

O/o the Executive Engineer (E),
BSNL Electrical Division
Staff Quarters Complex
In front of Ambira Nagar, Jharsuguda Road
Ainthapali, Sambalpur -768004
Phone – (0663) - 2540200, FAX- 2540201



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)



e- Tender Document

NIT No- 52/BSNL-ED/SBP/2018-19

Name of Work: - Operation and Maintenance of various electromechanical services at Telephone Bhawan, Bolangir.

Regd. Office : Bharat Sanchar Bhavan, Harish Chandra Mathur Lane, Janpath, New Delhi-110 001
Website: www.bsnl.co.in

BHARAT SANCHAR NIGAM LIMITED**(A GOVT OF INDIA ENTERPRISE)**

O/o the Executive Engineer (E),
BSNL Electrical Division, Sambalpur
NIT NO- 52/BSNL-ED/SBP/2018-19

NAME OF WORK: Operation and Maintenance of various electromechanical services at Telephone Bhawan, Bolangir.

INDEX

SL. NO.	DETAILS	PAGE
01.	Cover page	01
02.	Index	02
03.	Notice Inviting e-Tender , information for tenderer & Press NIT	03-09
04.	NIT (BSNL EW-6 amended as per NIT)	10-16
05.	Annexure- II - Model Form of Bank Guarantee	17
06.	Annexure-III – Performance Security Guarantee Bond	18-19
07.	Annexure – IV Format of Standard Agreement	20-21
08.	Annexure – V Undertaking for deposition EMD & other mandatory documents in physical forms the contractor/firm	22
09.	Tender Form BSNL EW-8	23-24
10.	i) General Rules and Directions	25-28
	ii) Conditions of Contract	29-31
	iii) Proforma of Schedules	32-33
11.	Schedule of work (Un-Priced) & Size of Services as per Annexure- I	34-38
12.	List of approved makes	39-40
13.	General & Commercial Conditions of Contract	41-54
14.	Special conditions of Contract	55-63
15.	Scope of work (Maintenance schedule)	64-101
16.	Annexure-VI – Certificate for “No Near Relatives working in BSNL”	102
17.	Annexure-VII– Proforma of work completion certificate	103
18.	Annexure-VIII– Information about the Tenderer	104
19.	Annexure-IX – Declaration by the Contractor for EW-6 & EW-8	105
20.	Annexure-X – Undertaking by the Contractor regarding EPF & ESI	106
21.	Clauses of Contract, BSNL Safety code, Model rules, Contractors labour regulations & Proforma Registers (BSNL EW-8)	107-175
PRICE BID		
Financial Bid for Quoting Rates - Price Schedule (SOQ) is available on line (E-tender)		

This NIT contains 175 pages

BHARAT SANCHAR NIGAM LIMITED**(A GOVT OF INDIA ENTERPRISE)**

O/o the Executive Engineer (E), BSNL Electrical Division
Staff quarters Complex, In front of Ambira Nagar, Jharsuguda Road
Ainthapali, Sambalpur -768004, Odisha.

Phone – (0663) - 2540200, FAX- 2540201, Email- eebsnlsbp@gmail.com

NOTICE INVITING e-TENDER

The Executive Engineer (Elect.), BSNL Electrical Division, Staff quarters Complex, In front of Ambira Nagar, Jharsuguda Road, Ainthapali, Sambalpur -768004, on behalf of Bharat Sanchar Nigam Limited, invites online item rate e-tenders in Two Bid system from eligible contractors for the work and details given below:

1.1. GENERAL DETAILS

1	NIT No.	52/BSNL-ED/SBP/2018-19
2	Name of work	Operation and Maintenance of various electromechanical services at Telephone Bhawan, Bolangir
3	Estimated cost of the work Inclusive of all & GST:	Rs.16,09,369/-
4	Completion period	Twenty Four (24) month.
5	Earnest Money Deposit (EMD) - @2% of estimated Cost	Rs.32,187/-
6	Mode of submission of EMD	a) DD/FDR/TDR/BG of a Nationalized/Scheduled Bank in favour of "Accounts Officer (Cash), BSNL, O/o the GMTD, Sambalpur" OR b) E-payment as per instruction of Para: (1.7) below.
7	Tender Cost (Non Refundable)	Rs.500/- + GST @18% = Rs.590/-
8	Mode of submission of Tender Cost	E-payment as per instruction of Para: (1.7) below.
9	Tender processing fees including taxes (Non Refundable)	Rs.950/- i/c GST (in favour of M/s. ITI Limited through on-line payment, Debit / Credit card)
10	Availability of tender Documents for free view only	The links of website www.tenderwizard.com /BSNL, also available on website www.orissa.bsnl.co.in/tender
11	Date & time of availability of tender documents in Tender wizard portal for downloading	From Date: 27.06.2018
12	Last date and time of closing of online submission of tenders along with self attested copies all requisite documents and e-payment transaction receipt of Tender cost and EMD (if paid online)	Date: 16.07.2018 (up to 17:00 Hrs.)
13	Period during which Hard copies of EMD instrument and other requisite documents as specified shall be submitted	No EMD & hard copies of documents shall be submitted physically by the tenderers before opening of Bids. EMD (in form DD/FDR/TDR/BG, if not submitted through e-payment) and hard copies of other mandatory documents as specified in clause 3.15 should be submitted by the L-1 tenderer only within one week of opening of financial bid.
14	Date and time of online opening of technical bid.	On or after 11.00 hrs dtd. 17.07.2018
15	Date and time for online opening of financial bids	Date: 19.07.2018 at 15.30 hrs
16	Competent authority inviting tender	Executive Engineer (E), BSNL Electrical Division Staff quarters Complex, In front of Ambira Nagar, Jharsuguda Road, Ainthapali, Sambalpur -768004, Phone – (0663) - 2540200 , FAX- 2540201 , Email- eebsnlsbp@gmail.com

Note: In case the last date of submission / opening of tender is declared to be a holiday, last date of submission / opening of tender will get shifted automatically to next working day at the same scheduled time. Any change in tender submission/ opening date due to any other unavoidable reasons will be notified through the BSNL web site and/ or e-Tender Portal and/or newspapers.

- 1.2. The Tender document can be downloaded from the website: **www.tenderwizard.com/BSNL OR www.odisha.bsnl.co.in** and to be submitted in e-tendering portal only.
- 1.3. BSNL has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
- 1.4. Intending tenderer are requested to register themselves with M/s. ITI Limited through the website **www.tenderwizard.com/BSNL** for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.
- 1.5. Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the tenderer who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.
- 1.6. In case at any stage, it is found that any addition / deletion / correction or tempering has been made in the downloaded tender documents, the tender shall be treated as non-responsive and shall be rejected. BSNL shall have the absolute right to take any action as deemed fit, without any prior intimation to the firms.
- 1.7. **The cost of EMD can also be paid through online Banking/RTGS/NEFT as per the following details. The Tender cost should be submitted through e-payment mode only.**

Name of the Bank and Branch	UNION BANK OF INDIA, SAMBALPUR
Accounts Name	A.O(Cash), BSNL, O/o GMTD Sambalpur
PAN NO.	AABCB5576G
Account Number	365201010033050
IFS Code	UBIN0536521
Address of the Bank	Naya Sarak, Sambalpur
MICR Code	000026000
Mail Id :	<i>email id : gmtdsbp13@rediffmail.com</i>
Contact No (BSNL)	Tel.No.0663-2410690, 2410600
Contact No (BANK)	0663-2521118

The scanned copies of the E-Payment receipt towards EMD (if paid through e-payment mode) and Tender cost are to be uploaded in the e-Tendering Portal along with other requisite documents.

2.0 ELIGIBILITY CRITERIA

2.1. Average annual turnover during the last 3 years, ending 31st March of the previous financial year, should be at least ₹ 2,41,406/-

AND

2.2. BSNL enlisted contractors of Class-III & above in Electrical category.

OR

2.3 Experience of having successfully completed similar works in BSNL comprising of either substation or Air conditioning service as part of scope of work during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following :

➤ Three similar successfully completed works costing not less than the amount of ₹ 3,21,874/- each.

OR

➤ Two similar successfully completed works costing not less than the amount of ₹ 4,82,811/- each.

OR

➤ One similar successfully completed work costing not less than the amount of ₹ 6,43,748/-.

Note-

1. **Similar work means “works with comprehensive maintenance and operation of electromechanical services comprising of either substation or Air conditioning service as part of scope of work”.**
2. **The firm shall have to possess a valid Electrical license issued by any State Govt.**
3. **Testimonials of satisfactory completion of works as per (Annexure-VII) should be obtained from an officer not below the rank of Executive Engineer, wherever required clearly mentioning the name and scope of work.**

3.0. INFORMATION & GENERAL INSTRUCTIONS FOR TENDERER:

3.1 Prospective tenderer or General public can see and download free of cost PDF format of the tender documents from website: www.tenderwizard.com/BSNL.

To participate in the tender, prospective tenderer are requested to download the excel formats, after login in the Home page of the website www.tenderwizard.com/BSNL with **User ID/Password/Class III Digital Signature Certificate.**

3.2 Prospective Tenderer has to fill Excel Documents and upload the same without renaming it. The tenderer has also to down load and upload the PDF file of Techno commercial bid in the e-tendering portal along with other requisite documents without making any alternations, additions & deletions etc. Please refer Help Manual for Tender submission or contact ITI Helpdesk.

3.3 The Intending tenderer must read the terms and conditions of Notice Inviting Tender, eligibility criteria, Specifications, General, Commercial, Special conditions of the tender and clauses of contract carefully. He should only submit his tender if he considers himself eligible and he is in possession of all the supporting documents required.

3.4 Information and instructions for tenderer posted on website shall form part of tender document.

3.5 The intending tenderers should get themselves registered with M/s ITI Limited, as per instructions on web site. The intending tenderers who need digital signature should also contact **M/s ITI Limited** well in advance for issue of digital signature. **Help desk of M/s ITI: Sh. Biswajit Kar, Mob No- 9438724476, Tender Wizard Office no- 011-49424365, Email- twhelpdesk691@gmail.com.**

- 3.6 After registration, the intending tenderer has to make a request for the particular tender for which he has to pay processing fee through e-payment link available on portal by VISA/Master enabled Credit/Debit cards/PNB net banking facility.
- 3.7 The tender document consisting of plans/specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be compiled with and other necessary documents can be seen and downloaded from website www.tenderwizard.com/BSNL or www.orissa.bsnl.co.in free of cost.
- 3.8 The tender can only be submitted after uploading the mandatory scanned documents such as Demand Draft/Pay Order/Banker's Cheque/FDR towards tender cost and EMD in favour of **Accounts officer (Cash), BSNL, O/o the G.M.T.D, SAMBALPUR** or scanned copies of e-payment documents and processing fees in favour of M/s ITI Limited and other documents as specified.
- 3.9 Those Contractors not registered on website mentioned above are required to get registered beforehand.
- 3.10 The intending tenderer must have class-III digital signature to submit the tender.
- 3.11 On opening date, the contractor can login and see the tender opening process. After opening of tenders he will receive the competitor tender sheets.
- 3.12 Contractor can upload documents in the form of JPG format and PDF format and any other format as permissible by the e-tendering portal.
- 3.13 Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in dark Yellow colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank, the same shall be treated as "0". Therefore if any cell is left blank and no rate is quoted by the tenderer, rate of such item shall be treated as "0" (ZERO).
- 3.14 It is essential to upload all the mandatory documents. If some document is not applicable /available the status shall be printed on a paper and same shall be uploaded. Uploading of any blank/irrelevant documents in connection to mandatory documents will lead to rejection of the offer.

3.15 LIST OF MANDATORY SELF ATTESTED DOCUMENTS TO BE SCANNED AND UPLOADED IN THE e-TENDERING PORTAL ON LINE WITHIN PERIOD OF TENDER SUBMISSION.

Sl. no	Description
1.	Demand Draft/Pay Order/Banker's Cheque/FDR/TDR/BG of any Nationalized/scheduled bank in favour of "Accounts Officer (Cash), BSNL, O/o the GMTD, SAMBALPUR" towards EMD OR scanned copies of E-payment documents.
2.	Scanned copies of E-payment documents/Transaction slips, towards online payment of tender cost.
3.	Turn Over Certificate of the firm from Chartered Accountant for last 03 years.
4.	Documentary proof of satisfying eligibility conditions as per 2.1 to 2.3 of the Eligibility Criteria.
	a) Valid Enlistment letter of BSNL as per 2.2 of eligibility criteria.
	b) Completion Certificate of successfully completed similar works as per 2.3 of eligibility criteria.
5.	PAN card issued by Income Tax Department, Govt. of India.
6.	Valid GST Registration Certificate issued by statutory authority.
7.	Valid Electrical License issued by any State Government.
8.	Valid Employees Provident Fund (EPF) & ESI Registrations Certificate along with latest challans.
9.	"Undertaking for deposition of physical EMD and other requisite documents as per Annexure – V
10.	Certificate for "No near relatives are working in BSNL" as per Annexure – VI
11.	Completion Certificate of successfully completed similar works (if any) as per Annexure – VII
12.	Information about the Tenderer as per Annexure – VIII
13.	Declaration by Contractor for EW-6 & EW-8 as per Annexure – IX
14.	Under taking regarding EPF & ESI as per Annexure – X

3.16 SUBMISSION OF EMD AND HARD COPIES OF SELF ATTESTED MANDATORY DOCUMENTS BY THE LOWEST BIDDER :-

The Physical form of EMD (scanned copy of which has been uploaded in e-tendering portal), along with self attested copies of other uploaded documents as mentioned above should be deposited by the L1 (lowest) bidder within a week after opening of Financial bid to The Executive Engineer (E), BSNL Electrical Division Sambalpur, failing which their bids shall be rejected and the Agency/Firm will be debarred from tendering in BSNL.

An undertaking in this regard that, "The Physical EMD shall be deposited by me /us with the E.E.(E), calling the tender, in case I/we become the L1 (Lowest) bidder, within a week of opening of financial bid, otherwise, department may reject the tender and also take action to withdraw my/our enlistment/debar me/us from tendering in BSNL" shall also be invariably uploaded by the intending bidders in Annexure-V.

The L1 (lowest) bidder should be submitted the hard copies of EMD and self attested copies of other requisite documents as per the following manner.

- a) The original financial instrument like Demand Draft/FDR/BG/CDR against EMD, e-payment proof of Tender cost and self attested copies of the valid credentials, registration certificates, GST, and undertakings etc. as mentioned above (Sl. no. 3 to 12) along with downloaded tender document (Technocommercial Bid) shall be submitted by the L1 (lowest) bidder with due mention of name of work, date of opening of tenders, name of the tenderder and should be submitted in the office of the Executive Engineer (E), BSNL Electrical Division, **Sambalpur** within one week of opening of Price bids.
- b) If the tenderer is a firm in partnership/Limited company or Corporation, then the hard copies of "FORM-A" and partnership deed/Memorandum of Articles of Association and power of attorney/Authorisation to the person who signs the tender in case of companies etc. shall also be submitted along with hard copies of **other documents** as above.

IMPORTANT NOTES:

1. All the documents shall be self-attested before up loading online and hard copies shall be submitted in off line by the L1 bidder only within one week of opening of price bids. However the tenderer shall produce the original documents before the tender opening committee on demand, otherwise, their tenders are liable to be rejected without any further intimation. In case of any document as mentioned above (3.15) could not be produced by the tenderer before the TOC on demand, then they will be disqualified and their price bids will not be opened. The decision of the Tender accepting authority in this regard will be final and binding.
2. The tenderer shall upload scanned copy of original documents in JPG or PDF format. The submission of documents is deemed as undertaking by tenderer that all the documents are true and genuine. If it is found, at any time during tendering or execution of work, that the information/documents submitted by the tenderer are in variance/forged/bogus, they shall be legally held responsible for the same. Their offer shall summarily be rejected or termination of contract, if awarded, forfeiting of the EMD, performance guarantees, security deposit, if any. The tenderer/contractor shall be blacklisted /debarred for further works in BSNL for a period of three years.

Executive Engineer (E)
BSNL Electrical Division,
SAMBALPUR

No- **DB/NIT/TED-SBP/288**

Date -23/06/2018

Copy to-

- 1) Chief Engineer (E), BSNL Electrical Odisha Zone, BBSR for kind information.
- 2-3) E.E. (E), BSNL Electrical Division, Cuttack/Bhubaneswar.
- 3) The A.O (Cash) , BSNL , O/o the GMTD, Sambalpur.
- 4) Notice Board/Press/BSNL Web site/Tender Wizard web site.

Executive Engineer (E)



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

PRESS NOTICE

Notice Inviting e- Tenders

NIT NO- 52/BSNL-ED/SBP/2018-19

The Executive Engineer (E), BSNL Electrical Division Sambalpur, on behalf of Bharat Sanchar Nigam Limited, invites sealed item rate e-tenders for the work “**Operation and Maintenance of various electromechanical services at Telephone Bhawan Bolangir**. Last date & time of closing of online submission of tenders- 16.07.2018 (Up to 17.00 hrs). For details visit <http://www.tenderwizard.com/BSNL> or www.orissa.bsnl.co.in

Executive Engineer (E)

Bharat Sanchar Nigam Limited

(A Government of India Enterprise)

Electrical Wing

Zone : Bhubaneswar

Division : SAMBALPUR

Circle :Bhubaneswar

NIT No. : 52/BSNL-ED/SBP/2018-19**NOTICE INVITING e -TENDERS**

(As per Tendering procedure in BSNL revised up to date)

01. Item rate e-Tenders are hereby invited on behalf of BSNL for the work of: "Operation and Maintenance of various electromechanical services at Telephone Bhawan Bolangir"

Estimated cost: Rs. 16,09,369/-

02. The intending tenderer eligible to submit tender has to scan and upload the following documents as per the provision of eligibility criteria. All the copies of documents with regard to eligibility criteria are to be self-attested and uploaded in the e-tendering portal within the stipulated date and time.

03. Intending tenderer is eligible to submit tender provided he has definite proof to the satisfaction of competent authority of having the eligibility criteria as given below.

04. Detailed tender documents of tender consisting of the detailed plans, complete specifications, the schedule of quantities of the various classes of works to be done and the set of conditions of contract to be complied with by the persons whose tender may be accepted is available in downloadable form at the website www.tenderwizard.com/BSNL or www.orissa.bsnl.co.in free of cost.

05. The time allowed for carrying out the work will be 24 calendar months for completion of work and shall be reckoned from the 10th day of issue award letter.

06. The intending tenderer has to fill all the details such as Banker's name, Demand Draft/Fixed Deposit Receipt/Pay Order/Banker's Cheque/Bank Guarantee number, amount and date.

- (i) Earnest Money amounting to **Rs.32,187/-** in the form of demand draft / FDR / BG /CDR/TDR of a nationalized/scheduled bank guaranteed by the Reserve Bank of India, drawn in favour of Accounts Officer (Cash), BSNL O/o the G.M.T.D , SAMBALPUR, payable at SAMBALPUR OR through E-payment as per instruction of Para: (1.7) above. The Validity period of EMD is 120 days, from the date of opening of tender as stipulated above. However EMD in shape of DD with validity of three months is also acceptable.

- (ii) Cost of Tender Document amounting to Rs.590/- must be paid through E-payment such as RTGS/NEFT etc as per instruction of Para: (1.7) above.

- (iii) E-tender processing fee @ 0.05% of Estimated cost put to tender (subject to Minimum Rs.500/- and maximum of Rs.5,000/-) plus applicable taxes is to be paid through online on e-payment link available on portal by VISA/Master enabled Credit/Debit cards/PNB net banking facility to the account of M/s ITI Ltd. as mentioned in the portal.

07. Online tender documents submitted by intending tenderer shall be opened only of those tenderer, whose uploaded scan copies of documents in respect of Earnest money Deposit, Cost of Tender and other documents are found in order. The time & date of opening of uploaded scanned documents & online Technical bid is on or after 11.00 hours date. 17.07.2018 and financial bid is at 15.30 hrs on date. 19.07.2018.
08. The Tender will be submitted in two parts –
Part- 1:- TECHNICAL AND COMMERCIAL BID
Part-2:- PRICE BID
- a)** The technical and commercial bid will be opened first at the first instance and evaluated by the Committee. At the second stage financial bids of only the technical and commercially accepted offer will be opened for further evaluation and ranking before awarding the contract.
- b)** The technical and commercial bid shall be evaluated by the tender evaluation committee and if necessary clarifications/confirmation, for deviations (if any) shall be taken from the eligible bidders so as to evaluate their bids as per terms and conditions of the tender documents to decide the technically & commercially responsive / non responsive bidder.
- c)** The bidders shall not be at any stage allowed to revise/modify the price bid after the opening of technical and commercial bid.

In case holiday is declared on the opening day the tenders will be opened on the next working day.

09. The tender submitted shall become invalid and cost of tender and e-tendering processing fees shall not be refunded if-
- (i) The tenderer is found ineligible.
- (ii) The tenderer does not upload all the documents as stipulated in the tender document.
- (iii) Any discrepancy in the documents uploaded, is noticed by tender opening authority
10. The submission of eligibility documents for the online tenders should be scrutinized carefully as practice of submission of hard copies of all mandatory documents have been withdrawn.
11. In case the eligibility credentials are not found genuine at any stage i.e. before award of work or during execution of the work or after completion of the work, the contractor will be debarred from tendering in BSNL for three years including any other action under the contract or existing law.
12. After submission of online tender, the contractor can resubmit revised tender any number of times but before last time and date of submission of tender as notified. While submitting the revised tender, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rates of all the items).

13. **Public Online Tender Opening Event (TOE)**

E-tender offers a unique facility for “Public Online Tender Opening Event (TOE)”. Tender Opening officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. supplier organization) duly authorized are requested to carry a Laptop and Wireless connectivity to Internet.

14.0. **Earnest Money**

14.1 The amount of earnest money to be deposited with each tender is 2% of the estimated cost put to the tender subject to a maximum of Rs.2crores. Earnest money will be acceptable in the form of CDR/FDR/DD/BG.OR through e-payment (RTGS/NEFT). Bank guarantee (BG) is acceptable as EMD if amount exceeds Rs.20,000/-

14.2 The validity period of the Earnest Money Deposit is kept 30 days beyond the tender validity e.g. 90 +30 = 120 days, the tender validity period is 90 days.

14.3. **Extension of Validity**

In case, where the letter of award of work cannot be placed within the validity period of the tender, the BSNL can request all tenderers to extend the validity of their respective tenders and the Earnest Money deposit by a reasonable period. In such cases, extension of validity of Earnest Money deposit by 30 days beyond the extended validity date of tender should also be asked for. While BSNL can make the request for extension, the tenderer is free to either extend the validity or refuse the request to extend the validity.

14.4 . **Release of Earnest Money deposit**

The Earnest Money deposit of the lowest bidder (s) shall be released on submitting of their performance Guarantee after award of works. Where the BSNL requests the tenderer to extend the validity of the tender beyond the stipulated period given in the tender documents, and the tenderer refuses to extend the validity of his tender, the Earnest Money deposit of such tenderers is returned forthwith.

14.5. Exemption from payment of earnest money and security deposit by any other unit/ department shall not hold good for BSNL.

15.(i) **Performance Guarantee** :

The contractor is required to furnish performance guarantee for an amount equal to 5% of the contract value of items in the form of Bank Guarantee (of a Nationalized / Scheduled Bank in a standard format-Annexure-III) / CDR / FDR / DD within two weeks from the date of issue of award letter. ***The performance guarantee shall be submitted to the Executive Engineer (E), BSNL, Electrical Division, Sambalpur in the name of Accounts officer (Cash), BSNL, of the O/o the GMTD, Sambalpur and shall be valid for 12months from the date of actual completion of work.***

(ii) **Security Deposit** :

A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor/Firm till the sum will amount to security deposit of 10% (i/c 5% PG) of the Tendered value of the individual agreement. This Security Deposit shall be released after an observation period of 12 months after the date of completion of work.

16. The acceptance of a tender will rest with the Chief Engineer (E), who does not bind himself to accept the lowest tender or any other tender and reserves to himself the Authority to reject lowest or all the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. Tenders with any condition including that of conditional rebates shall be rejected forthwith summarily.
17. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
18. The competent authority on behalf of BSNL reserves with himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
19. (i) The tenderer should give a certificate that none of his/her relative is employed in BSNL units. In case of proprietorship firm, certificate will be given by the proprietor and for partnership firm certificate will be given by all the Directors of the Company.
 - (ii) Near relatives of all BSNL employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in the different units of BSNL. The near relatives for this purpose are defined as:
 - a. Members of a Hindu Undivided family
 - b. They are husband and wife
 - c. The one is related to the other in the manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law), brother (s) & brother's wife, sister (s) & sister's husband (brother-in-law)
 - (iii) The company or firm or any other person is not permitted to tender for works in BSNL Unit in which his near relative(s) is (are) posted. The unit is defined as SSA / Circle / Chief Engineer / Chief Archt./ Corporate office for non-executive employees and all SSA in a circle including circle office / Chief Eng./ Chief Archt./ Corporate office for executive employees (including those called as Gazetted officers at present). The tenderer should give a certificate that none of his/her such near relative is working in the units as defined above where he is going to apply for tender / work, for proprietorship, partnership firms and limited company certificate shall be given by the authorized signatory of the firm. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/performance guarantee will be forfeited at any stage whenever it is so noticed. BSNL will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

The format of the certificate to be given is "I
 son of
 Sh.....Resident of
 hereby certify that none of
 my relative (s) as defined in the tender document is/are employed in BSNL unit as per
 details given in tender document. In case at any stage, it is found that the information
 given by me is false /incorrect, BSNL shall have the absolute right to take any action as
 deemed fit/without any prior intimation to me".

(Seal of the Firm)

(Signature of Contractor)

20. No employee in BSNL/ Govt. of India is allowed to work as a contractor for a period of two years of his retirement from service without the prior permission. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission as aforesaid before submission of tender and engagement in the contractor's service.
21. The tenders for the work shall remain open for acceptance for a period of 90 days from the date of opening of the tenders.

If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which is not acceptable to the BSNL shall, without prejudice to any other right of remedy be at liberty to forfeit 50% (fifty percent only) of the said earnest money absolutely.
22. The contractor should read the tender documents carefully before submitting the online tender.
23. Before e-tendering the Contractor shall inspect the site and fully acquaint himself about the condition with regard to accessibility of site and site nature and the extend of grounds, working conditions, including stocking of materials, installation of T&P etc. and condition affecting accommodation and movement of labour etc. required for the satisfactory execution of the contract. No claim whatsoever on such account shall be entertained by the BSNL in any circumstances.
24. Agreement shall be drawn with the successful tenderer on prescribed form. Tenderer shall quote his rates as per various terms and conditions of the said form, which will form part of the agreement.
25. The successful tenderer/contractor on acceptance of his tender by the Accepting authority should sign every page of downloaded tender as available in the website with stamp (seal) of his firm/organization.
26. This down loaded and signed tender consisting of Notice Inviting e-Tender (BSNL EW-6) shall form part of the contract document. The successful tenderer/contractor shall within 15 days from the award of work, sign the contract consisting of:
 - a) The Notice Inviting e-Tender, all the documents including additional conditions, specifications and drawings, if any was forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - b) Standard form (BSNL EW-8).
27. General conditions of contract for works in BHARAT SANCHAR NIGAM LIMITED are available on BSNL website www.electrical.bsnl.co.in OR <http://www.tenderwizard.com/BSNL> as well as in the Division office.

28. For e-tendering of this tender BSNL has engaged e-portal maintained by M/s ITI Ltd, New Delhi. The agency intending to participate in tendering process shall have to register with ITI Ltd, New Dewlhi. For details kindly visit website <http://www.tenderwizard.com/BSNL> or contact **Shri Biswajit Kar, Mob No- 9438724476**.

Executive Engineer (E)
BSNL Electrical Division
SAMBALPUR

CONDITION OF BANK GUARANTEE FOR EMD IF IT IS MORE THAN Rs.20,000/-

- The BG shall be from a schedule bank or a Nationalized Bank guaranteed by Reserve Bank of India, in enclosed Performa for the prescribed value mentioned in NIT.
- The Bank guarantee shall remain in force for 30 days after the period, for which the tenders are valid.
- The B.G shall be furnished duly stamped of value not less than Rs.100/-(Rupees one hundred only)
- The BG may be got extended if required.
- If the firm belongs to other state and stamp duty is lower in that state then it will require to be stamped with the excess amount so that total stamp duty is not less in accordance with the requirement of Odisha State. If the BG is not in prescribed pro forma duly stamped with the requirement of Odisha state, tender shall not be opened.

Note: All the required details such as Name of work etc. for which BG is produced must to be filled in the BG itself.

MODEL FORM OF BANK GUARANTEE

BANK GUARANTEE BOND FOR EMD FOR AIR CONDITIONING, DIESEL ENGINE ALTERNATOR, LIFTS AND SUB STATION WORKS WHEREVER THE AMOUNT OF EMD IS MORE THAN RS. 20, 000/-.

Whereas _____(hereinafter called "The Contractor(s)") has submitted its Tender dated _____ for _____(Name of work)_____ KNOW ALL MEN by these Presents that WE _____ OF _____ having our registered office at _____(hereinafter called "The Bank") are bound unto **ACCOUNTS OFFICER (CASH), O/O GMTD, BSNL** (hereinafter called " The Purchaser ") in the sum of _____for which payment will and truly to be made of the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

THE CONDITIONS of the obligation are:

1. If the Contractor(s) withdraws its Tender during the period of Tender validity specified on the Tender Form : or
2. If the Contractor(s) having been notified of the acceptance of its Tender by the Purchaser during the period of Tender validity.
 - (a) Fails or refuses to execute the Contract.
 - (b) Fails or refuses to furnish Security Deposit in accordance with the conditions of Tender document.

WE undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand, the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force as specified in the Tender Document up to and including Thirty (30) days after the period of the Tender validity, and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of the Bank Authority

Signature of the Witness

Name of Witness

Address of Witness

PERFORMANCE SECURITY GURANTEE BOND

1. In consideration of the CMD, BSNL (hereinafter called 'BSNL') having agreed to exempt _____ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No. _____ dated: _____ made between _____ and _____ for the supply of _____ (hereinafter called "the said agreement"), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to as "the bank") at the request of _____ (contractor(s)) do hereby undertake to pay to the BSNL an amount not exceeding against any loss or damage caused to or suffered or would be caused to or suffered by BSNL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the BSNL by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of BSNL in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____.

3. We undertake to pay to the BSNL any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) _____ 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 agreement and that it shall continue to be enforceable till all the dues of the BSNL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____ (office/Department) BSNL certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ONE YEAR after actual completion of work.

5. We (name of the bank) _____ further agree with the BSNL that the BSNL 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 Agreement 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 BSNL against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by 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 BSNL or any indulgence by the BSNL 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.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).
7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing.

Dated the _____ day of _____

for _____ (Indicate the name of the Bank)

FORMAT OF STANDARD AGREEMENT(To be executed in Non-Judicial Stamp paper of Rs.100/-)

The agreement shall be signed by both the parties [EE (E)] concerned and the contractor] on Non judicial stamp paper of appropriate value which shall be purchased by the agency. The proforma of agreement to be prepared on Non judicial stamp paper is given below:

CONTRACT AGREEMENT FOR THE WORK OF

.....Dated.....M/s.....

..(refer to note) in the town of herein after called the contractor (which term shall unless excluded by or repugnant to be subject or context include its successor and permitted assigns) of the one part and the Bharat Sanchar Nigam Limited herein after called the BSNL (which term shall unless excluded by or repugnant to the subject or context include its successors and assigns) of the other part.

WHEREAS

A. The BSNL is desirous that the should be executed as mentioned enumerated referred to in the tender including Press Notices Inviting tender, General Conditions of the Contract, Special conditions of the contract, Specifications, Drawing Plan, Time Schedule of completion of jobs, Schedule of quantities and Rates, Agreed variations, other documents, has called for tender.

B. The contractor has inspected the site and surrounding of the work specified in the tender documents and has satisfied himself by carefully examination before submitting his tender as to the nature of surface, strata, soil, sub-soil and grounds, the form and nature of the site and local conditions, the quantities, nature and magnitude of the work, the availability of labour and material necessary for the execution of work, the means of access to site, the supply of power and water there to and the accommodation he may require and has made local and independent enquires and obtained complete information as to the matters and things referred to or implied in the tender documents or having any connection therewith, and has considered the nature and extent of all the probable and possible contingencies, and generally all matters incidental thereto and ancillary thereof affecting the execution and completion of the work and which might have influenced him in making his tender.

C. The tender documents including the BSNL's Press Notices inviting Tender, General Conditions of contract, Schedule of quantities and rates, General obligation specification Drawings, plan, time, schedule for completion of work, letter of acceptance of tender and any statement of agreed variations with its enclosures copies of which are hereto annexed form part of this contract through separately set out herein and are included in the expression contract wherever herein used.

AND **WHEREAS** The BSNL accepted the tender of
M/s.....vide letter
No.....at the rates stated in the schedule of
quantities for the works and accepted by the BSNL (herein after called the schedule of Rates)
upon the terms and subject to the conditions of the contract.

NOW THIS AGREEMENT WITNESSETH & IT IS HEREBY AGREED AND DECLARED AS FOLLOWS.

1. In consideration of payment to be made into the contract for the work to be executed him, the contractor hereby convenient with the BSNL that the contractor shall and will duly provide, execute, complete and maintain the said work and shall do and perform all other acts and things on the contract mentioned or described or which are to be implied and three form or may be reasonably necessary of the completion of the said works and the said times and in the manner and subject to the terms and conditions or stipulations mentioned the contract, AND
2. In considerations of the due provision execution, completion and maintenance of the said work, the BSNL does hereby agree with the contractor that the BSNL will pay to contractor the respective amounts for the work actually done by him and approved by the BSNL at the schedule or Rates and such other sum payable to the contractor under provision the contract, such payment to be made at such time in such manner as prescribed for in the contract.
3. It specifically and distinctly under stood and agreed between the BSNL and the contractor that the contractor shall have no right, title or interest in the site made available by the BSNL for execution of the works or in the buildings, structures or works executed or the said site by the contractor or in the goods, articles, materials, etc., brought on the said site (unless the same specifically belongs to the contractor) and the contractor shall not have or deemed to have any lien whatsoever for unpaid bills will not be entitled to assume or retain possession or control of the site or structures and the BSNL shall have an absolute unfettered right to take full possession of site or structures and the BSNL shall have an absolute unfettered right to take full possession of site and to remove the contractor, their servants, agents and materials belonging to the contractor and lying on the site.

In witness whereof the parties here-into set their respective hands and seal in the day and the year first above written.

Signed and delivered for and on
Behalf of BSNL
(BHARAT SANCHAR NIGAM LIMITED)
Date :
Place:

Signed and delivered for and on
Behalf of Contractor
M/s.
Date:
Place:

IN PRESENCE OF TWO WITNESSES

Signature:

Signature :

Name:

Name:

**UNDERTAKING FOR DEPOSITION EMD & OTHER MANDATORY DOCUMENTS IN
PHYSICAL FORMS AT THE OFFICE OF THE EXECUTIVE ENGINEER (E), BSNL,
ELECTRICAL DIVISION, SAMBALPUR AFTER OPENING OF FINANCIAL BID.**

1	NIT No.	52/BSNL-ED/SBP/2018-19
2	Name of work:	Operation and Maintenance of various electromechanical services at Telephone Bhawan Bolangir.
3	Name of the Agency:	
<p>I /we hereby undertake that, the physical EMD along with self attested copies of all uploaded mandatory documents as specified in clause- 3.15 of "Notice Inviting e- Tender" shall be deposited by me/us with the Executive Engineer (E), BSNL Electrical Division, Sambalpur, in case I/we become the L1 bidder within a week of the opening of financial bid, otherwise BSNL may reject the bid and also take action to withdraw my/our enlistment/debar me/us from tendering in BSNL.</p>		

(Signature of contractor)
Seal of Contractor

Signature of the Witness

Name of Witness

Address of Witness

BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

ZONE – BHUBANESWAR

DIVISION – BHUBANESWAR

BRANCH : ELECTRICAL WING

Tender for the work of : Operation and Maintenance of various electromechanical services at Telephone Bhawan Bolangir.

TENDER

1. I/we have read and examined the notice inviting tender, schedule, specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, special conditions, Schedule of Rates and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.
2. I/ We hereby tender for the execution of the work specified for BSNL within the time specified, schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.
3. I/We agree to keep the tender open for ninety (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.
4. A sum of **Rs.32,187/-** is hereby forwarded in the form of Deposit at call receipt / FDR / Bank guarantee of a Nationalized/Scheduled Bank/through e-payment as earnest money. If I /We fail to commence the work specified I/We agree that the said BSNL shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely and the same may at the option of the competent authority on behalf of BSNL be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.
5. Should this tender be accepted, I/We agree to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered up to maximum of percentage mentioned in clause 12.3 of the tender form and those in excess of that limit at rates to be determined in accordance with provisions contained in clauses 12.2.
6. I / We agree to furnish to BSNL Deposit at call receipt /FDR/ Bank guarantee of a Nationalised/Scheduled Bank for an amount equal to 5% of the contact value in a standard format within two weeks from the date of issue of award letter. I/We agree to keep the performance guarantee valid for one year from the date of actual completion of work.
7. I/We hereby declare that I/We shall treat the tender documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information / derived there from to any person other than to whom I/We am/are authorised to communicate the same or use the information in any manner prejudicial to the safety or interest of BSNL.

