

I N D E X OF TENDER DOCUMENT

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Certified that this Tender Document contains- 143 pages

IMPORTANT NOTE FOR EE(E)

The Executive Engineer (Elect) may kindly attend to the following points before inviting tenders :

1. Time and date of sale, receipt and opening of tenders may be filled in on page no 3 & 6.
2. Receipt of applications for issue of tender forms will be stopped by 1600 Hrs four days before the date fixed for opening of tenders. Issue of tender forms will be stopped two days before the date fixed for opening of tenders. The date of receipt of application and the date of issue of tender are to be filled by EE (E) accordingly.
3. Any instructions issued by the Chief Engineer (Elect.) after the approval of the NIT may be included before call of tenders.
4. Any additional specification particular to the locality may be included in the NIT before issuing the same.
5. In redressal of any complaint table the Tele Phone Numbers & address of Concerned SSA Head, DE / SDE (Vig) of concerned SSA must be filled before call of tenders.
6. As per the circular no. 151-08/2002-O&M/38 dated 11.09.2002 from Sr. DDG (O&M),BSNL, Corporate Office New Delhi, The following Guidelines are incorporated for participation of near relatives of the BSNL employee in the tender/execution.
 - 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 Arch./Corporate office for non-executive employees and all SSA in a circle including circle office/Chief Eng./Chief Arch./Corporate office for executive employees (including those called as Gazetted officers at present).
 - Therefore, it has been decided by the competent authority that a clause must be added in the tender and other related documents that 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. In case of proprietorship firm certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company.
 - Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department 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.
1. The Executive Engineer shall obtain a certificate in the format as given below from all the firms/persons before the sale of tender documents which shall form the part of the agreement.

Format of the certificate to be given by the firm/person :

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.

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)

Signature of the firm/person



भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

1. Name of Work: -

Operation and comprehensive maintenance of Electro-Mechanical Services at TE Bldg Ambajogai. [Dist. : Beed].NIT no. :79/SEE/BSNL-EC/NGP/2012-13 (IInd Call)

2. Estimated cost :- ₹ 8,60,316/-

3. EMD :- ₹ 17,206/-

4. Last date of sale of Tender:-

5. Last Date & time of receipt of Tenders:-

6. Date & time of Opening of Tenders:-

7. To whom issued:-

Signature of the Tender issuing officer.

Designation.....

(For & On behalf of BSNL)

UNDERTAKING

(To be furnished by the firm before quoting)

1. I/We do hereby undertake to have gone through the terms & conditions/Clauses of the Form EW8 being adopted by the BHARAT SANCHAR NIGAM LIMITED (Electrical Wing) & agree to abide by the same.

2. **Format of the certificate to be given by the firm/person:**

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.

The near relatives for this purpose are defined as:

- Members of a Hindu Undivided family,
- They are husband and wife,
- 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).

(Signature of the contractor with seal)

DETAILS OF OFFICERS FOR REDRESSAL OF ANY COMPLAINT:

SR. NO.	DETAILS OF OFFICER	POSTAL ADDRESS	LANDLINE TELEPHONE /MOBILENUMBER	FAX NUMBER
1	CGMT, MH Circle	BSNL Admin. Bldg, 6 th Floor 'A' Wing , Juhudanda, Santacruz (W), Mumbai – 400054	022-26616999	022-26616777
2	GMT, SSA Beed	I st Floor, Administrative Bldg, Telecom Complex, Shahu Nagar, Beed-431122	02442-231700	02442-223456
3	Additional GM(Vig.), MH Circle	Additional General Manager (Vig.) , O/o CGMT, BSNL, 6th Floor 'A' Wing, Admn.Bldg, Juhudanda, Santacruz(W), Mumbai – 400054	022-26616715	022-26615774
4	DE / SDE (Vig), SSA Beed	I st Floor, Administrative Bldg, Telecom Complex, Shahu Nagar, Beed-431122	02442-225801	02442-223456

**BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprise)

O/o The Executive Engineer(E),BSNL, Electrical Division, 2nd floor ,Chikalhana Telephone Exchange ,
Mukundwadi , Aurangabad. Phone: 2473399.2482000, fax: 2474400

WEB NOTIFICATION

No. 106/EEE - BSNL/AGB/2013/758

Dated: 08/05/ 2013.

NIT No. 79/SEE/BSNL-EC/NGP/12-13**11/EEE - BSNL/ED/AGB/13-14**

The Executive Engineer (Elect.) B.S.N.L. Electrical Division, 2nd Floor, Mukundwadi TE Bldg, Chikhaltana, Aurangabad invites on behalf of Bharat Sanchar Nigam Limited sealed item rate tenders for the following work from the contractors satisfying the under mentioned eligibility conditions.

Sr No.	Name of work	Estimated Cost	Earnest Money	Duration of Contract
1	Operation and comprehensive maintenance of Electro-Mechanical Services at TE Bldg Ambajogai. [Dist. : Beed]. NIT no. :79/SEE/BSNL-EC/NGP/2012-13 (II nd Call)	₹ 8,60,316/-	₹ 17,206/-	24 Months

1) Eligibility conditions :

1. Average annual turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost put to tender.

AND

2. BSNL enlisted contractors in Electrical category of respective class as per their tendering limits.

OR

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 the 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 equal to 40% of the estimated cost put to tender.

OR

⇒ Two similar successfully completed works costing not less than the amount equal to 60% of the estimated cost put to tender.

OR

⇒ One similar successfully completed work costing not less than the amount equal to 80% of the estimated cost put to tender.

Note:- The estimated cost of one year shall be considered to evaluate the eligibility criteria.

2) Documentary proof of satisfying eligibility and Chartered Accountants Certificate on his letterhead towards deposit of Income Tax, Value Added Tax Registration, EPF registration, Service Tax registration and an attested copy of PAN card to be furnished along with the application on printed letter heads. Testimonials of satisfactory completion shall be obtained from an officer not below the rank of Executive Engineer.

3) (a) **Performance Guarantee:-** The contractor is required to furnish performance guarantee for an amount equal to 5% of 12 months estimated cost 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 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.

(b) **Security deposit** In addition to performance guarantee stated above , a sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5% of 12 months estimated cost of the work.

(c) In case the Firm wish to submit combine guarantee (Performance Guarantee & Security Deposit) the same shall be accepted by the BSNL. No SD shall be deducted from the running bills. This amount shall be refunded after successful completion of maintenance period. The EMD deposited along with the tender shall be returned after submission of PG.

- 4) Condition and tender form can be had from the office of Executive Engineer on payment of ₹ 525/- inclusive of sale tax (non- refundable) or Tender document can also be downloaded from the website www.maharashtra.bsnl.co.in → Tender Notice → Electrical Wing
- 5) Validity of Tender shall be for 90 DAYS from the date of opening of the Tender.
- 6) The tenderer shall submit the tenders in 2 sealed covers marked as 1st & 2nd with name of work. Both should be separate & they should not be enclosed in a common 3rd cover. The 1st cover should contain the earnest money deposited in the shape of DD / FDR / CDR /BG of a scheduled bank or Nationalized bank / State bank guaranteed by Reserve bank of India drawn in favor of A.O BSNL Civil Division Aurangabad. The 2nd cover should contain the tender documents. If the 1st cover is not annexed or earnest money is not in proper form, the 2nd cover containing tenders will not be opened at all.

- **In case the bid document is downloaded from the website – procedure for submission of tender documents is as below:-**

- (i) **The Tenderer can submit the tender in any BSNL Electrical Division at Nagpur, Akola, Nanded & Aurangabad & shall be opened simultaneously in all the Four Divisions.**

- (ii) The Bids shall be submitted in two covers. The documents to be enclosed in each cover are detailed below. Both the covers shall be sealed separately by the seal of the bidder.

- (iii) The vendor shall enclose all the following in sealed envelope ONE:

[a] EMD in the shape of DD / FDR / CDR /BG of scheduled Bank of Nationalized Bank/state Bank guaranteed by Reserve Bank on India drawn in favour of **Accounts officer , BSNL Civil Division Aurangabad.**

[b] Cost of tender documents in shape of separate D.D/Pay order in favour of **Accounts officer , BSNL Civil Division Aurangabad.**

[c] The credentials for meeting the eligibility conditions shall be submitted along with the cost of the tender documents (in the shape of demand draft) and earnest money in first envelope. The credentials shall be self attested and certified by a BSNL Executive. If not certified by BSNL Executive then original documents shall be produced at the time of tender opening. After verification of the contents of this envelope and if found eligible then the second envelope containing the bid documents shall be opened. If any addition/deletion in credentials is found fake/false the tender shall be rejected and EMD shall be forfeited.

- (iv) The price bid of tenderer (s) who do not comply with clause-2 as above shall not be opened.

- (v) The vendor shall enclose the following in sealed envelope TWO:

Price Bid along with complete set of downloaded & sealed documents. The rates and amounts should be filled in the schedule of work attached thereto. Tenders should not contain any condition including conditional rebate.

Such bids containing any condition including conditional rebate shall be rejected forthwith.

The tenderer shall submit the downloaded original computer printout of the document from website. The photocopy shall not be accepted. If during the process of tender finalization, it is detected that the tenderer has submitted tender documents after making any change(s) / addition(s) /deletion(s) in the tender documents downloaded from website, the offer shall summarily not be considered and the EMD deposited by tenderer shall be forfeited in addition to any other action as per prevalent rules.

- 7) The firms are advised to visit the site after release of this web note & before quoting.

Note –

- (i) The company or the firm or any other person is not permitted to tender for works in BSNL unit in which his/her near relative (s) is (are) posted.
- (ii) The tender documents shall not be sent through courier / post. The tender documents received through courier / post shall not be opened at all.

Last date of receipt of application :- 18 /05/2013

Last date of issue of tender :- 20 /05/2013

Last Date of Submission of tender :- 23 /05/2013

Date of opening of tender :- 23 /05/2013

**Executive Engineer (E)
BSNL Electrical Division,
Aurangabad**

GUIDELINES TO FIRMS FOR MAINTAINING QUALITY IMPLEMENTATION

INTRODUCTION

- 1.1 The Nagpur Electrical Zone is committed to provide world class Electromechanical services to its customers with devotion and dedication to ensure exceptional degree of dependability in the services rendered.
- 1.2 Electrical Zone, BSNL, Nagpur, unit has laid down its Quality policy and Quality Objectives which have to be met for continual improvement of Electro- mechanical services rendered and for maintaining the Quality Management system adopted by this unit.
- 1.3 The firms/contractors, may please note that, besides all other terms and conditions referred in various paras of this N.I.T, they have to make constant efforts for ensuring to meet the requirements as have been laid down by this unit in its Quality Policy and Quality Objectives given as under:

- 2.0 **QUALITY POLICY** : Chief Engineer (Electrical) Electrical Zone, BSNL, Nagpur fraternity, consisting of officers and staff, avows to provide Electro-Mechanical services with Quality, Speed, Economy, Energy Conservation and System Optimization to all its customers and to ensure their continuous and reliable operation.

We are committed to deliver defect free electrical services and will continuously improve our processes to meet the needs of our customers.

For this, every individual of Electrical Zone will adhere to highest standards and will demonstrate its compliance in all spheres of activities.

The quality objectives are as given below and communicated to all the members of the Organization.

- 3.0 **QUALITY OBJECTIVES** :

- To work hard for planning, designing, installation, testing and commissioning of original Electro-Mechanical works, with quality and on time, so as to meet the customer's requirements.
- To make efforts through a constant dialogue with suppliers and involving of people at all levels to remove all possible irritants during the execution of works. Our endeavor shall be to achieve the above quality objective. Action shall be taken in case of any deviation.
- The Electro- Mechanical works to be completed so that they are accepted by T&D organization/customer. Cases of non acceptance by T&D organization during first testing shall not be more than 5%.
- The works are completed before the customers exchange equipment has reached at site.
- To meet the BSNL Exchange Commissioning Programs- Information to be sent to CE(E) for Exchanges where the equipment is received or likely to be received within 15 days but electrical works not completed not likely to be completed. Acceptance testing shall be done for all works and relaxations, if any, shall be obtained from CE(E).
- Providing International standard Electro-Mechanical services at BSNL Building, Nagpur- weekly monitoring by SE(E) and any anticipated delay to be reported to CE(E).
- For Administrative Bldgs. And staff Quarters- Works to be completed along with the building. Cases to be reported to CE(E) where electrical works are not likely to be completed along with buildings/quarters not occupied due to non- completion of electrical works.
- Monthly MIS report indicating cases of non-acceptance.

- 3.1 **Operation and maintenance of electromechanical services**
- To ensure reliable energy efficient and continuous operation and maintenance of electrical installations by involving people at all levels.
 - To improve testing and checking procedures for Electro-Mechanical installations for their optimum operation and maintenance.
- 3.2 **For Administrative buildings, training centers, staff quarters and colonies**
- Electrical complaints not attended within 24 hours shall be less than 5%.
 - Electrical complaints not attended within 48 hours shall be less than 1%.
 - Electrical complaints not attended within 24 hours shall be reported to SE(E) and complaints pending for more than 48 hours shall be reported to CE(E).
- 3.3 **For Exchanges**
- There shall be no complete breakdown of Electro-Mechanical Services resulting into failure of exchange.
 - Complete failure of power supply/Air conditioning system in Exchanges shall be reported immediately to SE (E) and failure of more than 4 hours shall be reported to CE (E).
 - Complaints pending for more than 48 hours shall be less than 5% and complaints pending for more than 72 hours shall be less than 1%.
 - Complaints pending for more than 48 hours shall be reported to SE(E) and pending for more than 72 hours shall be reported to CE(E).
 - Monthly MIS report indicating total number of faults reported, faults attended within 24 hours, 48 hours and 72 hours shall be submitted by SDE(E)/JTO[E] to EE[E] and EE[E] shall submit to SE[E] / CE(E).
- 3.4 **Energy Conservation**
- To achieve energy efficiency of global standard by continuously improving the specifications, quality of products, conducting energy surveys and energy audits. As per the Energy Conservation Act 2001, efforts are required for conservation of energy, by introducing energy efficient lighting and motors, reduction in Air-conditioning space, retrofitting and taking up pilot projects with non-conventional energy sources i.e. Solar Power and Natural Gas.
- 3.5 **Economy Measures:**
- Award of work:**
- To provide Electro-Mechanical services with economy by awarding the works to the lowest tenderer at the most competitive and justified rates.
 - Energy Conservation:
 - The energy conservation shall be achieved by adopting following measures:-
 - Good Housekeeping and efficient operations to minimize consumption.
 - Energy monitoring to minimize wastage:-
 - Power failure to be within limit, penal charges on account of HT tariff, contract demand or any other deficiencies in the electricity bills to be avoided.
 - Retrofit projects on experimental basis.
 - Technological up gradation in new works for energy efficiency.
 - Display of Energy conservation slogans in BSNL Buildings & to organize awareness day on 14th Dec every year.

