whether or not such proceedings relate to the Disputes that is the subject of the Conciliation proceedings:
- a.** Views expressed or suggestions made by the other party in respect of a possible settlement of the Disputes;
  - b.** admissions made by the other party in the course of the Conciliator proceedings;
  - c.** proposals made by the Conciliator;
  - d.** The fact that the other Party had indicated his willingness to accept a proposal for settlement made by the Conciliator.
- 31.** The Parties shall not present the Conciliator(s) as witness in any Alternative Dispute Resolution or Judicial proceedings in respect of a Disputes that is/was the subject of that particular Conciliation proceeding.
- 32.** None of the Conciliators shall act as an arbitrator or as a representative or counsel of a Party in any arbitral or judicial proceeding in respect of a Disputes that is/was the subject of that particular Conciliation proceeding.
- 33.** The Parties shall not initiate, during the Conciliation proceedings, any arbitral or judicial proceedings in respect of a Disputes that is the subject matter of the Conciliation proceedings except that a Party may initiate arbitral or judicial proceedings where, in his opinion, such proceedings are necessary for preserving his rights including for preventing expiry of period of limitation. Unless terminated as per the provisions of this Scheme, the Conciliation proceedings shall continue notwithstanding the commencement of the arbitral or judicial proceedings and the arbitral or judicial proceedings shall be primarily for the purpose of preserving rights including preventing expiry of period of limitation.
- 34.** The official language of Conciliation proceedings under this Scheme shall be English unless the Parties agree to some other language.

**STATEMENT OF CLAIMS/COUNTER CLAIMS TO BE SUBMITTED TO THE  
IEC BY BOTH THE PARTIES**

1. Chronology of the Disputes
2. Brief of the Contract/MoU/Agreement/LOI/LOA
3. Brief history of the Disputes:
4. Issues:
5. Details of Claim(s)/Counter Claim(s):

| <b>SI. No.</b> | <b>Description of<br/>claim(s)/Counter Claim</b> | <b>Amount (in<br/>INR)Or currency<br/>applicable in the<br/>contract</b> | <b>Relevant<br/>contract<br/>clause</b> |
|----------------|--|--|---|
|                |  |  |   |
|                |  |  |   |
|                |  |  |   |

6. Basis/Ground of claim(s)/counter claim(s) (along with relevant clause of contract)

**Note**– *The Statement of Claims/ Counter Claims may ideally be restricted to maximum limit of 20 pages. Relevant documents may be compiled and submitted along with the statement of Claims/ Counter Claims. The statement of Claims/ Counter Claims is to be submitted to all IEC members and to the other party by post as well as by email.*

**FORMAT FOR NOTICE INVOKING CONCILIATION CLAUSE BY BHEL FOR REFERRING THE DISPUTES TO CONCILIATION THROUGH IEC**

To,

M/s. (Stakeholder's name)

Subject: **NOTICE FOR INVOCATION OF THE CONCILIATION CLAUSE OF THE CONTRACT BY BHEL**

Ref: Contract No/MoU/Agreement/LOI/LOA& date \_\_\_\_\_.

Dear Sir/Madam,

As you are aware, with reference to above referred Contract/MoU/Agreement/LOI/LOA, certain disputes have arisen, which, in spite of several rounds of mutual discussions and various correspondences have remained unresolved. The brief particulars of our claims which arise out of the above- referred Contract/MoU/Agreement/LOI/LOA are reproduced hereunder:

| Sl. No. | Claim description | Amount involved |
|---------|-------------------|-----------------|
|         |                   |                 |

As you are aware, there is a provision in the captioned Contract/MoU/Agreement/LOI/ LOA for referring disputes to conciliation.

In terms of Clause -----of Procedure i.e., Annexure ----- to the Contract/MoU /Agreement / LOI / LOA, we hereby seek your consent to refer the matter to Conciliation by Independent Experts Committee to be appointed by BHEL. You are invited to provide your consent in writing to proceed with conciliation into the above mentioned disputes within a period of 30 days from the date of this letter along with details of counter-claims, if any, which you might have with regard to the subject Contract/ MoU/ Agreement/ LOI/ LOA.

