

Price Rs.5,000

Tender No:JMRC/O&S/RS/MNSD/F012

**Volume : I**



## BID DOCUMENT

### TENDER FOR HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA

**Jaipur Metro Rail Corporation Limited**

**Directorate of Operations & Systems**

KhanijBhawan, Tilak Marg, C-Scheme, Jaipur – 302005

Website: [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in)

Email: [edrs.jmrc@gmail.com](mailto:edrs.jmrc@gmail.com)

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## Volume 2

General Conditions of Contract (GCC) of JMRC  
Safety, Health and Environment Manual of JMRC

# VOLUME – I

**NOTICE INVITING TENDERS**

Dated: 30th May 2014

Jaipur Metro Rail Corporation (JMRC) Ltd. invites sealed tenders for HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA.

**KEY DETAILS**

a)	Name of Work	HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA
b)	Approximate Estimated Cost of Work	Rs.79 Lac
c)	Tender Security Amount	Rs. 1.60 Lac
d)	Cost of Tender Form	Rs. 5,000/-
e)	Processing Fee	Rs.1000/- (Rs. One Thousand only) by Demand Draft / Bankers Cheque, payable in favor of MD, RISL Jaipur .
f)	Online Tender Document Availability Period	From 1700 hrs 30 <sup>th</sup> May 2014 Upto 1500 hrs 2 <sup>nd</sup> July 2014
g)	Last date for receiving queries/ clarifications	1300 hrs on 18 <sup>th</sup> June 2014
h)	Date and Place of Pre Bid Conference	1300 hrs on 18 <sup>th</sup> June 2014 Conference Room, Jaipur Metro Rail Corporation Ltd., 3 <sup>rd</sup> Floor, RSIC Wing, Udyog Bhawan, Tilak Marg, Jaipur, Rajasthan Phone: 0141-5192405, 5192409 Fax: 0141-5192401
i)	Submission start date	0900 hrs on 21 <sup>st</sup> June 2014
a)	Last Date for submission of Tender	1500 hrs on 2 <sup>nd</sup> July 2014
b)	Time & Date of Opening of Online Technical Bid	1530 hrs on 2 <sup>nd</sup> July 2014
c)	Venue of Submission and Opening of Online Tender	O/o ED (Rolling Stock), JMRC, 2 <sup>nd</sup> Floor, RSIC Wing, Udyog Bhawan, C-Scheme, Tilak Marg, Jaipur.
d)	Venue and Date of Physical Submission of Tender Cost, Bid Security and Processing Fee	Upto 1500 hrs on 2 <sup>nd</sup> July 2014 O/o ED (Rolling Stock), JMRC, 2 <sup>nd</sup> Floor, RSIC Wing, Udyog Bhawan, C-Scheme, Tilak Marg, Jaipur.
e)	Validity of Tender	120 days from the last date of submission of tender.
f)	Stipulated Date of Commencement of Work	Within seven days from the date of issue of "order to commence".
g)	Period of Completion	2 years from the stipulated date of commencement
h)	Performance Security	10% of the Estimated Cost
i)	Eligibility Conditions	<p>a) Work Experience: The bidder should essentially have experience of having satisfactorily completed similar works (out of which at least one work shall be of a central or state government department/ PSU) during last 5 years period ending last day of the month previous to the one in which the tenders are invited should be either of the following:</p> <p>i. Three similar satisfactorily completed works each costing not less than the amount equal to 40% of Estimated Cost, i.e, Rs. 31.60 lac.</p> <p>or</p> <p>ii. Two similar satisfactorily completed works each costing not less than the amount</p>

	<p>equal to 50% of Estimated Cost ,i.e, Rs. 39.50 lac.</p> <p>or</p> <p>iii. One similar satisfactorily completed work costing not less than the amount equal to 80% of Estimated Cos ,i.e, Rs. 63.20 lac.</p> <p>b) Financial Standing (Annual Turnover): The annual turnover of bidder during each of last three audited financial years should not be less than 40% of the Estimated Cost, i.e. Rs. 31.60 lac.</p> <p>a) Definition of similar work:- For consideration as an eligible 'similar work' for the purpose of experience, the listed work shall be considered only if it fulfils any of the following requirements in that work:</p> <ol style="list-style-type: none"> <li>Housekeeping of Administrative or Corporate offices of companies/ govt. departments employing more than 100 people at that campus, or</li> <li>Housekeeping of public campuses like airports, railway stations, five star hotels, or</li> <li>Housekeeping of Administrative buildings like State Secretariats/ State Assemblies and/or 'Parliament of India', or</li> <li>Housekeeping of malls of atleast 100 commercial offices/shops, or</li> <li>Housekeeping of digital server rooms and/or communication centres of call centres and/or software companies employing more than 100 people at that campus</li> <li>Housekeeping of ATC (aircraft traffic control towers).</li> </ol> <p>c) Tenderer should have valid VAT registration and service tax registration certificate issued by competent authority.</p> <p>d) Applicant should have valid PAN certificate/ card issued by the Income Tax Deptt. of GOI</p> <p>e) Applicant should have valid PF registration and ESI registration.</p> <p>f) Tenderer should have valid ISO 9000 certification.</p> <p>g) Tenderer should have valid ISO 14001 certification.</p> <p>h) Tenderer should have valid OHSAS 18001 certification.</p>
j)	<p>The complete bid document can be downloaded from the state e-procurement website <a href="https://www.eproc.rajasthan.gov">https://www.eproc.rajasthan.gov</a> in and interested bidders will have to submit their offer in electronic formats both for technical and financial proposal on this website with their digital signatures. The complete bid document can also be seen on Corporation's website <a href="http://www.jaipurmetrorail.in">www.jaipurmetrorail.in</a> and state procurement portal i.e., <a href="http://www.sppp.raj.nic.in">www.sppp.raj.nic.in</a> .</p> <p>Bidders who wish to participate in this bidding process must register on <a href="https://eproc.rajasthan.gov.in">https://eproc.rajasthan.gov.in</a> . To participate in online tenders, as per Information Technology Act, 2000, Bidders will have to obtain Digital signature Certificate (DSC) from any agency approved by Controller of Certifying Authorities (CCA). Bidders who already have a Valid Digital Signature Certificate need not to obtain a new Digital Signature Certificate. This DSC will be used to sign the bids submitted online by the bidder. Unsigned bids will not be entertained and will be rejected outright.</p>

EXECUTIVE DIRECTOR (ROLLING STOCK)  
JAIPUR METRO RAIL CORPORATION LTD,  
2<sup>nd</sup> Floor, RSIC Wing,  
Udyog Bhawan, Tilak Marg, Jaipur- 302005  
Tel: +91-141-5192405, +91-77288-95405, Fax: +91-141-5192401  
Email: edrs.jmrc@gmail.com

## **1 INSTRUCTIONS TO TENDERERS<sup>1</sup>**

### **1.1 GENERAL**

#### **1.1.1 OBJECTIVE OF THE TENDER<sup>2</sup>**

- 1.1.1.1 Jaipur Metro Rail Corporation Ltd., having its Corporate office at KhanijBhawan, Tilak Marg, Jaipur – 302005 (hereinafter referred to as the 'Corporation') is a Special Purpose Vehicle (SPV) set up by the Government of Rajasthan as a wholly owned state enterprise for execution of the Jaipur Metro Rail Project.
- 1.1.1.2 The Phase-I A of the system, i.e., the East West Corridor A from Mansarovar to Chandpole consisting of 9 stations shall have an underground station at Chandpole.
- 1.1.1.3 Also, JMRC has awarded contract for implementation of Phase-I B, i.e., the East West Corridor B from Chandpole to BadiChaupar, consisting of 2 Underground stations at BadiChaupar and ChotiChaupar.
- 1.1.1.4 The maintenance depot of the entire Phase 1 (Phase IA and Phase IB) is situated at Mansarovar, and 10 trainsets of four cars each are to be operated between Mansarovar and BadiChaupar.
- 1.1.1.5 Through this Tender, JMRC seeks to shortlist a reputed contractor with requisite qualifications mentioned in the Tender to undertake housekeeping of the ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA.

#### **1.1.2 INTRODUCTION**

- 1.1.2.1 Sealed tenders are invited for the Tender No. 'JMRC/O&S/RS/MNSD/012' towards 'TENDER FOR HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA' by Jaipur Metro Rail Corporation Limited, hereinafter called the 'Employer', for Works in accordance with this Tender Package. The tender consists of the following documents, along with their Tables, appendices, addenda, corrigenda and errata if any.

#### **VOLUME – I**

- (i) Notice Inviting Tender (NIT)

<sup>1</sup> The words 'Tenderer' or 'Bidder' have been used interchangeably in this document and refers to the definition of "Tenderer or Bidder" as defined at Clause 1.1.2.2 in the General Conditions of Contract (GCC) of Jaipur Metro Rail Corporation.

<sup>2</sup> 'Tender' and 'Bid' are used interchangeably in this document and refers to the definition of 'Tender' as defined at Clause 1.1.1.17 in the General Conditions of Contract (GCC) of Jaipur Metro Rail Corporation. Likewise, other forms of the word, e.g. 'Tendering' and 'Bidding' etc., have been used interchangeably.

- (ii) Instructions To Tenderers (ITT)
- (iii) Special Conditions of Contract (SCC)
- (iv) Technical Specifications and Scope of work
- (v) Technical Bid Formats
- (vi) Financial Bid - Bill of Quantities

**VOLUME - II**

- (i) General Conditions of Contract (GCC) of Jaipur Metro Rail Corporation
- (ii) Safety, Health and Environment (SHE) Manual of Jaipur Metro Rail Corporation

**Note:-** Approved GCC and SHE Manual are uploaded and available on the JMRC website, By Signing the Bid document, firm agrees to accept the GCC and SHE. While framing the contract with the successful Bidder, the bidder shall sign the complete GCC and SHE document and submit it to the JMRC.

Tenders shall be prepared and submitted in accordance with the instructions given herein.

1.1.2.2 Relevant address for correspondence relating to this tender is given below:

EXECUTIVE DIRECTOR (ROLLING STOCK)  
JAIPUR METRO RAIL CORPORATION LTD,  
2<sup>nd</sup> Floor, RSIC Wing,  
Udyog Bhawan, Tilak Marg  
Jaipur- 302005

Tel: +91-141-5192405, +91-77288-95405, Fax: +91-141-5192401

Email: edrs.jmrc@gmail.com

1.1.2.3 Some essential data/requirements pertaining to this Tender along with reference to Clause numbers of this volume where full details have been given are detailed below

- a. "Tender Security" to be furnished by the Tenderer (Clause 1.4.5): Rs.1.60 Lac.
- b. The complete bid document can be downloaded from the state e-procurement website <https://www.eproc.rajasthan.gov.in> and interested bidders will have to submit their offer in electronic formats both for technical and financial proposal on this website with their digital signatures. The complete bid document can also be seen on Corporation's website [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in) and state procurement portal i.e., [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in).

Bidders who wish to participate in this bidding process must register on <https://eproc.rajasthan.gov.in>. To participate in online tenders, as per Information Technology Act, 2000, Bidders will have to obtain Digital Signature Certificate (DSC) from any agency approved by Controller of Certifying Authorities (CCA). Bidders who already have a Valid Digital Signature Certificate need not to obtain a new Digital Signature Certificate. This DSC will be used to sign the bids submitted online by the bidder. Unsigned bids will not be entertained and will be rejected outright.



- c. Schedule of Selection Process - The Corporation would endeavor to adhere to the following schedule:

S.No.	Event Description	Date & Time
1	Last date for receiving queries/ clarifications	1300 hrs on 18 <sup>th</sup> June 2014
2	Pre Bid Conference	1300 hrs on 18 <sup>th</sup> June 2014
3	Corporation response to queries	1700 hrs on 20 <sup>th</sup> June 2014
4	Last Date for submission of Tender	1500 hrs on 2 <sup>nd</sup> July 2014
5	Opening of Technical Bid	1530 hrs on 2 <sup>nd</sup> July 2014
6	Opening of Financial Bid	To be informed to technically qualified tenderers by email and announced on website.

- d. Pre-Bid Conference : The date, time and venue of Pre-Bid Conference shall be :  
 Date and Time: 1300 hrs on 18<sup>th</sup> June 2014  
 Venue: Jaipur Metro Rail Corporation Ltd., Conference Room, 3<sup>rd</sup> Floor, RSIC Wing, Udyog Bhawan, Tilak Marg, Jaipur, Rajasthan  
 Phone: 0141-5192405, 5192409  
 Fax: 0141-5192401,  
 email: edrs.jmrc@gmail.com
- e. Validity Period for the tender is to be kept (Clause 1.4.4): 120 days from the last date of submission of Tender
- f. Commencement of work: The Engineer shall issue an 'order to commence' and the Work shall commence only after, and within 7 days of, issuance of this 'order to commence'.
- g. Contract Period (clause 1.4.4): 2 years (Two years) from the date of commencement of work and extendable as per Clause 2.4.1 of this document.

### 1.1.3 QUALIFICATION REQUIREMENTS

1.1.3.1 ELIGIBILITY CRITERIA: This invitation to tender is open to only those agencies, which fulfill the eligibility criteria as specified as follows:

- a) Work Experience: The bidder should essentially have experience of having satisfactorily completed similar works (out of which at least one work shall be of a central or state government department/ PSU) during last 5 years period ending last day of the month previous to the one in which the tenders are invited should be either of the following:
- Three similar satisfactorily completed works each costing not less than the amount equal to 40% of Estimated Cost. i.e. Rs 31.6 lac  
or
  - Two similar satisfactorily completed works each costing not less than the amount equal to 50% of Estimated Cost. i.e. Rs 39.5 lac  
or

3. One similar satisfactorily completed work costing not less than the amount equal to 80% of Estimated Cost. i.e. Rs 63.2 lac
  - b) Financial Standing (Annual Turnover): The annual turnover of bidder during each of last three audited financial years should not be less than 40% of the Estimated Cost.
  - c) Definition of similar work:- For consideration as an eligible 'similar work' for the purpose of experience, the listed work shall be considered only if it fulfils any of the following requirements in that work:
    - i. Housekeeping of Administrative or Corporate offices of companies/ govt. departments employing more than 100 people at that campus, or
    - ii. Housekeeping of public campuses like airports, railway stations, five star hotels, or
    - iii. Housekeeping of Administrative buildings like State Secretariats/ State Assemblies and/or 'Parliament of India', or
    - iv. Housekeeping of malls of at least 100 commercial offices/shops, or
    - v. Housekeeping of digital server rooms and/or communication centres of call centres and/or software companies employing more than 100 people at that campus
    - vi. Housekeeping of ATC (aircraft traffic control towers).
  - d) Tenderer should have valid VAT registration and service tax registration certificate issued by competent authority.
  - e) Applicant should have valid PAN certificate/ card issued by the Income Tax Deptt. of GOI
  - f) Applicant should have valid PF registration and ESI registration.
  - g) Tenderer should have valid ISO 9000 certification.
  - h) Tenderer should have valid ISO 14001 certification.
  - i) Tenderer should have valid OHSAS 18001 certification.
- 1.1.3.2 Each agency shall submit only one tender either himself or as a partner / Lead Constituent in a joint venture/consortium for the work. The tenderer who submits more than one tender for the same work will be disqualified. All tenders submitted shall include all the information as desired herein.
- 1.1.3.3 General information of the tenderer shall be furnished in clause 4.7. Copies of original documents defining the constitution and legal status, certificate of registration and ownership, principal place of business of the company, corporation, firm or partnership or if a joint venture including consortium, of each party thereto constituting tender will also be required to be furnished. All the group members in a joint venture will be jointly and severally responsible for the performance under the contract.
- 1.1.3.4 In the case of tenderer being a joint venture of two or more firms or companies as partners or as members of consortium as the case may be, joint venture data must be furnished in the format prescribed (clause 4.7) along with the documents as mentioned therein. The following requirements shall also be complied with.
- a. The tender, and, in the case of a successful tender, the Form of agreement, shall be individually signed so as to be legally binding on all partners/constituents as the case may be.

- b. In case of partnership, one of the partners shall be nominated as being in charge as lead or prime partner and this authorization shall be evident by submitting a power of attorney signed by the partner or legally authorized signatories of all the partners. In case of consortium, it will similarly authorize a person to be in-charge and this authorization shall be evident by a power of attorney in favour of that person.
  - c. The partner in-charge or the person in-charge as aforesaid shall be authorized to incur liabilities and receive instructions for and on behalf of any and all the partners of the joint venture or constituents of the consortium and the entire execution of the contract including payment shall be carried out exclusively through the partner in-charge of joint venture and person in-charge of a consortium.
  - d. All partners of the joint venture or constituents of the consortium shall be liable jointly and severally for the execution of the contract in accordance with the contract terms and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the form of tender and the form of agreement (in case of a successful tender).
  - e. In the event of default by any partner in the case of a joint venture and constituent in the case of a consortium in the execution of his part of the contract, the partner/person in-charge will have the authority to assign the work to any other party acceptable to the employer to ensure the execution of that part of the contract.
  - f. A copy of the agreement entered into by the joint venture/consortium partners shall be submitted along with the tender.
- 1.1.3.5 In case the Tenderer is an Association, consortium or joint venture, the tenderer shall provide the following:
- a. The memorandum of understanding / joint venture agreement duly notarized indicating.
  - b. Nomination of one of the members of the association, consortium or joint venture to be in-charge or lead member. This authorization shall be issued by the legally authorized signatories of all members of the association, consortium or joint venture.
  - c. Details of the intended percentage participation given by each member, with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
  - d. Each member of the association, consortium or joint venture shall be jointly and severally liable for the under taking of this contract.
- 1.1.3.6 The tenderers to qualify for award of contract shall submit a written power of attorney authorizing the signatory of the tender to commit the tenderer or each member of the partnership, consortium or joint venture.

- 1.1.3.7 Power of Attorney in favor of the signatory will be required to be furnished as detailed in Clause 1.4.6
- 1.1.3.8 Cancellation or creation of a document such as Power of Attorney, Partnership deed, Constitution of firm etc., which may have bearing on the tender/contract, shall be communicated forthwith in writing by the tenderer to the Engineer and the Employer.
- 1.1.3.9 In the details of information submitted by the applicants at the stage of tender if any information found incorrect or suppressed, the tender may not be considered or contract will be cancelled without any financial claim/arbitration from the tender. The applicant is required to certify in the statement placed at Annexure-A clause 4.16.
- 1.1.3.10 Each tenderer, or any associate will be required to confirm and declare in the tender submittal that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract. They will have to further confirm and declare in the submittal that no agency commission or any payment which may be construed as an agency commission has been, or will be paid and that tender price will not include any such amount.

#### 1.1.4 COST OF TENDERING

- 1.1.4.1 The agency shall bear all costs associated with the preparation and submission of his tender and the Employer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

#### 1.1.5 SITE VISIT

- 1.1.5.1 Any site information / schedule of works given in this tender document are for guidance only. The tenderer is advised to visit and examine the Site of Works and its surroundings at his/their cost and obtain for himself on his own responsibility, all information that may be necessary for preparing the tender and entering into a Contract.
- 1.1.5.2 The agency shall be deemed to have inspected the Site and its surroundings beforehand and taken into account all relevant factors pertaining to the Site in the preparation and submission of the Tender.

### 1.2 TENDER DOCUMENTS

#### 1.2.1 CONTENTS OF TENDER DOCUMENTS

- 1.2.1.1 The tenderer is expected to examine carefully all the contents of the tender documents including instructions, conditions, forms, terms, specifications and take them fully into account before submitting his offer. Failure to comply with the requirements as detailed in these documents shall be at the tenderer's own risk. Tenders, which are not responsive to the requirements of the tender documents, will be rejected.

### 1.2.2 AMENDMENT IN TENDER DOCUMENTS

- 1.2.2.1 At any time prior to the deadline for the submission of tenders, JMRC may, for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective tenderer, modify the tender documents by an amendment.
- 1.2.2.2 The said amendment in the form of an **addendum** will be sent to all prospective tenderers who have received the tender documents, on or prior to last date mentioned in Clause 1.1.2.3. This communication will be in writing or by email and the same shall be binding upon them. Prospective tenderers should promptly acknowledge receipt thereof by email to the Engineer. Bidders may remain in touch with the E-proc portal <https://www.eproc.rajasthan.gov.in> and JMRC's website <https://www.jaipurmetrorail.in> or state procurement portal <https://www.sppp.raj.nic.in> for any kind of latest Information, Addendum, Clarification, etc.
- 1.2.2.3 In order to afford prospective tenderers reasonable time for preparing their tenders after taking into account such amendments, JMRC may, at his discretion, extend the deadline for the submission of tenders in accordance with Sub-clause 1.5.

## 1.3 PREPARATION OF TENDERS

### 1.3.1 LANGUAGE OF TENDER

- 1.3.1.1 The tender prepared by the tenderer and all correspondence and documents relating to the tender exchanged between the tenderer and the Employer/Engineer shall be in the English language.

## 1.4 DOCUMENTS COMPRISING THE TENDER

### 1.4.1 TENDER PACKAGE

- 1.4.1.1 General:
- Contractor must be agreed with the conditions as mentioned in Annexure-"A" clause 4.16 (Obligation / Compliance to be insured by Contractor). If contractor is not willing to comply for conditions as per annexure-"A" clause 4.16, it will be considered as ineligible to participate.
- 1.4.1.2 A single-stage two envelope selection procedure shall be adopted. The tender is divided into two parts, viz. Technical Bid and Financial Bid:
- 1.4.1.2.1 **TECHNICAL BID:** This Part should contain the Technical Bid consisting of a pdf copy of this Tender Document with each page digitally signed by the Tenderer in acceptance of the terms and conditions therein, along with scanned copy of all the required documents, comprising the following :
- a) Tender cost, bid security and processing fee

- I. These original Instruments should be submitted with forwarding letter mentioning the NIT No., Name of Work and particulars of these financial instruments.
  - II. At the backside of every instrument, firm needs to mention Name of Firm, NIT No. and Mobile No. of authorised signatory of the firm.
  - III. Scanned copy of Tender cost, Bid security and Processing Fee Instruments need to be submitted with the online tender and these original instruments are to be submitted as per schedule.
  - IV. If firm fails to submit the original instruments in the desired form and amount by the stipulated date and time then its Technical and Financial Bids shall not be opened and it shall be summarily rejected.
  - V. If scanned copy of or all of these instruments (i.e. Cost of Bid Form, Processing Fee and Bid Security) Submitted with Technical Bid does not match with the original instruments submitted by the firm then Technical and Financial Bids Submitted by the firm shall be liable for rejection.
- b) Copy of the Bid Document - The bidder shall enclose digitally signed and stamped, (lead member in case of Consortium) copy of the Bid Document except the Financial Bid (BOQ). Tenders, digitally signed without any of the information desired in the prescribed formats will not be considered. Besides this all other associated / required documents shall be submitted duly numbered and digitally signed/ stamped by the bidders.
- c) All applicable Annexures/Proformas shall be duly filled by the contractor as below:

	As per FORMATS
Letter of Tender with Appendix	A
Bank Guarantee Format for Tender Security	B
Statement of Deviations	C
Format of Bank Guarantee for Performance Security	D
Form of Agreement	E
Power of Attorney	F
General Information & Joint Venture Data	T-I
Experience Record	T-II
Resources Proposed for the Work-Personnel	T-III
Resources Proposed for the work- Machinery & Equipment	T-IV
Financial Data	T-V

	As per FORMATS
Indoor/outdoor plants proposed for the work	T-VII
Indemnity (By Contractor)	T-VIII
Indemnity (By Contractor's Staff)	T-IX
Format of Curriculum Vitae	T- X
Obligation/Compliance to be insured by contractor	Annexure A
Declaration by the bidder regarding qualifications	Annexure B
Grievance redressal during procurement process	Annexure C
Checklist	Annexure D

d) In case of a joint venture/consortium, information as required under clause 1.1.3.2, in respect of each partner/company including Forms T-II to T-V will be required to be furnished. Additional sheets may be used wherever necessary.

e) Documents as listed below:

- i. Notice Inviting Tender
  - ii. Instructions to Tenderers
  - iii. Special Conditions of Contract
  - iv. Technical Specifications and Scope of Work
  - v. JMRC's General Conditions of Contract
  - vi. JMRC's Safety, Health and Environment (SHE) ;Manual
- f) All such Annexures should be duly filled, signed & scanned (in pdf format) and digitally signed on each page and to be submitted online as part of technical bid.
- g) **NOTE: PRICES SHALL BE INDICATED ONLY IN THE FINANCIAL BID (Envelope – II). Price bid should NOT be indicated at any place in the Technical Bid, otherwise the Proposal shall be summarily rejected.**

#### 1.4.1.2.2 FINANCIAL BID – BILL OF QUANTITIES

- a) The Financial Bid shall be submitted online through the prescribed website as per the instructions on the webpage therein. The prices shall be submitted online in the Financial Bid Format as per ANNEXURE E – FINANCIAL BID (BILL OF QUANTITIES) of Tender enclosed. These prices should include all costs associated with the contract
- b) Utmost care be taken to upload Financial Bid. Any change in the format of Financial Bid file shall render it unfit for bidding. Following Steps may be followed in submission of Financial Bid:
  - i. Download format of Financial bid in XLS format (Password protected file).

- ii. This XLS file is password protected file. Don't unprotect the file. Price has to be filled in this file and the same has to be uploaded.
  - vii. Fill Bidder Name, Percentage rate (Less/ Excess) to the estimated cost in downloaded Financial Bid format as specified (in XLS format only) in green background cells. Don't fill in any other background cells.
- 1.4.1.3 Save filled copy of downloaded financial bid file in your computer and remember its name & location for uploading correct file (duly filled in) when required.
- 1.4.1.4 Documents to be submitted by the tenderer under tender package have been described under the respective Clause 1.4.1. This list of documents has been prepared mainly for the convenience of the tenderer and any omission on the part of the Employer shall not absolve the tenderer of his responsibility of going through the various clauses in the Tender Documents including the specifications and to submit all the details specifically called for (or implied) in those clauses.
- 1.4.1.5 All documents issued for the purposes of tendering as described in this document and any amendment issued in accordance with Clause 1.2.2 shall be deemed as incorporated in the Tender.

#### 1.4.2 TENDER PRICES

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- 1.4.2.1 The tenderer is required to quote for all the items as per tender documents.
- 1.4.2.2 The rate and prices quoted by the tenderer, include all tax liabilities and the cost of insurance to this contract and shall be subject to adjustment during the performance of the Contract, to reflect variation in the cost of labor, material components, plant, and other general variations, in accordance with the procedure specified in Special Conditions of Contract. The price adjustment provision will not be taken into consideration in tender evaluation.
- 1.4.2.3 The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- 1.4.2.4 The rate quoted shall be reasonable and balanced. If the Employer assesses the rates as unbalanced, he may require the tenderer to furnish detailed analysis to justify the same. If after its examination, the Employer still feels the rates to be unbalanced, and/or unreasonable, the tenderer is liable to be rejected by the Employer.
- 1.4.2.5 The tenderer shall keep the contents of his tender and rates quoted by him confidential.



- 1.4.2.6 The tenderer shall as far as possible utilize Indian labor and staff and materials as approved by JMRC.

#### 1.4.3 CURRENCIES OF THE TENDER

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- 1.4.3.1 Tender prices shall be quoted in Indian Rupees (INR) only.

#### 1.4.4 TENDER VALIDITY

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- 1.4.4.1 The tender shall remain valid and open for acceptance for a period of 120 days from the Last date of submission of tender.
- 1.4.4.2 In exceptional circumstances, prior to expiry of the original tender validity period, the Employer/the Engineer may request the tenderers for a specified extension in the period of validity. The request and the response thereto shall be made in writing or by Tele-fax or by email. A tenderer may refuse the request without forfeiting his tender security. A tenderer agreeing to the request, shall not be required or permitted to modify his tender but will be required to extend the validity of his tender security correspondingly.

#### 1.4.5 TENDER SECURITY

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- 1.4.5.1 The tenderer shall furnish, as tender security, an amount as mentioned in Clause 1.1.2.3
- 1.4.5.2 The tender security will be in the form of a Bank Guarantee from a Scheduled Commercial Bank based in India. The format of the Bank Guarantee shall be generally in accordance with the sample form of tender security (Form B) included in this volume of tender documents. Other formats may be permitted subject to the prior approval of the Employer. Bank guarantee shall be irrevocable and operative for a period not less than 30 days beyond the validity of the tender (150 days from the date of opening of tender). Tender Security may also be submitted in the form of Banker's Cheque or Demand Draft in favor of Jaipur Metro Rail Corporation Ltd., payable at Jaipur. The Tender Security shall be endorsed/ pledged in favor of the Employer.
- 1.4.5.3 Any tender not accompanied by an acceptable tender security will be summarily rejected by the Employer / Engineer as non-responsive.
- 1.4.5.4 The tender securities of unsuccessful tenderers shall be discharged/returned by the Employer as promptly as possible, but not later than 30 days after the expiration of the period of tender validity as defined in Clause 1.4.4. In this connection, Clause 1.6.3.3 may also be referred to.
- 1.4.5.5 The tender security of the successful tenderer shall be returned upon the tenderer executing the Contract Agreement after furnishing the required performance guarantee for performance, as mentioned in Clause 1.6.5.

1.4.5.6 The tender security shall be forfeited:

- a. If a tenderer withdraws its tender during the period of tender validity, or
- b. If the tenderer does not accept the correction of its tendered price in terms of Clause 1.5.9, or
- c. In the case of a successful tenderer, if it fails to:
  - i. Furnish the necessary performance guarantee for performance as per Clause 1.6.5 and/or
  - ii. Enter into the Contract within the time limit specified in Clause 1.6.4 No interest will be payable by the Employer on the tender security amount cited above.

1.4.6 **FORMAT AND SIGNING OF TENDERS**

- 1.4.6.1 If the tender is submitted by a proprietary firm it shall be signed by the proprietor above his full name and the full name of his firm with its current address.
- 1.4.6.2 If the tender is submitted by a firm in partnership, it shall be digitally signed by a partner holding the power of Attorney for the firm. A certified copy of the Partnership deed and power of attorney shall accompany the tender. Alternatively, it shall be signed by all the partners.
- 1.4.6.3 If the tender is submitted by a limited company or a limited corporation, it shall be digitally signed by a duly authorized person holding the power of attorney for the firm. A certified copy of the power of attorney shall accompany the tender.
- 1.4.6.4 If a tender is submitted by a joint venture or consortium of two or more firms, it shall submit complete information pertaining to each firm in the joint venture or consortium and state along with the tender as to which one of the firms shall have the responsibility for tendering and for completion and due performance of the Contract and also furnish evidence admissible in law in respect of the authority assigned to such firm on behalf of the joint venture or consortium for tendering, completion and due performance of the Contract. Full information and satisfactory evidence pertaining to the participation of each member of the joint venture or consortium in the tender shall be furnished along with the tender. All members shall be jointly and severally responsible to the Employer. Provisions under Clause 1.1.3.2 may be referred to in this connection.
- 1.4.6.5 The documents required to be submitted by the Tenderer will be as described under Clause 1.4 herein.
- 1.4.6.6 The bidder shall enclose digitally signed and stamped, (lead member in case of Consortium) copy of the Bid Document except BOQ. Besides this all other associated / required documents shall be submitted duly numbered and digitally signed/ stamped by the bidders. All applicable Annexures/Proformas shall be duly filled by the contractor.

- 1.4.6.7 In case of all documents listed in Clause 1.4 above, the person signing the documents shall be one who is duly authorised in writing by or for and on behalf of the Tenderer and/or by a Statute Attorney of the Tenderer. Such authority in writing in favour of the person signing the tender and/or notarially certified copy of the Power of Attorney as the case may be, shall be enclosed along with the tender.
- 1.4.6.8 The complete tender shall be without alterations, overwriting, interlineations or erasures except those to accord with instructions issued by the Employer, or as necessary to correct errors made by the tenderer. All amendments / corrections shall be initialed by the person signing the tender.
- 1.4.6.9 All witnesses and sureties shall be persons of status and probity and their full names, Occupations and addresses shall be written below their signatures.

## **1.5 SUBMISSION OF TENDERS**

### **1.5.1 SEALING AND MARKING OF TENDERS**

- 1.5.1.1 Online tenders will have to be digitally signed and submitted in a time stamped electronic sealed box on <http://eproc.rajasthan.gov.in>.
- 1.5.1.2 PREPARATION FOR ONLINE SUBMISSION:
- 1.5.1.2.1 To participate in online bidding process, tenderers must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safecrypt, Ncode, etc. Tenderers who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
- 1.5.1.2.2 The tenderer should get himself registered on procurement portal (<https://eproc.rajasthan.gov.in>) and create users and assign roles on this portal. Further to this, bidder shall download Notice Inviting Bids (NIB) and copy of Bid Document from this site.
- 1.5.1.3 Deadline for Submission of Bids:- Tenders shall be received online on website <http://eproc.rajasthan.gov.in> with uploading of all relevant document not later than the time and date communicated by the department or extended date thereof.
- 1.5.1.4 PRE-TENDER/PRE-BID CONFERENCE.
- 1.5.1.4.1 A Pre-Bid conference shall be held on the date and location given in the NIT.
- 1.5.1.4.2 The purpose of conference will be to clarify issues and to answer the question on any matters that may be raised at that stage.

- 1.5.1.4.3 The tenderer is requested to submit any question in writing or fax or email, to reach the employer not later than the last date of seeking clarification as mentioned in key details.
- 1.5.1.4.4 The text of the questions raised by the tenders and the response given will be transmitted without delay to all purchasers of the tenders documents. Any modification of tender documents, which may become necessary as result of the Pre Bid Conference shall be made by the employer exclusively the issue of an Addendum/clarification/corrigendum.
- 1.5.1.4.5 Non attendance at the Pre-tender/Pre-bid meeting will not be a cause for disqualification of a tenderer.

## 1.5.2 SUBMISSION OF TENDERS

- 1.5.2.1 The tenders will be submitted online only at web site <http://eproc.rajasthan.gov.in>. In no case tender will be submitted physically.

### 1.5.2.2 ON LINE SUBMISSION:-

- 1.5.2.2.1 Tenderer shall submit their tender in electronic format digitally signing the same. Tenderer (authorized signatory) shall submit their offer on-line in Electronic formats both for Technical and Financial Bid. The Technical Bid should also contain scanned copy of Financial Instruments (Cost of Bid Form, E-tender Processing Fee & Bid Security). However, the original financial instrument for Cost of Bid Form, E-tender Processing Fee & Bid Security should be submitted physically at the following address of JMRC by the scheduled date and time as per NIT.

Executive Director (Rolling Stock)  
Jaipur Metro Rail Corporation,  
IInd floor, RSIC Wing,  
Udyog Bhawan Premises,  
Tilak Marg, C-Scheme, Jaipur-302005

- 1.5.2.2.2 All pages of the tender document and the addendums/amendments uploaded by the JMRC on the website <http://eproc.rajasthan.gov.in> shall be deemed to have been initialed and accepted by the persons signing the bid when they submit their electronic bid.
- 1.5.2.2.3 The documents listed in ITT along with the addenda uploaded till the date of tender submission, shall be filled by the tenderer to bind the tenderer to the contract. All the pages of the tender and documents shall be digitally signed.
- 1.5.2.2.4 The uploaded documents for technical-bid or earnest money or tender fee or processing fee or any other document required for e-tendering cannot be changed

after closing date of tender and same documents are to be produced in original physical form in the office whenever asked to do so.

- 1.5.2.2.5 Utmost care be taken to name the files /documents to be uploaded on portal. There should not be any special character or space in the name of file, only underscores are permissible. All Tenders in which any of the prescribed conditions are not fulfilled or which have been vitiated by errors in calculations, totaling or other discrepancies or which contain over-writing in figures or words or corrections not digitally initialed/ initialed and dated, may be liable to rejection.
- 1.5.2.2.6 Tenders sent telegraphically or through other means of transmission (Email, Tele-fax etc.), which cannot be delivered in a sealed envelope, shall be treated as defective, invalid and shall stand rejected.
- 1.5.2.2.7 The uploaded documents for e-bidding cannot be changed after closing date of bid and same documents are to be produced in original physical form in the office whenever asked to do so

### 1.5.3 LATE TENDERS

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- 1.5.3.1 Any bid after prescribed date and time as per NIT, will not be received on website. JMRC will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid last minute issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.

### 1.5.4 TENDER OPENING AND PRELIMINARY EVALUATION

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#### 1.5.4.1 Tender Opening

- 1.5.4.1.1 The will be opened online on website at the time and date as per schedule specified in the Notice Inviting Bid in the presence of Bidder(s) or their authorized representative(s) who may choose to be present at the time of bid opening, if the bidder wishes. Participating bidders can view and access the outcome of technical bid online also. The tenders shall be opened in two stages. In first stage the pre-qualification bid shall be opened and evaluated. The financial part shall be opened of responsive tenderers pre-qualified by competent authority, at a later date, which will be informed to all responsive and pre-qualified tenderers.
- 1.5.4.1.2 In first stage, pre-bid of the tenders will be opened. The tenderers' names, the presence (or absence) of Earnest Money, and other details such as deviations proposed in Covering letter, financial & technical eligibility etc. will be announced by the Tender Opening Committee at the time of opening or same shall be made available at the web-site.

#### 1.5.4.2 Preliminary Examination of Bids

- 1.5.4.2.1 The contents of the pre-bid documents of the individual tenders will be examined summarily in order to assess their formal conformity and agreement with the instructions and guidance to the Tenderers and the completeness. Any tender not conforming to any of these requirements may be disqualified forthwith at the discretion of Jaipur Metro Rail Corporation.
- 1.5.4.2.2 Financial Bid of all technically qualified bidders, who qualify the technical evaluation will be opened on the date and time intimated to all such bidders separately by email. Tenderers are also advised to keep abreast of the website for announcement of the date.

#### 1.5.5 PROCESS TO BE CONFIDENTIAL

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- 1.5.5.1 Except the public opening of tender, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of Contract shall not be disclosed to tenderers or other persons not officially concerned with such process.
- 1.5.5.2 Any effort by a tenderer to influence the Employer/Engineer in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in the rejection of the tenderers tender.

#### 1.5.6 CLARIFICATION OF TENDERS

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- 1.5.6.1 To assist in the examination, evaluation and comparison of Tenders, the Engineer / Employer may ask tenderers individually for clarification of their tenders, including breakdowns of prices. The request for clarification and the response shall be in writing or telefax or email but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm correction of arithmetical errors discovered by the Engineer during the evaluation of tenders in accordance with Clause 1.5.9 of ITT herein.

#### 1.5.7 DETERMINATION OF RESPONSIVENESS

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- 1.5.7.1 Prior to the detailed evaluation of tenders, the Engineer will determine whether each tender is responsive to the requirements of the tender documents.
- 1.5.7.2 For the purpose of this Clause, a responsive tender is one, which conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. "Deviation" may include exceptions, exclusions & qualifications. A material deviation or reservation is one which affects in any substantial way the scope, quality, performance or administration of the works to be undertaken by the tenderer

under the Contract, or which limits in any substantial way, the Employer's rights or the tenderers obligations under the Contract as provided for in the Tender documents and / or is of an essential condition, the rectification of which would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders at reasonable price. Minor deviation may be brought out in Form C.

- 1.5.7.3 If a tender is not substantially responsive to the requirements of the tender documents, it will be rejected by the Employer, and will not subsequently be permitted to be made responsive by the tenderer by correction or withdrawal of the non-conformity or infirmity.
- 1.5.7.4 The decision of the Engineer/Employer as to which of the tenders are not substantially responsive or have impractical / methods or Programme for execution shall be final.

#### **1.5.8 EVALUATION OF TENDER**

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- 1.5.8.1 The Employer will, keeping in view the contents of Clause 1.1.3 of ITT, carry out technical evaluation of submitted technical proposals to determine that the tenderer has a full comprehension of the work of the contract. Where a tenderer's technical submittal has a major inadequacy his tender will be considered to be non-compliant and will be rejected.
- 1.5.8.2 All technically acceptable tenders will be eligible for consideration of their financial proposals.
- 1.5.8.3 The evaluation of financial proposals by the Employer / Engineer will take into account, in addition to the tender amounts, the following factors:
  - a. Arithmetical errors corrected by the Employer/Engineer in accordance with Clause 1.5.9
  - b. Such other factors of administrative nature as the Employer / Engineer may consider having a potentially significant impact on contract execution, price and payments, including the effect of items or unit rates that are unbalanced or unrealistically priced.
- 1.5.8.4 Offers, deviations and other factors, which are in excess of the requirements of the tender documents or otherwise will result in the actual of unsolicited benefits to the Employer, shall not be taken into account in tender evaluation.
- 1.5.8.5 Price adjustment provisions applicable during the period of execution of the contract shall not be taken into account in tender evaluation.