TENDER APPLICATION FORMAT (For Tender down loaded from Website)

To
The Executive Engineer (E)
BSNL Electrical Division
Aurangabad

Sub: Application for the tender of “**Operation and comprehensive maintenance of Electro-Mechanical Services at TE Bldg Ambajogai. [Dist. : Beed]. (IInd Call)**
NIT no. :79/SEE/BSNL-EC/NGP/2012-13 ”.

As per tender publication advertised by your office and display of Notice Inviting Tender on web site <http://www.maharashtra.bsnl.co.in> We are hereby submitting the following documents duly attested.

ENVELOPE – I

S.N.	DOCUMENTS	DETAILS
1.	Tender Publication advertised on	
2	Name of Newspaper	
3	Tender due on	
4	Tender Application fee	
a.	Demand Draft No.	
b.	Date	
c.	Amount (₹)	
d.	Name of Bank and Branch	
e.	In favour of	AO, BSNL, Civil Division, Aurangabad
5.	Earnest Money Deposit	
a.	DD / FDR / CDR /BG No.	
b.	Date	
c.	Amount (₹)	
d.	Name of Bank and Branch	
e.	In favor of	AO, BSNL, Civil Division, Aurangabad
6.	Details of firm / Company	
a.	Name of firm / Company	
b.	Name of Proprietor / Partner / Managing Director	
c.	Address	
	Pin Code	

	Telephone	
	e- mail address	
d.	Electrical Contractor's License No.	
e.	Issuing authority	
	Class of Registration	
e.	Limit	
	Electrical Supervisor license No.	
	In the Name of	
f.	Qualification	
	Address of Branch / Head Office Name	
	In BSNL Division H.Q.	
	Pin Code	
	Phone	
	Mobile No	
	E-Mail Address	
7.	Income Tax Clearance Certificate / Chartered Accountant Certificate Date	
8.	Works Contract Registration No. & Date Valid up to	
9.	Service tax Registration No. & Date	
10.	EPF/ESI Registration NO.	

10. **Lists of 3 works carried out satisfactorily (Certified Officer not below the rank of Executive Engineer).**
 (To be issued by the user on his printed letterhead to the tenderer)
 This is to certify that the work has been completed satisfactorily as per details given in tender document / P.O.

Sl.No	Name of Work	Date of start	Date of Completion	Amount of work Done	Department and P.O. / Agreement No.

11. Annual Turn over

(To be issued by Chartered Accountant on his letter head indicating following)

Sl.No	Year	Annual turn over
1		₹
2		₹
3		₹

I _____ proprietor/ duly authorized representative of M/s. -----
hereby certify that the information given above is true to the best of my knowledge and belief. I have been duly
authorized to sign and certify the documents. I understand that any wrong information/suppression of facts will
disqualify us from being considered for the tender participation.

Place

Yours sincerely

Date

(Signature)
(Name in block letter)

Seal of firm

GENERAL GUIDELINES

1. BSNL EW-6, Form BSNL EW-8, Schedules A to F, special conditions/specifications and drawings will be issued to intending tenderers only. The Standard Form will not be issued along with the Tender Documents but the same shall form part of the agreement to be drawn and signed by the both parties after acceptance of tender. The standard Forms shall be available in downloadable manner from website <http://www.maharashtra.bsnl.co.in>
2. All blanks are confined to Notice Inviting Tender (BSNL W-6) and Schedules A to F.
3. Authority approving the Notice Inviting Tenders (NIT) shall fill up all the blanks in BSNL EW-6, and in Schedules B to F before issue of Tender Papers.
4. The intending tenderers will quote their rates in Schedule A.
5. The proforma for registers and Schedules A to F are only for information and guidance. These are not to be filled in the Standard Form. The Schedules with all blanks, duly filled, shall be separately issued to all intending tenderers for filling and returning the same in the manner prescribed. The Schedules can also be downloaded from website <http://www.maharashtra.bsnl.co.in>

BSNL EW - 6
Bharat Sanchar Nigam Limited
(A Government of India Enterprise)
Electrical Wing

Electrical Division Aurangabad

Sub Division : Beed

Certified that this tender schedule Containspages only

NIT No.: 1. DIVISION :
2. SUB DIVISION :

Notice Inviting Tenders

(As per Tendering Procedure in BSNL revised upto date)

01. Tenders in the prescribed form are hereby invited on behalf of the BSNL for the work of : **Operation and comprehensive maintenance of Electro-Mechanical Services at TE Bldg Ambajogai. [Dist. : Beed].**
NIT no. :79/SEE/BSNL-EC/NGP/2012-13 (IInd Call)

Estimated cost : **₹ 8,60,316/-**

02. (a) Printed forms of tenders 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, can be purchased, at the Divisional / Sub divisional office between the hours of 1100 hrs and 1600 hrs. every day except on Sundays and public Holidays on payment of **₹525/- (₹ 500/- + VAT (non refundable) in cash.)**
- (b) The site for the work is available/ or the site for the works shall be made available in parts.
- (c) The tender forms can also be downloaded from the website.
- (d) Before 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 condition, including stocking of materials, installation of T&P etc., and conditions 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.
03. Tenders which should always be placed in sealed covers with the name of the work written on the envelope will be received by the Executive Engineer (Elect.) in the Division / Sub Division Aurangabad Up to 1500 hours on **23/05/2013** and will be opened by Executive Engineer (E) by him in his office on the same day at 1530 hours.
04. The time allowed for carrying out the work will be Twenty Four month from the 10th day after the date of written order to commence the work.
05. Issue of tender form will be stopped on the date **23/05/2013** fixed for opening of the tenders. Tenders will be sold on working days, no tenders will be sold after 1600 hours.
06. a) Earnest Money amounting to **₹ 17,206/-** in the form of demand draft/ FDR/ BG/ CDR of a nationalized/scheduled bank guaranteed by the Reserve Bank of India, drawn in favour of Accounts Officer, BSNL Civil Division Aurangabad must accompany each tender and each tender should be in two sealed covers, one cover containing the EMD in proper form and other cover containing tender , superscribed as " Tender for the work of **Operation and comprehensive maintenance of Electro-Mechanical Services at TE Bldg Ambajogai. [Dist. : Beed]. NIT no. :79/SEE/BSNL-EC/NGP/2012-13 (IInd Call)** to Executive Engineer (E) / Sub Divisional Engineer BSNL, Electrical Division / Sub Division. The Validity period of EMD is 120 days, from the date of opening of tender. In case of e-tendering, each tender should be in two sealed coves, first containing credentials for meeting the Eligibility conditions alongwith the cost of tenders and EMD in proper form, second cover containing tender documents. The credentials shall be self attested and certified by any BSNL Executive. If not certified by BSNL Executive then original documents shall be produced at the time of tender opening. After verification of the contents of this envelope then second envelope containing the bid document shall be opened.

Contractor

13

EE[E]

- b) The EMD of all the unsuccessful tenderers shall be released on issue of award letter to the successful tenderer. This shall be done within one week of award letter.
- c) Exemption from payment of earnest money and security deposit by any other unit/ department shall not hold good for BSNL.
07. a) The contractor should submit and confirm Chartered Accountant Certificate in respect of turnover and other registration certificate [Enlistment in BSNL, Electrical License, Sales Tax] with attested copies (self attested and counter attested by any executive of BSNL/MTNL or Gazetted officer of GOI) as applicable along with the application on printed letter head for purchase of tender.
- b) The contractor shall submit and confirm his permanent account number (PAN) issued by the Income Tax Department.
- c) The tenderer should submit the valid WCT + Sales Tax + VAT registration certificate
08. i) Performance Guarantee: 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. This period can be further extended by the Engineer-in-charge upto a maximum period of 2 weeks on written request of Contractor. 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.
- ii) Security deposit : In addition to performance guarantee stated above, a sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum be deducted with the sum already deposited as earnest money, will amount to security deposit of 5% of the Tendered value of the work.
- iii) In case the Firm wish to submit combine guarantee (Performance Guarantee & Security Deposit) the same shall be accepted by the BSNL.No SD shall be deducted from the running bills. This amount shall be refunded after successful completion of maintenance period. The EMD deposited along with the tender shall be returned after submission of PG.
- iv) Refund of SD:- SD shall be refunded after 3 months of satisfactory completion.
09. The acceptance of a tender will rest with the EE (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.
10. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
11. The BSNL reserves itself 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.
12. 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 Shri
 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)

13. 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 contractors service.
14. The tender for the works shall be witnessed by the contractor or his authorized representative.
15. It will be necessary on the part of the tenderer to sign each & every page of the Schedule of work and the tender documents for all the component parts and after the work is awarded he will have to enter into a separate agreement for each component with the officer concerned.
16. Any tender not submitted in proper manner or if it contains too many corrections, over writings of absurd rates, and absurd amount will be liable to be rejected and the BSNL will be at liberty to take such action as it may deem fit without any reference to the tenderer.
17. 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.

20. 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.
21. Unsealed tenders will be summarily rejected.

22. The contractor should read the tender documents carefully before submitting the tender.
23. 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.
24. The tenderer shall furnish a declaration to this effect (incase downloaded tender) that no addition/deletion/correction have been made in the tender document submitted and is identical to the tender document appearing on website. Every page of downloaded tender shall be signed by the tenderer with stamp (seal) of his firm /organization.
25. This Notice Inviting Tender shall form part of the Contract document. The successful tenderer/contractor on acceptance of his tender by the Accepting authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of :-
 - a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - b) Standard form.
26. **ELIGIBILITY CRITERIA : To be filled by EE / SDE**

Signature of Executive Engineer / Sub Divisional Engineer
Electrical Division / Sub Division.

For and on behalf of
Bharat Sanchar Nigam Limited.

Contractor

Executive Engineer / Sub Divisional Engineer

SDE/EE/CONTR

BSNL EW – 7/8
BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

CIRCLE : Nagpur TELECOM CIRCLE DIVISION : Aurangabad

BRANCH : EW SUB DIVISION : Beed

01. A. Tender for the work of : **Operation and comprehensive maintenance of Electro-mechanical Services at TE Bldg Ambajogai. [Dist. : Beed]. (IInd Call)**
NIT no. :79/SEE/BSNL-EC/NGP/2012-13

- i. Issued to (contractor) : _____
- ii. Tender Cost : ₹. _____
- iii. Receipt No. : _____
- iv. Date of application : _____
- v. Date of issue : _____
- vi. Signature of officer issuing the documents : _____
- vii. Designation : _____

B. i. To be submitted by (time) 1500 hours on (date) _____ to EE(E) / SDE(E), BSNL Electrical Division – Aurangabad.

ii. To be opened in presence of tenderers who may be present at 1530 hours on in the office of EE(E) / SDE, BSNL Electrical Division - Aurangabad

TENDER

- a. 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.
- b. 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.
- c. 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.
- d. A sum of ₹ **17,206/-**. is hereby forwarded in the form of Deposit at call receipt/FDR//Bank guarantee of a Nationalised/Scheduled Bank 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
- e. 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 upto 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 clause 12.2.

- f. I/we agree to furnish to BSNL Deposit at call receipt / FDR / Bank guarantee of a Nationalized / Scheduled Bank for an amount equal to 5% of the contract value in a standard format within two weeks from the date of issue of award letter. I/We agree to keep the performance bank guarantee valid for one year from the date of actual completion of work.
- g. 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 therefrom to any person other than to whom I/We am/are authorized 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)

Occupation of Witness

(Signature of contractor)

Seal of Contractor

Date : _____

ACCEPTANCE

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 ₹ _____ (Rupees _____)

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

- a)
b)

Dated

For & on behalf of BSNL

Signature _____

Designation

BHARAT SANCHAR NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

GENERAL RULES AND DIRECTIONS

1. All works proposed for execution by contractor 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 of 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 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 usual printed form 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 condition 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 receipt of an accountant or clerk for any money paid by the contractor will not be considered as any acknowledgement of payment to the Officer inviting tender and the contractor shall be responsible for seeing that he procures a receipt signed by the concerned Accounts Officer.
9. The memorandum of work tendered for and the schedule of materials to be supplied by BSNL shall be filled and completed in the office of the Officer inviting tender before the tender form is issued. If a form is issued to an intending tenderer without having been so filled in and incomplete, he shall request the officer to have this done before he completes and delivers his tender.
10. The tenderer 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.

11. Rates quoted by the Contractor in the tender both in figures and words shall be accurately filled-in so that there is no discrepancy in the rates written in figures & 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 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.
12. i) Performance Guarantee: 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. This period can be further extended by the Engineer-in-charge upto a maximum period of 2 weeks on written request of Contractor. 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.
- ii) Security deposit : In addition to performance guarantee stated above, a sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum be deducted with the sum already deposited as earnest money, will amount to security deposit of 5% of the Tendered value of the work.
- iii) In case the Firm wish to submit combine guarantee (Performance Guarantee & Security Deposit) the same shall be accepted by the BSNL. No SD shall be deducted from the running bills. This amount shall be refunded after successful completion of maintenance period. The EMD deposited along with the tender shall be returned after submission of PG.
- iv) Refund of SD:- SD shall be refunded after 3 months of satisfactory completion.
13. All rates shall be quoted on the tender form. The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and words. In case of figures, the word 'Rs.' Should be written before the figure of rupees and word 'P' after the decimal figures, e.g. 'Rs.2.15 P' and in case of words, the word, ' Rupees' should precede and the word 'Paise' should be written at the end. Unless the rate is in whole rupees and followed by the word 'only' it should invariably be upto two decimal places. While quoting the rate in schedule of quantities, the word 'only' should be written closely following the amount and it should not be written in the next line.
- 14A. The bidder shall give the total composite price inclusive of all Central & state's levies and taxes i.e Sales-tax, purchase tax, turnover tax, service tax, works contract tax etc. or any other taxes or duties like octroi, local area development tax on materials/labour etc. However the evaluation and comparison of respective bids shall be done on the basis of net cost to BSNL on the prices of the goods offered inclusive of duties and taxes (but -excluding CENVAT-able duties and taxes) sales tax, packing, forwarding, freight and insurance charges as per existing BSNL policies.
- 14B. The total composite price shall comprise of unit price and all other components of price need to be individually indicated quoted against the goods/material/service ,it proposes to supply under the contract in the following manner:-
- The Basic Unit Price (Ex-Factory Price) of the goods /services/ materials Excise Duty, Sales Tax, Freight, Forwarding , Packing, service tax, insurance and any other levies /charges already paid or payable by the contractor/ supplier shall be quoted separately .
 - The liability to pay all taxes, levies, etc shall be of contractor and BSNL will not entertain any claim whatsoever in this respect.
- 14C. No concessional form except Sales Tax form 'C' for the items as specified in the schedule of works and meant for use in BSNL, shall be provided by BSNL. Form ' C' shall be provided by the BSNL only on the specific request of the contractor."
- For the purpose of evaluation of financial Bid, composite price inclusive of all taxes and levies will be considered.
 - The unit wise cost /break up is necessary for the purposes of information and verification of composite price so quoted by the contractor/supplier.
 - The contractor supplier shall submit to BSNL documents /proof of payment of al taxes /levies alongwith exemption certificate if any ,to avail CENVAT benefits by BSNL

- However the evaluation and comparison of respective bids shall be done on the basis of net cost to BSNL on the prices of the goods offered inclusive of duties and taxes (but -excluding CENVAT-able duties and taxes) sales ,tax, packing, forwarding, freight and insurance charges as per existing BSNL policies.
- 15.A However, pursuant to the constitution (forty-sixth amendment) act, 1982, if any further tax or levy is imposed by statute, after the last date of receipt of tenders, and the contractors 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 Superintending engineer (whose decision shall be final and binding) be attributable to delay in execution of work within the control of contractor.
- 15 B In case of statutory variation in regard to excise duty , only in respect of package AC units, EA set and Lifts . within the stipulated date of completion of individual agreement, the same shall be paid or recovered as per the actual against documentary proof. However, beyond this period BSNL will take advantage of any duty reduction but will not pay extra on account of duty increase. Price adjustment provision on account of change in excise duty shall not apply in respect of equipment/components of equipment/materials, other than package AC units, EA set and lifts.
- 15.C The contractor shall, keep necessary books of account and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorised representative of BSNL and further shall furnish such other information/ document as engineer-in-charge may require.
16. The Contractor shall, within a period of 30 days of imposition of any further tax or levy in pursuant to the constitution of (forty sixth amendment) act 1982 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.
17. BSNL shall deduct work contract tax, 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.
18. The tender for the works shall be witnessed by the contractor or his authorized representative.
19. 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 alongwith this work in particular.
20. The contractor shall afford necessary facilities for the same. No claim in the matter shall be entertained. 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.
21. The contractor shall comply with the provisions of the Apprentices Act 1961, and the rules and orders issued there under 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.
22. No engineer of gazetted rank or executive of BSNL employed in engineering or administrative duties in an engineering department of the government 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 government of India/BSNL. This contract is liable to be cancelled if either the contractor or any of his employee is found at any time to be such a person who had not obtained the permission of government of India as foresaid, before submission of the tender or engagement in the contractor's service as the case may be.

