

WORK :	CONDUCTION OF THIRD PARTY SAFETY SURVEY, EVALUATION AND AUDIT IN BHEL JHANSI		
GEN REF :	(GENERAL CODE OF PRACTICE) IS 14489 : 1998		
SCOPE OF WORK			
THE BID SHALL BE IN TWO-STAGE : (i) UN-PRICED BID , & (ii) PRICED BID (iii) Work Completion Period : 2 months from LOI or W.O. Date			
The Bidder shall fill up the columns marked "Bidder to Confirm", and submit the same to BHEL at Techno Commercial (Un-Priced) Bid stage as proof that this scope will be covered by Auditor.			
1	NORMATIVE EXAMINATION OF (AS PER CODE OF PRACTICE) :	BIDDER TO CONFIRM	BIDDER's REMARKS/ MENTION DEVIATION HERE, IF ANY
	1 LIGHT & VENTILLATION		
	2 FLOOR SPACE		
	3 WALK-WAYS		
	4 GANG-WAYS		
	5 LAYOUT OF MACHINES		
	6 CABLE TRENCHES		
	7 DRAIN LINES		
	8 GAS PIPE-LINES		
	9 ELECTRICAL HV CABLES		
	10 LT CABLES		
	11 POWER SUB-BOARDS		
	12 FUSED DISTRIBUTION BOARDS		
	13 MACHINE MAIN SWITCHES		
	14 EQUIPMENT EARTHING		
	15 BATTERY TRUCKS		
	16 FORKLIFT		
	17 EOT CRANES		
	18 MOBILE CRANES		
	19 SLINGS, LIFTING SHACKLES		
	20 FURNACES & OVENS		
	21 VACCUM PLANTS ETC		
	22 OIL FILTRATION PLANTS		
	23 WELDING/BRAZING M/Cs		
	24 EXHAUST SYSTEM		
	25 DUST COLLECTORS		

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2	HAZARDS ANALYSIS (INDICATIVE...)	BIDDER TO CONFIRM	BIDDER's REMARKS/ MENTION DEVIATION HERE, IF ANY
	1 FIRE, EXPLOSION		
	2 HEAT		
	3 HEIGHT		
	4 HOT-WORKS		
	5 ELECTRICAL (HV-LV), SHOCK / ELECTROCUTION		
	6 CHEMICAL - BURNS, CORROSION, INGESTION.		
	7 TRIP,SLIP,FALL		
	8 BIOLOGICAL		
	9 MECHANICAL		
	10 MISCELLANEOUS		
3	PLANT LOCATIONS FOR AUDIT	BIDDER TO CONFIRM	BIDDER's REMARKS/ MENTION DEVIATION HERE, IF ANY
	1 BAY 000, 00, 0 (FABRICATION)		
	2 BAY-1 : (FABRICATION)		
	3 BAY-2 : (FABRICATION)		
	4 BAY-3 : M/C SHOP		
	5 BAY-4 : COIL WINDING		
	6 BAY-5 : CORE AND PUNCH		
	7 BAY-6 : TRACTION TRANSFORMERS		
	8 BAY-7 : INSULATION & DRY TYPE TRANSFORMERS		
	9 BAY-8 : INSTRUMENT TRANSFORMERS, ESP		
	10 BAY-9 : POWER TRANSFORMERS & TESTING BAY		
	11 BAY-10 : POWER TRANSFORMER ASSEMBLY		

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	HAZARDS ANALYSIS (INDICATIVE...)	BIDDER TO CONFIRM	BIDDER's REMARKS/ MENTION DEVIATION HERE, IF ANY
12	BAY-11 : COIL WINDING		
13	DG SET & COMPRESSOR		
14	CENTRAL DESPATCH & SHIPPING		
15	LOCO SHOPS INCLUDING TESTING		
16	BOILER		
17	CANTEEN		
18	GARAGE		
19	MAIN STORE		
20	FIRE STATION		

REPORTS DETAILS :

THIS ANNEXURE PRESENTS THE VARIOUS COMPONENTS OF REPORT WHICH THE AUDITOR SHALL SUBMIT TO BHEL IN ORDER THAT THE SCOPE OF THIS WORK IS TREATED AS SATISFACTORILY COMPLETED.