#### **1.5.9 CORRECTION OF ERRORS**

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- 1.5.9.1 Tenders determined to be technically acceptable after technical evaluation will be checked by the Engineer/ Employer for any arithmetical errors in computation and summation during financial evaluation. Errors will be corrected by the Employer / Engineer as follows:

- a. Where there is a discrepancy between amounts in figures and in words, the amount in words will be consider;
- b. Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern unless in the opinion of the Employer/Engineer there is an obviously gross misplacement of the decimal point in the unit price, in which event, the total amount as quoted will govern.

1.5.9.2 If a tenderer does not accept the correction of errors as outlined above, his tender will be rejected and the tender security forfeited.

## **1.6 AWARD OF CONTRACT**

### **1.6.1 AWARD CRITERIA**

- 1.6.1.1 Subject to Clause 1.4.2.4 of ITT and 1.5.8 of ITT, the Employer will award, the Contract to the tenderer, whose tender has been determined to be substantially responsive, technically & financially suitable, complete and in accordance with the tender documents.
- 1.6.1.2 For price evaluation of tender, the Total Overall Cost as quoted for housekeeping of admin building, ass, training school and cafeteria will be considered.

### **1.6.2 EMPLOYER'S RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS**

- 1.6.2.1 Notwithstanding Clause 1.6.1, the Employer reserves the right to accept or reject any tender, and to annul the tender process and reject all tenders, at any time prior to award of Contract, or to divide the Contract between/amongst tenderers without thereby incurring any liability to the affected tenderer or tenderers or any obligations to inform the affected tenderer or tenderers of the grounds for the Employer's action.

### **1.6.3 NOTIFICATION OF AWARD (LETTER OF ACCEPTANCE)**

- 1.6.3.1 Prior to the expiry of the period of tender validity prescribed by the Engineer/Employer, the Engineer/Employer will notify the successful tenderer by Tele-fax or email, to be confirmed in writing by registered letter, that his tender has been accepted. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Acceptance') shall name the sum which the Employer will pay to the Contractor in consideration of the execution, completion of the works by the Contractor as prescribed by the Contract (hereinafter and in the conditions of Contract called 'the Contract Price'). The "Letter of acceptance" will be sent in duplicate to the successful tenderer, who will return one copy to the Employer duly acknowledged and signed by the authorised signatory, within four days of receipt of the same by him. No correspondence will be entertained by the Employer from the unsuccessful Tenderers.



- 1.6.3.2 The Letter of Acceptance will constitute a part of the contract.
- 1.6.3.3 Upon "Letter of Acceptance" being signed and returned by the successful tenderer as per Clause 1.6.3.1 of ITT, the employer will promptly notify the unsuccessful tenderers and discharge / return their tender securities.

#### 1.6.4 SIGNING OF AGREEMENT

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- 1.6.4.1 The Employer shall prepare the Agreement in the Proforma (Form E) included in this Document, duly incorporating all the terms of agreement between the two parties. Within 45 days from the date of issue of the letter of acceptance, the successful tenderer will be required to execute the Contract Agreement. The performance security should be submitted immediately after issue of letter of acceptance but not later than the agreement is signed between the parties. One copy of the Agreement duly signed by the Employer and the contractor through their authorized signatories, will be supplied by the Employer to the Contractor.
- 1.6.4.2 Prior to signing of the Contract Agreement, the successful tenderer shall submit the following documents within a period of 30 days from the date of issue of the Letter of Acceptance:
- a. Performance Security (Performance Guarantee)
  - b. Detailed Consortium or Joint Venture Agreement (duly signed and executed) incorporating:
    - i. Percentage Participation of each member/partner.
    - ii. Joint and several liability of the partners
  - c. Detailed proof (with name list) of compliance with PF and ESI regulations for each of the deployed staff.
  - d. Copy of Valid labor license obtained from the concerning authority.
  - e. Police Verification of each staff to be deployed.

#### 1.6.5 PERFORMANCE SECURITY

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- 1.6.5.1 The successful tenderer shall furnish to the Employer a Performance Security for an amount of 10% of the Contract Price, in accordance with General Conditions of Contract. The Performance Security can be in the form of Bank Draft or Banker's Cheque or a bank guarantee of a Scheduled Bank. The Bank Guarantee has to be from a Scheduled Bank based in India and the Form of Performance Security (Form D clause 4.4) provided in this Volume shall be used. The Performance Security shall be furnished within the time limit specified in Clause 1.6.4.
- 1.6.5.2 Failure of the successful tenderer to comply with provisions of Clause 2.9.1.1 shall constitute sufficient grounds for the annulment of the award of Contract and forfeiture of the tender security.

- 1.6.5.3 Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the tenderer.

#### **1.6.6 CANCELLATION OF LETTER OF ACCEPTANCE (LOA) AND FORM OF TENDER**

- 1.6.6.1 In case successful tenderer fails to commence the work (for whatsoever reasons) as per terms and conditions of tender after issuance of LOA then the LOA shall be cancelled and the Performance Security shall be forfeited.

### **1.7 CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE TENDER**

- 1.7.1.1 The tenderer is required to fill and submit documents as listed herein this document, but not limited to, the checklist at Annexure D.

## **2 SPECIAL CONDITIONS OF CONTRACT**

### **2.1 GENERAL**

#### **2.1.1 REPRESENTATION ON WORKS**

- 2.1.1.1 The contractor's team leader shall be the representative of contractor on site (shall be called team leader). The instructions given by the engineer or engineer's representative to team leader shall be complied immediately. The contractor shall not replace the team leader without permission of Engineer.
- 2.1.1.2 The contractor either himself or nominate the one representative senior to the team leader duly authorized to take decision on behalf of contractor (shall be called contractor's representative), to attend any exigency/emergency, to attend the meetings, to solve the miscellaneous issue of site etc.

#### **2.1.2 Sub-Contractor**

- 2.1.2.1 Sub-contracting of whole work or any part of work shall not be permitted in the contract. If it comes to the notice of employer that the work or part of work has been subcontracted the contract will be terminated and performance bank guarantee shall be forfeited and punitive action shall be initiated against the contractor.

#### **2.1.3 Sufficiency of accepted Contract Amount**

- 2.1.3.1 The Contractor shall be deemed to have satisfied himself as to the correctness and sufficiency of the Contract Price. Unless otherwise stated in the Contract, the Contract Price shall cover all his obligations under the Contract and all things necessary for Execution and Completion of the Works with High Quality Level.
- 2.1.3.2 The contractor shall be deemed to have satisfied himself as the sufficiency of contract prices for the payments to employees towards compliance of minimum wages, PF & ESI, etc.

#### **2.1.4 Progress Reports**

- 2.1.4.1 The contractor shall submit a report every month which shall highlights the measures which the contractor proposes to take in order to improve the quality of work, efficiency, progress of the action items, organization chart, progress of work, safety audit report, quality audit report etc. The monthly report shall conform to the Employer's Requirements.
- 2.1.4.2 The Contractor shall also submit to the Engineer such other reports as may reasonably be required by him or any relevant authority or public body.

### 2.1.5 Equipment, Machinery and Plants

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- 2.1.5.1 Contractor shall use machine of same make and model no. as specified in Tender Documents. However contractor can also propose and use the equivalent machine/higher model with approval of the engineer.
- 2.1.5.2 No tools, machinery, plant and equipment shall be supplied by the Employer except as mentioned in the Tender Document. The Contractor has to arrange all tools, equipment required for the work.
- 2.1.5.3 The plant, machinery and equipment brought for the execution of work, unless otherwise specified, shall be ownership of contractor. However contractor shall not remove such plant, machinery and equipment without permission of employers.
- 2.1.5.4 The Employer shall not, at any time, be liable for the loss or damage to any of the contractor's Plant, Machinery, Temporary Works or materials.
- 2.1.5.5 The Employer may assist (but is not obligated to) the Contractor, where required, in obtaining clearance through the Customs of Plant, materials and other things required for the Works.
- 2.1.5.6 If contractor failed to provide the machinery required for the execution and quality of work, the engineer at his discretion may purchase the machinery at the risk and cost of contractor.
- 2.1.5.7 The contractor shall carryout transportation of the consignment (equipment, machinery) only through common carriers duly registered under the relevant law.

### 2.1.6 Safety

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#### 2.1.6.1 Safety Requirements

- a) The premises & vicinity of premises are having High Voltage Over Head Electric Lines, low voltage & High Voltage Equipment and the movement of Trains in the depot, etc. which can cause major injury, electrocution, death to the personnel and thus requirements for safety observance are very high.
- b) The contractor shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard, the team leader, manager, and supervisor must ensure the observance of safety requirements by themselves and housekeeping Staff. It shall be the sole responsibility of the contractor to adopt all the safety measures and deploy cleaning personnel who are adequately trained in safety.
- c) The contractor is responsible to ensure that necessary and adequate personal protective equipment are all the times available for the service personnel working. Contractor shall

ensure to provide the Hi-Visibility/ Reflecting Jackets to cleaning staff along with supervisor/ team leader/ manager.

- d) It shall be the contractor's sole responsibility to make aware all of contractor's staff with the DO'S and DONT'S is attached with the tender.

#### 2.1.6.2 Accidents

- a) If any accident occurs due to execution of work or due to negligence on the part of the contractor's personnel it shall be the full responsibility of the Contractor.
- b) If any damage occurs to the structures/ material & equipment as well computers/ Telephone's due to cleaning operations, the cost of damage will be recovered from the contractor's bill.
- c) The firm must maintain a "Zero Accident Record". In case of any major accident /fatality a penalty up to 20% of total contract value will be levied. This penalty will be addition to 10% penalty levied for poor performance.

#### 2.1.6.3 Safety

- a) Contractor shall adopt the necessary safety procedures to avoid any type of accidents to Employer's personnel, or any other personnel and to avoid damages to employer's assets.

#### 2.1.6.4 Training on Safety

JMRC will provide one day training on safety to Cleaning supervisors and team leaders. Supervisors and Team leaders shall be responsible to provide this safety training to the deputed cleaning staff. Contractor shall submit the proof of this training to JMRC. Without this training and proper proof no staff will be deputed for work in JMRC.

The contractor shall provide the necessary training on safety of one week at its own cost, to all of the contractor's staff. The contractor shall not deploy the staff without safety training at site.

#### 2.1.6.5 Safety Audit

- 2.1.6.6 The contractor or contractor's representative shall do the safety audit of the site at least once in a month and shall submit the report in monthly report.

- 2.1.6.7 The contractor shall abide by the provisions of the SHE manual of JMRC as well as those of OSHAS 18001.

### 2.1.7 Protection of the Environment

- 2.1.7.1 The contractor shall use the environment friendly cleaning chemical and material.
- 2.1.7.2 The disposal of garbage shall be in environment friendly manner with proper segregation of biodegradable and non-biodegradable waste.

- 2.1.7.3 The garbage shall be collected in bags during cleaning and shall be disposed off by the contractor outside the premises in JMC/JDA's disposal yard / scrap yard. Nothing shall be paid extra by Employer for this to the contractor.
- 2.1.7.4 The Contractor shall, so conduct his cleaning operations, as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of work. In respect of ecological balance, the Contractor shall observe the following instructions.
- 2.1.7.5 Where destruction, scarring, damage or defacing may occur as a result of operations relating to Cleaning activities, the same shall be repaired, replanted or otherwise corrected at Contractor's expense. All work areas shall be smoothened and graded in a manner to confirm to natural appearance of the landscape as directed by the Engineer.
- 2.1.7.6 In the conduct of cleaning activities and operation of equipment, the Contractor shall utilize such practicable methods and devices as are reasonably available to control, prevent and otherwise minimize air/noise/water pollution.
- 2.1.7.7 Separate payment shall not be made for complying with provisions of this clause and all cost shall be deemed to have been included in the price in the Bill of Quantities.
- 2.1.7.8 The contractor shall abide by the provisions of ISO 14001.

#### 2.1.8 **ELECTRICITY AND WATER**

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- 2.1.8.1 The Employer shall make arrangements for Water supply and Electricity necessary for the Works.
- 2.1.8.2 The contractor shall make his own arrangements to tap the Electricity from the nominated sockets / points. The contractor shall tap the Electricity as per IE Rules & IE Act (Latest) duly following all safety precautions. The contractor shall submit full scheme for the requirement of Electricity & water. If scheme mentions Electricity requirement which is beyond the capacity of the Employer, in that case the contractor shall make his own arrangements / alternative arrangements.
- 2.1.8.3 The Contractor should make his own arrangements to draw the water from the available water point to the working place in such a manner without affecting the premises.
- 2.1.8.4 The Contractor should make his own arrangements for Electricity and Water at its own cost if the Employer fails to provide Electricity and Water supply due to technical or any other reasons beyond the control of the Employer.

#### 2.1.9 **Material**

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- 2.1.9.1 The contractor shall use the material, cleaning chemicals, and consumable as specified in the technical specification and scope of work. The Contractor has to arrange all

material, cleaning reagents and consumables required for the work. The Contractor shall have to identify sources for supply of all such cleaning reagents and consumable material and get them approved by the Engineer before the use. The Contractor shall submit the sample to the Engineer and shall use them only after the sample is approved. Nothing extra shall be payable to the Contractor on this account.

#### **2.1.10 Site Office and Store**

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- 2.1.10.1 The contractor shall be provided room in premises of Admin Building for making site office and for storage of contractor's material. If the space provided by the employer is insufficient, it shall be the responsibility of the Contractor to arrange at his own expense the required office or store room. The office and store room such provided/constructed shall only be used for site requirement not for any other purpose.
- 2.1.10.2 The contractor shall provide free access to the Engineer and the Engineer's Representative who will have right of inspection including that of instructing the Contractor to remove a particular material from the stores and not to use the same on the Works.

#### **2.1.11 Security of the Site**

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- 2.1.11.1 The police verification shall be made available by the contractor for each and every staff of contractor. Without police verification no staff shall be permitted to enter the premises.
- 2.1.11.2 Security arrangements for the work shall be in accordance with general requirements and the Contractor shall confirm to such requirements and shall be held responsible for the action or inaction on the part of his staff, employees.
- 2.1.11.3 Contractor's employees and representatives shall wear Identification Badges (cards), uniforms, helmets, gum boots, Hi-visibility / Reflecting Jackets and other safety / protection wear as directed by In-charge and to be provided by the Contractor. Badges shall identify the Contractor and show the employee's name and number and shall be worn at all times while at site.
- 2.1.11.4 All vehicles used by the Contractor shall be clearly marked with the Contractor's name or identification mark.

#### **2.1.12 Contractor's Operations on Site**

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- 2.1.12.1 All of the contractor's staff, supervisor, manager, and team leaders shall follow the rules and regulations, procedures in the JMRC premises. The contractor shall make aware all of his staff for the same.

## 2.2 STAFF AND LABOUR

### 2.2.1 Rates of Wages and Payment of Wages

- 2.2.1.1 The minimum wages considered for the purpose of this tender shall be as per the latest updated notification/ circular issued by Department of Labour, Government of Rajasthan, which may be referred on their website at <http://www.rajlbour.nic.in/>
- 2.2.1.2 The contractor shall pay the staff and labour as per this notification/ circular. However if the new notification/ circular is issued by the concerned authorities for revision of minimum wages during the currency or before finalization of the contract, the contractor shall be bound to implement the same immediately.
- 2.2.1.3 The Contractor will ensure to open bank accounts for each worker employed by him and his sub-contractors and all the payments to workers will be released through bank accounts.

### 2.2.2 Labour Law & Obligation of Contractor

- 2.2.2.1 In dealing with labour and employees, the Contractor shall comply fully with all laws and statutory regulations pertaining to engagement, payment and upkeep of the labour in India. Some of the obligations of the contractor are as below for the guidance of contractor.
  - a) License for employing contract labour.
  - b) Payment of wage on 7<sup>th</sup> of every month through bank only and same shall be verified by the nominated representative of employer in the compliance of Minimum wages Act.
  - c) Provided First Aid facilities to contract workers at work sites,
  - d) Maintain register of workmen employed
  - e) Issue employment card to contract workers
  - f) Issue service certificate
  - g) Maintain Muster Roll, Wage Register, Deduction Register and Overtime Register
  - h) Send Half yearly return
  - i) Regular health checks up of contract workers and maintaining health register under BOCW Act.
  - j) Compliance of provisions of ESI, PF and Workmen compensation Act.
  - k) To ensure treatment in case of accident/injuries suffered in performance of work including wages and compensation under WC Act.



- l) Send Accident report to Regional Labour Commissioner (RLC).
- m) Observance of working hours, weekly rest and overtime payment as per BOCW Act.
- n) To provide personal protection equipment viz. helmet, boots, reflective jackets at its own cost.

#### **2.2.3 Provision of Efficient and Competent Staff**

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- 2.2.3.1 The personnel deployed for the cleaning operations should be qualified, trained, efficient, competent and quality conscious in the relevant work and have the knowledge of Cleaning and safety procedures.
- 2.2.3.2 Contractor shall submit the documentary evidence of formal training imparted to staff prior to deputing in cleaning operation. The Training period of cleaning staff /Supervisor shall not be lower than 7 days.

#### **2.2.4 Preservation of Peace and orderly conduct**

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- 2.2.4.1 The contractor shall be fully responsible to ensure the discipline, and orderly conduct among the staff deployed for work. Smoking & Consumption of Tobacco in any form is not allowed. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depots.
- 2.2.4.2 The Engineer may require the Contractor to remove (or cause to be removed) any person employed on the Site or Works, including the Contractor's Representative, who in the opinion of the Engineer, persists in any misconduct, is incompetent or negligent in the performance of his duties, fails to conform with any provisions of the Contract, or persists in any conduct which is prejudicial to safety, health, or the protection of the environment. Any claim or dispute arises due to removal of such person shall have to be dealt only by the contractor and employer shall not be the party to such action in any case.

#### **2.2.5 Labour to be Contractor's Employee**

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- 2.2.5.1 Labour deployed shall only be the contractor's employee. Deployment of labour hired through sub-contractor is not permitted. If any case of hiring of labour through sub-contractor comes to the notice of employer, then it shall be considered as the sub contracting of contract and action shall be initiated accordingly.

#### **2.2.6 Police Verification**

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- 2.2.6.1 The contractor shall carryout antecedent check and the police verification of all of the staff and shall submit the same before deploying the staff. No justification of the

contractor not submitting the police verification on account of delay by the police authority or otherwise shall be entertained.

#### 2.2.7 Uniforms

- 2.2.7.1 All Managers, Supervisors, Cleaning staff and representative of contractor shall wear neat and smart Uniform (Shirt, Pant, shoes etc.) with Firm's logo. The personnel without uniform shall not be permitted in the premises and penalties shall be imposed on the contractor.

#### 2.2.8 Photo Identity Cards

- 2.2.8.1 The contractor shall provide the photo identity cards to all of the contractor's staff (Contractor's Representative, Team Leaders, Managers, Supervisors, and Cleaning Staff). Before deputing the staff for cleaning a copy of the photo identity card will be submitted to the engineer. Staff without identity card shall not be permitted to enter in the premises.
- 2.2.8.2 Only with the permission of the Engineer, Identity card shall be signed by either the contractor himself or contractor's representative and shall have the contractor's stamp. The identity card signed by any other person shall not be valid.
- 2.2.8.3 The photo has to be printed along with the other details on the paper and then laminated. The identity card having pasted photo shall not be valid. Before deputing the staff for cleaning a copy of the photo identity card will be submitted to the Employer.

#### 2.2.9 Entry Exit Pass

- 2.2.9.1 The engineer shall provide the photo entry exit pass to the staff deputed after submittal of antecedent check, police verification, contractor's photo identity card and indemnity bond by the contractor.

#### 2.2.10 COMMUNICATION FACILITIES TO STAFF

- 2.2.10.1 The contractor shall, at its own cost, provide the mobile phone communication facilities to contractor's Team Leader, Manager and Supervisors and the mobile number shall be provided to Engineer or JMRC i.e. employer.

### 2.3 WORK EXECUTION AND QUALITY CONTROL

#### 2.3.1 Manner of execution

- 2.3.1.1 The contractor shall comply the schedules, procedures, methodology, work instruction given in technical specification and scope of work. The contractor shall use only the specified material and machines.

- 2.3.1.2 If employer does not give cleaning/ housekeeping procedures, the contractor shall give the cleaning and housekeeping procedures and the same shall be got approved by the Engineer. Contractor shall submit the detailed Cleaning procedures for all different type of cleaning and housekeeping.

#### 2.3.2 Inspection

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- 2.3.2.1 The contractor supervisor and manager shall supervise and monitor the quality of the work executed and fill up the check sheet and submit to the engineer's representatives. The engineer's representatives shall inspect and cross check the work for the quality and verify the work accordingly.
- 2.3.2.2 The engineer's representative shall also inspect and check for the compliance of contractor for the availability of proper and specified material, consumable, machinery, tools etc. The engineer representative shall also inspect and check compliance of contractor for the availability of sufficient manpower, all the staff in proper uniform and have the identity card, staff is disciplined, use of protective equipment, observance of safety etc . Any shortcoming noted during such inspection shall be rectified by the contractor immediately failing which the penalty shall be imposed

#### 2.3.3 Quality Audit

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- 2.3.3.1 The contractor or contractor's representative shall visit the site and inspect and do the quality audit at least two times in a month. The contractor shall submit the quality audit report on the quality of work and action taken to improve the quality in the monthly report.
- 2.3.3.2 If the quality is not up to mark or persistence of problem then Engineer may require to call the contractor himself, contractor authorized signatory or contractor's representative to be present on the site.
- 2.3.3.3 On such call the contractor himself, contractor's authorized signatory or contractor's representative shall have to present on the site to monitor the execution of work and to solve the problem immediately. The personnel called in such case shall not leave the site without written permission from the engineer.

#### 2.3.4 Records

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- 2.3.4.1 Contractor will have to maintain proper records of Cleaning, housekeeping of Admin Building, ASS, training school and cafeteriaas per direction of In-charge. Some of the records to be maintained are as follows:
- Deployment of manpower per day.
  - Availability of Machines/Plants/Equipment.

- c. Stock details and utilization of Chemicals / Reagents / Detergents/consumables.
- d. Check sheets for Details of Cleaning and housekeeping of Admin Building, ASS (Auxiliary Sub-station), training school and cafeteriaactivities, carried per day as per Cleaning schedule of work.
- e. Monthly summary of work carried out in as per schedule of work
- f. Monthly report submittal

## **2.4 TIME MANAGEMENT**

### **2.4.1 Contract Period**

- 2.4.1.1 The contract shall be for a period of 2 years from the date of commencement of work.
- 2.4.1.2 The period of the Contract may be extended in exceptional circumstances,for a period not more than 6 months.

### **2.4.2 Admin Building, ASS (Auxiliary Sub-station), training school and cafeteriaWork Timings**

- 2.4.2.1 The tentative shift timings following in various JMRC offices are as follows: -
  - 1) General shift : 0930hrs.to 1800 hrs (including lunch break from 1330 hrs to 1400 hrs.)
  - 2) Morning Shift : 0600 hrs. to 1400 hrs.
  - 3) Evening Shift : 1400 hrs. to 2200 hrs.
  - 4) Night Shift : 2200 hrs. to 0600 hrs.
- 2.4.2.2 However based on actual need, contractor may need to work in one or more shifts and payments shall be made accordingly. The shift timings may be different for different buildings/ Premises. Similarly different buildings may work in one or more shifts.
- 2.4.2.3 In the case of General shifts, the major portion of the cleaning should be completed by before start the officehrs.

### **2.4.3 Suspension of work**

- 2.4.3.1 The work is of essential service required for the passenger. The suspension of work by the contractor or contractor's staff even for a single day may lead to heavy penalties on the contractor up to termination of contract and forfeiture of performance security.

## **2.5 CONTRACT PRICE AND PAYMENT**

### **2.5.1 The Contract Price**

- 2.5.1.1 Contract Price, shall be inclusive of all taxes, duties, royalties etc. Nothing extra (except the Service tax as applicable) shall be payable over the quoted rates.

- 2.5.1.2 The Contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. He shall keep the Employer fully indemnified against liability of tax, interest, penalty etc., of the Contractor's in respect thereof, which may arise.

#### 2.5.2 Price Variation

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- 2.5.2.1 Any escalation in the minimum wages by Deptt.ofLabour, Government of Rajasthan shall be compensated with price variation formula as below.

Total quoted cost of work (without service tax) = "TC"

- 2.5.2.2 Total increased Labor Cost due to escalation in minimum wages (number of staff as per minimum specified in ITT Form T-III) "LC" =  $365 \times \text{Number of Staff} \times (\text{revised minimum wage per day} - \text{minimum wages per day as per SCC clause 2.2.1})$

- 2.5.2.3 Percentage Increase "P" =  $(LC \times 100) / TC$

- 2.5.2.4 Revised rate of Activities shall be = Accepted rate of BOQ activities +  $((\text{Accepted rate of BOQ activities} \times "P") / 100)$

- 2.5.2.5 Accepted rate of BOQ activities shall be the rates as in original LOA issued to the contractor at the time of award of contract. The revised rates shall be applicable w.e.f. the date of escalation of the minimum wages.

(\*) Formula shall be applicable for individual categories of manpower separately and "LC" will be the sum of individual values.

- 2.5.2.6 The tenderer should quote the rates considering current minimum wages & DA etc. as on "date" as well as periodical increase during the currency of contract.

#### 2.5.3 Advance

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- 2.5.3.1 No advance shall be paid.

#### 2.5.4 On account payment Application for Interim Payment certificates

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- 2.5.4.1 Payment shall be made monthly on submission of Bills by contractors and bill will be verified by concerned in charge. The value of all work done in accordance with the Contract, and the amount which is finally due, and For the purpose of On-account payment, the contractor shall submit detailed activities carried out as per BOQ recorded in Measurement sheets, Abstract sheets along with recorded bill for the item actually executed for checking and payment. Payment will be effected based on unit rates as approved in the Bill of Quantities.

- 2.5.4.2 The contractor shall submit the check sheets, Service Sheets etc duly signed by the engineer's representative for work done.

2.5.4.3 If any activities are not carried out as per the schedule of work the proportionate amount will be deducted from the bill. If the work carried out through other agency under the intimation to contractor and the charges incurred on it will be deducted from the contractor's bill. In addition the applicable penalty will be levied as per Special Condition of Contract.

2.5.4.4 Contractor shall abide the Minimum Wages Act and JMRC representatives shall verify and/or witness all related payments.

## 2.5.5 Payment in Applicable Currencies

2.5.5.1 Payment shall be done in INR only

## 2.6 PENALTY & DEDUCTION

2.6.1.1 Penalty for poor quality of work shall be imposed subject to max. of 10 % of Contract value. The decision regarding Penalty & Imposing Penalty shall be of JMRC. This is in addition to the proportional amount to be deducted for non-completion or not carrying out the work.

2.6.1.2 The firm must maintain a "Zero Accident Record". In case of any major accident /fatality a penalty up to 20% of the bill for the month in which the incidence taken place shall be imposed. This penalty will be addition to 10% penalty levied for poor performance.

2.6.1.3 If Team Leader, Manager, Supervisor, cleaning/Housekeeping staffare found absent or short, a deduction at the rate of equivalent to daily wage plus Rs 100/- per employee per day will be charged subject to the actual execution, completion and quality of work. The rate of wages shall be as per minimum wages rate as applicable to each category of staff as per S.C.C. Clause 2.2.1.

2.6.1.4 It should be clearly understood that if, total penalty and deductions in any one year of the contract exceeds 10% of the value of contract, the contractor will be consider under review by JMRC for participation in the similar category of works.

2.6.1.5 If during inspection, the workers are not found in uniform, a penalty of Rs.50 per employee per day will be imposed.

2.6.1.6 If during inspection, the workers are not found in proper PPE (Personnel protective equipment) a penalty up to Rs.200 per employee per day will be imposed.

2.6.1.7 In case of unavailability of proper chemicals for described usage, penalty up to Rs. 500.00 per day will be imposed.

2.6.1.8 The Contractor shall co-ordinate his programme to the extent feasible with the programmers of other contractors to be engaged at the site or in the vicinity of the site,

as furnished by the Engineer so that the works can be carryout as per the overall programme.

- 2.6.1.9 In case of unavailability of consumables e.g.; Naphthalene Ball, Room Freshener, Liquid Hand Wash etc a penalty of Rs 100/- per incident shall be imposed.
- 2.6.1.10 In case of unavailability or use of improper hand tools and tackles e.g.; wiper, mops, duster etc a penalty of Rs 100/- per incident shall be imposed.
- 2.6.1.11 In case of non-attendance of complaint, within 24 hrs, Rs.500.00 will be charged for each case.
- 2.6.1.12 In case of any damage done by any of the worker of the contractor to the property of the Employer, the actual amount will be recovered or the contractor shall repair / replace such damaged part at its own cost to the satisfaction of the Employer.
- 2.6.1.13 In case disposal of cleaning waste is not done by the contractor at the prescribed Jaipur Municipal Corporation (JMC) site, a penalty of Rs.500/- per incident will be imposed.
- 2.6.1.14 Breakdown time of any machine should not be more than **48 hours**. In case the machine is not made available or repaired for more than 07 days, Employer shall procure or get machine repaired at the risk and cost of contractor and the amount shall be deducted from contractor's bills or performance guarantee. The penalty beyond breakdown time of 48 hrs will be imposed as per the following table.

Description of Machine	Penalty per machine per day (Rs.)
1.Portable type Single Disc Mini Scrubber	100
2.High pressure cleaners	100
3.Walk behind vacuum sweepers for shop floor &	100
4.High rise ladders (non-conductive)	100
5.Battery operated Industrial drier cum scrubber for shop floor/office	200
6.Two bucket trolley system	100
7.Glass cleaning tools with long handles	50

- 2.6.1.15 A number of activities are listed against BOQ items in "Technical specifications and scope of work". Contractor shall perform all the activities. If contractor does not perform all the activities, the proportional amount for the activities not performed shall be deducted. JMRC decision for amount to be deducted shall be final.
- 2.6.1.16 Verification of work shall be done in percentage term considering deployment of manpower, machinery, consumables etc. In case of any work of improper cleaning, due to short supervision, short deployment of man power / equipment/ machinery, consumables etc. as compared to requirement prescribed in the contract, only

proportionate amount shall be payable to the contractor as per BOQ JMRC decision for amount to be deducted shall be final.

2.6.1.17 The penalties as above shall not relieve the contractor from his obligation to execute the works or from any other of his obligations and liabilities under the contract.

2.6.1.18 Contractor performance shall be evaluated at the end of every year before extension of the contract for next year. If contractor performance does not found satisfactory the contract will not be extended for next year. Decision of JMRC will be final.

## **2.7 RISK AND RESPONSIBILITY**

### **2.7.1 Indemnity**

2.7.1.1 Contractor shall submit the indemnity bond such that the contractor's staff shall not claim of any type e.g. payment, employment etc. with employer. After completion of contract the contractor shall withdraw all of his staff from the site without any claim.

### **2.7.2 Use and Care of Site**

2.7.2.1 The Contractor shall not demolish, remove or alter structures or other facilities on the site without prior approval of the in charge.

2.7.2.2 All surface and sub-soil drains shall be maintained in a clean, sound and satisfactory state of performance.

2.7.2.3 All Electrical and Electronic equipment shall be cleaned under the supervision of an authorized representative of JMRC.

2.7.2.4 The contractor shall clean only these areas of the Electrical / Electronic & other specified equipment which are either mentioned in the specifications or are permitted by the Employer or mentioned by the authorized representative of the Employer.

## **2.8 INSURANCE**

### **2.8.1 Insurance for Workers**

2.8.1.1 All of the contractor staff shall have to be covered under ESI. The contractor shall take insurance policy at his own cost as specified in the workmen's compensation act for the contractor's staffs those are not covered by the ESI.

### **2.8.2 Third party insurance**

2.8.2.1 The Contractor shall insure against liability to third parties in the joint names of the Employer, the Contractor and Sub-contractors, (wherever applicable) for any loss,



damage, death or bodily injury which may occur to any physical property (except things insured otherwise) or to any person (except persons insured by the employer, staff of other contractors working in the premises, contractor staff ), which may arise out of the performance of the Contract. The insurance shall be at least for the amount Rs.1,00,000/- for each incidents with number of incidence 10 in a year.

## **2.9 PERFORMANCE SECURITY**

- 2.9.1.1 The successful tenderer shall furnish to the Employer a performance security for an amount of 10% of the Contract Price as per ITT Clause 1.6.5.1

### 3 TECHNICAL SPECIFICATION AND SCOPE OF WORK

#### 3.1 GENERAL

- 3.1.1.1 For monthly/ weekly/ daily cleaning shall be done as directed by the Engineer and prescribed in clause 3.3.
- 3.1.1.2 Contractor shall arrange all requisite cleaning items, material to ensure the high level cleaning in office premises of JMRC.
- 3.1.1.3 All Electrical & electronic equipment shall be cleaned under the supervision of an authorized representative of the JMRC.
- 3.1.1.4 The contractor shall clean only these areas of the Electrical/ Electronic and other specified equipment, which are either mentioned in the specification or permitted by the Employer or mentioned by the authorized representative of the Engineer.
- 3.1.1.5 The proper record for the chemical and detergent used for cleaning shall be maintained by the contractor. The engineer's representative shall frequently monitor the consumption. The engineer on his discretion may advise to the contractor to handover the cleaning chemical and detergent to employer's store at site and get issued from there.
- 3.1.1.6 Cleaning of toilets shall be done every 02hrs or more and an inspection sheet shall be kept in the toilets.
- 3.1.1.7 Apart from the daily cleaning the deep cleaning activities with use of phenol, chemicals with the heavy cleaning machine shall be done every week in all the buildings.
- 3.1.1.8 The consumables eg; Air/Room Freshener, Naphthalene Balls, Odonizer, Urinal cubes. Tissue papers etc shall be provided in abundant and there shall be no shortage.
- 3.1.1.9 There are chemical substances with different reaction time (from few minutes to more than 24 hours) In any case the following substances shall not be used at all: gasoline / petrol, acetone, trichloroethylene and all the aggressive organic solvents (xylene, toluene, dichloroethylene, trichloroethylene, etc.) Also strong acids/alkaline are to be completely avoided (hydrochloric acid, formic acid, nitric acid, sulphuric acid, caustic soda, etc.).
- 3.1.1.10 The dilution suggested by supplier for the chemicals and cleaning regents shall be followed.

**3.1.2 SPECIFICATION FOR CLEANING REAGENT**

S. No	Name of Chemicals and Detergents	Make	Area of application
1			
2			
3			
4			
5			
6			
7			
8			
9			

**3.1.3 SPECIFICATION FOR ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA CLEANING CONSUMABLE**

3.1.3.1 The contractor shall submit the details of consumable he intend to use for approval of engineer. The consumable shall be branded and of high quality and specification in general to be followed as below. Engineer may reject the proposed consumable by the contractor and direct contractor a particular item at his discretion, the contractor shall follow the engineer direction. The quantity shall be as desired by the engineer according to site and work requirement.

- |      |   |  |
|------|---|--|
| I)   | Liquid Hand Wash                            | - Lifebuoy/Dettol                          |
| II)  | Toilet Roll                                 | -  |
|      | Vertis/Windsoft/Boardwalk/Daycare/Daffodil  |  |
| III) | Tissue paper box                            | -  |
|      | Vertis/SoftTouch/Windsoft/Boardwalk/Daycare |  |
| IV)  | White Phenyl                                | - Domex/Lizol/Gainda/Trishul or equivalent |
| V)   | Air/Room Freshener                          | - Yardley/Park Avenue/Airvic/Odonil        |
| VI)  | Naphthalene Balls                           | - Gainda/Trishul or equivalent             |

VII)	Odonizer	- Odonil
VIII)	Toilet Cleaner	- Harpic/Mr. Muscle/R6 or equivalent
IX)	Urinal cube	- Odonil /Metropol
X)	Floor cleaning chemical	- Johnson Diversy/Easy bang or equivalent
XI)	White Duster	- Branded and High Quality
XII)	Yellow Duster	- Branded and High Quality
XIII)	Small Dust Bin	- Neel Kamal/cello or equivalent
XIV)	Large Dust Bin	- Neel Kamal/cello or equivalent
XV)	Garbage Bin	- Neel Kamal/cello or equivalent
XVI)	Polythene bags in Bins	- High Quality
XVII)	Bucket and Mugs in Toilets	- Neel Kamal/cello or equivalent
XVIII)	Push/Pull Soap Dispenser	- Neel Kamal or High Quality

#### 3.1.4 SPECIFICATION FOR MACHINES

- 3.1.4.1 The make and model of the machine and requirements are specified in the ITT Form-T-IV. However, if contractor desires to use similar or equivalent machines, prior approval of JMRC would be required.

#### 3.1.5 SPECIFICATION FOR HAND TOOLS AND CLEANING APPLIANCES

- 3.1.5.1 The contractor shall submit the details of hand tools and cleaning appliances he intend to use for approval of engineer. The hand tools and cleaning appliances shall be branded and of high quality and specification in general to be followed as below. Engineer may reject the proposed consumable by the contractor and direct contractor a particular item at his discretion, the contractor shall follow the engineer direction.
- |                                    |   |
|------------------------------------|---|
| a. Wiper                           | - Neel Kamal/TTS or equivalent                |
| b. Mop                             | - TTS/Scotch bright or equivalent             |
| c. Long Handle Brush<br>equivalent | -Johnson/Karcher/Roots/Neel Kamal/TTS or      |
| d. Squeegee                        | - Neel Kamal/Scotch bright /TTS or equivalent |
| e. Microfiber cloth                | -Branded and High Quality                     |
| f. Hand brush                      | -Branded and High Quality                     |

- g. Dusters -Branded and High Quality
- h. Others - Branded and High Quality

### 3.1.6 SAFETY DO'S AND DON'T'S

- 3.1.6.1 The rules /guidelines must be followed to ensure personal safety as well as JMRC premises safety.
- 3.1.6.2 Since there is mansarovar depot in the vicinity of the Admin Building premises so special taken care must be ensure on that area in view of train movements. If due to any work/ reason require to go in the depot then only with the permission of the Engineer in charge.

### 3.1.7 GARBAGE DISPOSAL

- 3.1.7.1 The garbage shall be collected in bags during cleaning and shall be disposed off by the contractor outside the depot area in JDA/ JMC's disposal yard / scrap yard daily. Nothing shall be paid extra by JMRC for this to the contractor. The bin shall be supplied by the contractor according to site and work requirement and on direction of engineer.

## 3.2 Deleted

## 3.3 SCOPE OF WORK AND PROCEDURE FOR VARIOUS BUILDINGHOUSEKEEPING

The scope of work and the procedure for Housekeeping shall be as per Tables01 to 11 given below. The contractor shall follow the same.