Signature of Witness
*(required in the case of
 contractor's thumb impression
 is given by the contractor in place
 of signature)*
 (Name & Postal address)

(Signature of contractor)
 Seal of Contractor

Occupation of Witness

Date:

ACCEPTANCE

NIT No.	52/BSNL-ED/SBP/2018-19
Name of work:	Operation and Maintenance of various electromechanical services at Telephone Bhawan Bolangir.
Name of the Agency:	

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of BSNL for a sum of Rs. _____ (Rupees _____)

The letters referred to below shall form part of this contract Agreement.

- a)
- b)

Dated:.....

For & on behalf of BSNL
Signature

Designation

GENERAL RULES AND DIRECTIONS

1. All works proposed for execution by contract will be notified in a form of invitation to tender displayed on Notice Board in select BSNL offices and signed by the officer inviting tender or by publication in News papers/internet (designated web page) as the case may be.
2. This form will state the work to be carried out, as well as the date for submitting and opening tenders and the time allowed for carrying out the work, also the amount of earnest money to be deposited with the tender, and the amount of performance guarantee to be deposited by the successful tenderer(s). Copies of the specifications, designs and drawings and any other documents required in connection with the work signed for the purpose of identification by the Officer inviting tender shall also be open for inspection by the contractor at the office of Officer inviting tender during office hours.
3. In the event of the tender being submitted by a firm in offline, it must be signed by the authorised signatory.
4. Receipts for payments made on account of work when executed by a firm, must also be signed by authorised signatory.
5. Any person who submits a tender shall fill up the downloaded price schedule stating at what rate he is willing to undertake each item of the work. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, including conditional rebates, will be summarily rejected. However, tenders with unconditional rebate will be acceptable. No single tender shall include more than one work, but contractors who wish to tender for two or more works shall submit separate tender for each. Tenders shall have the name and number of the works to which they refer, written on the envelopes.

The rates(s) must be quoted in decimal coinage. Amounts must be quoted in full rupees by ignoring fifty paise and considering more than fifty paise as rupee one.
6. The Officer inviting tender or his duly authorised assistant will open tenders in the presence of any intending contractors who may be present at the time, and will enter the amounts of the several tenders in a Comparative Statement in a suitable form. In the event of a tender being accepted, a receipt for the earnest money forwarded therewith shall thereupon be given to the contractor who shall thereupon for the purpose of identification sign copies of the specifications and other documents mentioned in Rule 1. In the event of a tender being rejected, the earnest money forwarded with such unaccepted tender shall thereupon be returned to the contractor remitting the same, without any interest.
7. The officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tender.
8. The tenderers shall sign a declaration under the officials Secret Act, 1923, for maintaining secrecy of the tender documents, drawings or other records connected with the work given to them. The unsuccessful tenderers shall return all the drawings given to them.
9. Rates quoted by the Contractor in the tender both in figures and words (In case of offline tenders & only figures in case of online tenders) shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor

shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written in either in figures or in words, then the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the contractor in figures and in words tally, but the amount is not worked out correctly, the rates quoted by the contractor will unless otherwise proved be taken as correct and not the amount.

10. Performance Guarantee:

The contractor is required to furnish performance guarantee for an amount equal to 5% of the contract value of items in the form of Bank Guarantee (of a Nationalized / Scheduled Bank in a standard format) / CDR / FDR / DD within two weeks from the date of issue of award letter. *The performance guarantee shall be submitted to the Executive Engineer (E), BSNL, Electrical Division, Sambalpur in the name of Accounts officer (Cash), BSNL, of the O/o the GMTD, Sambalpur and shall be valid for 12months from the date of actual completion of work.*

11. Security Deposit:

A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum will amount to security deposit of 10% (i/c 5% PG) of the Tendered value of the individual agreement. This Security Deposit shall be released after an observation period of 12 months after the date of completion of work.

12. **Taxes & Duties :** The firm shall quote basic rates of goods / services / materials in the price schedule as per actual inclusive of all incidental charges including freight, forwarding, packing, insurance and any other levies / charges already paid or payable by the contractor / supplier but excluding GST. GST (CGST/SGST/IGST) shall be quoted separately at the place provided in the price schedule.
13. All the taxes and duties will be as per the applicable GST. Agency should separately quote GST component. The Firm shall have to submit Tax Invoice showing GST component while claiming bills.

Evaluation of Tenders:-The evaluation and comparison of responsive tenders shall be done on the basis of net cost excluding GST amount.

- 14.a. However, if any further tax or levy is imposed by statute, after the last date for the receipt of tender and the contractor thereupon necessarily and properly pays such taxes/ levies, the contractor shall be reimbursed the amount so paid, provided such payment, if any, is not, in the opinion of the Chief Engineer (E) / Superintending Engineer (E) (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.
- b. The contractor shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of BSNL and further shall furnish such other information/ document as the Engineer-in-Charge may require from time to time.
- c. The Contractor shall, within a period of 30 days of imposition of any such further tax or levy, give a written notice thereof to the Engineer-in-charge that the same is given pursuant to this condition, together with all necessary information relating thereto.

15. In case of variation of any statutory taxes within the stipulated date of completion of individual agreement, the same shall be paid or recovered as per the actual against documentary proof for major equipments/ materials. However, beyond this period BSNL will take advantage of any duty reduction but will not pay extra on account of duty increase.
16. BSNL shall deduct income tax and other statutory deductions from payments due to the firm as per rules of the State/Central Government. The Accounts Officer of the concerned Division shall issue certificates for such deductions to the firm.
17. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render, tenders of the contractors tendering, as well as witnessing the tender, liable to summary rejection.
18. Other agencies will also simultaneously execute the works like horticulture, external services, installation of telephone exchange equipment and other building works for the same project along with this work. The contractor shall offer necessary co-operation for the same.
19. Some restrictions may be imposed by the security staff etc. on the working and/or movement of labour, material etc. The contractor shall be bound to follow all such restrictions / instructions and nothing extra shall be payable on this account.
20. The contractor shall comply with the provisions of the Apprentices Act 1961, and the rules and orders issued thereunder from time to time. If he fails to do so, his failure will be a breach of the contract and the Engineer-in-charge may in his discretion, without prejudice to any other right or remedy available in law, cancel the contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the said Act.
21. No engineer of gazetted rank or executive of BSNL employed in engineering or administrative duties in an engineering department of the Govt. of India/BSNL is allowed to work as a contractor for a period of two years of his retirement from government service without the previous permission of Govt. of India/BSNL. This contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of Govt. of India as foresaid, before submission of the tender or engagement of the contractor's service as the case may be.
22. Near relatives of all BSNL employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in the different units of BSNL. The near relatives for this purpose are defined as:
 - 22.1 Members of a Hindu Undivided family
 - 22.2 They are husband and wife
 - 22.2 The one is related to the other in the manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law), brother (s) & brother's wife, sister (s) & sister's husband (brother-in-law)

23. The company or firm or any other person is not permitted to tender for works in BSNL Unit in which his near relative(s) is (are) posted. The unit is defined as SSA/Circle/Chief Engineer/Chief Archt./Corporate office for non executive employees and all SSA in a circle including circle office/Chief Eng./Chief Archt./Corporate office for executive employees (including those called as Gazetted officers at present). The tenderer should give a certificate that none of his/her such near relative is working in the units as defined above where he is going to apply for tender / work, for proprietorship, partnership firms and limited company certificate shall be given by the authorized signatory of the firm. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/performance guarantee will be forfeited at any stage whenever it is so noticed. BSNL will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

The format of the certificate to be given is "I.....
son of Sh..... Resident
 of..... hereby certify that none of my relative (s) as
 defined in the tender document is/are employed in BSNL unit as per details given in tender
 document. In case at any stage, it is found that the information given by me is false/incorrect,
 BSNL shall have the absolute right to take any action as deemed fit, without any prior intimation
 to me".

(Seal of the Firm)

(Signature of Contractor)

CONDITIONS OF CONTRACT

1. Definitions : The 'Contract' means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of BSNL and the contractor, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Engineer-in-Charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
2. In the contract the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them :-
 - i) The expression "works" or "work" shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.
 - ii) The 'site' shall mean the land/building/or other places on, into or through which work is to be executed under the contract or any alternate land, building, path or street which may be allotted or used for the purpose of carrying out the contract.
 - iii) The 'Contractor' shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.
 - iv) BSNL means the Bharat Sanchar Nigam Ltd. having its corporate office at Harish Chandra Mathur Lane, Janpath, New Delhi-110001 and its successors.
 - v) The 'Engineer-in-charge' means the Engineer officer who shall supervise and be in-charge of the work and who shall sign the contract on behalf of BSNL as mentioned in Schedule 'F' hereunder.
 - vi) Accepting Authority shall mean the authority mentioned in Schedule 'F'
 - vii) 'Excepted Risk' are risks due to riots (other than those on account of contractor's employees), war (whether declared or not) invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, any acts of Government, damages from Aircraft, Acts of God, such as earthquake, lightning and unprecedented floods, and other causes over which the contractor has no control and accepted as such by the accepting authority or causes solely due to use or occupation by BSNL of the part of the works in respect of which a certificate of completion has been issued or a cause solely due to BSNL's faulty design of works.
 - viii) Schedule(s) referred to in these conditions shall mean the relevant schedule(s) annexed to the tender papers or the standard Schedule of Rates of the Government mentioned in Schedule 'F' hereunder, with the amendments thereto issued up to the date of receipt of the tender.
 - ix) Tendered value means the value of the entire work as stipulated in the letter of award.

- x) Market rate shall be the rate as decided by the Engineer-in-Charge on the basis of the cost of materials and labour at the site where the work is to be executed plus the percentage mentioned in Schedule 'F' to cover, all overheads and profits.
3. Scope and Performance : Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.
4. The contractor shall be furnished, free of cost, one certified copy of the contract documents except standard specifications, schedule of rates and such other printed and published documents, together with all drawings as may be forming part of the tender papers. None of these documents shall be used for any purpose other than that of this contract.
5. Works to be carried out : The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, materials, tools, plants, equipment and transport which may be required in preparation of and for and in the full and entire execution and completion of the works. The descriptions given in the schedule of quantities shall, unless otherwise stated, be held to include wastage on materials, carriage and cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labours necessary in and for the full and entire execution and completion of the work as aforesaid in accordance with good practice and recognised principles.
6. Sufficiency of Tender : The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the works.
7. Discrepancies & adjustments of Error : The several documents forming the contract are to be taken as mutually explanatory of one another, detailed drawings being followed in preference to small scale drawing and figured dimensions in preference to scale and special conditions in preference to General Conditions.
- 7.1 In the case of discrepancy between the schedule of quantities, the specifications and/or the drawings, the following order of preference shall be observed :-
- i) Description of Schedule of Quantities
 - ii) Particular Specification and Special condition, if any
 - iii) Drawings
 - iv) BSNL/C.P.W.D. Specifications
 - v) Indian Standard Specifications of B.I.S
- 7.2 If there are varying or conflicting provisions made in any one document forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the document and his decision shall be final and binding on the contractor.
- 7.3 Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the Contract or release the contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the contract.

8. In case of NIT for individual work there will be no split up of work and the entire quantity will be awarded to the lowest tenderer, if the firm has quoted as per terms and conditions of the NIT.
9. Signing of Contract: The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the date of award of work, sign the contract consisting of the notice inviting tender, all the documents including drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
10. The agreement to be signed on non-judicial stamp paper and the cost to be decided as per the prevailing local bye-laws or zonal head of the circle.

CONTRACTOR

EXECUTIVE ENGINEER (E)

PROFORMA OF SCHEDULES**(Operative Schedules to be supplied separately to each intending tenderer)****SCHEDULE 'A'**

Schedule of quantities: As per Price Bid

SCHEDULE 'B'

Schedule of materials to be issued to the contractor.

Sr. No.	Description of item	Quantity	Rates in figures and words at which the material will be charged to the contractor	Place of Issue
1	2	3	4	5
1	Nil		Nil	

SCHEDULE 'C'

Tools and plants to be hired to the contractor

Sr. No.	Description of item	Hire charges per day	Place of Issue
1	2	3	4
NIL			

SCHEDULE 'D'

Extra schedule for specific requirements/ document for the work, if any.

I. Scope for works- : Appended from page – **64-101**II. General Conditions & Commercial/General & Special conditions of contract:- Appended from page- **41-63**III. Copy of Memo no. 5-1-12-EW/94 dt. 26/9/1996, Model form of Bank Guarantee): Appended from page -**17****SCHEDULE 'E'**

Schedule of component of Cement, Steel, other materials, Labour etc. for price escalation.

CLAUSE 10 CC

Component of Cement expressed as per cent of total value of work

NIL

Xc _____ %

Component of Steel expressed as per cent of total value of work

Xs _____ %

Component of civil(except cement and steel) / Electrical construction Materials expressed as per cent of total value of work

Xm _____ %

} **NA**

SCHEDULE 'F' Reference to General Conditions of contract.	
Name of work:	Operation and Maintenance of various electromechanical services at Telephone Bhawan Bolangir.
Estimated cost of work:	Rs.16,09,369/-
i) Earnest money :	Rs.32,187/-
ii) Performance Guarantee : iii) Security Deposit :	5% of tendered value of work. 5 % of the tendered value of the work.
GENERAL RULES and DIRECTIONS:	Officer inviting tender: EE (E), BSNL Electrical Division, SAMBALPUR Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined in accordance with clauses 12.2 and 12.3.
Definitions:	See below
2(v) Engineer-in-Charge	Executive Engineer (E), BSNL Electrical Division. SAMBALPUR
2(viii) Accepting Authority	C.E. (E), BSNL Electrical Odisha Zone, Bhubaneswar.
2(x) Percentage on cost of materials and labour to cover all overheads and profits.	10%
2(xi) Standard Schedule of Rates	Current market rates
2(xii) Department	BSNL
9(ii) Standard CPWD contract Form	BSNL EW Form 8 as modified and corrected up to date.
Clause 1 i) Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance, in days ii) Maximum allowable extension beyond the period provided in i) above in days	4 to 14 Days 15 days
Clause 2: Authority for fixing compensation under Clause 2.	C.E. (E) / SE (E)
Clause 5 Number of days from the date of issue of letter of acceptance for reckoning date of start Milestone(s) as per table given below :-	0 to 10 days
Clause 7 Gross work to be done together with net payment/ adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment.	As applicable
Clause 10CC	Clause 10CC not applicable for this contract
Clause 11- Specifications to be followed for execution of work	Specifications appended with Schedule of work
Clause 12 12. 2 & 12.3 Deviation Limit beyond which clauses 12.2 and 12.3 shall apply	50%
Clause 25: Competent authority for conciliation/ Arbitration:	As per up to date amendments of Arbitration & conciliation act 1996
Clause 16 Competent Authority for deciding reduced rates.	Chief Engineer (E)

SCHEDULE OF WORK

Name of Work			Operation and Maintenance of various electromechanical services at Telephone Bhawan Bolangir						
Sl. No	Description of item	Quantity	Unit	Unit Price per month/job including all but Excluding GST (Rs.)	GST (CGST+SGST)/IGST		Unit Price per month (Inclusive of all and GST) (col.5 + col.7) (Rs.)	Total Cost for 24 months (Inclusive of all and GST) (col.3Xcol.8) (Rs.)	Total Cost for 24 months inclusive of all but Excluding GST (col.3Xcol.5) (Rs)
					%	Amount (Rs.)			
Col.1	Col.2	Col.3	Col.4	Col.5	Col.6	Col.7	Col.8 = col. (5+7)	Col.9 = col (3X8)	Col.10 = col.(3X5)
1	<p>Providing round the clock operation and general upkeep of following services with suitably qualified persons as per general conditions of contract in three shifts each, arranging required tools and plants etc. for smooth functioning of the exchange i/c monitoring all the parameters and keeping records, maintaining log books of the same etc. complete as reqd.</p> <p>(I) Telephone Bhawan Building:-</p> <p>(a) E.I. & Fans with all accessories installed in Telephone Bhawan bldg.</p> <p>(b) 150 KVA Transformer Substation (all accessories excluding HT components) 60 KVAR p.f. panel and 150 KVA AVR.</p> <p>(c) 2 x160 KVA DG set.</p> <p>(d) Compound Lights.</p> <p>(e) Lightning conductor.</p> <p>(f) 1x1.5 HP Submersible Pump set</p>	24 Months	Month						

UN-PRICED SCHEDULE

2	<p>Providing annual comprehensive maintenance of Window/Split type AC units of 1.5/2.0TR capacity located in different floors including periodical minor overhauling, special maintenance, comprising of electrical control box, stabilizers, and consumables like refrigerant, oil etc., attending emergency break down calls, carrying out preventive maintenance, as per details of the maintenance schedule, terms & conditions enclosed herewith as required. The firm has to also ensure sequential operation of WAC/Split AC units on round the clock basis in technical areas wherever required.</p>	27 Nos.	Each per Month						
3	<p>Providing annual comprehensive maintenance of Automatic Fire Detection and Fire Alarm (AFD&FA) system located in different floors comprising of different type of Detectors, Fire Control panels, Hooters, Call points and other associated components of the system, i/c comprehensive maintenance of Fire Extinguishers, attending to emergency break down calls, carrying out preventive maintenance as per details of the maintenance schedule, terms & conditions enclosed herewith as required. The firm has to ensure the operation of the entire system in a trouble free working condition and to operate the AFD & FA systems with Fire Extinguishers incase of need arises.</p>	24 Months	Month						

UN-PRICED SCHEDULE

4	Conducting Fire Drill at Telephone Bhawan, i/c checking and testing of Automatic Fire detection and Alarm system for its working, demonstration of the complete Fire detection and fire fighting arrangements of the building and carryout mock drill in presence of staff of the building i/c extinguishing the artificial fire with Fire extinguishers etc. complete as required. (Fire Drill is to be carried out Quarterly or as decided by the Engineer in -Charge)	8 Jobs	Job						
									Total

1. The bidder shall be GST Compliant. For the purpose of this agreement, the term 'GST' shall include Central Goods and Service Tax Act, 2017 (CGST), State Goods and Service Tax Act, 2017 (SGST), Integrated Goods and Service Tax Act, 2017 (IGST), Union Territory Goods and Service Tax Act, 2017 (UTGST) and any other taxes levied under the GST related legislation in India, as may be applicable.
2. All Tax invoices towards the work shall invariably be submitted to BSNL for claiming payments and shall be uploaded through GSTN portal.
3. The size of different services are given in the ANNEXURE-I.
4. It is the firm's responsibility to carry out proper work as per agreement and suitable staff required is to be arranged by the firm.
5. The Contractor should have full verifiable setup along with all Paraphernalia / tools/equipment/spare accessories, consumables/skilled and appropriately trained staffs etc. for proper maintenance.
6. The contractor has to submit necessary documents to BSNL regarding the proof of payment of EPF & ESI contribution along with all bills. EPF challans in respect of engaged workers should be submitted along with bills. Without EPF Chalans in support of EPF amount remittance in favour of engaged contractual staff, Bill should not be passed.
7. The electromechanical services under warranty will come under AMC only after expiry of the warranty period. Datas with respect to expiry of warranty period shall be intimated before handing over.
8. The agency has to engage minimum three semiskilled staff one in each shift. In case of emergency if more number of staff is required, it has to be arranged by the agency without any extra cost. Shift hours are defined as 06Hrs to 14Hrs (Morning), 14Hrs to 22Hrs (Day), 22Hrs to 06Hrs (Night).
9. All type of breakdown calls is to be attended promptly as and when required. Complain register to be kept as per Engineer in Charge's instructions.
10. The staff engaged by the agency should be paid as per minimum wages act as amended from time to time preferably through Cheque/on line.

CONTRACTOR

EXECUTIVE ENGINEER (E)

ANNEXURE-I (Size of Services)

(The details in this section are approximate to give an idea of services to be maintained. Any variation on higher or lower side shall deem to be included. However the tenderers are advised to inspect the site and make them acquainted before quoting).

A. E.I. & FANS (General Upkeep & Operation) :

Size of Building: (G+1)

Total Area (Sq. Mtr):	Light Point	Fan Point	Plug points	SDBs	SMBs / MBs	Earthing
1347	194	48	93	15	1	2

Note: Light point includes DC, Emergency etc., Fan point includes- Ceiling /Wall/ Exhaust fans. Power plug included AC/Computers etc.

B. Out Door Sub-Station (General Upkeep & Operation) :

Transformer		No. of LT Panels	No. of Earth Stations
Transformer	1x150 KVA	1	6

C. Water Supply Pump Sets (General Upkeep & Operation):

No. of Pump	Capacity of Pump	Type of Pump
1	1.5 HP	Submersible

D. Compound Lights (General Upkeep & Operation):

Details	
No. of Poles/Brackets	06/19

E. Fire Detection System (Comprehensive Maintenance & Operation):

(i) Size of Building: G + 1 Floor

Name of Floor	Technical portion Area in Sq. mtr (Approx)	Other Area (Below False Ceiling)	Total Area in Sqmtr
(G+1) Total Area	1347	320	1667

(ii) FDS Panels & Detectors:

Location	Main Fire Alarm Panel	Local Fire Alarm Panel	Detectors			Hooter	MCP	Exit Boards	Battery (Nos. / AH)
			ISD	PD	HD				
Ground/ 1 st	1	1	49	28	3				

F. Fire Extinguishers & Fire Buckets (Comprehensive Maintenance & Operation):

Description	Quantity	Capacity
Carbon Dioxide (Co ₂)	4/6/15	2 KG/3 KG/4.5 KG

G. Lightning Conductor (General Upkeep & Operation):

Area of Terrace (Sq.mtr)	No. of Down Conductors	No. of Earth Stations
571.5	4	4

H. Window/Split Air Conditioners: (Comprehensive Maintenance & Operation):

Description (WAC/SAC/HSAC/CAC)	Location	Qty.	Total Capacity
Window AC/Split AC	Inside the building	27	40.5 TR

I. Automatic Voltage Regulator & P.F. improvement (General Upkeep & Operation) :

Nos.	Type of instrument	Capacity	No. of LT Panels	No. of Earth Stations
1	AVR	150 KVA	1	2
1	P.F. Panel	60 KVAR	1	2

J. Diesel Engine Alternator set (General Upkeep & Operation):

Nos.	Capacity	Engine Make	Alternator Make	No. of Earth stations
2	160 KVA	Caterpillar	NGEF	6

LIST OF APPROVED MAKES OF BSNL ELECTRICAL WING

S. NO.	Item	Makes
1	Engine	Ashok Leyland/ Cummins/Cater pillar/KOEL/Volvo penta / Mahindra & Mahindra (up to 200 KVA)/ Escorts (up to 30 KVA) / Eicher (up to 35 KVA)
2	Alternator (Brushless)	Crompton Greaves (AL Series) / KEC/ Leroy Somer/Stamford / Jyoti Ltd.
3	Battery (Lead Acid / Mntc. Free)	Amara Raja / AMCO / Farukawa / Hitachi / Exide / Prestolite / Standard
4	HV Switchgear (Vacuum Circuit Breaker / SF6)	Biecco Lawrie / Crompton / Kirloskar / MEI / Jyoti Ltd
5	Transformer (Oil filled / Dry type	ABB /Schneider Electric / Andrew Yule / Bharat Bijlee / Crompton / EMCO / Kirloskar / Siemens
	a)Above 400 KVA	
	b)Up to 400 KVA	In Addition to above makes, Uttam / Patson / Rajasthan Transformer and Switchgear
6	Air Circuit Breaker	L&T / Schneider Electric / Siemens
7	MCCB(Ics=Icu)	L&T / Schneider Electric / Siemens
8	SDF units	L&T / Schneider Electric / Siemens / HPL / Havells
9	Power Contactors	L&T / Schneider Electric / Siemens/ Lakshmi (LECS)
10	Change Over Switch	HPL / Havells/ H-H Elcon
11	Intelligent APFC Relay	L&T /EPCOS (Siemens)/ Schneider Electric /Neptune Ducati / Syntron / ABB
12	Bus Bar Trunking / Sandwiched Bus Duct	Moeller/L&T / Schneider Electric / ABB / Legrand / Zeta
13	Power Capacitors (MPP/APP)	L&T /EPCOS (Siemens) / ABB/Crompton/ Schneider Electric /Neptune Ducati
14	Digital / KWHr meter	Schneider Electric/ AE/ Digitron / IMP / Meco / Rishabh / Universal / HPL/ L&T / ABB/Yokins
15	Cold Shrink HT/LT Cable Joint	Denson / 3M(M-Seal) / Raychem
16	Rubber Matting	ISI mark
17	MCB / Isolator / ELCB / RCCB / Distribution Board	Crompton / Havells / Indokopp / MDS / Legrand / L&T / Schneider Electric / Siemens / Standard / ABB / HPL
18	MS / PVC Conduit	ISI mark
19	Cable Tray	MEM / Bharti / Ratan / Slotco / Profab
20	HT/LT Cables	ISI mark
21	PVC insulated copper conductor wire	ISI mark
22	Centrifugal Pump	Amrut / BE / Beacon / Batliboi / Crompton / Jyoti / Kirloskar / KSB / Mather & Platt / Wasp / Grundfos
23	Submersible Pump	Crompton/ Amrut / BE / Calama / Kirloskar / KSB
24	Motors	ABB / Bharat Bijlee / Crompton Greaves / / Schneider Electric / HBB / KEC / Siemens / Jyoti Ltd.
25	Fresh Air Fans	GE / Khaitan / Almonard / Crompton
26	Starter	ABB / BCH/ Schneider Electric / L&T/ Siemens
27	Single Phase Preventer	L&T/ Minilec /Siemens /Zero trip
28	GI/MS Pipe	ATC/ATL/BST/GSI/ITC/ITS/IIA/JST/Jindal/TTA/Tata/Zenith
29	Foot Valve	ISI mark

30	Gate Valve	Advance / Audco / Johnson Controls / Zoloto / Annapurna / Fountain / Kirloskar / Leader / Sant / Trishul
31	Compressors	Carrier / Emerson Copeland / York / Danfoss(for chillers only)
32	Resin Bonded Glass Wool	Fibre Glass / Pilkington / Up Twiga
33	Expanded Polystyrene	BASF(India)Ltd
34	Gauge	Feibig / H.Guru / Pricol
35	Controls	FLICA / Honeywell / Indfoss /Penn-Danfoss / Ranco / Ranutrol / Sporland
36	Fine Filter	Anfiltra Effluent / ARW / Athlete / Airtake / Dyna / Kirloskar / Puromatic / Purafill / Purolator / Tenacity
37	GI Sheet	HSU Jindal / National / Nippon Denro / Sail / Tata
38	Heat Detector	Appollo / Chemtron / Edward / Fenwal / Hochiki / Nitton / System Sensor / Wormald / Honeywell Essar / Notifier
39	Ionization Detector	Appollo / Cerebrus / Edward / Fenwal / Hochiki / Nitton / System Sensor / Wormald
40	Photo Electric Smoke Detector	Appollo / Cerebrus / Edward / Fenwal / Hochiki / Nitton / Wormald/ System Sensor
41	Fire Panel (Microprocessor based)	Agni Instruments / Agni Devices / Aruna Agenices / Carmel Sensor / Ravel Elect. / Honeywell Essar / Notifier / Navin Systems
42	Sprinkler / Hose Reel & Hose Pipe	ISI mark
43	Fire Extinguisher	ISI mark
44	Lift	OTIS, Kone, Mitsubishi, Schindler, Johnson, ThyssenKrupp Elevator (India)

Note :

1. In case of External /AMC works, the list of approve makes may be modified as per client's requirement.
2. The accessories such as CT / PT / measuring instrument / relays provided by approved make in respect of Transformer / HT Panel / DG / AC Package Units as supplied by approved manufacturer along with the equipments are also acceptable in addition.
3. Any additional makes may be approved by concerned PCEs/ Sr CEs/ CEs(Elect) for the work under his jurisdiction as already accorded vide letter no. 3-2-5/EW/VEP-1/2007 dated 05-07-2007.

CONTRACTOR

EXECUTIVE ENGINEER (E)

GENERAL CONDITIONS OF CONTRACT

1. **Size of various services is given in Annexure- I.**
2. **SCOPE OF MAINTENANCE**
 - 2.1 Electrical Maintenance of the Technical/Administrative/ Residential Building(s) as applicable in this contract means that all Electro Mechanical Services included in the schedule of work are kept in healthy and clean conditions and operation of all the electromechanical services is to be carried out. Specific details of maintenance activities required with regard to each service are detailed under sections pertaining to that service.
 - 2.2 Electrical maintenance shall be carried out as per instructions contained herein & in the respective sections. If any preventive maintenance, checking of health of equipment is required to be done then it should be carried out by the agency as per the requirement without any extra cost.
 - 2.3 Watch and ward of the installation under O& M contract shall be the responsibility of the contractor during contract period.
 - 2.4 After the contract period is over the installation has to be duly handed over to the new agency or JTO (E)/SDE (E) along with the record of test results of equipments & associated items like oil etc. under supervision of SDE (E)/JTO(E) in charge. However installation is to be taken over by the new agency for O & M within 15 days of award of work.
3. **METHODOLOGY:**
 - 3.1 At the start of work, firm shall prepare an inventory of all Electro-Mechanical services jointly with SDE (E)/ J.T.O (E), concerned.
 - 3.2 Any defects, shortcoming brought to the notice of the department while taking over within the first 15 days from the date of start of contract, shall be the responsibility of the department shall be duly verified by the Department involving Telecom Officer also from SSA, except the activities which are part of preventive maintenance and are required periodically. Such activities shall be undertaken by the firm. All defects which can be attended without any material should be attended by the agency without any extra cost.
 - 3.3 In case of change of contract from one agency to other, both the agency shall jointly inspect the assets of O & M along with BSNL representative & shall prepare a defect list duly signed by both the agencies & BSNL representative within 15 days. In case anyone of incoming or outgoing agency do not respond for joint inspection & preparation of defect list, the defect list shall be prepared in the presence of BSNL representative which shall be binding on other party.
 - 3.4 The defects listed during joint inspection shall be rectified by the old agency within 15 days from the date of preparation of defect list. If the agency fails to rectify the same within these 15 days, the same shall be got rectified at the risk & cost of the old agency without further notice. In such case, the department shall take necessary action for rectification of defects within next 15 days.
 - 3.5 In case of any disagreement between outgoing & incoming agency related to the defect, the decision of the Executive Engineer (E) shall be final & binding on both the

firms. In no case Executive Engineer (E) shall take the decision not more than 15 days from the date of disagreement of defects.

- 3.6 A complaint Register as per Format-II shall be kept up-to-date at site by the firm and the same shall be available for checking & verification.
- 3.7 Firm shall maintain logbooks as per formats appended below for Substation, EA sets and A/C plants , Pumps etc. (in case these are part of the contract).
- 3.8 At the start of each month the firm in consultation with the SDE (E) / JTO(E) concerned shall prepare a Program for preventive maintenance to be carried out during the month as per Format-III. The actual maintenance carried out shall be recorded in Format-IV at the end of each month.
- 3.9 The contractor shall be responsible for any discrepancies, the status of installation at the start of work plus any modification carried out during the currency of the contract.

4. Staff required for Operation will be arranged by the firm as per mentioned in the foot note of the schedule.

The firm will provide minimum qualified staff required for proper operation, maintenance & upkeep of services as per the instruction of Engineer-in-charge. If additional persons are required during any time, it is to be arranged by the firm at no extra cost. The firm shall ensure that the equipment is rectified within reasonable time as specified in the contract. However, it is the firm's responsibility to carry out proper work as per agreement and if more persons are required, it is to be arranged by the firm at no extra cost. Decision of engineer in charge shall be final & binding.

The maintenance staff has to be available round the clock round the year even on holidays.

- 4.1 Since the firm will be doing the maintenance of critical services like sub-station, Fire fighting, Fire detection, Air Conditioning, Stand by power etc, responsible & trained person(s) placed at site, should be able to take initial steps under emergency situation.
- 4.2 In case of faults beyond the capacity of the staff provided as above, contractor shall immediately provide extra specialized work force so as to attend the fault in minimum reasonable time.
- 4.3 Shut down for maintenance shall be taken with prior approval of the department.
- 4.4 The vendor agrees that it shall at all times indemnify BSNL against all claims for compensation under the provisions of any law for the time being in force or in respect of any person employed by it in carrying out the contract. Further, such staff has no right to claim employment from BSNL.
- 4.5 The firm has to supply details as per Format appended below of all the workers likely to be engaged by it before start of the work. No worker shall be removed without approval of Maintenance in charge in writing.
- 4.6 The workers engaged by the firm should wear Apron or Overcoat of Navy blue colour with detachable badge indicating the name of the person and firm's name.
- 4.7 The workers engaged by firm should maintain proper discipline and good behavior with occupants. The firm shall remove such workers from the site whose behavior is found improper. Engineer – in – Charge's decision shall be final. Any instruction issued by the Departmental Officer has to be followed by the staff of Agency failing which they shall be removed as per the decision of E-in-C. During free time they should do preventive maintenance of Electrical Installation including cleaning etc.
- 4.8 VIP Complaint (as identified by E –in C) should be attended immediately.

- 4.9 Agency has to observe all the labour rules & regulations in force.
- 4.10 The details such as EPF, ESI, qualification, identity and address proof of operative staff shall be furnished before commencement of contract. ***The contact details, ID and address proof of operative staff shall be intimated to the nearest police station before commencement of contract.***

5. Qualification of persons to be posted at site:-

Electrical workman permit/ workman's competency certificate/Electrical Workman's license (certificate of competency of appropriate class) OR any other equivalent certificate with at least two years experience in the line.

6. MATERIALS

Generally materials needed for the maintenance has to be arranged by the firm at own cost for services under comprehensive maintenance. Materials arranged by contractor shall be of makes as per list attached OR ISI mark duly approved by the Engineer-in-charge. For specific details in this regard refer sections relevant to service.

- 6.1 The scope of work includes maintenance of identified services on comprehensive basis (as applicable for particular services) i.e. no material to be supplied by the Department. The minimum inventory of material required for smooth maintenance of installation shall be maintained at site. Only replacement of major equipments as specified in Part-IV of relevant sections under specification which is required to be replaced as a whole after due scrapping and shall be the responsibility of the Deptt. Agency shall maintain the outlived/scrapped assets till commissioning of new assets & the firm has to maintain the life expired equipments also.
- 6.2 The replacement of material shall be with the same rating and make as that of the original. However, in case of non-availability of a particular make, any approved make is acceptable; If not available then makes shall be provided with approval of EE (E).
- 6.3 Dismantled materials shall be returned to the Department except those items for which the replacement is supplied by the agency.
- 6.4 The contractor shall maintain the minimum inventories at site in addition to items/spares mentioned under specifications. However the items/ spares which are not relevant to particular site need not be maintained.

7. TOOLS & PLANTS

All tools and plants, testing & safety equipments required for carrying out various tasks relevant to operation and maintenance have to be arranged by agency at its own cost.

The following minimum T & P are required to be kept at site covered in this contract.

Sl. No	Description of item	Qty.
1	Crimping machine suitable for 6 Sqmm. To 300 sqmm. Cable	To be provided as per requirement of Department & decision of Engineer-in-charge will be final.
2	Pipe wrench	- Do -
3	Megger for insulation resistance	- Do -
4	Earth tester for earth resistance	- Do -

Sl. No	Description of item	Qty.
5	Torch, Test lamp, Nose plier, line tester	1 each
6	Clip on meter for measuring Voltage, current	1 no.
7	Ring and adjustable spanner	1 Set
8	Emergency light	1no.
9	Required size ladder /Ladders	1 Set
10	Hand gloves, Hammer.	1 Set
11	Blower for cleaning.	1set
12	Adjustable screw driver cum Tester set	1set
13	Gas Charging equipment (i/c Vacuum Pump, Pressure Gauge, Leak Tester, etc.)	1 Set
14	Anemometer	1 Set
15	Combing Tool & Psychomotor.	1set

Note: -

- The above list is general and any other requirements for smooth O&M of installation shall be contractor's responsibility and he shall not claim anything extra on this account.
- The stocking/ storing arrangement of minimum inventory and T&P shall be the responsibility of the firm.

8. GENERAL CONDITIONS

8.1 The agreement shall be signed by both the parties on Non judicial stamp paper of appropriate value which shall be purchased by the agency. The performa of agreement to be prepared on Non judicial stamp paper Annexure-IV.

8.2 The contractor has to keep all the Electro-mechanical equipments and site, neat and clean to avoid any accident and or fire hazards.

8.3 Dates of fire drill, earth test, lightning conductor test, refilling of fire extinguisher & servicing details of E/A set, shall be displayed at site as per format attached.

8.4 The sitting arrangement i.e. one table, Two chairs and one lockable almirah and mobile phone for the staff engaged by the agency should be arranged by the firm at his own cost. The space, water, shall be made available by the Department free of cost.