S No	DESCRIPTION OF REPORT	LABEL	BIDDER TO CONFIRM	BIDDER's REMARKS/ MENTION DEVIATION HERE, IF ANY
4	THE AUDITOR SHALL FURNISH THE FOLLOWING REPORTS COMPILED INTO ONE VOLUME TO ACCEPTANCE COMMITTEE IN ORDER FOR THE SCOPE TO BE COMPLETED. FINAL ACCEPTANCE WILL BE FROM FACTORY MANAGER.			
1	THE REPORT SHALL BE IN 3 COPIES, DULY SIGNED BY AUDITOR AND STAMP AFFIXED.			
2	REPORT SHALL BE IN BOUND FORM WITH PUNCH HOLES SO AS TO FACILITATE EASY FILING INTO A LARGER BOX FOLDER			
3	REPORT SHALL BE IN A4 SIZED PLAIN PAPER , FONT 12, TIMES NEW ROMAN, DOUBLE SPACING, LEFT MARGIN 1.5", RIGHT MARGIN 0.5", HEADER AND FOOTER. (i) PARAGRAPH HEADINGS SHALL BE IN FONT SIZE 16. (ii) SUB-HEADINGS TO BE OF FONT SIZE 14			

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S No	DESCRIPTION OF REPORT		LABEL	BIDDER TO CONFIRM	BIDDER's REMARKS/ MENTION DEVIATION HERE, IF ANY
	4	REPORT SHALL CONTAIN THE FOLLOWING : (TO BE LABELED AS MENTIONED UNDER THE COLUMN : "LABEL")			
	4.1	LIST AND REFERENCE OF STANDARDS AGAINST WHICH AUDITOR HAS CONDUCTED IDENTIFICATION, EVIDENCE COLLECTION, EVALUATION, AND RECOMMENDATIONS.	CHAPTER-1		
	4.2	QUESTIONNAIRE FEEDBACK FORMATS FILLED UP BY THE RESPONDENTS . ORIGINALS TO BE SUBMITTED TO BHEL.	CHAPTER-2		
	4.3	SUMMARY SHEET OF FEEDBACK SHEETS TO BE SUBMITTED IN INDEXED FORM. FEEDBACK FROM WORKERS, SUPERVISORS & EXECUTIVES OF APPROX., 100 PERSONS SHALL BE TAKEN.	CHAPTER-3		
	4.4	REPORT OF ALL VISUAL OBSERVATIONS, CHECKS CONDUCTED AS PER SCOPE OF WORK FOR ALL LOCATIONS OF THE PLANT (Eg: ILLUMINATION, SOUND, HEAT, SAFETY DEVICES INSTALLED, SLINGS, EOT CRANES, MATERIAL HANDLING EQUIPT ETC.	CHAPTER-4		
	4.5	EVALUATION LOGIC AND AUDITOR's ASSESSMENT OF FEEDBACK PRINTED ON A4 SIZED SHEETS ; CAUSE-CONSEQUENCE, FAULT-TREE ETC (ANY RELEVANT TECHNIQUE FOR AUDIT)	CHAPTER-5		
	4.6	(i) HAZARD-RISK IDENTIFICATION DETAILS (ii) LIKELYHOOD OF EMERGENCIES & DISASTERS	CHAPTER-6		
	4.7	EVALUATION SHEET FOR H.I.R.A., FOR EACH MANUFACTURING AREA, AGAINST BHEL's EXISTING PROCESSES, MATERIALS, FUNCTIONS, CONDITION(s) ETC.	CHAPTER-7		
	4.8	BASED ON EVALUATION OF HIRA, SUBMISSION OF REPORT HIGHLIGHTING DORMANT DOMINO EFFECT INHERENT IN SUCH AREAS, PROCESSES ETC WHICH ARE HIGHLY LIKELY TO CASCADE INTO A MAJOR EMERGENCY OR DISASTER	CHAPTER-8		