### 3.3.1 Table 01: Schedule of Cleaning and Housekeeping items of Sub Station and DG Set at MansarovarTrain Depot

S.No.	Description of items	App. quantity	Remarks
<b>Group - II Schedule- Daily &amp; as and when required</b>			
1	Wet cleaning and wiping of floor, Passages & different types of floor area provided in substation&DG Set	As available	Kota stone; cement concrete etc.
2	Cleaning of Different types of finishing works	As available	Dove tex, quartzite, glazed tiles etc.
3	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	
4	Cleaning of Different types of doors/ windows frames & shutters	As available	
5	Cleaning of Stainless steel/PVC hand railing	As available	
6	Cleaning of Computers & accessories	As available	

S.No.	Description of items	App. quantity	Remarks
7	Cleaning of Telephone sets & accessories	As available	
8	Cleaning of office equipments/furniture	As available	
9	Supply and Cleaning of Dust bins	As available	
10	Removing/ disposing of collected garbage/debris	As required	
11	Any other equipments/ Misc. items	As available	
<b>Group - III Schedule- Weekly &amp; as and when required</b>			
1	Scrubbing and deep cleaning of floor, Passages & different types of floor area provided in substation and DG SET	As available	Kota stone; cement concrete etc.
2	Cleaning of Indoor lighting & accessories	As available	
3	Cleaning of Fans/exhaust fans & accessories	As available	
4	Cleaning of shutters	As available	
5	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
6	Cleaning of Fire Hydrants and Panels	As available	
7	Cleaning of Electrical Switch boards /Panels /distribution boards	As available	
8	Cleaning of Main Gate Panels and shutters	As available	
9	Cleaning of all equipments available in LT switch room	As available	
10	Cleaning of all HT equipments available in HT room	As available	
13	Cleaning of D.G. Set with fuel Tanks	As available	
18	Any other equipments/ Misc. items	As available	
<b>Group - V Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning of Roof Ceiling/Suspended Ceiling etc.	As available	
2	Cleaning of cable Trays	As available	
3	Cleaning of Transformer 1 & 2 equipments	02 Nos.	

**3.3.2 Table 02: Schedule of Cleaning and Housekeeping items of Admin Building Wing A cafeteriaGround Floor at Mansarovar Depot**

S.No.	Description of items	App. quantity	Remarks
<b>Group-II Schedule- Daily &amp; as and when required</b>			
1	Wet cleaning and wiping of floor, Passages& different types of floor area provided in Canteen.	As available	Kota stone; cement concrete etc.
2	Cleaning and wiping of toilets/bath room in each shift	As available	
3	Cleaning of Different types of finishing works	As available	Dovetex tiles; Ceramic glazed tiles etc.
4	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	
5	Cleaning of Different types of doors/ windows frames	As available	

S.No.	Description of items	App. quantity	Remarks
6	Cleaning drainage; sewerage & sanitation of Toilets & Bath rooms	As available	
7	Removing/ disposing of collected garbage/debris	As Required	
8	Cleaning of Telephone sets & accessories	As available	
9	Supply and Cleaning of Dust bins	As available	
10	Any other equipments/ Misc. items	As available	
<b>Group-III Schedule- Weekly &amp; as and when required</b>			
1	Scrubbing & deep cleaning of floor, Passages& different types of floor area provided in Canteen.	As available	Kota stone; cement concrete etc.
2	Cleaning of Drainage, Sewerage, plumbing & sanitation etc. of toilets/bath room	As available	
3	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
4	Cleaning of Fire Hydrants and Panels, AC s	As available	
5	Cleaning of Electrical Switch boards /Panels /distribution boards	As available	
11	Any other equipments/ Misc. items	As available	
<b>Group-V Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning of Cable Trays, Indoor lighting & accessories	As available	
2	Cleaning of Fans,AC s/ & accessories	As available	
3	Cleaning of Roof Ceiling/Suspended Ceiling etc.	As available	

**3.3.3 Table 03: Schedule of Cleaning and Housekeeping items of Admin Building Wing A Training School 1<sup>st</sup> and 2<sup>nd</sup> Floor at Mansarovar Depot**

S.No.	Description of items	App. quantity	Remarks
<b>Group-II Schedule- Daily &amp; as and when required</b>			
1	Wet cleaning and wiping of Passages/Corridor & different types of floor area provided in all rooms at Wing A Training School 1 <sup>st</sup> and 2 <sup>nd</sup> Floor Admin building	As available	Kota stone; cement concrete
2	Cleaning of Different types of finishing works	As available	Dovetex tile/ Glazed tiles etc.
3	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	
4	Cleaning of Different types of doors/ windows frames& shutters	As available	
5	Cleaning of Hand rails/PVC/S.S /M S Pipe Railing	As available	
6	Cleaning of Telephone sets & accessories	As available	

S.No.	Description of items	App. quantity	Remarks
7	Cleaning of Computers & accessories	As available	
8	Cleaning of office equipments/Furniture	As available	
9	Supply and Cleaning of Dust bins	As available	
10	Removing/ disposing of collected garbage/debris	As required	
11	Cleaning and wiping of toilets/bath room in each shift	As available	
12	Cleaning drainage; sewerage & sanitation of Toilets & Bath rooms	As available	
13	Any other equipments/ Misc. items	As available	
<b>Group-III Schedule- Weekly &amp; as and when required</b>			
1	Scrubbing & deep cleaning of floor, Passages & different types of floor area	As available	Kota stone; cement concrete
2	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
3	Cleaning of Electrical Switch boards /Panels /distribution boards and <b>AC duct as available</b>	As available	
4	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	As available	
5	Cleaning of all equipments available in rooms	As available	
6	Any other equipments/ Misc. items	As available	
<b>Group-V Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning of Cable Trays, Indoor lighting & accessories	As available	
2	Cleaning of Roof Ceiling	As available	
3	Cleaning of suspended ceiling	As available	

**3.3.4 Table 04: Schedule of Cleaning and Housekeeping items of Admin Building Wing B Auditorium Ground Floor at Mansarovar Depot**

S.No.	Description of items	App. quantity	Remarks
<b>Group-II Schedule- Daily &amp; as and when required</b>			
1	Wet cleaning and wiping of Passages/Corridor & different types of floor area provided in all rooms and Auditorium at Wing B AuditoriumGroundFloor Admin building	As available	Kota stone; cement concrete
2	Cleaning of Different types of finishing works	As available	Dovetex tile/



S.No.	Description of items	App. quantity	Remarks
			Glazed tiles etc.
3	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	
4	Cleaning of Different types of doors/ windows frames& shutters	As available	
5	Cleaning of Hand rails/PVC/S.S /M S Pipe Railing	As available	
6	Cleaning of Telephone sets & accessories	As available	
7	Cleaning of Computers & accessories	As available	
8	Cleaning of office equipments/Furniture/Chairs and Tables	As available	
9	Supply and Cleaning of Dust bins	As available	
10	Removing/ disposing of collected garbage/debris	As required	
11	Any other equipments/ Misc. items	As available	
12	Cleaning and wiping of toilets/bath room in each shift	As available	
13	Cleaning drainage; sewerage & sanitation of Toilets & Bath rooms	As available	
<b>Group-III Schedule- Weekly &amp; as and when required</b>			
1	Scrubbing & deep cleaning of floor, Passages & different types of floor area	As available	Kota stone; cement concrete
2	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
3	Cleaning of Electrical Switch boards/Panels /distribution boards and <b>AC duct as available</b>	As available	
4	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	As available	
5	Cleaning of all equipments available in rooms and Auditorium	As available	
6	Any other equipments/ Misc. items	As available	
<b>Group-V Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning of Cable Trays, Indoor lighting & accessories	As available	
2	Cleaning of Roof Ceiling	As available	
3	Cleaning of suspended ceiling	As available	

**3.3.5 Table 05: Schedule of Cleaning and Housekeeping items of Admin Building Wing B 2<sup>nd</sup>Floor library and Offices at Mansarovar Depot**

S.No.	Description of items	App. quantity	Remarks
<b>Group-II Schedule- Daily &amp; as and when required</b>			
1	Wet cleaning and wiping of Passages/Corridor & different types of floor area provided in all rooms at Wing B 2 <sup>nd</sup> Floor library and Offices Admin building	As available	Kota stone; cement concrete
2	Cleaning of Different types of finishing works	As available	Dovetex tile/ Glazed tiles etc.
3	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	
4	Cleaning of Different types of doors/ windows frames & shutters	As available	
5	Cleaning of Hand rails/PVC/S.S /M S Pipe Railing	As available	
6	Cleaning of Telephone sets & accessories	As available	
7	Cleaning of Computers & accessories	As available	
8	Cleaning of office equipments/Furniture	As available	
9	Supply and Cleaning of Dust bins	As available	
10	Removing/ disposing of collected garbage/debris	As required	
11	Any other equipments/ Misc. items	As available	
12	Cleaning and wiping of toilets/bath room in each shift	As available	
13	Cleaning drainage; sewerage & sanitation of Toilets & Bath rooms	As available	
<b>Group-III Schedule- Weekly &amp; as and when required</b>			
1	Scrubbing & deep cleaning of floor, Passages & different types of floor area	As available	Kota stone; cement concrete
2	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
3	Cleaning of Electrical Switch boards /Panels /distribution boards and <b>AC duct as available</b>	As available	
4	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	As available	
5	Cleaning of all equipments available in rooms	As available	
6	Any other equipments/ Misc. items	As available	
<b>Group-V Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning of Cable Trays, Indoor lighting & accessories	As available	
2	Cleaning of Roof Ceiling	As available	
3	Cleaning of suspended ceiling	As available	

**3.3.6 Table 06: Schedule of Cleaning and Housekeeping items of Admin Building Wing B 3<sup>rd</sup> Floor SCR, TERat Mansarovar Depot**

S.No.	Description of items	App. quantity	Remarks
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S.No.	Description of items	App. quantity	Remarks
<b>Group-II Schedule- Daily &amp; as and when required</b>			
1	Wet cleaning and wiping of Passages/Corridor & different types of floor area provided in all rooms at Wing B 3 <sup>rd</sup> FloorSCR, TER, of Admin building	As available	Kota stone; cement concrete
2	Cleaning of Different types of finishing works	As available	Dovetex tile/ Glazed tiles etc.
3	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	
4	Cleaning of Different types of doors/ windows frames& shutters	As available	
5	Cleaning of Hand rails/PVC/S.S /M S Pipe Railing	As available	
6	Cleaning of Telephone sets & accessories	As available	
7	Cleaning of Computers & accessories	As available	
8	Cleaning of office equipments/Furniture	As available	
9	Supply and Cleaning of Dust bins	As available	
10	Removing/ disposing of collected garbage/debris	As required	
11	Any other equipments/ Misc. items	As available	
12	Cleaning and wiping of toilets/bath room in each shift	As available	
13	Cleaning drainage; sewerage & sanitation of Toilets & Bath rooms	As available	
<b>Group-III Schedule- Weekly &amp; as and when required</b>			
1	Scrubbing & deep cleaning of floor, Passages & different types of floor area	As available	Kota stone; cement concrete
2	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
3	Cleaning of Electrical Switch boards /Panels /distribution boards and <b>AC duct as available</b>	As available	
4	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	As available	
5	Cleaning of all equipments available in rooms	As available	
6	Any other equipments/ Misc. items	As available	
<b>Group-V Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning of Cable Trays, Indoor lighting & accessories	As available	
2	Cleaning of Roof Ceiling	As available	
3	Cleaning of suspended ceiling	As available	

3.3.7 **Table 07: Schedule of Cleaning and Housekeeping items of Admin Building Wing B 4<sup>th</sup>FloorOCCatMansarovar Depot**

S.No.	Description of items	App. quantity	Remarks
<b>Group-II Schedule- Daily &amp; as and when required</b>			

S.No.	Description of items	App. quantity	Remarks
1	Wet cleaning and wiping of Passages/Corridor & different types of floor area provided in all rooms at Wing B 4 <sup>th</sup> Floor OCC of Admin building	As available	Kota stone; cement concrete
2	Cleaning of Different types of finishing works	As available	Dovetex tile/ Glazed tiles etc.
3	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	
4	Cleaning of Different types of doors/ windows frames& shutters	As available	
5	Cleaning of Hand rails/PVC/S.S /M S Pipe Railing	As available	
6	Cleaning of Telephone sets & OCC rooms electronics accessories	As available	
7	Cleaning of Computers & accessories	As available	
8	Cleaning of office equipments/Furniture	As available	
9	Supply and Cleaning of Dust bins	As available	
10	Removing/ disposing of collected garbage/debris	As required	
11	Any other equipments/ Misc. items	As available	
12	Cleaning and wiping of toilets/bath room in each shift	As available	
13	Cleaning drainage; sewerage & sanitation of Toilets & Bath rooms	As available	
<b>Group-III Schedule- Weekly &amp; as and when required</b>			
1	Scrubbing & deep cleaning of floor, Passages & different types of floor area	As available	Kota stone; cement concrete
2	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
3	Cleaning of Electrical Switch boards /Panels /distribution boards and <b>AC duct as available</b>	As available	
4	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	As available	
5	Cleaning & vacuuming of all equipment's available in OCC rooms	As available	
6	Any other equipments/ Misc. items	As available	
<b>Group-V Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning & vacuuming of Cable Trays, Indoor lighting & accessories	As available	
2	Cleaning of Roof Ceiling	As available	
3	Cleaning of suspended ceiling	As available	

**3.3.8 Table 08: Schedule of Cleaning and Housekeeping items of Admin Building Wing C Ground Floor ETU Workshop and Rooms at Mansarovar Depot**

S.No.	Description of items	App. quantity	Remarks
<b>(A) Work shop:</b>			
<b>Group-II Schedule- Daily &amp; as and when required</b>			
1	Wet cleaning and wiping of Plat form, passages & different types of floor area provided in ETU's work shop	As available	Kota stone; cement concrete
2	Cleaning of Different types of finishing works	As available	Aluminum glazing/Metal Cladding etc.
3	Cleaning of Sign Boards/ Name Boards/Notice boards/ pits etc.	As available	
4	Cleaning of Different types of doors/ windows frames &	As available	
5	Supply and Cleaning of Dust bins	As available	
6	Removing/ disposing of collected garbage/debris	As required	
7	Cleaning of office equipments/Furniture	As available	
8	Any other equipments/ Misc. items	As available	
9	Cleaning and wiping of toilets/bath room in each shift	As available	
10	Cleaning drainage; sewerage & sanitation of Toilets & Bath rooms	As available	
<b>Group-III Schedule- Weekly &amp; as and when required</b>			
1	Scrubbing and deep cleaning of Platform, passages & different types of floor area provided in ETU's work shop	As available	Kota stone; cement concrete
2	Cleaning of Track Plinth & Pit lines	As available	
3	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
4	Cleaning of Fire Hydrants and Panels	As available	
5	Cleaning of Electrical Switch boards /Panels /distribution boards	As available	
6	Cleaning of all Electrical & Mechanical equipment & furniture.	As available	
7	Road vehicles (Trucks/Lorries) ,OHE maintenance vehicle & other road/rail vehicle	As available	Dry cleaning of External body & cab only
8	Cleaning of Fans/exhaust fans & accessories	As available	
9	Cleaning of Main Gate Panels and Rolling Shutters/ other gates/ shutters.		
10	Any other equipments/ Misc. items	As available	
<b>Group-VI Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning of Roof Ceiling etc.	As available	

S.No.	Description of items	App. quantity	Remarks
2	Cleaning of Sky light area	As available	
3	Cleaning of cable trays, Indoor lighting & accessories	As available	
4	Cleaning of EOT crane and pits with draining	01 No.	
<b>(B) Ground Floor (Rooms, Passage &amp; Corridors)</b>			
<b>Group-II Schedule- Daily &amp; as and when required</b>			
1	Wet cleaning, wiping of Passage/ corridors & different types of floor area provided in ETU's work shop office rooms of Ground Floor	As available	Kota stone; cement concrete etc.
2	Cleaning and wiping of toilets/bath room in each shift	As available	
3	Cleaning of Different types of finishing works	As available	Glazed Tiles etc.
4	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	
5	Cleaning of Different types of doors/ windows frames & shutters	As available	
6	Cleaning of Stainless steel/PVC hand railing	As available	
7	Cleaning of Telephone sets & accessories	As available	
8	Cleaning of Computers & accessories	As available	
9	Cleaning of office equipments/Furniture	As available	
10	Supply and Cleaning of Dust bins	As available	
11	Removing/ disposing of collected garbage/debris	As required	
12	Cleaning and wiping of toilets/bath room in each shift	As available	
13	Cleaning drainage; sewerage & sanitation of Toilets & Bath rooms	As available	
14	Any other equipments/ Misc. items	As available	
<b>Group-III Schedule- Weekly &amp; as and when required</b>			
1	Scrubbing and deep cleaning of Plat form, passages & different types of floor area provided in ETU's work shop	As available	Kota stone; cement concrete etc.
2	Cleaning of Drainage, Sewerage, plumbing & sanitation etc. of toilets/bath room	As available	
3	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
4	Cleaning of Fire Hydrants and Panels	As available	
5	Cleaning of Fire detection and Fire fighting equipments	As available	
6	Cleaning of M&P and Test benches	As available	
7	Cleaning of Material handling equipments	As available	

S.No.	Description of items	App. quantity	Remarks
8	Cleaning of Electrical Switch boards /Panels /distribution boards	As available	
9	Cleaning of Main Gate panels/Rolling Shutters	As available	
10	Any other equipments/ Misc. items	As available	
<b>Group-V Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning of Roof Ceiling/Suspended Ceiling etc.	1060Sqm.	
2	Cleaning of Cable Trays, Indoor lighting & accessories etc.	As available	
3	Cleaning of Fans/exhaust fans & accessories	As available	

**3.3.9 Table 09: Schedule of Cleaning and Housekeeping items of Admin Building Wing C 2<sup>nd</sup>Floor ETU offices and CWM Offices & Rooms at Mansarovar Depot**

S.No.	Description of items	App. quantity	Remarks
<b>Group-II Schedule- Daily &amp; as and when required</b>			
1	Wet cleaning and wiping of Passages/Corridor & different types of floor area provided in all rooms at Wing C 2 <sup>nd</sup> Floor Floor ETU offices and CWM Offices and Rooms of Admin building	As available	Kota stone; cement concrete
2	Cleaning of Different types of finishing works	As available	Dovetex tile/ Glazed tiles etc.
3	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	
4	Cleaning of Different types of doors/ windows frames& shutters	As available	
5	Cleaning of Hand rails/PVC/S.S /M S Pipe Railing	As available	
6	Cleaning of Telephone sets & accessories	As available	
7	Cleaning of Computers & accessories	As available	
8	Cleaning of office equipments/Furniture	As available	
9	Supply and Cleaning of Dust bins	As available	
10	Removing/ disposing of collected garbage/debris	As required	
11	Any other equipments/ Misc. items	As available	
12	Cleaning and wiping of toilets/bath room in each shift	As available	
13	Cleaning drainage; sewerage & sanitation of Toilets & Bath rooms	As available	
<b>Group-III Schedule- Weekly &amp; as and when required</b>			

S.No.	Description of items	App. quantity	Remarks
1	Scrubbing & deep cleaning of floor, Passages & different types of floor area	As available	Kota stone; cement concrete
2	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
3	Cleaning of Electrical Switch boards /Panels /distribution boards and <b>AC duct as available</b>	As available	
4	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	As available	
5	Cleaning of all equipments available in rooms	As available	
6	Any other equipments/ Misc. items	As available	
<b>Group-V Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning of Cable Trays, Indoor lighting & accessories	As available	
2	Cleaning of Roof Ceiling	As available	
3	Cleaning of suspended ceiling	As available	

**3.3.10 Table 10: Schedule of Cleaning and Housekeeping items of Admin Building Wing C 3<sup>rd</sup> Floor Testing Rooms and Offices at Mansarovar Depot**

S.No.	Description of items	App. quantity	Remarks
<b>Group-II Schedule- Daily &amp; as and when required</b>			
1	Wet cleaning and wiping of Passages/Corridor & different types of floor area provided in all rooms at Wing C 3 <sup>rd</sup> Floor Testing Rooms and Offices of Admin building	As available	Kota stone; cement concrete
2	Cleaning of Different types of finishing works	As available	Dovetex tile/ Glazed tiles etc.
3	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	
4	Cleaning of Different types of doors/ windows frames& shutters	As available	
5	Cleaning of Hand rails/PVC/S.S /M S Pipe Railing	As available	
6	Cleaning of Telephone sets & accessories	As available	
7	Cleaning of Computers & accessories	As available	
8	Cleaning of office equipments/Furniture	As available	
9	Supply and Cleaning of Dust bins	As available	
10	Removing/ disposing of collected garbage/debris	As required	
11	Any other equipments/ Misc. items	As available	
12	Cleaning and wiping of toilets/bath room in each shift	As available	
13	Cleaning drainage; sewerage & sanitation of Toilets & Bath rooms	As available	
<b>Group-III Schedule- Weekly &amp; as and when required</b>			



S.No.	Description of items	App. quantity	Remarks
1	Scrubbing & deep cleaning of floor, Passages & different types of floor area	As available	Kota stone; cement concrete
2	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
3	Cleaning of Electrical Switch boards /Panels /distribution boards and <b>AC duct as available</b>	As available	
4	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	As available	
5	Cleaning of all equipments available in rooms	As available	
6	Any other equipments/ Misc. items	As available	
<b>Group-V Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning of Cable Trays, Indoor lighting & accessories	As available	
2	Cleaning of Roof Ceiling	As available	
3	Cleaning of suspended ceiling or any items advise by in charge	As available	

**3.3.11 Table 11: Schedule of Cleaning and Housekeeping items of Admin Building Wing C 4<sup>th</sup> Floor Testing Rooms ,Officesand DCC at Mansarovar Depot**

S.No.	Description of items	App. quantity	Remarks
<b>Group-II Schedule- Daily &amp; as and when required</b>			
1	Wet cleaning and wiping of Passages/Corridor & different types of floor area provided in all rooms at Wing C 4 <sup>th</sup> Floor Testing Rooms ,Offices and DCC of Admin building	As available	Kota stone; cement concrete
2	Cleaning of Different types of finishing works	As available	Dovetex tile/ Glazed tiles etc.
3	Cleaning of Sign Boards/ Name Boards/Notice boards	As available	
4	Cleaning of Different types of doors/ windows frames& shutters	As available	
5	Cleaning of Hand rails/PVC/S.S /M S Pipe Railing	As available	
6	Cleaning of Telephone sets & accessories	As available	
7	Cleaning of Computers & accessories	As available	
8	Cleaning of office equipments/Furniture	As available	
9	Supply and Cleaning of Dust bins	As available	
10	Removing/ disposing of collected garbage/debris	As required	
11	Any other equipments/ Misc. items	As available	
12	Cleaning and wiping of toilets/bath room in each shift	As available	
13	Cleaning drainage; sewerage & sanitation of Toilets & Bath rooms	As available	

S.No.	Description of items	App. quantity	Remarks
<b>Group-III Schedule- Weekly &amp; as and when required</b>			
1	Scrubbing & deep cleaning of floor, Passages & different types of floor area	As available	Kota stone; cement concrete
2	Cleaning of Portable fire extinguishers/smoke detectors/ Fire detectors	As available	
3	Cleaning of Electrical Switch boards /Panels /distribution boards and <b>AC duct as available</b>	As available	
4	Cleaning of Air conditioners/Air coolers/ Fans/ exhaust fans & accessories	As available	
5	Cleaning of all equipments available in rooms	As available	
6	Any other equipments/ Misc. items	As available	
<b>Group-V Schedule- Four Monthly &amp; as and when required</b>			
1	Cleaning of Cable Trays, Indoor lighting & accessories	As available	
2	Cleaning of Roof Ceiling	As available	
3	Cleaning of suspended ceiling	As available	

### 3.4 PROCEDURES FOR CLEANING AND HOUSEKEEPING ACTIVITIES

3.4.1.1 The cleaning & Housekeeping of all buildings/Premises should be carried out as per frequency given in Tables by adequate No. of trained personnel and by using machineries & equipment. The contractor may have to use the suitable cleaning & washing Detergents/ reagents etc. or as specified by JMRC.

### 3.5 CLEANING OF ARCHITECTURAL WORKS FOR BUILDINGS AT MANSAROVAR DEPOT

#### 3.5.1 Floor at Buildings and passage:

3.5.1.1 Different type of floors and passage provided in all buildings, ETU Shed should be kept neat & tidy condition by using wet & dry cleaning methods with adequate trained personnel, machines & equipment. The Eco friendly disinfection detergents / liquids shall be used. The machines /equipment & Disinfection detergents /liquids should not destroy the surface of flooring. Cleaning & housekeeping operations shall not cause any damage to the Buildings, Equipment, and Personnel etc.

3.5.1.2 The Oil/grease stains and slippery will develop frequently on the surface of the floors, walls etc. of the ETU Shed area; So proper cleaning should be done to clean the said stains and slippery portion. No damage to the floor surface to be occurred due to excessive cleaning operations.

- 3.5.1.3 The Passages area to be cleaned daily as per the frequency given in the schedule of work, without affecting the operation of Admin Building, ASS, Training school, Library canteen etc. The necessary safety signage boards shall be used to avoid any accidents.
- 3.5.1.4 Different types of floor area in all rooms of all buildings
- 3.5.1.5 Different types of Floors including skirting/dado provided in different rooms of all buildings to be cleaned as per the frequency by using wet & dry cleaning methods by deploying adequate trained personnel and cleaning equipment/ machines. The cleaning area should be kept neat & tidy condition. All rooms are to be cleaned and shall look neat & clean all the time. While cleaning no damage to be occurred to the flooring, carpet, and equipment provided in the rooms

### **3.5.2 Different types of finishing works to walls, pillars etc.:**

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- 3.5.2.1 Different type of finishes like glass mosaic tile; acrylic polyurethane enamel paint applied on wood or metal works; Metal cladding; Dovetex tiles etc. shall be cleaned as per frequency given in the schedule of work (Tables 1 to Table-11) by using wet & dry cleaning methods with adequate trained personnel & cleaning equipment. While cleaning no damage should occur to the provided finishing works.

### **3.5.3 Cleaning of doors/windows frames & shutters:**

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- 3.5.3.1 Different type of paneled or glazed doors/windows like wooden, Aluminum,
- 3.5.3.2 Galvanized steel sheet doors, fire rated door etc. shall be cleaned by wet & dry cleaning methods as per frequency. No scratches or damage to be occurred on the cleaning surfaces.

### **3.5.4 Cleaning of Glasses fixed to the doors, windows, ASS, Training School, OCC etc.:**

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- 3.5.4.1 The Glass surface shall be cleaned gently with wet/dry cleaning methods as per frequency given in the schedule of work (Tables). While cleaning the high raised glass surface proper care should be taken so that no cracks/ breakage occurred. Suitable detergent/liquid soaps to be used for cleaning.

### **3.5.5 Cleaning of Sky lights**

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- 3.5.5.1 The sky lights wherever provided in the roofing area of the buildings should be cleaned as per the frequency mentioned in Tables. While cleaning necessary care should be taken such that while cleaning no roof sheets, glass etc. should not get damaged. Normally the sky lights are at higher heights, so adequate plan should make to reach the cleaning area.

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### 3.5.6 Cleaning of shutters:

- 3.5.6.1 Various sizes of rolling shutters provided in all buildings are required to be cleaned by using suitable methods & trained personnel. The color of the cleaned surface & the lubrication material like Grease, oil etc. should not be deteriorated while cleaning.

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### 3.5.7 Cleaning of stainless steel / mild steel/PVC hand railing:

- 3.5.7.1 Stainless steel / Mild steel/PVC hand railing provided to the stair cases/balconies etc. to be cleaned along with the balusters by wet/dry cleaning methods.

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### 3.5.8 Cleaning of suspended ceiling:

- 3.5.8.1 Different type of ceiling like Arm strong ceiling, gypsum ceiling etc. to be cleaned with suitable method and trained personnel and equipment. This activity should be carried out with due care, while cleaning no commuters should be affected.

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### 3.5.9 Cleaning of ETU Shed and building etc. roof ceiling:

- 3.5.9.1 The ETU Shed roof Ceiling provided with different type of roof sheets on the structural steel truss etc. to be cleaned by using suitable methods with adequate trained personnel and cleaning equipment. No hazards should be occurred while cleaning.

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### 3.5.10 Cleaning of Bitumen Surface:

- 3.5.10.1 Bitumen surface provided for the service roads, circulating area/-parking area is to be cleaned by using dry cleaning methods and concrete surface for the roads etc. is to be cleaned by using wet & dry cleaning methods as per frequency given in the schedule of work (Tables). Proper safety signage is to be used while cleaning to avoid any accidents. No traffic movements to be affected due to cleaning operations.

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### 3.5.11 Cleaning of Pavement:

- 3.5.11.1 Pavement of concrete blocks, stone blocks etc. to be cleaned by using dry sweeping or any suitable method, which is provided along with, service roads. Proper safety signage is to be used while cleaning to avoid any accidents. No traffic movements to be affected due to cleaning operations.

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### 3.5.12 Cleaning of tree guards:

- 3.5.12.1 Tree guards wherever provided is to be cleaned by using suitable methods. The painted surface should not be deteriorated while cleaning.
- 3.5.12.2 The indoor plants/ flower pots etc. Should be provided as required and maintain the same in every building in healthy condition.

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### 3.5.13 Cleaning of Kerb Stones:

- 3.5.13.1 Kerb stones wherever provided should be cleaned by suitable method. It should be ensured that no Fungus formation/stains are developed on the exposed surface of stone. The fluorescent sticker fixed / Paint applied to the kerb stone should not be deteriorated while cleaning.

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### 3.5.14 Cleaning of Roof:

- 3.5.14.1 The roof surface of all buildings should be cleaned by the suitable method. While cleaning necessary safety procedure is to be adopted.

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### 3.5.15 Cleaning of Mirrors:

- 3.5.15.1 The mirrors should be cleaned neatly with suitable methods. The due care should be taken about the breakage of mirror or deterioration of its glassiness.

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### 3.5.16 Cleaning of Ceramic Jalli / concrete blocks Jalli

- 3.5.16.1 The Ceramic jalli /concrete blocks Jalli should be cleaned wherever available, by suitable methods. Proper cleaning equipment/trained personnel to be used for cleaning as per frequency given in the schedule of work (Tables). While cleaning no portion of ceramic Jalli/ concrete blocks Jalli destroyed and inconvenience to the users to be caused.

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## 3.6 ELECTRICAL & FIREFIGHTING WORKS:

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### 3.6.1 Cleaning of butterfly valves / landing valves /internal hydrants, piping of all types and Fire Hydrant panels.

- 3.6.1.1 All type of valves provided for firefighting pipe lines are to be carried out as per frequency given in the schedule of work (Tables) by dry and wet cleaning methods. It should be ensured that no dust should be accumulating on the valves. The exposed surface of the pipe also to be cleaned and kept in neat condition always.

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### 3.6.2 Cleaning of portable fire extinguishers/Smoke detectors/Fire detectors

- 3.6.2.1 The portable fire extinguishers/smoke detectors/Fire detectors wherever available in the different building areas are to be kept in neat condition.

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### 3.6.3 Switch boards / Panels/ Main and sub Distribution boards:

- 3.6.3.1 Different type of Switchboards / Panels/main and sub distribution boards provided in different rooms / locations are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. No stains/impressions should be remained on Switchboards / Panels/Distribution boards after cleaning. The said boards should be kept in good & clean always. While cleaning,

the safety has to be ensured by the cleaning personnel. Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning.

#### **3.6.4 Cleaning of lighting & accessories:**

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##### **3.6.4.1 Indoor lighting luminaries with all accessories i.e. fluorescent lamps**

With/without louvers, which are provided in rooms, concourse, and passages etc. in different buildings, are to be kept neat & tidy condition by using adequate trained personnel/ equipment.

##### **3.6.4.2 External lighting luminaries with all accessories i.e. fluorescent, Lamps, Floodlights with/without covers, which are provided outside the building are to be kept neat & tidy condition by using adequate trained personnel/ equipment. Proper safety signage is to be put while cleaning. No traffic should be affected due to cleaning operations.**

#### **3.6.5 Cleaning of Fans/Exhaust fans:**

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##### **3.6.5.1 Different sweep sizes of ceiling & Exhaust fans are to be cleaned by suitable cleaning method which are provided in Rooms/plat form /passage area of all buildings. No stains or impressions should be remained on both sides of fan blades.**

#### **3.6.6 Cleaning of Air-Conditioners: -**

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##### **3.6.6.1 All type of Air-conditioners like Window type, Split type, package types etc. are to be cleaned by using suitable cleaning methods as per the frequency given in Schedule of work. All safety precautions need to be taken while cleaning Electrical Equipment only outer body of equipment along with Louver etc. are to be cleaned.**

#### **3.6.7 Cleaning of Panels & All Electrical Equipment in compressor room:**

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##### **3.6.7.1 The different types of Electrical equipment along with the panels available in compressor rooms are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel .Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning.**

#### **3.6.8 Cleaning of All Equipment available in Firefightingsystem**

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##### **3.6.8.1 The different types of equipment available for firefighting room are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. No equipment should be damaged due to cleaning**

### **3.6.9 Cleaning of All Equipment available in Pump room & R.O. Room**

- 3.6.9.1 The different types of equipment and Panels available in Pump room are to be cleaned by suitable methods & equipment. No operational services should be disrupted due to cleaning operations. While cleaning, the safety has to be ensured by the cleaning personnel. Any accident if occurs, shall be the sole responsibility of the contractor. No equipment should be damaged due to cleaning.

### **3.6.10 Cleaning of CMV pit area / shed**

- 3.6.10.1 The vertical and bottom surface of the CMV pit area should be cleaned after finishing the day's work and as & when required. No Oil/Grease stains should be remained in the inspection pit area. The dust / garbage collected should be disposed frequently.

## **3.7 GENERAL CLEANLINESS:**

### **3.7.1 Cleaning of Telephone sets and accessories:**

- 3.7.1.1 Telephone instruments provided in all the rooms of different buildings/Premises are to be cleaned by using suitable method. Telephone instrument should not be affected due to cleaning operations.

### **3.7.2 Cleaning of Computers and accessories:**

- 3.7.2.1 Computers and its accessories like CPU; UPS; Printer, Keyboard Monitor etc. are to be cleaned as per frequency given in the Tables by suitable method. No data should be deleted or functioning of computer withheld due to cleaning operations.

### **3.7.3 Cleaning of Signage boards/Notice boards:**

- 3.7.3.1 Different types of Signage boards/Notice boards etc. provided in buildings are to be cleaned as per frequency by suitable methods. The said boards should be kept neat & clean always.

### **3.7.4 Cleaning of OCC systems**

- 3.7.4.1 Various communication and display systems are provided in OCC/DCC offices are to be cleaned as per frequency by suitable methods.

### **3.7.5 Cleaning of furniture provided in all rooms/offices:**

- 3.7.5.1 The different type of furniture provided in all rooms /offices of all buildings are to be cleaned by suitable methods.

### 3.7.6 Cleaning of Office equipment

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- 3.7.6.1 Different types of office equipment like Almirahs, Bookshelves, and Rakes etc. are to be cleaned as per frequency given in the schedule of work (Tables).
- 3.7.6.2 Supply and Cleaning of Dust bins:
- a) The contractor shall supply adequate no. of Small and Big dust bins with the approval of Employer.
  - b) Samples to be approved by Employer.
  - c) Each service room shall be provided with dustbins of small size equal to sitting provided in that room.
  - d) At various locations big dust bins with covers and plastic bag inside for waste collection shall be in adequate quantity.
  - e) Every floor shall be provided two big dustbins each side.
  - f) In CMV Shed, Canteens, ASS, minimum 01 no. big dustbin shall be provided.
  - g) Dustbins shall be cleaned as per the requirement on daily basis.
  - h) Adequate no. of spare dust bins shall be kept to replace damaged /dirty dust bins.
  - i) Big size Garbage bin (metal container) shall be provided in adequate nos. with covers to finally collect the waste/garbage. These Garbage bin shall be provided with a disposable plastic cover inside. Such Garbage bin should be sealed & be emptied in the nominated JMC locations. The dustbins to be transported in sealed condition only. Spare Garbage bins shall be kept when Garbage bin are sent for waste disposal. The Garbage bins are to be kept in neat and clean manner & should be cleaned and washed on daily basis.

### 3.7.7 Cleaning/ housekeeping of Track plinth:

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- 3.7.7.1 By using adequate trained personnel & equipment/machineries, the contractor should clean track bed structure with in the different buildings/premises area. Washing of track plinth should be done with suitable methods as per the frequency given in the Tables. While cleaning proper care should be taken, so that no accident occurs. Any accident if occurs, shall be the sole responsibility of the contractor. Track bed structure should not be destroyed while cleaning. While cleaning lubricant material, which is applied to the track fastenings should not be affected. The cleaning work shall be done only during non-operations hours. This work would need a special permit to be given by authorized Representative of Employer. One or both rails might be used for traction return current. While cleaning the Track Bed, the contractor shall not disturb the existing track arrangement, other Traction, E&M, Signaling, Communication equipment provided near the Track.



**3.8 SCHEDULE OF RATES & ACTIVITIES (Activity wise break up):**

Payment shall be made as per the following weightage for activities coinciding with the respective tables and groups in the Technical Specifications and Scope of Work (Refer Clause 3.1.7.1).

Sl. No.		Description of items	UNIT	Quantity per year	Rate (In %)
Table	Item				
1  Clause 3.3.1	Sub Station and DG Set(Sl.No1.00 of BOQ)				
		Group-II	Per day	365	60% of R(1)*
		Group-III	Per Week	52	25% of R(1)*
		Group-V	Per Four Month	3	15% of R(1)*
2  Clause 3.3.2	Admin Building Wing A cafeteria Ground Floor(Sl.No 2.00 of BOQ)				
		Group-II	Per Day	365	60% of R(2)*
		Group-III	Per Week	52	25% of R(2)*
		Group-V	Per Four Months	3	15% of R(2)*
3  Clause 3.3.3	Admin Building Wing A Training School 1 <sup>st</sup> and 2 <sup>nd</sup> Floor(Sl.No3.00 of BOQ)				
		Group-II	Per day	365	60% of R(3)*
		Group-III	Per Week	52	25% of R(3)*
		Group-V	Per Four Months	3	15% of R(3)*
4  Clause 3.3.4	Admin Building Wing B Auditorium Ground Floor(Sl.No4.00 of BOQ)				
		Group-II	Per day	365	60% of R(4)*
		Group-III	Per Week	52	25% of R(4)*
		Group-V	Per Four Month	3	15% of R(4)*
5  Clause 3.3.5	Admin Building Wing B 2 <sup>nd</sup> Floor library and Offices(Sl.No5.00 of BOQ)				
		Group-II	Per day	365	60% of R(5)*
		Group-III	Per Week	52	25% of R(5)*
		Group-V	Per four Month	3	15% of R(5)*
6  Clause 3.3.6	Admin Building Wing B 3 <sup>rd</sup> Floor SCR, TER(Sl.No6.00 of BOQ)				
		Group-II	Per day	365	60% of R(6)*
		Group-III	Per Week	52	25% of R(6)*
		Group-V	Per four Month	3	15% of R(6)*
7  Clause 3.3.7	Admin Building Wing B 4 <sup>th</sup> Floor OCC(Sl.No7.00 of BOQ)				
		Group-II	Per day	365	60% of R(7)*
		Group-III	Per Week	52	25% of R(7)*
		Group-V	Per four Month	3	15% of R(7)*
8  Clause 3.3.8	Admin Building Wing C Ground Floor ETU Workshop and Rooms				
	ETU Work shop:(Sl.No8.00 of BOQ)				
	A	Group-II	Per day	365	60% of R(8A)*
		Group-III	Per Week	52	25% of R(8A)*
		Group-VI	Per four Month	3	15% of R(8A)*
	Rooms, Passage & Corridors(Sl.No9.00 of BOQ)				
	B	Group-II	Per day	365	60% of R(8B)*
		Group-III	Per Week	52	25% of R(8B)*

Sl. No.		Description of items	UNIT	Quantity per year	Rate (In %)
Table	Item				
		Group-V	Per Four Month	3	15% of R(8B)*
<b>9</b> <b>Clause 3.3.9</b>	<b>Admin Building Wing C 2<sup>nd</sup> Floor ETU offices and CWM Offices &amp; Rooms (Sl.No 10.00 of BOQ)</b>				
		Group-II	Per day	365	60% of R(9)*
		Group-III	Per Week	52	25% of R(9)*
		Group-V	Per Four Month	3	15% of R(9)*
<b>10</b> <b>Clause 3.3.10</b>	<b>Admin Building Wing C 3<sup>rd</sup> Floor Testing Rooms and Offices (Sl.No 11.00 of BOQ)</b>				
		Group-II	Per day	365	60% of R(10)*
		Group-III	Per Week	52	25% of R(10)*
		Group-V	Per Four Month	3	15% of R(10)*
<b>11</b> <b>Clause 3.3.11</b>	<b>Admin Building Wing C 4<sup>th</sup> Floor Testing Rooms , Offices and DCC (Sl.No 12.00 of BOQ)</b>				
		Group-II	Per day	365	60% of R(11)*
		Group-III	Per Week	52	25% of R(11)*
		Group-V	Per Four Month	3	15% of R(11)*

Note:

1) R(\*)=Accepted Rate per year for the Buildings/Areas as per Bill of Quantities (BOQ), Refer Respective 'Description of Work' from Sl.No. 1.00 to 12.00

2) A = Quantity per year

3) B = Percentage rate of each activity

4) Rate of activities shall be calculated as follows

Activity rate per year (C) = (B)\*(R\*)

Per activity rate = (C)/(A)

### 3.9 MACHINERY AND CONSUMABLE REQUIREMENTS:

#### 3.9.1 Essential Machinery to be deployed

The Contractor shall essentially deploy the following machinery and shall maintain them and use them at all times during the duration of the Contract:

SL. No	Name of machinery	Make/Model No.	Qty
1	High pressure cleaners	M/s. Johnson diversity, M/s. Karcher, M/s. Man Machine, M/s. Root or similar.	1
2	Portable type Single Disc Mini Scrubber	M/s. Johnson diversity, M/s. Karcher, M/s. Man Machine, M/s. Root or similar.	4
3	Glass cleaning tools with long handles	M/s. Johnson diversity, M/s. Karcher, M/s. Man Machine, M/s. Root or similar.	10
4	High rise ladders (non-conductive)		4
5	Walk behind vacuum sweepers for shop floor & office	M/s. Johnson diversity, M/s. Karcher, M/s. Man Machine, M/s. Root, M/s Flipper or similar.	1
6	Battery operated Industrial drier	M/s. Johnson diversity, M/s. Karcher,	1

SL. No	Name of machinery	Make/Model No.	Qty
	cum scrubber for shop floor/office	M/s. Man Machine,M/s.Root or similar.	
7	Two bucket trolley system	-	2

### 3.9.2 Approximate consumption of cleaning chemicals and other consumable required for housekeeping activities

Estimates for the work have been worked out on the basis of the following consumption of cleaning chemicals for housekeeping of admin building, ass, training school and cafeteria. The same may be taken as an indicative annual requirement during the course of the contract. Contractor may refer to this chart for working out his estimated cost.