8.5 Firm should have round the clock Mobile telephone number. In case of Emergency and during visit of higher officers. contractor and his authorized engineer supervisor shall be available at site on short notice from Engineer-In-Charge and make all efforts to make the situation normal at the earliest in case of emergent situation.

8.6 Maintenance operator on duty shall have mobile telephone connection. The mobile no. shall be intimated to JTO / SDE / Engineer In charge.

8.7 The agency will display on a board in sub-station room important telephone numbers.

8.8 The contractor shall not sublet the work or part thereof. However, services of specialized agencies for specific work can be obtained.

9. PAINTING & SIGN WRITING:-

The equipments specified in relevant sections of Annexure-I shall be painted & sign written i/c preparing the surface, applying primer & two or more coats of synthetic enamel paint of approved colour as & when required. In case of outdoor installations, the painting shall be with weather proof paint.

10. TESTING:-

Annual testing of the equipments shall be carried out as specified in relevant sections of specifications including providing extra load for which nothing extra shall be paid. However the fuel for testing shall be provided by the Department.

11. The firm should provide round the clock Mobile Telephone number (s) within 15 days from date of award.

12. FOLLOWING ITEMS TO BE CLEARLY DISPLAYED

12.1

FIRE DRILL	
Conducted on:	
Next due on:	

12.2

EARTHING & LIGHTENING CONDUCTOR	
Checked on:	
Next due on:	

12.3

FIRE EXTINGUISHERS	
Refilled on:	
Next due on:	

13. FIRE DRILL TO BE CONDUCTED AT REGULAR INTERVALS AS PER FIRE DRILL PERFORMA AND CERTIFICATE AS BELOW.

FORMAT FOR FIRE DRILL CERTIFICATE

Location :

Date:

Function of Fire Detection & Alarm, Wet riser and Fire Extinguishing system checked on dtd..... in the presence of following officers / officials.

- (1)
- (2)
- (3)

The following equipments at various floors have been checked.

1. Fire detection and Alarm System

(A). Control Panels

Description	Location	No, of Zones	Working or not	Whether working on Battery	Remarks
Main Control Panel					
Local Control Panel					

(B) Detectors & other items

Description	Location	No, of Zones	Working or not	Whether working on Battery	Remarks
Detector					
MCP/Hooter/RI					

(C) Fire Extinguishers

Location	Type of Fire Extinguishers	Weight of Fire Extinguishers	Remarks

(D) Fire Extinguishers

- 1) P.A. system is working satisfactorily : Yes / No
- 2) The Detectors have been cleaned with blowers : Yes / No
- 3) Artificial Fire has been created and extinguished with Extinguisher: Yes /No

(F) Discrepancies/ Defects

- 1/ _____
- 2/ _____
- 3/ _____

(G) Remarks

The system installed at _____ have been checked in general and found in working condition.

JTO(E)/SDE(E)

BUILDING IN CHARGE

FIRMS REPRESENTATIVE

FORMAT - I

A. DETAILS TO BE SUPPLIED BEFORE STARTING THE WORK.

1.	Name of the Agency (With Office Address)	:	
2.	Name of the Proprietor	:	
3.	Telephone No.(s) of the firm	:	
4.	Name & Address of the Supervisor		
5.	24 Hours contact No.	:	
6.	Particulars of the License/ Registration	:	

B. DETAILS OF THE STAFF TO BE POSTED AT SITE.

Sl. no	Name & Address		Qualification	Responsibility	Attested Photo
1	Name				
	Permanent				
	Local				
	Bank A/c Details				
	EPF /ESI Details				

CERTIFICATE /UNDERTAKING

I hereby certify that the above details of the staff have been personally verified by me. They bear good moral character and I stand full responsibility for them.

Signature of Contractor.

Name:-

(Seal)

FORMAT - II

COMPLAINT REGISTER

Date & Time of Complaint	Officer/section lodging Complaint	Nature of Complaint	Date & Time of redressal of complaint	Acknowledgement of rectification by complainant	Remarks

FORMAT - III

PROGRAMME FOR PREVENTIVE MAINTENANCE FOR THE MONTH OF _____

Name of Contractor : _____

Agreement No. : _____

Name of Sub Division: _____

<u>Sino</u>	Exch. Name	Name of Service	Action for Preventive Maintenance to be carried out	Remarks

Signature of contractor

JTO(E)/ SDE.(E)

FORMAT – IV

ACTUAL PREVENTIVE MAINTENANCE CARRIED OUT IN THE MONTH OF _____

Name of Contractor : _____

Agreement No. : _____

Name of Sub Division: _____

Sr. No.	Exch. Name	Name of Service	Preventive Maintenance actually carried out	Remarks

1. Certified that we have carried out the preventive maintenance of the above services for above bldgs. Satisfactory and all the services have been working O.K. during the month.
2. Certified that a penalty of Rs. _____ has been imposed by the electricity supply company on account of low power factor for the month, which may be recovered from our bills.
3. Certified that expert persons along with the representative of the contractor and JTO / SDE have visited the site during the month and checked the D.G. Sets and A.C. Plants and found the health of the equipments in satisfactory conditions.

Signature of contractor

JTO(E)/ SDE.(E)

COMMERCIAL CONDITIONS OF CONTRACT

The tenderer must obtain himself at its own expense all the information necessary for the purpose of tendering, inspect the site & acquaint himself with all the local conditions, means of access to work & nature of work etc. No claim shall be entertained on this account. The agency should visit the site & take first hand information including life of asset & their condition etc. before quoting & they should quote if they are able to maintain the services properly with existing assets as per the terms & conditions of contract.

The contractor shall read carefully the following conditions and shall quote accordingly confirming all the points in their offer.

1. EARNEST MONEY

Firm has option to deposit Earnest Money in the form of CDR / FDR / DD or bank guarantee of a scheduled Bank or Nationalized Bank / State Bank guaranteed by Reserve Bank of India/ through e-payment etc. as per the attached format and manner (Annexure-II). If the firm fails to start or withdraws from agreement, then as per relevant clause of the agreement, EMD shall be forfeited from EMD available with the agreement or from any money due to the firm by the department under this contract or on any other account. Validity period of earnest money deposit shall be 30 days beyond the tender validity i.e. (90+30) = 120 days. The earnest money deposited will be refunded back upon deposition of requisite Performance Guarantee in prescribed shape.

2. BID PRICES, TAXES AND DUTIES

The bidder shall give the total composite price inclusive of material, labour, Packing, Forwarding, Freight and Insurance etc. except Goods and Services Tax. Any other taxes or levies if found applicable also shall be included in the unit price. The Goods and Services tax as applicable by Central and State Govt. should be shown separately which only shall be payable as per actual, wherever applicable on production of proof of payment / relevant invoices / documents. The liability to pay all taxes, levies etc. as per relevant Central and State Govt. statutory by-laws shall be of contractor and BSNL will not entertain any claim whatsoever in this respect.

3. EVALUATION OF BIDS

The evaluation and comparison of responsive bids shall be done based on NET COST on the Prices of all items included in schedule of work offered inclusive of Packing, Forwarding, Freight, Insurance charges etc. but, excluding GST.

4. PERFORMANCE GUARANTEE:

The contractor is required to furnish performance guarantee for an amount equal to 5% of the contract value of items in the form of Bank Guarantee (of a Nationalized / Scheduled Bank in a standard format) / CDR / FDR / DD within two weeks from the date of issue of award letter. ***The performance guarantee shall be submitted to the Executive Engineer (E), BSNL, Electrical Division, Sambalpur in the name of Accounts officer (Cash), BSNL, of the O/o the GMTD, Sambalpur and shall be valid for 12 months from the date of actual completion of individual work..*** In case the time for completion of works gets extended, the contractor shall get the validity of PG extended to cover such extended time for completion of work.

5. SECURITY DEPOSIT:

A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum will amount to security deposit of 10% (i/c 5% PG) of the Tendered value of the individual agreement. This Security Deposit shall be released on successful completion and handing over of work with defect free condition of assets to the department/ any other agency or firm.

6. EMPLOYEES PROVIDENT FUND

The agency has to comply with the provision of EPF and miscellaneous provisions Act - 1952 and employees Provident Fund scheme-1952 as amended up to date in respect of labours / employees engaged by them for this work. Any consequences arising due to non-complying of provisions as specified above shall be of the sole responsibility of the firm only. The agency shall give an undertaking to this effect as per the prescribed proforma.

7. CURRENCY OF CONTRACT

The currency of contract shall be 24 months. The Department reserves the right to terminate the contract by giving show cause notice of one-month duration at any time during the currency of the contract. The Department reserves the right to extend the contract for a maximum period of six months (three months at a time) at the same rates & conditions **without consent of the firm.**

8. OPERATION OF THE CONTRACT

- a) The agreement shall be signed between the firm and Executive Engineer (E), BSNL Electrical Division, Sambalpur.
- b) Approval of the work shall be conveyed by Superintending Engineer/ Chief Engineer (E) along with schedule of work.
- c) A separate award letter will be issued on the basis of approval and agreement shall be framed by EE (E) concerned. The individual agreement so executed containing all the terms and conditions of acceptance of tender shall be treated as an independent agreement and any action, if required, to be taken shall be taken as per this individual contract.
- d) Time allowed for carrying out the individual work as entered in the tender is 24 (twenty four) months and will be reckoned from 10th day after the date of written order to commence the work.
- e) Security Deposit as per terms and conditions of individual agreement shall be kept with the concerned EE(E) and refunded/adjusted as per relevant clauses of agreement.

9. INCREASE / DECREASE OF TENDER QUANTITY

BSNL will have the right to increase or decrease up to 25% of the quantity of goods and services specified in the schedule of items without any change in the unit price or other terms and conditions at the time of award of contract.

In exceptional and unavoidable cases BSNL can increase the quantity of goods and services up to 50% of the tendered quantity without any change in tendered and accepted unit price and also other terms and conditions as applicable at the time of award of contract.

10. TERMS OF PAYMENT:

(This clause supersedes the relevant clause of payment terms in BSNL EW-8)

- (a) The firm has to claim the bill once in every two months for which the claim has to be submitted within a period of 15 days after concluding of two months period. Payment to the firms shall be processed once the bill is received and will be paid as early as possible subject to availability of funds and within a period of six months. The firm has to submit all necessary documents in support of their claim including the computerised Measurement Books (MBs), Tax invoices and other related documents. It is mandatory to attach Format-I, II, III & IV with the bill which has to be verified and signed by the JTO (E) & SDE (E) both. BSNL may forfeit the claim of the firm if complete bill with required documents are not submitted in stipulated period. However decision of tender accepting authority in this regard is final and binding.
- (b) If agency fails to submit bill along with related documents within the stipulated period after completion of two months these certificates and monthly statements in "FORAMTS" mentioned in specifications, it shall be the responsibility of the SDE (E)/JTO (E) to issue notice to the firm for immediate submission. Submission of incomplete bills will be as good as non submission of bills and the consequences arising out the above shall be sole responsibility of the contractor. Prolonged delay in submission of bills should be brought to the notice of higher office by SDE(E)/ EE(E). The reports submitted with the bills will be scrutinized from maintenance and energy conservation angle. The Executive Engineer (E) shall ensure that the scrutinized statement from the SDE (E) is received within three weeks after completion of each two months period of maintenance. This certificate has to be countersigned by the S.D.E. (E).
- (c) Sizes of various services (Inventory), given in Annexure- I are approximate. Any **variation** on higher or lower side shall be deemed to have been included. However if any services are added / deleted, maintenance of the same shall be paid extra/recovered on prorata basis as detailed with abatement of the accepted tendered rate above/below the estimated cost as mentioned below. The agency has to maintain all the life expired assets if any covered under the size of services in working condition.
- (d) If after commencement of work any asset is subsequently included in / deleted from the scope of work, having no warranty/on account of warranty of Manufacturer/ Installer
- a.) For Bldg. having Operation & Maintenance: -
- (i) For Operation component - No additional payment/ No recovery for Operation.
- (ii) For Maintenance part- Additional payment / recovery to be made @ 2.7% or 3.3% as the case may be as per the life of assets (assets for less than 5 years or more than 5 years respectively) of capital cost on SBP rates.
- (iii) In case of non deployment of staff as per agreement provision, proportionate amount per shift shall be recovered from the agency as per the minimum labour wages declared by the Govt. of India.
- (iv) In case of major accident/loss/fire on account of negligence on part of the contractor, the contract shall be terminated and 10% of the tendered amount shall stand forfeited.

11. SUBMISSION OF TAX INVOICE

The contractor/Firm should submit the Tax invoice while claiming payments with showing GST component separately, so that, BSNL will avail of Input Tax Credit as per CGST Act'2017.

The Tax Invoice should contain the followings:

- (i) Name, Address and GSTIN of the supplier.
- (ii) Invoice number containing alphabets and/or numbers, special characters.
- (iii) Date of the Invoice;
- (iv) Name, address and GSTIN of the recipient;
- (v) HSN code of goods or Service Accounting Code ('SAC')
- (vi) Description of goods or services
- (vii) Quantity in case of goods, unit and total Value of goods or services
- (viii) Taxable value of goods or services taking into account discount or abatement.
- (ix) Rate of tax (CGST + SGST / UTGST or IGST + cess (if applicable).
- (x) Amount of tax charged in respect of taxable goods or services.
- (xi) Place of supply along with the name of State, in case of a supply in the course of inter- state trade or commerce.
- (xii) Place of delivery where the same is different from place of supply.
- (xiii) Whether the tax is payable on reverse charge.
- (xiv) Signature or Digital signature of the supplier or his authorized representative.

12. INDEMNITY:

It is the responsibility of the Contractor/Firm to ensure that outward supply return (GSTR-1) is filed correctly and to declare correct information on the invoice and GST portal. The compliances to be adhered by Contractor/Firm includes (but is not limited to) the following:

- (i) Uploading appropriate invoice details on the GSTN (Goods and Service Tax Network) within the stipulated time.
- (ii) Issuing GST compliant invoice / CN/ DN. PO issued by BSNL should be referred by Contractor/Firm for capturing information on the invoice;
- (iii) Acceptance of changes made by BSNL on GSTN on account of non-upload or incorrect upload of details on GSTN. Such changes w.r.t. the miss-match are required to be accepted by Contractor/Firm within the time limit prescribed under the GST law. It must be noted that in case the Contractor/Firm does not accept such changes within the time limit prescribed under GST law, the loss (if any) would be recovered from the Contractor/Firm.

13. TAX DEDUCTED AT SOURCE:

Nothing contained herein in the agreement shall prevent BSNL from deducting tax at source if required under GST Act and GST regulations, any law or any regulation.

14. COMPLIANCE RATING:

The Contractor/Firm shall be liable to comply with all the compliances as may be prescribed to ensure that compliance rating is not reduced below the prescribed limit as laid down under GST Act and GST regulations. Contractor/Firm shall be required to submit a self-declaration from time to time, that they are not black-listed on the GST portal. Notwithstanding anything contained in agreement, in the event of black listing of Contractor/Firm.

15. PENALTY AND LIQUIDATED DAMAGES:

It is agreed by Contractor/Firm that in case of any deviation, default or negligence on the part of Contractor/Firm due to which it is liable to pay penalty to BSNL, the same shall be recovered by BSNL from the Contractor/Firm along with applicable GST tax (as may be applicable) GST (if applicable) on account of liquidated damages due to delay in completion of works would be borne by the Contractor/Firm.

16. COMPLETION OF WORK:

On completion of operation and maintenance work in all respect as per agreement and handing over of the same to BSNL/new agency, the work shall be considered as completed.

17. HANDING OVER AND TAKING OVER OF INSTALLATION

Handing over/ taking over between the contractors or between the department and contractors shall be carried out within 15 days after the closure of contract to the entire satisfaction of the Engineer In-Charge, failing which works shall be carried out at risk and cost by the department and the decision of the Engineer In-Charge shall be final and binding on the contractors.

BSNL shall make the proportionate deduction for the assets not handed over in working condition or not required to maintain (From the assets details given in the tender document) BSNL shall also make the proportionate deduction for the assets become faulty for the faulty period.

- 18. Rates quoted by the Contractor/Firm shall be firm and valid for the currency of contract. No cost escalation shall be permitted during the currency of contract including extended period if any.**

CONTRACTOR

EXECUTIVE ENGINEER (E)

**COMPUTERISED MEASUREMENT BOOKS (CMB'S) AND BILLS TO BE
SUBMITTED BY THE CONTRACTOR/FIRM**

- 1. Application and format of the computerised MB:** A bound volume of computerised measurements to be furnished by the contractor, duly machine numbered for the pages, and with an MB number given by the Division Office. The pages of these Measurement Books shall be of A-4 size. All these Measurement Books belonging to a Division shall be serially numbered, and a record of these Computerised Measurement Books shall be maintained in a separate Register in Form CPWA 92. The same format as in existing Measurement Books shall be used for the Computerised Measurement Books. The measurements shall be carried forward from the previous recorded measurements as per the existing procedure.
- 2. Mode Of Measurements:** The measurements shall be recorded and entered in computerised format in the first instance by the contractor, and a hard copy shall be submitted to the Department. These measurements shall then be 100% checked by JTO (E). If JTO (E) is not available, S D E (E) shall perform 100% check of the measurements. The contractor shall incorporate all such changes or corrections, as may be done during these checks, to his draft computerised measurements, and submit to the department the corrected computerized measurements in the form of a book, duly hard bound in red colour on the lines of the conventional Measurement Books and with its pages machine numbered. The SDE (E) and the Executive Engineer (E) shall test check these computerised measurements as per the existing instructions. This book shall be treated as a Computerised Measurement Book. JTO (E), SDE (E) and EE (E) shall record the necessary certificates for their checks and test checks as per the existing procedure in this Computerised Measurement Book. The Computerised Measurement Book shall be allotted a serial number as per the Register of Computerised Measurement Books.
- 3. Cutting or over-writing in the computerised MB not allowed:** The Computerized Measurement Book given by the contractor, duly bound, with its pages machine numbered, shall have no cutting or over-writing. It is the responsibility of JTO (E) or SDE (E) as the case may be to ensure that the checks and test checks done by them in the initial draft measurements are correctly incorporated in the Computerized Measurement Book before they record their certificates. In case of any error, the Computerised Measurement Book shall be cancelled, and the contractor shall re-submit a fresh Computerized Measurement Book. This should be done before the corresponding computerised bill is submitted to the Division for payment. The contractor shall submit Computerised Measurement Books in triplicate for the purpose of reference and record in the various offices of the department.
- 4. Computerised Bill to be submitted by the contractor:** The contractor shall submit his running and final bills in a computerised form in the same format as the existing conventional bills, with all the pages machine numbered, and hard bound, and with all the entries made as per the existing procedure. The contractor shall submit the computerized bills in triplicate as may be required for the purpose of reference and record in the various offices of the department. The bill shall be carried forward from the previous running account bill and these computerised bills shall be processed by the various offices for payment.

SPECIAL CONDITIONS OF CONTRACT

1. The firm will submit various test reports as per maintenance schedule from time to time. The firm has to complete the periodical testing, maintenance and servicing of electromechanical services as mentioned in schedule of work and maintenance schedule.

2. CO-ORDINATION

At the site of works, as various agencies will be working, it should be the aim of different agencies that on their account the work of other agency /agencies is not delayed. Full cooperation and full coordination is to be extended during progress of work and at the time of testing by all the agencies.

3. INSPECTION AT CONTRACTOR'S PREMISES

- (i) The BSNL's authorized representative shall have full powers to inspect drawings of any portion of the work or examine the materials and workmanship of the equipment at the contractor's works or at any other place from where the material or equipment is obtained. Acceptance of any material or equipment shall in no way relieve the contractor of his responsibility for meeting the requirement of the specifications but shall have to be replaced free of cost by the contractor in case the equipment of work is found defective or of inferior quality.
- (ii) The BSNL reserves the right to send/depute its representative for inspection of material/equipment and witness the test at manufacturer's/supplier's premises before dispatch and firm should not demand any extra payment for this.

4. TEST CERTIFICATES

The firm shall submit Manufacturer's/Authorized dealers test certificates/bill invoices for consumables and spares of replaced items of electromechanical services along with supply of the materials.

5. PACKING, FORWARDING & STORAGE

Before dispatch to site, the equipment/ component/ materials shall be properly packed so as to afford protection against transit damages and damages against storage in open areas either at transporter's premises or at store/ work site. Special care shall be taken in respect of sensitive items. When storage in open area is inevitable proper water proof covering shall be provided to protect damages on account of rain water etc. However, damaged items shall be replaced as per the direction of Engineer-in-Charge.

6. TRAINING OF BSNL PERSONNEL

The contractor shall arrange to impart the training to the BSNL personnel on the following aspects during the period of maintenance:-

- (a) Operation of E/A set, control panel.
- (b) Adjustments of settings for controls and protection devices.
- (c) Routine checkups.

7. BYE-LAWS, INDEMNITY AGAINST LIABILITIES

- a) The contractor shall comply with all bye-laws and regulations of local and statutory authorities having jurisdiction over the works and shall be responsible for payment of all fees and other charges and giving/ receiving all necessary notices and keep the Engineer-in-charge informed about the notices issued and received.

- b) The contractor shall indemnify the BSNL against all claims in respect of patent rights, design, trade mark or name of other protected rights in respect of any plant, machine, work or materials used for or in connection with the work or temporary works and from and against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect of or in relation thereto. The contractor shall defend all actions arising from such claims and shall himself pay all royalties.
- c) License fees, damages, cost and charges of all and every sort that may be legally incurred in respect thereof shall be borne by the contractor.
- d) All liabilities/penal recoveries on matters arising out of tax/excise/levies such as incorrect deductions, discrepancies in the filing of returns, revised assessment by the concerned authorities etc. shall be borne by the contractor.
- e) It is contractor's liability to follow all safety procedures in accordance with relevant I.S. amended up to date during execution of work at site.

8. JOINT INSPECTION AND HANDING OVER OF THE ASSETS UNDER COMPREHENSIVE MAINTENANCE

After completion of the contract period assets are to be handed over in good working condition to the department or any other agency entrusted with the work after getting the instructions from the Executive Engineer concerned. In case of failure to attend the joint inspection or delay the same will be carried out in absence of the firm and defects and discrepancies thus found shall be binding on the contractor. Further any delay beyond a reasonable period (to be intimated by Executive Engineer concerned) in rectification of defects and discrepancies observed during joint inspection shall be carried out at the risk & cost of the firm without any further intimation.

9. TERMINATION OF CONTRACT:

- 9.1 Right is reserved by BSNL for terminating the contract due to serious default. This includes major break down or accident or loss due to negligence on the part of firm, failure to attend breakdown in reasonable time, non attending of fault in spite of repeated reminders in reasonable time, disobedience and abandoning the site etc. In such a case full 10% Security Deposit which includes Performance Guarantee shall be forfeited by BSNL. In addition to 10% forfeiture of said SD, BSNL shall carry out the remedy at the risk and cost of the firm. The decision of tender accepting authority in this regard shall be final and binding and the firm shall be debarred for participation in subsequent tender.
- 9.2 Right is reserved by BSNL for closure of the contract at any time by giving one months notice for reasons not attributed to the firm. The decision of Executive Engineer shall be final and binding on the contractor for closure of contract and for which BSNL shall not entertain any claim.

10. TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR:

Without prejudice of any of the rights or remedies under this contract, if the contractor dies, the Engineer in charge on behalf of the BSNL shall have the option of terminating the contract without compensation to the contractor.

11. INDULGING OF CONTRACTOR IN CRIMINAL/ANTISOCIAL ACTIVITIES AND CASES UNDER INVESTIGATION / CHARGE SHEETED BY CBI OR ANY OTHER GOVERNMENT AGENCIES ETC.

: If the CBI/Independent External Monitor (IEM) / Income Tax /Sales Tax/ Central Excise/ Custom Departments recommend such a course – Action will be taken as per the directions of CBI or concerned department.

12. Checking of maintenance & Operation works by E. E. (E) / SDE (E)

The E.E.(E) /S.D.E.(E) are required to test check the activities to be performed as per the schedule of maintenance in each bill. An indicative list of activities required for test check is given below.

A. SDE(E)

- a. Every alternate servicing of DG set.
- b. Each Fire drill.
- c. 50% of replacement of DG batteries.

B. E E (E)

- a. 10% of servicing of DG set subject to minimum one number.
- b. 10% of Fire drill.
- c. 10% of replacement of DG batteries.

Following points shall be strictly followed by the Contractor and to be ensured by the EE(E) /SDE(E) .

- (i) Rewinding/cut Compressors rewind blower/condenser motors shall not be used in Air conditioners. The faulty compressor, blower/condenser motors shall be replaced with new one.
- (ii) All the faulty / worn out existing equipment shall be replaced by energy efficient items.
- (iii) All the faulty / worn out existing equipment shall be replaced by energy efficient items.

13. VISIT NOTE TO BE FILLED BY JTO (E) /SDE(E) DURING O/MTCE SITE VISIT AND SUBMITTED TO THE NEXT REPORTING OFFICER

1) Name Of Site :-

Date :-

a) Date Of Last Visit On This Site :-

2) Whether Supervisor/Wireman/Helper available at Site :-

3) Whether Present Staff Wearing Uniform & I/D Card:-

4) Whether Agency Provided Testing & Safety Equipment :-

5) Whether All E/A Sets In Working Condition :-

a) If No Then Give Details With Reason & Date Of Failure :-

- 6) All the Log Books ,Related With E/A Sets, Is Filled By The Firm Properly :-
- 7) Working Oil Pressure Of All Engines :-
- a) Date & Hr Meter Reading Of Last B Check Of Engines Carried Out :-
- 8)Whether All A.C. Package In Working Condition:-
- a)If No Then Give Details With Reason & Date Of Failure :-
- b) Whether Operational Sequence Of Package Verified From Log Book :-
- c) Thermostat setting is correct or not
- 9) Whether FA & FD System Working On Main As Well As On Battery :-
- a)If No Then Give Details With Reason & Date Of Failure :-
- b) Whether Interlocking With FD System, & Elect. -Mech. Interlocking Of Package Panel Working Or Not :-
- c) Last Fire Drill Conducted On :- Date Of Fire Drill Due :-
- 10) Temp. Of Air At Supply Air Grill & Return Air Grill in Switch Room :-
- 11) Whether Condenser Units Coils Are Dust Free Or Not :-
- a) Date of Package Units EER calculation :-
- 12) Whether Wet Riser System Working Or Not :-
(i.e.:- E/A set, Motorized Pump, Jocky Pump, Water Availability)
- a) If No Then Give Details With Reason & Date Of Failure :-
- 13) Whether All Log Book Maintained As Per Agreement :-
- a) Whether Properly Diesel Account Maintained Or Not :-
- 14) Whether Stand By Transformer Kept Switched Off Or Not & also check cyclic operation of all available transformer s.:-
- a) Due For Transformer Oil Filtration:--
- 15) Power Factor Of The Current Month As On Date :-
- 16) Whether Any Solar Panel Operated Electro-Mechanical Equipment installed , Then It Is Working Or Not:-

17) Whether Any Solar Water Geysers Installed
, Then It Is Working Or Not :-

18) Whether Any Complaint Pending As Per Complaint Book :-

19) Whether Any Defect Pending As Per Site Order Register& Office Correspondence :-

a) Details & Date Of Occurring Of Such Defect :-

20) Whether Any Labour Complaint Received Or Not :-

21) Whether all the NCM points have been implemented or not :-

22) Whether all the LCM points have been implemented or not :-

23) Whether any HCM points are pending for implementation

24) Whether any point for which agency has taken more than 15 days for rectification
if yes then give details.

25) Is there any scope for implementation of additional energy conservation measures
if yes then give details.

Signature :-

Name :-

Designation :-

Performa for Bill Submission

From: -
M/s _____

To :-
The Sub Divisional Engineer (E)
BSNL Elect. Sub Division

Dear Sir,

Sub: Name of Work: ".....".

Ref: Agreement No. -----

1. We submit herewith our bill (in duplicate) for the period ----- against the above maintenance contract.
2. The electrical units consumed as per metering is _____ units (current reading – previous reading).
3. The diesel consumed during the above period is _____ ltrs. The total run hours and KW H in respect of each engine is given below:-

E/A Set No.	Total Engine Run(Hrs)	Total KWH
Engine - I		
Engine - II		

4. The report of monthly fire drill jointly signed by JTO (E)/Exchange In-charge/our representative is enclosed.
5. The penalty imposed by Electricity Board during the period is _____.
5. Labour reports as under:
 - (i) Muster Roll of previous month.
 - (ii) Wages slip.
 - (iv) Copy of Electronic challan cum receipt issued by EPFO if deposited on line or Bank challan paid copy along with list of employees and contribution.
 - (v) List of new workers joined with the contractor and working at site in previous month.
 - (vi) List of left workers from the contractor who had worked at site in previous month.
 - (vii) PF monthly return for previous month and copy of ESIC Challan towards Deposit of payment along with list of employees & contribution.
6. Results of the following test prescribed in the scope of work. For the bill period are enclosed.
 - (i)
 - (ii)
7. The following breakdown in important services like Sub Station, DG set, water supply pump took place during the above period.
 - (i)
 - (ii)
8. Periodical reports in prescribed proforma and GST compliant invoice clearly indicating GSTIN are enclosed.

Thanking you,

Encl: As above. (- Pages)

Yours faithfully,

14. COMPENSATION FOR DEFICIENCY IN SERVICE:

14.1 In case normal LT power supply is not restored within a maximum period of four hours due to any fault other than power failure from Supply Company, compensation up to Rs. 500/- per hour can be recovered from agency. The decision of Executive Engineer in this regard shall be final and binding. This excludes major fault in HT side for which a maximum period of 24 hours is allowed.

14.2 Contractor shall be responsible for maintenance of power factor, max demand within the prescribed limit. Any penalty on this account levied by the supply authority (CESU/SOUTHCO/NESCO/WESCO) shall be recovered from the agency. (Applicable in case, capacitor panel, and max demand indicator is provided at site).

14.3 Notwithstanding the above compensation clause described above the department shall take steps for repair etc. of faulty equipment at risk & cost of firm without further notice.

- Note** 1- In addition to above, in case of unsatisfactory performance (observed by Engineer – in –charge) during this period @1.0% (One Percent) penalty of the bill amount can be imposed.
 2- In case of major accident / loss on account of negligence on the part of the contractor, the contract shall be terminated and @10 % of the estimated cost shall be recovered.

14.4 All breakdown calls / complaints have to be attended by the firm with utmost promptness. If the agency fails to rectify any fault within reasonable time, the department reserves the right to carry out the work at the risk and cost of the agency. In case the fault is of emergency nature, which may affect the normal functioning of the services, and the firm fails to take immediate necessary action, the work shall be carried out at the risk and cost of the firm without giving any notice. The decision of the EE (E) shall be final.

14.5 Penalty compensation for non complying agreement conditions
 Nonfunctioning of equipments but overall performance parameters i.e. Temperature, availability of mains / generator supply, fire protection etc. and so on are maintained within 99.9% in a month, then **NO PENALTY** shall be imposed. If performance parameters are found to be not maintained then compensation for deficiency in service shall be imposed as mentioned below.

Sl. No.	Event	Up to Extent	Action for Restoration By Contractor / Deptt.
(A) Window A.C.'s / Split A/C's			
1.	WAC / Split AC / HSAC unit	a) Rs 100/- per day beyond 72 hrs. (Note – If compressor found failed 07 days time will be given for replacement)	Engineer – in – Charge shall rectify the defect at the risk and cost of agency without further notice.

Sl. No.	Event	Up to Extent	Action for Restoration By Contractor / Deptt.
2.	Failure to maintain prescribed inside conditions (as decided by Engineer – in – charge) in air conditioned area (Switch Room, Exploitation room, Transmission room etc.)	Rs 500/- per hour and COST of damages to Exchange equipment if any. (This penalty will be excluding above 1 & 2)	Engineer – in – Charge shall rectify the defect at the risk and cost of agency without further notice. Persistent failure may result in termination of contract. <i>The decision of tender accepting authority shall be final & binding.</i>
(B) AUTOMATIC FIRE DETECTION SYSTEM			
3.	Fire Detection system faulty.	Rs 100/- per day beyond 7 days.	Engineer – in – Charge shall make arrangement at the risk and cost of the contractor without any further notice.
(C) PUMP SET			
4.	Water supply not started within a period of 2 hrs due to any fault except power failure or shortage of water.	Rs 200/- per hour after initial 8 hours.	Contractor will restore the pump at the earliest failing which Engineer – in – Charge shall make arrangement at the risk and cost of the contractor without any further notice.
5.	Standby Pump set faulty.	Rs 200/- per day after initial period of 7 days.	Engineer – in – Charge shall make arrangement at the risk and cost of the contractor without any further notice.
6.	Main and standby pump faulty.	Rs 500/- per day after Two day	Contractor has to restore pump at the earliest or replace the standby pump set etc. (pump to be arranged by firm without any extra cost) otherwise Engineer – in – Charge shall make arrangement at the risk and cost of the contractor without any further notice.
7.	Submersible Pump set faulty	Rs 500/- per day after 7 days.	Contractor will replace it by standby submersible pump including hiring charges etc. as required is to be arranged by the contractor free of cost and should not take more than 24 hrs. failing which Engineer – in – Charge shall make arrangement at the risk and cost of the contractor without any further notice.

(D) Common to all (Except above 1-7)			
8.	Non attending any fault within 7 Days	Rs 100/- per day after 7 days.	Engineer – in – charge can arrange to rectify the fault at the risk and cost of contractor without any further notice, in case firm fails to attend fault within three days.

- 14.6 If the complaint / fault occurs in forenoon (before 12.00 Noon), the same day will be counted and likewise if complaint attended or repair done afternoon, that day will also be counted for determining the penalty.
- 14.7 In case the water is not available in U/G tank due to lack of supply from supply authorities or due to breakdown of submersible pump set, the contractor shall arrange to supply the water tanker and the actual charges of water tanker shall be paid to the contractor.
- 14.8 The FD & FA system shall be maintained in healthy working condition. Any loss occurred due to non maintenance of the system shall be recovered from the firm.
- 14.9 Contractor shall be responsible for maintenance of power factor of 0.97 lagging or better. Any loss to BSNL on this account shall be recovered from the agency. (Applicable in case of capacitor panel provided at site).**
- 14.10 The contractor shall monitor the Maximum Demand w.r.t. sanctioned contract demand & shall take the decision of running of EA set, in case Maximum Demand is likely to exceed beyond limit. If the MD (Maximum Demand) is found to be increased due to negligence of the agency than that can be recovered from the due payment of the Agency. The decision of Engineer – in – Charge will be final & binding in this regard.
- 14.11 The intimation by e-mail / SMS / by speed post will be treated as final intimation by Dept in this regard for carrying the work at Risk & Cost of the agency, the decision of Engineer – in – Charge will be final in this regard.

CONTRACTOR

EXECUTIVE ENGINEER (E)

SCOPE OF WORK (MAINTENANCE SCHEDULE)

Section – A (EI & FANS)

Part I: Scope of Maintenance:

Ensuring that EI installation is always kept in clean, healthy working condition.

Attending day to day routine complaints in a prompt and satisfactory manner.

Ensuring that no breakdown, in power supply takes place and in case it happens to take all required steps including contacting supply co. for earliest restoration.

Maintaining the installation i.e. fans fittings and other components of the installation in clean condition including proper sign writing.

Ensuring that there is no wastage of electrical energy. Details of steps to be taken in this regard to be worked out in consultation with the Engineer -in-charge.

Carrying out minor additions and alternations ordered by Engineer-in-charge. (Materials required shall be supplied by the department.)

Carrying out various maintenance routines and tests as stated in part III.

Maintaining Registers for complaints and test results.

Carry out works/conducting tests and submission of reports thereof in Form –1A to 1H

Part II: TASKS TO BE PERFORMED WITHIN FIRST 15 DAYS:

Following items should be carried out within first 15 days.

Establish an Enquiry office and organize a system with the approval of Engineer - in - Charge so that complaints can be received and attended properly & promptly.

Measurement of the resistance of Earth Stations of EI System and checking of the continuity of earth conductor. Results to be recorded.

Preparing an inventory of materials to be kept at site for prompt maintenance in consultation with Engineer-in-Charge. Materials for all the services to be considered for preparation of inventory.

Inspection of Main board & SDBs for (a) any loose / improper connection (No strand cutting for making connection to be allowed), (b) improper rating of switches / fuse (c) Cleanliness.

General inspection of EI system to identify shortcoming. Also any other relevant aspect which may come in the way of proper maintenance should be recorded in Register and also brought to the notice of Engineer-in-charge.

Insulation Test of cables and insulators etc. Results to be recorded.

Part-III : MAINTENANCE SCHEDULE TO BE FOLLOWED

(All activities to be entered in register to be maintained at site).

Attend complaints promptly and in satisfactory manner.

Check wastage of electricity, any faulty lights in stair case/ corridors.

Check faulty lights/ Exhaust fans in toilets, faulty lights in lobbies.

Check faulty Emergency Light in stair case/ corridors (if any Check faulty/ broken switches/Lamps/fittings/fans/regulators/5A, 15A Socket outlets in above areas.