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S No	DESCRIPTION OF REPORT		LABEL	BIDDER TO CONFIRM	BIDDER's REMARKS/ MENTION DEVIATION HERE, IF ANY
	4.9	RECOMMENDATION OF AUDITOR TOWARDS REQUIREMENT OF VARIOUS EQUIPMENT, SAFETY DEVICES, DETECTION SYSTEMS, ALARM SYSTEMS, PROTECTION / SUPPRESSION SYSTEMS THAT MAY BE REQUIRED IN ORDER THAT INCIDENTS RESULTING IN INJURY, LOSS OF LIFE &/OR PROPERTY MAY BE AVOIDED. THIS RECOMMENDATION SHALL HAVE TO BE BASED ON (i)MANDATORY STIPULATIONS OF AUTHORIZED GOVERNMENTAL GAZETTE/STANDING INSTRUCTIONS(OR STANDING ORDERS ETC) , (ii) OR FROM EVALUATION BASED ANALYSIS OF HAZARD-RISK AS PER RELEVANT INDIAN STANDARDS or FIRE NORMS or TAC or OISD or NBC or CODE OF PRACTICE ETC., FACTORIES ACT/RULES WHEREVER APPLICABLE .	CHAPTER-9		
	4.10	RECOMMENDATION IN TERMS OF TYPE OF SYSTEM REQUIRED, ITS OVERALL SCOPE, ITS CONFORMING STANDARDS, BASED ON STUDY AND AUDIT TOWARDS EMERGENCY MANAGEMENT, MITIGATION METHODOLOGY TO DEAL WITH DISASTERS/EMERGENCIES	CHAPTER-10		
	4.11	CATEGORIZATION OF RECOMMENDED ACTIONS/EQUIPMENT/SYSTEMS/INSTRUCTIONS/HIERARCHY-OF-NEEDS INTO "IMMEDIATE" / "URGENT" / "LONG-TERM" (TWO YEARS OR MORE)	CHAPTER-11		
5	QUALIFYING REQUIEMENTS FOR BIDDER				
	1	THE AUDITOR SHALL BE A COMPETENT PERSON CERTIFIED BY THE DEPARTMENT OF IH&S OF AN INDIAN STATE .			
	2	THE VALIDITY OF COMPETENCY ON DATE OF TENDER PUBLICATION SHALL BE ATLEAST 12 MONTHS . CERTIFICATE TO BE SUBMITTED			
	3	THE AUDITOR SHALL BE DGFASLI CERTIFIED. CERTIFICATE TO BE SUBMITTED			

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S No	QUALIFYING REQUIREMENTS	BIDDER TO CONFIRM	BIDDER's REMARKS/ MENTION DEVIATION HERE, IF ANY
	4 AUDITOR SHALL FURNISH COPY OF WORK ORDER/ PURCHASE ORDER FOR SIMILAR NATURE OF WORK CONDUCTED AT ANY LARGE ENGINEERING ENTERPRISE WITHIN LAST 5 YEARS . SIMILAR NATURE WILL MEAN SAFETY AUDIT FOR THE SIMILAR NATURE AND VARIETY OF HAZARDS PREVALENT IN THAT MANUFACTURING ORGANIZATION . (AUDITS CONDUCTED AT 'PROJECT or CONSTRUCTION or EDUCATION' SITES WILL NOT BE ACCEPTED)		
	5 OFFERS OF COMPANIES OR AGENCIES OR EDUCATIONAL INSTITUTIONS WILL NOT BE ENTERTAINED UNLESS THEY HAVE BEEN SPECIFICALLY RECOGNIZED TO CARRY SUCH AUDIT IN THE STATE OF U.P.		
	6 OFFER FROM COMPANIES/AGENCIES WILL NOT BE ACCEPTED WHEREIN THE COMPANY HIRES SERVICES OF A CONTRACTED AUDITOR ON PART TIME / PROJECT WISE BASIS.		
	7 FOR COMPANIES/AUDIT AGENCIES QUOTING FOR THIS TENDER, THEY SHALL SUBMIT ADEQUATE PROOF THAT THEY HAVE THEIR DGFASLI CERTIFIED AUDITOR ON COMPANY PAYROLL ON REGULAR WORK BASIS.		
	8 HOWEVER, CENTRAL OR STATE GOVERNMENT BODIES WHO POSSESS PREVIOUS EXPERIENCE OF SIMILAR SAFETY AUDITS CAN SUBMIT THEIR OFFERS SUBJECT TO FULFILMENT OF OTHER TERMS AND CONDITIONS AGAINST THIS TENDER.		
6	GENERAL TERMS AND CONDITIONS		
	1 THE AUDITOR SHALL SIGN CONFIDENTIALITY AGREEMENT ON STAMP PAPER, FOR NON DISCLOSURE OF COMPANY DETAILS TO EXTERNAL PARTIES		
	2 NO DRAWING OR DOCUMENT RELATING WITH COMPANY PROCESSES / PATENTS / COPYRIGHT ETC., SHALL BE TAKEN AWAY BY AUDITOR .		
	3 TAKING PICTURES, VIDEO, AUDIO IS PROHIBITED AND NO RECORDS OF THE SAME SHALL BE TAKEN AWAY BY AUDITOR.		
	4 FOR CONDUCTION OF THIS WORK INSIDE THE PREMISES, MOBILE PHONE WITH CAMERA WILL NOT BE BROUGHT INSIDE .		