SL. No.	Material	Unit	Approx. Qty / Year
1.	Liquid Hand Wash	Ltr	104
2.	Toilet Roll	Lump Sum/month	12
3.	Tissue Paper box		12
4.	White Phenyl		12
5.	Air/Room Freshner		12
6.	Napthalence Balls		12
7.	Odonizer		12
8.	Toilet Cleaner		12
9.	Urinal cube		12
10.	Glass wiper		12
11.	Floor cleaning chemical		12
12.	Miscellaneous cleaning consumables i.e. Scotch bright, steel wool, plasticjuna, hand brush, dust pan, mug, colin etc.	Lump Sum/month	12
13.	Black polythin for dustbin		12
14.	Small Dust Bin	no	60
15.	Large Dust Bin	no	25
16.	Garbage Bin	no	4
17.	Buckets	no	25
18.	Push/Pull Soap Dispenser	no	15
19.	Helmets	no	21
20.	Safety Belts	no	8
21.	Yellow Duster	Lump Sum/month	12
22.	Soft Cloth		12
23.	Sponges		12
24.	White Duster		12
25.	Cotton cloth		12
26.	Supplying, Arranging and Placing "Indoor Plants/Outdoor Plants/ Flower pots"	Lump Sum/month	600
27.	Consumables for machinery e.g. Scrubbing Pads, Dust Bags, Brushes etc.	Lump Sum/month	12

#### 4 FORMATS FORMING PART OF TECHNICAL BID

INDEX	FORM
Format of Tender with Appendix	A
Format of Bank Guarantee for Tender Security	B
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Format of Agreement	E
Format of Power of Attorney	F
General Information & Joint Venture Data	T-I
Experience Record	T-II
Resources Proposed for the Work-Personnel	T-III
Resources Proposed for the work- Machinery & Equipment	T-IV
Financial Data	T-V
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Indoor/outdoor plants proposed for the work	T-VII
Indemnity (By Contractor)	T-VIII
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Format of Curriculum Vitae	T- X
Obligation/Compliance to be insured by contractor	Annexure A
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#### 4.1 FORM A FORM OF TENDER

Note:

- I. The Appendix forms part of the Tender.
- II. Tenderers are required to fill up all the blank spaces in this Form of Tender and Appendix.

Name of Work: TENDER FOR HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA

To

Executive Director (Rolling Stock)  
Jaipur Metro Rail Corporation Ltd.  
2<sup>nd</sup> Floor, Rsic Wing, Udyog Bhawan,  
Tilak Marg, Jaipur-302005

1. Having visited the site and examined the General Conditions of Contract as well as Special Conditions of Contract, Specifications, Instructions to Tenderers, for the execution of above named works, we the undersigned, offer to execute and complete such works and remedy defects therein in conformity with the said Conditions of Contract, Specifications, and Addenda for the sum of Rs. \_\_\_\_\_ (Amount in figures and words) for \_\_\_\_\_ or such other sum as may be ascertained in accordance with the said conditions.
2. We acknowledge that the Appendix forms an integral part of the Tender.
3. We undertake, if our Tender is accepted, to commence the works within 7 days of issue of the Engineer's 'order to commence' and to complete the whole of the Works comprised in the Contract up to 12 months calculated from the date of Commencement of the work, as indicated in the Appendix.
4. If our Tender is accepted, we will furnish at our option a Bank Guarantee for Performance as security for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with General Conditions of the Contract and as indicated in the Appendix.
5. We have independently considered the amount as per the General Conditions of Contract as liquidated damages and agree that they represent a fair estimate of the damages likely to be suffered by you in the event of the work not being completed in time.
6. We agree to abide by this Tender for a minimum period of 120 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.

7. Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
8. We declare that the submission of this Tender confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency commission has been, or will be, paid and that the tender price does not include any such amount.
9. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
10. We understand that you are not bound to accept the lowest or any tender you may receive.
11. If our Tender is accepted we understand that we are to be held solely responsible for the due performance of the Contract.

Dated this.....day of..... 2014

Signature .....

Name..... in the capacity of .....

duly authorized to sign Tenders for and on behalf of.....

Address .....

Witness – Signature .....

Name .....

Address .....

Occupation .....

#### 4.1.1 APPENDIX TO THE FORM OF TENDER

S.N,	Condition of Contract	Description
i.	Amount of Bank Guarantee as Performance Security	10 percent of the Contract Price.
ii.	Minimum amount of Third Party Insurance	Rs.1.0 lakh for any one incident, with no. of incidents -10 in a year.
lii	Period for commencement of work from the date of issue of letter of acceptance	Within 7 days of issue of the Engineer's order to commence
lv	Contract Period from the date of commencement of work	2 years and extendable as per SCC
v.	Penalty for non completion of work or poor quality of work	As per Clause2.6of SCC
vi	The firm must maintain a "Zero Accidence Record".	In case of any major accident/ fatality a penalty of not exceeding 20% of total contract value will be levied.

Date \_\_\_\_\_

Name \_\_\_\_\_

Place \_\_\_\_\_

Address \_\_\_\_\_

#### 4.2 FORM B FORM OF BANK GUARANTEE FOR TENDER SECURITY

4.2.1.1 know all men by these presents that we \_\_\_\_\_ (Name of Bank) having our registered office at \_\_\_\_\_ (Address and Name of country) (hereinafter called "the Bank") are bound unto Jaipur Metro Rail Corporation Limited (hereinafter called "the Employer") in the sum of Rs. \_\_\_\_\_ for which payment will and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents.

4.2.1.2 Whereas \_\_\_\_\_ (name of tenderer) (hereinafter called "the tenderer") has submitted its tender dated \_\_\_\_\_ for HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA contract for \_\_\_\_\_ of rail/metro corridor of Jaipur MRTS project hereinafter called "**the tender**". and whereas the tenderer is required to furnish a bank guarantee for the sum of rs. \_\_\_\_\_ (rupees \_\_\_\_\_) as tender security against the tenderer's offer as aforesaid.

and whereas \_\_\_\_\_ (name and address of the bank) have, at the request of the tenderer, agreed to give this guarantee as hereinafter contained.

4.2.1.3 We further agree as follows:

- a. That the Employer may without affecting this guarantee grant time or other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Tenderer.
- b. That the guarantee herein before contained shall not be affected by any change in the constitution of our Bank or in the constitution of the Tenderer.
- c. That any account settled between the Employer and the Tenderer shall be conclusive evidence against us of the amount due hereunder and shall not be questioned by us.
- d. That this Guarantee commences from the date hereof and shall remain in force till .....(Date up to which Guarantee is valid i.e. 150 days from the last date of tender submission.
- e. That the expression 'the Tenderer' and 'the Bank' herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

4.2.1.4 THE CONDITIONS OF THIS OBLIGATION ARE:

- a. If the Tenderer withdraws his Tender during the period of Tender validity specified in the Form of Tender, or
- b. If the Tenderer does not accept the correction of his tender price in terms of Clause 1.5.9 of the "Instructions to Tenderers".



- c. If the Tenderer having been notified of the acceptance of his tender by the Employer during the period of tender validity:
- i. Fails or refuses to furnish the Performance Security in accordance with Clause 1.6.5 of the "Instructions to Tenderers" and/or
  - ii. Fails or refuses to enter into a Contract within the time limit specified in Clause 1.6.4 of the "Instructions to Tenderers".

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of any one or more of the conditions (a), (b), (c) mentioned above, specifying the occurred condition or conditions.

.....Signature of  
Authorized Official  
of the Bank

Signature of the witness

.....

Name of Official .....

Designation .....

I.D. No. ....

Name of the Witness

.....

Stamp/Seal

of the Bank .....

Address of the Witness

.....

#### 4.3 FORM C PRO FORMA FOR STATEMENT OF DEVIATIONS

(Refer Clause 1.5.7)

4.3.1.1 The following are the particulars of deviations from the requirements of the Instructions to Tenderers", "General Conditions of Contract" , "Special Conditions of Contract and Tender Specifications:

Clause	Deviations	Remarks (including justification)	Price adjustment for withdrawal of each Deviations

Signature of Tenderer

#### **Note**

1. Where there is no deviation, the statement should be returned duly signed with an endorsement indicating '**No Deviations**'.
2. The tenderer shall indicate price adjustment against each deviation, which he shall like to add to the tender price for withdrawing of his deviations if the same are unacceptable to the Employer.

#### 4.4 FORM D Format of Bank Guarantee for Performance Security

- 4.4.1.1 This deed of Guarantee made this day of \_\_\_\_\_ between Bank of \_\_\_\_\_ (hereinafter called the "Bank") of the one part, and Jaipur Metro Rail Corporation Limited (hereinafter called "the Employer") of the other part.
- 4.4.1.2 Whereas Jaipur Metro Rail Corporation Limited has awarded the contract for Cleaning of HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA of Rail /Metro Corridor of Jaipur MRTS Project (hereinafter called "the contract") to M/s (Name of the Contractor) (hereinafter called "the Contractor").
- 4.4.1.3 AND WHEREAS the Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. \_\_\_\_\_ (Amount in figures and words).
- 4.4.1.4 Now we the Undersigned \_\_\_\_\_ (Name of the Bank)
- 4.4.1.5 Being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the Employer the full amount of Rs. \_\_\_\_\_ (Amount in figures and Words) as stated above.
- 4.4.1.6 After the Contractor has signed the aforementioned Contract with the Employer, the Bank is engaged to pay the Employer, any amount up to and inclusive of the aforementioned full amount upon written order from the Employer to indemnify the Employer for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Employer immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Employer any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal.
- 4.4.1.7 This Guarantee is valid for a period of Months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six (6) months longer than the Defect Liability Period).

- 4.4.1.8 At any time during the period in which this Guarantee is still valid, if the Employer agrees to grant a time extension to the Contractor or if the Contractor fails to complete the Works within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages or debts as stated under Para 4.4.1.6, above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Employer and at the cost of the Contractor
- 4.4.1.9 The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.
- 4.4.1.10 The neglect or forbearance of the Employer in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Employer for the payment hereof shall in no way relieve the bank of their liability under this deed.
- 4.4.1.11 The expressions "the Employer", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) 2014 being herewith duly authorized. For and on behalf of the \_\_\_\_\_ Bank.

Signature of authorized Bank official

Name: .....

Designation: .....

I.D. No. : .....

Stamp/Seal of the Bank: .....

Signed, sealed and delivered for and on behalf of the Bank by the abovenamed \_\_\_\_\_

In the presence of:

Witness 1.

Signature .....

Name .....

Address .....

Witness 2.

Signature .....

Name .....

Address .....

#### 4.5 FORM E FORM OF AGREEMENT

(Refer Clause 1.6.4 of "Instructions to Tenderers")

4.5.1.1 This Agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_ 2014 Between EXECUTIVE DIRECTOR (ROLLING STOCK), JAIPUR METRO RAIL CORPORATION LTD, 2<sup>nd</sup> Floor, RSIC Wing, Udyog Bhawan, Tilak Marg, Jaipur- 302005 herein after called "the Employer" of the one part and \_\_\_\_\_ (Name and Address of Contractor) hereinafter called "the Contractor" of the other part. Whereas the Employer is desirous that (certain Goods and Services should be provided and) certain Works should be executed, viz Contract No. "F.4(01) JMRC/O&S/RS/MNSD/2014-15" Comprehensive Cleaning & HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA of Rail/Metro Corridor of Jaipur MRTS Project hereinafter called "the Works" and has accepted a Tender by the Contractor for the execution and completion of such works (\*\* as well as guarantee of such works) and the remedying of defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

4.5.1.2 In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

4.5.1.3 The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:

- (a) Letter of acceptance
- (b) General Conditions of Contract
- (c) Special Conditions of Contract
- (d) Technical Specification
- (e) Notice Inviting Tender and Scope of Work
- (f) Bill of Quantities
- (g) Form of Tender with Appendix
- (h) Addendums, if any
- (i) Other conditions agreed to and documented as listed below:
  - (i) Tenderer's Work Schedule as amended if required.
  - (ii) Statement of deviations (if applicable)
  - (iii) Any other item as applicable

4.5.1.4 In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works by \*\* and remedy any defects therein in conformity in all respects with the provisions of the Contract.

4.5.1.5 The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price of \*\*Rs \_\_\_\_\_ being the sum stated in the letter of

acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in the manner prescribed by the Contract.

#### OBLIGATION OF THE CONTRACTOR

- 4.5.1.6 The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- 4.5.1.7 The staff/labour recruited by the Contractor for Comprehensive Cleaning TENDER FOR HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA will be the sole responsibility of the Contractor and JMRC will not be involved in it in any way. The staff / labour so recruited by the Contractor will not have any right whatsoever at any stage to claim employment in JMRC.

#### 4. JURISDICTION OF COURT

- 4.5.1.8 The Courts at Jaipur/Jaipur shall have the exclusive jurisdiction to try all disputes arising out of this agreement between the parties.
- 4.5.1.9 IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

##### For and on behalf of the Contractor

Signature of the authorised official

Name of the official

Stamp/Seal of the Contractor

##### For and on behalf of the Employer

Signature of the authorised official

Name of the official

Stamp/Seal of the Employer

##### SIGNED, SEALED AND DELIVERED

By the said

Name: \_\_\_\_\_

on behalf of the Contractor in the presence of:

Witness \_\_\_\_\_

Name \_\_\_\_\_

By the said

Name: \_\_\_\_\_

on behalf of the Employer in the presence of:

Witness \_\_\_\_\_

Name \_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:**

- + To be made out by the Employer at the time of finalization of the Form of Agreement.
- \*\* Blanks to be filled by the Employer at the time of finalization of the Form of Agreement.
- \*\*\* to be deleted if not applicable



#### 4.6 Form F Power of Attorney for Signing of Bid

Know all men by these presents, We.....(name of the firm and address of the registered office) do here by irrevocably constitute, nominate, appoint and authorize Mr./Ms.(name)..... Son/daughter/wife of..... and presently residing at....., who is presently employed with us and holding the position of.....as our true and lawful attorney (hereinafter referred to as the "Attorney")to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our tender no. JMRC/O&S/RS/MNSD/F011 for qualification and submission of our Bid for the works, including but not limited to signing and submission of all tenders, bids and other documents and writings, and other conferences and providing information/ responses to JMRC, representing us in all matters before JMRC, signing and execution of all contracts including the Contract and undertakings consequent to acceptance of our bids, and generally dealing with the JMRC in all matters in connection with or relating to or arising out of our Bid for the said Projects and/or upon award thereof thousand /or till the entering into of the Contracts with JMRC.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shallalways be deemed to have been done byus. IN WITNESS WHEREOF WE , .....THE ABOVE NAMED PRINCIPAL HAVEEXECUTEDTHIS POWER OF ATTORNEY ON THIS .....DAYOF.....,2014.

For (Signature)

(Name,Title and Address) Witnesses:

Accepted

.....Signature)

(Name,Title and Address of the Attorney)

(Notarized)

#### Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favors of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

#### 4.7 FORM T-I GENERAL INFORMATION AND JOINT VENTURE DATA

Notes:

- I. *Attach an attested photocopy of Certificate of Registration and ownership as well as of Constitution and legal status.*
- II. *In case of Joint Venture / Consortium, attach an attested photocopy of Agreement indicating inter alia distribution of responsibilities among the members / constituents.*

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1 Bidder Company details (in case of consortium, details of Lead Partner)

- (a) Name of Bidder Company:
- (b) Address of the corporate headquarters and its branch office(s), if any, in India:

- (c) Date of incorporation and/ or commencement of business:

2 Particulars of the Authorised Signatory of the Applicant:

- (a) Name:
- (b) Designation:
- (c) Address:
- (d) Phone Number:
- (e) Fax Number:

3 PAN Number (attach photocopy):

4 Service Tax Regtn. No (attach copy of the registration certificate):

5 VAT registration number (enclose VAT registration certificate):

6 PF and ESI compliance

- a. PF registration no.:
- b. ESI registration no.:
- c. Code no. as per ESI Act 1948.

7 Bank Account Details (for purpose of receiving payment from JMRC) :

- a. Name of the Account Holder:

- b. Name of the Bank:
- c. Branch Address:
- d. 9-digit MICR Code:
- e. Account type (SB, Current, Cash Credit A/c, etc.):
- 8 Valid ISO 9000 certificate enclosed  
(Yes/No)
- 9 Valid ISO 14001 certificate enclosed  
(Yes/No)
- 10 Valid OHSAS 18001 certificate enclosed  
(Yes/No)
- 11 In the case of a consortium:
- a. Names of participating members / constituents
- (a)
- (b)
- (c)
- b. Address, telephone, Tele-fax and email of each members / constituent.
- | Registered Office | Office for correspondence |
|-------------------|---------------------------|
| (a) _____         | _____                     |
| (b) _____         | _____                     |
| (c) _____         | _____                     |
- c. Distribution of responsibilities among partners / constituents. (Among other details, specify the sub-items of works for which each of the partners / constituents would be responsible).
- d. Date and place of joint Venture/ Consortium Agreement.
- e. Names and Addresses of Bankers to the Joint Venture/ Consortium
- f. Names and Addresses of Associated Companies to be involved in the Project and whether Parent / subsidiary/ others.
- g. If the company is subsidiary, what involvement, if any, will the Parent Company have in the Project?

#### 4.8 FORM T-II EXPERIENCE RECORD

1. Total number of years of experience in similar works.
2. Details of experience in similar works for last five years.
- 3.

Sl. No.	Starting and Ending Dates of work execution	Name of campus where work performed	Type of campus (Office/ Public campus/ Administrative Buildings/ Malls/ Server Rooms/ ATC)	Number of persons working in the referred campus	Total Cost of work in Rs.	Manpower Engaged	Remark

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Notes:

- I. Details submitted in any other Performa will not be considered.
- II. The details of work including the cost of the work and date of completion etc. should be supported by notarized/attested and self-certified copy of each of the work Completion certificates issued by
  - a) an officer not below the rank of Executive Engineer or equivalent in case of work done for a Central/State Govt. Department and corresponding PSU's.
  - b) a Chartered Accountant under his seal and signature, in case of work done for private entities.
- III. Additional pages may be attached if required. All the pages must be signed by the authorized signatory of the tenderer.

**4.9 FORM T-III RESOURCES PROPOSED FOR THE WORK – PERSONNEL (FOR HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA)**

(Refer Clause 1.4.1.2)

Sr. No.	Designation	Min. No. of Personnel required For housekeeping the admin building, ASS, Training school and cafeteria per day	Educational Qualification		Relevant Years of Experience in cleaning & Housekeeping	
			Minimum Required	Proposed	Minimum Required (Yrs)	Proposed
1	Team Leader	1				
			Graduate		3	
2	Managers	01				
			Graduate		2	
3	Supervisors (Highly skilled)	03				
			12th pass		2	
4	Trained Train Cleaning staff (Unskilled)	24	8 <sup>th</sup> Pass		1	

Note:

- No Deviation in the Deployment of min. no. of personnel for Cleaning and Housekeeping shall be acceptable. If any Tenderer proposes deviation in the Tender, such Tender shall not be considered and shall be rejected.
- In order to achieve a very high standard of cleaning & Housekeeping, if required, more no. of personnel than the min. no. of personnel as mentioned above can be deployed. However, the Deployment of personnel shall never be less than the min. no. of personnel to be deployed as mentioned above.

- c. The Min. no. of personnel as mentioned above are required to be deployed on a daily basis in various shifts of the day as specified in this Tender.
- d. Any Personnel required to be deployed for taking care of Leave Reserve & Rest givers etc. have to be additionally provided by the contractor as per the Statutory norms or rules etc. as applicable.
- e. The CVs of the Team Leader, Managers are to be submitted along with the Tender. All CVs are to be signed by the proposed personnel and shall be verified by the Tenderer.

**4.10 FORM T-IV RESOURCES PROPOSED FOR THE WORKS - MACHINERY & EQUIPMENT  
(HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA)**

(Refer Cause 1.4.1.2)

(i) Tenderer may list out the requirements of different types of Machinery and Equipment for completion of the work up to 12 months and furnish details relating to them in the Performa given below.

(ii) If the number of units available of any particular type of equipment is less than the requirement, the tenderer should indicate how he proposes to meet the shortfall.

S. No.	Type of Equipment required for the work	Make/Model	Min. Equipment required for the work	Details of equipment proposed by tenderer			Remarks if any
				Quantity	Make	Model	Whether contractor is having the capacity to keep the equipment in good fettle. If yes, give details of the maintenance system i.e. In house or through External agencies.
1	High pressure cleaners		M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Rot or similar.	1			
2	Portable type Single Disc Mini Scrubber		M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Rot or similar.	4			
3	Glass cleaning tools		M/s. Johnson	10			



	with long handles		diversy, M/s. Karcher, M/s. Man Machine, M/s. Root or similar.				
4	High rise ladders (non-conductive)		-	4			
5	Walk behind vacuum sweepers for shop floor & office		M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root, M/s Flipper or similar.	1			
6	Battery operated Industrial drier cum scrubber for shop floor/office		M/s. Johnson diversy, M/s. Karcher, M/s. Man Machine, M/s. Root or similar.	1			
7	Two bucket trolley system		-	2			

**Note:**

1. The quantities shown above are the minimum required for the work. No Deviation from the minimum quantity as mentioned above shall be acceptable.
2. Contractor shall use machine of same make and model as specified in above table. However contractor can also propose and use the equivalent machine/higher model of make "Man Machine/Karcher/Johnson Diversy/Hako/Roots" only with approval of JMRC.

#### 4.11 FORM T-V FINANCIAL DATA

- a. Total value of work done during the period 2010-2011 to 2012-2013 (For each member in case of Joint Venture/Consortium)

S.No.	Description	Year 2009-2010 (Rs.in Lacs)	Year 2010-2011 (Rs.in Lacs)	Year 2011-2012 (Rs.in Lacs)	Year 2012-2013 (Rs.in Lacs)	Year 2013-2014 (Rs.in Lacs)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Total value of work done					

**Note:**

Attach the following:

(In case of consortium/ joint venture enclose the following documents of all partners)

- Attested copies of the financial statements of the last three financial years, duly certified by Chartered Accountant.
- Income Tax Return for last three years.

**b. List of all Ongoing Contracts**

Name of the applicant (constituent member in case of Group)	Total number of works in hand	Number of contracts of each type		Number for which applicant went in for		Number of contracts in which date of completion given in the original has already burst	**Total value of balance works yet to be done in Rupee equivalent as on 31/03/2013		
				Arbitration	Litigation		Year 2011-2012	Year 2012-2013	Year 2013-2014

4.11.1.1 Applicant (each member of the group) should provide information on their current commitments or all contracts that have been awarded or for which a letter of intent or acceptance has been received or for contracts approaching completion but for which a completion certificate is yet to be issued.

4.11.1.2 This figure should also include the year-wise break-up of part value of works to be executed in the two years period (2011-2013) even if completion of such works spills over beyond this two years period (2011-2013).

**4.12 FORM T-VII INDOOR/OUT DOOR PLANTS PROPOSED FOR THE WORK AS PER THE LIST ENCLOSED**

(Refer Clause 1.4.1.2)

The minimum no. of varieties to be shown in the proposal by the tenderer shall be as follows:

S.No.	Category	Min. No. of Varieties	Min. Nos. to be displayed at Admin Building, ASS, Training School and cafeteria
1	Indoor	12	
2	Outdoor (partial open/partial shade areas)	5	
3	Outdoor (open to sky)	5	

**(A) Indoor Plants:**

SL. No.	Proposed Type of Indoor Plants	Proposed Nos. to be provided at ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA
1		
2		
3		
4		
5		
8		
9		
10		
11		
12		
TOTAL		

**(B) Outdoor (partial open/partial shade areas):**

SL. No.	Proposed Type of Indoor Plants	Proposed Nos. to be provided at Admin Building, ASS, Training School and cafeteria
---------	--------------------------------	--

1		
2		
3		
4		
5		
	<b>TOTAL</b>	

**( C ) Outdoor (open to sky):**

SL. No.	Proposed Type of Outdoor Plants	Proposed No. to be provided at Admin Building, ASS, Training School and cafeteria
1		
2		
3		
4		
5		
	<b>TOTAL</b>	

**NOTE: Indoor/Outdoor plants shown in the list enclosed are only indicative. Successful Tenderer will have to submit a detailed list of Indoor/Outdoor plants for approval by the JMRC.**

**4.12.1 LIST OF INDOOR & OUTDOOR PLANTS****(A) INDOOR / INTERIOR DISPLAY PLANTS**

**(B) (To be replaced preferably fortnightly but at least once in a month)**

S.N O	SPECIFICATIONS	Proposed Quantity To Be Displayed At Admin Building, ASS, Training School and cafeteria
1.	Araucaria cookki / excelsa / heterophylla in 10" earthen pot, 2 ½ ' ht.	
2.	Araucaria cookki / excelsa / heterophylla in 10" earthen pot, 3 ½ ' ht.	

3.	Areca catechu/ lutescens 4-5 suckers, 3' ht.	
4.	Areca catechu/ lutescens 6-7 suckers, 5'-6' ht.	
5.	Aglaonema variety parrot jungal, malay beauty, silver queen, psuedbracteatum, 3 in 1, in 10" earthen pot, 1 ½ ' ht. Compact, pot full growth.	
6.	Croton assorted varieties in 10" earthen pot 2'-2 ½ ' ht.	
7.	Dieffenbachia tropic snow, picta etc. in 10" earthen pot, 1 ½ '-2' ht., compact, pot full growth.	
8.	Dracaena song of India, 3 in 1 in 10" earthen pot, 1 ½ 'ht., compact, pot full grown.	
9.	Dracaena fragrans, mahatma in 10" earthen pot, 1 ½ ' ht., compact, pot full grown.	
10.	Ficuselastica, (assorted varieties) in 10" earthen pot, 3' ht., stem full of leaves	
11.	Monstera deliciosa in 10" earthen pot 6-7 leaves	
12.	Scindapsus aureus (Pothos / Money plant) mounted on 3' ht. Moss stick 3 in 1, broad leaves in 10" earthen pot	
13.	Scindapsus aureus (Pothos / Money plant) mounted on 4' ht. Moss stick 3 in 1, broad leaves in 10" earthen pot	
14.	Livistona rotundifolia in 10" earthen pot, 6-7 leaves	
15.	Livistona chinensis in 8" earthen pot, 5-6 leaves	
16.	Rhapis palm in 10" earthen pot, 4-5 suckers, 2' ht.	
17.	Rhapis palm in 10" earthen pot, 6-7 suckers, 3'-3 ½ ht.	
18.	Phoenix canariensis/ roebelini in 10" earthen pot, 10-12 leaves	
19.	Chamaedorea elegans in 10" earthen pot, 2' ht. Full of leaves.	
20.	Cycas revolute in 10" earthen pot, 15-18 leaves	

21.	Kentia palm in 10" earthen pot 3-4 suckers, 3'-4' ht.	
22.	Philodendron scandenoxycardium, Red emerald, wendlandi, wend-imbeetc, 3 in 1 in 10" earthen pot mounted on 3' moss stick	
23.	Syngonium Butterfly, green, variegated 3 in 1 in 10" earthen pot mounted on 3' moss stick	
24.	Syngonium Butterfly, green, variegated 3 in 1 in 8" earthen pot, compact, pot full grown	
25.	Scheffleraarboricola, arboricala variegated etc in 10" earthen pot, 3 in 1, 2 ½ ' ht., compact	

**4.12.2 OUTDOORS PLANTS (For Partial open/ partial shade areas)**

(To be replaced preferably once in a month but at least once in two month)

S.NO	SPECIFICATIONS	Proposed Quantity To Be Displayed At Admin Building, ASS, Training School and cafeteria
1.	Acalypha, assorted varieties, in 8" earthen pot	
2.	Asparagausplumosus etc. in 8" earthen pot	
3.	Aspidistra varieties, in 8" earthen pot	
4.	Dieffebbachia green in 10" earthen pot, 3 in 1, compact, pot full growth	
5.	Dracaena reflexa green in 8" earthen pot, compact, pot full grown	
6.	Exoecariabicolour in 8" earthen pot, compact, pot full grown	
7.	Eyonymus japonica, picta in 8" earthen pot 3 in 1	
8.	Fern, Assorted in 8" earthen pot, pot full grown	
9.	FicusBenjamina, nuda, cutationetc in 10" earthen pot 3' ht., well profuse branched	
10.	Nolinarecurvata in 10" pot, 2' ht.	
11.	Ruscussps in 8" earthen pot, pot full grown	
12.	Philodendron compacta in 10" earthen pot, pot full grown, 1' ht.	
13.	Alpinia green/ variegated in 10" earthen pot, pot full grown	
14.	Jacobinia in 10" earthen pot, pot full grown	
15.	Justiciaaurea/ gendarussa/ ovata in 10" earthen pot, pot full grown	
16.	Crinum / Pancratia& other lilies in 10" earthen pot , pot full grown	



**4.12.3 OUTDOOR PLANTS (Open to sky)**

(To be replaced as per requirement when loses shine and vigor)

S.NO	SPECIFICATIONS	Proposed Quantity To Be Displayed At Admin Building, ASS, Training School and cafeteria
1.	Agathisrobusta in 12" or more cement / concrete, asbestos etc. pots 3'-4' ht., well compact branched & well formed	
2.	China orange in 12" or more cement/concrete, asbestos etc. pots 3'-4' ht., well compact branched & well formed	
3.	FicusBenjamina, nuda, citation in 12" or more cement/concrete, asbestos etc. pots, 5'-6' ht. profusely branched & well compact formed.	
4.	FicusBenjamina variegated, Resinald, Starlight, Westland, Panda citation in 12" or more cement/concrete, asbestos etc. pots, 3'-4' ht., profusely branched & well compact formed.	
5.	Furcraea in 12" or more cement/ concrete, asbestos etc pots, having 12 or more leaves	
6.	Juniperuschinensis in 12" or more cement / concrete, asbestos etc pots, 3'-4' ht., compact form	
7.	Bougainvillea assorted varieties in 14" or more cement/ concrete, asbestos etc pots 2 ½ ' ht., profusely branched, compact port full in flowering stage (To be replaced when not in flower)	
8.	Ficuslyrata in 12" or more cement / concrete, asbestos etc pots 5'-6' ht., profusely branched & well compact formed	
9	Plumeriasps in 16" or more cement / concrete, asbestos etc pots, well branched & well formed, balanced plant	
10.	Tall/ Medium size shrubs like cassia biflora/ laevigata, hibiscus sps, ixorasps, meyniaerecta, nerium variegated in 12" or more cement / concrete, asbestos etc pots, 2 ½ ' ht., well branched & well formed, balanced plant	
11.	Dwarf shrubs/ decorative plants like lantana depressa, plumbago, Tecomacapensis, portulacaria, pedialanthus, succulents, eufhorbia in 10" earthen or cement / concrete, asbestos etc pots, profusely branched,	

	compact pot full grown	
12.	Annual or land perennial flowering 8" or 10" earthen pot in full bloom, compact, pot full grown (To be replaced when flowering over)	
13.	Bamboos (Budha belly / Golden Bamboo etc)	
14.	Topiary plants like Ficussps, Golden bottle brush, Durantagoldianaetc in 12" cement / concrete, asbestos etc pots, 5-6 balls with 30 cm dia.	

#### 4.13 FORM T VIII INDEMNITY

(To be filled by Contractor)

I on behalf of M/s ..... hereby agree and undertake that I have understood all the safety rules and procedures and all staff working on behalf of M/s ..... will abide by all safety rules and procedures. I declare that I M/s ..... will be responsible for any safety violations/ accident etc. JMRC will not be responsible in case of any accident / incident and will not compensate financially or otherwise.

I hereby declare that I am sole responsible on behalf of M/s.. ..... for giving such declaration.

-----

Name of Indemnifier

-----

Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

#### 4.14 FORM T-IX INDEMNITY

(To be filled by contractor staff individually)

I hereby agree and undertake that I have understood all the safety rules and procedures and I will abide by all safety rules and procedure. I declare that I will be responsible for any safety violations/ accident etc. JMRC will not be responsible in case of any accident / incident and will not compensate financially or otherwise.

-----

Name of Indemnifier

-----

Signature of Indemnifier

-----

Name of Contractor

-----

Signature of Contractor

**FORM T-X**

**4.15 FORM T-X CURRICULUM VITAE**

Affix self-  
attested  
photograph

**NAME** :

**FATHER NAME:**

**DATE OF BIRTH** :

**PERMANENT ADDRESS** :

**RESIDENTIAL ADDRESS** :

**MARITAL STATUS** :

**EDUCATIONAL QUALIFICATION** :

TECHNICAL QUALIFICATION : \_\_\_\_\_

EXPERIENCE : \_\_\_\_\_

LANGUAGE KNOWN : \_\_\_\_\_

NATIONALITY : \_\_\_\_\_

CATEGORY : \_\_\_\_\_

DATE: .....

PLACE: .....

Thumb Impression

SIGNATURE

Designation of staff

.....

(To be filled by contractor)

Attested by authorised person:

(Seal & Signature of proprietor)

Phone/Mobile No: - .....

#### 4.15.1 FORM OF BANK DETAILS FOR E-PAYMENT

Beneficiary name :

Beneficiary Address :

Line-1:	
Line-2:	
District/City:	State:
Pin Code:	Tele/Fax:
Mobile alert:	

**Bank Details:**

Bank Name:	
Branch Name and address :	
Beneficiary A/C No.	Beneficiary A/C Type ( Saving/Current):
Beneficiary A/c Name:	
Nine - Digit branch MICR Code:	
IFSC Code of the branch:	

Stamp & Signature of Authorized Signatory

**4.16 Annexure- A OBLIGATION / COMPLIANCE TO BE INSURED BY CONTRACTOR**

S.No.	Items	Compliance of Contractor (To be filled by Contractor)	
		YES	NO

1	License for employing contract labour		
2	Compliance of Minimum wages Act by Payment of wage on 7 <sup>th</sup> of every month in the presence of nominated representative of employer or Bank Payment.		
3	Compliance of provisions of ESI, PF and Workmen compensation Act		
4	To ensure treatment in case of accident / injuries suffered in performance of work including wages and compensation under WC Act.		
5	Send Accident report to Regional Labour Commissioner (RLC).		
6	Observance of working hours, weekly rest and overtime payment as per section 28 of BOCW Act.		

**Note: A non-filling or 'NO' by contractor will leads to non eligibility for contractor in further tendering process.**

Signature with Seal of Contractor/Proprietor

engineer-in-charge/ consultant for the contract



#### 4.17 Annexure B : DECLARATION BY THE BIDDER REGARDING QUALIFICATIONS

##### Declaration by the Bidder

In relation to my/our Bid submitted to ..... for procurement of  
..... in response to their  
Notice Inviting Bids No..... Dated ..... I/we hereby  
declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Signature of bidder

Place:

Name:

Designation:

Address:

#### 4.18 Annexure C : GRIEVANCE REDRESSAL DURING PROCUREMENT PROCESS

The designation and address of the First Appellate Authority is Dir (O& S)

JAIPUR METRO RAIL CORPORATION, JAIPUR.

The designation and address of the Second Appellate Authority is MD, JAIPUR METRO RAIL CORPORATION, JAIPUR.

**(1) Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

**(4) Appeal not to Be in certain cases**

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

**(4) Form of Appeal**

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

**(5) Fee for filing appeal**

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

**(6) Procedure for disposal of appeal**

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
  - (i) Hear all the parties to appeal present before him; and
  - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

**4.19 ANNEXURE D: CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH THE TENDER**

Sl. No	Document	No. of sets to be submitted	Attached at Page No. (To be filled by Contractor)
	TENDER PACKAGE COMPRISING OF:		
1	Obligation / Compliance to be insured by Contractor (Annexure- "A" 4.16 )	One in Original	
2	Tender security (Form B 4.2) submitted	One in Original	Copy enclosed (Yes / NO)
3	Power of attorney for individuals signing on behalf of Company/Firm	One in Original	
4	Audited Balance sheets with Profit & Loss accounts for last three years	Attested copy	
5	Income Tax Return for last three years.	Attested copy	
6	Service Tax/ sale tax registration and clearance certificate	Attested copy	
7	PF registration Certificate	Attested copy	
8	ESI registration certificate	Attested copy	
9	Tender documents (i.e. NIT, ITT, SCC, Technical Specification, GCC, BOQ)	One in Original	
10	Statement of deviations from Tender Documents (Form C)	One in Original	
11	General information on the tenderer shall be furnished in Form T-I	One in Original	
12	Resources proposed for the work- Personnel with qualification and professional experience of each key staff member (Form T-III)	One in Original	
13	Resources proposed for the work-Machinery & Equipment (Form T-IV).	One in Original	
14	Financial Data (Form T-V)	One in Original	

15	Form of Tender and Appendix thereof (Form A)	One Original	in	
16	Indoor /Outdoor plants proposed for the works	One Original	in	
17	Indemnity by contractor (Form T-VIII)	One Original	in	
18	Curriculum Vitae (CV) of deployed Team leader and Manager (Form T-X)	Original		
19	ISO9000, ISO14001 and OHSAS 18001certificate	Attested copy		




## 5 ANNEXURE E: FINANCIAL BID (BILL OF QUANTITIES)

The following format is to be filled and submitted online by the tenderer.

**IMPORTANT: The tables as reproduced below are for reference only and the same are not to be submitted in hard form.**

### 5.1.1 Format of Bill of Quantities (to be filled online only)

Providing housekeeping of admin building, ass, training school and CAFETERIA as explained in technical Specifications and scope of work of this tender for the following buildings.