Check Dirty lights/Exhaust fans, Emergency Light and make program for weekend cleaning (Rising Mains/Cable Shafts/SDBs)

Check that Rising Mains/Cable Shafts Door keys are available

Check proper working of the lighting in the Rising Mains

Check proper working of the Indication lamps

Check proper working of selector switches of Voltmeter and Ammeter

Check any abnormal difference in supply voltage in each phase.
Check for abnormal sound/ smell in the Rising Mains.
Check for abnormal heating of Riser casing, Tap off boxes, DB & SDBs and cables.
Check for any inflammable material stacked or thrown in the riser/cable shaft and report to the Engineer-in-charge
Check fire barriers for any damage or hole to avoid traveling any rats etc in the riser room.

Periodic maintenance:

1. Testing of earthing system for earth:
 resistance and continuity : After every six months of initial testing.
2. Inspection of MB & SDB : Every month after initial testing.
3. Insulation test of MB & SDB : Before every commissioning & re-commissioning.
4. Greasing and oiling of fans : Once a year in winters.
5. Cleaning of fans, fittings etc. : On regular basis so that installation is always clean.
6. Watering of Earth pits : In summer
7. Broken / incomplete louvers of fittings, switch plates etc. to be attended at the earliest.

Testing

Detailed Testing of the installation shall be done once in a year to find out capacity and efficiency of various equipment with respect to their rating. The testing procedure shall be same as adopted at the time of original testing.

Notes:

The attendants shall check respective items daily as per the checklist. This shall be 100% Test Checked by JTO(E)/SDE(E) once in 15 days

Monthly, Quarterly, Half Yearly & Yearly checks shall be performed directly under the supervision of JTO(E)/SDE(E) and monthly report on the same duly countersigned by EE(E) shall be sent to the SE(E) before 7th of next month.

The yearly testing report shall be sent to SE (E) with copy to CE (E) directly by EE (E) in charge.

PART IV: MATERIALS

All the materials required for carrying out maintenance including the following shall be arranged by the department.

Replacement of complete Fan or complete fitting which is beyond repair". [Decision of EE (E) is final & binding]. Replacement of Rubber matting.

NOTE:-

In case of replacement of tubes & ballast / choke the same shall be with 36 W slim line tube Electronic ballast / choke respectively.

The faulty filament type indicating lamps should be replaced with LED type indicating lamps.

The incandescent lamps should be replaced with CFL of equivalent lumens.

The replacement of material shall be with the same rating and make as that of the original.

However, in case of non-availability of a particular make, the Engineer-in- charge will approve the alternate make.

The material required for addition & alteration shall be supplied by the BSNL

CONTRACTOR

EXECUTIVE ENGINEER (E)

**FORM-1A
 MAINTENANCE SCHEDULE – CEILING FAN/WALL FAN
 FREQUENCY – YEARLY (FEB.)**

Location	Hanging arrangement i/c hoop safety pins chuck nuts etc.	Check greasing (If reqd. apply)	Painting sign writing reqd. or not	Fans working Ok/not Ok	Sign. of Occupant	Sign. of JTO (E) / SDE (E)

**FORM-1B
 MAINTENANCE SCHEDULE – EXHAUST FAN
 FREQUENCY – HALF YEARLY (FEB/AUG.)**

Location	No. of Exhaust Fans	Mounting arrangement	Condition of Louvers OK/not OK	Painting is reqd. or not	Fans working OK / not OK	Sign. of Occupant	Sign. of JTO (E) / SDE (E)

**FORM-1C
 MAINTENANCE SCHEDULE – WALL/CEILING MOUNTED TYPE FITTING
 FREQUENCY – HALF YEARLY (MAY/NOV.)**

Location	No. of fittings	Cleaning	Check whether Fixing arrangement is should or not	Painting is reqd or not	Remarks	Sign. of Occupant	Sign. of JTO (E) / SDE (E)

**FORM-1D
 MAINTENANCE SCHEDULE – BUILDING COMPOUND LIGHT ON WALL
 FREQUENCY – HALF YEARLY (MAY/NOV.)**

Location	Cleaning of Fittings	Check Wiring	Any Defect/ shortcoming noticed	Remarks	Sign. of JTO (E) / SDE (E)

FORM-1E
MAINTENANCE SCHEDULE – SWITCH BOARD
FREQUENCY – HALF YEARLY (FEB./ AUGUST)

Location	Cleaning the switch board & ensure that all connections are tight i/c earth and also plate is properly fixed.	Checked & attended all items	Items to be attended	Remarks	Checked by

FORM-1F
MAINTENANCE SCHEDULE – RISING MAINS
FREQUENCY – YEARLY (JAN.)

Location	Capacity of rising main & load	Cleaning R/Main tap off box and surrounding area.	Painting and sign writing reqd.	Replacement of faulty fuses & neutral Link if reqd.	Is rising mains working satisfactory or not	Remarks	Sign. of JTO (E) / SDE (E)

FORM-1G
MAINTENANCE SCHEDULE – SDB's
FREQUENCY – HALF YEARLY (APRIL/OCT.)

Location	Cleaning the and tightening connections	Replacement faulty MCB's Fuse/Fuse Base grip if any	Painting & sign writing if reqd.	Remarks	Sign. of Occupant	Sign. of JTO (E) / SDE (E)

FORM-1H
MAINTENANCE SCHEDULE – L. T. PANEL
FREQUENCY –YEARLY (SEP.)

Sl no	Description	RESULTS
01	Inspection & checking of operation & tripping mechanism.	
02	Inspection & checking visual indication & meters.	
03	Inspection & checking of TPN Switch/MCB for operation Tightness of connection.	
04	Opening the covers and cleaning the panel and surrounding area	
05	Cleaning of contacts and ARC chutes.	
06	Checking safety mat and its condition.	
07	Cleaning and Lubricating of operating mechanisms.	
08	Cleaning of isolating contacts and checking for tightness.	
09	Cleaning, lubricating and checking operation of all inter locking devices and shutters.	
10	Checking and cleaning of bus bars.	
11	Measuring insulation resistance between phase and earth.	
12	Checking of earth connection.	

Recorded by

Checked by

Sign. of JTO (E) / SDE (E)

FORM-1(I)
FORMAT FOR TESTING OF ELECTRICAL INSTALLATIONS
(To be filled up by the licensed electrical contractor)
(FREQUENCY: HALF YEARLY- JUNE/ DEC)

Name of Building:.....

Date of Testing:.....

I hereby declare that –

- (a) I have..... class license bearing No-
valid till
- (b) The testing has been carried out under the supervision
 of.....(Supervisor) whose certificate number is
 Valid till.....
- (c) This installation specifications adhere to all the provisions of Indian Electricity Rules 1956.

I also declare / certify the following:

- (a) The installed switches are of correct ratings: Yes / No
- (b) All the switches and wiring are permanent and of correct specifications: Yes / No
- (c) All plugs are of three pin type and controlled by separate switches: Yes / No
- (d) All the Single Pole switches connected to the phase: Yes / No
- (e) Required permanent mark is provided on the main switch board for
 Neutral point: Yes / No
- Arrangement for earthing is according to Rule 61 of Indian Electricity
 Rules, 1956: Yes / No
- (g) In case of three phase installation:
- (i) Danger board, fire extinguisher with buckets, shock chart and first aid
 kit have been provided for: Yes / No
- (ii) The installation specifications of the switch board is as per Rule 15 of
 Indian Electricity Rules, 1956: Yes/ No

TEST RESULTS:

Load Testing:

	Load in KW	Voltage (V)	Current (A)	Remarks
R- Phase				
Y- Phase				
B- Phase				
Total:				

Neutral to Earth voltage	
Neutral Current	

Insulation Resistance:

	Insulation to Earth	Insulation between conductors
Phase 1		
Phase 2		
Phase 3		

Earth Resistance:

Earth Resistance	Test Value in Ohms	Condition of Earth pits	Remarks
E.I.- Electrode No. 1			
E.I.- Electrode No 2			
D.G. - Electrode No. 1			
D.G. - Electrode No. 2			
D.G. - Electrode No. 3			
D.G. - Electrode No. 4			
Sub-Station - Electrode No. 1			
Sub-Station - Electrode No. 2			
Sub-Station - Electrode No. 3			
Sub-Station - Electrode No. 4			
Sub-Station - Electrode No. 5			
Sub-Station - Electrode No. 6			

Signature of Supervisor

Signature of Contractor

Signature of SDE (E)/JTO (E)

SECTION-B (COMPOUND LIGHTING)

Part - I : Scope of Maintenance

Ensure the compound lighting installation is always kept clean, and in healthy working condition. Attending day to day routine complaints in prompt and satisfactory manner.

Ensure that there is no wastage of electrical energy and lights do not remain switched on when not needed.

Carrying out various maintenance routine and tests as stated below.

Carry out works/conducting tests and submission of reports thereof in Form –2A

Part - II : TASKS TO BE PERFORMED WITHIN FIRST 15 DAYS:

Inspecting the entire installation comprising of control switches, cable, poles fittings, lamps and earthing for any shortcomings. Recording the same and bringing it to the notice of Engineer-in-charge. Checking earthing system for proper efficiency.

Checking the connections for any loose / improper connection (no strand cutting for making connection to be allowed).

Part - III : MAINTENANCE SCHEDULE TO BE FOLLOWED:

MONTHLY:-

Check that all lights are working properly and its distribution boxes close properly.

Check Gate lights, Terrace lighting & distribution boxes close properly

Check working of the Sign boards on the Gate or in compound

Check Timer setting for proper timing/ operation (as applicable)

Check for switching off of alternate lights after midnight when illumination level required is minimum.

HALF YEARLY:-

Checking earthing system. April & October

Checking for proper electrical connections. February & August

Painting of poles, fittings and feeder pillars (Within Two months of taking over)

Part - IV : MATERIALS:

All the materials required for carrying out the maintenance inclusive of following shall be arranged by the Department.

Replacement of Fittings/Pole/pole box shall only be carried out in those cases where these have been scrapped by BSNL .

The replacement of the cable. However any break down, burning in the end terminations of cable or cable faults at joints, etc. are to be attended by the firm without any extra payment. However, labour shall be arranged by contractor at his own cost for cable laying.

FORM-2A

MAINTENANCE SCHEDULE – BUILDING AND COMPOUND LIGHT

FREQUENCY – HALF YEARLY (MAY/NOV.)

Location	Cleaning of Fittings	Check Wiring	Any Defect/shortcoming noticed	Remarks	Sign. of JTO (E) / SDE (E)

Section – C (SUB-STATION)

Part - I: Scope of Maintenance:

Ensuring that HT Panel, Transformer, L.T. Panels Capacitor panels & outdoor structure as well as connecting cables / ducts, constituting the Sub-station are maintained in healthy & clean condition.

Monitoring of power factor & peak load on continuous basis and ensuring that these are maintained within limits to avoid penalty. The power factor of .99 to .95 shall be maintained.

To perform maintenance tasks as per schedule given below.

To disconnect total electric supply and or individual loads in case of emergent situation to avoid / limit damage.

To ensure continuous power supply and in case of breakdowns take steps to ensure restoration at the earliest.

The testing of relays during October month shall be got done from local Electricity board/reputed agency.

The contractor has to measure Electrical strength (Break down voltage) of insulating oil in OCB/AVR and transformer as per schedule with oil testing machine at site. If the BDV is found less than prescribed value i.e 40KV (rms) then it is the responsibility of the contractor to dehydrate and make up the insulating oil as required.

The replacement of insulating oil due to aging / deterioration of insulating properties is in Department's scope. Decision of Engineer-in –charge is final in this case.

To maintain Logbook as per FORMAT-VI

To carry out and maintain test results of all items as mentioned in the schedule.

Carry out works/conducting tests and submission of reports thereof in Form – 3A to 3E

Part - II: TASKS TO BE PERFORMED WITHIN FIRST 15 DAYS:

Identify person(s) with necessary competence to be responsible for Sub-station maintenance.

The person(s) deputed for Sub-station job should.

- (a) Know how to treat the persons suffering from electric shock / burn etc.
- (b) Be able to operate fire extinguisher.
- (c) Make himself familiar with the distribution scheme the switches controlling various loads and also importance.
- (d) Clearly understand what is to be done in case of an emergency. This should be done in consultation with Engineer-In-charge.

Carry out general inspection with a view to identify shortcoming if any in the Sub-stations installation.

Preparing and updating the single line distribution Diagram & displaying it at appropriate locations.

Check all the switches & meters for proper operation.

Check availability and working of fire extinguishers at earmarked locations.

Check operation and calibration of all the safety devices like relays and fuses.

Check the earthing system for the proper earth values & continuity of earthing system.

Check insulation value of oil in all the equipments.

Carry out meggar test.

Check oil level in all the equipments to ensure proper levels.

Check power factor meter, maximum demand meter for proper functioning.

Check the tripping of the HT Panel i.e. batteries etc. for proper functioning.

Check all the electrical connections for proper tightness.

Sign writing on M.V. Panel I/C & O/G switches for connected load.

Check the rubber mat in front of H.T. Panel /M.V. Panel.
Check for Respirator etc.
Check for Medicine etc. (expiry date etc. may also be checked)in first aid box.
Watering the earth.
Check fire bucket for sand.
Checking functioning and plug setting in IDMT relay.
Checking Battery and battery charger of i/c D.C. Supply of IDMT Relay.

All results of above inspection to be recorded and brought to the notice of Engineer-In-charge specially highlighting shortcomings for necessary action.

Part - III: MAINTENANCE SCHEDULE TO BE FOLLOWED:

DAILY CHECKS

Check all the equipments installed in the Sub-station for the following and rectification/ replenishment/replacement shall be done by the agency, for the items included in the offer

- (i) Any abnormal heating.
- (ii) For any abnormal noise
- (iii) Any breakage / oil leakage in the equipment installed.
- (iv) Any inflammable material like oil, broken furniture, packing etc. is stored in the Sub-station. If fire hazardous material stored it has to be removed immediately. If required contact Engineer- in-charge for suitable action.
- (v) The colour of the breather attached to the transformer. Colour should be blue.
- (vi) Proper working of the instruments.

Check power factor and maximum demand meters to ensure that the values are within permissible limit.

Maintain the sub-station logbook as per the Performa.

Ensure that the HT tripping circuit is in working condition.

Check Transformer oil level.

Check fuses etc.

Read the servicing schedule (to be finalised in consultation with the Engineer-In-charge and kept in Sub-station room) of HT Panel, Transformer, and LT Panels with a view to alert the authorities concerned in advance of the due dates of maintenance activity.

Periodic Maintenance:

- (i) Oil testing & De-hydration & top up (if required) : After one year of last test
- (ii) Earthing systems check : After six months of last test
- (iii) Relays and other protection devices working except primary injection test of IDMT protection system. : After one year of last test
- Relays & IDMT protection system with primary injection: After one year of last test
- (v) Insulation measurement of the system : After six months of last test
- (vi) Checking of the connections for tightness and cleanliness: After six months
- (vii) ON/OFF operation of all switches including cleaning and lubricating of operating mechanism wherever required, particularly in case of outdoor installation: After six months

FORMAT- V**Capacity testing of capacitor**

Sl No.	Rated Capacity (KVAR)	Voltage	Current	Calculated Capacity (KVAR)	Cal. Cap as % of rated capacity.

Note-1) If anything adverse is noticed during the daily check the matter will be reported to the Engineer-in-charge and wherever necessary corrective measures should be taken immediately.

2) Any penalty on account of power factor / maximum demand shall be made up by the firm.

Part - IV: MATERIALS:

All the materials required for carrying out maintenance shall be arranged by the department.

FORMAT - VI

SUBSTATION LOGBOOK

Name of Exchange:
 Contract Demand:
 Transformer Capacity:

Sl.No.	Date	Time	VOLTGAE			CURRENT			Power Factor		Max Demand	KWH Reading	Temp	Signature
			RY(V1)	YB(V2)	BR(V3)	R(I1)	Y(I2)	B(I3)	Incoming	O/G P/F Panel	KVA	KW		
1		700												
		900												
		1100												
													
													

Unit Consumed During the Month:

NOTE: 1) If supply is not available, write "Supply not Available".

If supply is available but voltage beyond permissible limit, write supply voltage beyond permissible limit in remarks Column.

3) Calculation for Maximum Demand, if meter not available.

$$\text{Max. Demand} = (V1 * I1 + V2 * I2 + V3 * I3) / 1.732$$

FORM-3A
MAINTENANCE SCHEDULE – TRANSFORMER
(INDOOR/OUTDOOR UPTO 2000KVA)
FREQUENCY – YEARLY

S.No	Description of item	Action taken/ Results	Remarks
01	Testing of oil for dielectric strength, De-hydration & top up.		
02	Measuring H.T. & L.T. winding insulation resistance		
03	Checking the painting of transformer paint, if necessary		
04	Testing Earth Resistance		
05	Checking transformer bushing for cracks		
06	Checking relay alarm system if any.		

Recorded by :
 Checked by:
 (JTO)/ (SDE)

FORM-3B
MAINTENANCE SCHEDULE – H.T. & L.T. OIL CIRCUIT BREAKER
FREQUENCY – DAILY

S. No.	Description of item	OK/Not OK	Remarks
01	Oil Level		
02	Leakage		
03	Abnormal Noise		
04	Abnormal Temperature		
05	Working of instruments		

Note:-

Please look around and ensure that the Circuit breaker surroundings are clean, safe and no unwanted or sundry materials are kept in the area. Take prompt action for the clearance of unwanted materials and record the action taken in remarks column.
 Corrective action on each item found not OK is to be taken immediately.

Recorded by :
 Checked by:
 (JTO)/ (SDE)

FORM-3C
MAINTENANCE SCHEDULE – H.T.& L.T. SWITCH AND CIRCUIT BREAKER
FREQUENCY – YEARLY

S. No.	Description of item	Action taken/ Results	Remarks
01	Checking the oil level in the tank and top up if necessary		
02	Cleaning the oil tank and replacing the oil if required.		
03	Cleaning and lubricating of operating mechanisms		
04	Cleaning of isolating contact and checking operation of bolted connections for tightness.		
05	Cleaning, lubricating and checking operation of all inter-locking device and shutters.		
06	Cleaning secondary contacts and checking for tightness.		
07	Checking Di-Electric strength of oil.		
08	Checking and cleaning of vent holes of arcing chamber.		
09	Checking and cleaning of all insulators including tank lining.		
10	Meggering secondary wiring.		
11	Measuring earth resistance.		
12	Relay checking for operation & their calibration.		

Note:-

1.While checking for this item i.e. circuit breaker in a particular room/ area please look around and see whether other electrical items like fittings, switch board, Sockets etc are generally in proper working condition or not. If not initiate action.

2.Please look around and ensure that the Panel surroundings are clean, safe and no unwanted or sundry materials are kept in the area. Take prompt action for the clearance of unwanted materials and record the action taken in remarks column.

Recorded by :

Checked by:

JTO (E)/(SDE)

FORM-3D
11/22/33 KV GOS MAINTENANCE
FREQUENCY – YEARLY

S. No.	Description of item	Action taken/ Results	Remarks
01	Checking and lubricating of operating mechanism		
02	Checking cleaning and dressing of contacts		
03	Checking of cable boxes.		
04	Checking and cleaning of insulators.		
05	Checking and attending the D.O. fuses, fuse contacts.		
06	Measuring Earth Resistance.		
07	Measuring the contact pressure of the GOS structure.		
08	Cleaning the outdoor structure area of weeds etc.		
09	Painting the structure & fencing.		

Note:-1. While checking for this item i.e. GOS in a particular room/ area please look around and see whether other electrical items like fittings, switch board, Sockets etc are generally in proper working condition or not. If not initiate action.

Recorded by :
 Checked by:
 (JTO)/ (SDE)

Section - D

ENGINE ALTERNATOR SETS

Part - I : Scope OF MAINTENANCE

1. Ensuring that the E/A set installation is kept clean, and healthy working condition.
2. Testing the system every day for operating fitness.
3. Carrying out various maintenance activities and test as stated in part- III
4. To maintain Logbook as per Format VII & VIII
5. To calculate the average fuel consumptions/hour during the month.
6. Carry out works/conducting tests and submission of reports thereof in Form – 4A to 4B

Part - II : TASKS TO BE PERFORMED WITHIN - 15 DAYS

1. Inspect the installation for any shortcoming which is to be recorded and brought to the notice of Engineer-in charge.
2. Check the safety devices as well as operating switches for their proper functioning. Any defective item to be attended on priority basis.
3. The system should be brought into working condition if this is not the case on priority.
4. Identify qualified persons responsible for maintenance and operation of EA sets.
5. The person (s) should familiarize themselves with the installations, load distribution and working of E/A set. Need for watch to keep various parameters in permissible limits and responding to various alarms should be clearly understood.
6. The Engine capacity vis-à-vis the loads being supplied should be checked to ensure that there is no mismatch.
7. Check the earthing system for proper values. The results of inspections as above should be recorded in register and brought to the notice of Engineer-in-Charge.

PART - III : MAINTENANCE SCHEDULE TO BE FOLLOWED

DAILY

1. Check and record the availability of diesel. Check the level of water in the radiator.
2. Check the state of battery, terminals for cleanliness & level of water.
3. Check the Lubricating Oil level. If low, top up.
4. If Engine is not being run daily due to good power condition, the E/A set should be run every alternate day about 15 Minutes to ensure that it is in perfect working condition.
5. Ensure cleanliness of E/A room or peripheral area of canopy.
6. Check air/line connections and air breather for cleanliness.
7. Watering the earth as and when required.
8. Fault/Breakdown, if any, to be attended & reported to Engineer -in-charge.

FORT NIGHTLY

- Check Engine oil level & leakage if any
- Check Radiator/ Make up water tank water level & leakage if any.
- Check fuel level.
- Check state of batteries, terminals for cleanliness and level of water.
- Check that the battery charger is in trickle charging position.
- Check whether insulation of the Exhaust pipe is proper.
- Check that ventilation of the EA Room is proper.
- Check oil pressure.
- Check if lights and exhaust fan are working properly.
- Check physically before start for loose connection/ nut bolt.
- Check hydraulic governor of oil.
- Check Air line connection and filter.
- Check fan belt and its tension.
- Check all Safety, indications, alarms, interlocking & Voltage Regulation.

Check Battery voltage, Terminals, Electrolyte level (Top up if necessary).
Check Specific Gravity of Electrolyte.
After the above checks, start the engine for No load/ Connected Load and test for minutes the following
Check for any abnormal noise. Shut down the E/A immediately and cause be examined.
Check frequency & output voltage.
Check the colour of Exhaust gas.
Check working of the Indication lamps.
Check working of Dynamo and Auto Cut off of the battery charger.
Check for any Exhaust gas restriction.
Check manual/ auto-changeover from commercial supply on connected load.
Record various readings in the logbook

MONTHLY

Proper working of safety devices and alarms (For LLOP, Lack of fuel, over speed, H.C.T.) should be ensured on monthly basis
Check for tightness of connections in engine and control panel.
Watering of earth pits and tightening of connections.
Check functioning of safety devices.
Check belt tensions.
Check of battery charger.
Check for leakage of fuel line.
Check for leakage of exhaust pipes.
Inspect the manufacturer's chart for due date of maintenance.

HALF YEARLY

Cleaning of bus bars & chambers and tightening of nut bolts Feb and Aug.
Cleaning of bus bars & chambers and tightening of nut bolts Feb and Aug.
Earth testing and Meggering April and October.
Relays and other protection devices working properly April and October

YEARLY

Tighten all mounting, nut and bolt – March .
Check turbo charger bearing clearance.(if applicable) October.
Check crankshaft and float & Check injector inlet screen – October.
Clean and calibrate all injectors & Check fuel pump calibration – November.

BI-ANNUAL

Renovation of Earthing Chambers :- Within Two months of taking over.

TESTING:

Detailed Testing of the installation shall be done once in a year to find out capacity and efficiency of DG set with respect to their rating jointly with AMC agency. The testing procedure shall be same as adopted at the time of original testing (but without involving the T&D persons if any along with Exchange load..

Part -IV: MATERIALS:

All items required for proper upkeep and maintenance of E/A set including periodical maintenance and servicing, replacement of battery etc. will be arranged by the department/will be carried out by the separate AMC vendor/will be paid extra.

(Monthly Report for EA sets Fuel consumption)

FORMAT- VII

EA set Run hour and Average fuel consumption.

Telecom District.....

Month.....

Name of Exchange	Make & model of Engines	Capacity & make of Alternator	Voltage			Load in Ampr.			Engine run in Hrs during the month (CMR-OMR)	KWH Generated by The EA set (CMR-OMR)	Average Diesel consumption (Ltr/Hr) (KWH/Ltr)
			RY	YB	BR	R	Y	B			

The Average Fuel Consumption of The above EA set was tested onat ...% laod (actual Load) and it is found to beLtr/Hr.

Signature of Service Engineer

Signature of Engine operator with date.

Signature of S.D.E.(Elect.) / J.T.O.(Elect.)/ Exchange Incharge

LOG BOOK FOR ENGINE ALTERNATOR SET

Name Of Exchange:													Month -														
Details of Engine :													Details of Alternator :														
Engine No :													Make and Model :		DIESEL ACCOUNTS												
Make and Model :													KVA :														
Date	Time		Hour Meter reading		DG Supply Voltage			Current			KWH		Freq. meter reading Hz	PF	Water Temp	Oil Temp	Oil Pressure	Battery		Sign of Operator	Opening Balance	Diesel Added	Diesel consumed	Closing Balance	Remarks		
	ON	OFF	START	STOP	RY	YB	BR	R	Y	B	Start	Stop						Volts	Amperes								
Total :																											

Signature of Contractor

Signature of SDE (E)/JTO (E)

**MAINTENANCE SCHEDULE – EA SET
FREQUENCY – DAILY**

Sl no.	Description of item	Action taken / Results	Sign of Technician	Remarks
1	BEFORE STARTING THE ENGINE			
a.	Check and correct cooling water level			
b.	Check and correct belt tension			
c.	Check and correct lub. Oil level			
d.	Check and ensure sufficient Qty. of fuel in the tank.			
e.	Check battery terminal and connections for proper tightness-top-up electrolyte if reqd.			
f.	Check and correct leakage if any.			
2.	AFTER STARTING THE ENGINE			
a.	Check lube oil pressure.			
b.	Check and correct leakage, if any.			
c.	Check all meters, engine noise etc. and correct abnormalities, if any			
d.	Check engine protection system			

Note:- Run engine for almost 15 minutes every day to ensure proper working of the engine.

**MAINTENANCE SCHEDULE – EA SET
FREQUENCY – WEEKLY**

Sl. No.	Description of Item	Action taken / Results	Sign of Technician	Remarks
1.	Checking and cleaning control panel			
2.	Checking protection devices.			
3.	Checking of tools.			
4.	Checking of earths-watering Earthing pits.			
5.	Checking of E/A room/canopy lights & ventilations.			
6.	Checking of battery charger.			
7.	Clean radiator fins by blowing air in the opposite direction.			
8.	Check oil level and clean air cleaner.			
9.	Check and correct loose clamps.			
10.	Drain 200ML. Of diesel from bottom of fuel in tanks.			

Monthly: Proper working or safety devices and alarms.

Note: Oil changes and filters changes to be done as per manufacturer recommendation & if reqd. by engaging specialized agency.

Section – E (PUMPS)

Part - I: Scope:

In case of water supply pumps the scope covers not only the proper maintenance of the pumps but also ensuring that water supply is available in the building. The pumps have to be operated as and when required for ensuring water supply.

Keeping the system comprising suction lines pumps discharge line & Electrical panel in healthy and clean condition.

Following maintenance schedule as given below.

Carry out works/conducting tests and submission of reports thereof in Form –5A to 5B

Part - II : TASKS TO BE PERFORMED WITHIN FIRST 15 DAYS:

The entire installation should be checked for efficient functioning and shortcoming if any pointed out.

The earth system should be checked for Earth resistance and continuity.

The agency should discuss and finalize the working schedule of the pumps for operation.

Should familiarize with the location of underground tanks overhead tanks and functioning of various valves.

Check electrical system for proper contacts and cleanliness.

Leakages in pumps, pipe line etc.

Part-III: MAINTENANCE / OPEARATION SCHEDULE:

To monitor on daily basis that the system is in healthy working condition, leakage & breakage and malfunctioning of safety devices to be attended.

Pumps to be operated for ensuring water supply in the building blocks.

On daily basis check for :

(i) abnormal heating of the pump sets. (ii) abnormal noise (iii) gland leakages

Measure earth values at six month interval after last test. Log book detailing pumps operation time to be maintained.

Fortnightly

Check the supply voltage for abnormal differences in phase voltage.

Check any leakage in the pump, if any, tighten the gland or replace the gland dory.

Check working of gate valves.

Check that rubber matting is laid properly in front of Panel

Check water availability in the underground & overhead tanks.

Start the pump and check for any abnormal noise/heating/smell.

Check the current drawn by the pump for any abnormality.

Check the water supply and operate the pump for ensuring the water supply in the building.

Maintain the logbook as per the columns given in the form.

Check operation of water level indicator with respect to actual water level in the tank.

Quarterly

Check alignment of pump motor quarterly.

Oiling of pumps, bearings & valves :- Feb, May, Aug,Nov

Tightening of foundation bolts :- Feb, May, Aug,Nov

Status of Earth connections :- April, July, Oct,Jan

Bi-annual

Repairing/Recasting of the foundation, if required:- Within Two months of Taking over

Painting of the pump set / valves:- Within Two months of Taking over

LOGBOOK MAINTENANCE:

Maintain the logbook detailing pumps operation as per directions of the Engineer-in-charge. (The Engineer-in-charge should decide about the item to be recorded in the logbook as well as their frequency. This should be decided so that the data is useful and maintenance of logbook is not reduced to routine meaningless activity) Record of tests and cleaning exercise is also to be maintained.

Part - IV: MATERIALS

All the materials required for carrying out maintenance including the following shall be arranged by the department/ will be paid extra.

Replacement of pumps shall only be carried out in those cases where augmentation in pump capacity is required or these have been scrapped by BSNL.

Replacement of Motor shall only be carried out in those cases where augmentation in motor capacity is required or have been scrapped by BSNL.

Replacement of Suction / delivery lines.

Exceptions:

Replacement of pump in case it has out lived its life.

Replacement of suction / delivery lines, valves if worn out.

Note : All the parts shall be purchased from the authorised dealers of manufacturers in that region & certified cash memo/vouchers shall be submitted to Engineer-in-charge. Rewinding of motor shall be done through reputed firms & certified cash memo / voucher along with warrantee card's copy submitted to Engineer-in-charge

FORM-5A**MAINTENANCE SCHEDULE – WATER PUMP****FREQUENCY – MONTHLY**

Location	No. & capacity of pump	Gland dori OK or not OK	Starter cable connection Ok or not OK	Priming arrangement OK or not Ok	Leakage	Remarks	Sign. Of SDE(E)/JTO(E)

Note: Abnormalities or shortcomings, if any should be recorded in the remarks column. Initiate prompt corrective action and record the clearance of shortcomings with date in the remarks column.

FORM-5B
MAINTENANCE SCHEDULE – WATER PUMP
FREQUENCY – HALF YEARLY (JAN./ JULY)

Location	No. & capacity of pump	Replacement of gland dori	Greasing of bearing motor/pump	Tightening foundation bolt	Checking of NRV/foot valve suction pipe coupling	Alignm ent	Sign. Of SDE(E)/ JTO(E)

Section - F (FIRE DETECTION)

Part - I : Scope of maintenance:

To ensure that complete fire detection system is always clean and in healthy working condition.

Perform daily checks as per part III.

To perform tasks subsequent to a real alarm situation as per part III.

Carry out works/conducting tests and submission of reports thereof in Form –6A to 6D

Part - II : Tasks to be performed within first 15 days:

Familiarize the maintenance personnel with the Fire Detection and Alarm System and their responsibility in consultation with maintenance in charge.

Inspect the complete system for proper functioning. Any shortcoming noticed should be recorded and brought to the notice of Engineer-in-charge.

Finalize detector cleaning and zone testing schedule (Refer Section III below)

Maintenance of Fire Detection System

The firm shall check control panels, detectors, Public address System ,Battery charger, D.C. fuse, hooter, pill box etc. to ensure proper functioning and if any defect is found ,the same same should be repaired/replaced .

Part III – Maintenance schedule to be followed:

DAILY:-

Check working of F/D system from the control panel.

Check battery for proper charge, water level & clean contacts.

Check working of PA system.

FORTNIGHTLY:-

Check working of F/D system from control panel

Check Each zone for short or open, healthy circuit

Check working of the lamps

Check working of PA system

Check battery charging.-ensure that it is on trickle charging position

Check specific gravity of the electrolyte (1180) and its level.

Check operation of all alarms/ sounder in zonal control panel.

Check talkback operation from both ends

MONTHLY:-

Check operation of detectors by creating artificial heat/smoke at one place

Check operation of response indicators

Check operation of manual call point by removing the glass

Cleaning of detectors

Check proper installation of hooters

Demonstrate the proper working of the entire fire detection system including P.A. system to the Maintenance in charge & rectify deficiencies if any noticed during demonstration within a week's time. One third of the detectors to be cleaned so that all detectors are cleaned once in every three months.

YEARLY:-

Check the entire system for its healthiness:- February

Tightness of loose connections if any in main/zonal control panels : April

BI-ANNUAL:-

Replacement of Maintenance free batteries: Within Two months of taking over
PA SYSTEM

Check individual microphone

Check individual speakers

Check amplifier.

Check battery backup

Check main supply power points. For the power system

TESTING & FIRE DRILL:-

Detailed Testing of the installation shall be done once in a month to ensure the healthiness of system, in presence of Building in-charge / authorized representative of BSNL.

The attendants shall check respective items daily as per the checklist. This shall be 100% test checked by JTO(E)/SDE(E) once in 15 days. Monthly & Yearly checks shall be performed directly under the supervision of JTO(E)/SDE(E) and monthly report on the same duly countersigned by EE(E) shall be sent to the SE(E) before 7th of next month. The yearly testing report shall be sent to SE(E) with copy to CE(E) directly by EE(E) in charge.

Part IV – Materials:

All the materials required Including batteries, zone cards and repair & maintenance of public address system i/c replacement of detectors and wiring etc. and all materials connected with maintenance of fire detectors shall be firm's responsibility and shall be arranged by the contractor at his own cost.

Part-V- LOGBOOK MAINTENANCE :

Maintain the logbook detailing testing/operation as per directions of the Engineer-in-charge. (The Engineer-in-charge should decide about the item to be recorded in the logbook as well as their frequency. This should be decided so that the data is useful and maintenance of logbook is not reduced to routine meaningless activity)

FORM-6A**MAINTENANCE SCHEDULE – FIRE ALARM SYSTEM****FREQUENCY – DAILY**

S. No.	Description of item	Action taken / Results	Remarks
01	Check power supply position of all the panels placed at various floors & buildings.		
02	Check the LEDs or panels through lamp test switch.		
03	Check the healthiness of battery from battery low indication on panel.		
04	Check any fault if indicated on any or the panels and rectify the same.		

05	Checking PA system & talk back facility.		
06	Operational readiness of the system during mains failure.		
07	Cleaning the control panel and surrounding.		

FORM-6B
MAINTENANCE SCHEDULE – FIRE ALARM SYSTEM
FREQUENCY – MONTHLY

S. No.	Description of item	Action taken / Results	Remarks
01	Check the fire circuit of each zone from the panels.		
02	Check the fault circuit of each zone from the panels.		
03	Check whether signals of fire and fault get transmitted from zonal panel to main panel.		
04	Performance check of the Hooters should be done.		
05	Performance check of manual call points.		
06	Check battery water level and specific gravity.		
07	Conduct of Fire Drill		

FORM-6C
MAINTENANCE SCHEDULE – FIRE ALARM SYSTEM
FREQUENCY – HALF YEARLY

Exchange: _____ Floor : _____
Control Panel No. _____ Make: _____ No. of zones: _____
(in case more than one panel at the floor).

Zone No.	Room	Detector no. of the zone	Type of detector	Manu- facturers Sl. No.	Make	Original/ Repeater	Result on detector testing	Cleaning

Public address System (in case of main control panel)

Make: _____ Model: _____ Capacity: _____
Hooter: _____
Total No. of Hooters connected:-

Hooter No.	Make	Capacity	Whether hooter is operating on interrupted tone for alert (tone on for 3 Sec. & off for one Sec.)/Continuous tone for evacuation

Audible range of the System: (Measure in db at 20-25 m):-

Power Supply

Make & model of the Battery:

Check Capacity of Battery in AH from Main to battery & battery to main:

Whether charger is working on:

Rating of D.C. fuse:

FORM-6D

ZONE WISE PANEL TESTING.

Floor	Panel	Zone 1			Zone 2			Zone 3			Zone 4			Zone 5			Zone 6		
		SC	OC	FC	SC	O C	FC	SC	OC	FC	SC	OC	FC	SC	OC	FC	S C	O C	FC

SC- SHORT CIRCUIT

OC- OPEN CIRCUIT

FC- FAULTY CIRCUIT

Tripping of A/C Plant on Fire Signal.