23. 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).
24. 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 firm certificate will be given by the sole proprietor, for partnership firm, certificate will be given by the authorized signatory. 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 Shri
 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

Definition

1. 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 the 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 expression shall, unless the context there 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 or 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 Bharat Sanchar Nigam Ltd. having its corporate office at Bharat Sanchar Bhawan, Janpath, New Delhi-110001 and its successors.
 - v. The 'Engineer-in-charge' means the Engineer officer who shall supervise and be incharge of the work and who shall sign the contract on behalf of BSNL as mentioned in Schedule F hereunder.
 - vi. Accepting Authority means 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 earth quake, 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 as per 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. 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.

Scope and Performance

4. The contractor shall be furnished, free of cost, one 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.

Works to be carried out

5. 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 recognized principles.

Sufficiency of Tender

6. 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. 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.

Discrepancies & adjustments of Error

- i. Description of Schedule of Quantities.
- ii. Particular Specification and Special condition, if any.
- iii. Drawings. BSNL/C.P.W.D. Specifications.
- iv. Indian Standard Specifications of B.I.S.

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.

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.

8.1 For rate contracts of Electrical Installation, Air Conditioning, Engine Alternator, Sub Station and Fire Detection works, work/quantities of item of works can be split amongst the lowest of three agencies who agree to the rates decided by BSNL in respect of 1 lowest in the following manner :

a. If the work stands distributed between the first three lowest tenderers, the proportion of work distributed shall be as below:-

50% to the lowest tenderer and remaining quantities to other two tenderers in INVERSE RATIO of their Evaluated price.

b. In case it is decided to split the work amongst the first two lowest firms, the proportion of work distribution shall be as follows:

- i. 70% to the first lowest tenderer.
- ii. 30% to the second lowest tenderer.

In case the tenderers other than lowest tenderer does not agree to match the rates of L1 then 100% works shall be awarded to the lowest tenderer.

8.2 Based on the Master Agreement between BSNL and contractor individual LOI for works shall be issued by the competent authority. The individual agreement so executed containing all the terms and conditions of master agreement shall be treated as an independent agreement and any action, if required, to be taken shall be taken as per this individual contract.

8.3 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 stipulated date of start of the 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.

CLAUSES OF CONTRACT

CLAUSES OF CONTRACT

CLAUSE - 1

- 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 upto 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.

Performance
Guarantee

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 alongwith

CLAUSE 2

Compensation
for Delay

- 2.1 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

Contractor

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

3.0

When Contract
can be
Determined

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 unworkman 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 Liabile 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 not withstanding 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.

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 1/4th of the whole time allowed under the contract has elapsed; 3/8th of the work before 1/2 of such time has elapsed, and 3/4th of the work, before 3/4th 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.

If the work(s) be delayed by :

- i. force majeure,
- ii. or 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 'F' 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. 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.

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

No 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.

Payment on
Intermediate
Certificate to be
regarded as
Advances

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 working days after the day of presentation of the bill by the contractor to the Engineer-in-charge or his Sub Divisional Engineer.

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.

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.

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

Completion
Certificate

- 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 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

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.

Payment of
Final Bill

- i. If the Tendered value of work is upto ₹ 5 lakhs : 3 months
- ii. If the Tendered value of work exceeds ₹ 5 lakhs : 6 months

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 Contractor's Bill conferring authority on the bank to receive payments and (ii) his own acceptance of the to Banks 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.

Payment of
Contractor's Bill
to Banks

CLAUSE 10

Materials to be
provided by the
Contractor

- i. 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 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

- vii. 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.
- iv. 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 the 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

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

A) material 85% percent
B) labour 15% percent

For internal/external Electrical Works

A) material 75% percent
B) labour 25% percent

- iv) The compensation for escalation for materials shall be worked out as per the formula given below:-

$$V_m = W \times \frac{X_m}{100} \times \frac{MI - MI_o}{MI_o}$$

V_m - 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

X_u - 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 or 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:-

$$VL = W \times \frac{Y}{100} \times \frac{LI - LI_0}{LI_0}$$

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 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.

LI₀ - 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]

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.
- 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
 - 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.
 - 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.
- 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.
 - 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

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 Accordance with signed by the engineer-in-charge. The contractor shall take full responsibility for Specifications, Drawings, adequacy, suitability and safety of all the works and methods of installation. Orders, etc.

Work to be executed in accordance with Specifications, Drawings, Orders, etc.

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.

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.

12.1.1 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.
- vi) 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

Foreclosure of Contract due to Abandonment or Reduction in Scope of Work

- 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

14.1 If contractor :

Suspension of
work

- 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 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

Inspection and supervision of work

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

16.1

Rectification
of defects

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 an other 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

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 unauthorisedly 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.
- vi) 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 supercede 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 there of 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, upto and including the day of delivery and 4 weeks following that day,
- (ii) in case of miscarriage-upto 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 atleast 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 throughout 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 sullage 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 any body unauthorisedly 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 upto 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 case sublet, in 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 Firm's in Constitution to intimated be

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 lumpsum 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 lumpsum 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 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 or BSNL, 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 binding on the contractor in this respect. the tender accepting authority shall be final and 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 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 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) ₹. 4000/- per month for works costing above 5 lakhs
 - ii) ₹.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 alongwith 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

Compensation
During warlike
situations

- 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 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 upto 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 upto 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 upto 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 of 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.

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

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 upto and including 3m (10 ft) in length. For longer ladders, this width should be increased atleast $\frac{1}{4}$ " 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

b) 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 recoument 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 upto 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 upto 50 number of male workers and one for upto 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, upto 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.

7. 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 sft.) 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
- 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 atleast 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 limewashed or colour washed atleast 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 sq.ft.) 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 cloths 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.

10. 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.

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 supercede.
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

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,

c) 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.
 - (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.
- (iv) 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.
- (v) 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.
- (vi) 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)

- vi) 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).
- viii) 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 form at (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				Remarks
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: _____

Sr. 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	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 the workman	Date Termination of employment	Reasons for termination	Remarks
1	2	3	4	5	6	7	8	9	10	11	12



**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 _____

Sr. No	Name of workman	Sex	Father's/Husband's name	Dates					Remarks
				1	2	3	4	5	

**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 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	Over time	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
1	2	3	4	5	6	7	8

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

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. SI 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_____

Sr. No.	Total period for which employed		Nature of work done	Rate of Wages (with particulars of unit in case of piece work)	Remarks
	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 behavior.
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_____

Sr. 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 Employees 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 _____

Sr. 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 Employees explanation was heard	Amount of deduction imposed	No. of installments	Date of recovery		Remarks
				First installment	Last installment	
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 and surname of Workman	Father's / Husband's	Designation / Nature of employment	Wages Paid 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 installment 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 and surname of Workman	Father's / Husband's	Sex	Designation / Nature of employment	Date on which overtime worked	Total overtime worked or production increase	Normal rate of wages	Overtime rate of wages	Overtime earning	Rate on which overtime paid	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

PROFORMA OF SCHEDULES

(Operative Schedules to be supplied separately to each of the intending tenderer)

Clause 10

i). **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
NIL				

SCHEDULE 'D' : Extra schedule for specific requirements/ document for the work, if any.

- A Special conditions of contract: Appended on page No 88 to page No 92
- B Annexure 1 to 11 from page No. 97 to page No 112
- C. Specifications for Maintenance schedule:-
 - i) For E.I. & Fans, Comp. Lighting and L. A. from page No 114 to page No 117
 - ii) For Water Pump set, from page No. 118 to page No 119.
 - iii) For Sub-station & AVR from page No 120 to page No 123
 - iv) For E/A sets from page No 124 to page No 126.
 - v) For package A.C. unit from page no 127 to page no. 130
 - vi) For window /split A.C. unit/water coolers on page no 131 to page No 132
 - vii) For Fire Fighting & Fire detection system : from page No 133 to page No 136.
 - viii) For Lift from page No 137 to page No 138.
 - ix) For Desert Cooler / Geysers / Room heaters on page No 139
 - x) Proforma for Agreement from page No 140 to page 141
 - xi) Proforma for Bill submission on Page No. 142 to 142

SCHEDULE 'F'	
Reference to General Conditions of contract.	
Name of work:	Operation and comprehensive maintenance of Electro-Mechanical Services at TE Bldg Ambajogai. [Dist. : Beed]. NIT no. :79/SEE/BSNL-EC/NGP/2012-13 (II nd Call)
Estimated cost of work:	₹ 8,60,316/-
i) Earnest money :	₹ 17,206/-
ii) Performance Guarantee :	(a) Performance Guarantee:- The contractor is required to furnish performance guarantee for an amount equal to 5% of 12 months estimated cost 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 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.
iii) Security Deposit :	(b) Security deposit In addition to performance guarantee stated above , a sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5% of 12 months estimated cost of the work. (c) In case the Firm wish to submit combine guarantee (Performance Guarantee & Security Deposit) the same shall be accepted by the BSNL.No SD shall be deducted from the running bills. This amount shall be refunded after successful completion of maintenance period. The EMD deposited along with the tender shall be returned after submission of PG. (d) Refund of SD:- SD shall be refunded after completion of maintenance period.
GENERAL RULES and DIRECTIONS:	Officer inviting tender EE (E), BSNL Electrical Division, Aurangabad

Definitions:	See below
2(v) Engineer-in-Charge	Executive Engineer (E), BSNL Electrical Division, Aurangabad
2(vi) Accepting Authority	Superintending Engineer (E), BSNL Electrical Circle, NAGPUR.
x) Percentage on cost of materials and labour to cover all overheads and profits.	10%
Standard BSNL EW contract Form	BSNL EW Form 8 latest
Clause 1 i) Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance, in days	15 days
Clause 2 Authority for fixing compensation under Clause 2.	SE (E)
Clause 5 Number of days from the date of issue of letter of acceptance for reckoning date of start	10days
Time allowed for execution of work. Authority to give fair and reasonable extension of time for completion of work.	24 months SE (E)
Clause 10CC Clause 10CC to be applicable in contracts with stipulated period of completion exceeding the period shown in next column.	Not Applicable
Clause 11 Specifications to be followed for execution of work	Special conditions of contract & Specifications as per Section 1 to 13 of Contract document for O & C. M. of E.M.S. with Schedule of work.
Clause 12 12.2(iii) schedule of rates for determining the rates of additional, altered or substituted items that can not be determined under 12.2(i) & (ii)	NIL
Clause 12 12.2(iii) plus/minus +/- the % over the rate entered in the schedule of rates	NA
Clause 12 Deviation Limit beyond which clause 12.3 shall apply	25%
Clause 25 Competent Authority for Conciliation	Superintending Engineer (E), BSNL Electrical Circle, NAGPUR.
Clause 30.2 Minimum Qualifications and experience required for Principal Technical Representative.	
a) For works with estimated cost put to tender more than i) Rs. 2lakh but less than 5Lakhs for Ele/ Mech. Works	Recognized diploma holder
b) For works with estimated cost put to tender more than i) Rs.5 Lakhs for Elect/ Mech. Works	Graduate or Recognized diploma holder with 3years experience
Recovery to be effected from the contractor in the event of not fulfilling provision of clause 30.5	₹ 4,000/- p.m. for Graduate ₹ 2,000/- p.m. for Diploma holder

MODEL FORM OF BANK GUARANTEE
(for submitting EMD)

Whereas _____ (hereinafter called “the contractor(s)”) has submitted its Tender dated _____ for _____ the _____ work

KNOW ALL MEN by these presents that WE _____ OF _____ having our registered office at _____ (hereinafter called “the Bank”) are bound unto _____ (hereinafter called “the BSNL”) in the sum of _____ for which payment will and truly to be made of the said BSNL, 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 BSNL 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 BSNL up to the above amount upon receipt of its first written demand, without the BSNL having to substantiate its demand, provided that in its demand, the BSNL 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

Signature of the Witness
Name of Witness

Address of Witness:

PERFORMANCE SECURITY GUARANTEE BOND

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 demur, 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 TWO/TWO AND HALF/THREE YEARS (as specified in P.O) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

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 bank)

SPECIAL CONDITIONS OF CONTRACT.

[A] (For Operation & Comprehensive maintenance of EMS at TE Bldgs)

1. SCOPE OF MAINTENANCE

- 1.1 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.
- 1.2 Electrical maintenance shall be carried out as per instructions contained herein & in the respective sections. However all other forms & instructions to be used shall be as per works instructions forms & checklists issued by CE(E) Nagpur & available with SDE(E).
- 1.3 Watch and ward of the installation under O& M contract shall be the responsibility of the contractor during contract period.
- 1.4 After the contract period is over the installation has to be duly handed over to the new agency 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.

2. METHODOLOGY

- 2.1.0 At the start of work, firm shall prepare an inventory of all Electro-Mechanical services jointly with J.T.O (E), concerned.
- 2.2.1 Any defects, shortcoming brought to the notice of the department while taking over O & M within the first 15 days from the date of start of contract, shall be the responsibility of the department, except the activities which are part of preventive maintenance and are required periodically. Such activities shall be undertaken by the firm.
- 2.2.2 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.
- 2.2.3 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.
- 2.2.4 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 more than 15 days from the date of disagreement of defects.
- 2.3 A complaint Register as per Annexure-3 A shall be kept up-to-date at site by the firm and the same shall be available for checking & verification.
- 2.4 Firm shall maintain logbooks as per annexure 4, 5, 6, 7 & 8 for Substation, EA sets and A/C plants, Pumps etc. (in case these are part of the contract).
- 2.5 At the start of each month the firm in consultation with the SDE (E) concerned shall prepare a Program for preventive maintenance to be carried out during the month as per annexure-9. The actual maintenance carried out shall be recorded in annexure-10 at the end of each month.
- 2.6 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.