	A	B	C	D	F	G	H	I
1	Tender Inviting Authority : EXECUTIVE DIRECTOR (Rolling Stock) Jaipur Metro Rail Corporation (JMRC) Ltd.							 <b>VALIDATE</b>
2	Nature of Work: HOUSEKEEPING OF ADMIN BUILDING, ASS, TRAINING SCHOOL AND CAFETERIA							 <b>PRINT</b>
3	Contract No: JMRC/O&S/RS/MNSD/F012							 <b>HELP</b>
4	Bidder Name :							
5	<p><b><u>SCHEDULE OF WORKS</u></b></p> <p><b>(This BoQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</b></p> <ol style="list-style-type: none"> <li>Before filling the rates, tenderers are advised to refer to the Schedule of Rates as given at Clause 3.8 of Bid Document which prescribes the weightages for various sub-activities. Payments will be made on percentage basis of activity wise break up as mentioned in SCHEDULE OF RATES &amp; ACTIVITIES (Activity wise break up) of Clause 3.8 of Bid Document.</li> <li>Before bidding, the tenderers are also advised to refer to the Machinery and Consumable requirement as given at Clause 3.9 of Bid Document for the purpose of estimating their costs.</li> <li>Tenderer shall quote the rate inclusive of all i.e. labor, material, transportation, taxes etc</li> <li>The quantity of work and availability of site may vary as per site requirement during contract period.</li> <li>The payment will be made on actual basis for the units maintained and for the period of maintenance.</li> <li>All amounts are to be filled in Indian Rupees.</li> <li>If the cost of any item is observed to be unjustified, the tender may be rejected. For example, Tenderer shall take into account compliance of Minimum Wages, PF, ESI etc., and if quoted rates are determined to be non-complying with the same, the tender will be summarily rejected.</li> <li>The payment will be made on actual basis for the units maintained and for the period of maintenance.</li> </ol>							

Sl. No.	Description of work	No.or Qty.	Unit	RATE In Figures To be entered by the Bidder		AMOUNT Rs. P
				Rs. P	Words	
1.00	Sub Station and DG Set	12.000	Per month		Rupees only	0.00
2.00	Admin Building Wing A cafeteria Ground Floor	12.000	Per month		Rupees only	0.00
3.00	Admin Building Wing A Training School 1st and 2nd Floor	12.000	Per month		Rupees only	0.00
4.00	Admin Building Wing B Auditorium Ground Floor	12.000	Per month		Rupees only	0.00
5.00	Admin Building Wing B 2nd Floor library and Offices	12.000	Per month		Rupees only	0.00
6.00	Admin Building Wing B 3rd Floor SCR, TER	12.000	Per month		Rupees only	0.00
7.00	Admin Building Wing B 4th Floor OCC	12.000	Per month		Rupees only	0.00
8.00	Admin Building Wing C Ground Floor - ETU Work shop	12.000	Per month		Rupees only	0.00
9.00	Admin Building Wing C Ground Floor - Rooms, Passage & Corridors	12.000	Per month		Rupees only	0.00
10.00	Admin Building Wing C 2ndFloorETU offices and CWM Offices & Rooms	12.000	Per month		Rupees only	0.00
11.00	Admin Building Wing C 3rd Floor Testing Rooms and Offices	12.000	Per month		Rupees only	0.00
12.00	Admin Building Wing C 4th Floor Testing Rooms , Offices and DCC	12.000	Per month		Rupees only	0.00
Total in Figures						0.00
Total in Words					Rupees only	

# VOLUME 2





**JAIPUR METRO RAIL CORPORATION LIMITED**

**GENERAL CONDITIONS OF CONTRACT (GCC)**  
**(NOVEMBER 2013)**



## GENERAL CONDITIONS OF CONTRACT

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## GENERAL CONDITIONS OF CONTRACT

### 1 DEFINITIONS AND INTERPRETATION

#### Definitions

- 1.1 In the contract (as defined below) the words and expressions defined below shall have the meanings assigned to them, except where the context requires otherwise. Words indicating persons or parties include corporations and other legal entities except where the context requires otherwise.
- 1.1.1 **Documents**
- 1.1.1.1 **"Appendix to Form of Tender"** means the completed pages marked as Appendix, which are appended to and form part of the Tender.
- 1.1.1.2 **"Bill of Quantity"** means a document containing various items of payment and contains schedule of Payment also.
- 1.1.1.3 **"Construction and/or Manufacture Documents"** means all drawings, calculations, computer software (programs), samples, patterns, models, operation and maintenance manuals, and other manuals and information of a similar nature, to be submitted by the Contractor.
- 1.1.1.4 **"Contract"** means the Contract Agreement, the Letter of Acceptance, the letter of tender, General Conditions of Contract, Special Conditions of Contract, the Employer's Requirements, the Tender, the Notice Inviting Tender, Instructions To Tenderers, the Contractor's Proposal, the Schedules, and such further documents which are listed in the Letter of Acceptance or Contract Agreement (if completed).
- 1.1.1.5 **"Contract Agreement"** means the contract agreement referred to in Sub- Clause 1.4. It shall also include all subsequent modifications/ amendments to the Contract as a result of the communications or negotiation proceedings between the parties.
- 1.1.1.6 **"Contractor's Proposal"** means the proposal submitted by the Contractor with the Tender, as modified and accepted by the Employer and included in the Contract. Such documents may include the Contractor's preliminary design.
- 1.1.1.7 **"Contractor's Document"** means the calculations, computer programme and other softwares, drawings, manuals and other documents of a technical nature(if any) supplied by the Contractor under the Contract.
- 1.1.1.8 **"Design Data"** means all specifications, plans, drawings, details, graphs, sketches, models, levels, setting-out dimensions, calculations duly checked by the Contractor and other documents relating to the design of the Works prepared or to be prepared by or on behalf of the Contractor.
- 1.1.1.9 **"Drawings"** means the Employer's Drawings and the Drawings submitted by the Contractor and any modification of such drawings as any, from time to time, be furnished or for which the Engineer has issued a Notice of No Objection.
- 1.1.1.10 **"Employer's Requirements"** means the description of the scope, standard, design criteria, specifications, drawings, programme of work, indigenisation programme (where applicable) as included in the Contract, and any alterations and modifications thereto in accordance with the Contract.
- 1.1.1.11 **"Interim Payment Schedule"** means the schedule included for each Cost Centre in the Pricing Document and accepted by the Employer to be used for interim payments in relation to achievement of milestones under that Cost Centre, as the same may be revised from time to time in accordance with Clause 11.
- 1.1.1.12 **"Letter of Acceptance"** means the formal acceptance to work by the Employer of the Tender.
- 1.1.1.13 **"Notice to Proceed"** means the notice issued by the Employer to the Contractor communicating the date on which the Works are to be commenced.



- 1.1.1.14 **"Letter of Tender"** means the document entitled letter of tender, which was completed by the Contractor and includes the signed offer to the Employer for the Works.
- 1.1.1.15 **"Safety, Health and Environmental (SHE) Manual"** means the Employer's manual containing the requirements and conditions to be met during the execution of the Works by the Contractor.
- 1.1.1.16 **"Schedules"** means the information and data submitted with the Tender, as included in the Contract.
- 1.1.1.17 **"Tender"** means the Contractor's priced offer to the Employer for the designing where ever applicable, execution, manufacture, and completion of the whole of Works, testing and commissioning (including Integrated Testing and Commissioning where ever applicable) and remedying of any defects therein, as accepted by the Letter of Acceptance.
- 1.1.1.18 **"Schedule of Milestones"** means the schedule included in each Cost Centre in the Pricing Document, describing the Milestones and stipulating dates by which the Milestones are to be achieved under that Cost Centre in order to maintain interim payments by the Employer to the Contractor in accordance with the Interim Payment Schedule for that Cost Centre, as the same may be revised from time to time in accordance with the Contract.
- 1.1.1.19 **"Schedule of Payment"** means the schedule included in the Bill of Quantity for payment in various stages on part of the works.
- 1.1.1.20 **"Special Conditions of Contract"** means any special conditions of contract issued by the Employer prior to submission of the Tender or negotiated and agreed in writing by the Employer and the Contractor prior to and conditional upon acceptance of the Tender.
- 1.1.1.21 **"Works Programme"** means the programme showing the sequence, method and timing of investigations, design, issue of No Objection Notices, execution, manufacture, delivery to site, erection, installation, testing, commissioning of the Works (including Integrated Testing and Commissioning), indigenisation (where applicable) and related activities in the form and content prescribed by the Employer's Requirements, or any amended or varied version thereof, as submitted by the Contractor and for which the Engineer has issued a Notice of No Objection.
- 1.1.2 Persons**
- 1.1.2.1 **"Party"** means the Employer or the Contractor as the context requires
- 1.1.2.2 **"Tenderer or Bidder"** means the person submitting a bid/Tender.
- 1.1.2.3 **"Contractor"** means the person whose Tender has been accepted by the Employer and the legal successors in title to such person, but not (except with the consent of the Employer) any assignee of such person.
- 1.1.2.4 **"Contractor's Representative" shall mean a person named by the Contractor in the Contract or appointed from time to time by the Contractor under Sub-clause 4.3 to act on behalf of Contractor.**
- 1.1.2.5 **"Designated Contractors"** means any of the following whose activities or the works they are engaged to carry out, affect or are affected by the Works, in any way or at any time:
- (a) contractors, design consultants and utility authorities engaged on the Project from time to time by the Employer;
  - (b) sub-contractors of any tier of the contractors above; provided that the definition shall exclude the Contractor and his sub-contractors of any tier in relation to the Works.
- 1.1.2.6 **"Other Contractor"** means a person employed by or having Contract directly or indirectly with the Employer otherwise than through the Contractor.
- 1.1.2.7 **"Designer"** means the Contractor, or part of the group forming the contractor, person, firm or company or group of companies, or any replacement, carrying out the Design of Works or part thereof.
- 1.1.2.8 **"Employer"** means JAIPUR METRO RAIL CORPORATION LIMITED (JMRC), its legal successors and assignees.



- 1.1.2.9 **"Engineer"** means any person nominated or appointed from time to time by the Employer to act as the Engineer for the purposes of the Contract and notified as such in writing to the Contractor.
- 1.1.2.10 **"Engineer's Representative"** means any Assistant of the Engineer appointed from time to time by the Engineer under Sub-clause 3.3
- 1.1.2.11 **"Sub-contractor"** means any person named in the Contract as a sub- contractor, manufacturer or supplier for a part of the Works or any person to whom a part of the Works has been sub-contracted with the consent of the Employer and the legal successors in title to such person, but not any assignee of such person.
- 1.1.3 Dates, Times and Periods**
- 1.1.3.1 **"Commencement Date"** means the date on which the Contractor shall commence the Works on the written instructions of the Employer contained in the Notice to Proceed.
- 1.1.3.2 **"Contract Period"** means the period from the Commencement Date to the end of Defects Liability Period including Integrated Testing and Commissioning and as certified by the Engineer under Clause 7.11 (or as extended under Sub-Clause 10.3).
- 1.1.3.3 **"Day"** means a calendar day, **"Week"** means 7 calendar days, **"Month"** means a calendar month and **"Year"** means 365 days.
- 1.1.3.4 **"Effective Date"** means the date on which the Contract comes into force and effect.
- 1.1.3.5 **"Gazetted Holiday"** means every holiday which is observed by Jaipur Metro Rail Corporation Limited as a gazetted holiday as well as a weekly holiday.
- 1.1.3.6 **"General Holiday"** means Sunday.
- 1.1.3.7 **"Key Date"** means a date identified as such in the Contract.
- 1.1.3.8 **"Milestone"** means the completion of a part of the Works or the occurrence of an event identified as such in the Schedule of Milestones.
- 1.1.3.9 **"Milestone Date"** means the date prescribed in the Schedule of Milestone by which a Milestone is to be achieved, if Interim Payments for the Cost Centre in which the Milestone is included are not to be suspended.
- 1.1.3.10 **"Stage"** means level of progress of the works identified as such and more particularly described in the Employer's Requirements for which a Key Date for the achievement thereof is stipulated in the Contract.
- 1.1.3.11 **"Time for Completion"** means the time for completing the Works or a section or a part thereof (as the case may be), and passing the Tests on Completion, including Integrated Testing and Commissioning, as stated in the contract, calculated from the Commencement Date.
- 1.1.4 Tests and Completion**
- 1.1.4.1 **"Factory Tests"** means the tests required to be carried out in the factory premises on components, equipment, subsystem, system, etc. during and/or after manufacture in the factory.
- 1.1.4.2 **"Integrated Testing"** in the contracts where applicable means the programme of tests performed by the Contractor at the direction of the Engineer following satisfactory completion of Contractor's tests on his equipment, sub-systems or system to verify and confirm the compatibility and compliant performance of his equipment/ sub-system/ system with the equipment/ sub-system/ system provided by others.
- 1.1.4.3 **"Milestone Certificate"** means the certificate to be issued by the Engineer in relation to the achievement or otherwise of Milestones.
- 1.1.4.4 **"Performance Certificate"** means the certificate issued by the Engineer under Sub-Clause 10.9.
- 1.1.4.5 **"Taking Over Certificate"** means a certificate issued under Clause 9.1.





1.1.4.6 **"Tests on Completion"** means the tests specified in the Contract and designated as such, including Integrated Testing where applicable and any other such tests as may be agreed by the Engineer and the Contractor, or instructed as a Variation, which are to be carried out before the Works, or any Section are taken over by the Employer.

#### 1.1.5 **Money and Payments**

1.1.5.1 **"Contract Price"** means the sum stated in the Letter of Acceptance as payable to the Contractor, subject to such additions thereto or deductions therefrom as may be made under the provisions of the Contract .,

1.1.5.2 **"Cost"** means all expenditure properly incurred (or to be incurred) by the Contractor, whether on or off the Site,

1.1.5.3 **"Cost Centre Amount"** means the amount apportioned to a Cost Centre as set out in the Pricing Document, as the same **may be revised from** time to time in accordance with the Contract.

1.1.5.4 **"Final Payment Certificate"** means the payment certificate issued by the Engineer under Sub-Clause 11.9.

1.1.5.5 **"Final Statement"** means the agreed statement defined in Sub-Clause 11.10.

1.1.5.6 **"Foreign Currency"** means a freely convertible international trading currency in which part of the Contract Price is payable, but not the Local Currency.

1.1.5.7 **"Interim Payment Certificate"** means any payment certificate issued by the Engineer under Sub-Clause 11.5, other than the Final Payment Certificate.

1.1.5.8 **"Local Currency"** means Indian Rupees.

#### 1.1.6 **Other Definitions**

1.1.6.1 **"Approval or Approved"** means **Approval in writing including subsequent written confirmation of previous verbal approval.**

1.1.6.2 **"Contractor's Equipment"** means all machinery, apparatus, appliances, other things of whatsoever nature required for purpose of the Contract, including without limitation, Contractor's Plant and Equipment, or Materials to or from the Site, but does not include Plant, or Materials intended to form or forming part of the Permanent Works.

1.1.6.3 **"Cost Centre"** means a group of activities and/ or items of work identified as such in the Pricing Document.

1.1.6.4 **"Materials"** means things of all kinds (other than Plant) to be provided and incorporated in the Permanent Works by the Contractor, including the supply- only items (if any), which are to be supplied by the Contractor as specified in the Contract.

1.1.6.5 **"Plant"** means the machinery, equipment, and apparatus and the likes, intended to form or forming part of the Permanent Works, including the supply-only items (if any), which are to be supplied by the Contractor as specified in the Contract.

1.1.6.6 **"Section"** means a part of the Works specifically designated in the Appendix to Form of Tender as a Section (if any).

1.1.6.7 **"Site"** means the places provided by the Employer where the Works are to be executed and to which Plant, Rolling Stock and Materials are to be delivered, and any other place as may be specifically designated in the Contract as



forming part of the Site. Site includes Depot, where Rolling Stock will be delivered, tested and commissioned as provided in the Contract.

- 1.1.6.8 "Scheduled Bank" means a bank included in the second schedule to the Reserve Bank of India Act, 1934, or modifications thereto.**
- 1.1.6.9 "Specification" means the Specification referred to in the contract and any modification thereof or addition thereto, as may from time to time be furnished or approved in writing by the Engineer.**
- 1.1.6.10 "Test" means such Tests as are prescribed in the Specifications or by the Engineer or Engineer's Representative, whether performed by the Contractor or by the Engineer or his Representative or any agency acting under the direction of the Engineer.**
- 1.1.6.11 "Variation" means any alteration and/ or modification to the Employer's Requirements, which is instructed by the Engineer or approved as a variation by the Engineer, in accordance with Clause 12.**
- 1.1.6.12 "Works" means the work, both permanent and temporary, or services to be carried out, designed, manufactured, fabricated, delivered to Site, erected, installed, completed, tested, commissioned, (including Integrated Testing and Commissioning) and remedying of any defects, and/ or supplied in accordance with the Contract and include Plant, Rolling Stock and Materials and their accessories.**
- 1.1.6.13 "Permanent Works" means the permanent works to be designed and executed in accordance with the Contract.**
- 1.1.6.14 "Temporary Works" means all temporary works of every kind (other than Contractor's Equipment) required for the execution and completion of the Works, and the remedying of any defects.**
- 1.1.6.15 "Project" means project implemented by or on behalf of Jaipur Metro Rail Corporation.**

**Interpretation**      **1.2**      In the Contract except where the context requires otherwise:

- 1.2.1** (a) words indicating one gender include all genders;  
(b) words indicating the singular also include the plural and words indicating the plural also include the singular and  
(c) "written" or "in writing" means hand-written, type written, printed or electronically made and resulting in a permanent record.

The marginal words and other headings shall not be taken into consideration in the interpretation of these condition.

- 1.2.2** Terms and expressions not herein defined shall have the meanings assigned to them in the "**General Clauses Act, 1897**" or the "**Indian Contract Act, 1872**" or the "**Sale of Goods Act, 1930**" or any other applicable Indian Law, as the case may be.

**Law and Language**      **1.3**      The contract shall be governed by the Acts and laws of India, the rules, regulations and bye-laws of the concerned public bodies and authorities. Language of the Contract shall be English.

**Contract Agreement**      **1.4**      The Employer and the Contractor shall execute a Contract Agreement, with such modifications as may be necessary to record the Contract. The costs of stamp duties and similar charges imposed by law shall be borne by the Contractor.

**Priority of Documents**      **1.5**      The documents forming the Contract are to be taken as mutually explanatory of one another . If there is an ambiguity or discrepancy in the documents, the



Engineer shall issue any necessary clarification or instruction to the Contractor, and the priority of the documents shall be as follows:

- (a) The Contract Agreement; The
- (b) Letter of Acceptance; Pre and
- (c) Post bid proceeds
- (d) Form of Tender
- (e) BOQ/Payment schedule
- (f) NIT
- (g) ITT
- (h) The Outline Design Specifications (Design Criteria) and  
Outline Construction Specifications; or any other specification
- (i) Drawings
- (j) The Employer's Requirements
- (k) The Special Conditions of Contract; The
- (l) General Conditions of Contract;
- (m) The Contractor's Proposal; and
- (n) Any other document forming part of the Contract.

**Care and  
Supply of  
Construction  
and/or  
Manufacture  
Documents**

- 1.6** The Construction and/or Manufacture Documents shall be in the custody and care of the Contractor during the Contract. Unless otherwise stated in the Employer's Requirements, the Contractor shall provide three copies for the use of the Engineer and assistants (as referred to in Sub-Clause 5.3).

The Contractor shall keep on Site one complete set of the documents forming the Contract, the Construction and/or Manufacture Documents, Variations, other communications given or issued from time to time and the documents/samples mentioned in Sub-Clause 5.3. The Employer, the Engineer and their assistants (as referred to in Sub-Clause 3.3) shall have the right to access these documents all reasonable times.

On discovery of any technical error or defect in a document intended to be used for the purpose of Contract, the Contractor shall promptly give notice to the Engineer of such error or defect.

**Communica-  
tions**

- 1.7** Communications between parties, unless otherwise specified shall be effective only when made in writing. A notice will be effective only when delivered.

**Employer's  
Use of  
Contractor's  
Documents**

- 1.8** As between the Parties, the Contractor shall retain the copyright and other intellectual property rights in the Contractor's Documents and other design documents made by (or on behalf of) the Contractor.

The Contractor shall be deemed (by signing the Contract) to give to the Employer a non-terminable transferable non-exclusive royalty-free licence to copy, use and communicate the Contractor's Documents, including making and using modifications of them. This licence shall:

- (a) apply throughout the actual or intended working life (whichever is longer) of the relevant parts of the Works,
- (b) entitle any person in proper possession of the relevant part of the Works to copy, use and communicate the Contractor's Documents for the purposes of completing, operating, maintaining, altering, adjusting, repairing and demolishing the Works, and
- (c) in the case of Contractor's Documents which are in the form of computer programs and other software, permit their use on any computer on the Site



and other places as envisaged by the Contract, including replacements of any computers supplied by the Contractor.

<b>Contractor's Use of Employer's Documents</b>	<b>1.9</b>	As between the Parties, the Employer shall retain the copyright and other intellectual property rights in the Employer's Requirements and other documents made by (or on behalf of) the Employer. The Contractor may, at his cost, copy, use, and obtain communication of these documents for the purposes of the Contract. They shall not, without the Employer's consent, be copied, used or communicated to a third party by the Contractor, except as necessary for the purposes of the Contract.
<b>Compliance with Statutes, Regulations and Laws</b>	<b>1.10</b>	<p>The Contractor shall familiarise themselves and conform in all aspects with:</p> <ul style="list-style-type: none"><li>(a) the provision of any enactment in India as applicable from time to time</li><li>(b) the regulations or bye-laws of any local body and utilities.</li><li>(c) the Contractor shall be bound to give all notices required by statute, regulations or by-laws, as aforesaid and to pay all fees and bills payable in respect thereof. The Contractor will arrange necessary clearances and approvals before the Work is taken up.</li></ul> <p>Ignorance of Rules, Regulations and Bylaws shall not constitute a basis for any claim at any stage of work.</p> <p>The Contractor shall indemnify the Employer against all penalties and liabilities of every kind of breach of any such enactment, laws, regulations, bye-laws or rules.</p>
<b>Joint and Several Liability</b>	<b>1.11</b>	<p>If the Contractor is (under applicable Laws) a joint venture, consortium, or other incorporated grouping of two or more Persons:</p> <ul style="list-style-type: none"><li>a) these Persons shall be deemed to be jointly and severally liable to the Employer for the performance of the Contract;</li><li>b) these Persons shall notify the Employer of their leader who shall have authority to bind the Contractor and each of these persons; and</li><li>c) the Contractor shall not alter its composition or legal status without the prior consent of the Employer.</li></ul>
	<b>2</b>	<b>The Employer</b>
<b>General Obligations</b>	<b>2.1</b>	The Employer shall provide the Site/area of works and shall pay the Contractor in accordance with the Contract.
<b>Access to and Possession of the Site</b>	<b>2.2</b>	<p>The Employer shall grant the Contractor right of access to, and / or possession of, the Site progressively for the completion of Works. Such right and possession may not be exclusive to the Contractor. The Contractor will draw/modify the schedule for completion of Works according to progressive possession/right of such sites.</p> <p>If the Contractor suffers delay from failure on the part of the Employer to grant right of access to, or possession of the Site, the Contractor shall give notice to the Engineer in a period of 28 days of such occurrence. After receipt of such notice the Engineer shall proceed to determine any extension of time to which the Contractor is entitled and shall notify the Contractor accordingly.</p> <p>For any such delay in handing over of site, Contractors will be entitled to only reasonable extension of time and no monetary claims whatsoever shall be paid</p>



or entertained on this account.

**Permits,  
Licences or  
Approvals**

**2.3**

It shall be Contractor's exclusive responsibility to get approvals, permits or license required for the Contract. However, the Employer may (where he is in a position to do so) provide reasonable assistance to Contractor at the request and cost of the Contractor in getting Permits, License or Approvals required during the Contract.

The rendering of such assistance by the Employer shall not be interpreted as a pretext by the Contractor as condoning of any delay or non-performance of any of the Contractors obligations. The following-up of all such applications shall be the responsibility of the Contractor.

**Assignment  
by the  
Employer**

**2.4**

The Employer shall be fully entitled without the consent of the Contractor, to assign the benefit of the part thereof and any interest therein or there under to any third party.

**3**

**The Engineer**

**Appointment  
of Engineer**

**3.1**

The Employer shall notify the Contractor in writing of the appointment and identity of the Engineer and of any replacement from time to time.

**Duties and  
Authorities of  
the Engineer**

**3.2**

The Engineer shall carry out the duties specified in the Contract. The Engineer shall have no authority to amend the Contract.

The Engineer may exercise the authority specified in, or necessarily to be implied from the Contract. If the Engineer is required to obtain the specific approval of the Employer before exercising such authority, such requirements shall be as stated in Special Conditions of Contract. Any requisite approval shall be deemed to have been given by the Employer for any such authority exercised by the Engineer.

The Engineer shall have no authority to relieve the Contractor of any of his duties, obligations, or responsibilities under the Contract. Any proposal, inspection, examination, testing, consent, approval or similar act by the Engineer (including absence of disapproval) shall not relieve the Contractor from any responsibility, including responsibility for his errors, omissions, discrepancies, and non-compliance with Sub-Clause 5.4.

The Engineer shall convey to the Employer all communications given or received by him in accordance with the Contract.

**Engineer's  
Authority to  
Delegate**

**3.3**

i. The Engineer, may from time to time assign and delegate authority to Engineer's representatives/assistants and may also revoke such assignments and delegations. The delegation or revocation shall be in writing and shall be applicable only after same has been notified in writing to the Contractor.

ii. Each Assistant to whom duties have been assigned or authority has been delegated, shall be authorized to issue instructions to the Contractor to the extent defined by the delegation. Any determination, approval, check, certificate, consent, examination, inspection, instruction, notice, proposal, request, test or similar act by an assistance shall have the same effect as though the act had been an act of the Engineer. However:

(a) Any failure to disapprove any Plant, Goods , Material, design and workmanship shall not prejudice the right of the Engineer to reject such Plant, Goods , Material, design and workmanship;



- (b) if the Contractor questions any determination or instruction of an assistant of the Engineer, the Contractor may refer the matter to the Engineer within three days of such decision having been given, who shall confirm, reverse or vary such determination or instruction.

**Engineer's Instructions**

**3.4**

The Contractor shall comply with instructions given by the Engineer in accordance with the Contract.

The Contractor shall give reasonable notice to the Engineer of any instruction, which he considers necessary for the execution of the Works, to enable the Engineer to issue the instruction so that progress of the Works is not delayed. The Engineer shall not, however, be bound to issue any instruction which, in his opinion, is unnecessary.

No act or omission by the Engineer or the assistants to the Engineer in the performance of any of the Engineer's duties or the exercise of any of the Engineer's powers under the Contract shall, in any way, operate to relieve the Contractor of any of the duties, responsibilities, obligations or liabilities imposed upon the Contractor by any of the provisions of the Contract.

**Engineer to Attempt Agreement**

**3.5**

When the Engineer is required to determine value, cost or extension of time, he shall consult with the Contractor and the Employer in an endeavour to reach agreement. If agreement is not achieved, the Engineer shall determine the matter fairly, reasonably and in accordance with the Contract, with the approval of Employer

**4**

**The Contractor**

**General Obligations**

**4.1**

The Works as completed by the Contractor shall be wholly in accordance with the Contract and fit for the purposes for which they are intended, as defined in the Contract. The Works shall include any work which is necessary to satisfy the Employer's Requirements, the Contractor's Proposal and Schedules, or is implied by the Contract, or arises from any obligation of the Contractor, and all works not mentioned in the Contract but which may be inferred to be necessary for stability, or completion, or the safe, reliable and efficient operation of the Works.

The Contractor shall design, if in the scope of work, manufacture, execute, install, complete, test (including Integrated Testing in case of rolling stock and signalling contracts) and commission, the Works, including providing Construction and/or Manufacture Documents, within the Time for Completion and shall remedy any defects within the Contract Period. The Contractor shall provide all superintendence, labour, Plant, Materials, Contractor's Equipment, Temporary Works and all other things, whether of a temporary or permanent nature, required in and for such design, works and remedying of defects.

Before commencing design, if in the scope of the contract, the Contractor shall satisfy himself regarding the Employer's Requirements (including design criteria and calculations, if any) and the items of reference mentioned in Sub-Clause 4.8.

The Contractor shall give notice to the Engineer of any error, fault or other defect in the Employer's Requirements or such items of reference. After receipt of such notice, the Engineer shall determine whether Clause 12 shall be applied, and shall notify the Contractor accordingly.

The Contractor shall take full responsibility for the adequacy, stability and safety of all Site operations, of all methods of construction, manufacture, and of all the Works, irrespective of any approval or consent by the Engineer.





The Contractor shall be deemed to have satisfied himself before submitting his tender as to the correctness and sufficiency of his Tender to cover all his risks, liabilities and obligations set out in or implied by the Contract and all matters and things necessary for the proper design, manufacture, execution, installation, completion, testing, Integrated Testing whichever is in the scope of the contract, commissioning of the Works and remedying of the Defects.

The Contractor acknowledges responsibility for ascertaining and securing at his own cost:

- (a) conditions bearing upon the proper transportation, disposal, handling and storage of materials (including but not limited to hazardous toxic substances and excavated materials);
- (b) availability of electricity, water and gas except to the extent specified in special conditions of contract for O&M, store and service contracts.
- (c) availability of skilled manpower;
- (d) the character of equipment and facilities needed preliminary to and during the manufacture, installation, execution, testing, Integrated Testing, and commissioning of the Works and remedying of any defects;
- (e) the protection of the environment and adjacent structures which will be necessary preliminary to and during the manufacture, installation, execution, testing, Integrated Testing, and commissioning of the Works and remedying of any defects;
- (f) the location of and the authorisation required for and the means of diversion of any services and facilities required for the purposes of the Works.

The Contractor shall whenever required by the Engineer, submit details of the arrangement and methods which the Contractor proposed to adopt for the execution of the Works. No alteration to these arrangements or methods shall be made without the approval of the Engineer.

**Performance security Amount**      **4.2**

- 4.2.1 (i)** Performance security shall be solicited from all successful bidders except the departments of the Government of Rajasthan & the Central Government & Undertakings, Corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled and managed by the Government of Rajasthan or the Central Government and are authorized by them to bid without furnishing performance security.
- (ii)** Within 30 days of receipt of the Letter of Acceptance, the successful Tenderer shall furnish Performance Security in the form of a bank guarantee from a branch in India of a scheduled foreign bank or from a scheduled commercial bank in India acceptable to the Employer for an amount of 10% of the Contract value in types and proportions of currencies in which the Contract Price is payable. The approved form provided in the Instructions to Tenderer's documents or any other form approved by the Employer shall be used for Bank Guarantee. The Bank Guarantee shall be valid up to 6 months beyond the Defect Liability Period (except specified in special condition of contract). In case the contract value exceeds beyond 25% of the original contract value, the contractor shall have to submit additional performance security.
- (iii)** Whenever the contract value exceeds beyond 25% of the original contract value either due to Employer's variation or due to Contractor's variation, the contractor shall submit additional performance security equal to an amount of 10% of the variation reduced by an amount equal to 5% of the work already certified as completed by the Engineer-in-Charge on the date of variation subject to a maximum limit of 10% of the variation amount.
- (iv)** No additional performance security will be required to be submitted if the variation is within 25% of the original contract value.
- (v)** In lieu of bank guarantee, Performance Security may be furnished in the form of valid Banker's Cheque or Demand Draft or FDR /TDR from a branch in India of a scheduled foreign bank or from a scheduled commercial bank in India acceptable to the Employer.



<b>Forfeiture</b>	<b>4.2.2</b>	Failure of the successful Tenderer to furnish the required Performance Security shall be a ground for the annulment of the award of Contract and forfeiture of the tender security.
<b>Release</b>	<b>4.2.3</b>	<p>The whole of the Performance Security amount shall be liable to be forfeited by the Employer at the discretion of the Employer, in the event of any breach of contract on the part of the Contractor.</p> <p>i. On completion of the entire work, one half of the Performance Security shall be refunded to the Contractor, on issue of Taking over Certificate by the Engineer, in accordance with Sub-Clause 9.1 and 9.2 of these conditions. This shall not relieve the Contractor from his obligations and liabilities, to make good that may be detected during the Defects Liability Period</p> <p>ii. The balance amount shall become due and shall be paid to the Contractor on signing of the Performance Certificate after the expiry of the final Defects Liability Period as per Clause 10.9 of these conditions.</p>
<b>Guarantees and Warranties</b>	<b>4.2.4</b> <b>4.2.4.1</b>	<p>Within 30 days of the date of Letter of Acceptance of the Tender, the Contractor shall submit to the Employer:</p> <p>(a) An Undertaking in the approved format from a parent company, the identity of which shall have been submitted in writing to the Employer prior to acceptance of the Tender and against which the Employer shall have raised no objection.</p> <p>(b) A written Guarantee in the approved format from a parent company, the identity of which shall have been submitted in writing to the Employer prior to acceptance of the Tender and against which the Employer shall have raised no objection.</p> <p>(c) A warranty in the approved format from the Contractor.</p>
	<b>4.2.4.2</b>	<p>In the event that the Contractor shall comprise two or more members, corporations acting in partnership, joint venture, consortium or otherwise each such member or corporation shall submit a parent company Undertaking and Guarantee.</p> <p>Notwithstanding any other provision of the Contract:</p> <p>(a) submission by the Contractor of the requisite Performance security, parent company Undertakings and written Guarantees shall be condition precedent to the Contractor's entitlement to any payment, under the Contract; and</p> <p>(b) failure by the Contractor to provide a Performance security or parent company Undertakings or parent company Guarantees shall entitle the Employer either to suspend the Works or to terminate the Contract forthwith by notice in writing to that effect, notwithstanding that the Contractor may have been permitted to proceed with the Works, and the Contractor shall not be entitled to any compensation whatsoever as a consequence of such suspension or termination.</p>
<b>Representation on Works</b>	<b>4.3</b>	<p>Unless the Contractor's Representative is named in the Contract, the Contractor shall, within 14 days of Notice to Proceed, submit to the Engineer for consent the name and particulars of the person the Contractor proposes to appoint. The Contractor shall not revoke the appointment of the Contractor's Representative without the prior consent of the Engineer. The Contractor's Representative so nominated shall have full authority to act on behalf of the Contractor. The Contractor's Representative shall give his whole time to directing the preparation of the Construction and/or Manufacture Documents and the execution of the Works. The Contractor's Representative shall receive (on behalf of the Contractor) all notices, instructions, consents, no objection certificate approvals, certificates, determinations and other communications under the Contract. Whenever the Contractor's Representative is to be absent from the Site, a suitable replacement</p>





person shall be appointed, with prior consent of Engineer.

Failure on part of the Contractor to comply with these provisions shall constitute a breach of Contract leading to action under **Sub-Clause 13.2**

The Contractor's Representative may delegate any of his powers, functions and authorities to any competent person, and may at any time revoke any such delegation. Any such delegation or revocation shall be in writing and shall not take effect until the Engineer has given prior consent thereto. The Contractor's Representative and such persons shall be fluent in the language of day to day communication and the Contractor shall be bound by and fully liable for the acts or omissions of the Contractor's Representatives or any of his employees and/or delegates, agents or nominees.

**Facilities for  
and co-  
ordination with  
Others.**

**4.4**

The Contractor shall not impede and shall afford all necessary facilities, access and/or services to the Employer, Engineer, Designated Contractors, utility undertakings, other relevant authorities and other contractors (whether employed by the Employer or not) who are carrying out on, or in the vicinity of, the Site, works not included in the Contract but forming part of the Project:

a The Contractor shall take all reasonable steps to ensure that the Works are co-ordinated and integrated with the design, manufacture, installation execution and testing of such other works and shall in particular (but without limitation):

- (i) comply with any direction which the Engineer may give for the integration of the design of the Works with the design of any other part of the Project;
- (ii) consult, liaise and co-operate with those responsible for carrying out such other works, including where necessary, in the preparation of the respective designs, the preparation of co-ordinated programmes, method statements, co-ordination drawings and specifications together with arrangements of service priorities and zoning;
- (iii) participate in Integrated Testing and Commissioning of the system with Designated Contractors and demonstrate to the satisfaction of the Engineer that the Works have been designed and constructed in a manner compatible with the works of Designated Contractors.

b The Contractor shall undertake design co-ordination with other contractors who are carrying out works forming part of the Project as described in the Employer's Requirements. At the end of each such co-ordination period, the Contractor and the other contractor with whose works the interface period refers shall jointly state in writing that their design co-ordination activities are complete and that their respective designs are integrated and can be finalised without interference with each other's designs or the designs with which their designs have already been integrated. A copy of this joint written statement shall be provided to the Engineer within 7 days of the end of the said design co-ordination period. Unless and until copies of all relevant and necessary design co-ordination statements have been submitted to the Engineer, the Engineer shall be entitled to suspend any review or further review of the Contractor's or the other contractor's design submissions. Such suspension shall not be grounds for the Contractor to claim nor shall be entitled to receive an extension of time or additional payments.



- c The Contractor shall provide within the Site, staging, storage and unloading areas for the use of Designated Contractors, if any, who are undertaking trackwork, fare collection system, supply, testing and commissioning of Rolling Stock, escalators, lifts, signalling and telecommunications and traction power installation works, etc. Separate locations shall be provided for each such contractor. The exact size and location of these staging, storage and unloading areas, and the commencement date shall be co-ordinated and agreed during the design interface period with each Designated Contractor.
- d Any other contract which depends for its execution on the Contract or upon which the Contract is dependent for its own execution shall be identified by the Engineer as a "Designated Contract". The Contractor shall provide attendance on Designated Contractors in accordance with the Employer's Requirements and as instructed by the Engineer. The identity of the contractor for a Designated Contract may not be known before the execution of the Contract but this shall not be a ground for the Contractor to object to the subsequent appointment of a Designated Contractor.
- e The Contractor shall in accordance with the requirements of the Engineer co-ordinate his own Works with that of Designated Contractors through Co-ordinated Installation Programme (CIP) stated in the Employer's Requirements, or as the Engineer may require, and shall afford the Designated Contractors all reasonable opportunities for carrying out their works.
- f The Contractor shall afford all reasonable opportunities, for carrying out their work, to other contractors employed by the Employer and their workmen respectively and the workmen of the Employer who may be engaged on or near the Site of any work, ancillary to the Works, but, not included in the Contract and shall not cause them inconvenience.
- g If the Contractor shall suffer delay by reason of failure by any Designated Contractor to meet the specified installation interfacing and co-ordination, completion dates, which delay shall be caused otherwise than by fault of the Contractor, or, if compliance with sub-clause (f) herein shall involve the Contractor in delay beyond that which could be reasonably foreseen by an experienced contractor at the time of tender, then the Engineer shall take such delay into account in determining any extension of time to which the Contractor is entitled under the Contract.
- h It shall be the responsibility of the Contractor to ensure that the full extent of the Works under the Contract and the works to be carried out by Designated Contractors within the Works or, in, on, under, through and over the Site are co-ordinated and integrated in their design, manufacture, installation and construction. Such responsibility shall neither be mitigated nor in any other way affected by virtue of similar responsibilities being placed on other contractors.



The Contractor shall be deemed to have made adequate allowance in the Contract Price and in the Works Programme in respect of these obligations.

If any act or omission of the Contractor whether directly or indirectly results in the delay in the execution of the works of a Designated Contractor, the Contractor, in addition to his liability in respect of liquidated damages if they become due, shall pay to the Employer, or the Engineer may deduct from Interim Payment Certificates such amount as the Engineer shall have certified in respect of additional payments or costs to the Designated Contractor in respect of such delay.

**Sub-contractors**

**4.5**

**4.5.1** The Contractor shall not sub-contract the whole of the Works.

**4.5.2** Unless otherwise stated in the Special Conditions of Contract:

- a) the Contractor shall not be required to obtain consent for purchases of Materials which are in accordance with the makes specified in the Contract or provisions of labour or for the sub-contracts for which the Sub-contractor is named in the Contract;
- b) the prior consent of the Engineer shall be obtained for other proposed Sub-contractors;
- c) not less than 28 days before the intended date of each Sub-contractor commencing work, the Contractor shall notify the Engineer of such intention; and the Contractor shall give fair and reasonable opportunity for contractors in India to be appointed as Sub-contractors.

**4.5.3** The Contractor shall be responsible for observance by all Sub-contractors of all the provisions of the Contract. The Contractor shall be responsible for the acts or defaults of any Sub-contractor, his representatives or employees, as fully as if they were the acts or defaults of the Contractor, his representatives or employees and nothing contained in Sub-clause (a) of clause 4.5 shall constitute a waiver of the Contractor's obligations under this contract. The Contractor shall provide to the Engineer of all the Sub Contracts including terms, conditions and pricing. The Contractor shall endeavour to resolve all matters and payments amicable and speedily with the sub-contractors.