Sl. No	Location	A/C Plant Capacity	Whether the A/C Plant trips on fire signal

(FIRE EXTINGUISHER & FIRE BUCKETS)

Part I: Scope of Maintenance:

The person should know the operation of FIRE EXTINGUISHER.

If any fire extinguisher is operated during the emergency situation etc, or weight loss is noted as prescribed in schedule, the same should be recorded got tested & filled as per specification & schedule and intimation to Engineer-in-charge.

To maintain the system in clean & healthy working condition

Carry out drills / tests / routine maintenance as specified below

Keep the fire extinguisher in working condition including recharging

Test the working of fire extinguishers for its proper working. Record of each exercise to be kept duly signed by maintenance in charge

Carry out works/conducting tests and submission of reports thereof in Form –7A to 7D

Part-II :Tasks to be performed within first 15 days

Inspect the entire installation for proper working, shortcoming to be recorded and brought to the notice of Engineer -In -Charge.

Educate exchange personal regarding steps to be taken in case of fire

Part-III Maintenance schedule to be followed

Refilling shall be done only from sources approved by Engineer-in-charge. A tag should be provided on each fire extinguishers indicating date of recharge and due date of recharge

Fire Buckets

Shall maintain sand etc. in the buckets

Bi-annual

Painting of fire buckets & stands / hooks:- Within Two months of taking over.

Testing

Fire extinguishers shall be tested during fire drill for proper functioning.

Part-IV Material:

All the materials required for carrying out maintenance i/c charging of gas / defective Parts / valves / hose & horn during contract period shall be arranged by the contractor at his own cost.

SPECIFICATION & SCHEDULE FOR REFILLING AND MAINTENANCE OF FIRE EXTINGUISHER

The entire work shall be carried out as per IS 2190 as amended up to date. In case of any doubt or confusion the decision of Engineer in charge shall be final & binding.

1. DRY POWDER TYPE FIRE EXTINGUISHER:

The dry powder extinguishers should be opened in a dry room and for a minimum possible time to avoid effect to atmospheric moisture on powder.

Dry powder extinguisher should be operated before refilling the extinguisher to ensure that there is no pressure in the extinguisher.

The extinguisher should be weighted to check specified mass. It should be taken for refilling if the loss is more than 10% of mass.

The operating mechanism, discharge control for free movement and closing shall be checked. Nozzle, hose, vent and hole, piercing mechanism of cap cartridge holder etc. shall be checked and cleaning etc. as required shall be done. If grease is used for cleaning the same shall be wiped clean.

The extinguisher shall be cleaned using dry air.

The replacement of cartridge to be carried out in presence of Engineer in charge.

The refilling and testing shall be done once in 3 year. In case lump etc. in powder is formed or has been used or loss is more than 10% of prescribed mass it shall be brought to the notice of Engineer in charge and shall be filled in the presence after recording the reasons of early refilling.

2. CO2 TYPE FIRE EXTINGUISHER:

(a) The recharging of CO2 and hydraulic pressure testing of that cylinder should be got done from the refilling plant approved from the Explosive Department, Nagpur. Necessary certificate of approval by Explosive Department, Nagpur for recharging plant shall be submitted.

Hydraulic pressure testing report of each cylinder to be refilled (Indicating Sl. No. of each cylinder) shall be submitted along with the bill.

If any cylinder does not withstand hydraulic pressure test, the same should be returned along with the report.

The refilling and testing shall be once in 3 years. In case it is used or loss is more than 10% of prescribed mass it shall be brought to the notice of Engineer in charge and shall be filled after recording the reasons of early refilling and approval.

The horn, hose and assembly shall be examined and cleaned.

Prescribed schedule for refilling operational test on fire extinguisher and Hydraulic test pressure to be carried out before refilling as detailed below:

Sl. No.	Type of fire extinguisher	Refilling / Performance test interval	Hydraulic test pressure
1	Water CO2	Whenever weight loss is more than 10% or 2 years whichever is earlier.	30 Kg./sq.cm
2	Dry powder type (ABC & BC type)	Whenever weight loss is more than 10% or 3 years whichever is earlier.	-DO-
3	CO2 type (4.5 Kg.)	Whenever weight loss is more than 10% or 3 years whichever is earlier.	120 Kg/Sq.cm (every time whenever filled)
4	CO2 type (9 Kg.)	Whenever weight loss is more than 10% or 3 years whichever is earlier.	120 Kg/Sq.cm (every time whenever filled)

4) Halon type, Foam type & Soda acid type extinguisher are banned and shall not be recharged, but the details, exchange wise, shall be furnished to Engineer in charge.

5) The weight details of each cylinder shall be furnished in the following Performa and shall be submitted along with the bill.

FORM-7A
MAINTENANCE SCHEDULE – FIRE BUCKET
FREQUENCY – QUATERLY (FEB./MAY/AUGUST/NOV.)

Location	No. of Buckets	Condition satisfactory or not	Filled with sand or not. Fill/replace if necessary	Painting & sign writing satisfactory or not Paint if necessary	Remarks.	Sign. Of SDE(E)/JTO(E)

FORM-7B
MAINTENANCE SCHEDULE – FIRE EXTINGUISHERS
FREQUENCY – MONTHLY

Location	No. of Fire Extinguishers	Capacity	Condition/ weight satisfactory or not	Refilling due on	Remarks.

FORM-7C

Name of Exchange Building:-

Floor

Type of Extinguisher	Sl. No. of Cylinder	Date of refilling (Year of manufacturing in case of first refilling)	Original weight noted on cylinder (A)	Actual weight during inspection (B)	Percentage Loss (In %) (A – B) * 100 / A	Prescribed period for refilling / operated for performance test as per specification	Whether refilling is required as per prescribed period or earlier	Reasons if refilling is required before prescribed period

Date: -

Signature of Service Engineer

Signature of Engineer in Charge

FORM-7D

The register of fire extinguisher shall be prepared for inspection maintenance and operational history and shall be submitted along with the bill having details for each cylinder in one page as per following format.

Sl. No of Extinguisher	Type of Fire Extinguisher	Year of manufacture	Capacity	Make	Location	Six monthly inspection Date	Actual inspection Date	Refilled on	Due for refilling	Remarks

SECTION – G (WINDOW /SPLIT UNITS)

PART-I - Scope of maintenance:

Keep all the units in clean and healthy working condition.

Leak testing /pressure testing, charging of refrigerant of compressor as per manufacturer recommendations.

Attending day to day faults promptly.

Carrying out maintenance tasks as mentioned in part III.

Providing water to desert coolers & Keeping it clean.

In case of fault in the compressor, the firm shall ensure replacement of the compressor from the manufacturer or their authorized dealer along with a warranty certificate, any local repairing by cutting opening of the compressor is not permitted.

No rewinding of blower motor of split/window ACs will be carried out. The defective motors will be replaced by new ones.

Filter of window/split AC to be replaced once in two years.

Stabilizers provided with window/split ACs are also to be maintained.

Sequential Operation of the WA/C unit to maintain the desired temperature.

Carry out works/conducting tests and submission of reports thereof in Form –9A to 9B

PART-II - TASKS TO BE PERFORMED WITH IN 15 DAYS:

Inspect all the units for proper electrical connection & installation etc.

Any short coming to be recorded and brought to notice of Engineer-in Charge.

PATR-III - MAINTENANCE SCHEDULE TO BE FOLLOWED

Cleaning of filters – Monthly except in summers, in summers fortnightly.

Checking of Electrical connections - Quarterly.

In case of Desert coolers servicing the same before on set of summers including providing new pads and also draining of water every week end & refill at the beginning of the week.

PART-IV - MATERIALS:

All the materials required for carrying out maintenance i/c charging of gas, replacement of defective parts during contract period shall be arranged by the contractor at his own cost.

The scope of work for maintenance and replacement of any faulty items of AC includes compressor, charging of refrigerant, replacement of blower fan and replacement of relay, capacitor, thermostat, grill, knob, fan blade, bearing and oiling, greasing etc, Leak testing pressure testing, cleaning of cooling coil fins, Electronic Starter (OLP 3), Voltage stabilizer of AC etc.

The firm shall submit documents in proof of genuineness of the replaced compressor. The faulty compressor shall be the property of the contractor in lieu of supplying new “manufacturer sealed compressor” of same make and model.

PART-V -SPECIAL CONDITIONS RELEVANT TO PARTICULAR JOB/PARTICULAR SITE:

In case blower motor / condenser motor gets burnt the same is to be replaced by the firm with the New motor of similar approved make, for which nothing Extra shall be payable

When the sealed compressors become faulty, the same are to be replaced by sealed compressors only. The documentary proof of factory replacement from Original Manufacturer is to be submitted.

Scope of the firm includes from Sub Distribution Board to the point of supply of AC including stabilizer & thermo sequential AC controller.

For servicing, the Window AC unit will be complete draw out from the cabinet & will be cleaned with blower and pressurized water. All fins will be cleaned & gap will be maintained. The bottom will also be properly cleaned and may be painted to avoid corrosion. During this procedure, the blower fan motor will be dismantled and refitted after greasing and oiling. Grill temperature, current rating & CFM will be recorded in service book. Similar procedure as required in Split AC will be followed.

PART-VI –LOG BOOK / REPORTS TO BE MAINTAINED & SUBMITTED:

The Log books and reports shall be submitted as per the given in FORMAT-VIII to X

Format-VIII

JOINT INSPECTION REPORT FOR WAC/SAC at the time of Handing over/ Taking over

S N O	NA ME OF ROO M	AREA OF ROO M	MAK E OF M/C	S.N O. OF M/C	MAK E OF COM P.	S. NO. OF COM P.	COMP. ORIG/ CUT	RUN CAP.	ST. CAP.	ST. RELA Y	BLOWE R MOTO R	THER- MOST- AT	MOTO R CAPAC - ITOR	REM ARK S

Format:IX

SERVICING REPORT OF EACH AC UNIT.

Date:.....

:
No. of inspection/servicing :
Exchange detail :
Name of Exchange :
Exchange Telephone no . :
Window /Split AC Units :
Make of Compressor & Sl. no. :

Sl. No.	Item	Remarks
1	Check cleanliness	
	a) Cooling coil	
	b) Filter	
	c) Body	
	d) check bottom for corrosion	
2	Check	
	a) Compressor	
	b) Fan motor	
	c) Cooling coil	
	d) Running capacitor	
	e) Starting relay.	
	f) Thermostat	
	g) Knob	
	h) fan	
	i) Lubrication of all moving parts.	
3	Measurement of Parameters.	
	a) Current	
	b) Grill Temperature	
	c) CFM	

Remarks of Service Engineer:

Servicing done as per agreement

1. Signature of Service Engineer.
2. Signature of Telephone Asstt.
3. Signature of Engineer-in-charge.

Format: X

LOG- BOOK for Window AC/ Split AC units.

Name of SSA.:

Name of Exchange :

S. NO	NAME OF Exchange	Name OF ROOM	Make Of M/C	S.No. Of M/C	Make Of Comp.	S. No. Of Comp.	Comp. Orig/Cut At the time of h/o	Year of Installation	Date of servicing				Run ning status	Action Taken for (if not running) Name of the part replaced		
									1st	2nd	3rd	4th		Compr essor Replac ement	Any other part repla cement	

Signature of Contractor

Signature of Engineer In Charge

FORM-9A
MAINTENANCE SCHEDULE – WINDOW/SPLIT A.C. UNITS
FREQUENCY – MONTHLY

Location	No. of A/C's	Check condition & performance of fan low cool/high cool mode satisfactory or not	Cleaning of filters & Ventilating	Remarks	Sign. of AC Technician	Sign. of JTO (E)

FORM-9B
MAINTENANCE SCHEDULE – WINDOW/SPLIT A.C. UNITS
FREQUENCY – YEARLY (FEBRUARY)

Location	No. of A/C's	Condition of mounting arrangement	Checking of controls & thermostat	Cleaning of condenser coil & fins	Checking of switch MCB and control	Checking of compressor & blower	Remarks	Sign. of AC Technician	Sign of JTO (E)

Note:- While checking for this item i.e. AC unit in a particular room/ area please look round and see whether other electrical items like fittings, switch board, sockets etc are generally in proper working condition or not. If not, initiate action.

SECTION – H (LIGHTNING CONDUCTOR)

PART-I - SCOPE OF MAINTENANCE:

- To ensure that entire system is in proper shape.
- To carry out testing/inspection as per part-III.

PART-II - TASKS TO BE PERFORMED WITHIN 15 DAYS:

- To inspect the complete system for continuity, Proper contacts.
- To measure earth resistance of earth stations & Record values.
- Any shortcoming found should be recorded and brought to notice of Maintenance-Engineer.

PART-III - MAINTENANCE SCHEDULE TO BE FOLLOWED:

- Inspect installation for continuity and proper contacts - once in a month.
- Measure earthing values - Once in six-months (May and November).
- Note:- The record to be submitted by the firm to the SDE(E) concerned under intimation to the EE(E) concerned.

PART-IV - MATERIALS

- All materials required for maintenance is to be arranged by the department.

COMMON TO ALL SERVICES

Testing

1. Detailed Testing of the installation shall be done once in a year to find out capacity and efficiency of various equipment with respect to their rating as per relevant I.S.
2. The testing procedure shall be same as adopted at the time of original testing.

Notes:-

The attendants shall check respective items daily as per the checklist.

This shall be 100% test checked by JTO(E)/SDE(E) once in 15 days.

Daily, Quarterly, Half Yearly, Yearly & Bi annually checks shall be performed directly under the supervision of JTO (E)/SDE (E) and monthly report on the same duly countersigned by EE(E) shall be sent to the SE(E) before 7th of next month.

The yearly testing report shall be sent to SE(E) with copy to CE(E) directly by EE(E) in charge.

-----END OF MAINTENANCE SCHEDULE -----

ANNEXURE-VI

“NO RELATIVE WORKING IN BSNL” CERTIFICATE

NIT No.	52/BSNL-ED/SBP/2018-19
Name of work:	Operation and Maintenance of various electromechanical services at Telephone Bhawan Bolangir.
Name of the Agency:	

I _____ S/o _____

R/o _____

here by certify that none of my relative(s) as defined below is/are employed in BSNL unit as per details given in the tender document. In case at any stage, it is found that the information given by me is false/ incorrect, BSNL shall have absolute right to take any action as deemed fit/without any prior intimation to me.

(i) Near relatives of all BSNL employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in the different units of BSNL. The near relatives for this purpose are defined as :

- a. Members of a Hindu Undivided family
- b. They are husband and wife
- c. The one is related to the other in the manner as father, mother, son(s) & son’s wife (daughter-in-law), Daughter (s) & daughter’s husband (son-in-law), brother (s) & brother’s wife, sister (s) & sister’s husband (brother-in-law)

(i) The company or firm or any other person is not permitted to tender for works in BSNL Unit in which his near relative(s) is (are) posted. The unit is defined as SSA / Circle / Chief Engineer / Chief Archt./ Corporate office for non-executive employees and all SSA in a circle including circle office / Chief Eng./ Chief Archt./ Corporate office for executive employees (including those called as Gazetted officers at present). The tenderer should give a certificate that none of his/her such near relative is working in the units as defined above where he is going to apply for tender / work, for proprietorship, partnership firms and limited company certificate shall be given by the authorized signatory of the firm. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/performance guarantee will be forfeited at any stage whenever it is so noticed. BSNL will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

(Signature of the contractor with seal)
Signature of contractor/authorized representative
With seal of the firm

ANNEXURE-VII

PROFORMA OF WORK COMPLETION CERTIFICATE

(To be furnished by the firm in Physical form offline)

Sl. No.	Name of Work	Agreement No.	Date of Commencement		Date of Completion		Awarded Value	Actual Value of work done	Levy of compensation for delay	Overall performance (Outstanding/Very Good/Good/Satisfactory/Poor)
			As per Agreement	As per Actual	As per Agreement	As per Actual				

Signature of the issuing authority with seal
(Not below the rank of Executive Engineer (E))

ANNEXURE-VIII

INFORMATION ABOUT THE TENDERER
(To be furnished by the firm in Physical form offline)

NIT No.	52/BSNL-ED/SBP/2018-19
Name of work:	Operation and Maintenance of various electromechanical services at Telephone Bhawan Bolangir.
Name of the Agency:	
1. Name of Tenderer Company:	
2. Registered Address of the Tenderer Company:	
3. Contact Phone No. with STD Code:	Office: ----- FAX: ----- Resi: ----- Mobile: -----
4. E-Mail address:	
5. Bank Account Details of Tenderer: a) Name of the Bank: b) Branch Name & IFS code: c) Branch Address: d) Current Account No.	a)----- b)----- c)----- d)-----
6. ESI registration No.	
7. EPF registration No.	
8. GST Registration No.	
9. Type of Company: *(Tick the one that is Applicable) *(Please attach attested copy of document of registration/ incorporation of the Company with the competent authority as required by business laws)	<input type="checkbox"/> Private. <input type="checkbox"/> Individual Proprietorship <input type="checkbox"/> Partnership. <input type="checkbox"/> Private Limited. Co. <input type="checkbox"/> Public Limited Co.

10. Name and Address of Proprietor/Partners/Directors of the Company:

Sl. No.	Name	Address	Nationality
i).			
ii).			

Signature of the authorized signatory with seal-----

Name in block letters -----

ANNEXURE-IX

Declaration by Contractor for EW-6, EW-8

(To be furnished by the firm in Physical form offline)

NIT No.	52/BSNL-ED/SBP/2018-19
Name of work:	Operation and Maintenance of various electromechanical services at Telephone Bhawan Bolangir
Name of the Agency:	

I / We do hereby undertake to have gone through the terms & conditions / clauses of all the tender documents including Form **EW-06, EW-08** being adopted by the BHARAT SANCHAR NIGAM LIMITED (Electrical Wing) & agree to abide by the same.

In case of failure to comply as above, our offer will stand withdrawn and our tender documents would not be opened by the tender opening officer. The decision of tender opening officer in this regard shall be final & binding on me.

Signature of contractor/authorized representative
With seal of the firm

ANNEXURE-X

UNDERTAKING - REGARDING EPF & ESI

(To be furnished by the firm in Physical form offline)

NIT No.	52/BSNL-ED/SBP/2018-19
Name of work:	Operation and Maintenance of various electromechanical services at Telephone Bhawan Bolangir
Name of the Agency:	

"I,.....Son of.

.....Resident of

..... hereby give an undertaking that,

* I/ We have registered as per the EPF and ESI and Miscellaneous provisions Act, 1952 and our registration no is _____ . We undertake to keep it valid during the currency of contract.

Any consequence arising due to non-complying of EPF & ESI Act provision shall be sole liability of the undersigned contractor. In case at any stage, it is found that the information given by me is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me".

* Strike out whichever is not applicable

(Seal of the firm) (Dated Signature of Contractor)

CLAUSES OF CONTRACT

CLAUSE - 1

Performance Guarantee

1.1 i) The contractor is required to furnish performance guarantee for an amount equal to 5% of the contract value in the form of bank guarantee / CDR/FDR/DD (of a nationalized / Scheduled Bank in a standard format) within two weeks from the date of issue of award letter. The validity period of the performance security in the form of performance bank guarantee shall be one year from the date of actual completion of work. Compensation or the other sums of money payable by the contractor under the terms of this contract may be deducted from or paid by the sale of a sufficient part of his performance guarantee or from the interest arising therefrom, or from any sums which may be due to or may become due to the contractor by BSNL on any account whatsoever and in the event of his performance guarantee being reduced by reason of any such deductions or sale as aforesaid, the contractor shall within 10 days make good in cash or guarantee bonds or fixed deposit receipt tendered by the state bank of India or by scheduled banks executed in favour of BSNL.

ii) The Performance Guarantee shall be initially valid up to the stipulated date of completion plus one year beyond that. In case the time for completion of works gets enlarged, the contractor shall get the validity of Performance Guarantee extended to cover such enlarged time for completion of work.

iii) The Engineer -in -charge shall not make a claim under the performance guarantee except for amounts to which BSNL is entitled under the contract (not withstanding and or without prejudice to any other provisions in the contract agreement in the event of:

- a) Failure by the contractor to extend the validity of the Performance guarantee as described herein above, in which event the engineer-in-charge may claim the full amount of the Performance Guarantee.
- b) Failure by the contractor to pay BSNL any amount due, either as agreed by the contractor or determined under clauses/conditions of the agreement, within 30 days of the service of notice to this effect by engineer-in-charge.

iv) In the event of the contract being determined or rescinded under provision of any of the Clause/Condition of the agreement, the Performance guarantee shall stand forfeited in full and shall be at the disposal of the BSNL.

1.2 In case a fixed deposit receipt of any bank is furnished by the contractor to the BSNL as part of the Performance guarantee and the Bank is unable to make payment against the fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the BSNL to make good the deficit.

CLAUSE 1A

Recovery of Security Deposit

The person/persons whose tender(s) may be accepted (hereinafter called contractor shall permit Government/BSNL at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 10% of the gross amount of each running bill till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5% of the tendered value. This will be released after an observation period of 12 months after the date of Completion of work along with Performance Guarantee.

CLAUSE 2 2.1 Compensation for Delay

If the contractor fails to maintain the required progress in terms of clause 5 or to complete the work and clear the site on or before the contract or extended date of completion, he shall, without prejudice to any other right or remedy available under the law to BSNL on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated

below or such smaller amount as decided by the Superintending Engineer (whose decision in this regard shall be final and binding).

- | | | | |
|-----|-----------------|---|---------------------------------|
| i) | First ten weeks | - | 0.5% of contract value per week |
| ii) | Next ten weeks | - | 0.7% of contract value per week |

- 2.2 Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 12% of the tendered value of work. The amount of compensation may be adjusted or set-off against any sum payable to the contractor under this or any other contract with BSNL.
- 2.3 For the purpose of grant of extension of time, air conditioning, Engine Alternator, Fire detection work is deemed to have been completed after successful completion of the initial acceptance testing by T&D Circle and as per BSNL standards. For Sub Station, the date of clearance from electrical inspector and for wet riser system date of clearance from concerned Fire authority is taken as deemed date of completion. For lift the date of completion shall be taken as the date of clearance from the lift inspector.

CLAUSE 3

**When
Contract
can be
Determined**

- 3.0 Subject to other provisions contained in this clause the engineer-in-charge may without prejudice to his right against the contractor in respect of any delay, or inferior workmanship or otherwise to any claims for damage in respect of any breaches of the contract and without prejudice to any rights or remedies under any of the provisions of this contract or otherwise and whether the date for completion has or has not elapsed by notice in writing absolutely determine the contract in any of the following cases
- (i) If the contractor having been given by the engineer-in charge a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in any inefficient or otherwise improper or un-workman like manner shall omit to comply with the requirements of such notice for a period of seven days thereafter.
 - (ii) If the contractor being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.
 - (iii) If the contractor has, without reasonable cause suspended the execution of the work or has failed to proceed with the work with due diligence so that in the opinion of the engineer-in-charge(which shall be final and binding) he will be unable to secure completion of the work by the date for completion and continues to do so after a notice in writing of seven days from the Engineer-in-Charge.
 - (iv) If the contractor fails to complete the work within the stipulated date or items of work with individual date of completion, if any stipulated, on or before such date(s) of completion and does not complete them within the period specified in a notice given in writing in that behalf by the Engineer-in-Charge.

(v) If the contractor persistently neglects to carry out his obligations under the contract and/or commits default in complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Engineer-in-Charge.

(vi) If the contractor commits any acts mentioned in clause 21 hereof.

When the contractor has made himself liable for action under any of the cases aforesaid, the engineer-in charge on behalf of the BSNL shall have powers.

a) To determine or rescind the contract as aforesaid(of which termination or rescission notice in writing to the contractor under the hand of the engineer-in-charge shall be conclusive evidence) upon such determination or rescission the full performance guarantee and security deposit of the contractor shall be liable to be forfeited and shall be absolutely at the disposal of BSNL. If any portion of the performance guarantee and security deposit has not been paid or received it would be called for and forfeited.

b) To employ labour paid by BSNL and to supply materials to carry out the work or any part of the work debiting the contractor with the cost of the labour and the price of the materials(of the amount of which cost and price certified by the engineer in charge shall be final and conclusive against the contractor) and crediting him with the value of the work done in all respects in the same manner and at the same rates as if it had been carried out by the contractor under the terms of this contract. The certificate of divisional officer as to the value of the work done shall be final and conclusive against the contractor provided always that action under the sub clause shall only be taken after giving notice in writing to the contractor. Provided also that if the expenses incurred by BSNL are less than the amount payable to the contractor at his agreement rates, the difference should not be paid to the contractor.

c) After giving notice to the contractor to measure up the work of the contractor and to take such whole or the balance or part thereof as shall be unexecuted out of his hands and to give it to another contractor to complete in which case any expenses which may be incurred in excess of the sum which would have been paid to the original contractor if the whole work had been executed by him(of the amount of which excess the certificate in writing of the engineer-in-charge shall be final and conclusive) shall be borne and paid by the original contractor and may be deducted from any money due to him by BSNL under this contract or on any other account whatsoever or from his performance guarantee or the proceeds of sales thereof or a sufficient part thereof as the case may be. If the expenses incurred by BSNL are less than the amount payable to the contractor at his agreement rates, the differences shall not be paid to the contractor.

The contractor whose contract is determined or rescinded as above shall not be allowed to participate in the tendering process for the balance work.

In the event of any one or more of the above courses being adopted by the engineer-in-charge the contractor shall have no claim to compensation for any loss sustained by him by reasons of his having purchased or procured any materials or entered into any engagements or made any advances on account or with a view to the execution of the

work or the performance of contract and in case action is taken under any of the provisions aforesaid, the contractor shall not be entitled to recover or be paid any sum for any work thereof or actually performed under this contract unless and until the engineering-in-charge has certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified.

Provided further that if any of the recoveries to be made, while taking action as per (b) and/or (c) above, are in excess of the performance guarantee and security deposit forfeited, these shall be limited to the amount by which the excess cost incurred by BSNL exceeds the performance guarantee and security deposit so forfeited.

CLAUSE 4

Contractor
Liable to pay
Compensation
even if action
not taken
under Clause
3

In any case in which any of the powers conferred upon the engineer-in-charge by clause-3 thereof, shall have become exercisable and the same are not exercised, the non-exercise thereof shall not constitute a waiver of any of the conditions hereof and such powers shall notwithstanding be exercisable in the event of any future case of default by the contractor and the liability of the contractor for compensation shall remain unaffected. In the event of the engineer-in-charge putting in force all or any of the powers vested in him under the preceding clause he may, if he so desires, after giving a notice in writing to the contractor take possession of (or at the sole discretion of the engineer-in-charge which shall be final and binding on the contractor) use as on hire (the amount of the hire money being also in the final determination of the engineer-in-charge) all or any tools, plant materials and stores, in or upon the works, or the site thereof, belonging to the contractor, or procured by the contractor and intended to be used for the execution of the work or any part thereof, paying or allowing for the same in account at the contract rates or in the case of these not being applicable at current market rate to be certified by the engineer-in-charge, whose certificate thereof shall be final and binding on the contractor, Engineer in charge by notice in writing may order the contractor or his clerk of the works, foreman or other authorised agent to remove such tools, plant, materials or stores from the premises (within a time to be specified in such notice) and in the event of the contractor failing to comply with any such requisition, the engineer-in-charge may remove them at the contractor's expenses or sell them by auction or private sale on account of the contractor and at his risk in all respects and the certificate of the engineer-in-charge as to the expenses of any such removal and the amount of the proceeds and expense of any such sale shall be final and conclusive against the contractor.

CLAUSE 5

Time and
Extension
for Delay

The time allowed for carrying out the work as entered in the tender as per Schedule 'F' or the extended time shall be strictly observed by the contractor and shall be the essence of the contract on the part of the contractor and shall be reckoned from the tenth day after the date on which the order to commence the work is issued to the contractor. If the contractor commits default in commencing the execution of the work as aforesaid, BSNL shall, without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money and the performance guarantee absolutely.

- 5.1 To ensure good progress during the execution of the work, the contractor shall be bound in all cases in which the time allowed for any work exceeds, one month (save for special jobs) to complete 1/8th of the whole of work before 1/4 th of the whole time allowed under the contract has elapsed; 3/8 th of the work before 1/2 of such time has elapsed, and 3/4th of the work, before 3/4 th of such time has elapsed. For special jobs, if a time schedule has been submitted by the contractor and the same has been accepted by the engineer-in-charge, the contractor shall comply with the said time schedule.

- 5.2 If the work(s) be delayed by:-
- i) force majeure, or
 - ii) abnormally bad weather, or
 - iii) serious loss or damage by fire, or
 - iv) civil commotion, local commotion of workmen, strike or lockout, affecting any of the trades employed on the work, or
 - v) Delay on the part of other contractors or tradesmen engaged by Engineer-in-charge in executing work not forming part of the contract or
 - vi) Non-availability of stores, which are the responsibility of BSNL to supply.
 - vii) Any other cause which, in the absolute discretion of the authority mentioned in Schedule' is beyond contractor's control.

Then upon the happening of any such event causing delay, the contractor shall immediately give notice thereof in writing to the Engineer-in-Charge but shall nevertheless use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Engineer-in-Charge to proceed with the works.

- 5.3 Request for extension of time, to be eligible for consideration, shall be made by the contractor in writing within 30 days of the happening of the event causing delay. The contractor may also, if practicable, indicate in such a request the period for which extension is desired. Non application by the contractor for extension of time shall not be a bar for giving a fair and reasonable extension by the Engineer-in-charge and this shall be binding on the contractor.

CLAUSE 6

- Measurements of Work Done
- 6.1 All measurement of all items having financial value shall be entered in Measurement Book so that a complete record is obtained of all works performed under the contract.
- 6.2 All Measurements shall be taken jointly by the Engineer-in-charge or his authorised representative and by the contractor or his authorised representative from time to time during the progress of the work and such measurements shall be signed and dated by the Engineer-in-charge and the contractor or their representatives in token of their acceptance. If the contractor objects to any of the measurements recorded, a note shall be made to that effect with reason and signed by both the parties.
- 6.3 If for any reason the contractor or his authorised representative is not available and the work of recording measurements is suspended by the Engineer-in-charge or his representative, the Engineer-in-charge and the BSNL shall not entertain any claim from contractor for any loss or damages on this account. If the contractor or his authorised representative does not remain present at the time of such measurements after the contractor or his authorised representative has been given a notice in writing three(3)

days in advance or fails to countersign or to record objection within a week from the date of the measurement, then such measurements recorded in his absence by the Engineer-in-charge or his representative shall be deemed to be accepted by the contractor.

- 6.4 The contractor shall, without extra charge, provide all assistance with every appliance, labour and other things necessary for recording measurements.
- 6.5 Except where any general or detailed description of the work expressly shows to the contrary, measurements shall be taken in accordance with the procedure set forth in the specifications notwithstanding any provision in the relevant Standard Method of measurement or any general or local custom. In the case of items which are not covered by specifications, measurements shall be taken in accordance with the relevant standard method of measurement issued by the Bureau of Indian Standards and if for any items no such standard is available then a mutually agreed method shall be followed.
- 6.6 The contractor shall give not less than seven days notice in writing to the engineer-in-charge or his authorised subordinate in-charge of the work before covering up or otherwise placing beyond the reach of measurement any work in order that the same may be measured and correct dimensions thereof be taken before the same is covered up or placed beyond the reach of measurement and shall not cover up and place beyond the reach of measurement any work without the consent in writing of the engineer-in-charge or his authorised subordinate in-charge of the work who shall within the aforesaid period of seven days inspect the work, and if any work shall be covered up or placed beyond the reach of measurement without such notice having been given or the engineer-in-charge's consent being obtained the same shall be uncovered at the contractor's expense, or in default thereof no payment or allowance shall be made for such work or the materials with which the same was executed.
- 6.7 Engineer-in-charge or his authorised representative may cause either themselves or through another officer of BSNL to check the measurements recorded jointly or otherwise as aforesaid and all provisions stipulated herein above shall be applicable to such checking of measurements.
- 6.8 It is also a term of this contract that recording of measurements of any item of work in the measurement book and/or its payment in the interim, on account or final bill shall not be considered as conclusive evidence as to the sufficiency of any work or material to which it relates nor shall it relieve the contractor from liabilities from any over measurement or defects noticed till completion of the defects liability period.

CLAUSE 7

payment shall be made for a work estimated to cost rupees Twenty thousand or less till after the whole of the work shall have been completed and certificate of completion given. But in the case of a work estimated to cost more than Rs. Twenty thousand interim or running account bills shall be submitted by the contractor for the work executed on the basis of recorded measurements. The contractor shall not be entitled to be paid any interim payment if the gross work done since the last payment is less than Rs. Twenty thousand.

- 7.2 Interim payment on account of amount admissible shall be made by the Engineer-in-charge certifying the sum to which the contractor is considered entitled by way of interim payment at such rates as decided by the Engineer-in-charge. The amount admissible shall be paid by 20 th working day after the day of presentation of the bill by the contractor to the Engineer-in-charge or his Sub Divisional Engineer.

Payment on Intermediate Certificate to be regarded as Advances

- 7.3 Payment to the contractors for Air Conditioning, Engine Alternator, Sub Station, Lifts, fire detection, fire fighting and other specialised items, during progress of work, will be regulated as below :-
- a) 80% of prorata of the approved price breakup of contract value on receipt of equipment at site and after satisfactory physical inspection.
 - b) 10% of prorata of the approved price breakup of contract value after successful installation of equipment.
 - c) 5% of the approved contract value after successful completion of Initial acceptance testing.
 - d) 5% of the approved contract value after successful completion of the final acceptance testing.
 - e) For the works where A/T is not applicable e.g. for substation, lift, fire fighting etc. 5% of the approved contract value shall be released after clearance by Electrical inspector/ lift inspector/ Fire officer respectively.
- 7.4 All such intermediate payments shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed and shall not preclude the requiring of bad, unsound and imperfect or unskilled work to be removed and taken away and reconstructed or re-erected or be considered as an admission of the due performance of the contract or any part thereof in any respect or the accruing of any claim nor shall it conclude, determine or affect in any way the powers of the engineer-in-charge under these conditions or any of them as to the final settlement and adjustment of the accounts or otherwise or in any other way vary or affect the contract.
- 7.5 Pending consideration of extension of date of completion interim payments shall continue to be made as herein provided, without prejudice to the right of BSNL to take action under the terms of this contract for delay in the completion of work, if the extension of date of completion is not granted by the competent authority.

CLAUSE 8

- 8.1 Within ten days of the completion of the work, the contractor shall give notice of such completion to the engineer-in-charge and within thirty days of the receipt of such notice the engineer-in-charge shall inspect the work and if there is no defect in the work shall furnish the contractor with a final certificate of completion, otherwise a provisional certificate of physical completion indicating defects(a) to be rectified by the contractor and/or(b) for which payment will be made at reduced rates, shall be issued but no final certificate of completion shall be issued, nor shall the work be considered to be complete until the contractor shall have removed from the premises on which the work shall be executed all scaffolding, surplus materials and rubbish and dirt etc. from the site. if the contractor shall fail to comply with the requirements of this clause as to removal of scaffolding, surplus materials and rubbish etc. the engineer-in-charge may at the expense of the contractor remove such scaffolding, surplus materials and rubbish etc. and dispose of the same as he thinks fit and clean of such dirt as aforesaid and the
- Completion Certificate

contractor shall have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any sum actually realised by the sale thereof.

- 8.2 The contractor shall submit completion plan as required vide CPWD general specifications for Electrical works(part 1 - Internal) 1994 and (part II - External) 1995 /BSNL specifications as applicable within thirty days of the completion of the work.
- 8.3 In case, the contractor fails to submit the completion plan as aforesaid he shall be liable to pay a sum equivalent to 2.5% of the value of the work subject to a ceiling of Rs.15,000/- (Rs. Fifteen thousand only) as may be fixed by the Superintending Engineer concerned and in this respect the decision of the Superintending Engineer shall be final and binding on the contractor.

CLAUSE 9

Payment of Final Bill

- 9.1 The final bill shall be submitted by the contractor in the same manner as specified in interim bills within three months of physical completion of the work or within one month of the date of the final certificate of completion furnished by the Engineer-in-charge whichever is earlier. No further claims shall be made by the contractor after submission of the final bill and these shall be deemed to have been waived and extinguished. Payment of those items of the bill in respect of which there is no dispute and of items in dispute, for quantities and rates as approved by Engineer-in-charge, will, as far as possible be made within the period specified here in under, the period being reckoned from the date of receipt of the bill by the Engineer-in-charge or his authorised Sub Divisional Engineer, complete with account of materials issued by BSNL and dismantled materials.

- | | | |
|-----|---|------------|
| i) | If the Tendered value of work is up to Rs. 5 lakhs | : 3 months |
| ii) | If the Tendered value of work exceeds Rs. 5 lakhs : | 6 months |

Payment of Contractor's Bill to Banks

- 9.2 Payments due to the contractor, may if so desired by him, be made to his bank instead of direct to him provided that the contractor furnishes to the engineer-in-charge (i) an authorization in the form of a legally valid documents such as a power of attorney conferring authority on the bank to receive payments and (ii) his own acceptance of the correctness of the amount made out as being due to him by BSNL or his signature on the bill or other claim preferred against BSNL before settlement by the engineer-in-charge of the account or claim by the payment to the bank. While the receipt given by such bank shall constitute a full and sufficient discharge for the payment, the contractor shall whenever possible present his bills duly receipted and discharge through his bank. Nothing herein contained shall operate to create in favour of the bank any rights or equities vis-à-vis BSNL.