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S No	GENERAL TERMS AND CONDITIONS	BIDDER TO CONFIRM	BIDDER's REMARKS/ MENTION DEVIATION HERE, IF ANY
5	ANY MEASURING TOOLS/EQUIPMENT ETC REQUIRED FOR MEASUREMENTS, READINGS IN THE COURSE OF THIS WORK SHALL BE BROUGHT BY THE CONTRACTOR AFTER OBTAINING WRITTEN PERMISSION AND PROPER ENTRY AT BHEL MATERIAL GATE, THRU "RETURNABLE-MATERIAL-GATE-PASS".		
6	ENRTY GATE PASSES SHALL BE ISSUED TO AUDITOR's PERSONS FOR THE PERIOD OF THE CONTRACT FOR GENERAL WORKING HOURS. HOWEVER IF WORK DURING NIGHT HOURS IS REQUIRED, SPECIAL PASSES SHALL BE APPLIED FOR, AND DULY ISSUED FROM BHEL COMPETENT AUTHORITY.		
7	ALL PERSONS SHALL BE PROVIDED PPEs BY AUDITOR, AND THE SUPERVISOR /AUDITOR SHALL ENSURE REGULAR USAGE OF PPEs BY THEIR PERSONS . SAFETY OF THE PERSONS SHALL BE THE SOLE RESPONSIBILITY OF THE AUDITOR, AND NO CLAIM SHALL BE MADE ON BHEL		
8	THE WORK SHALL BE DEEMED SATISFACTORILY COMPLETE AFTER THE REVIEW COMMITTEE FORMED BY BHEL HAS ACCEPTED THE VARIOUS REPORTS SUBMITTED BY AUDITOR AND VERIFIED THAT COMPLETE SCOPE OF WORK AS PER THE AWARDED CONTRACT HAS BEEN COMPLETED. FINAL APPROVAL SUBSEQUENTLY, SHALL BE GRANTED BY FACTORY MANAGER.		
9	VEHICLES OF AUDITOR ARE NOT ALLOWED INSIDE THE PLANT AREA. HOWEVER TO THE IF IT IS EXTREMELY URGENT AND REQUIRED, THE SAME SHALL BE PROVIDED BY BHEL FREE OF COST . AS A GENRAL RULE, THE AUDIT TEAM SHALL CARRY OUT THIS WORK BY WALK AROUND INSIDE FACTORY PREMISES.		
10	BHEL RESERVES THE RIGHT TO VERIFY ANY DOCUMENT, DETAIL, CLIENT's WORKS i.e. ANY INFORMATION SUBMITTED BY THE BIDDER DURING EVALUATION OF TECHNICAL BIDS.		

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S No	GENERAL TERMS AND CONDITIONS		BIDDER TO CONFIRM	BIDDER's REMARKS/ MENTION DEVIATION HERE, IF ANY
	11	DOCUMENTS TO BE SUBMITTED AT TECHNO-COMMERCIAL STAGE (CHECKLIST) . PHOTO COPIES OF THE FOLLOWING ...		
	11.1	CERTIFICATE OF COMPETENCY, VALID FOR ATLEAST 8 MONTHS FROM DATE OF PUBLICATION OF TENDER		
	11.2	CERTIFICATE FROM DGFA SLI		
	11.3	COPY OF WORK/PURCHASE ORDER FROM AN MANUFACTURING COMPANY WITH SIMILAR HAZARDS/RISKS PROFILE WHERE SUCH WORK WAS SUCCESSFULLY COMPLETED BY AUDITOR		
	11.4	COPY OF PAN CARD		
	11.5	COPY OF SERVICE TAX No		
	11.6	COPIES OF LAST 3 YEARS AUDITED BALANCE SHEET OR ITR		
	11.7	ANY OTHER CREDENTIAL RELEVANT WITH THE WORK MENTIONED IN THIS TENDER		

NOTE : IT SHOULD BE CLEARLY NOTED BY THE BIDDER THAT THIS WORK IS NOT MERELY DOCUMENT REVIEW AND/OR DOCUMENT VALIDATION OR VERIFICATION AGAINST OHSAS 18001 OR ISO 14001, FACTORIES ACT, ENVIRONMENT ACT ETC. THIS WORK ENTAILS DETAILED OBSERVATION OF MANUFACTURING PROCESS, INFORMATION COLLECTION, DATA COMPILATION, ANALYSIS, CATEGORIZATION, RECOMMENDATION AND REPORTING .

SIGNATURE & STAMP OF THE AUDITOR