**4.5.4** The contractor shall ensure that their sub contractors, material/equipment suppliers, consultants and other agencies deployed by them in connection with execution of the contract do not make any claim or raise any dispute before JMRC. For this, necessary provision is to be made in the agreement between contractor and their sub contractors/consultants/other agencies. Similarly the agreement should also incorporate the provision of dispute resolution. An undertaking in the following format shall be submitted by contractor in respect of each such agency:-

"Name of work.....

In connection with above work, M/s....., Contractor has/is engaging M/s....., as sub contractor(or consultant or material/equipment supplier or service provider). For this, the terms and conditions of agreement include necessary provisions for resolution of dispute if any arising between contractor and sub contractor.

It is confirmed by the sub contractor that any claim/dispute arising out of the above work shall be resolved in terms of agreement and shall not be raised before JMRC and also shall not make any claim against JMRC before any forum/court.

Signature of Contractor



<b>Assignment of Contractor's and Sub-Contractor's Obligations</b>	<b>4.6</b>	<p>The Contractor shall not assign a right or benefit under the Contract without first obtaining Employer's prior written consent, otherwise than by:</p> <ol style="list-style-type: none"><li>a charge in favour of the Contractor's bankers of any money due or to become due under the Contract, or</li><li>assignment to the Contractor's insurers (in cases where the insurers have discharged the Contractor's loss or liability) of the Contractor's right to obtain relief against any other party liable.</li></ol> <p>If a SubContractor's obligations extend beyond the expiry date of Defects Liability Period then the Contractor shall assign the benefits of such obligations to the Employer.</p> <p>In the event that a sub-contractor of any tier provides to the Contractor or any other sub-contractor a warranty in respect of Plant, Materials or services supplied in connection with the Works, or undertakes a continuing obligation of any nature whatsoever in relation to such Plant, Materials or services (including without limitation an obligation to maintain stocks of spare parts) extending for a period exceeding that of the Defects Liability Period or where there is more than one Defects Liability Period exceeding that of the latest Defects Liability Period, and if the Engineer so directs in writing within 21 days of the expiry of the Defects Liability Period or the latest Defects Liability Period (as the case may be), the Contractor shall immediately assign or obtain the assignment of the benefit of such warranty or obligation to the Employer or at the direction of the Employer, to any third party referred to in Sub- Clause 2.4.</p>
<b>Compensation for Breach</b>	<b>4.7</b>	<p>Any breach of <b>Sub-clauses 4.5 to 4.6</b> shall entitle the Employer to rescind the contract under <b>Clause 13.2</b> of these conditions and also render the Contractor liable for loss or damage arising due to such cancellation.</p>
<b>Setting Out</b>	<b>4.8</b>	
<b>Accurate Setting Out</b>	<b>4.8.1</b>	<p>The Contractor shall be responsible for</p> <ol style="list-style-type: none"><li>the accurate setting out of the Works in relation to the original points, lines and levels of reference given by the Engineer in writing</li><li>the correctness of position, levels, dimensions and alignments of all parts of the Works</li><li>the provisions of all necessary instruments, equipment, apparatus and labour in connection with the foregoing responsibilities</li><li>Carefully protecting and preserving all bench marks, sight rails, pegs and other things used in setting out the Works</li></ol> <p>The checking of any setting-out or of any line or level by the Engineer shall not in any way relieve the Contractor of his responsibility for the accuracy or correctness thereof and the Contractor shall carefully protect and preserve all bench-marks, sight-rails, pegs and other things used in setting out the Works.</p>
<b>Errors in Setting out</b>	<b>4.8.2</b>	<p>If at any time during the execution of the Work, an error appears in the positions, levels, dimensions or alignment of any part of the Works, the Contractor on being required to do so by the Engineer shall, at Contractor's cost, rectify such error to the satisfaction of the Engineer.</p>
<b>Site Data</b>	<b>4.9</b>	<ol style="list-style-type: none"><li>The Employer shall have made available to the Contractor with the Tender documents such relevant data in Employer's possession on hydrological and sub-surface conditions. The accuracy or reliability of the data/studies/reports and of any other information supplied at any time by the Employer or Engineer is not warranted with respect to the viability of his design and execution of Works and</li></ol>



the Contractor shall be responsible for interpreting all such data. The Contractor shall conduct further investigations considered necessary by him at his own cost and any error, discrepancies if found in Employer's data at any stage will not constitute ground for any claim for extra time and costs.

- ii. The Contractor shall be deemed to have obtained all necessary information as to risks, contingencies and other circumstances which may influence or affect the Tender or Works.
- iii. The Contractor shall also be deemed to have inspected and examined the Site, its surroundings, the above data and other available information with respect to the viability of his design and execution of Works and to have satisfied himself before submitting the Tender, as to all the relevant matters including without limitation:
  - (a) the form and nature of the Site, including the sub-surface conditions;
  - (b) the hydrological and climatic conditions;
  - (c) the extent and nature of the work, Plant, and Materials necessary for the execution and completion of the Works and the remedying of any defects;
  - (d) the applicable laws, procedures and labour practices
  - (e) The Contractor's requirement for access, accommodation, facilities, personnel, power, transport and other services.
  - (f) the risk of injury or damage to property adjacent to the Site and to the occupiers of such property or any other risk.

<b>Sufficiency of accepted Contract Amount</b>	<b>4.10</b>	The Contractor shall be deemed to have satisfied himself as to the correctness and sufficiency of the Contract Price. Unless otherwise stated in the Contract, the Contract Price shall cover all his obligations under the Contract and all things necessary for the proper design, execution and completion of the Works, testing and commissioning (including Integrated Testing and Commissioning) and remedying of any defects.
<b>Access Route</b>	<b>4.11</b>	<p>The Contractor shall be deemed to have satisfied himself as to the suitability and availability of the access routes he chooses to use. The Contractor shall (as between the parties) be responsible for the maintenance of access routes. The Contractor shall provide at his cost signs or directions, which he may consider necessary or as instructed by Engineer for the guidance of his staff, labour and others. The Contractor shall obtain any permission concessions and related easement right that may be required from the relevant authorities for the use of such routes, signs and directions.</p> <p>The Employer will not be responsible for any claims which may arise from the use or otherwise of any access route. The Employer does not guarantee the suitability or availability of any particular access route, and will not entertain any claim for any non-suitability or non-availability for continuous use during construction of any such route.</p>
<b>Rights of way and Facilities</b>	<b>4.12</b>	The Employer will acquire and provide land for Permanent Works and right of way (within JMRC's land) for access thereto over routes established by the Contractor. The Contractor shall bear all cost and charges for special or temporary rights of way which he may require including those for access to the Site. The Contractor shall also obtain, at his risk and cost, any additional facility outside the Site which he may require for the purpose of the Work. The Employer reserves the right to make use of these service roads/rights of way for itself or for other Contractors working in the area, as and when necessary without any payment to the Contractor



**Programmes 4.13**

The Contractor shall submit a detailed programme to the Engineer after receipt of the Letter of Acceptance not later than 28 days from the date of receipt of Letter of Acceptance. The Contractor shall also submit a revised programme whenever the Engineer finds that the previous programme is inconsistent with actual progress or with the Contractor's obligations.

Each programme shall include the following:

- a the order in which the Contractor proposes to carry out the Works (including each stage of design, procurement, manufacture, delivery to Site, construction, erection, testing and commissioning),
- b all major events and activities in the production of Construction and/or Manufacture Documents; and
- c the sequence of all tests specified in the Contract including Integrated Testing and Commissioning.

Unless otherwise stated in the Contract, the programmes shall be developed using precedence networking techniques, showing early start, late start, early finish and late finish dates.

No significant alteration to the programmes, or to such arrangements and methods, shall be made without obtaining consent of the Engineer. If the progress of the Works does not conform to the programmes, the Engineer may instruct the Contractor to revise the programmes, showing the modifications necessary to achieve completion within the Time for Completion.

Consent by the Engineer to Programmes shall not relieve the Contractor of any of his responsibilities or obligations under the Contract. If the Programmes indicate that a Key Date has not, or will not be met, it shall not, by itself entitle the Contractor to an extension of time in relation to such Key Date.

**Progress Reports**

**4.14**

The Contractor shall submit to the Engineer by the end of each calendar month his Monthly Progress Report which shall, amongst other things, highlight actual or potential departures from the Works Programmes and/or the Design Submission Programme and state the measures which the Contractor proposes to take in order to make good or reduce any delay.

If requested by the Engineer, the Contractor shall submit to the Engineer, at weekly intervals, a written report as to the progress of off-Site manufacture of Plant, Rolling Stock and Materials.

The Contractor shall also submit to the Engineer such other reports as may reasonably be required by him or any relevant authority or public body.

The progress reports shall conform to the Employer's Requirements.

**Contractor's Equipment**

**4.15**

**4.15.1**

All Contractor's Equipment and Temporary Works provided by the Contractor shall, when brought on to the site, be deemed to be exclusively intended for execution of the Works and not be removed without the consent in writing of the Engineer. Such consent shall not be unreasonably withheld or delayed

**4.15.2**

Upon completion of the Works the Contractor shall remove from the Site all the said Constructional Plant and his unused materials

**4.15.3**

The Employer shall not, at any time, be liable for the loss or damage to any of the Constructional Plant, Temporary Works or materials save as mentioned in **Clauses 14.1**





- 4.15.4** In respect of any Constructional Plant which the Contractor shall have imported for the purpose of the Works, the Employer may assist the Contractor, where required, in procuring any necessary Government consent for re-export of the same after the completion of the Works.
- 4.15.5** The Employer may assist (but is not obligated to) the Contractor, where required, in obtaining clearance through the Customs of Constructional Plant, materials and other things required for the Works

**Safety of Works**

- 4.16** The Contractor shall throughout the execution of the Works including the carrying out of any testing, commissioning (including Integrated Testing and Commissioning ), or remedying of any defect:
- a. take full responsibility for the adequacy, stability, safety and security of the Works, Plant, Rolling Stock, Contractor's Equipment, Temporary Works, operations on Site and methods of manufacture, installation, construction and transportation;
  - b. have full regard for the safety of all persons on or in the vicinity of the Site (including without limitation persons to whom access to the Site has been allowed by the Contractor), comply with all relevant safety regulations, including provision of safety gear, and insofar as the Contractor is in occupation or otherwise is using areas of the Site, keep the Site and the Works (so far as the same are not completed and occupied by the Employer) in an orderly state appropriate to the avoidance of injury to all persons and shall keep the Employer indemnified against all injuries to such persons.
  - c. provide and maintain all lights, guards, fences and warning signs and watchmen when and where necessary or required by the Engineer or by laws or by any relevant authority for the protection of the Works and for the safety and convenience of the public and all persons on or in the vicinity of the Site; and
  - d. where any work would otherwise be carried out in darkness, ensure that all parts of the Site where work is being carried out are so lighted as to ensure the safety of all persons on or in the vicinity of the Site and of such work.

Contractor is required to take note of all the necessary provisions in Employer's Safety, Health and Environment Manual (SHE Manual) and the Contractor's price shall be inclusive of all the necessary costs to meet the prescribed safety standards. In the case, the Contractor fails in the above, the Employer may provide the necessary arrangements and recover the costs from the Contractor.

**Protection of  
the  
Environment**

- 4.17** The Contractor shall take all reasonable steps to protect the environment (both on and off the Site) and to avoid injury, damage and nuisance to people and property resulting from pollution, noise and other results of his operations. The Contractor shall ensure that air emissions, surface discharges and effluent from the Site during the Contract Period shall not exceed the values indicated in the Employer's Requirements, and shall not exceed the values prescribed by law. The Contractor shall conform to the Employer's Requirements and shall indemnify the Employer against any liability or damages or claims arising out of his operations. The Contractor shall be responsible and liable for any stoppage, closure or suspension of the works due to any contravention of statutory requirements relating to the protection of the environment and shall indemnify and keep indemnified the Employer in this regard.
- The Contractor's Site Environmental Plan shall be developed from his Employer's Safety, Health and Environmental Manual (SHE Manual), as per the Employer's Requirements and Special Conditions of Contract. Nothing extra shall be payable to the Contractor on this account and his Tender price shall be inclusive of expenditure required to be incurred for working as per SHE Manual.

**Electricity  
Water and Gas**

- 4.18** The Contractor shall be responsible for making his own arrangements at his own cost to obtain supply of water, electricity or gas for the Works. The Employer where feasible may at its discretion assist the Contractor in this respect.



<b>Tools, Plants And Equipment Supplied By The Employer</b>	<b>4.19</b>	<p>Except for any specific item mentioned in the Special Conditions of Contract or in Employer's Requirements, the Contractor shall provide all tools, plants and equipment for the Works. In respect of such exceptional tools, plants or equipment committed to be provided by the Employer under terms and conditions specified in the Special Conditions of Contract, the Contractor shall take all reasonable care and shall be responsible for all damages or loss caused by him, his representatives, sub- contractors or his workmen or others while they are in his charge.</p> <p>On completion of the Works, the Contractor shall hand over the unused balance of the tools, plants and equipments to the Employer in good order and repair, fair wear and tear expected, and shall be responsible for any failure to account for the same or any damage done thereto.</p> <p>The decision of the Engineer as to the amount recoverable from the Contractor on this account shall be final and binding.</p>
<b>Employer's Materials &amp; Excavated Materials</b>	<b>4.20</b>	<p>(I) Except for items mentioned in the Special Conditions of Contract, the Contractor shall provide all materials for the Works. Material if any, to be provided by Employer will be done only in a phased manner as per pre-approved program, against a Bank Guarantee for the value of the Material and at terms and conditions for issue, upkeep, usage, return and recovery of such Materials as specified in Special Conditions of Contract.</p> <p><b>(ii) Unless otherwise specified, the Contractor shall not sell or remove, except for the purpose of this Contract, sand, stone, clay, ballast, earth, rock or other materials obtained from the work Site and these shall be the property of the Employer and will be disposed off only in the manner instructed by him.</b></p>
<b>Sheds, Stores, Yards</b>	<b>4.21</b>	<p>It shall be the responsibility of the Contractor to provide at his own expense the required sheds, store houses, and yards for both Permanent and Temporary Works and provide free access to the Engineer and the Engineer's Representative who will have right of inspection including that of instructing the Contractor to remove a particular material from the stores and not to use the same on the Works.</p>
<b>Temporary Works</b>	<b>4.22</b>	<p>All temporary works necessary for the proper execution of the works shall be provided and maintained by the Contractor at his cost and subject to the consent of the Engineer shall be removed by Contractor at his own expense when they are no longer required and in such manner as the Engineer shall direct. In case the Contractor fails to remove the temporary works on completion the Engineer is authorized to get the same removed and recover the cost there of from the Contractor.</p>
<b>Unforeseeable Physical Conditions</b>	<b>4.23</b>	<p>In this Clause "physical conditions" means natural physical conditions, which the Contractor encounters at Site while executing the Works excluding climatic conditions.</p> <p>If, during the execution of the Works, the Contractor shall encounter physical conditions, which, in his opinion, could not have been reasonably foreseen by an experienced Contractor, the Contractor shall forthwith give written notice thereof to the Engineer and if, in the opinion of the Engineer, such conditions could not have been reasonably foreseen by an experienced Contractor, then the Engineer shall certify and the Employer shall pay reasonable additional cost to which the Contractor shall have been put by reason of such conditions in the following cases:</p> <ol style="list-style-type: none"><li>for complying with any instruction which the Engineer may issue to the Contractor in connection therewith, and</li><li>for any proper and reasonable measures approved by the Engineer which</li></ol>





the Contractor may take in the absence of specific instructions from the Engineer, as a result of such conditions or obstructions being encountered. The decision of the Engineer as to the additional cost shall be final and binding.

<b>Access for Engineer</b>	<b>4.24</b>	The Contractor shall allow the Engineer or the Engineer's Representative or any other person authorised by him, at all times access to the Site, and to any place where work in connection with the Contract is being carried out or is intended to be carried out and to any place where materials or plant are being manufactured, fabricated and/or assembled for the Works. The Contractor shall ensure that sub contracts if any shall contain provisions entitling the Engineer or any person authorised by him to have such access.
<b>Access Road and Way Leaves</b>	<b>4.25</b>	Providing access roads/ way leaves to the site will be Contractor's responsibility.
<b>Contractor to keep Site Clear</b>	<b>4.26</b>	<p>During the execution of the Works, the Contractor shall keep the Site free from all unnecessary obstruction, and shall store or dispose of any Contractor's Equipment or surplus materials. The Contractor shall clear away and remove from the Site any wreckage, rubbish or Temporary Works no longer required.</p> <p>On completion of the works, the Contractor shall clear away and remove from site all Constructional Plant, surplus material and Temporary Works. He should leave the whole of the site and Works in a clean, tidy and workman like condition to the satisfaction of the Engineer.</p> <p>On completion of Work the Contractor shall also clear away the labour camps, hutments and other related installations and restore the land to its original condition to the satisfaction of the Engineer within 45 days of the physical completion of Work. The cost on account of delay in return of land and reinstatement of original condition within the stipulated time as determined by Engineer will be recovered from the Contractor's dues.</p> <p>No final payment in settlement of the accounts for Works shall be made or held to be due to the Contractor, till, in addition to any other condition necessary for such final payment, site clearance and clearances of labour camps etc shall have been effected by him. Such clearance may be made by the Engineer through any other agency at the expense of the Contractor in the event of the Contractor's failure to comply with this provision within 7 days after receiving notice to that effect from the Engineer. All expenses on such removal / clearance shall be debitable to the Contractor as loans due from the Contractor to the Employer, and the Employer shall be competent to recover the same from Contractor's on-account or final bills, or from Performance Security amount or from any other amount payable to the Contractor in any other Contract.</p>
<b>Security of the Site</b>	<b>4.27</b>	<p>The Contractor shall be wholly responsible for security of site and Works. Unless otherwise stated in Special Conditions of Contract</p> <p>a. the Contractor shall be responsible for keeping unauthorised persons off the Site; and</p> <p>b Authorized persons shall be limited to the Employees of the Contractor, Subcontractor or persons authorized by the Engineer.</p>
<b>Contractor's Operations on Site</b>	<b>4.28</b>	The Contractor shall confine his operations to the Site, and to any additional area which may be provided to the Contractor and agreed by the Engineer as working areas. The Contractor shall take all necessary precautions to keep his personnel and equipment within the Site and such additional areas, and to keep and prohibit them from encroaching on adjacent land.



<b>Discoveries</b>	<b>4. 29</b>	All fossils, coins, articles of value or antiquity and structures and other remains or things of geological or archaeological interest, in addition to oil and other minerals discovered on the Site shall be the absolute property of the Government of India and the Contractor shall take all the necessary precautions to prevent its workmen or its sub-contractors' workmen or any other person from removing or damaging any such article or thing and shall immediately upon discovery thereof, acquaint the Engineer of such discovery and carry out the instructions of the Engineer.
<b>Publicity</b>	<b>4. 30</b>	The Contractor shall not publish or otherwise circulate alone or in conjunction with any other person, any articles, photographs or other materials relating to the Contract, the Site, the Works, the Project or any part thereof, nor impart to the Press, or any radio or television network any information relating thereto, nor allow any representative of the media access to the Site, Contractor's Works Areas, or off-Site place of manufacture, or storage except with the permission, in writing, of the Employer. The Contractor shall ensure that his sub-contractors of any tier shall be bound by a like obligation and shall, if so required by the Employer, enforce the same at his own expense. The provisions of this Sub-Clause shall not exempt the Contractor from complying with any statutory provision in regard to the taking and publication of photographs.
<b>Disclosure Of Relationship</b>	<b>4.31</b>	If the Contractor or any partner of the Contractor or Director of the Contractor's company is closely related to any of the Officers of the Employer or the Engineer, or alternatively, if any close relative of an officer of the Employer or the Engineer has financial interest / stake in the Contractor's firm, the same shall be disclosed by the Contractor at the time of filing his tender. Any failure to disclose the interest involved, shall entitle the Employer to rescind the Contract, without payment of any compensation to the Contractor. The Contractor shall note that he is prohibited from developing such interest during the Contract period.
<b>Use Of Explosives</b>	<b>4.32</b>	Explosives if required on the Work shall be used by Contractor only with prior Approval of the Engineer and in the manner and to the extent permitted by him. The Contractor shall be responsible for safe upkeep of such explosives in a special magazine as per the law on explosives as well as for taking all the precautions in the usage of the explosives with proper license and at Contractor's cost, sole risk and responsibility. The Contractor shall hold the Employer harmless and indemnify for the above.
<b>Corrupt or fraudulent practices</b>	<b>4.33</b>	Wherever the term "corrupt and fraudulent practices" is used, it shall mean and include all practices mentioned in 4.33.1(a), unless repugnant to the context.
<b>Definition</b>	<b>4.33.1</b>	<p>The Employer requires that the Bidders/Contractors, their designated contractors and/or their agents observe the highest standards of ethics during Tendering and execution of this Contract. In pursuance with this policy, the Employer:</p> <ol style="list-style-type: none"><li>defines, for the purpose of these provisions, the terms set forth below as follows:<ol style="list-style-type: none"><li>"corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Contract execution and ancillary processes;</li><li>"fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Contract execution and ancillary processes;</li><li>"coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Contract execution and ancillary processes;</li><li>"undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Contract execution and ancillary processes; or (ii) having a Conflict of Interest; and</li><li>"restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Contract execution and ancillary processes.</li></ol></li></ol>



- b. Will reject the Tender for the Work, or rescind/terminate the contract if the Employer determines that the bidder/contractor has engaged in corrupt or fraudulent practices.
- c. Will declare a Contractor ineligible, either indefinitely or for a stated period of time, to be awarded a Contract/s if he at any time determines that the Contractor has engaged in corrupt or fraudulent practices in competing for, or in executing the Contract.
- d. The successful Bidders/Contractors shall apprise the Employer through Chief Vigilance Officer, JMRC of any fraud/suspected fraud as soon as it comes to their notice.

**Compensation Contractor on rescission of Contract**      **4.33.2**      In the event of rescission/termination. of Contract under **Sub-clause 4.33.1**, the contractor shall not be entitled to any compensation whatsoever, except for the work done up to the date of termination. Rescission/Termination of the contract shall be dealt with under clause 13.

## **5      Design**

**The clauses under the head 'Design' are applicable only in 'Design & Build' contracts and in case of 'Part Design & Build' contracts, these are applicable only to part of the contract in which the design is the responsibility of the contractor.**

**General Obligations**      **5.1**      The Contractor shall design and provide all necessary specifications for the Works in accordance with the site plans and Employer's requirements. Any design detail, plan, drawing, specifications, notes, annotations, and information required shall be provided in such sufficient format, details, extent, size and scale and within such time as may be required to ensure effective execution of Works and/or as otherwise required by the Engineer.

The Contractor holds himself, and his designers as having the experience and capability necessary for the design. The Contractor undertakes that the designers shall be available to attend discussions with the Engineer at all reasonable times during the Contract Period.

The designer shall be the same entity as proposed by the Contractor at the time of pre-qualification, unless otherwise approved by the Employer. The Contractor shall furnish Designers Warranty in the format approved by the Employer.

**Contractor's warranty of design**      **5.2**

- a. The Contractor shall be fully responsible, for the suitability, adequacy, integrity, durability and practicality of the Contractor's proposal.
- b. The Contractor warrants that the Contractor's Proposals meet the Employer's Requirements and is fit for the purpose thereof. Where there is any inadequacy, insufficiency, impracticality or unsuitability in or of the Employer's Requirements or any part thereof, the Contractor's Proposal shall take into account, address or rectify such inadequacy, insufficiency, impracticality or unsuitability at Contractor's own cost.
- c. The Contractor warrants that the Works have been or will be designed, manufactured, installed and otherwise constructed and to the highest standards available using proven up-to-date good practice
- d. The Contractor warrants that the Works will, when completed, comply with enactments and regulations relevant to the Works
- e. The Contractor warrants that the design of the Works and the manufacture of plant have taken or will have taken full account of the effects of the intended manufacturing and installation methods, Temporary Works and Contractor's Equipment
- f. The Contractor shall also provide a guarantee from the Designer for the design for suitability, adequacy, practicality of design for Employer's Requirements
- g. The Contractor shall indemnify the Employer against any damage,



expense, liability, loss or claim, which the Employer might incur, sustain or be subject to arising from any breach of the Contractor's design responsibility and/or warranty set out in this Clause.

- h. The Contractor further specifies and is deemed to have checked and accepted full responsibility 'for the Contractor's Proposal and warrants absolutely that the same meets the Employer's Requirements:
  - i. Notwithstanding that such design may be or have been prepared, developed or issued by the Employer, any of Contractor's consultants, his sub contractors and/or his qualified personnel/persons or cause to be prepared, developed or issued by others.
  - ii. Notwithstanding any warranties, guaranties and/or indemnities that may be or may have been submitted by any other person.
  - iii. Notwithstanding that the same have been accepted by the Engineer

The Contractor shall be fully responsible for the Plants, Materials, goods, workmanship, preparing, developing and coordinating all design Works to enable that part of the Works to be constructed and/or to be fully operational in accordance with the Contract's requirements.

Apart from the Contractor, the above warranty shall also be applicable for his designer. This warranty shall be a part of his sub contract with the designer and should be made available at the time of signing of the Agreement.

No claim for additional payment or extension of time shall be entertained and/or the Contractor shall not be relieved from any obligation/liability under the Contract, for any delay, suspension, impediment to or adverse effect upon the progress of the Works due to any mistake, inaccuracy, discrepancy or omission in or between the Contractor's, the Definitive Design and the final design, or any failure by the Contractor to prepare any Design Data or submit the same to the Engineer in due time and the Contractor shall promptly make good any such defect at his own cost.

**Construction  
and/or  
Manufacture  
Documents**

**5.3**

The Construction and/or Manufacture Documents shall comprise the technical documents specified in the Employer's Requirements, documents required to satisfy all regulatory approvals, documents described in Sub Clause 5.6 (As Built Document), and Sub Clause 5.7 (Operations and Maintenance Manuals). The Contractor shall prepare all Construction/Manufacture Documents in sufficient detail and shall also prepare any other document necessary to instruct the Contractor's personnel. The Engineer shall have the right to inspect the preparation of all these documents wherever they are being prepared.

Each of the Construction and/or Manufacture Documents shall, when considered ready for use, be submitted to the Engineer for pre-construction or pre-manufacture review. Unless otherwise stated in Employer's Requirements, each review by the Engineer shall not exceed 21 days, calculated from the date on which the Engineer receives the Construction/Manufacture Document.

The Engineer may during the review period, give notice to the Contractor that a Construction/Manufacture Document fails (to the extent stated) to comply with the Employer's Requirements, whereupon it shall be rectified, resubmitted and reviewed (and if specified, approved) in accordance with this Sub-Clause, at the Contractor's cost.

For each part of the Works, and except to the extent that the prior consent of the Engineer shall have been obtained:

- (a) In the case of a Construction and/or Manufacture Document which has (as specified) been submitted for the Engineer's approval
  - (i) The Engineer shall give notice to the Contractor that the Construction and/or Manufacture Document is approved with no objection, with or without comments, or that it fails (to the extent stated) to comply with the



Contract

- (ii) Execution of such part of the Works shall not commence until the Engineer has provided his no objection to the Construction and/or Manufacture Document; and
- (iii) The Engineer shall be deemed to have provided his no objection to the Construction and/or Manufacture Document upon the expiry of the review periods for all the Construction and/or Manufacture Documents which are relevant to the design and execution of such parts, unless the Engineer has previously notified otherwise in accordance with sub-paragraph (i)
- (b) construction and/or manufacture of such part of the Works shall not commence prior to the expiry of the review of the Construction and/or Manufacture Documents which are relevant to its design and execution;
- (c) construction and/or manufacture shall be in accordance with such reviewed (and if specified, approved) Construction and/or Manufacture Documents; and
- (d) if the Contractor wishes to modify any design or document which has previously been submitted for such pre-construction and/or pre-manufacture review, the Contractor shall immediately notify the Engineer, and based on Engineer's approval shall subsequently submit revised documents to the Engineer in accordance with the above procedure.

If the Engineer instructs that further Construction and/or Manufacture Documents are necessary for carrying out the Works, the Contractor shall promptly and at Contractor's cost prepare such documents,

Errors, omissions, ambiguities, inconsistencies, inadequacies and other defects, if found at any stage in any construction or manufacture documents, shall be rectified by the Contractor at his own cost and any approval or consent or review (under this sub-clause or otherwise) by the Employer/Engineer of the Manufacture and Construction Documents under this Sub-clause shall not relieve the Contractor from any obligations or responsibility under the Contract.

<b>Technical Standards and Regulations</b>	<b>5.4</b>	The design, the Construction and/or Manufacture Documents, the execution and the completed Works (including remedying of defects therein) shall comply with the specifications, technical standards, building construction, safety and environmental regulations and other standards specified in the Employer's Requirements applicable to the Works or defined by the applicable laws and regulations
<b>Samples</b>	<b>5.5</b>	<p>The Contractor shall submit at his own cost the following samples and relevant information to the Engineer for pre-construction and/or pre-manufacture review in accordance with the procedure for Construction and/or Manufacture Documents described in Sub-Clause 5.3:</p> <p>a manufacturer's standard samples of Materials, b samples (if any) specified in the Employer's Requirements.</p> <p>Each sample shall be labelled as to origin and intended use in the Works.</p>
<b>As-Built Drawings and Documents</b>	<b>5.6</b>	<p>This clause is applicable for „Build“ part of contract also. The Contractor shall prepare, and keep up-to-date, a complete set of "as-built" records of the execution of the Works, showing the exact "as-built" locations, sizes and details of the Works as executed, with cross references to relevant specifications and data sheets. These records shall be kept on the Site and shall be used exclusively for the purposes of this Sub-Clause. Six copies shall be submitted to the Engineer prior to the commencement of the Tests on Completion.</p> <p>In addition, the Contractor shall prepare and submit to the Engineer "as-built drawings" of the Works, showing all Works as executed. The drawings shall be prepared as the Works proceed, and shall be submitted to the Engineer for his inspection. The Contractor shall obtain the consent of the Engineer as to their size,</p>





the referencing system, and other pertinent details.

Prior to the issue of any Taking Over Certificate, the Contractor shall submit to the Engineer one microfiche copy, one full-size original copy and six printed copies of the relevant "as-built drawings", and any further Construction and/or Manufacture Documents specified in the Employer's Requirements. The Works shall not be considered to be completed for the purposes of Taking Over under Sub-Clause 9.1 until such documents have been submitted to the Engineer.

**Operation  
and  
Maintenance  
Manuals**

**5.7**

Prior to commencement of the Tests on Completion, the Contractor shall prepare, and submit to the Engineer, Operation and Maintenance Manuals in accordance with the Employer's Requirements and in sufficient detail for the Employer to operate, maintain, dismantle, reassemble, adjust and repair the Works. The Works shall not be considered to be completed for the purposes of Taking Over under Sub-Clause 9.1 until such Operation and Maintenance Manuals have been submitted to the Engineer and received his consent.

**Intellectual  
Property  
Rights and  
Royalties**

**5.8**

The Contractor shall indemnify the Employer and the Engineer from and against all claims and proceedings on account of infringement (or alleged infringement) of any patent rights, registered designs, copyright, design, trademark, trade name, know-how or other intellectual property rights in respect of the Works, Contractor's Equipment, machines, work method, or Plant, or Materials, or anything whatsoever required for the Works and from and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. The Contractor shall pay all traffic surcharges and other royalties, licence fees, rent and other payments or compensation, if any, for getting stone, sand, gravel, clay or other materials, machine, process, systems, work methods, or Contractor's Equipment required for the Works. The Contractor shall, in the event of infringement of Intellectual Property Rights, rectify, modify or replace at his own cost the Works, Plant or materials or anything whatsoever required for the Works so that infringement no more exist or in the alternative shall procure necessary rights/license so that there is no infringement of Intellectual Property Rights.

The Contractor shall be promptly notified of any claim under this Sub- Clause made against the Employer. The Contractor shall, at his cost, conduct negotiations for the settlement of such claim, and any litigation or arbitration that may arise from it. The Employer or the Engineer shall not make any admission which might be prejudicial to the Contractor, unless the Contractor has failed to take over the conduct of the negotiations, litigation or arbitration within a reasonable time after having been so requested. In the event of Contractor failing to act at Engineer's notice, the Employer shall be at full liberty to deduct any such amount of pending claim from any amount due to the Contractor under this Contract or any other Contract.

Insofar as the patent, copyright or other intellectual property rights in any Plant, Design Data, plans, calculations, drawings, documents, Materials, know-how and information relating to the Works shall be vested in the Contractor, the Contractor shall grant to the Employer, his successors and assignees a royalty-free, non- exclusive and irrevocable licence (carrying the right to grant sub-licences) to use and reproduce any of the works, designs or inventions incorporated and referred to in such Plant, documents or Materials and any such know-how and information for all purposes relating to the Works (including without limitation the design, manufacture, installation, reconstruction, Testing, commissioning, completion, reinstatement, extension, repair and operation of the Works).

If any patent, registered design or software is developed by the Contractor specifically for the Works, the title thereto shall vest in the Employer and the Contractor shall grant to the Employer a non-exclusive irrevocable and royalty-



free licence (carrying the right to grant sub-licence) to use, repair, copy, modify, enhance, adapt and translate in any form such Software for his own use.

If the Contractor uses proprietary software for the purpose of storing or utilising records the Contractor shall obtain at his own expense the grant of a licence or sub-licence to use such software in favour of the Employer and shall pay such licence fee or other payment as the grantor of such licence may require provided that the use of such software under the licence may be restricted to use relating to the design, construction, reconstruction, manufacture, completion, reinstatement, extension, repair and operation of the Works or any part thereof.

The Contractor's permission referred to above shall be given, inter alia, to enable the Employer to disclose (under conditions of confidentiality satisfactory to the Contractor) programmes and documentation for a third party to undertake the performance of services for the Employer in respect of such programmes and documentation.

If any software is developed under the Contract or used by the Contractor for the purposes of storing or utilising records over which the Contractor or a third party holds title or other rights, the Contractor shall permit or obtain for the Employer (as the case may require) the right to use and apply that Software free of additional charge (together with any modifications, improvements and developments thereof) for the purpose of the design, manufacture, installation, reconstruction, testing, commissioning, completion, reinstatement, extension, repair, modification or operation of the Works, or any part thereof, or for the purpose of any Dispute.

The Employer reserves the right to use other Software on or in connection with the Works.

**6 Staff and Labour**

**Engagement  
of Staff and  
Labour**

- 6.1** The Contractor shall make his own arrangements for the engagement of staff and labour at his own cost.

**Rates of  
Wages and  
Conditions of  
Labour**

- 6.2** Full compliance of statutory requirements apart, the Contractor shall pay rates of wages and observe conditions of labour not less favourable than those established for the trade or the industry where the work is carried out.

The Contractor shall make himself aware of all labour regulations and their impact on the cost and build up the same in the Contract Price. During the Contract Period no extra amount in this regard shall be payable to the Contractor, for whatsoever reason including any revision of rates payable to the labour due to revision of rates payable in Minimum Wages Act.

Labour provided by the Contractor, either directly or through sub-contractors, for the exclusive use of the Employer or the Engineer, shall, for the purpose of this Sub-Clause, be deemed to be employed by the Contractor.

In the event of default being made in the payment of any money in respect of wages of any person employed by the Contractor or any of its sub-contractors of any tier in and for carrying out of this Contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Employer may, failing payment of the said money by the Contractor, make payment of such claim on behalf of the Contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Employer from the Contractor.



**Persons in the service/retired of Employer/Engineer**

**6.3**

- a) The Contractor shall not recruit or attempt to recruit, staff and labour from amongst the Employer and the Engineer's personnel.
- b) The Contractor either at the tendering stage or during construction stage will not employ any retired employee of Employer or Engineer of the Employer in any capacity unless such employee has completed at least two years post retirement period or has obtained the no-objection certificate from Employer for being employed with the Contractor. It will be responsibility of the Contractor to collect the Employer's no objection certification from such retired employee and submit the same back to the Employer.

In case of non compliance of above, in addition to any or several of the courses, referred in **Sub-clauses 13.2** being adopted by the Employer the Contractor on Termination of the Contract for the aforesaid reasons will have no claim whatsoever against the Employer except for actual value of the Work executed till the time of Termination.

**Labour Laws**

**6.4**

- (a) In dealing with labour and employees, the Contractor and his Sub-Contractors (including piece rate and petty Contractors) shall comply fully with all laws and statutory regulations pertaining to engagement, payment and upkeep of the labour in India.
- (b) The Contractor shall have a Labour Welfare Organisation which shall be responsible for labour welfare and compliance with prevalent labour laws, statutes and guidelines.
- (c) The Contractor shall prepare and submit compliance reports of adherence to labour laws as and when desired by the Engineer.
- (d) The Contractor will ensure to open bank accounts for each worker employed by him and his sub-contractors and all the payments to workers will be released through bank accounts.
- (e) The violation of Labour Laws viz. Contract Labour (Regulation & Abolition) Act, 1976 & Central Rules, 1971 made there under or other there under or other applicable Labour Laws under the jurisdiction shall attract following penalties in addition to the penalties Imposed by Statutory authorities in terms of applicable Act/Rules :-

Delay in payment of dues to any Workmen	Rs.100/- per day per workman
<b>Non- Compliance(s) of any other provision of labour laws, pointed</b>	<b>Rs. 5000/- for each non- compliance informed in writing, under the contract</b>





The decision of Engineer with regard to the merits of imposition of penalty, determination of non-compliance and amount of penalty shall be final and binding on Contractor. The 'Contract' under this sub-clause shall include any workmen employed by contractor working within premises of Works at Employer's establishment whether directly or through Sub-Contractor etc.

(f) The contractor shall ensure the registration of all his eligible workers (inclusive of sub-contractors and petty contractors) with BOCW Board.

**Working Hours**

**6.5** The Contractor, if required, shall carry out work during night hours or in shifts, unless specifically provided otherwise in the Contract. No increase in rates or extra payments shall be admissible for night work.

The Contractor shall provide adequate lighting and safety arrangements.

**Facilities for staff and Labour**

**6.6** The Contractor shall provide and maintain at his own expense, all necessary accommodation and welfare facilities as per prevailing labour & welfare laws for his (and his Sub- contractor's) staff and labour. This includes good practices like provision of temporary crèche (Bal Mandir) where 50 or more women are employed at a time. All accommodation shall be maintained in a clean and sanitary condition, by the Contractor at his cost.

**Health and Safety**

**6.7** Precaution shall be taken by the Contractor to ensure the health and safety of his staff and labour. The Contractor shall, in collaboration with and to the requirements of the local health authorities, ensure that medical staff, first aid facilities, sick bay and ambulance service are available at the accommodation and on the Site at all times, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics. The Contractor shall maintain records and make reports concerning health, safety and welfare of persons, and damage to property, as per the Engineer's requirement and will ensure complete compliance with relevant clauses of Employer's Health, Safety and Environment Manual (SHE Manual).

The Contractor's Site Safety Plan shall be developed from his Outline Safety Plan as per Employer's Requirements and SHE Manual of the Employer. The Contractor shall appoint a member of his staff at the Site to be responsible for maintaining the safety, and protection against accidents, of personnel on the Site. This person shall be qualified for his work and shall have the authority to issue instructions and take protective measures to prevent accidents.