CLAUSE 10

Materials to i) be provided by the Contractor

- Materials which BSNL will supply are shown in the Schedule of work / Schedule B. It also stipulates the quantum, place of issue and rate(s) to be charged in respect thereof. The contractor shall be bound to procure them from Engineer-in-charge.
- ii) As soon as the work is awarded, the contractor shall finalise the programme for the completion of work as per clause 5 of this contract and shall give his estimates of materials required on the basis of drawings/or schedule of quantities of the work. The

Contractor shall give in writing his requirement to the Engineer-in-charge which shall be issued to him keeping in view the progress of work as assessed by the Engineer-in-charge.

- iii) The contractor shall see that only the required quantities of materials are got issued. Any such material remaining unused and in perfectly good condition at the time of completion or determination of the contract shall be returned to the Engineer-in-charge at the stores from which it was issued or at a place directed by him by a notice in writing. The contractor shall not be entitled for loading, transporting, unloading and stacking of such unused material except for the extra transportation, if any involved, beyond the original place of issue.
- iv) The contractor shall bear the cost of getting the material issued, loading, transporting to site, unloading, storing under cover as required, assembling and joining the several parts together as necessary.
- v) All stores/materials so supplied to the contractor or procured with the assistance of BSNL shall remain the absolute property of BSNL and the contractor shall be the trustee of the stores/materials, and the said stores/materials shall not be removed/disposed off from the site of the work on any account and shall be at all times open to inspection by the Engineer-in-charge or his authorised agent.
- vi) In the event of breach of the aforesaid condition, the contractor shall in addition to throwing himself open to account for contravention of the terms of the licences or permit and/or for criminal breach of trust, be liable to BSNL for all advantages or profits resulting or which in the usual course would have resulted to him by reason of such breach. Provided that the contractor shall in no case be entitled to any compensation or damages on account of any delay in supply or non-supply thereof all or any such materials and stores provided further that the contractor shall be bound to execute the entire work if the materials are supplied by BSNL within the original scheduled time for completion of the work plus 50% thereof or schedule time plus 6 months whichever is more if the time of completion of work exceeds 12 months but if a part of the materials only has been supplied within the aforesaid period then the contractor shall be bound to do so much of the work as may be possible with the materials and stores supplied in the aforesaid period. For the completion of the rest of the work, the contractor shall be entitled to such extension of time as may be determined by the Engineer-in-charge whose decision in this regard shall be final and binding on the contractor.

CLAUSE 10A

The contractor shall, at his own expense, provide all materials, required for the works other than those which are stipulated to be supplied by BSNL.

- i) The contractor, shall at his own expense and without delay, supply to the Engineer-in-charge samples of materials to be used on the work and shall get these approved in advance. All such materials to be provided by the contractor shall be in conformity with the specifications laid down or referred to in the contract. The contractor shall, if requested by the Engineer-in-charge furnish proof, to the satisfaction of the Engineer-in-charge that the materials so comply. The Engineer-in-charge shall within thirty days of supply of samples or within such further period as he may require intimate to the contractor in writing whether samples are approved by him or not. If samples are not

approved, the contractor shall forthwith arrange to supply to the Engineer-in-charge for his approval fresh samples complying with the specifications laid down in the contract. When materials are required to be tested in accordance with specifications, approval of the Engineer-in-charge shall be issued after the test results are received.

ii) The contractor shall at his risk and cost submit the samples of materials to be tested or analysed and shall not make use of or incorporate in the work any materials represented by the samples until the required tests or analysis have been made and materials finally accepted by the Engineer-in-charge. The contractor shall not be eligible for any claim or compensation either arising out of any delay in the work or due to any corrective measures required to be taken on account of and as a result of testing of materials.

iii) The Engineer-in-charge or his authorised representative shall at all times have access to the works and to all workshops and places where work is being prepared or from where materials, manufactured articles or machinery are being obtained for the works and the contractor shall afford every facility and every assistance in obtaining the right to such access.

i) The Engineer-in-charge shall have full powers to require the removal from the premises of all materials which in his opinion are not in accordance with the specifications and in case of default the Engineer-in-charge shall be at liberty to employ at the expense of the contractor other persons to remove the same without being answerable or accountable for any loss or damage that may happen or arise to such materials. The engineer-in-charge shall also have full powers to require other proper materials to be substituted thereof and in case of default the engineer-in-charge may cause the same to be supplied and all costs which may attend such removal and substitution are to be borne by the contractor.

CLAUSE 10B

The contractor(s) shall make his/their own arrangements for water/electricity required for internal/external electrification work and nothing extra will be paid for the same. In respect of specialized works like DG Set, Air conditioning, Fire Detection etc. water/electricity supply shall be made available by BSNL free of cost for erection/testing.

CLAUSE 10 C

In respect of Contracts with stipulated time period of completion being less than 18 (Eighteen) months, if after submission of the tender the wages of labour increases as a direct result of the coming into force of any fresh law, or statutory rule or order and such increase exceeds ten per cent of the wages prevailing at the time of the last stipulated date for receipt of the tenders including extensions if any for the work, and the contractor thereupon necessarily and properly pays in respect of labour engaged on the execution of the work such increased wages, then the amount of the contract shall accordingly be varied. Provided always that any increase so payable is not, in the opinion of the Superintending Engineer (whose decision shall be final and binding on the contractor) attributable to any delay in the execution of the contract within the control of the contractor.

Provided, however, no reimbursement shall be made if the increase is not more than 10% of the said wages, and if so, the reimbursement shall be made only on the excess over 10% and provided further that any such increase shall not be payable if such increase has become operative after the contract or extended date of completion of the work in question.

If after submission of the tender, the wages of labour is decreased as a direct result of the coming into force of any fresh law or statutory rules or order and such decrease exceeds ten per cent of the wages prevailing at the time of receipt of the tender for the work, the BSNL shall in respect of labour engaged on the execution of the work after date of coming into force of such law statutory rule or order be entitled to deduct from the dues of the contractor such amount as shall be equivalent to the difference between the wages as prevailed at the time of the last stipulated date for receipt of tenders including extensions if any for the work minus ten per cent thereof and the wages of labour on the coming into force of such law, statutory rule or order.

The contractor shall, for the purpose of this condition, keep such books of account and other documents as are necessary to show the amount of any increase claimed or reduction available and shall allow inspection of the same by a duly authorized representative of the BSNL, and further shall, at the request of the Engineer-in-Charge may require any documents so kept and such other information as the Engineer-in-Charge may require

The contractor shall, within a reasonable time of his becoming aware of any alteration in the wages of labour, give notice thereof to the Engineer-in-Charge stating that the same is given pursuant to this condition together with all information relating thereto which he may be in position to supply

CLAUSE 10 CC

10CC.1 If the prices of materials (not being materials supplied or services rendered at fixed prices by BSNL in accordance with clause 10 A thereof) and/or wages of labour required for execution of the work increase, the contractor shall be compensated for such increase as per provisions detailed below and the amount of the contract shall accordingly be varied, subject to the condition that such compensation for escalation in prices shall be available only for the work done during the stipulated period of the contract including such period for which the contract is validity extended under the provisions of clause 5 of the contract without any action under Clause 2 .However, for the work done during the justified period extended as above ,the compensation as detailed below will be limited to prices wages prevailing at the time of stipulated date of completion or as prevailing for the period under consideration , whichever is less. No such compensation shall be payable for a work for which the stipulated period of completion is 18 months or less. Such compensation for escalation in the prices of materials and labour when due, shall be worked out based on the following provisions :

A) For Lift Work:

In respect of works relating to supply and installation of lifts/escalators price variation clause as per IEEMA shall be applicable.

B) For work other than lift:

- i) The base date for working out such escalation shall be the last date of receipt of tenders including extension, if any.
- ii) The cost of work on which escalation will be payable shall be reckoned as below :-
 - a) Gross value of work done upto this quarter : (A)

- b) Gross value of work done upto the last quarter : (B)
- c) Gross value of work done since previous quarter (A-B): (C)
- d) Extra items paid as per Clause 12 & 12A based on : (D)
Prevailing market rate during this quarter
- e) Cost of work (W) for which escalation is applicable
 $W = 0.85 M$ [Where $M = (C - D)$]
- iii) The components of materials and labour in working out such percentages are given below and shall be binding on the contractor.
- | | |
|---|--|
| For AC, DG, S/Stn., F.D., F.F.
& other specialized works | For internal/external Electrical Works |
| A) material 85% percent | A) material 75% percent |
| B) labour 15% percent | B) labour 25% percent |
- iv) The compensation for escalation for materials shall be worked out as per the formula given below:-
- $$VM = W \times \frac{XM}{100} \times \frac{MI - MI_o}{MI_o}$$
- VM - Variation in material cost i.e. Increase or decrease in the amount in rupees to be paid or recovered.
- W- Cost of work done worked out as indicated in sub para (ii) above
- XM - Component of materials expressed as percent of the total value of work
- MI- All India whole sale index for all commodities for the period under consideration as published by the Economic Advisor to Government of India, Ministry of Industry and Commerce.
- MI o - All India whole sale price index for all commodities valid on the last stipulated date of receipt of tender including extension if any, as published by the Economic Advisor to Government of India, Ministry of Industry and Commerce.
- v) The following principles shall be followed while working out indices mentioned in sub-para (iv) above.
- a) The compensation for escalation shall be worked out at quarterly intervals and shall be with respect to the cost of work done as per bills paid during the three calendar months of the said quarter. The first such payment shall be made at the end of three months after the month (excluding) in which the tender was accepted and thereafter at three months interval. At the time of completion of the work, the last period for payment might become less than three months, depending on the actual date of completion .
- b) The index(MI) Relevant to any quarter for which such compensation is paid shall be the arithmetical average of the indexes relevant to the three calendar months. If the period up to date of completion after the quarter covered by the last such installment of payment is less than three months, the index MI shall be the average of the indices for the month falling within that period .
- vi) The compensation for escalation for labour shall be worked out as per the formula given below:-

$$VL = W \times \frac{Y}{100} \times \frac{LI - Llo}{Llo}$$

- VL - Variation in labour cost i.e. Increase or decrease in the amount in rupees to be paid or recovered.
- W - Value of work done, worked out as indicated in sub para (ii) above
- Y - Component of labour expressed as percentage of the total value of work
- Llo - Minimum daily wage in rupees of an unskilled adult male mazdoor, fixed under any law, statutory rule or order as on the last stipulated date of receipt of tender including extension, if any.
- LI - Minimum wage in rupees of an unskilled adult male mazdoor, fixed under any law, statutory rule or order as applicable on the last day of the quarter previous to one under consideration.

- vii) The following principles will be followed while working out the compensation as per sub para (vi) above.
- a) The minimum wage of an unskilled male mazdoor mentioned in sub para (vi) above shall be the higher of the following two figures, namely those notified by government of india, ministry of labour and those notified by the local administration both relevant to the place of work and the period of reckoning .
 - b) The escalation for labour also shall be paid at the same quarterly intervals when escalation due to increase in the cost of materials is paid under this clause. If such revision of minimum wages takes place during any such quarterly intervals, the escalation compensation shall be payable at revised rates only for work done in subsequent quarters.
 - c) Irrespective of variations in minimum wages of any category of labour, for the purpose of this clause, the variation in the rates for an unskilled adult male mazdoor alone shall form the basis for working out the escalation compensation payable on the labour component.
- viii) In the event the price of materials and/or wages of labour required for execution of the work decrease/s, there shall be downward adjustment of the cost of work so that such price of materials and/or wages of labour shall be deductible from the cost of work under this contract and in this regard formula herein before stated under this clause 10(cc) shall mutatis mutandis apply, provided that.
- a) No such adjustment for the decrease in the price of materials and/ or wages of labour afore-mentioned would be made in case of contracts in which the stipulated period of completion of the work is eighteen months or less.
 - b) The engineer-in-charge shall otherwise be entitled to lay down the procedures by which the provision of this sub-clause shall be implemented from time to time and the decision of the engineer-in-charge in this behalf shall be final and binding on the contractor.

- ix) ~~Provided always that the provision of the preceding clause 10 (C) shall not be applicable for contracts where provisions of this clause are applicable but in cases where provision of this clause are not applicable, the provisions of clause 10(C) will become applicable.~~

CLAUSE 10D

The contractor shall treat all materials obtained during dismantling of an installation, excavation of the site for a work etc. as BSNL's property and such materials shall be disposed of to the best advantage of BSNL according to the instructions in writing issued by the engineer-in-charge.

CLAUSE 11

Work to be executed in accordance with specifications, drawings, orders, etc. 11.1 The contractor shall execute the whole and every part of the work in the most substantial and workman like manner and both as regards materials and otherwise in every respect be in strict accordance with the specifications. The contractor shall also confirm exactly fully in and faithfully to the designs, drawings and instructions in writing in respect of the work signed by the engineer-in-charge. The contractor shall take full responsibility for adequacy, suitability and safety of all the works and methods of installation.

11.2 In the case of any class of work for which there is no such specification as referred to Clause 11.1, such work shall be carried out in accordance with the Bureau of Indian Standards specification, in case there is no such specifications in Bureau of Indian Standards, the work shall be carried out as per manufacturer's specifications. In case there are no such specifications as required above the work shall be carried out in all respect in accordance with the instructions and requirements of the Engineer-in-charge.

11.3 There are no such specifications as required above the work shall be carried out in all respect in accordance with the instructions and requirements of the Engineer-in-charge.

CLAUSE 12

12.1 The engineer-in-charge shall have power

- Deviations, Variations Extent and Pricing
- i) To make any alterations in, omissions from, additions to or substitutions for the original specifications, drawings, designs and instructions, that may appear to him to be necessary or advisable during the progress of the work and
 - ii) To omit a part of the works in case of non-availability of a portion of the site or for any other reasons and the contractor shall be bound to carry out the work in accordance with any instructions given to him in writing signed by the engineer-in-charge, and such alterations, omissions, additions or substitutions shall form part of the contract as if originally provided therein and any altered, additional or substituted work which the contractor may be directed to do in the manner specified above as part of the work, shall be carried out by the contractor on the same conditions in all respects on which he agreed to do the main work except as hereafter provided.

The time for the completion of work shall, in the event of any deviations resulting in additional cost over the tendered value of sum being ordered, be extended, if requested by the contractor, as follows:

- i) In the proportion which the additional cost of the altered, additional or substituted work, bears to the original tendered value plus.
- ii) 25% of the time calculated in (i) above or such further additional time as may be considered reasonable by the Engineer-in-charge.

12. 2 Rates for such altered, additional or substituted work shall be determined by the Engineer- in-charge as follows:-

- i) If the rates for the additional, altered or substituted item of work is specified in the schedule of quantity, the contractor shall carry out the altered, additional or substituted item at the same rate.
- ii) If the rate for any additional altered or substituted item of work is not specified in the schedule of quantities, the rate for that item shall be derived from the rate for the nearest similar item specified therein.
- iii) If the rate for altered, additional or substituted item of work cannot be determined in the manner specified in sub paras (i) and (ii) above, then such item of works shall be carried out at the rate entered in the CPWD schedule of Rates as mentioned in the Schedule 'F' minus/plus the percentage by which the tendered amount of the work actually awarded is higher or lower than the corresponding estimated amount of the work actually awarded.
- iv) If the rates for the altered additional or substituted item of work can not determined in the manner specified in the sub-clauses (i) to (iii) above, then the rates for such item of work shall be derived from the Schedule of Rates specified in sub para above (iii) minus/plus the percentage mentioned in that sub para. Provided always that if rates(s) for part(s) of the item(s) are not available in the schedule of rates specified above, rate for part(s) of such item(s) shall be determined on the basis of the market rate(s) prevailing during the fortnight following the date of the order plus ten percent for profit and overhead.
- v) If the rates for the altered, additional or substituted item of work can not be determined in the manner specified in sub-paras (i) to (iv) above, the contractor shall within 15 days of the date of receipt of order to carry out the said work, inform the engineer-in-charge of the rate which he proposes to claim for such item of work, supported by analysis of rate claimed and the Engineer-in-charge shall within three months thereafter, after giving due consideration to the rate claimed by the contractor, determine the rate or rates on the basis of prevailing market rates. In the event of contractor failing to inform the Engineer-in-charge within the stipulated period of time, the rate which he proposes to claim, the rate for such item shall be determined by the Engineer-in-charge on the basis of market rate(s).

- vi) Provided further that in case where the original item is substituted, the substituted item shall be deemed to have replaced the original item in the contract itself to that extent and above provisions pertaining to the deviations shall apply with respect to such substituted item and not the original item.

12.3 Increase/ Decrease of tendered quantity

- a) BSNL will have the right to increase or decrease up to 25% of the quantity of goods and services specified in the schedule of items without any change in the unit price or other terms and conditions at the time of award of contract. In exceptional and unavoidable cases BSNL can increase the quantity of goods and services beyond 25 % of the tendered quantity without any change in tendered and accepted unit price and also other terms and conditions as applicable at the time of award of contract.

CLAUSE 13

- 13.1 If at any time after acceptance of the tender BSNL shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Engineer-in-charge shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.
- 13.2 The contractor shall be paid at contract rates full amount for works executed at site and in addition, a reasonable amount as certified by the Engineer-in-charge for the items hereunder mentioned which could not be utilised on the work to the full extent in view of the foreclosures.
- i) Reasonable compensation for transfer of T&P and staff from site to contractor's permanent stores or to his other works, whichever is less. If T&P/staff are not transported to either of the said places, no cost of transportation shall be payable.
- ii) BSNL shall have the option to take over contractor's materials or any part thereof either brought to site or to which the contractor is legally bound to accept delivery from suppliers (for incorporation in or incidental to the work) provided, however BSNL shall be bound to take over the materials or such portions thereof as the contractor does not desire to retain. For materials taken over or to be taken over by BSNL cost of such materials as detailed by Engineer-in-charge shall be paid. The cost shall, however, take into account purchase price, cost of transportation and deterioration or damage which may have been caused to materials whilst in the custody of the contractor.
- 13.3 The contractor shall, if required by the Engineer-in-charge, furnish to him books of account, wage books and other relevant documents and evidences as may be necessary to enable him to certify the reasonable amount payable under this condition.
- 13.4 The reasonable amount of item(s) on 13.2 (i) above shall not be in excess of 2% of the cost of the work remaining incomplete on the date of closure, i.e. total stipulated cost of

the work as per accepted tender less the cost of work actually executed under the contract and less the cost of contractor's materials at site taken over by BSNL as per item 13.2 (ii) above. Provided always that against any payments due to the contractor on this account or otherwise, the Engineer-in-charge shall be entitled to recover or be credited with any outstanding balances due from the contractor for advance paid in respect of any work and materials and any other sums which at the date of termination were recoverable by BSNL from the contractor under the terms of the contract.

CLAUSE 14

- Suspension of work 14.1 If contractor :
- i) at any time makes default in proceeding with the works or any part of the work with the due diligence and continues to do so after a notice in writing of 7 days from the Engineer-in-charge; or
 - ii) commits default to complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy within 7 days after a notice in writing is given to him in that behalf by the Engineer-in-charge; or
 - iii) fails to complete the works or items of work with individual dates of completion, on or before the date(s) of completion, and does not complete them within the period specified in a notice given in writing in that behalf by the Engineer-in-charge; or
 - iv) Shall offer or give or agree to give to any person in BSNL service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract for BSNL or
 - v) Shall enter into a contract with BSNL in connection with which commission has been paid or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the terms of payment thereof have been previously disclosed in writing to the Accepting Authority/Engineer-in-charge; or
 - vi) Shall obtain a contract with BSNL as a result of wrong tendering or other non-bonafide methods of competitive tendering; or
 - vii) being an individual, or if a firm, any partner thereof shall at any time be adjudged insolvent or have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) under any insolvency Act for the time being in force or make any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors or purport so to do, or if any application be made under any insolvency Act for the time being in force for the sequestration of his estate or if a trust deed be executed by him for benefit of his creditors; or
 - viii) being a company, shall pass a resolution or the court shall make an order for the winding up of the company, or a receiver or manager on behalf of the debenture holders or otherwise shall be appointed or circumstances shall arise which entitle the court or debenture holders to appoint a receiver or manager; or
 - ix) Shall suffer an execution being levied on his goods and allow it to be continued for a period of 21 days or

- x) Assigns, transfers, sublets (engagement of labour on a piece-work basis or of labour with materials not to be incorporated in the work, shall not be deemed to be subletting) or otherwise parts with or attempts to assign, transfer sublet or otherwise parts with the entire works or any portion thereof without the prior written approval of the Accepting Authority.

The Accepting Authority may, without prejudice to any other right or remedy which shall have accrued or shall accrue hereafter to BSNL by a notice in writing to cancel the contract as a whole or only such items of work in default from the contract.

- 14.2 The Engineer-in-charge shall on such cancellation by the Accepting Authority have powers to:
- (a) take possession of the site and any materials, equipment, implements, stores etc. thereon and/or
 - (b) carry out the incomplete work by any means at the risk and cost of the contractor.
- 14.3 On cancellation of the contract in full or in part, the Engineer-in-charge shall determine what amount, if any, is recoverable from the contractor for completion of the works or part of the works or in case the works or in case the works or part of the works is not to be completed, the loss or damage suffered by BSNL. In determining the amount, credit shall be given to the contractor for the value of the work executed by him up to the time of cancellation, the value of contractor's materials taken over and incorporated in the work and use of plant and machinery belonging to the contractor.
- 14.4 Any excess expenditure incurred or to be incurred by BSNL in completing the works or part of the works or the excess loss or damages suffered or may be suffered by BSNL as aforesaid after allowing such credit shall without prejudice to any other right or remedy available to BSNL in law be recovered from any moneys due to the contractor on any account, and if such money are not sufficient the contractor shall be called upon in writing and shall be liable to pay the same within 30 days.
- 14.5 If the contractor shall fail to pay the required sum within the aforesaid period of 30 days, the Engineer-in-charge shall have the right to sell any or all of the contractors' unused materials, plant, implements etc. and apply the proceeds of sale thereof towards the satisfaction of any sums due from the contractor under the contract and if thereafter there be any balance outstanding from the contractor, it shall be recovered in accordance with the provisions of the contract.
- 14.6 Any sums in excess of the amount due to BSNL and unsold materials, tools and plant etc. shall be returned to the contractor, provided always that if cost or anticipated cost of completion by BSNL of the works or part of the works is less than the amount which the contractor would have been paid had he completed the works or part of the works, such benefit shall not accrue to the contractor.

CLAUSE 15

- 15.1 i) The contractor shall, on receipt of the order in writing of the Engineer-in-charge (whose decision shall be final and binding on the contractor) suspend the

Inspection and
supervision of
work

CONTRACTOR

progress of the works or any part thereof for such time and in such manner as the Engineer-in-charge may consider necessary so as not to cause any damage or injury to the work already done or endanger the safety thereof for any of the following reasons.

- a) on account of any default on the part of the contractor or
- b) for proper execution of the works or part thereof for reasons other than the default of the contractor; or
- c) for safety of the works or part thereof.

The contractor shall, during such suspension, properly protect and secure the works to the extent necessary and carry out the instructions given in that behalf by the Engineer-in-charge.

- ii) If the suspension is ordered for reasons (b) and (c) in sub para (i) above.
 - a) The contractor shall be entitled to an extension of time equal to the period of every such suspension plus 25% of completion time specified in the contract.
 - b) If the total period of all such suspensions in respect of the work exceeds thirty days, the contractor shall, in addition, be entitled to such compensation as the Engineer-in-charge may consider reasonable in respect of salaries and/or wages paid by the contractor to his employees and labour at site, remaining idle during the period of suspension, adding thereto 2% to cover indirect expenses of the contractor. Provided the contractor submits his claim supported by details to the Engineer-in-charge within fifteen days of the expiry of the period of 30 days.
 - c) If the works or part thereof is suspended on the orders of the Engineer-in-charge for more than three months at a time, except when suspension is ordered for reason 15.1 i) (a) in sub para above, the contractor may after receipt of such order serve a written notice on the Engineer-in-charge requiring permission within fifteen days from receipt by the Engineer-in-charge of the said notice, to proceed with the work or part thereof in regard to which progress has been suspended and if such permission is not granted within that time, the contractor, if he intends to treat the suspension, where it affects only a part of the works as an omission of such part by BSNL or where it affects whole of the works, as an abandonment of the works by BSNL, shall within ten days of expiry of such period of 15 days give notice in writing of his intention to the Engineer-in-charge. In the event of the contractor treating the suspension as an abandonment of the contract by BSNL, he shall have no claim to payment of any compensation on account of any profit or advantage which he might have derived from the execution of the work in full but which he could not derive in consequence of the abandonment. He shall, however, be entitled to such compensation, as the Engineer-in-charge may consider reasonable, in respect of salaries and/or wages paid by him to his employees and labour at site, remaining idle in consequence adding to the total thereof 2% to cover indirect expenses of the contractor provided the contractor submits his claim supported by details to the Engineer-in-charge within 30 days of the expiry of the period of three months.

- 15.2 Provided further that the contractor shall not be entitled to claim any compensation from BSNL for the loss suffered by him on account of delay by BSNL in the supply of materials in schedule of work where such delay is covered by difficulties relating to the availability of trucks, force majeure including non-allotment of such materials by controlling authorities, acts of God, acts of enemies of the state/country or any reasonable cause beyond the control of BSNL.

CLAUSE 16

Rectification
of defects

- 16.1 All work under or in course of execution or executed in pursuance of the contract shall at all time be open and accessible to the inspection and supervision of the Engineer-in-charge, his authorised subordinates in charge of the work and all the superior officers, officer of the Vigilance Cell of BSNL and of the Chief Technical Examiner's office (CVC) and the contractor shall at all times during the usual working hours, and at all other times at which reasonable notice of the intention of the engineer-in-charge or his authorised subordinate to visit the works, shall have been given to the contractor, either himself be present to receive order and instructions, or have a responsible agent duly accredited in writing present for that purpose. Orders given to the contractor's agent shall be considered to have the same force as if they had been given to the contractor himself.
- 16.2 If it shall appear to the Engineer-in-charge or his authorised subordinates in charge of the work or to the Chief Engineer-in-charge/Vigilance Cell or his subordinate officers or to the Chief Technical Examiner or his subordinate officers, that any work has been executed with unsound, imperfect or unskillful workmanship, or with materials or articles provided by him for the execution of the work which are unsound or of a quality inferior to that contracted or otherwise not in accordance with the contract the contractor shall on demand in writing which shall be made within six months of the completion of the work from the Engineer-in-charge specifying the work, materials or articles complained of notwithstanding that the same may have been passed, certified and paid for forthwith rectify or remove and reconstruct the work so specified in whole or in part, as the case may require or as the case may be, remove the materials or articles so specified and provide other proper and suitable materials or articles at his own charge and cost. In the event of his failing to do so within a period specified by the Engineer-in-charge in the demand aforesaid, then the contractor shall be liable to pay compensation at the same rate as under clause 2 of the contract (for non-completion of the work in time) for this default.
- 16.3 In such case the Engineer-in-charge may not accept the item of work at the rates applicable under the contract but may accept such items at reduced rates as the competent authority (Superintending Engineer) may consider reasonable during the preparation of on account bills or final bill if the item is so acceptable without detriment to the safety and utility of the item and the equipment or he may reject the work outright without any payment and/or get it another connected and incidental items rectified, or removed and re-executed at the risk and cost of the contractor. Decision of the Engineer-in-charge to be conveyed in writing in respect of the same will be final and binding on the contractor.

CLAUSE 17

Contractor liable
for damages,
defects during
maintenance
period

CONTRACTOR

If the contractor or his working people or servants shall break, deface, injure or destroy any part of building in which they may be working, or any building road, road kerb, fence

enclosure, water pipe, cable drains, electric or telephone post or wires, trees, grass or grassland, or cultivated ground contiguous to the premises on which the work or any part of its is being executed or if any damage shall happen to the work while in progress, from any cause whatever or if any defect, shrinkage or other faults appear in the work within twelve months after a certificate final or otherwise of its completion shall have been given by the engineer-in-charge as aforesaid arising out of defective or improper materials or workmanship the contractor shall upon a receipt of a notice in writing on that behalf make the same good at his own expense, or in default, the engineer-in-charge may cause the same to be made good by other workmen and deduct the expense from any sums that may be due, or at any time thereafter may become due to the contractor, or from performance guarantee and security deposit or the proceeds of sale thereof or of a sufficient portion thereof. The performance guarantee and security deposit of the contractor shall not be refunded before the expiry of twelve months after the issue of the certificate final or otherwise, of completion of work, or till the final bill has been prepared and passed whichever is later.

CLAUSE 18

Contractor
to supply
Tools and
Plants etc.

The contractor shall provide at his own cost all materials (except such special materials if any, as may in accordance with the contract be supplied from the engineer-in-charge's stores), Plant, tools, appliances, implements, ladders, cordage, tackle, scaffolding and temporary works required for the proper execution of the work, whether original, altered or substituted and whether included in the specification or other documents forming part of the contract or referred to in these conditions or not, or which may be necessary for the purpose of satisfying or complying with the requirements of engineer-in charge as to any matter as to which under these conditions he is entitled to be satisfied, or which he is entitled to require together with carriage therefore to and from the work. The contractor, shall also supply without charge the requisite number of persons with the means and materials, necessary for the purpose of setting out works, and counting, weighing and assisting in the measurements or examination at any time and from time to time of the work of materials. Falling his so doing the same may be provided by the engineer-in-charge at the expenses of the contractor and the expenses may be deducted, from any money due to the contractor, under this contract or otherwise and or from his performance guarantee or the proceeds of sale thereof, or of a sufficient portions thereof.

CLAUSE 18 A

In every case in which by virtue of the provisions of section 12, subsection (i) of the workmen's compensation act, 1923. BSNL is obliged to pay compensation to a workmen employed by the contractor, in execution of the works. BSNL will recover from the contractor, the amount of the compensation so paid; and, without prejudice to the rights of the BSNL under section 12, sub-section (ii) of the said act, BSNL shall be at liberty to recover such amount or any part thereof by deduction from the performance guarantee or from any sum due by BSNL to the contractor whether under this contract or otherwise. BSNL shall not be bound to contest any claim made against it under section 12, sub-section (i) of the said act, except on the written request of the contractor and upon his giving to BSNL full security for all costs for which BSNL might become liable in consequence of contesting such claim.

CLAUSE 18 B

Ensuring
Payment &
Amenities to
Workers, if
Contractor
Fails

In every case in which by virtue of the provisions of the "The Building & Other Construction Workers(Regulation of Employment & Condition of Service) Act 1996", The The Building & Other Construction Workers (Regulation of Employment & Condition of Service) Rules 1998, AND, Contract Labour (Regulation and Abolition) Act, 1970, and of the Contract Labour (Regulation and Abolition) Central Rules, 1971, amended from time to time, BSNL is obliged to pay any amounts of wages to a workman employed by the contractor in execution of the works, or to incur any expenditure in providing welfare and health amenities required to be provided under the above said Act and the rules under Clause 19H or under the Contractor's Labour Regulations, or under the Rules framed by the Government / BSNL from time to time for the protection of health and sanitary arrangements for workers employed by the Contractor, BSNL will recover from the contractor the amount of wages so paid or the amount of expenditure so incurred ; and without prejudice to the rights of the BSNL under relevant provisions of above mentioned Acts, BSNL shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the BSNL to the contractor whether under this contract or otherwise BSNL shall not be bound to contest any claim made against it under the relevant provisions of above mentioned Acts, except on the written request of the contractor and upon his giving to the BSNL full security for all costs for which BSNL might become liable in contesting such claim.

CLAUSE 19

Labour
Laws to be
Complied
by the
Contractor

The contractor shall comply with the provisions of the "The Building & Other Construction Workers(Regulation of Employment & Condition of Service) Act 1996" and the "The Building and Other Construction Workers Welfare Cess Act 1996" amended from time to time and rules framed there-under. The contractor shall comply with the provisions of the "The Building & Other Construction Workers (Regulation of Employment & Condition of Service) Rules 1998" and the "The Building and Other Construction Workers Welfare Cess Rules 1998", amended from time to time. The BSNL at the time of making any payment to the contractor for work done and measured under the contract shall deduct such sum at the rate, as prescribed in the The Building and Other Construction Workers Welfare Cess Rules as applicable to the State in which the work is situated, of gross value of the work done from each running bill and final bill. Such deduction will be transferred to the State Workers Welfare Board by the Engineer-in-Charge as per the rules. The Engineer-in-charge, as Principal Employer, shall continue to monitor the rigorous implementation of the act/rules during the currency of the contract.

The contractor shall register himself under The Building & Other Construction Workers (Regulation of Employment & Condition of Service) Act 1996" & The Building & Other Construction Workers (Regulation of Employment & Condition of Service) Rules 1998, and, the "The Building and Other Construction Workers Welfare Cess Act 1996" and the "The Building and Other Construction Workers Welfare Cess Rules 1998", and shall also obtain a valid Licence under the Contract Labour (R&A) Act 1970, and the Contract Labour (Regulation and Abolition) Central Rules 1971, as amended from time to time, before the commencement of the work and continue to have these validated until the completion of the work.

Any failure to fulfill the above requirements shall attract the penal provisions of this contract arising out of the resultant of non-execution of the work.

CLAUSE 19 A

No labour below the age of eighteen years shall be employed on the work.

CLAUSE 19 B

Payment of wages:

Payment of wages

- i) The contractor shall pay to labour employed by him either directly or through sub-contractors, wages not less than fair wages as defined in the contractor's Labour Regulation or as per the provisions of The Building & Other Construction Workers (Regulation of Employment & Condition of Service) Act 1996", The Building & Other Construction Workers (Regulation of Employment & Condition of Service) Rules 1998, AND, contract labour (Regulation and Abolition) Act 1970, and the contract labour (Regulation and Abolition) Central Rules, 1971, wherever applicable.
- ii) The contractor shall, notwithstanding the provisions of any contract to the contrary, cause to be paid fair wage to labour indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work, as if the labour had been immediately employed by him.
- iii) In respect of all labour directly or indirectly employed in the works for performance of the contractor's part of this contract, the contractor shall comply with or cause to be complied with the contractor's Labour Regulations made by the Government / BSNL from time to time in regard to payment of wages, wage period, deductions from wages recovery of wages not paid and deductions unauthorised made, maintenance of wage books or wage slips, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and all other matters of the like nature or as per the provisions of The Building & Other Construction Workers(Regulation of Employment & Condition of Service) Act 1996", The Building & Other Construction Workers (Regulation of Employment & Condition of Service) Rules 1998, AND, contract labour(Regulation & Abolition) Act, 1970, and the Contract Labour (Regulation and Abolition) Central Rules, 1971, wherever applicable.
- iv)
 - a)The Engineer-in-Charge concerned shall have the right to deduct from the moneys due to the contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the contract for the benefit of the workers, non-payment of wages or of deductions made from his or their wages which are not justified by their terms of the contract or non-observance of the Regulations.
 - b) Under the provisions of Minimum Wages (Central) Rules, 1950, the contractor is bound to allow to the labours directly or indirectly employed in the works one day rest for six days continuous work and pay wages at the same rate as for duty. In the event of default the Engineer-in-Charge shall have the right to deduct the sum or sums not paid on account of wages for weekly holidays to any labours and pay the same to the persons entitled

thereto from any money due to the contractor by the Engineer-in-Charge concerned.

In the case of Union Territory of Delhi, however, as the all inclusive minimum daily wages fixed under Notification of the Delhi Administration No.F.12 (162) MWO/DAB/43884-91, dated 31.12.1979 as amended from time to time are inclusive of wages for the weekly day of rest, the question of extra payment for weekly holiday would not arise.

- v) The contractor shall comply with the provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employees Liability Act 1938, workmen's compensation Act, 1923, industrial disputes Act, 1947, Maternity benefits act, 1961, and the contractor's labour (Regulation and Abolition) Act, 1970, The Building & Other Construction Workers (Regulation of Employment & Condition of Service) Act 1996 or the modifications thereof or any other laws relating thereto and the rules made there-under from time to time.
- vi) The contractor shall indemnify and keep indemnified BSNL against payments to be made under and for the observance of the Laws aforesaid and the contractor's Labour Regulations without prejudice to his right to claim indemnity from his sub-contractors.
- vii) The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.
- viii) Whatever is the minimum wage for the time being, or if the wage payable is higher than such wage, such wage shall be paid by the contractor to the Workmen directly without the intervention of Jamadar and that Jamadar shall not be entitled to deduct or recover any amount from the minimum wage payable to the workmen as and by way of commission or otherwise.
- viii) The contractor shall ensure that no amount by way of commission or otherwise is deducted or recovered by the Jamadar from the wage of workmen.