3. STAFF

1. The maintenance staff has to be available round the clock round the year even on holidays.
2. 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.
3. 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. Shut down for maintenance shall be taken with prior approval of the department
5. 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.
6. The firm has to supply details as per annexure-2 of all the workers likely to be engaged by it before start of the work .
7. The workers engaged by the firm should wear uniform of Navy blue colour with detachable badge indicating the name of the person and firm's name.
8. 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.
9. Agency has to observe all the labour rules & regulations in force.

4. MATERIAL AND T&P

- 4.1.0 **Material** – The scope of work includes maintenance of complete installation on comprehensive basis 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 shall be the responsibility of the Department. Till such time firm has to maintain the life expired equipment.
- 4.1.1 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).
- 4.1.2 Dismantled materials shall be returned to the Department except those items for which the replacement is supplied by the agency.
- 4.1.3 The contractor shall maintain the following 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.

[TYPICAL INVENTORY]

- 1) **Tube Rods - 50nos.**
- 2) **Tube starter - 50nos.**
- 3) **Electronic Choke - 10nos.**
- 4) **6A to 32A SP / SPN / TPN MCB - 5nos. Each.**

[Typical List of T & P]

S.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	Ring and adjustable spanner	- Do -
3	Pipe wrench	- Do -
4	Emergency light	1no.
5	Torch, Test lamp	1 each
6	Clip on meter for measuring Voltage, current	1 no.
7	Megger for insulation resistance	To be provided as per requirement of Department & decision of Engineer-in-charge will be final.
8	Earth tester for earth resistance	- Do -
9	Required size ladder /Ladders	- Do -
10	Hand gloves, Hammer,.	- Do -
11	Blower for cleaning.	1set
12	Adjustable serew driver cum Tester set	1set

4.2.0 T&P – 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.

4.2.1 The T&P required to be kept at site.

4.2.2 The agency will provide the workers with necessary Testing and safety equipment

4.2.3 The above list is general and any other requirements for smooth O&M of installation shall be contractors responsibility and he shall not claim anything extra on this account.

Note:-

1. The stocking/ storing arrangement of minimum inventory &T&P shall be the responsibility of the firm.

2. Minimum inventory as given shall be recouped every month failing which penalty @ 1% of the bill amount shall be made for the period of lapse till the inventory is fully recouped.

5.0 COMMERCIAL.

5.1 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.

5.2 Monthly payment if > ` 50,000/- per month & Bimonthly payment if < ` 50,000/- per month shall be made for the performance period during the contract. With each bill, a certificate from contractor confirming that Maintenance has been carried out properly and testing/drill etc required during the period have been performed. This certificate has to be countersigned by the SDE (E). Month wise Annexure 9 & 10 shall be attached with each bill.

5.3 The rates quoted must be full & final. Nothing extra is payable other than the quoted rates.

5.4 All taxes i/c service tax, levies, duties, insurance, octroi and transportation etc. in respect of this contract are payable by the vendor and BSNL will not entertain any claim in respect of the same.

5.5 No concessional form shall be issued.

5.6 BSNL shall deduct statutory taxes and duties like income tax /works contract tax etc. from payments due to the firm as per rules of the State/Central Govt. The Accounts Officer of the concerned Division shall issue certificates for such deductions to the firm.

5.7 *If the agency fails to furnish necessary supporting documents for availing cenvat Credit by BSNL or the documents furnished by the firm are not accepted by taxation department then the amount of such taxes and duties will be deducted from the payments due to the firm.*

6.0 DAMAGES TO BSNL INSTALLATION:

- 6.1 Any damage to the installation(s)/building during the maintenance period due to the carelessness on the part of maintenance staff shall be the responsibility of firm & shall be replaced/rectified by the firm without any extra cost.
- 6.2 Any accident or damage during maintenance/operation will be the responsibility of the agency & the Department will not entertain any claim, compensation, penalty etc. on this account or on account of non observance of any other requirement of law relevant to his work.

7.0 COMPENSATION FOR DEFICIENCY IN SERVICE

7.1 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.

a. Compensation for delay in removal of defects:

Sr.No.	Grounds of compensation	Quantum
1	Non-functioning of equipments but overall performance parameters i.e. temperature, availability of mains / generator supply, fire protection and so on are –	
	a) Within Limits	0.5% (half percent) per week subject to maximum of 10% of tendered value (one year).
	b) Beyond Limits	0.5% (half percent) per week subject to maximum of 10% of tendered value (one year).
Note:	<ol style="list-style-type: none">1. This is without prejudice to BSNL's right to take action under clause-3 above.2. The period after which compensation shall be applicable will be governed as follows:<ol style="list-style-type: none">i) 1(a) shall be applicable after a period of two weeks or immediately if the ground changes from 1(a) to 1 (b).ii) 1(b) shall be applicable immediately.3. The period of two weeks shall be suitably extended, if required, in case of major defects (replacement / repair) by the Superintending Engineer (E).	

- 7.2 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.
- 7.3 Contractor shall be responsible for maintenance of power factor within limit.(Above 0.95) Any penalty on this account by Supply Company shall be recovered from the agency. (Applicable in case of capacitor panel provided at site). However in case of inadequacy of the capacitor bank at the time of taking over or due to addition of any services/ Load during period of contract, the extra requirement shall be met out departmentally. The decision of S.E shall be final.
- 7.4 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.

NOTE :-

Notwithstanding the compensation clause described above, the department may take necessary steps for repair etc. of faulty equipment at risk & cost of firm, by way of spot quotations, beyond 7 days of continuing failure, without further notice. The decision of SE (E) shall be final in this regard.

8. TERMINATION OF CONTRACT:

- 8.1 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, disobedience and abandoning the site etc. In such a case full 10% Security Deposit which includes Performance Guarantee shall be forfeited by BSNL. The decision of Superintending Engineer in this regard shall be final and binding.
- 8.2 Right is reserved by BSNL for closure of the contract at any time by giving one month's 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.
- 8.3 In case of unsatisfactory performance during this period one percent penalty of the bill amount shall be imposed.

9 GENERAL CONDITIONS

- 9.1 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 is given at page no: 147 to 148 .
- 9.2 The contractor has to keep all the Electro-mechanical equipments and site, neat and clean to avoid any accident and or fire hazards.
- 9.3 Dates of fire drill, earth test, lighting conductor test, refilling of fire extinguisher & servicing details of E/A set, shall be displayed at site as per Annexure 11 attached.
- 9.4 The sitting arrangement i.e. one table, Two chairs and one lockable almirah for the staff engaged by the agency should be arranged by the firm at his own cost. The space, water, telephone (with incoming calls facility) & electricity shall be made available by the Department free of cost.
- 9.5 Firm should have rounded the clock local fixed/ Mobile telephone number. In case of Emergency, 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.
- 9.6 Maintenance operator on duty shall have mobile telephone connection. The mobile no. shall be intimated to JTO / SDE / Engineer In charge.
- 9.7 The agency will display on a board in sub-station room important telephone numbers.
- 9.8 The contractor shall not sublet the work or part thereof. However, services of specialized agencies for specific work can be obtained.

10. PERIOD OF CONTRACT

- 10.1 The Period of contract shall be 24 months.
- 10.2 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.

11. 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.

12 TESTING:-

Annual testing of the equipments shall be carried 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.

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

15. Compliance of Labour Laws

All the provisions of the letter no :- BSNL/Admin I/29-5/2007 (Pt) Dated 5th Nov 2008 , Ltr no :- BSNL/Admn-I/20-2/2010 Dated 6th May 2010 & up-to-date labour laws should be followed by the agency. The agency should provide documentary proof /receipt of labour showing amount paid, EPF Contribution, ESI documents etc to the labour on monthly basis to the concerned JTO, who should get it verified through concerned labour. The excerpts of the letter Dated 5th Nov 2008 are reproduced as below :- “The field units must also ensure themselves that the provision of such statutes are complied with by way of i) maintenance of prescribed records & registers ii) preparation & filling of required returns iii) Contractors/Agency possess registration/license from the appropriate labour authority & are furnishing particulars of their employees/workers engaged by them to execute the outsourced activities iv) such Contractors/Agency is making payment to its workers at the rates not less than the rates prescribed under the Minimum Wages Act 1948, for such employment wherever applicable & where the rates have been fixed by an agreement , not less tha the rates so fixed iv) the Contractor/Agency has obtained registration with PF/ESI authorities vi) monitoring that the contractors ensure timely deposit of PF & ESI dues of the employees with the appropriate authorities & contractor be asked to submit the documents in this regard to BSNL vii) the payment to workers may be made in the presence of authorized representative of BSNL who must certify at the end of entries of Wage Register viii) such Contractor is making payment to workers by cheque or by crediting the wages in their Bank account after obtaining written authorization of the workmen & ix) the employees of the Agency/Contractor deployed for the outsourced activity must be carrying their Identity Cards duly certified/issued by the Agency/Contractor as their employer& so on”.

SCHEDULE OF WORK

NAME OF WORK : - Operation and comprehensive maintenance of Electro-Mechanical Services at TE Bldg Ambajogai. [Dist. : Beed]. NIT no. :79/SEE/BSNL-EC/NGP/2012-13

Sn	Description of items	Qty	Rate	Unit	Amount
1	Operation & comprehensive Maintenance of the following Electro- mechanical services as per specifications and details of services etc. attached. a) E.I. & Fans b) Pumps c) Compound-Lighting d) Lightning conductor e) Sub-station f) E.A. Set g) Fire detection and Alarm, Fire Extinguishers, Fire Fighting h) Split A/C unit, Window A/c Units, Water Coolers and Voltage Stabilizers i) Package AC Plant j) Geysers, Room heaters and Desert Coolers k) AVR l) Lifts				
	(a) I st Year ==>	12 Months		Month	
	(b) II nd Year ==>	12 Months		Month	
	NOTE : <u>ONLY OPERATION SHALL BE INCLUDED IN RESPECT OF LIFTS</u>				
	Total Amount of 24months (A) →				
	CENVATABLE (SERVICE TAX) (a) I st Year →				
	CENVATABLE (SERVICE TAX) (b) II nd Year →				
	TOTAL OF CENVATABLE (SERVICE TAX) (B) =(a+b) →				
	NET COST TO BSNL = [TOTAL (A) – TOTAL OF CENVATABLE (B)] →				

- ❖ **CENVAT CREDIT:** In order to avail CENVAT credit as per CENVAT Credit rules 2004 & amendment thereof BSNL, who is an output service provider, is entitled for duty credit. In order to avail the CENVAT credit, the contractor has to furnish Quarterly an invoice favoring BSNL indicating quantum of Service tax paid as of preceding Quarter.
- ❖ The components of Material & Labour in obtaining CENVAT CREDIT shall be **Minimum of Material 23% & Labour 77%**.
- ❖ **QUOTING OF RATES:**
 - The rates quoted shall be inclusive of levies and taxes, packing, forwarding, freight and insurance as mentioned.
 - **THE EVALUATION AND COMPARISON OF RESPONSIVE BIDS SHALL BE DONE ON BASIS OF NET COST TO THE BSNL. [Net cost to BSNL = Total – Service Tax] of schedule of Work. If cenvatable amount is not given then same shall be treated as zero & evaluation shall be done accordingly.**

IMPORTANT NOTE FOR EQUIPMENT UNDER WARRANTY / DECOMMISSIONED: -

For equipments under warranty period / Decommissioned, the recovery for such services shall be made at the rate given below -

Sr. No.	Nature of Service	Recovery per month	Date from which recovery expires	Remarks

Note: -Recovery will be subjected to the +/- abatement of the tender over estimated cost.

All consumables will be the responsibility of the BSNL till the service remains under warranty.

The agency should maintain all services properly, as per requirement of BSNL preferably in auto mode to the maximum extent whenever possible and should provide minimum one staff per shift as per the site requirements as & when required to maintain services. However it will be responsibility of agency to follow all the labour laws, EPF rules, Minimum wages etc. as per conditions of contract and Govt. Rules.

Note: 1. The staff mentioned in the above is the minimum staff to be made available at site however it is the firm's responsibility to carry out proper work as per agreement and if more staff is required it is to be arranged by the firm at no extra cost.

2. Qualifications of staff to be posted at site:-

(i) Skilled worker: - Should have ITI certificate in Elect/Mech **OR** any other workman permit/workman's competency certificate/Electrical workman's equivalent certificate with at least two years experience in the line. If air-conditioning is also included, at least one skilled person should have the following qualification :-

Pass in matriculation and must have undergone 18 months refrigerator mechanics or equivalent course in recognized technical institute, one year apprenticeship in a reputed firm or organization of air-conditioning and refrigeration engineers and one year experience in air conditioning / refrigeration in skilled capacity. **OR** two years apprenticeship in a reputed firm of organization of Air conditioning and refrigeration engineers and one years experience in air conditioning/ refrigeration in skilled capacity **OR** five year experience in air-conditioning./refrigeration in skilled capacity

(ii) Unskilled worker: - Should be able to read and write.

If during the **period** of contract, any of the electromechanical services are added/alterd the operation & maintenance of the same shall be done by the firm without extra cost.

However in case of deletion of any major services due to one or other reason the recovery shall be made from the bill of the contractor. The rates of recovery shall be got approved from SE (E) whose decision shall be final & binding.

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

5. Firm shall note the compensation clause no. 7.0 under special conditions of contract for deficiency in services. The firm shall maintain the minimum inventory of material and T&P as given in clause no. 4 under special conditions of contract to avoid any penalty.

Executive Engineer (Elect)
BSNL Elect Division, Aurangabad

List of Annexures

Annex. No.	Description of Annexure.
1	Size of various EMS services to be maintained.
2	Details to be supplied before starting the work.
3	Complaint register.
4	Sub-station log book.(2Pages)
5	E/A set log book.
6	Account of fuel.
7	A.C plant log book.
8	Log book of pump set.
9	Program for periodical maintenance.
10	Actual PERIODICAL MAINTENANCE Carried Out During the Month
11	Displacement chart showing dates of Fire drill, Earth test & refilling of fire extinguishers

ANNEXURE- 1
SIZE OF VARIOUS SERVICES
TE Bldg. Ambajogai

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

1. E.I. & FANS

i) Size of buildings – (G+...2.....) FLOORS

Floor	Basement	Ground	First	Second	Third
Area (Sq. M.)		340 Sq.Mt.	340 Sq.Mt.	340 Sq.Mt.	
Floor Ht. (M)		3.9 Ht	3.9 Ht	3.9 Ht	
False floor area(Sqm)		.---	.----	.---	
False ceiling area(Sqm)		.----	.----	.--	
Year of Installation.		18/08/1999	18/08/1999	18/08/1999	

(iii) Approximate No. of

Details	Light Points i/c DC emergency	Fan Points	Plug Points i/c A/C & computers	SDBs	Main Board	Earth Stations	Rising mains (length)/Rating.	Other relevant details (if any)-
Nos./ Length	116 Pts.	33 Pts.	(5 A -36, 25 A - 15)	4 Nos	2 Nos.	2nos		

(ii). Another building – Old T.E Bldg. (CSC)

Floor	Basement	Ground	First	Second	Third
Area (Sq. M.)		140 Sq.Mt	Nil	Nil	
Floor Ht. (M)		3.9 Ht	.---	.----	
False floor area(Sqm)		.----	.----	.--	
False ceiling area(Sqm)		.---	.----	.---	
Year of Installation.		17.03.2009	17.03.2009	17.03.2009	

(iii) Approximate No. of

Details	Light Points i/c DC emergency	Fan Points	Plug Points i/c A/C & computers	SDBs	Main Board	Earth Stations	Rising mains (length)/Rating.	Other relevant details (if any)-
Nos./ Length	24 Pts.	15 Pts.	(5A -15, 15 A - 12)	2 Nos	1 Nos.			