<b>Contractor's Superintendence</b>	<b>6.8</b>	The Contractor shall provide all necessary superintendence during the design and execution of the Works, and as long thereafter as the Engineer may consider necessary for the proper fulfilling of the Contractor's obligations under the Contract. Such superintendence shall be provided by sufficient persons having adequate knowledge of the operations to be carried out (including the methods and techniques required, the hazards likely to be encountered and methods of preventing accidents) for the satisfactory and safe execution of the Works.
<b>Provision Of Efficient And Competent Staff</b>	<b>6.9</b>	<p>The Contractor shall employ (or cause to be employed) only persons who are careful and appropriately qualified, skilled and experienced in their respective trades or occupations. The Engineer may require the Contractor to remove (or cause to be removed) any person employed on the Site or Works, including the Contractor's Representative, who in the opinion of the Engineer:</p> <ul style="list-style-type: none"><li>a. persists in any misconduct,</li><li>b. is incompetent or negligent in the performance of his duties,</li><li>c. fails to conform with any provisions of the Contract, or</li></ul> <p>persists in any conduct which is prejudicial to safety, health, or the protection of the environment.</p>
<b>Preservation of Peace and orderly conduct</b>	<b>6.10</b>	
	<b>6.10.1</b>	The Contractor shall be responsible for preservation of peace and orderly conduct at the site and its neighbourhood by Contractor's employees, Representatives, petty contractors, Sub Contractors etc. In case, deployment of a Special Police Force, becomes necessary at or near Site, during the tenure of Works, the expenses for the same shall be borne by the Contractor.
	<b>6.10.2</b>	The Contractor shall at all times take all reasonable precautions which will include that no labour or employee is permitted to work at site in an intoxicated state or under influence of drugs, to prevent any unlawful, riotous or disorderly conduct by or amongst his staff and labour, and to preserve peace and protection of persons and property in the neighbourhood of the Works against such conduct.
<b>Labour to be Contractor's Employee</b>	<b>6.11</b>	If, the Contractor directly or through petty contractors or Sub-Contractors supplies any labour to be used wholly or partly under the direct orders and control of the Engineer or the Employer, whether in connection with any work being executed by the Contractor or otherwise for the purposes of the Employer, such labour shall, for the purpose of this clause, be deemed to be persons employed by the Contractor
<b>Report Of Accidents To Labour</b>	<b>6.12</b>	The Contractor shall be responsible for safety of all employees, employed by him on Works, directly or through petty contractors or Sub-Contractors, and shall report accidents to any of them, however, and wherever occurring on Works, to the Engineer or the Engineer's Representative, and shall make every arrangement to render all possible assistance and to provide prompt and proper medical attention. The compensation for affected Workers or their relatives shall be paid by the Contractor in such cases with utmost expeditious in accordance with the Workmen's Compensation Act.
<b>Claim on</b>	<b>6.13</b>	The Contractor shall be solely accountable for violation of any labour law by it, its



**account of  
violation of  
Labour laws**

petty contractors or Sub Contractors and will pay any such claim/damage to the authorities forthwith on demand. If any moneys shall, as a result of any instructions, directions or decisions from the Authorities or claim or application made under any of the labour laws or regulations, be directed to be paid by the Employer, such moneys shall be deemed to be moneys payable to the Employer by the Contractor and he will pay the same to the Employer forthwith on demand, without demur and without asking for any reasons/explanations from the Employer. On failure of the Contractor to repay the Employer any moneys paid or to be paid by it as aforesaid within seven days after the same shall have been demanded, the Employer shall be entitled to recover the amount from any moneys due or accruing to the Contractor under this or any other Contract with the Employer.

**7 QUALITY CONTROL**

**Manner of  
Execution**

**7.1** All Plant, goods, and Materials to be supplied shall be manufactured, and all work to be done shall be executed, in the manner set out in the Contract. Where the manner of manufacture and execution is not set out in the Contract, the work shall be executed in a proper, workmanlike and careful manner, with properly equipped facilities and non-hazardous Materials, and in accordance with modern recognized good practice.

**Source of  
Materials**

**7.2** Sources of Materials being supplied shall be intimated to the Engineer and are subject to his approval. Materials that are not specified in the Contract document shall conform to the relevant Indian Standards or in their absence conform to any International Standard approved by the Engineer.

Save as otherwise expressly provided in the contract, samples shall be supplied by the Contractor at his own cost.

**Delivery to  
Site**

**7.3** The Contractor shall be responsible for procurement, transport, receiving, unloading and safe keeping of all Plant, Rolling Stock, construction, Materials, Contractor's Equipment and other things required for the completion of the Works.

**Inspection**

**7.4** The Employer and the Engineer shall at all reasonable times

- a. have full access to all parts of the Site and to all places from which natural materials are being obtained, and
- b. during production, manufacture, fabrication and construction (at the site and elsewhere) be entitled to inspect, examine, measure and test the materials and workmanship, and to check the progress of manufacture, of all Plant, goods, construction and Materials to be supplied under the Contract.

The Contractor shall give the Engineer full opportunity to carry out these activities including providing access, facilities, permissions and safety equipments. No such activity/inspection shall relieve the Contractor from any obligation or responsibility.

**Testing**

**7.5** This sub clause shall apply to all tests specified in the Contract, other than the Tests after Completion.

The Contractor shall provide all documents and other information necessary for all types of testing and such assistance, labour, materials, electricity, fuel, stores, apparatus and instruments as are necessary to carry out such tests efficiently.

The Contractor shall agree, with the Engineer, the time and place for the testing of any Plant, goods, Materials and other parts of the Works as specified in the Contract. **The employer/Engineer may instruct the contractor for any additional test, at Employer's cost.**

The Engineer shall give the Contractor not less than 24 hours' notice of his intention to attend the tests.



If the Engineer does not attend at the time and place agreed, or if the Contractor and the Engineer agree that the Engineer shall not attend, the Contractor may proceed with the tests, unless the Engineer instructs the Contractor otherwise. Such tests shall be deemed to have been made in the Engineer's presence.

The Contractor shall promptly forward to the Engineer duly certified reports of the tests. If the Engineer has not attended the tests, he shall accept the readings as accurate. When the specified tests have been passed, the Engineer shall endorse the Contractor's test certificate, or issue a certificate to him, to that effect.

The expense of conducting such Tests shall be borne by the Contractor. No such testing shall relieve the Contractor from any obligation or responsibility.

<b>Rejection</b>	<b>7.6</b>	<p>(i) If, as a result of inspection, examination or testing, any Plant, goods, Material, design or workmanship is found to be defective or otherwise not in accordance with the Contract, the Engineer may reject the same and by giving notice to the Contractor with reasons. The Contractor shall then promptly make good the defect and ensure that the rejected item after rectification complies with the Contract.</p> <p>(ii) If the Engineer requires such Plant, <b>goods</b>, Material, design or workmanship to be retested, the tests shall be repeated under the same terms and conditions. If such rejection and retesting cause the Employer to incur additional costs, such costs shall be recoverable from the Contractor by the Employer, and may be deducted by the Employer from any <b>sum</b> due, or to become due, to the Contractor.</p> <p>(iii) Notwithstanding any previous Test or certification, the Engineer shall have the authority to instruct the Contractor:-</p> <p>a) To remove from the Site and replace any plant or Materials which is not in accordance with the Contract.</p> <p>b) To remove and re-execute any other work which is not in accordance with the Contract.</p> <p>c) Execute any work which is urgently required for the safety of the Works, whether because of an accident, unforeseeable event or otherwise.</p> <p>(iv) In case of default on the part of the Contractor in carrying out such order, the Employer shall be entitled to employ and pay other parties, to carry out the same, and all expenses consequent thereof or incidental thereto, shall be recoverable from the Contractor or may be deducted by the Employer from any sum which may be due to the Contractor..</p>
<b>Liability after Inspection and Testing</b>	<b>7.7</b>	The Contractor shall not be released from any liability or obligation under the Contract by reason of any such inspection or testing or witnessing of testing, or by the submission of reports of inspection or testing to the Engineer.
<b>Ownership of Plant and Materials</b>	<b>7.8</b>	Each item of Plant, goods, and Material shall become the property of the Employer, when it is delivered to Site or payment thereof, either in part or full, has been made. The Contractor shall however continue to bear the risk in respect of such items which continue to remain in his custody.
<b>Cost of Employer's Attendance Including Travel</b>	<b>7.9</b>	The Employer shall bear the costs of attendance including travel by the Employer or his Representative for the purposes of Sub-Clauses 7.4 and 7.5 above. The cost of attendance including travel by the Employer, Engineer or his Representative for the purpose of Sub-clause 7.6 shall be borne by the Contractor.
<b>Covering up of Works</b>	<b>7.10</b>	



Examination of work before covering up	7.10.1	No work or part of work shall be covered up or put out of view, without the prior approval of the Engineer or the Engineer's Representative.
Cost of uncovering the work already covered up	7.10.2	<p>The Contractor shall uncover any part or parts of the Works, or make openings in or through the same, as the Engineer may from time to time direct, and shall reinstate and make good such part or parts, to the satisfaction of the Engineer. If any such part or parts have been covered up, or put out of view after compliance with the requirement of <b>Sub-clause 7.11.4</b> and the Works are found to be executed in accordance with the Contract, the expenses of uncovering, making openings in or through, reinstating and making good the same, shall be borne by the Employer, but if the Works are found to be defective, costs shall be borne by the Contractor.</p> <p>In case after completion of a part of the Work, the part of Work is not fully consistent with the Employer's Requirements and there is no way to change the same, in that case, the same (provided it has no implication on safety and operation) shall be accepted only at a Contractor's deemed variation at lower negotiated price. The decision of the Engineer in this regard shall be final and binding on the Contractor.</p>
Tests after Completion	7.11	
Contractor's Obligations	7.11.1	<p>The Contractor shall carry out the Tests on Completion at his own cost in accordance with the Contract after providing the documents in accordance with Sub-Clauses <b>5.4 and 5.5</b>. The Contractor shall give, to the Engineer, 21 days' notice of the date after which the Contractor will be ready to carry out the Tests on Completion. Unless otherwise agreed, such Tests shall be carried out within 14 days after this date, on such day or days as the Engineer shall instruct.</p> <p>Unless otherwise stated in Special Conditions of Contract, the Tests on Completion shall be carried out in the following sequence</p> <ul style="list-style-type: none"><li>(a) pre-commissioning test, which shall include appropriate instructions and ("dry" or "cold") functional tests to demonstrate that each item of the Plant, goods and Work can safely undertake the next stage</li><li>(b) Commissioning Test shall include the specified operational tests to demonstrate that Works or Sections can be operated safely and as specified under all available operating condition</li><li>(c) trial operation which shall demonstrate that the Works or Section perform reliably and in accordance with the Contract</li></ul> <p>The Contractor at his cost shall arrange all tools, equipments, gadgets, facilities or as deemed necessary by the Engineer for such tests, In considering the results of the Tests on Completion, the Engineer shall make allowances for the effect of any use of the Works by the Employer on the performance or other characteristics of the Works. As soon as the Works, or a Section, have passed the Tests on Completion described in sub-paragraphs (a), (b) or (c), the Contractor shall provide the Engineer and the Employer with a certified report of the results of all such Tests</p>



<b>Delayed Tests</b>	<p><b>7.11.2</b> If the Engineer opines that Tests on Completion are being unduly delayed by the Contractor, the Engineer may by notice require the Contractor to carry out such Tests within 21 days after the receipt of the notice. The Contractor shall carry out such Tests on such day or days as the Contractor may fix and of which he shall give notice to the Engineer.</p> <p>If the Contractor fails to carry out the Tests on Completion within 21 days, the Engineer may proceed with such Tests at the risk and cost of the Contractor. The Tests on Completion then shall be deemed to have been carried out in the presence of the Contractor and the results of such Tests shall be accepted as accurate.</p>
<b>Retesting</b>	<p><b>7.11.3</b> If the Works, or a part thereof, or a Section, fail to pass the Tests on Completion, Sub-Clause 7.6 "Rejection" shall apply, and the Engineer or the employer may require such failed Tests, and the Tests on Completion on any related work, to be repeated under the same terms and conditions.</p>
<b>Failure to Pass Tests on Completion</b>	<p><b>7.11.4</b> If the Works, or a part thereof, or a Section, fail to pass the Tests on Completion repeated under Sub-Clause 7.11.3, the Engineer shall be entitled to:</p> <ul style="list-style-type: none"><li>(a) order further repetition of Tests on Completion under Sub-Clause 7.11.3;</li><li>(b) reject the Works, or a part thereof, or a Section (as the case may be), in which event the Employer shall have the same remedies against the Contractor as are provided under Clause 13; or</li><li>(c) issue a Taking Over Certificate, if the Employer so requires. The Contract Price shall then be reduced by such amount as determined by the Engineer and as shall be appropriate to cover the reduced value to the Employer as a result of this failure. The Contractor shall then proceed in accordance with his other obligations under the Contract.</li></ul>
<b>Integrated testing and system commissioning</b>	<p><b>7.12</b></p>
<b>Integrated Testing</b>	<p><b>7.12.1</b> Tests on Completion shall also include Integrated Testing where applicable as per the contract conditions. The Contractor shall, following satisfactory completion of tests on his works, equipment, sub-systems or system, perform, at the direction of the Engineer, programme of tests to verify and confirm the compatibility and complete performance of his works, equipment, sub-systems or system with the works, equipment, sub-systems or system provided by others.</p>
<b>Compilation of Test Results</b>	<p><b>7.12.2</b> The results of the Integrated Testing and Commissioning shall be compiled and evaluated by the Engineer and the Contractor.</p>
<b>Retesting</b>	<p><b>7.12.3</b> If the Works, or a part thereof, or a Section, fail to pass the Integrated Testing and Commissioning, the Engineer shall require such failed Tests, to be repeated under the same terms and conditions. If such failure and retesting result from a default of the Contractor and cause the Employer to incur additional costs, the same shall be recoverable from the Contractor by the Employer, and may be deducted by the Employer from any monies due, or to become due, to the Contractor.</p>
<b>Failure to Pass Test</b>	<p><b>7.12.4</b> If the Works, or a part thereof, or a Section, fail to pass Integrated Testing and Commissioning and the Contractor in consequence proposes to make any adjustment or modification to the Works or a part thereof, or a section, the Engineer may, with the approval of the Employer, instruct the Contractor to carry out such adjustment or modification, at his own cost and to satisfy the</p>





requirements of Integrated Testing and Commissioning within such time as the Employer / Engineer may deem to be reasonable.

<b>Statutory Requirements</b>	<b>7.12.5</b>	The Contractor along with others shall carry out all statutory tests and trials, under the supervision of the Engineer, necessary for obtaining sanction of the competent authority for opening the system for public carriage of passengers.
	<b>8</b>	<b>Time Management</b>
<b>Commencement of Works</b>	<b>8.1</b>	<p>The Contractor shall commence the Works on the date specified in the Letter of Acceptance or if no date is specified in the Letter of Acceptance, on the date specified in an instruction in writing to that effect from the Engineer (Notice to Proceed). Thereafter the Contractor shall proceed with due diligence, without delay, and in accordance with the programme or any revised or modified programme of the Works. Time will be the essence of Contract and time for Completion shall run from the date the Contractor is to commence the Works under this Clause.</p> <p>The Contractor shall not commence the construction, manufacture or installation of the Works or of any part of the Works unless and until the Engineer has endorsed the relevant Working Drawings in accordance with the Employer's Requirements.</p>
<b>Time for Completion</b>	<b>8.2</b>	Time is the essence of Contract and will remain so at all times during the pendency of the Contract including the extended period of Contract. The Contractor shall ensure defect free completion and have passed the tests on the completion, including integrated testing where ever in the scope of work and commissioning of the whole of the Works and/or parts thereof before the same is taken over by the Employer.
<b>Delay</b>	<b>8.3</b>	<p>In case of delay on the part of the Contractor, the Contractor shall be liable to pay liquidated damages and any other compensation for the damages suffered by the Employer as per clause 8.5. This is without prejudice to the right of the Employer to rescind the Contract.</p> <p>Failure or delay by the Employer or the Engineer, to hand over to the Contractor the Site necessary for execution of Works, or any part of the Works, or to give necessary notice to commence the Works, or to provide necessary Drawings or instructions or clarifications or to supply any material, plant or machinery, which under the Contract, is the responsibility of the Employer, shall in no way affect or vitiate the Contract or alter the character thereof; or entitle the Contractor to damages or compensation thereof but in any such case, the Engineer shall extend the time period for the completion of the Contract, as in his opinion is / are reasonable.</p>
<b>Extension of Time for Completion</b>	<b>8.4</b>	
<b>Extension of Time</b>	<b>8.4.1</b>	<p>The Contractor may apply for an extension of the Time for Completion if the Work is or will be delayed either before or after the Time for Completion by any of the following causes:</p> <ol style="list-style-type: none"><li>"Force Majeure" referred to in <b>Clause 16</b></li><li>The Contractor's work held up for not being given possession of or access to the Site in accordance with the Contract</li><li>Instruction of the Engineer to suspend the Works and the Contractor not being in default as to reasons of suspension.</li><li>Acts or omissions of other Designated Contractors in executing work not forming part of this Contract and on whose performance, the performance</li></ol>



- of the Contractor necessarily depends.
- e. Any act of prevention or Breach of Contract by the Employer and not mentioned in this Clause
  - f. Any order of Court restraining the performance of the Contract in full or in any part thereof
  - g. Any other event or occurrence which, according to the Employer is not due to the Contractor's failure or fault, and is beyond his control without Employer being responsible for the same.
  - h. An Employer's Variation

However, the Contractor shall not be entitled to any extension of time where the instructions or acts of the Employer or the Engineer are necessitated by or intended to cure any default of or breach of Contract by the Contractor or where any delay is due to

- a. the failure of sub-contractor, to commence or to carry out work in due time,
- b. non-availability, or shortage of Contractor's equipment, labour, utility services, Plant and Materials,
- c. inclement weather conditions, and
- d. the Contractor not fulfilling his obligations under Sub-Clause 4.4.

If the Contractor considers himself to be entitled to an extension of time for Completion, he shall give notice to the Engineer of such intention as soon as possible and in any event within 28 days of the start of the event giving rise to the delay and full and final supporting details of his application within 21 days of the last day of delay, together with any notice required by the Contract and relevant to such Clause.

The Engineer shall proceed in accordance with Sub-Clause 3.5 to agree or determine either prospectively or retrospectively such extension of the Time for Completion as may be due. The Engineer shall notify the Contractor accordingly. The extension of time including that of key date shall not entitle the contractor to retain the advance which shall be governed by Clause 11.2.

<b>Extension of time for completion for other reasons</b>	<b>8.4.2</b>	<p>The Contractor shall not be entitled to an extension of time by reason of any delay to any activity in the carrying out of the Works unless in the opinion of the Engineer such delay results in or may be expected to result in a delay to completion of the Works, or achievement of any Stage by the relevant Key Date. Whether or not the Contractor fails to achieve any Milestone by reason of any delay shall not by itself be material to the Contractor's entitlement to an extension of time.</p> <p>Any extension to a Key Date shall not by itself entitle the Contractor to an extension to any other Key Date.</p>
<b>Extension of time for delays due to Contractor</b>	<b>8.4.3</b>	<p>If the delay in the completion of the whole Works or a portion of the Works, for which an earlier completion period is stipulated, is due to the Contractor's failure or fault, and the Engineer is of the view that the remaining Works or the portions of Works can be completed by the Contractor in a reasonable and acceptable short time, then, the Engineer may allow the Contractor extension or further extension of time at its discretion with or without liquidated damages, for completion, as he may decide.</p>
<b>Liquidated Damages for Delay</b>	<b>8.5</b>	<p>Time is the essence of the Contract. Appendix to the Form of Tender shall include in respect of the Works and in respect of any Stage, a percentage of the total contract value which will be recoverable from the Contractor as liquidated damages for delay in completion of the Works or in achievement of a stage by a particular Key Date. The total amount of liquidated damages in respect of the</p>





Works in all stages shall, however, not exceed the limit of liquidated damages stated in the Appendix to the Form of Tender. The aforesaid liquidated damages do not, however, include the sums payable by the Employer to Designated Contractors on account of delay caused by the Contractor to Designated Contractors which sums shall be recoverable from the Contractor in addition to any liquidated damages payable under this clause, the total ceiling limit of which is 15% of the contract value including liquidated damages levied under the provision of Appendix 1 to the Form of Tender.

The liquidated damages are recovered by the Employer from the Contractor for delay and not as penalty.

The Employer may, without prejudice to any other method of recovery, deduct the amount of such damages from any **sum** due, or to become due, to the Contractor. In the event of an extension of time being granted under Sub- Clause 8.3, the amount due under this Sub-Clause shall be recalculated accordingly, and any over-payment refunded. The payment or deduction of such damages shall not relieve the Contractor from his obligations to complete the Works, or from any other of his duties, obligations or responsibilities under the Contract.

The Contractor shall use and continue to use his best endeavours to avoid or reduce further delay to the Works, or any relevant Stages.

At any time after the Employer has become entitled to liquidated damages, the Engineer may give notice to the Contractor under Sub- Clause 13.1, requiring the Contractor to complete the Works within a specified reasonable time. Such action shall not prejudice the Employer's entitlements to recovery of liquidated damages, under this Sub-Clause and to terminate under Sub- Clause 13.2.

The decision of the Engineer as to the compensation payable by the Contractor under this Clause shall be final and binding.

**Rate of Progress**

**8.6**

If for any reason which does not entitle the Contractor to an extension of time, the rate of progress of the Works is at any time, in the opinion of the Engineer, too slow to ensure timely completion of the Works or achievement of any Stage by the relevant Key Date the Engineer may so notify the Contractor in writing. The Contractor shall thereupon take such steps as are necessary, or in default of taking such steps, shall take such steps as the Engineer may reasonably instruct in writing, to expedite progress so as to complete the Works or any Section in time or achieve any Stage by the relevant Key Date. The Contractor shall not be entitled to any additional payment for taking such steps.

If any steps taken by the Contractor in meeting his obligations under this Sub- Clause cause the Employer to incur additional costs, such costs shall be recoverable from the Contractor by the Employer, and shall be deducted by the Employer from any **sum** due, or to become due, to the Contractor.

If, in the opinion of the Engineer, the steps taken by the contractor to expedite the progress are not adequate, the Engineer may take a recourse as per Clause 13.2.4 of this GCC.

**Suspension of Work**

**8.7**

The Engineer may at any time instruct the Contractor to suspend progress of part or all of the Works. During suspension, the Contractor shall protect, store and secure such part or whole of the Works against any deterioration, loss or damage.

**Consequences of Suspension**

**8.8**

The Contractor shall not be entitled to extra cost (if any), incurred by him, during the period of suspension of Work., if such suspension is

a. provided for in the Contract, or



- b. necessary for proper execution of Works or by reasons of weather condition or by some default on the part of the Contractor, or
- c. necessary for the safety of Works or any part thereof or
- d. necessary for the safety of adjoining public or other property or safety of the public or workmen or those who have to be at the site or
- e. to ensure safety and to avoid disruption of traffic and utilities, as also to permit fast repairs and restoration of any damaged utilities,

If suspension is ordered by the Engineer for reasons other than those mentioned in **sub-clause 8.8** then the Contractor's entitlement are in the table below

Suspension Period	Extension of Time	Compensation for the suspension	Remarks
Upto 14 days	NO	period NO	Engineer may, at his sole discretion, give extension of time in exceptional circumstances
15 - 30 days	YES	NO	Extension of time as considered proper by the Engineer
Above 30 days	YES	<ul style="list-style-type: none"> <li>• As per Daily rate of wages for idle labour/employees</li> <li>• 70% of the rate for hire charges for idle plant and machinery (excluding cost of fuel and lubricants)</li> <li>• 15% above all these items to cover overhead costs</li> </ul>	Compensation as assessed by the Engineer on submission of documentary proof by the Contractor to Engineer's satisfaction
Above 90 Day	No	As per Clause 13.3.4	Contractor may ask for closure of the Contract, or deletion from the Contract of that part of Works which has been suspended

## Resumption of Work

### 8.9

After receipt of permission or of an instruction to proceed, the Contractor shall, after notice to the Engineer, and together with the Engineer, examine the Works, Plant, Rolling Stock and Materials affected by the suspension. The Contractor shall make good any deterioration or defect in or loss of the Works, Plant, Rolling



Stock and Materials, which has occurred during the suspension.

**9 Employer's Taking Over**

**Taking Over Certificate**

**9.1** The Works shall be taken over by the Employer when they have been completed in accordance with the Contract, have passed the Tests on Completion, including Integrated Testing and Commissioning where ever applicable as per the contract, and a Taking Over Certificate for the Works shall be issued. If the Works are divided into Sections, the Contractor shall be entitled to apply for a Taking Over Certificate for each Section.

The Contractor may apply by notice to the Engineer for a Taking-Over-Certificate not earlier than 14 days before the works or section (as the case may be) will, in the Contractor's opinion, be complete and ready for taking over. The Engineer shall, within 28 days after the receipt of the Contractor's application shall conduct a complete joint survey of the works including carrying out any tests prescribed in the contract and prepare a list of defects and outstanding works and :

- (a) issue the Taking Over Certificate to the Contractor, stating the date on which the Works or Section were completed, including the Tests on Completion and Integrated Testing and Commissioning where ever applicable as per the contract in accordance with the Contract if defects and/or outstanding works are minor that does not affect the use and safety of the Works or Section for their intended purposes. The list of such works alongwith the target date of completion for each work shall be enclosed with the taking over certificate and completion of all these works /rectification of defects within the stipulated time shall be the responsibility of the contractor and any failure in it may be considered a reason by the Engineer to cancel the taking over certificate issued earlier; or
- (b) reject the application, giving his reasons and specifying the work required to be done by the Contractor to enable the Taking Over Certificate to be issued. The Contractor shall then complete such work before issuing a further notice under this Sub-Clause.

**Taking over of Parts of the Works**

**9.2** The Engineer may, at the sole discretion of the Employer issue a Taking Over Certificate for any part of the Permanent Works by following the procedure stipulated in Clause 9.1 above if:.

- (a) the Employer uses **that** part of the Works for revenue service before the Taking Over Certificate is issued for the entire work.
- (b) the balance part is not completed not due to the fault of the contractor and contractual date of completion for the completed part is over.

**10 Defects Liability**

**Completion of Outstanding Work and Remedying Defects**

**10.1** "Defects Liability Period" shall mean the defects liability period stated in the Special Conditions of Contract calculated from the date of taking over of the Works. Provided that, if any part of the Works or sub-systems or component of that part has been replaced, renewed or repaired except minor repair, the "Defects Liability Period" in respect of that part or sub-system or components of that part shall start from the date such replacement, renewal or repair has been completed to the satisfaction of the Engineer.

In order that the Construction and/or Manufacture Documents and the Works shall be in the condition required by the Contract (fair wear and tear excepted) at, or as soon as practicable after the expiry of the Contract Period, the Contractor shall execute all such work of amendment, reconstruction, and remedying defects



or damage, as may be instructed in writing by the Employer or the Engineer during the Defect Liability Period.

**Cost of  
Remedying  
Defects**

- 10.2** All work referred to in Sub-Clause 10.1 shall be executed by the Contractor at his own cost, if the necessity for such work is due to:
- (a) the design of the Works;
  - (b) Plant, Rolling Stock, Materials or workmanship not being in accordance with the Contract; or
  - (c) failure by the Contractor to comply with any of his other obligations.
- If in the opinion of the Engineer, such necessity is due to any other cause, he shall determine an adjustment to the Contract Price, with the approval of the Employer, and shall notify the Contractor accordingly. In this event, Sub-Clause 12.3 shall apply to such work.

**Extension of  
Contract  
Period**

- 10.3** The Contract Period shall be extended by a period, after the Works are taken over, during which the Works or any Section or item of Plant, Rolling Stock, cannot be used, for the purposes for which they are intended, by reason of a defect or damage.

When delivery of Plant, Rolling Stock, and/or Materials, or erection of Plant, or installation of Materials, has been suspended under Sub-Clause 8.7, the Contractor's obligations under this Sub-Clause shall not apply to any defects or damage occurring more than three years after the Plant, Rolling Stock and/or Materials would otherwise have been delivered, erected and taken over.

**Failure to  
Remedy  
Defects**

- 10.4** If the Contractor fails to remedy any defect or damage within such time as the Employer / Engineer may deem to be reasonable, the Employer or the Engineer may fix a date on or by which to remedy the defect or damage, and give the Contractor reasonable notice of such date. If the Contractor fails to remedy the defect or damage by such date and the necessity for such work is due to a cause stated in Sub-Clause 10.2(a), (b) or (c), the Employer may (at his sole discretion):
- (a) carry out the work himself or by others, in a reasonable manner and at the Contractor's risk and cost, but the Contractor shall have no responsibility for such work: the costs incurred by the Employer in remedying the defect or damage shall be recoverable from the Contractor by the Employer;
  - (b) require the Engineer to determine and certify a reasonable reduction in the Contract Price; or
  - (c) if the defect or damage is such that the Employer has been deprived of substantially the whole of the benefit of the Works or parts of the Works, terminate the Contract in respect of such parts of the Works as cannot be put to the intended use, the Employer shall then be entitled to recover all sums paid for such parts of the Works together with the cost of dismantling the same, clearing the Site and returning Plant, Rolling Stock and Materials to the Contractor, and Sub-Clause 13 shall not apply.

**Removal of  
Defective  
Work**

- 10.5** If the defect or damage is such that it cannot be remedied expeditiously on the Site and if the Employer gives consent, the Contractor may, remove from the Site for the purposes of repair any part of the Works, which is defective or damaged. This consent may require the Contractor to increase the amount of Performance Security by the full replacement cost of these items or to provide other appropriate security acceptable to the Employer.

**Further Tests**

- 10.6** If the remedying of any defect or damage is such that it may affect the performance of the Works, the Engineer may require that Tests on Completion, including Integrated Testing, be repeated to the extent necessary. The requirement shall be made by notice within 28 days after the defect or damage is



remedied. Such Tests shall be carried out in accordance with Clause 7.11

<b>Right of Access</b>	<b>10.7</b>	Until the Performance Certificate has been issued, the Contractor shall have the right of access to all parts of the Works and to records of the working and performance of the Works, except as may be inconsistent with any reasonable security restrictions by the organisation responsible for operating the Works.
<b>Contractor to Search</b>	<b>10.8</b>	The Contractor shall, if required by the Engineer, search for the cause of any defect, under the direction of the Engineer. Unless the defect is one for which the Contractor is liable, the Cost of such search shall be added to the Contract Price.
<b>Performance Certificate</b>	<b>10.9</b>	The Contract shall not be considered to be completed until the Performance Certificate has been signed by the Engineer and delivered to the Contractor at the end of „Defect Liability Period, stating the date on which the Contractor completed his obligations related to completion of works and rectification of defects during Defect Liability Period to the Engineer's satisfaction. Only the Performance Certificate shall be deemed to constitute approval of the Works.
<b>Unfulfilled Obligations</b>	<b>10.10</b>	After the Performance Certificate has been issued, the Contractor and the Employer shall remain liable for the fulfillment of any obligation, which remains unperformed at that time. For the purposes of determining the nature and extent of any such obligation, the Contract shall be deemed to remain in force.
<b>Emergency defect rectification</b>	<b>10.11</b>	If any defect or damage is one requiring immediate attention from safety, environmental or operational viewpoint, the Engineer has the authority to proceed with rectification in any manner suitable and deduct such sums from the Contract Price.
	<b>11</b>	<b>Contract Price and Payment</b>
<b>The Contract Price</b>	<b>11.1</b>	
<b>Inclusions / Exclusions</b>	<b>11.1.1</b>	<p>i) Unless otherwise stated in the Special Conditions of Contract the Contract Price, subject any to any adjustment thereto in accordance with the Contract shall be all inclusive (including all taxes, duties, royalties etc.) except :Value Added Tax (VAT) paid under Rajasthan VAT Act 2003 where work is done in Jaipur and also Value added tax(VAT) paid under other State Govt VAT act if work is done in that state.</p> <p>ii) Nothing extra shall be payable over the quoted rates, notwithstanding any provision to the contrary in any law for the time being in force, save and except what is specifically provided in General or Special Conditions of Contract.</p> <p>iii) The reimbursement (as per this Sub-clause) of whatsoever nature shall be provided only for Permanent Works. No reimbursement (as per this Sub-clause) shall be provided for Temporary Works and fuel.</p>
<b>Maintaining Records and Availing Exemptions</b>	<b>11.1.2</b>	<p>i) In the event of exemption of custom duties, excise duties, CST/VAT or any other tax/duty/cess/levy being granted by the Government in respect of the Works, the benefit of the same shall be passed on to Employer. The Contractor shall therefore maintain meticulous records of all the taxes and duties paid and provide the same as and when required by the Employer, so that the Employer is able to avail the reimbursement for which JMRC may issue a procedure order separately. Alternatively, the Employer may direct the Contractor to get the reimbursements based on exemption certificates / government's order and it shall be obligatory on part of the Contractor to get the reimbursements from the statutory authorities and pass on the benefit to JMRC.</p> <p>ii) In case of Contractor's failure in availing the exemptions as stipulated above, the recovery of equivalent amount will be made from Contractor's dues.</p>



Adjust in Contract Price	11.1.3	Adjustment in contract price on account of inflation shall be done only if a "Price Variation Formula" is given in the special conditions of contract otherwise it will be a fixed price contract.						
Change in Taxes/Duty	11.1.4	The Contract Price shall not be adjusted to take into account any increase or decrease in cost resulting from any change in taxes, duties, levies from the last date of submission of the Tender to the completion date including the date of the extended period of Contract unless a contrary provision exists in Special Conditions of Contract. However, where rate of any taxes/duties/levies have been separately asked for and quoted in the tender and form part of the contract, the benefit of any decrease of rates of such taxes/duties/levies shall be passed on to the Employer. In case any increase occurs in the rate of such taxes/duties/levies within the scheduled period of execution/supply of the relevant item(s) during the unextended contract period or within the extended scheduled period/ contract period if extension is on Employer's account, the burden of such increase will be on Employer's account.						
Advances	11.2							
Mobilisation Advance	11.2.1	<p>Mobilisation Advance shall be generally 5% of original contract value payable in two equal installments or as mentioned in the Special Conditions of Contract. The first installment shall be paid after mobilisation has started and next installment shall be paid after satisfactory utilization of earlier installment.</p> <p>Mobilisation advance shall be paid interest free against acceptable Bank Guarantee from a scheduled commercial bank in India. The value of Bank Guarantee taken towards security of "Mobilisation advance" shall be 110% of the advance taken by the contractor. The Contractor, once the 50% mobilization advance has been recovered, shall have a one-time option to reduce the Bank Guarantee for the mobilization advance by the amount recovered.</p> <p>This clause shall not apply to supply, service and/or marketing/lease/licensing contracts unless specifically so mentioned in the special conditions of contract thereof.</p>						
Advance against Plant and Machinery	11.2.2	<p>Plant and machinery advance shall generally be 5% of original contract value or as specified in Special Conditions of Contract.</p> <p>This advance is payable against plant, equipment and machinery, provided the same have reached the site or in the case of new items meant specifically for the work firm purchase order has been placed and the invoices received. The advance will be given only if the plant/machinery has been purchased for the this contract and not for those which are already in the books of the contractor. The plant and machinery shall be valued by the Engineer as follows:</p> <table><tr><td>a. New Items</td><td>: 80% of purchase price</td></tr><tr><td>b. Used items in working order</td><td>: 80% of the depreciated value as assessed by the Engineer</td></tr><tr><td>c. Items valued at less than Rs.25,000 per unit</td><td>: Not to be considered</td></tr></table> <p>The total advance for Plant &amp; Machinery shall be limited to 5%. This shall also be an interest free advance.</p> <p>This clause shall not apply to supply, service and/or marketing/lease/licensing contracts unless specifically so mentioned in the special conditions of contract thereof.</p>	a. New Items	: 80% of purchase price	b. Used items in working order	: 80% of the depreciated value as assessed by the Engineer	c. Items valued at less than Rs.25,000 per unit	: Not to be considered
a. New Items	: 80% of purchase price							
b. Used items in working order	: 80% of the depreciated value as assessed by the Engineer							
c. Items valued at less than Rs.25,000 per unit	: Not to be considered							
Written Request for Advances	11.2.3	Advances as admissible, shall be payable only on Contractor's written request to the Employer.						
Recovery of Advances	11.2.4	<table><tr><td>a.</td><td>The recovery of Advances shall commence when 20% of the original contract value of the work has been paid and it will be completed by the time 85% of the Contract Value has been paid or the original completion date whichever is earlier. As far as possible the recovery of advances shall be limited to 30% of an account bill.</td></tr><tr><td>b.</td><td>No advance shall be given after 40% of the original contract amount has been paid.</td></tr><tr><td>c.</td><td>The contractor shall always have the option to have the recoveries commenced and / or completed earlier, and / or to have recoveries affected in installments of higher amount and also to repay part or whole of the</td></tr></table>	a.	The recovery of Advances shall commence when 20% of the original contract value of the work has been paid and it will be completed by the time 85% of the Contract Value has been paid or the original completion date whichever is earlier. As far as possible the recovery of advances shall be limited to 30% of an account bill.	b.	No advance shall be given after 40% of the original contract amount has been paid.	c.	The contractor shall always have the option to have the recoveries commenced and / or completed earlier, and / or to have recoveries affected in installments of higher amount and also to repay part or whole of the
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advance by direct payment rather than through On-account Bills.

- d. In case the Contract is terminated due to default of the contractor or rescinded/foreclosed due to any other reason, the contractor shall return the unrecovered amount of all advances within 15 days of issue of notice of termination/rescission/ fore closer of the contract and if the contractor fails to do so due to any reason whatsoever, then interest at an interest rate equal to State Bank of India prime lending rate plus 3% per annum or 12% per annum whichever is higher shall be charged on the unrecovered amount of such advances from 16th day onwards till the same is returned by the contractor.

<b>Interest in Case of Delay in Repayment of Advances</b>	<b>11.2.5</b>	Should there be delay in the progress and completion of work, as a result of which it is not possible to recover the advance and interest thereon, before the date of completion stipulated in the Contract, then the interest to be charged from the Contractor on the remaining portion of the advance beyond the original completion date specified in the Contract, shall be the State Bank of India prime lending Rate plus 3% per annum or 12% per annum whichever is higher.
<b>Advances to be Used only for This Work.</b>	<b>11.2.6</b>	The advances shall be used by the Contractor strictly for the purpose of the Contract, and for the purpose for which they are paid. Under no circumstances, shall the advances be diverted for other purposes. Any such diversion shall be construed as a breach of the Contract and the Contractor shall be asked to return the advance at once and pay interest at 15% per annum till the advance is recovered back from him. The Contractor shall return the advance and pay the interest in one go without demur. Employer retains the right for any other remedy prescribed for breach of Contract in this regard. The Contractor, if required by the Engineer shall provide the details of utilisation of Mobilization advance.
	<b>11.3</b>	<b>Provisional Payment Against Material at Site</b>
	<b>11.3.1</b>	A provisional payment on account of main construction materials required for the Permanent Works, shall be paid on request of the Contractor after these materials are brought to Site, against an Indemnity Bond in a form acceptable to Employer is duly executed. The payment shall be limited to 80% of the actual value or assessed value of these materials and the total of such provisional payment on account of construction materials at a time shall be limited to three percent of original contract value or likely average consumption of such materials for three months, whichever is less and at any time the total outstanding provisional payment against material at site shall not exceed four percent of the original control value. The valuation of the average consumption of such main construction materials shall be approved by the Engineer, whose decision shall be final. Materials which are of perishable nature should be adequately insured.
	<b>11.3.2</b>	<b>Written Request for Advances/Provisional Payment against material at site</b> Advances and provisional payments as admissible, shall be payable only on Contractor's written request to the Employer/Engineer.
	<b>11.3.3</b>	<b>Recovery of Advances/Provisional Payment</b> (a) The recovery of Advances shall commence when 20% of the original Contract Value of the work has been paid and it will be completed by the time of original Date of Completion. As far as possible the recovery of advances shall be limited to 30% of On- account bill.  (b) No advance shall be given after 40% of the original contract amount has been paid. However, provisional payment against material at site will continue to be paid as stipulated in Clause 11.3 till end of the contract period.  (c) In case of provisional payment against Materials, the amount consumed every month shall be recovered from the next month's on account bill and completing the recovery in 3 monthly installments. In case recovery could not be made due to any reason, interest will be charged as per Clause 11.2.5



**Application for Interim Payment Certificates**

- 11.4.1** In case of „Lump Sum“ contract with cost centre and Milestone payment, the fixed Lump Sum Price shall be apportioned by the Contractor amongst the various Cost Centers. The amount thus apportioned under each Cost Centre will be further apportioned amongst various Milestones with the approval of the Employer. The Contractor shall be entitled to submit to the Engineer requests for interim payments only upon the achievement of one or more of the Milestones described in the Cost Centre.

At the beginning of each month, the Engineer shall issue to the Contractor certificate in respect of each Milestone due to be achieved in the preceding month stating:

- (a) the date on which the Milestone was achieved; or
- (b) the non-achievement of the Milestone.