CLAUSE 19 C

- (1) In respect of of all labour directly or indirectly employed in the work for the performance of the contractor's part of this contract, the contractor shall, at his own expense, arrange for the safety provisions as per Model Safety Code framed from time to time and shall, at his own expense, provide for all facilities in connection therewith. The contractor shall ensure that at the construction site of The Building or other construction work, adequate safety measures are taken to protect The Building workers against any accident etc. The adequate safety measures in conformity with the provisions of Part III of The Building and Other Construction Workers (Regulation of Employment and condition of service) Central Rules 1998 should be provided in addition to the safety measures laid down in Model Safety Code. In case of any discrepancy, the safety measures as per Part III of the Building and Other Construction Workers (Regulation of

Employment and condition of service) Central Rules 1998 shall supersede other provisions.

- (2) In case the contractor fails to make arrangements and provide necessary facilities as aforesaid he shall be liable to pay a penalty of Rs.200/- for each default and in addition the Engineer-in-Charge shall be at liberty to make arrangement and provide facilities as aforesaid and recover the costs incurred in that behalf from the contractor.

CLAUSE 19 D

The contractor shall submit by the 4th and 19th of every month, to the Engineer-in-Charge a true statement showing in respect of the second half of the preceding month and the first half of the current month respectively:-

- (1) the number of labourers employed by him on the work,
- (2) their working hours,
- (3) the wages paid to them,
- (4) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of the damages and injury caused by them, and,
- (5) the number of female workers who have been allowed maternity benefit according to Clause 19 F and the amount paid to them.

Failing which the contractor shall be liable to pay to BSNL a sum not exceeding Rs.200/- for each default or materially incorrect statement. The decision of the Engineer-in-Charge shall be final in deducting from any bill due to the contractor the amount levied as fine and be binding on the Contractor.

CLAUSE 19 E

In respect of all labour directly or indirectly employed in the works for the performance of the contractor's part of this contract, the contractor shall comply with or cause to be complied with all the provisions of various statutes/enactments and rules there under framed by the Central/State Governments, and rules framed by BSNL from time to time for the protection of health and sanitary arrangements for the workers employed by the BSNL/ Deptt.of Telecommunications and its contractors. Notwithstanding the above provisions, the contractor shall be liable for levy of any penalty in case he fails to meet the requirements of The Building and Other Construction Workers (Regulation of Employment and Condition of Service) Act, 1996 and The Building and Other Construction Workers (Regulation of Employment and Condition of Service) Central Rules 1998 and Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971, Industrial Disputes Act, 1947 or any other Labour laws relating thereof and rules made there under from time to time

CLAUSE 19 F

Leave and pay during leave shall be regulated as follows:-

1. Leave:

- (i) in the case of delivery-maternity leave not exceeding 8 weeks, 4 weeks, up to and including the day of delivery and 4 weeks following that day,
 - (ii) in case of miscarriage-up to 3 weeks from the date of miscarriage.
2. Pay:
- (i) in case of delivery- leave pay during maternity leave will be at the rate of the women's average daily earnings, calculated on total wages earned on the days when full time work was done during the period of three months immediately preceding the date on which she gives notice that she expects to be confined or at the rate of Rupee one only a day whichever is greater.
 - (ii) in the case of miscarriage - leave pay at the rate of average daily earning calculated on the total wages earned on the days when full time work was done during a period of three months immediately preceding the date of such miscarriage.
3. Conditions for the grant of Maternity Leave:
No maternity leave benefit shall be admissible to a woman unless she has been employed for a total period of not less than six months immediately preceding the date on which she proceeds on leave,
4. The contractor shall maintain a register of Maternity (Benefit) in the prescribed form as shown in Appendix-I and II, and the same shall be kept at the place of work.

CLAUSE 19 G

In the event of the contractor(s) committing a default or breach of any of the provisions of the Contractor's Labour Regulation and Model Rules for the protection of health and sanitary arrangements for the workers as amended from time to time or furnishing any information or submitting or filing any statement under the provisions of the above Regulation and Rules which is materially incorrect, he/they shall, without prejudice to any other liability, pay to the BSNL a sum not exceeding Rs.200/- for every default, breach or furnishing, making, submitting , filing such materially incorrect statements and in the event of the contractor (s) defaulting continuously in this respect, the penalty may be enhanced to Rs.200/- per day for each day of default subject to a maximum of 5 percent of the tendered value of the Work. The decision of the Engineer-in-Charge shall be final and binding on the parties.

Should it appear to the Engineer-in-Charge that the contractor(s) is/ are not properly observing and complying with the provisions of the Contractor's Labour Regulations and Model Rules and the provisions of The Building & Other Construction Workers(Regulation of Employment & Condition of Service) Act 1996", The Building & Other Construction Workers (Regulation of Employment & Condition of Service) Rules 1998, AND, Contract labour (Regulation and Abolition) Act, 1970, and the Contract Labour (R&A) Central Rules 1971, for the protection of health and sanitary arrangements for the work-people employed by the contractor(s)(hereinafter referred as "the said Rules") the Engineer-in-Charge shall have power to give notice in writing to the contractor(s) requiring that the said Rules to be complied with and the amenities prescribed therein be provided

to the work-people within a reasonable time to be specified in the notice. If the contractor(s) shall fail within the period specified in the notice to comply with and/or observe the said Rules and to provide the amenities to the workpeople as aforesaid, the Engineer-in-Charge shall have the power to provide the amenities herein before mentioned at the cost of the contractor(s). The contractor(s) shall erect, make and maintain at his/their own expense and to approved standards all necessary huts and sanitary arrangements required for his/their work-people on the site in connection with the execution of the works, and if the same shall not have been erected or constructed, according to approved Standards, the Engineer-in-Charge shall have power to give notice in writing to the contractor(s) requiring that the said huts and sanitary arrangements be re-modeled and/ or reconstructed according to approved standards, and if the contractor(s) shall fail to remodel or reconstruct such huts and sanitary arrangements according to approved standards within the period specified in the notice, the Engineer-in-Charge shall have the power to remodel or reconstruct such huts and sanitary arrangements according to approved standards at the cost of the contractor(s).

CLAUSE 19 H

The contractor(s) shall at his/their own cost provide his /their labour with a sufficient number of huts (hereinafter referred to as the camp) of the following specifications on a suitable plot of land to be approved by the Engineer-in-Charge.

- i)
 - a) The minimum height of each hut at the eaves level shall be 2.10m (7 ft.) and floor area to be provided will be at the rate of 2.7 Sq.ms. (30 Sq.Ft.) for each member of the workers family staying with the labourers.
 - b) The contractor(s) shall in addition construct suitable cooking places having a minimum area of 1.80m X 1.50m(6'X5') adjacent to the hut for each family.
 - c) The contractor(s) shall also construct temporary latrines and urinals for the use of the labourers each on the scale of not less than four per each one hundred of the total strength, separate latrines and urinals being provided for women.
 - d) The contractor(s) shall construct sufficient number of bathing and washing places, one unit for every 25 persons residing in the camp. These bathing and washing places shall be suitably screened.
- ii)
 - a) All the huts shall have walls of sun-dried or burnt-bricks laid in mud mortar or other suitable local materials as may be approved by the Engineer-in-Charge. In case of sun-dried bricks, the walls should be plastered with mud gobi on both sides. The floor may be kutcha but plastered with mud gobi and shall be at least 15 cm (6") above the surrounding ground. The roofs shall be laid with thatch or any other materials as may be approved by the Engineer-in-Charge and the contractor shall ensure that through out the period of their occupation the roofs remain watertight.
 - b) The contractor(s) shall provide each hut with proper ventilation.

- c) All doors, windows, and ventilators shall be provided with suitable leaves for security purposes.
- d) There shall be kept an open space of at least 7.2m(8yds.) between the rows of huts which may be reduced to 6m(20ft.) according to the availability of site with the approval of the Engineer-in-Charge. Back to back construction will be allowed.
- iii) Water Supply- The contractor(s) shall provide adequate supply of water for the use of labourers. The provisions shall not be less than two gallons of pure and wholesome water per head per day for drinking purposes and three gallons of clean water per head per day for bathing and washing purpose. Where piped water supply is available, supply shall be at stand posts and where the supply is from wells or river, tanks, which may be of metal or masonry, shall be provided. The contractor(s) shall also at his/their own cost make arrangements for laying pipe lines for water supply to his/their labour camp from the existing mains wherever available, and shall pay all fees and charges therefor.
- iv) The site selected for the camp shall be high ground, removed from jungle.
- v) Disposal of Excreta- The contractor(s) shall make necessary arrangements for the disposal of excreta from the latrines by trenching or incineration, which shall be according to the requirements laid down by the Local Health Authorities. If trenching or incineration is not allowed the contractor(s) shall make arrangements for the removal of the excreta through the Municipal Committee/Authority and inform it about the number of labourers employed so that arrangements may be made by such Committee/authority for removal of the excreta. All charges on this account shall be borne by the contractor and paid direct by him to the Municipality/authority. The contractor shall provide one sweeper for every eight seats in case of dry system.
- vi) Drainage:- The contractor(s) shall provide efficient arrangements for draining away swage water so as to keep the camp neat and tidy.
- vii) The Contractor(s) shall make necessary arrangements for keeping the camp area sufficiently lighted to avoid accidents to the workers.
- viii) Sanitation:- The contractor(s) shall make arrangements for conservancy and sanitation in the labour camps according to the rules of the Local Public Health and Medical Authorities.

CLAUSE 19 I

The Engineer-in-Charge may require the contractor to dismiss or remove from the site of the work any person or persons in the contractor's employment upon the work who may be incompetent or misconducts himself and the contractor shall forthwith comply with such requirements.

CLAUSE 19 J

It shall be the responsibility of the contractor to see that the building under construction is not occupied by anybody unauthorised during construction, and is handed over to the Engineer-in-Charge with vacant possession of complete building. If such building though completed is occupied illegally, then the Engineer-in-Charge shall have the option to refuse to accept the said building/buildings in that position. Any delay in acceptance on this account will be treated as the delay in completion and for such delay a levy up to 5% of the tendered value of work may be imposed by the Superintending Engineer whose decision shall be final both with regard to the justification and quantum and be binding on the contractor.

However, the Superintending Engineer, through a notice, may require the contractor to remove the illegal occupation any time on or before construction and delivery.

CLAUSE 19 K

Employees
Provident Fund
Scheme to be
Complied by the
Contractor

Employees Provident Fund Scheme to be Complied by the Contractor :

The contractor shall comply with the provision of the Employees Provident Fund Scheme 1952 as under the Employees Provident Funds and Miscellaneous Provisions Act 1952, amended from time to time. The contractor shall get himself registered and get the allocation of Registration Code No. from the competent authority as per provisions of the above scheme. The contractor shall indemnify and keep indemnified BSNL against payment to be made under and for the observance of the above scheme. The Executive Engineer (Engineer-in-Charge) as Principal Employer shall continue to monitor the rigorous implementation of the act/ rules during the currency of the contract.

CLAUSE 20

Minimum
wages Act
to be
Compiled

The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, The Building & Other Construction Workers (Regulation of Employment & Condition of Service) Act 1996 and Contract Labour (Regulation and Abolition) Act, 1970, amended from time to time and rules framed there-under and other labour laws affecting contract labour that may be brought into force from time to time.

CLAUSE 21

Work not to
be sublet,
Action in
case of
Insolvency

The contract as a whole or part thereof shall not be assigned or sublet or transferred either directly or indirectly whether by creating agent on the basis of General Power of Attorney or in any other manner or given on general power of attorney without the written approval of the Engineer-in-Charge. If the contractor assign or sublet (engagement of labour on a piece-work basis or of labour with materials not to be incorporated in the work, shall not be deemed to be

subletting) or give on general power of attorney or transferred either directly or indirectly whether by creating agent on the basis of General Power of Attorney or in any other manner, his contract, or attempt to do so, or become insolvent or commence any insolvency proceedings or make any composition with his creditors or attempt to do so, or if any bribe, gratuity, gift, loan, perquisite, reward or advantage pecuniary or otherwise, shall either directly or indirectly, , consideration of any kind as an inducement or be given, promised or offered by the contractor, or any of his servants or agent to any public officer or person in the employment of BSNL in any way relating to his office or employment or if any such officer or person shall become in any way directly or indirectly interested in the contractor, or if the contractor shall obtain a contract with the BSNL as a result of wrong tendering or by non bonafide methods, of competitive tendering; or if the contractor enters into a contract with BSNL in connection with which commission has been paid or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the terms of payment thereof have been previously disclosed in writing to Accepting Authority/ Engineer-in-Charge; or if the contractor being a company, shall pass a resolution or the court shall make an order for the winding up of the company, or a receiver or manager on behalf of the debenture holders or otherwise shall be appointed or circumstances shall arise which entitle the court or shareholders debenture holders to appoint a receiver or managers, Engineer-in-Charge on behalf of the Bharat Sanchar Nigam Limited shall have powers to adopt the courses specified in Clause 3 hereof in the interest of BSNL and in the event of any courses being adopted the consequences specified in the said Clause 3 shall ensue.

CLAUSE 22

All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to use of BSNL without reference to the actual loss or damage sustained and whether or not any damage shall have been sustained.

CLAUSE 23

Changes in Firm's Constitution to be intimated

Where the contractor is a partnership firm, the previous approval in writing of the Engineer-in-Charge shall be obtained before any change is made in the constitution of the firm. Where the contractor is an individual or a Hindu Undivided Family (HUF) business concern, such approval as aforesaid shall likewise be obtained before the contractor enters into any partnership agreement where-under the partnership firm would have the right to carry out the works hereby undertaken by the contractor. If previous approval as aforesaid is not obtained, the contract shall be deemed to have been assigned in contravention of Clause 21 hereof and the same action may be taken, and the same consequences shall ensue as provided in the said Clause 21.

CLAUSE 24

All works to be executed under the contract shall be executed under the direction and subject to the approval in all respects of the Engineer-in-Charge who shall be entitled to direct at what point or points and in what manner they are to be commenced, and from time to time carried on.

CLAUSE 25

Settlement
of
Disputes &
Arbitration

Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:-

- (i) If the contractor considers that he is entitled to any extra payment or compensation in respect of the works over and above the amounts admitted as payable by the BSNL or in case the contractor wants to dispute the validity of any deductions or recoveries made or proposed to be made from the contract, the contractor shall forthwith give notice in writing of his claim, in this behalf to the Engineer-in-Charge within 30 days from the date of disallowance thereof for which the contractor claims such additional payment or compensation or disputes the validity of any deduction or recovery. The said notice shall give full particulars of the claim, grounds on which it is based and detailed calculations of the amount claimed and the contractor shall not be entitled to raise any claim nor shall the BSNL be in any way liable in respect of any claim by the contractor unless notice of such claim shall have been given by the contractor to the Engineer-in-Charge in the manner and within the time as aforesaid. The contractor shall be deemed to have waived and extinguished all his rights in respect of any claims not notified to the Engineer-in-Charge in writing in the manner and within the time aforesaid.
- (ii) The Engineer-in-Charge shall give his decision in writing on the claims notified by the contractor within 30 days of the receipt of the notice thereof. If the contractor is not satisfied with the decision of the Engineer-in-Charge, the contractor may within 15 days of the receipt of the decision of the Engineer-in-Charge submit his claims to the conciliating authority named in Schedule 'F' for conciliation along with all details and copies of correspondence exchanged between him and the Engineer-in-Charge.
- (iii) The party initiating conciliation shall send to the other party a written invitation to conciliate. Conciliation proceedings shall commence when the other party accepts in writing the invitation to conciliate. If the other party rejects the invitation, or does not reply within thirty days from the date of invitation, there will be no conciliation proceedings.
- (iv) When it appears to the Conciliator that there exists element of a settlement which may be acceptable to the parties, he shall formulate the terms of a possible settlement and submit them to parties for their observation after receiving the observations of the parties. He may reformulate the terms of a possible settlement in the light of such observations. If the parties reach agreement on settlement of the dispute, they may draw up and sign a written settlement agreement. Parties may request the Conciliator to draw up or assist them in drawing up the settlement agreement. Such settlement

agreement shall have the same status and effect as if it were an arbitral award on agreed terms on the substance of the dispute rendered by an arbitral tribunal under section 30 of Arbitration and Conciliation Act, 1996. If a settlement does not appear possible, the Conciliator, after consultation with the parties will give a written declaration that further efforts at Conciliation are no longer justified and the conciliation proceedings are terminated.

- (v) When conciliation proceedings have become infructuous or have been terminated, the party, which initiated the Conciliation shall, within a period of 30 days of termination thereof shall give a notice, in the form prescribed by the BSNL, to the Chief Engineer, Bharat Sanchar Nigam Limited in-charge of the work or if there be no Chief Engineer, to the Administrative Head of the Bharat Sanchar Nigam Limited for appointment of an arbitrator to adjudicate the notified claims failing which the claims of the contractor shall be deemed to have been considered absolutely barred and waived.
- (vi) Except where the decisions have become final, binding and conclusive in terms of the contract, all disputes arising out of the notified claims of the contractor as aforesaid and all claims of the BSNL shall be referred for adjudication through the arbitration by the sole arbitrator appointed by the Chief Engineer, Bharat Sanchar Nigam Limited in-charge of the work or if there be no Chief Engineer, the Administrative Head of the Bharat Sanchar Nigam Limited. It will also be no objection to any such appointment that the arbitrator so appointed is a BSNL Employee and that he had to deal with the matters to which the Contract relates in the course of his duties as BSNL Employee. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another sole arbitrator shall be appointed in the manner aforesaid by the said Chief Engineer. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each dispute along with the notice for appointment of arbitrator.

It is also a term of this contract that no person other than a person appointed by such Chief Engineer, Bharat Sanchar Nigam Limited or the administrative head of the Bharat Sanchar Nigam Limited as aforesaid should act as arbitrator and if for any reasons that is not possible, the matter shall not be referred to arbitration at all.

The conciliation and arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceeding under this clause.

It is also a term of this contract that the arbitrator shall adjudicate on only such disputes as are referred to him by the appointing authority and give separate award against each disputes and claim referred to him. The arbitrator shall give reasons for the award for each dispute referred to him.

It is also a term of the contract that if any fees are payable to the arbitrator these shall be paid equally by both the parties.

It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter-statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any, by whom and in what manner, such costs or any part thereof, shall be paid and fix or settle the amount of costs to be so paid.

CLAUSE 26

Contractor to indemnify BSNL against patent Rights

The Contractor shall fully indemnify and keep indemnified the Bharat Sanchar Nigam Limited against any action, claim or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties which may be payable in respect of any article or part thereof included in the contract. In the event of any claims made under or action brought against BSNL in respect of any such matters as aforesaid, the contractor shall be immediately notified thereof and the contractor shall be at liberty, at his own expense, to settle any dispute or to conduct any litigation that may arise therefrom, provided that the contractor shall not be liable to indemnify Bharat Sanchar Nigam Limited if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the Engineer-in-Charge in this behalf.

CLAUSE 27

When the estimate on which a tender is made includes lump sum in respect of parts of the work, the contractor shall be entitled to payment in respect of the items of work involved or the part of the work in question at the same rates as are payable under this contract for such items, or if the part of the work in question is not, in the opinion of the Engineer-in-charge payable of measurement, the Engineer-in-charge may at his discretion pay the lump sum amount entered in the estimate, and the certificate in writing of the Engineer-in-Charge shall be final and conclusive against the contractor with regard to any sum or sums payable to him under the provisions of the clause .

CLAUSE 28

Action where no specifications are specified

In case of any class of work for which there are no such specifications as referred to in Clause 11, such work shall be carried out in accordance with the Bureau of Indian Standards specifications. In case there is no such specification in Bureau of Indian Standards, the work shall be carried out as per manufacturer's specifications. In case no such manufacturer's specification is

available then as per district specifications. In case there are no such specifications as required above, the work shall be carried out in all respects in accordance with the instructions and requirements of the Engineer-in-Charge.

CLAUSE 29

Withholding
and lien in
respect of sum
due from the
contractor

- i) Whenever any claim or claims for payment of a sum of money arises out of or under the contract or against the contractor, the Engineer-in-Charge or the Government shall be entitled to withhold and also have a lien to retain such sum or sums in whole or in part from the security, if any, deposited by the contractor and for the purposes aforesaid, the Engineer-in-Charge or the Government shall be entitled to withhold the security deposit, if any, furnished as the case may be and also have lien over the same pending finalisation or adjudication of any such claim. In the event of the security being insufficient to cover the claimed amount or amounts or if no security has been taken from the contractor, the Engineer-in-Charge or BSNL shall be entitled to withhold and have a lien to retain such claimed amount or amounts referred to above, from any sum or sums found payable or which may at any time thereafter become payable to the contractor under the same contract or any other contract with the Engineer-in-Charge of BSNL or any contracting person through the Engineer-in-Charge pending finalisation of adjudication of any such claim.

It is an agreed term of the contract that the sum of money or moneys so withheld or retained under the lien referred to above by the Engineer-in-Charge or BSNL will be kept withheld or retained as such, by the Engineer-in-Charge, till the claim arising out of or under the contract is determined by the arbitrator (if the contract is governed by the arbitration clause) or by the competent court, as the case may be and that the contractor will have no claim for interest or damages whatsoever on any account in respect of such withholding or retention under the lien referred to above and duly notified as such to the contractor. For the purpose of this clause, where the contractor is a partnership firm or a limited company, the Engineer-in-Charge or BSNL shall be entitled to withhold and also have a lien to retain towards such claimed amount or amounts in whole or in part from any sum found payable to any partner/limited company as the case may be, whether in his individual capacity or otherwise.

- ii) BSNL shall have the right to cause an audit and technical examination of the works and the final bills of the contractor including all supporting vouchers, abstract, etc., to be made after payment of the final bill and if as a result of such audit and technical examination any sum is found to have been overpaid in respect of any work done by the contractor under the contract or any work claimed to have been done by him under the contract and found not to have been executed, the contractor shall be liable to refund the amount of over-payment and it shall be lawful for BSNL to recover the same from him in the manner prescribed in sub-clause (i) of this clause or in any other manner legally permissible; and if it is found that the contractor was paid less than what was due to him under the contract in respect of any work executed by him under it, the amount of such under payment shall be duly paid by BSNL to the contractor, without any interest thereon whatsoever.

Provided that BSNL shall not be entitled to recover any sum overpaid, nor the contractor shall be entitled to payment of any sum paid short where such payment has been agreed upon between the Superintending Engineer or Executive Engineer on the one hand and the contractor on the other under any term of the contract permitting payment for work after assessment by the Superintending Engineer or the Executive Engineer.

CLAUSE 29 A

Lien in respect of claims in other contracts

Any sum of money due and payable to the contractor (including the security deposit returnable to him) under the contract may be withheld or retained by way of lien by the Engineer-in-Charge or the Government or any other contracting person or persons or through Engineer-in-Charge against any claim of the Engineer-in-Charge of Government or such other person or persons in respect of payment of a sum of money arising out or under any other contract made by the contractor with the Engineer-in-Charge or of the Government or with such other person or persons.

It is an agreed term of the contract that the sum of money so withheld or retained under this clause by the Engineer-in-Charge or the Government will be kept withheld or retained as such by the Engineer-in-Charge or the Government or till his claim arising out of the same contract or any other contract is either mutually settled or determined by the arbitration clause or by the competent court, as the case may be and that the contractor shall have no claim for interest or damages whatsoever on this account or on any other ground in respect of any sum of money withheld or retained under this clause and duly notified as such to the contractor.

CLAUSE 30

- 30.1 The contractor shall provide all necessary superintendence during execution of the work and as long thereafter as may be necessary for proper fulfilling of the obligations under the contract.
- 30.2 The contractor shall immediately after receiving letter of acceptance of the tender and before commencement of the work, intimate in writing to the Engineer-in-Charge the name, qualification, experience, age, address and other particulars along with certificates, of the principal technical representative to be in charge of the work. Such qualifications and experience shall not be lower than specified as under:-
- | | | |
|-----|---|--|
| i) | Work with estimated cost put to tender more than Rs. 2 lakh but less than Rs. 5 lakh. | Recognised Diploma holder |
| ii) | Work with estimated cost put to tender more than Rs. 5 lakh | Graduate or recognised Diploma holder with three years experience. |

- 30.3 The Engineer-in-Charge shall within 15 days of receipt of such communication intimate in writing his approval or otherwise of such a representative to the contractor. Any such approval may at any time be withdrawn and in case of such withdrawal the contractor shall appoint another such representative according to the provisions of this clause. Decision of the tender accepting authority shall be final and binding on the contractor in this respect. Such a principal technical representative shall be appointed by the contractor soon after receipt of the approval from Engineer-in-Charge and shall be available at site within fifteen days of start of work.
- 30.4 If the contractor (or any partner in case of firm/company) who himself has such qualifications, it will not be necessary for the said contractor to appoint such a principal technical representative but the contractor shall designate and appoint a responsible agent to represent him and to be present at the work whenever the contractor is not in a position to be so present. All the provisions applicable to the principal technical representative under the clause will also be applicable in such a case to contractor or his responsible agent. The principal technical representative and/or the contractor shall on receiving reasonable notice from the Engineer-in-charge or his designated representative(s) in charge of the work in writing or in person or otherwise, present himself to the Engineer-in-charge and/or at the site of work, as required, to take instructions. Instructions given to the principal technical representative or the responsible agent shall be deemed to have the same force as if these have been given to the contractor. The principal technical representative and/or the contractor or his responsible authorised agent shall be actually available at site at least two working days every week, these days shall be determined in consultation with the Engineer-in-Charge as well as during important stages of execution of work, during recording of measurements of work and whenever so required by the Engineer-in-Charge by a notice as aforesaid and shall also note down instructions conveyed by the Engineer-in-Charge or his designated representative in the site order book and shall affix his signature in token of noting down the instructions and in token of acceptance of measurements. There shall be no objection if the representative/agent looks after more than one work and not more than three works in the same station provided these details are disclosed to the Engineer-in-Charge and he shall be satisfied that the provisions and the purpose of this clause are fulfilled satisfactory.
- 30.5 If the Engineer-in-Charge, whose decision in this respect is final and binding on the contractor, is convinced that no such technical representative or agent is effectively appointed or is effectively attending or fulfilling the provision of this clause, a recovery shall be effected from the contractor as specified below :-
- i) Rs. 4000/- per month for works costing above 5 lakhs
 - ii) Rs.2000/- per month for works costing between 2 lakhs and 5 lakhs
- 30.6 The decision of the Engineer-in-charge as recorded in the site book and measurement recorded in measurement books shall be final and binding on the contractor. Further if the contractor fails to appoint a suitable technical representative or responsible agent and if such appointed persons are not effectively present or do not discharge their responsibilities satisfactorily, the Engineer-in-Charge shall have full powers to suspend the execution of the work until such date as a suitable agent is appointed and the contractor shall be held responsible for the delay so caused to the work. The contractor shall submit a certificate of employment of the technical representative/responsible

agent along with every on account bill/final bill and shall produce evidence if at any time so required by the Engineer-in-Charge.

- 30.7 The contractor shall provide and employ on the site only such technical assistants as are skilled and experienced in their respective fields and such foremen and supervisory staff as are competent to give proper supervision to the work.
- 30.8 The contractor shall provide and employ skilled, semi-skilled and unskilled labour as is necessary for proper and timely execution of the work.
- 30.9 The Engineer-in-Charge shall be at liberty to object to and require the contractor to remove from the works any person who in his opinion misconducts himself, or is incompetent or negligent in the performance of his duties or whose employment is otherwise considered by the Engineer-in-Charge to be undesirable. Such person shall not be employed again at works site without the written permission of the Engineer-in-Charge and the persons so removed shall be replaced as soon as possible by competent substitutes.

CLAUSE 31

- 31.1 The work (whether fully constructed or not) and all materials, machines, tools and plants, scaffolding, temporary buildings and other things connected therewith shall be at the risk

Compensation
During warlike
situations

of the contractor until, the work has been delivered to the Engineer-in-Charge and a certificate from him to that effect obtained. In the event of the work or any materials property brought to the site for incorporation in the work being damaged or destroyed in consequence of hostilities or warlike operations, activities covered by "excepted risk", the contractor shall, when ordered in writing by the Engineer-in-Charge, remove any debris from the site, collect and properly stack or remove in store all serviceable materials salvaged from the damaged work and shall be paid at the contract rates in accordance with the provision of this agreement for the work of clearing the site of debris, stacking or removal of serviceable materials and for the reconstruction of all works ordered by the Engineer-in-Charge such payments being in addition to compensation up to the value of the work, originally executed before being damaged or destroyed and not paid for. In case of works damaged or destroyed but not already measured and paid for the compensation shall be assessed by the Engineer-in-Charge up to Rs.5000/- and by the Superintending Engineer concerned for a higher amount. The contractor shall be paid for the damage/destruction suffered and for restoring the material at the rates based on the analysis of rates tendered for in accordance with the provisions of the contract. The certificate of the Engineer-in-Charge regarding the quality and quantity of materials and the purpose of which they were collected shall be final and binding on all parties to this contract.

- 31.2 Provided always that no compensation shall be payable for any loss in activities covered by "excepted risk" (a) unless the contractor had taken all such precautions against air raid as are deemed necessary by the A.R.P. Officers or the Engineer-in-Charge, (b) for any materials etc not on the site of the work or for any tools and plant, machinery, scaffolding temporary buildings and other things not intended for the work.
- 31.3 In the event of the contractor having to carry out reconstruction as aforesaid he shall be allowed such extension of time for its completion as is considered reasonable by the Engineer-in-Charge.

CLAUSE 32

All electrical works shall be carried out in accordance with the provisions of Indian Electricity Act, 1910 and Indian Electricity Rule 1956 amended up to date. List of Rules of particular importance to building installations is given in Appendix B & C of latest CPWD General Specifications for Electrical Works (external and internal).

CLAUSE 33

Release of Security Deposit after labour clearance

Security Deposit of the work shall not be refunded till the contractor produces a clearance certificate from the Labour Officer. As soon as the work is virtually complete, the contractor shall apply for the clearance certificate to the Labour Officer under intimation to the Engineer-in-Charge. The Engineer-in-Charge, on receipt of the said communication, shall write to the Labour Officer to intimate if any complaint is pending against the contractor in respect of the work. If no complaint is pending, on record till after 3 months after the completion of the work and/or no communication is received from the Labour Officer to this effect till six months after the date of completion, it will be deemed to have received the clearance certificate and the Security Deposit will be released if otherwise due.

CLAUSE 34

Insurance

Without limiting the Contractor's obligations and responsibilities stated elsewhere in the Contract, the contractor shall at his own cost arrange, secure and maintain insurance in the joint names of the BSNL and the contractor with any of the subsidiary of the General Insurance Corporation of India in such a manner that the BSNL and the contractor are covered for all time during the period of contract i.e. the time period allowed for completion of work, extended period and the defect liability period. The insurance shall be effected in accordance with terms approved by the BSNL and the contractor shall submit the insurance policies to the Engineer-In-Charge within one week of signing of the agreement along with the receipt of premium. The contractor shall timely pay and submit the receipts of payment of premiums for extensions of policies, if any. The insurance shall cover the following: -

- a) Contractor's All Risks Insurance

The contractor shall insure the work for a sum equivalent to the Contract value or such additional sums as specified and the interests of the BSNL against ALL RISKS claims, proceedings, loss or damages, costs, charges and expenses from whatsoever cause arising out of or in consequence of the execution and maintenance of the work for which the contractor is responsible under the contract

- b) Workman Compensation & Employers Liability Insurance.

This insurance shall be effected for all the contractor's employees engaged in the performance of the contract. The BSNL shall not be liable in respect of any damages or compensation payable at law in respect of or in consequence of any accident or injury to any workman or any other person in the employment of the contractor and the contractor shall indemnify and keep indemnified the BSNL against all such damages and

compensation and against all claims, demands, proceedings, costs, charges and expenses, whatsoever in respect or in relation thereof.

c) Third Party Insurance.

The contractor shall be responsible for making good to the satisfaction of the Engineer-in-Charge any loss or any damage to all structures and properties belonging to the BSNL or being executed or procured or being procured by the BSNL or of the other agencies within the premises of all work of the BSNL if such loss or damage is due to fault and or the negligence or willful acts or omissions of the contractor, his employees, agents, representatives.

The contractor shall take sufficient care in moving his plants, equipments and materials from one place to another so that they do not cause any damage to any person or to the property of the BSNL or any third party including overhead and underground cables and in the event of any damage resulting to the property of the BSNL or to a third party during the movement of the aforesaid plant, equipment or materials, the cost of such damages including eventual loss of production, operation or services in any plant or establishment as estimated by the BSNL or ascertained or demanded by the third party, shall be borne by the contractor.

Before commencing the execution of the work, the contractor, shall insure and indemnify and keep the BSNL harmless of all claims, against the contractor's liability for any materials or physical damage, loss or injury which may occur to any property, including that of the BSNL or to any person including any employee of BSNL, or arising out of the execution of the work or in the carrying out of the contract, otherwise than due to the matters referred to in the provision to (a) above. Such insurance shall be effected for an amount sufficient to cover such risks. The terms shall include a provision whereby, in the event of any claim in respect of which the contractor, would be entitled to receive indemnify under the policy being brought or made against the BSNL, the insurer willfully indemnify BSNL against such claims and any costs, charges and expenses in respect thereof.

d) The contractor shall also at times indemnify the BSNL against all claims, damages or compensation under the provisions of Payment or Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, the Workman's Compensation Act, 1947, Industrial Disputes Act, 1947 and Maternity Benefit Act, 1961, or any modification thereof or any other law relating thereof and rules made there under from time to time.

e) Contractor shall also at his own cost carry and maintain any and all other insurance(s) which he may be required to take out under any law or regulation from time to time. He shall also carry and maintain any other insurance, which may be required by the Engineer-in-Charge.

34.1 The Contractor shall prove to the Engineer-in-Charge from time to time he has taken out all the insurance policies referred to above and has paid the necessary premiums for keeping the policies alive till expiry of the defects liability period.

34.2 The aforesaid insurance policies shall provide that they shall not be cancelled till the Engineer-in-Charge has agreed for cancellation.

34.3 Remedy on the contractor's failure to insure

If the contractor shall fail to effect and keep in force the insurance referred to above or any other insurance which he/they may be required to effect under the terms of the contract then and in any such case Engineer-in-Charge may without being bound to, effect and keep in force any such insurance and pay such premium or premiums, as may be necessary for that purpose and from time to time deduct the amount so paid by the Engineer-in-Charge from any moneys due or which may become due to the contractor or recover the same as a debt due from the contractor.

BSNL SAFETY CODE

1. Suitable scaffolds should be provided for workmen for all works that cannot safely be done from the ground, or from solid construction except such short period work as can be done safely from ladders. When ladder is used, an extra mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well suitable footholds and handhold shall be provided on the ladder and the ladder shall be given an inclination not steeper than $\frac{1}{4}$ to 1($\frac{1}{4}$ horizontal and 1 vertical) .
2. Scaffolding of staging more than 3.6 m (12 ft.) above ground or floor ,swung or suspended from an overhead support or erected with stationery support shall have a guard rail properly attached or bolted ,braced and otherwise secured at least 90 cm (3 ft.) high above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends there of with only such opening as may be necessary for the delivery of materials .such scaffolding or staging shall be so fastened as to prevent it from swaying from the building or structure.
3. Working platforms ,gangways and stairways should be so constructed that they should not sag unduly or unequally and if the height of the platform or the gangway or the stairway is more than 3.6m (12ft) above ground level or floor level ,they should be closely boarded ,should have adequate width and should be suitably fastened as described in (2) above.
4. Every opening in the floor of a building or in a working platforms shall be provided with suitable means to prevent the fall of person or materials by providing suitable fencing or railing whose minimum height shall be 90 cm.
5. Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9m (30ft) in length while the width between side rails in rung ladder shall in no case be less than 29 cm (11 $\frac{1}{2}$ ") for ladder up to and including 3m (10 ft) in length. For longer ladders, this width should be increased at least $\frac{1}{4}$ " for each additional 30 cm (1 foot) of length. Uniform step spacing of not more than 30 cm shall be kept . Adequate precautions shall be taken to prevent danger from electrical equipment . No materials or any of the sites or work shall be so stacked or placed as to cause danger or inconvenience to any person or the public. The contractor shall provide all necessary fencing and lights to protect the public from the accident and shall be bound to bear the expenses of defence of every suit ,action or other proceedings at law that may be brought by any person for injury sustained owing to neglect of the above precautions and to pay any damages and cost which may be awarded in any such suit, action or proceedings to any such person or which may ,with the consent of the contractor, be paid to compensate any claim by any such person.
6. Excavation and Trenching-All trenches 1.2m (4 ft) or more in depth ,shall at all times be supplied with at least one ladder for each 30m (100 ft) in length or fraction thereof. Ladder shall extend from bottom of the trench to at least 90 cm (3 ft) above the surface of the ground .The side of the trenches which are 1.5 m(5 ft) or more in depth shall be stepped back to give suitable slope or securely held by timber bracing, so as to avoid the danger of sides collapsing. The excavated materials shall not be placed within 1.5 m (5 ft) of the edges of the trench or half of the depth of the trench whichever is more. Cutting shall be done from top to bottom. Under no circumstances undermining or undercutting shall be done.