(iv) No. of quarters: Nil

Type	I	II	III	IV	V	VI
Number	Nil	Nil	Nil	Nil	Nil	Nil
Approx. points/Qtr						
No of Geysers						

2. COMPOUND LIGHTING

No. of poles =- -----Nil-----Nos.

TYPE OF FITTING →	Mercury Vapor	Sodium Vapor	Fluorescent	Halogen Lamp	Aviation Light
Wattage	Nil	70watt	Nil	Nil	
No. of fittings.	Nil	6nos			
Year of Installation.	.---	18/08/1999			

3. LIGHTNING CONDUCTORS

DETAILS	Size of building (Area of Terrace approx) in SQMT	No. of down conductors	No. of earth stations	No. of finials
NOS	340 Sq.Mt.	04 Nos	04 Nos	

4. Pump(S)

Description/Type	Monoblock, Jet Pump.	Submersible	Sump pump
No. of pumps	3 nos		
Capacity	2X3H.P+1X1.5HP		
<u>Year of installation</u>	05/12/1999		

5. SUB-STATION

Single Line Diagram of Substation including HT-Tr-LT. panel with size of services enclosed as annexure-----

(i) Year of installation 08/12/1999

(ii). HT Voltage(KA) 11 KV

(iii). H.T. Panel Nil

DESCRIPTION	NOS.	RATING (AMPS)
Nil	Nil	

(iv). Transformer :- Make : Potson, Oil Quantity : 200 Ltrs

(v) L.T Panel (i/c L.T. Panels installed elsewhere in the building) 3 Nos.

(vi) No. of earth stations : 8 set

(vii) Capacitor Panel. No.& salient details 2 sets (65KVAR each)

(viii) Over head bus Trucking (length) = (With auto.P.F.control relay

6. AVR:-

S. No	Connected to	Capacity	Type & cooling	Qty	Year of installation

6. ENGINE ALTERNATOR

Single line diagram of E/A Set supply distribution enclosed as annexure ----

<u>Engine</u>	<u>Set No-1</u>	<u>Set No-2</u>	<u>Set No-3</u>
Year of installation	17/07/1999	17/07/1999	Nil
EA Capacity in KVA	125KVA	125KVA	
Water Cooled/Air cooled	Water cooled	Water cooled	
Make	Greaves	Greaves	
Model	SYDC-MK 3/6YDC NKS	SYDC-MK 3/6YDC NKS	
B.H.P.	156	156	
<u>Alternator</u>			
DEATAILS			
Capacity(KVA)	<u>125KVA</u>	<u>125KVA</u>	
NOS	<u>01no</u>	<u>01no</u>	

<i>Type</i>	<u>Brushless</u>	<u>Brushless</u>	
<i>Make</i>	<u>M/s.Crompton Geaves</u>	<u>M/s.Crompton Geaves</u>	
<i>Model</i>	<u>NRF 250/4</u>	<u>NRF 250/4</u>	
Starting Battery	02 Nos, 12V, 180AH	02 Nos, 12V, 180AH	...No.....V.....AH

- i) No. of Earth stations 6 sets
ii) Over head bus trunking (length). -----Mtr Capacity-----amps.

8. AC PACKAGE UNITS

Floor	Area/Exch to be fed	Capacity & Make of the plant	Year of installation	Details of Fine & Coarse filters	
Fist Floor	124sqmtr	M/s.Singhsons Refrigeration	08/10/1999	NO.	Size
Second Floor	Nil				

9. WINDOW / SPLIT A/C, WATERCOOLER & VOLTAGE STABILIZER

DETAILS	Water cooler(With water purifier)	Window units	Split A/C units	A/C unit voltage stabilizer
Capacity	Nil	1.5TR	Nil	
No.		08nos + 04nos		
Year of installation		18.08.199 & 19.03.2009		

10. Fire Fighting System : Nil

Automatic fire fighting system

WET RISER SYSTEM

Size of building: As given under heading EI & Fans.

Year of Installation:- -----

(a). No of out lets per floor.-----

(b). No. of yard Hydrants-----

Pumps

DETAILS	Main electrical pump	Standby diesel engine pump	Jockey pump
Model			
Size/Cap			

OTHER EQUIPMENT

B) **Manual fire fighting system.**

(i) Fire Extinguishers. & FIRE BUCKETS

ITEM	Capacity	No.
CO2 F.E		
FOAM F.E		
FIRE BUCKETS		
Any other type		

11.Fire Detection System:- (Year of Installation:-21/08/1999)

SIZE OF BUILDING AS GIVEN UNDER THE HEADING EI & FANS.

Description/Location	Main Panel	Local Panel	Detectors	<u>Battery</u>	<u>Exit</u>
----------------------	------------	-------------	-----------	----------------	-------------

	No	Zone	No	Zone	Photo	Ionization	Heat	<u>No.</u>	<u>AH</u>	<u>sign Board</u>
Ground Floor	01	08	--	--	--	11	02	02	42AH	01
First Floor			01	06	10	10	--	02	7AH	01
Second Floor			01	06	8	10	--	02	7AH	01

12. Lifts

Lifts	Number	capacity	make	year of installation
(i). Passenger Lifts	Nil			
(ii). Goods Lift	Nil			

13. DESERT COOLERS / GEYSERS / ROOM HEATERS

DETAILS	Heaters / heat convectors	Desert Coolers	Inverters with batteries with KVA	Geysers
NOS.	Nil	Nil	Nil	Nil
Approx surface area in sqmt.				

15. PAINTING

(A) OUTDOOR

Sr, No.	Equipment	Quantity
1.	Compound Light (a) Poles (b) fittings (c) feeder pillars	Nil
2.	Pump sets (a) Pumps (b) Valves	02nos 02nos
3.	Sub – Station (a) Pole Structure (b) Fencing (c) Transformer (d) Feeder pillars	4pole 30sqmtr approx. 2nos 1nos
4.	Package AC's (a) Condensers (b) Supporting Structure & cage.	05nos 01job
5.	Window / Split AC'c. (a) Supporting Structure & cage.	

(B) INDOOR (If Required Only)

Sr, No.	Equipment	Quantity
1		
2		

ANNEXURE-2
DETAILS TO BE DISPLAYED AT SITE

1.. Details to be supplied before starting the work.

1	Name of Agency (With Office Address)	
2.	Name of 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	

2. DETAIL OF STAFF TO BE POSTED AT SITE.

S.No	Name and Address	Qualification	Responsibility

3 DETAILS OF THE DEPARTMENTAL STAFF

S.No.	Officer	Name and Res. Address	Telephone Nos. Office	Telephone Nos. Residence
1.	JTO (Elect.)			
2.	SDE (Elect.)			
3.	EE (Elect.)			

1. Sub-Station Diagram

- a. Layout Drawing.
- b. Single Line Diagram.
- c. Control Wiring Diagram as supplied by the Installation Co.

1. A.C Plant Diagram (Both for A.C. Package & Central Plant)

- a. Layout Drawing.
- b. Single Line Diagram.
- c. Control Wiring Diagram as supplied by the Installation Co.
- d. No. of AHUs & their location & area fed Diagram.
- e. No. of cooling Towers/Air Cooled Condenser & their location Diagram.

2. Engine Alternator Room Diagram
 - a. Layout Drawing.
 - b. Control Wiring Diagram for Engine Alternator & Control Panel.

3. Fire Detection System
 - a. Main Diagram in the Fire Control Room.
 - b. Control Wiring Diagram.
 - c. Control Wiring Diagram for Local Control Panels& Area controlled.

4. Fire Fighting System
 - a. Yard & Floor Hydrants Diagrams.
 - b. Control Wiring Diagram of the Electrical Control Panel.

5. Lightening Conductor
 - a. General Layout, Location of Finial & Earthing Diagram.

Annexure-3 (A)

COMPLAINT REGISTER

Complaint No.	Date & Time of complaint	Detail of complaint	Date & Time of Redressal of complaint	Reports/Remarks by the person attending the complaint	Type of Complaint	
					*Major	*Minor

***NOTE:-**

Minor complaint: EI, Fans, Power Plug, Light Plug, Water cooler, Desert cooler.

Major complaint: The failure of HT Panel, /LT Panel/Transformer/DEA set/any unit of central AC plant or Package Unit/Complaints for which time required to attend after its inspection is more than 48 hours.

Register to be closed monthly.

ANNEXURE - 9

PROGRAMME FOR PERIODICAL MAINTENANCE FOR THE MONTH OF _____

Name of contractor: _____.

Agreement No. : _____.

Name of Sub Division : _____.

S. No	Location	Name of service	Action for Monthly/Quarterly/ Half yearly /Yearly Mtce.	Remarks

Certified that the minimum inventory & T&P as per clause 4 of the special conditions of the contract has been maintained at site.

Signature of contractor

JTO (E)

SDE (E)

ANNEXURE –10

ACTUAL PERIODICAL MAINTENANCE CARRIED OUT IN THE MONTH OF _____

Name of contractor : _____.

Agreement No. : _____.

Name of Sub Division : _____.

S. No	Location	Name of service	Periodical Mtce Actually carried out	Remarks

1. Certified that we have carried out maintenance properly as per schedule of work and as per terms and condition of the agreement and testing/drills etc. required during the period has been performed .
2. Certified that the minimum inventory & T&P as per clause 4 of the special conditions of the contract has been maintained at site.

Signature of contractor

1. **The functional tests for Fire Detection system has been conducted jointly.**
2. **Certified that the minimum inventory & T&P maintained by the firm has been verified &found O.K.**

JTO (E)

SDE (E)

ANNEXURE- 11

THE FOLLOWING ITEMS TO BE CLEARLY DISPLAYED

1(A)

FIRE DRILL
CONDUCTED ON
NEXT DUE ON

1(B)

EARTHING AND LIGHTENING CONDUCTOR
CHECKED ON
NEXT DUE ON

1(C)

FIRE EXTINGUISHER
REFILLED ON
NEXT DUE ON

1(D)

<u>SERVICING OF ENGINE-ALTERNATOR SET</u>
<u>DONE ON</u>
<u>NEXT DUE ON</u>

SPECIFICATIONS

Section	Description of Sections.
1.	EI & Fans.
2.	Compound light
3.	Lightning conductor
4.	Pumps
5.	Sub station
6.	AVR
7.	Engine Alternator
8.	Package A/C units
9.	Window & split A/C units, water coolers & Voltage stabilizer.
10.	Fire fighting system.
11.	Fire detection system.
12.	Lift.
13.	Desert Cooler / Geysers

SECTION – I
EI & FANS

Part 1 : Scope of maintenance

1. Ensuring that EI installation & other appliances is always kept in clean, healthy working condition.
2. Attending day to day routine complaints in a prompt and satisfactory manner.
3. Ensuring that no break down in power supply takes place and in case it happens, to take all required steps including contacting supply Co. for earliest restoration.
4. Maintaining the installation i.e. fans, fittings and other components of the installation in clean condition including proper sign writing.
5. 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 maintenance-in-charge.
6. Carrying out minor additions and alterations ordered by Engineer-in-charge.(Materials required shall be supplied by the Department).
7. Carrying out various maintenance routines and tests as stated in Part-III.
8. Maintaining registers for complaints and test results.

Part II. Tasks To Be Performed within first 15 days

- 1 Establish an Enquiry office and organize a system with the approval of Engineer-in-charge so that complaints be received and attended properly.
- 2 All measurement of the resistance of Earth stations of EI system and checking of continuity of earth conductor and results to be recorded .
- 3 Prepare an inventory of spares and maintenance material be kept as site for prompt maintenance in consultation with engineer in-charge . Materials for all the services to be considered for preparation of inventory.
- 4 Inspection of main board and SDBs for (a) any loose/improper connection (No strand cutting for making connection to be allowed), (b) improper rating of switches/fuse (c) Cleanliness.
- 5 General inspection of EI system & other appliances 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.
- 6 Insulation Test.

Part-III. Maintenance schedule to be followed.

Daily

- 1 Attend complaints promptly and in satisfactory manner.
- 2 Check wastage of electricity.
- 3 Check any faulty lights in stair case/ corridors.
- 4 Check faulty lights/ Exhaust fans in toilets.
- 5 Check faulty lights in Lift lobbies.
- 6 Check faulty Emergency Light in stair case/ corridors (if any)
- 7 Check faulty/ broken switches/Lamps/fittings/fans/regulators/5A, 15A Socket outlets in above areas.
- 8 Check Dirty lights/Exhaust fans, Emergency Light and make program for weekend cleaning.

(Rising Mains/Cable Shafts/SDBs)

- 1 Check that Rising Mains/Cable Shafts Door keys are available.
- 2 Check proper working of the lighting in the Rising Mains.
- 3 Check proper working of the Indication lamps.
- 4 Check proper working of selector switches of Voltmeter and Ammeter.
- 5 Check any abnormal difference in supply voltage in each phase.
- 6 Check for abnormal sound/ smell in the Rising Mains.
- 7 Check for abnormal heating of Riser casing, Tap off boxes, DB & SDBs and cables
- 8 Check for any inflammable material stacked or thrown in the riser/cable shaft and report to the Engineer-in-charge.
- 9 Check fire barriers for any damage or hole to avoid traveling any rats etc in the riser room.
- 10 Check for any seepage especially during rainy season.

Monthly

- 1 Inspection of MB & SDB.
- 2 Broken/incomplete louvers of fittings, switch plates etc. to be attended.

Quarterly

- 1 Cleaning of fans, fittings etc..... _ _ _ _ _ (January, April, July, October)

Half yearly

- 1 Testing of Earthing system for earth resistance and continuity.....(April & October)

Yearly

- 1 Greasing and oiling of fans in winters..... _ _ _ _ _ .. (February)

Bi-annual

- 1 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 various equipment with respect to their rating. The testing procedure shall be same as adopted at the time of original testing.

Notes

- 1. 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.
- 2. 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.
- 3. 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 with the exception of following shall be arranged by the contractor at his own cost.

- 1. "Replacement of complete Fan or complete Fitting which is beyond repair". [Decision of EE(E) be final & binding].
- 2. Replacement of Rubber matting.