Please note that upon receipt of your consent in writing within 30 days of the date of receipt of this letter by you, BHEL shall appoint suitable person(s) from the BHEL Panel of Conciliators.

This letter is being issued without prejudice to our rights and contentions available under the contract and law.

Thanking you  
Yours faithfully

**Representative of BHEL**

**Note:** The Format may be suitably modified, as required, based on facts and circumstances of the case.

**FORMAT FOR NOTICE INVOKING CONCILIATION CLAUSE BY A  
STAKEHOLDER FOR REFERRING THE DISPUTES TO CONCILIATION  
THROUGH IEC**

To,

BHEL (Head of the Unit/Division/Region/Business Group)

Subject: **NOTICE FOR INVOCATION OF THE CONCILIATION CLAUSE OF THE  
CONTRACT BY A STAKEHOLDER**

Ref: Contract No/MoU/Agreement/LOI/LOA& date \_\_\_\_\_.

Dear Sir/Madam,

As you are aware, with reference to above referred Contract/MoU/Agreement/LOI/LOA, certain disputes have arisen, which, in spite of several rounds of mutual discussions and various correspondences have remained unresolved. The brief particulars of our claims which have arisen out of the above-referred Contract/MoU/Agreement/LOI/LOA are enumerated hereunder:

| Sl.<br>No. | Claim description | Amount involved |
|------------|-------------------|-----------------|
|            |                   |                 |

As you are aware, there is a provision in the captioned Contract/MoU/Agreement/LOI/ LOA for referring inter-se disputes of the Parties to conciliation.

We wish to refer the above-said disputes to Conciliation as per the said Clause of the captioned Contract/MoU/Agreement/LOI/ LOA. In terms of Clause -----of Procedure i.e., Annexure ----- to the Contract/MoU /Agreement / LOI / LOA, we hereby invite BHEL to provide its consent in writing to proceed with conciliation into the above mentioned disputes within a period of 30 days from the date of this letter along with details of counter-claims, if any, which it might have with regard to the subject Contract/ MoU/ Agreement/ LOI/ LOA and to appoint suitable person(s) as Conciliator(s) from the BHEL Panel of Conciliators.

This letter is being issued without prejudice to our rights and contentions available under the contract and law.

Thanking you  
Yours faithfully

**Representative of the Stakeholder**

**Note:** The Format may be suitably modified, as required, based on facts and circumstances of the case.

**FORMAT FOR INTIMATION TO THE STAKEHOLDER ABOUT APPOINTMENT OF CONCILIATOR/IEC**

To,

M/s. (Stakeholder's name)

Subject: **INTIMATION BY BHEL TO THE STAKEHOLDER AND CONCILIATOR(S) ABOUT APPOINTMENT OF CONCILIATOR/IEC**

Ref: Contract No/MoU/Agreement/LOI/LOA& date \_\_\_\_\_.

Sir,

This is with reference to letter dated ----- regarding reference of the disputes arising in connection with the subject Contract No /MoU/Agreement/LOI/LOA to conciliation and appointment of Conciliator(s).

In pursuance of the said letter, the said disputes are assigned to conciliation and the following persons are nominated as Conciliator(s) for conciliating and assisting the Parties to amicably resolve the disputes in terms of the Arbitration & Conciliation Act, 1996 and the Procedure ---- to the subject Contract ...../MoU/Agreement/LOI/LOA, if possible.

Name and contact details of Conciliator(s)

a) .....

b) .....

c) .....

You are requested to submit the Statement of Claims or Counter-Claims (strike off whichever is inapplicable) before the Conciliator(s) in Format 5 (enclosed herewith) as per the time limit as prescribed by the Conciliator(s).

Yours faithfully,

**Representative of BHEL**

CC: To Conciliator(s)... for Kind Information please.

Encl: As above

**Note:** The Format may be suitably modified, as required, based on facts and circumstances of the case.