7. Before any rewiring work is commenced and also during the progress of the work, no electric cable or apparatus which is liable to be a source of danger or a cable or apparatus used by the operator shall remain electrically charged.
8. Those engaged in welding works shall be provided with welder's protective eye- shields.
9. The contractor shall not employ men and women below the age of 18 years on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting, the following precaution should be taken.
 - a) No paint containing lead or lead products shall be used except in the form of paste or ready made paint.
 - b) Suitable face masks should be supplied for use by the workers when paint is applied in the form of spray or a surface having lead paint is dry rubbed and scraped.
 - c) Overalls shall be supplied by the contractors to the workmen and adequate facilities shall be provided to enable the working painters to wash during and on the cessation of work.
 - d) Instructions with regard to special hygienic precautions to be taken in the painting trade shall be distributed to working painters.
10. Use of hoisting machines and tackle including their attachments, anchorage and supports shall conform to the following standards or conditions :-
 - i)
 - a) These shall be of good mechanical construction, sound materials and adequate strength and free from patent defects and shall be kept repaired and in good working order.
 - b) Every rope used in hoisting or lowering materials or as a means of suspension shall be of durable quality and adequate strength, and free from patent defects.
 - ii) Every crane driver or hoisting appliance operator, shall be properly qualified and no person under the age of 21 years should be in charge of any hoisting machine including any scaffolding winch or give signals to operator.
 - iii) In case of every hoisting machine and of every chain ring hook, shackle swivel and pulley block used in hoisting or as means of suspension, the safe working load shall be ascertained by adequate means. Every hoisting machine and all gear referred to above shall be plainly marked with the safe working load. In case of a hoisting machine having a variable safe working load each safe working load and the condition under which it is applicable shall be clearly indicated. No part of any machine or any gear referred to above in this paragraph shall be loaded beyond the safe working load except for the purpose of testing.
 - iv) In case of departmental machines, the safe working load shall be notified by the Electrical Engineer-in-charge. As regards contractor's machines the contractors shall notify the safe working load of the machine to the Engineer-in-Charge whenever he brings any machinery to site of work and get it verified by the Electrical Engineer concerned.

11. Motors gearing, transmission, electric wiring and other dangerous parts of hoisting appliances should be provided with efficient safeguards. Hoisting appliances should be provided with such means as will reduce to the minimum risk of accidental descent of the load. Adequate precautions should be taken to reduce to the minimum the risk of any part of a suspended load becoming accidentally displaced. When workers are employed on electrical installations which are already energized, insulating mats, wearing apparel, such as gloves, sleeves and boots as may be necessary should be provided. The worker should not wear any rings, watches and carry keys or other materials which are good conductors of electricity.
12. All scaffolds, ladders and other safety devices mentioned or described herein shall be maintained in safe condition and no scaffold, ladder or equipment shall be altered or removed while it is in use. Adequate washing facilities should be provided at or near places of work.
13. These safety provisions should be brought to the notice of all concerned by display on a notice board at a prominent place at work spot. The person responsible for compliance of the safety code shall be named therein by the contractor.
14. To ensure effective enforcement of the rules and regulations relating to safety precautions the arrangements made by the contractor shall be open to inspection by the Labour Officer or Engineer-in-Charge of the department or their representatives.
15. Notwithstanding the above clauses from (1) to (15) there is nothing in these to exempt the contractor from the operations of any other Act or Rule in force in the Republic of India.
16. At every work place, First Aid Box shall be provided and maintained so as to be easily accessible during the working hours.

NOTE:

In case of difference or ambiguity in Hindi and English Version, the English version will prevail

MODEL RULES FOR THE PROTECTION OF HEALTH AND SANITARY ARRANGEMENTS FOR
WORKERS EMPLOYED BY
BHARAT SANCHAR NIGAM LIMITED OR ITS CONTRACTORS

1. APPLICATION

These rules shall apply to all buildings and construction works in charge of the Bharat Sanchar

Nigam Limited in which twenty or more workers are ordinarily employed or are proposed to be employed in any day during the period during which the contract work is in progress.

2. DEFINITION

Work place means a place where twenty or more workers are ordinarily employed in connection

with construction work, on any day during the period, during which the contract work is in progress.

3. FIRST-AID FACILITIES

i) At every work place there shall be provided and maintained, so as to be easily accessible during working hours, first aid boxes at the rate of not less than one box for 150-contract labour or part thereof ordinarily employed.

ii) The first-aid box shall be distinctly marked with a red cross on white back ground and shall contain the following equipment: -

a) For work places in which the number of contract labour employed does not exceed 50- Each first-aid box shall contain the following equipment: -

1. 6 small sterilised dressings.
2. 3 medium size sterilised dressings.
3. 3 large size sterilised dressings.
4. 3 large sterilised burn dressings.
5. 1 (30 ml.) bottle containing a two percent alcoholic solution of iodine
6. 1 (30ml) bottle containing salvolatile having the dose and mode of administration indicated on the label.
7. 1 snakebite lancet.
8. 1 (30gms.) bottle of potassium permanganate crystals.
9. 1 pair scissors.
10. 1 copy of the first-aid leaflet issued by the Director General, Factory Advice Service and Labour Institute, Government of India.
11. 1 Bottle containing 100 tablets (each of 5 gms.) of aspirin.
12. Ointment for burns.
13. A bottle of suitable surgical antiseptic solution

a) For workplaces in which the number of contract labour exceeds 50- Each first-aid- box shall contain the following equipment.

1. 12 small sterilised dressing.
2. 6 medium size sterilised dressings.
3. 6 large size sterilised dressings.
4. 6 large size sterilised burn dressings.
5. 6 (15-gms.) packets sterilised cotton wool.
6. 1 (60 ml.) bottle containing two percent alcoholic solution iodine.
7. 1 (60-ml.) bottle containing salvolite latile having the dose and mode of administration indicated on the label.
8. 1 roll of adhesive plaster.
9. 1 snake bite lancet.
10. 1 (30 gms.) bottle of potassium permanganate crystals.
11. 1 pair of scissors.
12. 1 copy of the first-aid leaflet issued by the Director General Factory Advice Service and Labour Institute/ Government of India.
13. A bottle containing 100 tablets (each of 5 gms.) of aspirin.
14. Ointment for burns.
15. A bottle of suitable surgical antiseptic solution.

- iii) Adequate arrangements shall be made for immediate recoupment of the equipment when necessary.
- iv) Nothing except the prescribed contents shall be kept in the First-aid box.
- v) The first-aid box shall be kept in charge of a responsible person who shall always be readily available during the working hours at the work place.
- vi) A person in charge of the first-aid box shall be a person trained in First-Aid treatment, at the work places where the number of contract labour employed is 150 or more.
- vii) In work places where the number of contract labour employed is 500 or more and hospital facilities are not available within easy distance from the works, First-aid posts shall be established and run by a trained compounder. The compounder shall be on duty and shall be available at all hours when the workers are at work.
- viii) Where work places are situated in places, which are not towns or cities, a suitable motor transport shall be kept readily available to carry injured person or person suddenly taken ill to the nearest hospital.

4. DRINKING WATER

- i) In every work place, there shall be provided and maintained, at suitable places, easily accessible to labour, a sufficient supply of cold water fit for drinking.
- ii) Where drinking water is obtained from an intermittent public water supply, each work place shall be provided with storage where such drinking water shall be stored.
- iii) Every water supply or storage shall be at a distance of not less than 50 feet from any latrine drain or other source of pollution. Where water has to be drawn from an existing well, which is within such proximity of latrine, drain or any other source of pollution, the well shall be properly chlorinated before water is drawn from it or for drinking. All such wells shall be entirely closed in and be provided with a trap door, which shall be dust and waterproof.
- iv) A reliable pump shall be fitted to each covered well, the trap door shall be kept locked and opened only for cleaning or inspection which shall be done at least once a month.

5. WASHING FACILITIES

- i) In every work place adequate and suitable facilities for washing shall be provided and maintained for the use of contract labour employed therein.
- ii) Separate and adequate cleaning facilities shall be provided for the use of male and female workers.
- iii) Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition.

6. LATRINES AND URINALS

- i) Latrines shall be provided in every work place on the following scale namely:-
 - a) Where female are employed there shall be at least one latrine for every 25 females.
 - b) Where males are employed, there shall be at least one latrine for every 25 males.

Provided that where the number of males or females exceeds 100, it shall be sufficient if there is one latrine for 25 males or females as the case may be up to the first 100, and one for every 50 thereafter.

- ii) Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have a proper door and fastenings.
- iii) Construction of latrines: The inside walls shall be constructed of masonry or some suitable heat-resisting nonabsorbent materials and shall be cement washed inside and outside at least once a year. Latrines shall not be of a standard lower than bore-hole system.
- iv) a) Where workers of both sexes are employed, there shall be displayed outside each block of latrine and urinal, a notice in the language understood by the majority of the workers "For Men only" or "For Women only" as the case may be.
b) The notice shall also bear the figure of a man or a woman, as the case may be.
- v) There shall be at least one urinal for up to 50 number of male workers and one for up to 50 number of female workers employed at a time, provided that where the number of male or female workers, as the case may be, exceeds 500, it shall be sufficient if there is one urinal for every 50 males or females, up to the first 500 and one for every 100 or part thereafter.
- vi) a) The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times.
b) Latrines and urinals other than those connected with a flush sewage system shall comply with the requirements of the Public Health Authorities.
- vii) Water shall be provided by means of tap or otherwise so as to be conveniently accessible in or near the latrines and urinals.
- viii) Disposal of excreta: - Unless otherwise arranged for by the local sanitary authority, arrangements for proper disposal of excreta by incineration at the work place shall be made by means of a suitable incinerator. Alternately excreta may be disposed off by putting a layer of night soil at the bottom of a pucca tank prepared for the purpose and covering it with a 15 cm. layer of waste or refuse and then covering it with a layer of earth for a fortnight (When it will turn to manure).
- ix) The contractor shall at his own expense, carry out all instructions issued to him by the Engineer-in-Charge to effect proper disposal of night soil and other conservancy work in respect of the contractor's workmen or employees on the site. The contractor shall be responsible for payment of any charges, which may be levied by Municipal or Cantonment Authority for execution of such on his behalf.

PROVISION OF SHELTER DURING REST

At every place there shall be provided, free of cost, four suitable sheds, two for meals and the other two for rest separately for the use of men and women labour. The height of each shelter shall not be less than 3 metres (10 ft.) from the floor level to the lowest part of the roof. These shall be kept clean and the space provided shall be on the basis of 0.6 sq. m. (6 sq. ft.) per head.

Provided that the Engineer-in-Charge may permit subject to his satisfaction, a portion of the building under construction or other alternative accommodation to be used for the purpose.

8. CRECHES

- i) At every work place, at which 20 or more women worker are ordinarily employed, there shall be provided two rooms of reasonable dimensions for the use of their children under the age of six years. One room shall be used as a playroom for the children and the other as their bedroom. The rooms shall be constructed with specifications as per clause 19 H (ii) a, b & c.
- ii) The rooms shall be provided with suitable and sufficient openings for light and ventilation.
There shall be adequate provision of sweepers to keep the places clean.
- iii) The contractor shall supply adequate number of toys and games in the playroom and sufficient number of cots and beddings in the bedroom.
- iv) The contractor shall provide one ayah to look after the children in the crèche when the number of women workers does not exceed 50 and two when the number of women workers exceeds 50.
- v) The use of the rooms earmarked as crèches shall be restricted to children, their attendants and mothers of the children.

9. CANTEENS

- i) In every work place where the work regarding the employment of contract labour is likely to continue for six months and where in contract labour numbering one hundred or more are ordinarily employed, an adequate canteen shall be provided by the contractor for the use of such contract labour.
- ii) The contractor shall maintain the canteen in an efficient manner.
- iii) The canteen shall consist of at least a dining hall, kitchen, storeroom, pantry and washing places, separately for workers and utensils.
- iv) The canteen shall be sufficiently lighted at all times when any person has access to it.
- v) The floor shall be made of smooth and impervious materials and inside walls shall be lime-washed or colour washed at least once in each year. Provided that the inside walls of the kitchen shall be lime-washed every 4 months.
- vi) The premises of the canteen shall be maintained in a clean and sanitary condition.
- vii) Wastewater shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance.
- viii) Suitable arrangements shall be made for the collection and disposal of garbage.
- ix) The dining hall shall accommodate at a time 30 percent of the contract labour working at a time.

- x) The floor area of the dining hall, excluding the area occupied by the service counter and any furniture, except tables and chairs, shall not be less than one square metre (10 sft.) per diner to be accommodated as prescribed in sub-Rule 9.
- xi) a) A portion of the dining hall and service counter shall be partitioned off and reserved for women workers in proportion to their number.
 - b) Washing places for women shall be separate and screened to secure privacy.
- xii) Sufficient tables' stools, chair or benches shall be available for the number of diners to be accommodated as prescribed in sub-Rule 9.
- xiii) a)
 - 1. There shall be provided and maintained, sufficient utensils, crockery, furniture and any other equipment's, necessary for the efficient running of the canteen.
 - 2. The furniture utensils and other equipment shall be maintained in a clean and hygienic condition.
 b)
 - 1. Suitable clean clothes for the employees serving in the canteen shall be provided and maintained.
 - 2. A service counter, if provided, shall have top of smooth and impervious material.
 - 3. Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment's.
- xiv) The foodstuffs and other items to be served in the canteen shall be in conformity with the normal habits of the contract labour.
- xv) The charges for foodstuffs, beverages and any other items served in the canteen shall be based on 'No profit, No loss' and shall be conspicuously displayed in the canteen.
- xvi) In arriving at the price of food stuffs, and other articles served in the canteen, the following items shall not be taken into consideration as expenditure namely: -
 - a) The rent of land and building.
 - b) The depreciation and maintenance charge for the building and equipment's provided for the canteen.
 - c) The cost of purchase, repairs and replacement of equipment's including furniture, crockery, cutlery and utensils.
 - d) The water charges and other charges incurred for lighting and ventilation.
 - e) The interest and amounts spent on the provision and maintenance of equipment's provided for the canteen.
- xvii) Registered accountants and auditors shall audit the accounts pertaining to the canteen once every 12 months.

1. ANTI-MALARIAL PRECAUTIONS

The contractor shall at his own expense, conform to all anti-malarial instructions given to him by the Engineer-in-Charge including the filling-up of any borrow pits which may have been dug by him.

CONTRACTOR

11. The contractor shall ensure that at the construction site of The Building or other construction work, adequate safety measures are taken to protect The Building workers against any accident etc. The adequate safety measures in conformity with the provisions of Part III of The Building and Other Construction Workers (Regulation of Employment and condition of service) Central Rules 1998 should be provided in addition to the safety measures laid down hereunder: In case of any discrepancy, the safety measures as per Part III of The Building and Other Construction Workers (Regulation of Employment and condition of service) Central Rules 1998 shall supersede.
12. Notwithstanding the provisions made above, the contractor shall be liable for levy of any penalty in case he fails to meet the requirements of The Building and Other Construction Workers (Regulation of Employment and condition of service) Act, 1996 and The Building and Other Construction Workers (Regulation of Employment and condition of service) Central Rules 1998.
13. The above rules shall be incorporated in the contracts and in notices inviting tenders and shall form an integral part of the contracts.
14. **AMENDMENTS**
Government/ BSNL may, from time to time, add to or amend these rules and issue directions it may consider necessary for the purpose of removing any difficulty, which may arise in the administration thereof.

CONTRACTOR'S LABOUR REGULATIONS

1. SHORT TITLE

These regulations may be called the Contractors Labour Regulations.

2. DEFINITIONS

- i) Workman means, any person employed by BSNL or its contractor directly or indirectly, through a subcontractor, with or without the knowledge of the BSNL, to do any skilled, semiskilled or unskilled, manual, supervisory, technical or clerical work, for hire or reward, whether the terms of employment are expressed or implied, but does not include any person: -
 - a) Who is employed mainly in a managerial or administrative capacity; or,
 - b) Who, being employed in a supervisory capacity draws wages exceeding five hundred rupees per mensem or exercises either by the nature of the duties attached to the office or by reason of powers vested in him, functions mainly of managerial nature; or,

Who is an out worker, that is to say, person to whom any article or materials are given out by or on behalf of the principal employers to be made up cleaned, washed, altered, ornamental finished, repaired adopted or otherwise processed for sale for the purpose of the trade or business of the principal employers and the process is to be carried out either in the home of the out worker or in same other premises, not being premises under the control and management of the principal employer.
 - ii) Fair Wages means wages whether for time or piecework fixed and notified under the provision of the Minimum Wages Act from time to time.
 - iii) Contractors shall include every person who undertakes to produce a given result other than a mere supply of goods or articles of manufacture through contract labour or who supplies contract labour for any work and includes a subcontractor.
 - iv) Wages shall have the same meaning as defined in the Payment of Wages Act.
- 3.
- i) Normally working hours of an adult employee should not exceed 9 hours a day and in case of child 4 ½ hours a day. The working day shall be so arranged that inclusive of interval for rest, if any, it shall not spread over more than 12 hours on any day.
 - ii) When an adult worker is made to work for more than 9 hours on any day or for more than 48 hours in any week he shall be paid over time for the extra hours put in by him at double the ordinary rate of wages. Children shall not be made to work extra hours.
 - iii)
 - a) Every worker shall be given a weekly holiday normally on a Sunday, in accordance with the provisions of Minimum Wages (Central) Rules 1960, as amended from time to time, irrespective of whether such worker is governed by the Minimum Wages Act or not.
 - b) Where the minimum wages prescribed by the Government, under the Minimum Wages Act, are not inclusive of the wages for the weekly day of rest, the worker shall be entitled to rest day wages, at the rate applicable to the next preceding day, provided he has worked under the same contractor for a continuous period of not less than 6 days.
 - c) Where a contractor is permitted by the Engineer-in-Charge to allow a worker to work on a normal weekly holiday, he shall grant a substituted holiday to him for the whole day, on one of the five days, immediately before or after the normal weekly holiday, and pay wages to such worker for the work performed on the normal weekly holiday at the overtime rate.

4. DISPLAY OF NOTICE REGARDING WAGES ETC.

The contractor shall, before he commences his work on contract, display and correctly maintain and continue to display and correctly maintain, in a clear and legible condition in conspicuous places on the work, notices in English and in local Indian languages spoken by the majority of the workers, giving the minimum rates of the wages fixed under Minimum Wages Act, the actual wages being paid, the hours of work for which such wage are earned, wages periods, dates of payments of wages and other relevant information as per Appendix 'III'.

5. PAYMENT OF WAGES.

- i) The contractor shall fix wage periods in respect of which wages shall be payable.
- ii) No wage period shall exceed one month.
- iii) The wages of every person employed as contract labour in an establishment or by
a contractor, where less than one thousand such persons are employed, shall be paid before the expiry of seventh day and in other cases before the expiry of tenth day after the last day of the wage period in respect of which the wages are payable.
- iv) Where the employment of any worker is terminated by or on behalf of the contractor the wages earned by him shall be paid before the expiry of the second working day from the date on which his employment is terminated.
- v) All payment of wages shall be made on a working day at the work premises and during the working time and on a date notified in advance and in case the work is completed before the expiry of the wage period, final payment shall be made within 48 hours of the last working day.
- vi) Wages due to every worker shall be paid to him direct or to other person authorised by him in this behalf.
- vii) All wages shall be paid in current coin or currency or in both.
- viii) Wages shall be paid without any deductions of any kind except those specified by the Central Government by general or special order in this behalf or permissible under the Payment of Wages Act 1956.
- ix) A notice showing the wages period and the place and time of disbursement of wages shall be displayed at the place of work and a copy sent by the contractor to the Engineer-in-Charge under acknowledgement.
- x) It shall be the duty of the contractor to ensure the disbursement of wages in presence of the Junior Engineer or any other authorised representative of the Engineer-in-Charge who will be required to be present at the place and time of the disbursement of wages by the contractor to workmen.
- xi) The contractor shall obtain from the Junior Engineer or any other authorised representative of the Engineer-in-Charge, as the case may be, a certificate under his signature at the end of the entries in the "Register of Wages" or the "Wage-cum-Muster Roll", as the case may be, in the following form: -

"Certified that the amount shown in the column No.....has been paid to the workman concerned in my presence on.....at....."

6. FINES AND DEDUCTIONS WHICH MAY BE MADE FROM WAGES

- (i) The wages of a worker shall be paid to him without any deduction of any kind except the following: -
- (a) Fines
- (b) Deductions for absence from duty i.e. from the place or the places where by the terms of his employment he is required to work. The amount of deduction shall be in proportion to the period for which he was absent.
- (c) Deductions for damage to or loss of goods expressly entrusted to the employed person for custody, or for loss of money or any other deductions which he is required to account, where such damage or loss is directly attributable to his neglect or default. (E)

- (d) Deduction for recovery of advances or for adjustment of overpayment of wages, advances granted shall be entered in a register.
- (e) Any other deduction, which the Central Government may from time to time, allows.
- (ii) No fines should be imposed on any worker save in respect of such acts and omissions on his part as have been approved of by the Chief Labour Commissioner.

Note:- An approved list of Acts and Omission for which fines can be imposed is enclosed at Appendix- X.
- (iii) No fine shall be imposed on a worker and no deduction for damage or loss shall be made from his wages until the worker has been given an opportunity of showing cause against such fines or deductions.
- (i) The total amount of fine, which may be imposed, in any one-wage period, on a worker, shall not exceed an amount equal to three paise in a rupee of the total wages, payable to him in respect of that wage period.
- (ii) No fine imposed on any worker shall be recovered from him by instalment, or after the expiry of sixty days from the date on which it was imposed.
- (iii) Every fine shall be deemed to have been imposed on the day of the act or omission in respect of which it was imposed.

7. LABOUR RECORDS

- (i) The contractor shall maintain a Register of Persons employed on work on contract in Form XIII of the CL (R&A) Central Rules 1971 (Appendix IV)
- (ii) The contractor shall maintain a Muster Roll register in respect of all workmen employed by him on the work under Contract in Form XVI of the CL (R&A) Rules 1971 (Appendix V)
- (iii) The contractor shall maintain a Wage Register in respect of all workmen employed by him on the work under contract in Form XVII of the CL (R&A) Rules 1971 (Appendix VI)
- (iv) Register of accident - The contractor shall maintain a register of accidents in such form as may be convenient at the work place but the same shall include the following particulars:
 - a) Full Particulars of the labourers who met with accident.
 - b) Rate of wages.
 - c) sex
 - d) Age
 - e) Nature of accident and cause of accident
 - f) Time and date of accident
 - g) Date and time when admitted in hospital
 - h) Date of discharge from the hospital
 - i) Period of treatment and result of treatment
 - j) Percentage of loss of earning capacity and disability as assessed by Medical Officer.
 - k) Claim required to be paid under Workmen's Compensation Act.
 - l) Date of payment of compensation
 - m) Amount paid with details of the person to whom the same was paid
 - n) Authority by whom the compensation was assessed
 - o) Remarks.
- v) The contractor shall maintain a Register of Fines in the Form XII of the CL (R&A) Rules 1971 (Appendix XI) The contractor shall display in a good condition and in a conspicuous place of work the approved list of acts and omission for which fines can be imposed (Appendix X)
- v) The contractor shall maintain a Register of deductions for damage or loss in Form XX of the CL (R&A) Rules 1971 (Appendix XII).

- vii) The contractor shall maintain a Register of Advances in Form XXIII of the CL (R&A) Rules 1971 (Appendix-XIII).
- i) The contractor shall maintain a Register of Overtime in Form XXIII of the CL (R&A) Rules 1971 (Appendix-XIV).

8. ATTENDANCE CARD-CUM WAGE SLIP

- i) The contractor shall issue an Attendance card cum wage slip to each workman employed by him in the specimen format (Appendix-VII).
- ii) The card shall be valid for each wage period.
- iii) The contractor shall mark the attendance of each workman on the card twice each day, once at the commencement of the day and again after the rest interval, before he actually starts work.
- iv) The card shall remain in possession of the worker during the wage period under reference.
- v) The contractor shall complete the wage slip portion on the reverse of the card at least a day prior to the disbursement of wages in respect of the wage period under reference.
- vi) The contractor shall obtain the signature or thumb impression of the worker on the wage slip at the time of disbursement of wages and retain the card with him.

9. EMPLOYMENT CARD

The contractor shall issue an Employment Card in the Form XIV of CL (R&A) Central Rules 1971 to each worker within three days of the employment of the worker (Appendix-VIII).

10. SERVICE CERTIFICATE

On termination of employment for any reason whatsoever the contractor shall issue to the workman whose services have been terminated, a Service Certificate in the Form XV of the CL (R&A) Central Rules 1971 (Appendix-IX).

11. PRESERVATION OF LABOUR RECORDS

All records required to be maintained under Regulations Nos. 6 & 7 shall be preserved in original for a period of three years from the date of last entries made in them and shall be made available for inspection by the Engineer-in-Charge or Labour Officer or any other officers authorised by the Ministry of Communication in this behalf.

12. POWER OF LABOUR OFFICER TO MAKE INVESTIGATIONS OR ENQUIRY

The labour officer or any person authorised by the Central Government on their behalf shall have power to make enquiries with a view to ascertaining and enforcing due and proper observance of Fair Wage Clauses and provisions of these Regulations. He shall investigate into any complaint regarding the default made by the contractor or subcontractor in regard to such provision.

13. REPORT OF LABOUR OFFICER

The Labour Officer or other persons authorised as aforesaid shall submit a report of result of his investigation or enquiry to the Executive Engineer concerned indicating the extent, if any, to which the default has been committed with a note that necessary deductions from the contractor's bill be made and the wages and other dues be paid to the labourers concerned. In case an appeal is made by the contractor under Clause 13 of these regulations, actual payment to labourers will be made by the Executive Engineer after the Superintending Engineer has given his decision on such appeal.

- i) The Executive Engineer shall arrange payments to the labour concerned within 45 days from the receipt of the report from the Labour Officer or the Superintending Engineer as the case may be.

14. APPEAL AGAINST THE DECISION OF LABOUR OFFICER

Any person aggrieved by the decision and recommendations of the Labour Officer or other person so authorised may appeal against such decision to the Superintending Engineer concerned within 30 days from the date of decision, forwarding simultaneously a copy of his appeal to the Executive Engineer concerned but subject to such appeal, the decision of the officer shall be final and binding upon the contractor.

15. PROHIBITION REGARDING REPRESENTATION THROUGH LAWYER

- i) A workman shall be entitled to be represented in any investigation or inquiry under these regulations by:-
 - a) An officer of a registered trade union of which he is a member.
 - b) An officer of a federation of trade unions to which the trade union referred to in Clause (a) is affiliated.
 - c) Where the employer is not a member of any registered trade union, by an officer of a registered trade union, connected with the industry in which the worker is employed or by any other workman employed in the industry in which the worker is employed.
- ii) An employer shall be entitled to be represented in any investigation or inquiry under these regulations by:-
 - a) An officer of an association of employers of which he is a member.
 - b) An officer of a federation of associations of employers to which association referred to in Clause (a) is affiliated.
 - c) Where the employer is not a member of any association of employers, by an officer of association of employer connected with the industry, in which the employer is engaged or by any other employer, engaged in the industry in which the employer is engaged.
- iii) No party shall be entitled to be represented by a legal practitioner in any investigation inquiry under these regulations.

16. INSPECTION OF BOOKS AND SLIPS

The contractor shall allow inspection of all the prescribed labour records to any of his workers or to his agent at a convenient time and place after due notice is received or to the Labour Officer or any other person, authorised by the Central Government on his behalf.

17. SUBMISSION OF RETURNS

The contractor shall submit periodical returns as may be specified from time to time.

18. AMENDMENTS

The Central Government/ BSNL may from time to time add to or amend the regulations and on any question as to the application/interpretation or effect of those regulations the decision of the Superintending Engineer concerned shall be final.

REGISTER OF MATERNITY BENEFITS (Clause 19F)

Name and address of the contractor _____

Name and Location of the work _____

Name of the Employee	Father's / husband's name	Nature of Employment	Period of actual confinement	Date on which notice of given
1	2	3	4	5

Date on which maternity leave commenced and ended				
Date of Delivery / Miscarriage	In case of delivery		In case of miscarriage	
	Commenced	Ended	Commenced	Ended
6	7	8	9	10

Leave pay paid to the employee				Remark
In case of delivery		In case of miscarriage		
Rate of leave pay	Amount paid	Rate of leave pay	Amount paid	
11	12	13	14	15

**SPECIMEN FORM OF THE REGISTER, REGARDING
MATERNITY BENEFIT ADMISSIBLE TO THE CONTRACTOR'S LABOUR IN
DEPARTMENT OF TELECOM/ BSNL.**

Name and address of the contractor _____

Name and location of the work _____

1. Name of the woman and her husband's name.
2. Designation
3. Date of appointment.
4. Date with months and years in which she is employed.
5. Date of discharge / dismissal, if any.
6. Date of production of certificates in respect of pregnancy.
7. Date on which the woman informs about the expected delivery.
8. Date of delivery / miscarriage / death.
9. Date of production of certificates in respect of delivery / miscarriage.
10. Date with the amount of maternity/ death benefit paid in advance of expected delivery.
11. Date with amount of subsequent payment of maternity benefit.
12. Name of the person nominated by the woman to receive the payment of the maternity benefit after her death.
13. If the woman dies, the date of death, the name of the person to whom maternity benefit amount was paid, the month thereof and the date of payment.
14. Signature of the contractor for authenticating entries in the register.
15. Remarks column for the use of inspecting officer.

LABOUR BOARD

Name of work: _____

Name of Contractor: _____

Address of Contractor: _____

Name and address of BSNL Division: _____

Name of BSNL Labour Officer : _____

Address of BSNL Labour Officer: _____

Name of Labour Enforcement Officer: _____

Address of Labour Enforcement Officer: _____

Sl.No	Category	Minimum wage Fixed	Actual wage paid	Number Present	Remarks

Weekly holiday _____

Wage period _____

Date of payment of Wages _____

Working hours _____

Rest interval _____

Form-XIII (See Rule 75)

Register of Workmen Employed by contractor

Name and address of contractor _____

Name and address of establishment under which contract is carried
on _____

Nature and location of Work _____

Name and address of Principal Employer _____

Sl. No.	Name and Surname of workman	Age and sex	Father's / husband's name	Nature of employment / Designation	Permanent home address of the workman (Village and tehsil, taluka and District)	Local address	Date of commencement of employment	Signature or thumb impression of workman	Date of termination of employment	Reason for termination	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Appendix 'V'

Form-XVI (See Rule 78(2)(a))

Muster Roll

Name and address of the contractor _____

Name and address of establishment under which contract is carried
on _____

Nature and location of work _____

Name and address of Principal Employer _____

For the month of fortnight _____

Sl.No.	Name of workman	Sex	Father's / Husband's name	Dates					Remark
				5					
1	2	3	4	1	2	3	4	5	6

Form -XVII (See Rule 78(2)(a))
Register of Wages

Name and address of the contractor _____

Name and address of establishment under which contract is carried on _____

Nature and location of work _____

Name and address of Principal Employer _____

Wages period _____ Monthly/fortnightly

Sl.No.	Name of workman	Serial No.in the register of workman	Designation Nature of work done	No. of days worked	Units of work done	Daily rate of wages/piece rate	Basic Wages
1	2	3	4	5	6	7	8

Dearness allowances	Overtime	Other cash payments(Indicate nature)	Total	Deductions if any, (indicate nature)	Net amount paid	Signature or thumb impression of the workman	Initial of contractor or his representative
9	10	11	12	13	14	15	16

Appendix 'VII'
(Observe)

Wage Card No. _____

Wage Card

Name and address of the contractor _____ Date of issue _____

Name and location of work _____ Designation _____

Name of Workman _____ Month/fortnight _____

Rate of Wages _____

	DATE																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Morning																																
Evening																																
Initial																																

Rate _____

Amount _____

Received from _____ the sum of Rs. _____ on account of my wages.

Signature

Appendix 'VII'
(Reverse)Form-XIX
(See rule 78(2)(b))

Wages Slip

Name and address of the contractor _____

Name and Father's/Husband's name of workman _____

Nature and location of work _____

For the Week/Fortnight/Month ending _____

1. No. of days worked _____
2. No. of units worked in case of piece rate workers _____
3. Rate of daily wages/piece rate _____
4. Amount of overtime wages _____
5. Gross wages payable _____
6. Deduction, if any _____
7. Net amount of wages paid _____

Initials of the Contractors or his representative

Form-XIV
(See rule 76)

Employment Card

Name and address of the contractor _____

Name and address of establishment under which contract is carried
on _____

Nature of work and location of work _____

Name and address of Principal Employer _____

1. Name of Workman _____
2. Sl No. in the register of workman employed _____
3. Nature of employment/designation _____
4. Wage rate (with particulars of unit in case of piece work) _____
5. Wages period _____
6. Tenure of employment _____
7. Remarks _____

Signature of contractor

Form-XV (See Rule 77)

Service Certificate

Name and address of the contractor _____

Nature and location of work _____

Name and Address of workman _____

Age or date of birth _____

Identification marks _____

Father's/Husband's name _____

Name and address of establishment in/under which contract is carried
on _____

Name and address of Principal Employer _____

Sl.No.	Total period for which employed		Nature of work done	Rate of wages (With particulars of unit in case of piece work)	Remark
	From	To			
1	2	3	4	5	6

Signature

LIST OF ACTS AND OMISSIONS FOR WHICH FINES CAN BE IMPOSED

In accordance with rule 7 (v) of the DOT Contractors Labour Regulations to be displayed prominently at the site of work both in English and local Language.

1. Wilful insubordination or disobedience, whether along or in combination with other.
2. Theft fraud or dishonestly in connection with the contractors beside a business or property of DOT.
3. Taking or giving bribes or any illegal gratifications.
4. Habitual late attendance.
5. Drunkenness fighting, riotous or disorderly or indifferent behaviour.
6. Habitual negligence.
7. Smoking near or around the area where combustible or other materials are locked.
8. Habitual indiscipline.
9. Causing damage to work in the progress or to property of the DOT or of the contractor.
10. Sleeping on duty.
11. Malingering or showing down work.
12. Giving of false information regarding name and father's name etc.
13. Habitual loss of wage cards supplied by the employers.
14. Unauthorized use of employer's property of manufacturing or making of unauthorized articles at the work place.
15. Bad workmanship in construction and maintenance by skilled workers which is not approved by the Department and for which the contractors are compelled to undertake rectification.
16. Making false complaints and/or misleading statements.
17. Engaging on trade within the premises of the establishment.
18. Any unauthorized divulgence of business affairs of the employees.
19. Collection or canvassing for the collection of any money within the premises of an establishment unless authorized by the employer.
20. Holding meeting inside the premises without previous sanction of the employers.
21. Threatening or intimidating any workman or employer during the working hours within the premises.

Form-XII (See Rule 78(2)(d))

Register of Fines

Name and address of the contractors _____

Name and address of establishment under which contract is carried on _____

Nature and location of work _____

Name and address of Principal Employer _____

Sl. No.	Name of workman	Father's / husband's name	Designation / nature of employment	Act / Omission for which fine imposed	Date of offence
1	2	3	4	5	6

Whether workman showed cause against fine	Name of person in whose presence employee's explanation was heard	Wage period and wages payable	Amount of fine imposed	Date on which fine realized	Remarks
7	8	9	10	11	12

Form-XX(See Rule 78(2)(d))

Register of Deduction for Damage or Loss

Name and address of the contractors_____

Name and address of establishment under which contract is carried
on_____

Nature and location of work_____

Name and address of Principal Employer_____

Sl. No.	Name of workman	Father's / husband's name	Designation / nature of employment	Particulars of damage or loss	Date of damage or loss
1	2	3	4	5	6

Whether workman showed cause against fine	Name of person in whose presence employee's explanation was heard	Amount of deduction imposed	No. of instalments	Date of recovery		Remarks
				First instalment	Last instalment	
7	8	9	10	11	12	13

**Form-XXII (See Rule 78(2)(d)
Register of Advances**

Name and address of the contractors _____

Name and address of establishment under which contract is carried on _____

Nature and location of work _____

Name and address of Principal Employer _____

Sl. No.	Name of workman	Father's/Husband's name	Designation nature of employment	Wage period and wages payable	Date and Amount of Advance given	Purpose(s) for which Advance made	Number of Installments by which advance to be repaid	Date and amount of each installments repaid	Date on which last Installments was repaid	Remarks
1	2	3	4	5	6	7	8	9	10	11

Form-XXIII (See Rule 78(2)(e))
Register of Overtime

Name and address of the contractors _____

Name and address of establishment under which contract is carried
on _____

Nature and location of work _____

Name and address of Principal Employer _____

Sl.No.	Name of workman	Father's/husband's name	Sex	Designation /nature of employment	Date on which Overtime worked	Total overtime worked or production incase	Normal rate of wages	Overtime rate of wages	Overtime earnings	Rate on which overtime wages paid	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

--- END OF TENDER DOCUMENT ---

CONTRACTOR

EXECUTIVE ENGINEER (E)