NOTE:-

- 1. In case of replacement of tubes & ballast / choke , the same shall be with 36 W slim line tube , Electronic ballast / choke respectively.
- 2. The faulty filament type indicating lamps should be replaced with LED type indicating lamps.
- 3. The incandescent lamps should be replaced with CFL of equivalent lumens.
- 4. 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.
- 5. The material required for addition & alteration shall be supplied by the BSNL.

Part V: Special Conditions Relevant to Particular Job/Particular Site.

- 1. In case an enquiry is set up in the building, the staff available in the building shall also be responsible for recording complaints of other exchanges and conveying the same to SDE (E)/JTO(E) and concerned agency. A list of such exchanges and agencies shall be provided by the SDE (E) concerned.
- 2. Contractor shall keep adequate stock of daily use items like fluorescent tubes, chokes, starters, switches, sockets etc. at site.

SECTION 2
COMPOUND LIGHTING

Part – 1 Scope of Maintenance

1. Ensure that the compound lighting installation is always kept clean, and in healthy working condition.
2. Attending day to day routine complaints in prompt and satisfactory manner.
3. Ensure that there is no wastage of electrical energy and lights do not remain switched on when not needed. Setting of timer control as and when required.
4. Carrying out various maintenance routine and tests as stated in part III.

Part II Tasks to be performed within first 15 days.

1. Inspecting the entire installation comprising control switches, cable, poles, fitting, lamp and earthing for any short comings. Recording the same and bringing it to the notice of Engineer-in-charge.
2. Checking earthing system for proper value.
3. Checking the connections for any loose/improper connection (no strand cutting for making a connection to be allowed).

Part:- III Maintenance schedule to be followed.

Daily

1. Check that the fittings are in clean and working condition.

Monthly.

1. Check that all lights are working properly and its distribution boxes close properly.
2. Check Gate lights.
3. Check Terrace lighting & distribution boxes close properly.
4. Check working of the Sign boards on the Gate or in compound.
5. Check Timer setting for proper timing/ operation (as applicable)
6. Check cleanliness of photo sensor (as applicable)
7. Check for switching off of alternate lights after midnight when illumination level required is minimum.

Half yearly

1. Checking earthing system.(April &October)
2. Checking for proper electrical connections..... (February &August)

Bi-annual

1. Painting of poles, fittings and feeder pillars(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 various equipment with respect to their rating. The testing procedure shall be same as adopted at the time of original testing.

Notes

1. 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.
2. Monthly, 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.
3. The yearly testing report shall be sent to SE (E) with copy to CE(E) directly by EE(E)in charge.

Part-IV:- MATERIAL

All the materials required for carrying out maintenance with the exception of following shall be arranged by the contractor at his own cost.

1. Replacement of complete Pole & Fitting.
2. 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.

Note: - 1. Mostly faulty HPSV lamps may be replaced with CFL lamps of appropriate lumens [To be decided by Engineer – in – Charge].

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, the Engineer-in-charge will approve the alternate make.

SECTION-3

LIGHTENING CONDUCTOR

Part-1 - Scope of maintenance.

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

Part -II - Tasks to be performed within 15 days.

1. To inspect the complete system for continuity, proper contacts.
2. To measure earth resistance of earth stations & Record values.

Part-III – Maintenance schedule to be followed.

Weekly

1. Inspect the entire installation comprising of finials, earthing strips, earthing terminals for any shortcomings and bring it to the notice of the Engineer-in-charge.

Monthly

1. Inspect installation for continuity and proper contacts.

Half yearly

1. Measure Earthing values(April &October)

Bi-annual

1. Renovation of Earthing Chambers(Within Two months of taking over).

Testing

Detailed Testing of the installation shall be done once in a year to carry out inspection of air terminations, test joints & down conductors , Testing of Earthing system with reference to IS 2309. The testing procedure shall be same as adopted at the time of original testing.

Notes

1. 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.
2. Monthly & Half 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.
3. The yearly testing report shall be sent to SE (E) with copy to CE (E) directly by EE (E) in charge.

Part IV:- MATERIAL:- NOT APPLICABLE.

SECTION-4

PUMPS

Part 1: 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.

1. Keeping the system comprising suction line, pumps discharging line and electrical panel in healthy and clean condition.
2. Following maintenance schedule as given in part III.

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

1. The entire installation should be checked for efficient functioning and short coming if any pointed out.
2. The earth system should be checked for earth resistance and continuity.
3. The agency should discuss and finalize the working schedule of the pumps for operation.
4. Should familiarize with the location of under ground tanks overhead tanks and functioning of various valves.
5. Check electrical system for proper contacts and cleanliness.
6. Leakages in pumps, pipe line etc.
7. Necessary coordination with Civil side for cleaning of UG/OH tank should be ensured.

Part- III Maintenance/operation schedule.

Daily

1. Check the supply voltage for abnormal differences in phase voltage.
2. Check any leakage in the pump, if any, tighten the gland or replace the gland dori.
3. Check working of gate valves.
4. Check that rubber matting is laid properly in front of Panel.
5. Check water availability in the underground & overhead tanks.
6. Start the pump and check for any abnormal noise/heating/smell.
7. Check the current drawn by the pump for any abnormality.
8. Check the water supply and operate the pump for ensuring the water supply in the building.
9. Maintain the logbook as per the columns given in the form.

Weekly.

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

Quarterly

1. Oiling of pumps, bearings & valves.....(Feb,May,August, Nov.)
2. Tightening of foundation bolts _____ (Feb,May,August, Nov.)
3. Status of Earth connections..... _____ (April,July,Oct,Jan)

Bi-annual

1. Repairing/Recasting of the foundation, if required-(Within Two months of taking over).
2. Painting of the pump set / valves (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 various equipment with respect to their rating. The testing procedure shall be same as adopted at the time of original testing.

Notes

1. 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.
2. Quarterly & 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.
3. The yearly testing report shall be sent to SE (E) with copy to CE (E) directly by EE (E) in-charge.

Part-IV : Material

All the materials required for carrying out maintenance with the exception of following shall be arranged by the contractor at his own cost.

1. Replacement of Pump set.
2. Replacement of suction & delivery line i/c valves,.
3. Replacement of Rubber matting.

NOTE: - 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.

SECTION –5

SUB-STATION

Part 1: Scope of Maintenance:

1. Ensuring that H.T. Panel, Transformer, LT panels, Capacitor panels and out door structure as well as connecting cables/ducts, constituting the substation are maintained in healthy & clean conditions.
2. Monitoring on continuous basis power factor & peak load and ensuring that these are maintained within limits to avoid penalty.
3. To perform maintenance tasks as per schedule given in part III.
4. To disconnect total electric supply and or individual loads in case of emergent situation to avoid penalty.
5. To ensure continuous power supply and in case of break down take steps to ensure restoration at the earliest.

Part II – Tasks To Be Performed Within First 15 days.

1. Identify a person(s) with necessary competence to be responsible for sub- station maintenance. The person(s) deputed for sub-station job should.
 - i) Know how to treat the persons suffering from electric shock/burn etc.
 - ii) Be able to operate fire extinguisher.
 - iii) Make himself familiar with the distribution scheme, the switches, controlling various loads and also importance their of. Clearly understand what is to be done in case of an emergency. This should be done in consultation with Engineer In charge.
2. Carry out general inspection with a view to identify short coming if any in the sub-station Installation.
3. Check all the switches & meters for proper operation.
4. Check availability and working of fire extinguishers at earmarked locations.
5. Check operation and calibration of all the safety devices like relays and fuses.
6. Check the earthing system for the proper earth values & continuity of earthing system.
7. Check insulation value of oil in all the equipments.
8. Carry out megger test.
9. Check oil level in all the equipments to ensure proper levels.
10. Check power factor meter, maximum demand meter for proper functioning.
11. Check all the Electrical connections for proper tightness.

All result of above inspection to be recorded and brought to the notice of Engineer- in –charge specially highlighting short comings for necessary action.

Part- III Maintenance Schedule to Be followed

Daily Checks

Check all the equipments installed in the Sub-station for

1. Any abnormal heating /smell / noise
2. Check for any breakage/oil leakage in the equipment installed
3. Any inflammable materials like oil, broken furniture, packing etc. are stored in the sub- station. If fire hazardous material stored it has to be removed immediately.
4. In case of out door installation inspect for any abnormality.
5. Record various readings in the log-book (Annexure –4).
6. Ensure that the HT tripping circuit is in working condition.
7. Check power and maximum demand meters to ensure that the values are within permissible limit. Ensure that the capacitor panel is in working order. Any penalty on account of power factor/Maximum demand shall be made up by the firm.
8. D.C. voltage in case of indoor substation.
9. Ensure that only one transformer works at a time (in case 100% standby capacity is available) & is alternated monthly. The other transformer shall be kept off.

Note: If anything adverse is noticed during the daily check the matter will be reported to the engineer in charge and wherever necessary corrective measures required should be taken immediately.

Monthly

1. Check for tightness of connections in all the panels.
2. Check the tripping of the HT panel i/c batteries etc. for proper functioning.
3. Watering of earth pits and tightening of connections.
4. Check capacitor panel for proper functioning.
5. The colour silica gel in the breather attached to the transformer. Colour should be blue.
6. Check for proper working of all the measuring instruments.
7. Check for electromechanical interlocking.
8. Check all relays, NO VOLT/ shunt Trip, IDMT Tripping for proper functioning.

Quarterly

1. Topping up of insulation oil in the equipment installed up to marked level ... (Jan, April, July, Oct)
2. Check HT tripping circuit for proper functioning..... _ _ _ _ _
_ (Feb, May, Aug, Nov)
3. In case of out door installation check operation of GOS..... (Jan, April, July, Oct)
4. Checking & cleaning of insulators..... _ _ _ _ _ .. (Jan, April, July, Oct)
5. Checking and cleaning of lightning arrestors. (Jan, April, July, Oct)
6. Checking & cleaning of drop out fuses. (Jan, April, July, Oct)

Half yearly:

1. Oil testing..... _ _ _ _ _ (April and October.)
2. Earthing systems check..... (April and October.)
3. Relays and other protection Devices working. (April and October.)
4. Insulation measurement of the system..... (May and November)
5. ON/OFF operation of all switches including cleaning and lubricating of operating mechanism wherever required, particularly in case of out door installation. (May and Nov)
6. Cleaning of HT/LT OCB/ACB/ other switchgears contacts & tightening of connections. (May and November)

NOTE:- 1. If anything adverse is noticed during the daily check, the matter shall be reported to the Engineer-in-charge and wherever necessary corrective measures should be taken immediately.

Yearly:

1. Calibration of IDMT relays through M&T division..... (May).

Bi-annual

1. Painting & sign writing of Pole structure, fencing, Outdoor Transformers & Feeder pillars (Within Two months of taking over).
2. Renovation of Earthing Chambers (Within Two months of taking over).
3. Dehydration and filtration of insulating oil in all the equipment upto standard value.

Note :- 1. Dehydration and filtration of insulating oil shall be done once in two year. However if the insulation values found during the testing is below than required value then it shall be done.

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 as per relevant I.S. The testing procedure shall be same as adopted at the time of original testing .

Notes –

1. In case of any change in outgoing cables , sign writing to be updated accordingly.
2. 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.
3. 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.
4. The yearly testing report shall be sent to SE(E) with copy to CE(E) directly by EE(E) in charge.

Part-IV : Material

All the materials required for carrying out maintenance with the exception of following shall be arranged by the contractor at his own cost.

1. Replacement of complete transformers/H.T. panel/L.T. panel/Capacitor panel..
2. 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.
3. Replacement of metering units, CT, PT, Relay and all other accessories under custody / jurisdiction of Supply Company. However providing of DO fuse, painting of structure / fencing, providing metal granules, maintenance of earth stations shall be the responsibility of the contractor.
4. Complete Replacement of Transformer oil.
5. Replacement of Rubber matting.

The contract is for the comprehensive maintenance as such the firm shall arrange all materials at his own cost including Rewinding of Transformers replacement of ACB'S &MCCB's.

Note:-

1. Capacitors for PF improvement to be checked with respect to its rated current if it falls by 30% of rated then replacement is to be done by the agency if found under rated.
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, the Engineer-in-charge will approve the alternate make.

SECTION-6
AUTOMATIC VOLTAGE REGULATOR

Part 1: Scope of Maintenance:

1. Ensuring that AVR maintained in healthy & clean condition.
2. Monitoring on continuous basis power factor & peak load and ensuring that these are maintained within limits to avoid penalty.
3. To perform maintenance tasks as per schedule given in part III.
4. To disconnect total electric supply or individual loads in case of emergency to avoid penalty.
5. To ensure continuous power supply and in case of break down take steps to ensure restoration at the earliest.

Part II – Tasks To Be Performed Within First 15 days.

1. Carry out general inspection with a view to identify short comings if any in the AVR's and Bypass panels installation.
2. Check all the switches & meters for proper operation.
All results of above inspection to be recorded and brought to the notice of Engineer- in –charge specially highlighting short comings for necessary action.

Part III – Maintenance schedule to be followed.

DAILY

1. Check the output voltages are within limits.
2. Ensure that the installation is in clean and healthy working condition.
3. Check for any abnormal heating /smell.
4. Check for any abnormal noise.
5. Check for any breakage/ oil leakage.

Monthly

1. Check oil level and top up the same, in all the AVR's to ensure proper levels

Half Yearly.

1. Check that Hi /Low cut off circuit is functioning well _____ . (April &Oct)
2. Testing Dielectric strength of oil and top up if necessary..... (April &Oct)
3. Earthing system check. (April &Oct)
4. Checking of the connection for tightness and cleanliness..... (May&Nov)
5. Check all the Electrical connections for proper tightness..... .(May&Nov)

Bi-annual

1. Dehydration and filtration of insulating oil in all the equipment up to standard value.

NOTE:- Dehydration and filtration of insulating oil shall be done once in two year. However the insulation values during the testing is below than required value then it shall be done.

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 as per relevant I.S. The testing procedure shall be same as adopted at the time of original testing.

Notes :-

1. 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.
2. Monthly, 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.
3. The yearly testing report shall be sent to SE (E) with copy to CE (E) directly by EE (E) in charge.

Part-IV : Material

All the materials required for carrying out maintenance with the exception of following shall be arranged by the contractor at his own cost.

1. "Replacement of complete AVR."
2. Complete Replacement of Insulating Oil, if required.
3. Replacement of Rubber matting.

Note: - 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.

SECTION-7

ENGINE ALTERNATOR SETS

PART 1 [For Operation & Comprehensive maintenance of EMS at TE Bldgs]

Part- I Scope of maintenance

1. Ensuring that the EA set installation is kept in 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. The vendor shall arrange inspection of installation by authorized Engine service station and shall submit its health check report to BSNL at the beginning of contract.
5. The engines have to be operated whenever required and staff should be available round the clock for the same.

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.
3. The system should be brought into working condition, if this is not the case, on priority.
4. The persons(s) should familiarize themselves with the installation, 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.
5. Inspect the EA room for proper ventilation (normally 1.5 (one & half) times the radiator area should be available for fresh air and the hot air during operation should have free passage to outside atmosphere. Steps for improvement to be discussed with maintenance in charge.
6. The Engine capacity vis-à-vis the load being supplied be checked to ensure that there is no mismatch.
7. Check the earthing system for proper values. The results of inspection 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 Engine oil level & leakage if any.
2. Check Radiator/ Make up water tank water level & leakage if any.
3. Check fuel level.
4. Check state of batteries, terminals for cleanliness and level of water.
5. Check that the battery charger is in trickle charging position
6. Check whether insulation of the Exhaust pipe is proper.
7. Check that ventilation of the EA Room is proper.
8. Check oil pressure.
9. Check if lights and exhaust fan are working properly.
10. Check physically before start for loose connection/ nut bolt.
11. Check hydraulic governor of oil.

Weekly.

1. Check Air line connection and filter.
2. Check fan belt and its tension.
3. Check all Safety, indications, alarms, interlocking & Voltage Regulation

Fortnightly.

1. Check Battery voltage, Terminals, Electrolyte level (Top up if necessary).
2. Check Specific Gravity of Electrolyte.
(After the above checks, start the engine for No load/ Connected Load and test for 10 minutes the following.)
 1. Check for any abnormal noise. Shut down the E/A immediately and cause be examined.
 2. Check frequency & output voltage.
 3. Check the colour of Exhaust gas.
 4. Check working of the Indication lamps.
 5. Check working of Dynamo and Auto Cut off of the battery charger.

6. Check for any Exhaust gas restriction.
7. Check manual/ auto-changeover from commercial supply on connected load.
8. Record various readings in the logbook.

Monthly

1. Check for tightness of connections in engine and control panel.
2. Watering of earth pits and tightening of connections.
3. Check functioning of safety devices.
4. Check belt tensions.
5. Check of battery charger.
6. Check for leakage of fuel line.
7. Check for leakage of exhaust pipes.
8. Inspect the manufacturer's chart for due date of maintenance.

Half yearly

1. Cleaning of bus bars & chambers and tightening of nut bolts.....(Feb&Aug)
2. Checking of ACB/ MCCB tripping mechanism(Feb&Aug)
3. Earth testing and Meggering(April &Oct)
4. Relays and other protection devices working properly (April &Oct)

Yearly.

1. Tighten all mounting, nut and bolt.....(March)
2. Check turbo charger bearing clearance.(if applicable).....(oct)
3. Check crankshaft and float.....(oct)
4. Check injector inlet screen.(oct)
5. Clean and calibrate all injectors.....(Nov)
6. Check fuel pump calibration.....(Nov)
7. Replace fuel pump filter screen and magnet.....(Nov)
8. Complete health check of each set through Authorised service station.....(March)

Bi-annual

1. Renovation of Earthing Chambers(Within Two months of taking over).

EVERY 400 HOURS

B Check is to be carried out every 400 hours or six months whichever is earlier. In a contract period of 24 months minimum four B checks are to be carried out. If it exceeds more than four, the cost of engine oil and oil filter shall be paid extra by BSNL.

- (i) Replace engine oil.
- (ii) Replace engine oil filter.
- (iii) Check & reset injector pressure.
- (iv) Check & reset injector pump timing.
- (v) Retighten cylinder head nuts.
- (vi) Adjust engine valve clearance.

Note:-

1. For engines with turbocharger, lub oil & lub oil filter shall be changed at 200 hours.
2. The above maintenance schedule is of general nature and may vary among various engine manufacturers. The firm will ensure that maintenance of Engine, in particular, of air cleaner, change of lub oil & fuel filters are being done strictly as per the manufacturer's recommendation.

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 (but without involving the T&D persons.)

Notes

1. 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.
2. Fortnightly, Monthly, 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.
3. The yearly testing report shall be sent to SE(E) with copy to CE(E) directly by EE(E) in charge.

Part-IV: Material

All the materials required for carrying out maintenance with the exception of following shall be arranged by the contractor at his own cost:-

1. Diesel for E/A sets.
2. Replacement of complete Engine, Alternator and control panel.
3. Major overhauling of DEA Set which is due after some fixed running hours(top overhauling) as recommended by manufacturer.
4. Replacement of Rubber matting.

NOTE:-

1. **In case of breakdown of services due to not running of E/A sets , the trolley mounted EA sets of capacity catering minimum Power Plant, UPS & AC Plant load shall be provided by agency & if agency fails to provide it timely then it should be provided at the risk & cost of the agency.**
2. Battery of DEA Set only once during contract.
3. 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.
4. The alternator will be got repaired from original manufacturers and / or their authorized service centers.
5. Firm shall purchase all required spares / consumables from authorized dealer & copy of Tax Invoices shall be submitted to BSNL. Where models are closed by the manufacturer help of EE (E) be taken to get the original material from other sources.

Part-V Special conditions relevant to particular job/particular site.

1. Services as per manufacturer's recommendations shall be carried out by the firm including material without extra cost.
2. The department shall bear the cost of diesel. However transportation & handling of diesel including filling etc. shall be arranged by the contractor upto 2 trips per month per exch/site. For more than 2 trips, he shall be paid extra Rs 10/- per KM.

SECTION- 8
AIR CONDITIONING PACKAGE SYSTEM

PART 1 [For Operation & Comprehensive maintenance of EMS at TE Bldgs]

Part –1 Scope of operation & routine Maintenance

1. Ensuring round the clock, without any holiday, operation of AC package unit during the period of contract.
2. Comprehensive Maintenance (Routine, Preventive & Break Down) throughout the period of contract, as per the guidelines of BSNL/Engineer-in-charge.
3. Monitoring and recording on continuous basis Inside temp./humidity conditions and ensuring that they are maintained within limits.
4. Monitoring and recording on continuous basis important operational parameters.
5. Providing necessary man Power (skilled, semi-skilled and un-skilled) as required for the above activities.
6. The operation of system and maintenance activities are to be divided in such a manner that inside temp. conditions are maintained. The desired inside conditions are:
 - 6.1 The temperature below the rack wherever bottom feed is provided of the switch room shall be 20+2 Deg. C.
 - 1.2 Required design condition for Electronic exchanges i/c E-10-B shall be 23+3 Deg. C
 - 1.3 Relative humidity within the limit of 30% to 70%.

PART-II -TASKS TO BE PERFORMED WITHIN 15 DAYS

1. Keeping in mind that operation of this critical system is to be carried out on round the clock basis, inspect the complete system for any shortcoming which may come in the way of proper operation.
2. Familiarize the staff with installation, various safeties and alarms.
3. Clearly understand what is to be done in an emergency & response called for. This should be done in consultation with Engineer-in – Charge.
4. Check all the switches and meters for proper operation.
5. Check availability and working of fire extinguishers at earmarked locations.
6. Check operation of all the safety devices like LP/HP cut-outs, SPP, Tripping on fire-alarm etc..
7. Check the earthing system for the proper earth values & continuity of earthing system.
8. Check Amp. Meter, Voltmeter etc. for proper functioning.
9. Check the tripping of Package unit on thermostat etc., for proper functioning.
10. Check all the electrical connections for proper tightness.

Part III – Maintenance schedule to be followed.

DAILY

1. Check for general cleanliness of plant room and condenser area.
2. Record various readings in the log-book (Elect.MW./Form-22).
3. Check for abnormal heating of Electrical contacts and Motor starter.
4. Check for any vibration in Package units (or in the floor)/suction/discharge pressure gauge.
5. Check discharge and suction pressure.
6. Check for any obstruction in the return air.
7. Check HP/LP cutouts.
8. Check V-belt tension of blower Motor/ condenser motor.
9. Check for any frosting at cooling coil.
10. Check the fire protection appliance. (Check for interlocking with F/D system).
11. Check Mechanical interlocking keys in position.
12. Check working of fresh air fan.
13. In case of water cooled plant, check water supply, pumps, cooling tower operation and strainers/ nozzles.
14. Ensure working of fresh air fan in combination with blower in winter nights so as to utilize the outside lower ambient.

MONTHLY

1. Micro filter cleaning.
2. Fresh air filter cleaning.
3. Check electrical contacts and tighten them.
4. Check for leakage of conditioned air.
5. For water cooled plant, check water supply for hardness, cooling tower sump cleanliness, strainers/ nozzle, float valves, cooling tower pump, Expansion tank insulation of chilled water pipes etc.
6. Check of controls.

Quarterly.

1. Check opening closing of volume control Damper, and supply Air dampers. (March, June, Sept, Dec)
2. Check electrical contacts and tighten them if required.(March, June, Sept, Dec)
3. Lubrication of all bearing etc.(Jan, April, July, Oct)

HALF YEARLY

1. Earth testing(April, Oct)
2. Meggering.....(April, Oct)
3. Inspection of pipe insulation / boxing) (May &Nov)

YEARLY

1. Complete servicing of A/C pkg plant before onset of summer (i/c charge of compressor oil , descaling of all water lines , valves and condensers.)

BI-ANNUAL

1. Painting & sign writing of Condensor & supporting structure i/c cage. (Within Two months of taking over).
2. Replacement of Coarse filter (Within Two months of taking over).

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. The testing procedure shall be same as adopted at the time of original testing (but without involving the T&D persons.)

Notes

1. 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.
2. 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.
3. The yearly testing report shall be sent to SE(E) with copy to CE(E) directly by EE(E)in charge.

Part-IV : Material

All the materials required for carrying out routine maintenance with the exception of following shall be arranged by the contractor at his own cost.

1. Replacement of complete AC pkg unit, Complete Condenser and main MV Panel.
2. The replacement of Microvee filters. (Replacement of Microvee filter shall be done with the prior written approval of Superintending Engineer (E).
3. Replacement of Rubber matting.

NOTE :-

1. 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.
2. Burnt out motors shall not be repaired but replaced with higher efficiency motors of reputed make.
3. If the package unit is life expired & services are required to be continued then in case of failure of the compressor, the cost of new compressor shall be borne by the BSNL.

Part-V Special conditions relevant to particular job/particular site.

1. Package unit compressors shall only be replaced with new one whenever it goes faulty without any extra cost. No repair of the compressors is permitted.
2. If the same make new compressor is not available in market , then new compressor with equivalent capacity is acceptable with approval of EE(E).

PART 2 [For Comprehensive Maintenance Contract of Package Airconditioning units installed at different TE Bldgs.]

Part –1 Scope of Preventive & Breakdown Maintenance

1. Comprehensive Maintenance (Preventive & Break Down) throughout the period of contract, as per the guidelines of BSNL/Engineer-in-charge.
2. Providing necessary man Power (skilled, semi-skilled and un-skilled) as required for the above activities.
3. The maintenance activities are to be divided in such a manner that inside Temp. conditions are maintained. The desired inside conditions are:
 - 3.1 The temperature below the rack wherever bottom feed is provided of the switch room shall be 20+2 Deg. C.
 - 3.2 Required design condition for Electronic exchanges i/c E-10-B shall be 23+3 Deg. C
 - 3.3 Relative humidity within the limit of 30% to 70%.

PART-II -TASKS TO BE PERFORMED WITHIN 15 DAYS

1. Familiarize with the staff with installation, various safeties and alarms.
2. Clearly understand what is to be done in an emergency & response called for. This should be done in consultation with Engineer-in – Charge.
3. Check all the switches and meters for proper operation.
4. Check operation of all the safety devices like LP/HP cut-outs, SPP, Tripping on fire-alarm etc..
5. Check Amp. Meter, Voltmeter etc. for proper functioning.
6. Check the tripping of Package unit on thermostat etc, for proper functioning.
7. Check all the electrical connections for proper tightness.

Part III – Maintenance schedule to be followed

MONTHLY

1. Micro filter cleaning.
2. Fresh air filter cleaning.
3. Check electrical contacts and tighten them.
4. Check for leakage of conditioned air.
5. For water cooled plant, check water supply for hardness, cooling tower sump cleanliness, strainers/ nozzle, float valves, cooling tower pump, Expansion tank insulation of chilled water pipes etc.
6. Check of controls.

Quarterly.

1. Check opening closing of volume control Damper, and supply Air Dampers.(March, June, Sept, Dec.)
2. Check electrical contacts and tighten them if required.(March, June, Sept, Dec)
3. Lubrication of all bearing etc.(Jan, April, July, Oct)

YEARLY

1. Complete servicing of A/C pkg plant before onset of summer (i/c charge of compressor oil , descaling of all water lines , valves and condensers.)

BI-ANNUAL

1. Painting & sign writing of Condensor & supporting structure i/c cage (Within Two months of taking over).
2. Replacement of Coarse filter (Within Two months of taking over).

Part-IV : Material

All the materials required for carrying out routine maintenance with the exception of following shall be arranged by the contractor at his own cost.

1. Replacement of complete AC pkg unit, Complete Condenser and main MV Panel.
2. The replacement of Microvee filters.(Replacement of Microvee filter shall be done with the prior written approval of Superintending Engineer(E).
3. Replacement of Rubber matting.

Note :-

1. 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.
2. Burnt out motors shall not be repaired but replaced with higher efficiency motors of reputed make.
3. If the package unit is life expired & services are required to be continued then in case of failure of the compressor the cost of new compressor shall be borne by the BSNL.

Part-V Special conditions relevant to particular job/particular site.

1. Package unit compressors shall only be replaced with new one whenever it goes faulty without any extra cost. No repair of the compressors is permitted.
2. If the same make new compressor is not available in market, then new compressor with equivalent capacity is acceptable with approval of EE (E).

SECTION –9

PART 1 [For Operation & Comprehensive maintenance of EMS at TE Bldgs]

Window/split A/C, WATER COOLER & VOLTAGE STABILISER

Part – I SCOPE OF MAINTENANCE

1. Keep all the units in clean and healthy working condition.
2. Attending day to day faults promptly.
3. Carrying out maintenance tasks as mentioned in Part-III.

Part – II Tasks to be performed within 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.

Part- III Maintenance schedule to be followed.

Daily

1. Checking of all units for normal working.
2. Check for room temp.
3. Check for any abnormal sound / vibration.

Monthly

1. Check of air filters & clean them.
2. Checking of Electrical Connections.
3. Check voltage stabilizer provided with A/C unit.
4. Check for leakage of condition air.
5. Check that fins are clean.
6. Check the window AC control unit.
7. Check for tripping of compressor by thermostat.
8. Check any combing is required in the fins at the back of the unit

Yearly

1. Complete servicing of A/C unit / water cooler / voltage stabilizers i/c replacement of filters
..... (February)

BI-ANNUAL

1. Painting of supporting structure i/c cage. (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 various equipment with respect to their rating. The testing procedure shall be same as adopted at the time of original testing.

Notes

1. 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.
2. 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.
3. The yearly testing report shall be sent to SE(E) with copy to CE(E) directly by EE(E) in charge.

Part-IV : Material

All the materials required for carrying out maintenance with the exception of following shall be arranged by the contractor at his own cost.

1. Replacement of complete A.C. units.
2. Replacement of complete water coolers.
3. Replacement of Complete Voltage Stabilizer

Note: -

1. 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.
2. Burnt out motors shall not be repaired but replaced with higher efficiency motors of reputed make.

Part V Special condition relevant to particular job/particular site.

1. Replacement of compressor will be with brand new one from original manufacturer only. Necessary documentary proof to be submitted for record in Sub- Division office.
2. If the same make new compressor is not available in market, then new compressor with equivalent capacity is acceptable with approval of EE (E).

SECTION – 10
FIRE FIGHTING SYSTEM

a) Automatic fire fighting system

Part –1 Scope of maintenance

1. To maintain the system in clean & healthy working condition.
2. Carry out drills/tests/maintenance routine as specified in part III.
3. Operate Fire Fighting system when required.
4. The vendor shall arrange, at his costs, inspection by authorized Engine service station and shall submit its health check report to BSNL. (April and October)
5. The vendor shall replace the set of batteries, free of cost, once during the currency of the contract.

Part II – Tasks to be performed within 15 days

1. Identify person(s) for fire fighting system maintenance and operation.
2. Familiarize them with the system and its working and ensure that they will be able to operate it when required.
3. Inspect the entire installation for proper working, short coming, to be recorded and brought to the notice of Engineer in charge.
4. Ensure that maintenance staff can operate fire extinguishers.
5. Educate Mtce. Personnel, regarding steps to be taken in case of fire.

Part –III Maintenance schedule to be followed.

1. Test the working of wet-riser system i/c diesel pump & alarms every day. The procedure to be decided in consultation with maintenance in-charge and recorded for future reference.
2. Organize a drill once in a month to demonstrate proper functioning of the system in consultation with maintenance in-charge. Record of such exercise to be kept duly signed by maintenance in-charge.
3. Daily check of the water pressure in the system minimum pressure 3.5 Kgs/cm² at the farthest point of the building.
4. Daily check of the water in fire fighting underground Tank. If water not available necessary arrangements to be made.

Daily

1. Check whether pump develops required pressure.
2. Check automatic operation of the system by drop of pressure.
3. Check working of instruments, indication lamps and selector switches on the panel.
4. Check that rubber mats are laid properly in front Panel.
5. Check fuel level in the Generator tank.
6. Check battery voltage of the standby engine.
7. Check specific gravity and level of electrolyte. (>1180)
8. Check availability of Fire extinguishers as per Norms.
9. Check fire buckets filled with sand / water.
10. Check water pressure at the farthest point (it should not be less than 3.5 kg/cm²)
11. Check water availability in the underground tank)

Monthly.

1. Check for refilling of fire extinguishers.
2. Check operation of fire extinguishers (Testing only)
3. Check working of gate valves.
4. Check air filter/ oil filter of the standby generator.
5. Check belt tension.
6. Check the chart for due maintenance of engine and alternator.
7. Organize fire drill.

Half Yearly.

1. Cleaning of bus bars in the panel..... _ _ _ _ _ (April &Oct)
2. Earth testing and Meggering.....(April &Oct).
3. Relay and other protection devices in the panel.....(Feb,Aug)
4. Check hose reels, nozzles, hose pipe for their healthiness(Feb,Aug)

Yearly.

1. Check working of the complete system and organize fire drill in coordination with building authorities.

Bi-annual.

1. Painting & sign writing of Pumps, ring main , valves, hydrants(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 various equipment with respect to their rating as per relevant I.S. The testing procedure shall be same as adopted at the time of original testing.

Notes

1. 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.
2. Monthly, 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.
3. The yearly testing report shall be sent to SE (E) with copy to CE (E) directly by EE (E) in charge.

Part-IV : Material

All the materials required for carrying out maintenance with the exception of following shall be arranged by the contractor at his own cost.

1. Replacement of complete main Electrical pump/ Stand by diesel engine pump/ Jockey pump.
2. Diesel for DEA set . However transportation charges for transporting for diesel from petrol pump to TE building is the responsibility of the Contractor.
3. Replacement of rusted GI/MS Pipes.

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.

Part –V Special Conditions Relevant to Particular Job/Particular Site.

1. In case of fire maintenance staff of the firm shall operate the system and organize first aid operations.
2. He will also inform building in charge /fire brigade immediately.
3. Failure of system during fire will invite levy of compensation.
4. Arrange inspection of expert if desired by engineer-in-charge to identify persistent problem.
5. Unsatisfactory working of system during monthly drills shall also invite penalty as per terms of contract.

b) Manual fire fighting system

Fire extinguisher

Refilling shall be done only from sources approved by Engineer-in-charge

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.

Material

During refilling, if it is found that the cylinder is unable to withstand the required pressure the cost of cylinder shall be borne by BSNL, provided refilling agency is approved refiller of manufacturer & they submit the test report of pressure test duly authenticated.

**SECTION – 11
FIRE DETECTION SYSTEM**

Part –1 Scope of Maintenance.

The scope of work includes maintenance of complete installation on comprehensive basis i.e. no material to be supplied by the department .

1. Only replacement of complete installation which is required to be replaced as the whole shall be the responsibility of the department. In case there is general deterioration in the sensitivity of detector, then a separate case shall be initiated by the Engineer-in charge i.e. EEs, indicating the response time of the detectors for a decision for total scrapping and replacement of all the detectors and obtaining the administrative approval and expenditure sanction of competent authority for such replacement. However till the total replacement is approved by the competent authority, the contractor shall keep the system in healthy condition and no material shall be issued by the department.

Part II – Tasks To be Performed Within 15 days

1. Familiarize the maintenance personnel with the fire detection and alarm system and their responsibility in consultation with maintenance in charge.
2. Inspect the complete system for proper functioning. Any short coming noticed should be recorded and brought to the notice of Engineer-in-charge.
3. Finalise detector cleaning and zone testing schedule (Refer section III below.)

Part III Maintenance Schedule to be followed.

Daily

1. Check working of F/D system from control panel.
2. Check Each zone for short or open, healthy circuit.
3. Check working of the lamps.
4. Check working of PA system.
5. Check battery charging.-ensure that it is on trickle charging position.
6. Check specific gravity of the electrolyte (>1180) and its level.
7. Check operation of all alarms/ sounder in zonal control panel.
8. Check talkback operation from both ends.

Monthly

1. Check operation of detectors by creating artificial heat/smoke at one place.
2. Check operation of response indicators.
3. Check operation of manual call point by removing the glass.
4. Cleaning of detectors.
5. Check proper installation of hooters.
6. 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.
7. One third of the detectors to be cleaned so that all detectors are cleaned once in every three months.

Yearly.

1. Check the entire system for its healthiness.....(February)
2. Tightness of loose connections if any in main/zonal control panels.....(March)

Bi-annual.

1. Replacement of Maintenance free batteries...(Within Two months of taking over)

PA System

1. check individual microphone.
2. Check individual speakers.
3. Check amplifier.
4. Check battery back up.
5. Check main supply power points. For the power system.
6. Check interconnecting leads are in proper condition.

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 incharge / authorized representative of BSNL.

Notes

1. 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.
2. 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.
3. The yearly testing report shall be sent to SE(E) with copy to CE(E) directly by EE(E) in charge.

Part-IV : Material

All the materials required for carrying out maintenance i/c replacement of defective detectors during contract period with the exception of following shall be arranged by the contractor at his own cost

1. Replacement of Control Panels & Public Address System, however repair of existing system shall be in the scope of the firm.

Part –V Special Conditions Relevant to Particular Job/Particular Site.

1. Failure of system to activate in the event of smoke /fire will invite action as per clause 7 of agreement.

SECTION-12
LIFT

Part- 1 Scope of maintenance

1. The scope of maintenance in this contract is supervising day to day operation of lift, attending to alarms in case somebody is trapped in lift, ensuring electric supply to lifts, which as it is covered in EI & Fans,
2. Contacting lift maintenance firm in case of breakdown/trouble.
3. Carrying out minor lift maintenance, activities, e.g. keeping lifts clean etc
4. The regular maintenance of lifts shall be entrusted to specialized firm by BSNL.

Part –II Tasks to be performed within 15 days

1. Familiarize with the lift installation in the building.
2. The maintenance staff should learn how to respond to an alarm and take steps to rescue trapped Passengers.
3. Keep record of name of the main maintenance firm, contact Telephone numbers etc. so that agency can be contacted in case of need.

Part –III Maintenance schedule to be followed.

DAILY

1. Whether Lift is in working order.
2. Availability of Door Opening Key.
3. Cleaning of Car/Sill Projections.
4. Check for abnormal noise.
 - 4.1 During Lift running.
 - 4.2 During Door Operation.
 - 4.3 In the Machine Room.
5. Smooth/Jerk free operation.
6. Door safety.
7. Emergency stop.
8. Attendant/Auto Mode Operation of Lift.
9. Leveling at all landings.
10. Car buttons.
11. Car light/car fan.
12. Emergency light/Hooter.
13. Working of the intercom system.
 - 13.1 Car to Machine Room.
 - 13.2 Car to control Room.
 - 13.3 Car to Fire control Room.
 - 13.4 Car to JTO/SDE Room.
14. Fireman switch functioning.
15. Indications (Car& Landing)
16. Landing call buttons
17. Illumination at car landings.
18. Working of Lift out of order & other Lift Display Sign Boards.
19. Illumination in lift shaft.
20. Oil leakage if any.

Monthly.

1. Cleaning of Lift Pit.
2. Seepage in Lift Pit.
3. Approach to Machine Room.
4. Lighting Environment in M/C Room.

Note:-

1. Car & Machine Room lighting , replacement of lamp / CFL & repairing of Car fan shall be in scope of Contractor.
2. Discrepancies if any to be reported to the in charge immediately.
3. In case of Non working of lift, complaint should be lodged with maintenance staff/supplier & necessary entries be made in the log book. Intimate JTO /in charge.
4. Check for any periodical service due/done and make necessary entries in the Logbook.
5. Operator should remain present with the supplier representative for any preventive/breakdown maintenance.
6. Keep your machine room locked.
7. Please identify Lift Service personnel before allowing them for any preventive/breakdown maintenance.
8. Do not load the lift beyond specified capacity.
9. If trapped in a lift, please ensure that the passengers are not in panic. Press the Alarm Bell or shout for help.

Notes

1. 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.
2. 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.

SECTION – 13
GEYSERS / ROOM HEATERS / DESERT COOLERS

Part 1 : Scope of maintenance

1. Keep all the equipment in clean & healthy working conditions.
2. Attending day to day faults promptly.
3. Carrying out maintenance tasks as mentioned in Part- III..
4. Checking all appliances before the onset of summer/winter season as required.
5. Filling water in desert coolers and keeping it clean.
6. Cleaning of pads.
7. Change of water weekly.
8. In case of desert coolers, servicing the same before on set of summer includes providing new pads and also draining of water every month end and refilling at the beginning of the week.
9. Replacement of Desert cooler pumps shall be the firm's responsibility.

Part II. Tasks To Be Performed within first 15 days

1. Check water pump & air circulating fan.

Part-III. Maintenance schedule to be followed.

Daily

1. Attend complaints promptly and in satisfactory manner.
2. Check wastage of electricity.
3. In case of desert coolers ensure adequate quantity of water during summer season and also draining of water every weekend and refill at the beginning of the week.
4. Check proper working of desert coolers, Room heaters/heat convector, Geysers

Yearly

1. Servicing of desert coolers before on set of summers including providing new pads..... (February)
2. In case of Room heaters/Heat convectors & Geysers servicing the same before onset of winter including repairing the faulty heater element as required.....(Oct)

Bi-annual.

1. Painting & sign writing of water tank & desert cooler body (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 various equipment with respect to their rating as per relevant I.S. The testing procedure shall be same as adopted at the time of original testing.

Notes

1. 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.
2. 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.
3. 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 with the exception of following shall be arranged by the contractor at his own cost.

1. "Replacement of complete Geysers, Room heaters, Desert coolers."

PROFORMA FOR AGREEMENT

(ON NON- JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

CONTRACT AGREEMENT FOR THE WORK OF ----- DATED -----

--

Between M/S ----- (refer 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 successors 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 successes and assigns) of the other part.

WHEREAS

- a. The BSNL is desirous that the Operation & Comprehensive maintenance of EMS -----
----- at ----- to be performed as mentioned, enumerated or referred to in the tender including press Notice Inviting Tender, General conditions of the contract, Special conditions of the contract, Specifications, Drawing, Plans, Time schedule of completion of jobs, schedule of quantities and rates, agreed variations, other documents, has called for tenders.
- b. The contractor has inspected the site and surroundings of the work specified in the tender documents and has specified himself by carefully examinations before submitting his tender as to the nature of the 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 the labour and materials necessary for the execution of work, the means of access of site, the supply of power and water thereto and the accommodation he may require and has made local and independent enquiries 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 situations, delays, hinderances or interferences to or with the execution and completion of the work to be carried out under the contract, and has examined and considered all other matters, conditions and things and 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 notice Inviting Tender, General conditions of Contract, special conditions of contract, Schedule of quantities and Rates, General obligations, Specifications, Drawings, Plans, Time schedule for completion of work. Letter of acceptance of tender and any statement of agreed variations with its enclosures copies 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 ----- (refer note at page -----
---) (contractor) for the Operation & Comprehensive maintenance of EMS ----- at
----- and conveyed vide letter no ----- Dated ----- at the rates stated in the
schedule of quantities for the work 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 WITNESSTH & IT IS HEREBY AGREED AND DECLARED AS FOLLOW

1. In consideration of the payment to be made to the contract for the work to be executed by 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 in the contract mentioned or described or which are to implied and there from or may be reasonably necessary for the completion of the said works and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned. In the contract and
2. In consideration of the due provisions 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 of the contract, such payment to be made at such time in such manner as prescribed for in the contract.

It is specifically and distinctly understood 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 building , structures or works executed on 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 charge 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 and 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 where of the parties hereto have here-into set their respective hands and seals in the day and the year first above written.

Signed and delivered for and on behalf of BSNL

Signature and delivered for and on behalf of the Contractor

(BHARAT SANCHAR NIGAM LIMITED)
OFFICIAL ADDRESS

(CONTRACTOR)

Date
Place

Date
Place

IN PRESENCE OF TWO WITNESSES

SIGNATURE
NAME
SIGNATURE
NAME

SIGNATURE
NAME
SIGNATURE
NAME

Performa for Bill Submission

From :-
M/s _____

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

Dear Sir,
Name of Work: -----
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 _____.
6. Results of the following test prescribed in the scope of work. for the bill period are enclosed.
 - (i)
 - (ii)
 - (iii)
7. The following breakdown in important services like Sub Station, AC Plant, DG set, water supply took place during the above period.
 - (i)
 - (ii)
8. Annexure 9 & 10 are enclosed.

Thanking you,

Encl: As above. (- Pages)

Yours faithfully,

EPF Contribution

The contractor shall comply the following with respect to EPF and Miscellaneous provision act 1952 and EPF scheme 1952.

A) Each bill of contractors for this work must accompany the information in following table.

Sr.No	Name of labour engaged	Duration (Days)	Amount paid	EPF contribution paid to EPF authorities	Documents attachment of proof of EPF contribution

Certified that contributions of EPF Act 1952 have been complied.

Contractors Signature