The Contractor shall submit a statement in three copies to the Engineer at the beginning of each month, in a form approved by the Engineer, showing the amounts to which the Contractor is entitled, together with supporting documents, including Milestone Certificates. The statement shall include the following items, as applicable, which shall be expressed in the various currencies in which the Contract Price is payable, in the sequence listed:

- (a) the amount due in respect of Milestones certified achieved by the Engineer under each Cost Centre;
- (b) any amounts to be added and deducted for the advance payments and recovery thereof;
- (c) any other additions or deductions is due and approved by the Engineer in accordance with the Contract; and
- (d) the deduction of the amounts certified in all previous Interim Payment Certificates.

The Contractor shall not submit more than one request for interim payment per month.

If any Milestone is not achieved by the end of the month in which it is scheduled to be achieved, the Engineer shall suspend the payment relating to the Cost Centre in which the Milestone is included.

Payments suspended under this Clause shall be resumed by being included in the next application for interim payment made after the Milestone is achieved.

- 11.4.2** In case of „Lump Sum“ or Item rate“ contracts with payment schedule, the contractor shall be entitled to be paid from time to time, normally once in a calendar month, by way of „on account“ bill as per the payment schedule indicated in Bill of Quantity(BOQ) or as finally approved by the Engineer.

**Issue of Interim Payment Certificates**

- 11.5** No amount will be certified or paid until the Employer has received, and approved, the Performance security and the parent Company Undertakings and Guarantees in accordance with Sub-Clause 4.2. Thereafter, the Engineer shall, within 21 days of receiving a statement and supporting documents, deliver to the Employer, with a copy to the Contractor, an Interim Payment Certificate showing the amount which the Engineer considers to be due; if no payment is considered to be due, the Engineer shall promptly notify the Contractor accordingly.





Where only a part of the payment applied for is disputed, payment certificate shall be issued for the undisputed amount.

The Engineer shall have the power to omit from any of the contractor's requests for payment the value of any work executed or Materials supplied or services rendered, with which he may for the time being be dissatisfied and for that purpose and for any other reason which to him may seem proper, may delete, correct or modify the sum(s) previously certified by him as being due to the Contractor.

**Payment-  
Interim and  
Final**

- 11.6** Unless otherwise stated in Special Conditions of Contract,
- (a) After preliminary scrutiny and certification by the Engineer, payment of 80% of the certified interim amount shall be made by the Employer within 14 days. The amount certified shall account for all deductions, including statutory deductions, recoveries for advances and any amounts due from the Contractor. The balance 20% shall be paid within 28 days, from the date of the preliminary certification of the bill by the Engineer.
  - (b) Next 80% interim payment shall be made only after 100% payment of preceding interim payment certified has been completed.
  - (c) the Employer shall pay the amount certified in the Final Payment Certificate within 56 days from the date of issue of the Certificate..

Payments shall be made into a bank account, nominated by the Contractor in Indian rupees in a bank in India unless otherwise permitted in Special Conditions of Contract. If payments are to be made in more than one currency, separate bank accounts may be nominated by the Contractor for each currency, and payments shall be made by the Employer accordingly.

**Statement at  
Completion**

- 11.7** Not later than 60 days after the issue of the Taking Over Certificate for the whole of Works, the Contractor shall submit, to the Engineer, three copies of a statement at completion with supporting documents, showing in detail, in the form approved by the Engineer under Sub-Clause 11.4.:
- (a) the final value of all work done in accordance with the Contract, up to the date stated in such Taking Over Certificate,
  - (b) any further sums which the Contractor considers to be due, and
  - (c) an estimate of amounts which the Contractor considers will become due to him under the Contract.

The estimated amounts shall be shown separately in such statement at completion. The Engineer shall certify payment under Sub-Clause 11.5.

**Application  
for  
Final Payment  
Certificate**

- 11.8** Not later than 56 days after the issue of the Performance Certificate, the Contractor shall submit to the Engineer three copies of a draft final statement with supporting documents showing in detail, in a form approved by the Engineer:
- (a) the value of all work done in accordance with the Contract, and
  - (b) any further sums which the Contractor considers to be due to him under the Contract or otherwise.

If the Engineer disagrees with or cannot verify any part of the draft final statement, the Contractor shall submit such further information as the Engineer may reasonably require and shall make changes in the draft as may be agreed between them. The Contractor shall then prepare and submit to the Engineer the Final Statement as agreed.



If, following discussions between the Engineer and the Contractor and any changes to the draft final statement which may be agreed between them, it becomes evident that a dispute exists, the Employer shall pay those parts of the draft final statement as certified by the Engineer as not being in dispute. The remainder of the dispute may then be resolved under Clause 17, in which case the Contractor shall then prepare and submit to the Engineer a Final Statement in accordance with the outcome of the dispute.

<b>Discharge</b>	<b>11.9</b>	When submitting the final statement, the Contractor shall submit a written discharge which confirms that the total of the Final Statement represents full and final settlement of all monies due to the Contractor under the Contract. Such discharge may state that it shall become effective only after payment due under the Final Payment Certificate has been made and the Performance security referred to in Sub-Clause 4.2 has been returned to the Contractor.
<b>Issue of Final Payment Certificate</b>	<b>11.10</b>	<p>The Engineer shall issue to the Employer, with a copy to the Contractor, the Final Payment Certificate within 28 days after receiving the Final Statement and written discharge in accordance with Sub-Clause 11.7 and 11.8, stating:</p> <p>(a) the amount which is finally due, and</p> <p>(b) after giving credit to the Employer for all amounts previously paid by the Employer and for all sums to which the Employer is entitled, the balance, if any, due from the Employer to the Contractor or from the Contractor to the Employer, as the case may be.</p> <p>If the Contractor has not applied for a Final Payment Certificate in accordance with Sub-Clauses 11.8 and 11.9, the Engineer shall request the Contractor to do so. If the Contractor fails to make such an application within a period of 28 days, the Engineer shall issue the Final Payment Certificate for such amount as he considers to be due.</p>
<b>Cessation of Employer's Liability</b>	<b>11.11</b>	In respect of any matter or thing arising out of (or in connection with) the contract or execution of the Works before the issue of the Taking Over Certificate for the whole of the Works, the Employer shall not be liable to the Contractor unless the Contractor shall have included a claim for it in his Statement at Completion described in Sub-Clause 11.7. For any such matter or thing arising after the issue of the Taking Over Certificate for the whole of the Works, the Employer shall not be liable to the Contractor unless the Contractor shall have included a claim for it in his Final Statement.
<b>Calculation of Payments in Foreign Currency</b>	<b>11.12</b>	All payments made by the Employer pursuant to the terms of the Contract shall be in the currency or currencies specified in the Contract. Wherever any sum in a foreign currency has to be converted into Indian Rupees for any purpose, the exchange rate to be employed for such conversion shall be the selling rate of exchange at the close of business of the State Bank of India 28 days before the latest date of submission of Tenders.
<b>Round off</b>	<b>11.13</b>	In every payment to the Contractor, sums of less than fifty paise shall be omitted and sums of fifty paise and more up to one rupee shall be reckoned as one rupee.
<b>Payment By Cheque and E-Payment</b>	<b>11.14</b>	All payments to the Contractor will be made by cheque or "E-Payment" as desired by the Employer.
<b>Tax Deduction at Source</b>	<b>11.15</b>	Tax deductions will be made at source as per statutory requirement from every payment made to the Contractor at rates notified from time to time.



<b>Production of Vouchers</b>	<b>11.16</b>	<p>i. The Contractor shall, whenever required by the Engineer, produce or cause to be produced for examination by the Engineer, any quotation, invoice, cost or other account books, vouchers, receipts, letters, memoranda or any copy of or extract from any such documents and also furnish information and returns, as may be required, relating to the execution of this Contract or relevant for verifying or ascertaining the cost of execution of this Contract or ascertaining the Materials supplied by the Contractor are in accordance with the Specifications laid down in the Contract. The Engineer's decision on the question of relevancy of any documents, information or returns shall be final and binding on the parties.</p> <p>ii. If any part or item of the work is allowed to be carried out by a sub-Contractor, assignee or any subsidiary or allied firm, the Engineer shall have power to secure the books of such sub-Contractor, assignee or any subsidiary or allied firm through the Contractor, and shall have power to examine and inspect the same. The above obligations are without prejudice to the obligations of the Contractor under any statute, rules or orders.</p>
<b>Withholding And Lien For Sums Claimed</b>	<b>11.17</b>	<p>i. The Employer shall have lien over all or any moneys that may become due and payable to the Contractor under the Contract, and / or over the deposit of Performance Security or other amount or amounts made under the Contract and which may become payable to the Contractor</p> <p>ii. And further, unless the Contractor pays and clears immediately on demand any claim of the Employer, the Employer shall at all times be entitled to deduct the amount of the said claim from the moneys, securities and / or deposits which may have become or will become payable to the Contractor under these presents, or under any other Contract or transaction whatsoever between the Employer and the Contractor even if the matter stands referred to Arbitration. The Contractor shall have no claim for any interest or damage whatsoever in respect of any amounts withheld or treated as withheld under the lien referred to above and duly notified as such to the Contractor.</p>
<b>Signature On Receipts For Payments</b>	<b>11.18</b>	<p>Every receipt of payment to Contractor including refund of the Performance Security shall be signed by the person authorized to do so on his behalf. In the event of death of any of the Contractor's partners in case the Contractor is a partnership firm, during the currency of the Contract, it is hereby expressly agreed that every receipt by any one of surviving Contractor's partners, shall, if so signed as aforesaid, be a good and sufficient discharge as aforesaid, provided that nothing in this Clause shall be deemed to prejudice or affect any claim, which the Employer may hereafter have against the legal representatives of any Contractor's partner so dying, for or in respect of breach of any of the conditions of the Contract. Provided also that nothing contained in this clause shall be deemed to prejudice or affect the respective rights and obligations of the Contractor's partners, or of the legal heirs / representatives of any deceased Contractor / partner inters.</p>
<b>Post Payment Audit</b>	<b>11.19</b>	<p>It is an agreed term of the Contract, that the Employer reserves to himself the right to carry out a post payment audit and / or technical examination of the Works, and the Final bill including all supporting vouchers, abstracts, etc., and to make a claim on the Contractor for the refund of any excess amount paid to him, if as a result of such examination, any over-payment to him is discovered to have been made in respect of any work done or alleged to have been done by the</p>



Contractor, under the Contract. If any under-payment is discovered, the same shall be paid by the Employer to the Contractor. Such payments or recoveries, however, shall not carry any interest.

### **Recovery of money due to the Employer**

- 11.20** All damages (including, without limitation, liquidated damages), costs, charges, expenses, debts, or sums for which the Contractor is liable to the Employer under any provision of the Contract may be deducted by the Employer from monies due to the Contractor under the Contract (including, without limitation, liquidated damages) and the Employer shall have the power to recover any balance not so deducted from monies due to the Contractor under any other contract between the Employer and the Contractor.
- When the Contractor has assigned to a third party the right to receive monies due, or, to become due, under the Contract to the Contractor or charged such monies in favour of a third party, the Employer's right to deduct damages (including without limitation liquidated damages), costs, charges, expenses, debts or sums for which the Contractor is liable to the Employer from monies due to the Contractor under the Contract shall be limited to the right expressed above.

### **Variations**

**12**

#### **Right to Vary**

**12.1**

All Variations shall be recorded in a written instruction from the Engineer either as a Contractor's Variation or as an Employer's Variation, and shall not be implemented by the Contractor without such an instruction in writing from the Engineer. No Variation shall in any way vitiate or invalidate the Contract. The Contractor shall not make any alteration and/or modification of the Works, unless and until the Engineer instructs or gives consent to a Variation. If the Construction and/or Manufacture Documents or Works are not in accordance with the Contract, the rectification shall not constitute a Variation.

#### **Contractor's Variations**

**12.2**

#### **Variation Proposals**

**12.2.1**

The Contractor may submit to the Employer, in writing at its own cost, any engineering proposal as contractor's variation for modifying the Employer's Requirements, provision of additional land, access or feasibility over and above that is provided in the Contract for the purpose of saving in time, construction or manufacture costs. Such variation proposal shall not impair the essential character, functions or characteristics or the Work, including service life, economy of operation, ease of maintenance, desired appearance, or design and safety standards.

The Contractor shall provide his variation proposal in a time limit prescribed by the Engineer. The Engineer's decision in this regard shall be communicated to the Contractor within a reasonable period of time. If by any reason the time limit specified by the Engineer is exceeded, the proposal may not be considered. The decision of the Engineer in this regard shall be final and binding.

#### **Contents of Variation**

**12.2.2**

If the Employer requires or accepts it, and if the Contractor wants to proceed with the proposal, the Contractor must provide (at no cost to the Employer) a detailed report prepared by a consultant acceptable to the Employer and which shall include:

- a general description of the original Contract requirements for the Works and the proposed changes
- a detail of all the proposed modifications to the drawings and specifications
- a detail of all Work and goods affected by the value engineering proposal



- d. a detailed estimate of the construction cost based on the original Contract requirements and based on the proposed changes.
- e. any resultant time extensions or reductions for the Contract
- f. statement to the extent of minimum saving expected. The Contractor's cost of preparing the variation proposal shall be excluded in determining the estimated net savings in construction costs.

**Employer Review**

- 12.2.3** The Employer may in his sole discretion, accept or reject the contractor's variation or any part thereof and determine the estimated net saving in the construction cost. The Employer shall not be liable for delays or damages to the Contractor due to any failure of the Employer to accept or act upon any such variation proposal submitted pursuant to this Clause.
- Once, the Employer or the Engineer rejects the contractor's variation during proposition due to any reason, it shall not be pursued by Contractor in any other form.

**Amendments- Employer Issuance**

- 12.2.4** If the variation proposal is acceptable to the Employer/Engineer in whole or in parts, it will accept by execution of an amendment. Such amendment shall identify all the changes in the specifications, Contract Period etc. and shall specify net savings on construction costs which shall be adjusted in the contract value by the Employer.

**Contractor's Acceptance and Payment**

- 12.2.5** The Contractor shall either accept or reject any proposed amendment executed by the Engineer pursuant to this section within 5 working days of its receipt date from the Employer. If the Contractor does not reject the same in the period stipulated above, the amendments shall be deemed to be accepted by the Contractor and shall become a variation to the Contract. The Contractor's acceptance shall be unconditional and the contract value / price shall be adjusted by the amount of saving due to the variation.

**Employer's Variations**

- 12.3** If the Engineer requests a proposal, prior to instructing a Variation which may be for additional work or alteration in the work on deletion / reduction in the scope of work, the Contractor shall submit at his own cost within 14 days or such period as the Engineer may allow of the receipt of such request of the Engineer
- a a description of the proposed design and/or work to be performed and a programme for its execution,
  - b the Contractor's proposal for any necessary modifications to the programme according to Sub-Clause 4. 13, and
  - c the Contractor's proposal for adjustment to the Contract Price, Time for Completion and/or modifications to the Contract.

**Variation Procedure**

- 12.4** The Engineer shall, as soon as practicable after receipt of proposals under sub-clauses 12.2 and / or 12.3, respond with approval, rejection or comments.
- If the Engineer instructs or approves a Variation, he shall proceed in accordance with Sub-Clause 3.5 to agree or determine adjustments to the Contract Price, Time for Completion and Schedule of Payments.
- After receipt of proposal, it will be the prerogative of the Employer, whether to Instruct and proceed ahead with the variation or drop the proposal in part or full. In that case, no cost of preparing And submitting the proposal will be payable to Contractor. In case, the design part of variation has been completed on submission of same to the Engineer, the Employer decides to abandon the



**Variation in  
the Bill of  
Quantities**

**12.5**

variation, only cost for design to the extent of work done will be paid to the Contractor.

i) The quantities of items shown in the Bill of Quantities are approximate, and liable to vary during the actual execution of the work. Some items/group of items may have to be altered, added or omitted. The Contractor shall be bound to carry out and complete the stipulated work as instructed by the Engineer, irrespective of the magnitude of variations including additions, alterations or omissions in the Bill of Quantities, individual items or group of items, specified in the Bill of Quantities.

ii) Such variations shall be paid as follows:

a) At the accepted rates of the Contract for Positive variation in quantities to the extent of 25%, , except in the case of foundation works. Unless otherwise specifically provided for in the Bill of Quantities or elsewhere in the Contract, the variation of 25% shall be applicable to a group of items mentioned therein and not to individual items. In case of variation in quantities on minus side, contract rates will be payable for executed quantities.

b) In case of foundation work, no variation limit applies and Contractor shall carry out the Work, at rates stipulated in the Contract irrespective of any variation.

c) In case of earth work, the aforesaid variation limit of 25% shall apply to the gross quantity of earth work and variation in the quantity of individual classifications of soil will not be subject to this limit where any variation can take place.

d) For items against which the quantity given in the Bills of Quantities is "if or as required", there shall be no increase/decrease of rates whatever be the quantity finally executed.

e) Variation in the quantity of items individually costing up to 1% of the total contract value, shall be payable at the rates stated in the Contract. notwithstanding the magnitude of variation up to 2% of the original Contract Value for each item.

f) In case the variation in individual items or the group of items as stipulated above, is more than 25% on plus side, the rate for the varied quantity beyond 25% shall be negotiated between the Engineer and the Contractor and mutually agreed rates arrived at before actual execution of the extra quantity.

g) In case Engineer introduces an item for which the Contract does not contain any rates or prices applicable to the varied Works, the rate of such items shall be derived, wherever possible, from rate for similar items available in the Bill of Quantities of the accepted Tender. In case this is not possible, the rate may be decided on the following basis:

- i) Cost of Materials at current market price, as actually utilized in the final finished Permanent Works, including a reasonable percentage for wastage and transportation.
- ii) Cost of enabling works if any(unless provided for separately) worked out on the above basis but with less stringent quality. Specifications minus salvage value of serviceable material released after completion of work and cost of material released as scrap.
- iii) Cost of labour actually used at the site of work at rates under Payment of Minimum Wages Act for the area of work for each category of worker, further enhanced by a percentage of 10% of the aforesaid rates to account for labour not directly utilized at Site and





- other ancillary and incidental expenses on labour.
- iv) Hire charges for Plant & Machinery, scaffolding, shuttering, forms, etc., required to be used at the site of the work. The tools used by the various trades shall not be counted as Plant & Machinery for this purpose.
- v) An amount of 20% of items (i), (ii), (iii) and (iv) above to allow for Contractor's overheads, profits and corporate taxes. This percentage shall also apply to estimated cost of Materials supplied free to the Contractor.
- vi) In all cases where extra items of work are involved, for which there are no rates in the accepted Bill of Quantities the Contractor shall give a notice to the Engineer, of at least 7 days before the need for their execution arises.

h) In the event of disagreement in respect of items (f) and (g) above, the Engineer shall fix such rates of price as are, in his opinion appropriate and shall notify the Contractor accordingly, with a copy to the Employer. Until such time as rates or prices are agreed or fixed, the Engineer shall determine provisional rates or prices to enable on account payments to the Contractor. Alternatively, in the event of disagreement, the Contractor shall have no claim to execute extra quantities/new items and the Engineer shall be free to get such additional quantities beyond 25% new items executed through any other agency. However, if the Engineer or the Employer so directs the Contractor shall be bound to carry out any such additional quantities beyond the limits stated above original quantities and or new items and the disagreement or the difference regarding rates to be paid for the same shall be settled in the manner laid down under the conditions for the settlement of dispute.

<b>Payment in Applicable Currencies</b>	<b>12.6</b>	If the Contract provides for payment of the Contract Price in more than one currency, and an adjustment is agreed or fixed as stated above, the amount payable in each of the applicable currencies shall be specified when the adjustment is agreed or fixed. In specifying the amount in each currency, the Contractor and the Engineer (or, failing agreement, the Engineer) shall take account of the actual or expected currency proportions of the Cost of the varied work, without being bound by the proportions of various currencies specified for payment of the Contract Price.
	<b>13.0</b>	<b>Termination (or rescission) of the Contract</b>
<b>Notice to Contractor</b>	<b>13.1</b>	If the Contractor fails to carry out any of his obligations, or if the Contractor is not executing the Works in accordance with the Contract, the Engineer may give notice to the Contractor requiring him to make good such failure and remedy the same within such time as the Employer / Engineer may deem to be reasonable.
<b>Termination Of Contract Due To Contractor's Default</b>	<b>13.2</b>	
<b>Conditions Leading To termination Of Contract</b>	<b>13.2.1</b>	<p>The Employer shall be entitled to terminate the Contract if the Contractor or any one of its constituents,</p> <p>a) fails to comply with a notice under Sub clause 13.1</p> <p>b) abandons or repudiates the Contract</p> <p>c) without reasonable excuse acceptable to the Engineer, fails to</p>



- d) commence the Works in accordance with the Contract
  - e) sub contracts the whole of the Works or assigns the Contract without approval of the Employer
  - f) becomes bankrupt or insolvent or goes into liquidation except voluntary liquidation for the purpose of amalgamation or reconstruction
  - g) persistently disregards instructions of the Engineer or contravenes any provisions of the Contract, or
  - h) fails to adhere to the agreed programme of work by margin of 10% of the stipulated period or 21 days, whichever is earlier, or fails to complete the Works or parts of the Works within the stipulated or extended period of completion, or is unlikely to complete the whole Work or part thereof within time because of poor record of progress; or
  - i) fails to remove materials from the Site, or pull down and replace work, after receiving notice from the Engineer to the effect that the said materials or Works have been condemned or rejected, or
  - j) fails to take steps to employ competent and/or additional staff and labour, or
  - k) fails to afford the Engineer or his representative proper facilities for inspecting the Works or any part thereof, or
  - l) indulges in corrupt or fraudulent practices as explained in Clause 4.33
- Breach of any of the contract condition during execution.

**13.2.2** In any one of these events or circumstances, the Employer may upon giving 14 days notice to the Contractor, terminate the Contract and expel the Contractor from the Site. However, in case of sub-paragraph (e) or (k), the Employer may by notice of 7 days terminate the Contract immediately.

**13.2.3** For the purpose of sub Para (c) above, this clause, reasonable excuse shall be one, which in the opinion of the Engineer has resulted from, Any Circumstance which

- is beyond the employer's or contractor's control and
- made the failure unavoidable and it is evidenced by the Contractor to the satisfaction of the Engineer that the failure was remedied without unreasonable delay once that obstacle was out of the way.

**13.2.4** In case of sub Para(g), the Engineer at its sole discretion may terminate only part of the contract also by taking out some part of the total scope of work and may complete or arrange for any other entity through the process of open/limited/single tender or by calling quotations, to do so at the risk and cost of the contractor.

**13.2.5** The Employer's decision to terminate the Contract shall not prejudice any other rights of the Employer under the Contract.

**13.2.6** On termination of contract due to contractor's default the performance security shall be forfeited by encashing the bank guarantee and the balance work shall be got done independently without risk and cost of the failed contractor. The failed contractor shall be debarred from participating in the tender for executing the balance work. If the failed contractor is a JV or a partnership firm, then every member/partner of such JV or partnership firm shall be debarred from participating in the tender for the balance work either in his/her individual capacity or as a partner of any other JV/partnership firm.

**13.2.7** The Engineer shall not make a claim under the Performance Security except for amounts to which the JMRC is entitled under the contract (Notwithstanding and/or without prejudice to any other provisions in the contract agreement) in the event of:





- i) Failure by the contractor to extend the validity of the Performance Security as described herein above, in which event the Engineer may claim the full amount of the Performance Security.
- ii) Failure by the contractor to pay JMRC any amount due, either as agreed by the contractor or determined under any of the Clauses/Conditions of the agreement, within 30 days of the service of notice to this effect by Engineer.
- iii) The contract being determined/terminated or rescinded under provision of the GCC, the Performance Security shall be forfeited in full and shall be absolutely at the disposal of the JMRC.

<b>Valuation at the date of Termination</b>	<b>13.2.8</b>	The Engineer shall, as soon as possible after termination under Sub-Clause 13.2.1, determine and advise the Contractor of the value of the Construction and/or Manufacture Documents, Plant, Rolling Stock, Materials, Contractor's Equipment and works and all sums then due to the Contractor as at the date of termination.
<b>Payment after Termination</b>	<b>13.2.9</b>	<p>After termination under Sub-Clause 13.2.1, the Employer shall not be liable to make any further payments to the Contractor until the costs of design, manufacture, execution, completion and remedying of any defects, damages for delay in completion (if any), and all other costs incurred by the Employer, have been established.</p> <p>The Employer shall be entitled to recover from the Contractor the extra costs, if any, of completing the Works after allowing for any sum due to the Contractor under Sub-Clause 13.2.8. If there are no such extra costs, the Employer shall pay any balance to the Contractor.</p>
<b>Non-exercise of power not to constitute waiver</b>	<b>13.2.10</b>	Provided always that in case any of the powers conferred upon the Employer by Sub-clause 13.1 and Sub-clause 13.2.1 above, shall have become exercisable, and the same may not have been exercised, the non-exercise thereof shall not constitute waiver of any of the conditions thereof.
<b>Default of Employer</b>	<b>13.3</b>	
<b>Notice by Contractor</b>	<b>13.3.1</b>	<p>In the event of the Employer:</p> <ul style="list-style-type: none"><li>a. failing to pay the Contractor, without reasonable cause, the amount due under any certificate of the Engineer within 56 days after the expiry of the time stated in Sub-Clause 11.5 within which payment has to be made, subject to any deduction that the Employer is entitled to make under the Contract, or</li><li>b. becoming bankrupt or, being a company, going into liquidation, other than for the purpose of a scheme of reconstruction or amalgamation,</li></ul> <p>then, the Contractor may give notice requiring the Employer to remedy the default within 28 days after receipt of the notice. If the Employer fails to remedy the default or fails to propose steps reasonably acceptable to the Contractor to do so and in that case, the Contractor may terminate the Contract after issue of 14 days notice to the Employer with a copy to the Engineer. In this case, the Contractor shall be compensated as per Sub clause 13.3.4</p> <p>The Engineer's decision on the amount payable on this account shall be final and binding.</p>



<b>Contractor's Entitlement to Suspend the Work</b>	<b>13.3.2</b>	<p>The Contractor may, if the Employer fails to pay the Contractor the amount due under any certificate of the Engineer within 56 days after the expiry of the time stated in Sub-Clause 11.6, within which payment is to be made, subject to any deduction that the Employer is entitled to make under the Contract, after giving 28 days' prior notice to the Employer, with a copy to the Engineer, suspend work or reduce the rate of work.</p> <p>If the Contractor suspends work or reduces the rate of work in accordance with the provisions of this Sub-Clause and thereby suffers delay or incurs costs the Engineer shall, after due consultation with the Employer and the Contractor, determine:</p> <ol style="list-style-type: none"><li>any extension of time to which the Contractor is entitled under sub-clause-8.4, and</li><li>the amount of such costs, which shall be added to the Contract Price, and shall notify the Contractor accordingly, with a copy to the Employer.</li></ol>
<b>Cessation of Work by Contractor</b>	<b>13.3.3</b>	<p>After termination under Sub-13.3.1, the Contractor shall:</p> <ol style="list-style-type: none"><li>cease all further work, except for such work as may be necessary and instructed by the Engineer for the purpose of making safe or protecting those parts of the Works already executed, and any Work required to leave the Site in a clean and safe condition,</li><li>hand over all Construction and/or Manufacture Documents, Plant, Rolling stock, and Materials for which the Contractor has received payment,</li><li>hand over those parts of other Works executed by the Contractor up to the date of termination, and</li><li>remove all Contractor's Equipment which is on the Site and repatriate all his staff and labour from the Site.</li></ol> <p>Any such termination shall be without prejudice to any other right of the Contractor under the Contract.</p>
<b>Payment on Termination</b>	<b>13.3.4</b>	<p>After termination under Sub-Clause 13.3.1 the Employer shall return the Performance security, and shall pay the Contractor an amount calculated and certified in accordance with the following conditions:</p> <ol style="list-style-type: none"><li>The value of approved materials actually brought to the site and reasonably required to execute the works during next three months, as per approved programme, and</li><li>Value of work completed up to date by the contractor at rates specified in the Contract, after taking into account any deductions, retentions, setoff.</li><li>In addition a sum not exceeding 2% (two percent) of the value of the work remaining incomplete on the date of Termination notice taking effect.</li></ol> <p>The payment as above shall be full compensation for termination under this clause and the Contractor shall have no claim for damages or other entitlements whether under the contract or otherwise.</p>
	<b>13.3.5</b>	<p>In case termination/foreclosure of the Contract under whatsoever circumstances, any remaining tools, plants, equipments and surplus materials of Employer with contractor will be returned to the Employer in good condition at Employer's depot at Contractor's cost. In case of the failure of the contractor to do so, the Employer will be entitled to recover their cost from the contractor from the amount becoming due to the contractor or from any other money due in any other contracts. The decision of the Engineer of the amount to be recovered will be final decision and full credit at rates initially charged to the contractor shall be allowed for such materials. Similarly the Employer shall be entitled to recover the cost of the</p>



unreturned material, plant equipment and tools from the contractor where such material have been supplied free of cost and plant, equipment and tools free of cost or on lease basis to the contractor as stipulated in the Conditions of Contract.

#### **14 Risk and Responsibility**

##### **Indemnity**

**14.1** The Contractor shall indemnify and hold harmless the Employer, the Engineer, the Designated Contractors, representatives and employees from and against all actions, suits, proceedings, claims, damages, losses, expenses and demands of every nature and description, by reasons of any act or omissions of the Contractor, his representative or his employees in the execution of the Works, including professional services provided by the Contractor or in the guarding the same.

These indemnification obligations shall include but not be limited to claims, damages, losses, damage proceedings, charges and expenses which are attributable to:

- (a) sickness, or disease, or death of, or injury to any person; and
- (b) loss of, or damage to, or destruction of any property (other than the Works) including consequential loss of use; and
- (c) loss, damage or costs arising from the carriage of Plant, Rolling Stock and Materials and/or ownership or chartering of marine vessels by the Contractor, or any sub-contractor of any tier.

The Contractor shall also indemnify and save harmless the Employer from and against all claims and proceedings on account of infringements of patents rights, design, trademark name etc as detailed out in clause 5.8.

All sums payable by way of compensation under these conditions shall be considered reasonable compensation payable to the Employer, without reference to the actual loss or damage sustained, and whether or not any damage shall have been sustained. The decision of the Engineer as to compensation claimed shall be final and binding.

##### **Contractor's Care of the Works**

**14.2** The Contractor shall take full responsibility for the care of the Works, or any part thereof, including full responsibility for the care of any work being manufactured, or stored off-Site for inclusion in the Works, or in the course of transportation to the Site, and for the care of Contractor's Equipment, Temporary Works, Plant, Rolling Stock, and any other Material, whatsoever, on the Site or delivered to or placed on the Site in connection with, or for the purpose of the Works.

The Contractor shall take this responsibility from the Commencement Date until the date of issue of the Taking Over Certificate, when responsibility shall pass to the Employer. If the Engineer issues a Taking Over Certificate for any Section or part of the Works, the Contractor shall cease to be responsible for the care of that Section or part from the date of issue of such Taking Over Certificate when responsibility shall pass to the Employer.

The Contractor shall take responsibility for the care of any outstanding work which is required to be completed prior to the expiry of the Contract Period, until the Engineer confirms in writing that such outstanding work has been completed.

If any loss or damage happens to the Works, any other property or person, arising from any cause other than the Employer's risks listed in Sub-Clause 14.3, during the period for which the Contractor is responsible, the Contractor shall rectify such loss or damage, at his cost, so that the Works conform with the



Contract or at the option of the Employer, will pay or allow to the Employer the cost of rectifying such loss or damage. Notwithstanding such loss or damage, the Contractor shall proceed with the execution of works in all respects in accordance with the contract and the Engineer's instructions. The Contractor shall also be liable for any loss or damage to the Works caused by any operations carried out by the Contractor after the date of issue of the Taking Over Certificate.

**Employer's  
Risks**

- 14.3** The Employer's risks of loss or damage to physical property in India and of death and personal injury occurring in India in consequence of the performance of obligations under the Contract are:
- (a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies,
  - (b) rebellion, revolution, insurrection, or military or usurped power, or civil war, within India,
  - (c) riot, commotion or disorder by persons unless solely restricted to or caused by employees of Contractor or of sub-contractors currently or formerly engaged in the Works,
  - (d) Ionising radiations, or contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such an assembly, except to the extent to which the Contractor may be responsible for the use of any radio-active material,
  - (e) pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds, and
  - (f) use or occupation by the Employer of any part of the Works, except as may be specified in the Contract.

**Consequences  
of Employer's  
Risks**

- 14.4** If an Employer's risk results in loss or damage, the Contractor shall promptly notify the Engineer and shall rectify this loss or damage to the extent required by the Engineer.
- If the Contractor suffers delay and/or incurs cost from rectifying this loss or damage, the Contractor shall give notice to the Engineer and shall be entitled to claim:
- (a) extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4, and
  - (b) amount of such cost, which shall be included in the Contract Price.

**Contractor's  
Risks**

- 14.5** The Contractor's risks are all risks other than the Employer's risks given in sub-clause 14.3.

**Limitation of  
Liability**

- 14.6** Except as provided otherwise in these Conditions, neither party shall be liable to the other party for loss of use of any Works, loss of profit, loss of any Contract or any other indirect or consequential loss or damage which may be suffered by the other party in connection with the Contract. The total liability of the Contractor to the Employer under the Contract shall not exceed the Contract Price. Except that this Sub-Clause shall not limit the liability of the Contractor:



- (a) under Sub-Clauses 4.18, 4.19, 5.7, 8.6, and Clauses 7.10 and 7.11
- (b) under any other provisions of the Contract which expressly impose a greater liability,
- (c) in cases of fraud, willful misconduct or illegal or unlawful acts, or
- (d) in cases of acts or omissions of the Contractor which are contrary to the most elementary rules of diligence which a conscientious Contractor would have followed in similar circumstances.

## 15 Insurance

### Professional Indemnity Insurance

- 15.1 The Contractor shall effect and maintain professional indemnity insurance, preferably in the name of JMRC, for the amount in Indian Rupees stipulated in Appendix to the Form of Tender in respect of any design of the Works to be carried out by, or on behalf of the Contractor. This insurance, which shall ensure the Contractor's liability by reason of professional negligence and errors in the design of the works, shall be valid from the date of commencement of Works, until 5 years after the date of issue of Performance Certificate. **Alternatively the Contractor shall redeem the insurance before the expiry of the Yearly Insurance in such a way that the entire validity period is covered.**

The Engineer will not issue Final Payment Certificate until the Contractor has produced evidence that coverage of the professional indemnity insurance has been provided for the aforesaid period.

### Insurance for Works and Contractor's Equipment

- 15.2 The Contractor shall insure the Plant, Rolling stock, Materials and Works in the joint names of the Employer, the Contractor and Sub-contractors (wherever applicable) against all loss or damage. This insurance shall cover loss or damage from any cause other than the Employer's risks listed in Sub-Clause 14.3 sub paragraphs (a), (b), (d) and (e). Such insurance shall be for a limit of not less than the full replacement cost (including profit) and shall also cover the costs of demolition and removal of debris. Such insurance shall be in such a manner that the Employer and the Contractor are covered from the commencement date until the date of issue of the Taking Over Certificate for the whole of Works. The Contractor shall extend such insurance to provide cover until the date of issue of the Performance Certificate, for loss or damage for which the Contractor is liable arising from a cause occurring prior to the issue of the Taking Over Certificate, and for loss or damage occasioned by the Contractor or Sub-contractors in the course of any other operations (including Clauses 7.10, 7.11 and 10).

The Contractor shall insure the Contractor's Equipment against all risks in the joint names of the Employer, the Contractor and Sub-contractors, (wherever applicable) against all loss or damage. This insurance shall cover loss or damage from any cause other than the Employer's risks listed in Sub-Clause 14.3 sub- paragraphs (a), (b), (d) and (e). Such insurance shall be for a limit of not less than the full replacement value (including delivery to Site). Such insurance shall be in such a manner that each item of equipment is insured while it is being transported to the Site and throughout the period it is on or near the Site.

### Insurance against injury to Persons and Damage to Property

- 15.3 The Contractor shall insure against liability to third parties in the joint names of the Employer, the Contractor and Sub-contractors, (wherever applicable) for any loss, damage, death or bodily injury which may occur to any physical property (except things insured under Sub-Clause 15.2) or to any person (except persons insured under Sub-Clause 15.4), which may arise out of the performance of the Contract and occurring before the issue of the Performance Certificate. Such insurance shall be at least for the amount specified in the



Appendix to Form of Tender.

**Insurance for  
Workers**

- 15.4** The Contractor shall effect and maintain insurance against losses and claims arising from the death or injury to any person employed by the Contractor or any Sub-contractor (wherever applicable) in such a manner that the Employer and the Engineer are indemnified under the policy of insurance. For Sub-contractor's employees (wherever applicable), such insurance may be effected by the Sub-contractor, but the Contractor shall be responsible for compliance with this Clause.

**General  
Requirements  
for Insurances**

- 15.5** The Contractor shall, within the respective periods stated in the Appendix to Form of Tender (calculated from the Commencement Date), submit to the Employer:

- (a) evidence that the insurances described in this Clause have been effected, with an Indian Insurance Company, and
- (b) copies of the policies for the insurances described in Sub-Clause 15.2, 15.3 and 15.4.

When each premium has been paid, the contractor shall submit copy of receipts to the employer. The contractor shall also, when providing such evidence, policies and receipts to the employer, notify the engineer of so doing.

The contractor shall effect all insurances for which he is responsible with insurers and in terms approved by the employer. Each policy insuring against loss or damage shall provide for payments to be made in the currencies required to rectify such loss or damage. Payments received from insurers shall be used for the rectification of such loss or damage.

The contractor (and, if appropriate, the employer) shall comply with the conditions stipulated in each of the insurance policies. The contractor shall make no material alteration to the terms of any insurance without the prior approval of the employer. If an insurer makes (or purports to make) any such alteration, the contractor shall notify the employer immediately.

If the contractor fails to effect and keep in force any of the insurances required under the contract, or fails to provide satisfactory evidence, policies and receipts in accordance with this sub-clause, the employer may, without prejudice to any other right or remedy, effect insurance for the coverage relevant to such default, and pay the premiums due. In such cases the premium paid by the employer plus overheads (equal to 50% of the premium paid) shall be recoverable from the contractor by the employer, and may be deducted by the employer from any monies due, or to become due, to the contractor or recover the same as debt due from the contractor. The contractor shall not dispute the amount of premium paid by the employer or the overhead charges thereon.

Nothing in this clause limits the obligations, liabilities or responsibilities of the contractor or the employer, under the other terms of the contract or otherwise. Any amount not insured or not recovered from the insurers shall be borne by the contractor.

The Contractor shall submit to the Engineer, the details of all claims made with the insurer and claims accepted by the insurer or any other details as required by the Engineer on monthly basis.

**16 Force Majeure**

**Definition of  
Force Majeure**

- 16.1** In this Clause, "force majeure " means an event beyond the control of the Employer and the Contractor, which makes it impossible or illegal for a party to





perform, including but not limited to:

- (a) act of God;
- (b) war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition, or embargo;
- (c) rebellion, revolution, insurrection, or military or usurped power, or civil war;
- (d) contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such an assembly;
- (e) riot, commotion or disorder, unless solely restricted to employees of the Contractor or of his Sub-contractors currently or formerly engaged on the Works.

If a party considers that it may be affected by Force Majeure, the party shall promptly notify the other party and Engineer of such Force Majeure within 21 days of such occurrence. If neither party issues any notice regarding the event within 21 days of its occurrence, the said event shall be deemed not to have occurred and the Contract shall continue to have effect as such.

<b>Effect of Force Majeure Event</b>	<b>16.2</b>	Neither the Employer nor the Contractor shall be considered in default or in contractual breach to the extent that performance of obligations is prevented by a Force Majeure event which arises after the date of Notice to Proceed Upon the occurrence of such Force Majeure, the affected party shall endeavour to continue to perform its obligations as far as reasonably practicable.
<b>Contractor's Responsibility</b>	<b>16.3</b>	If affected by such Force Majeure, the Contractor shall promptly notify the Engineer of any proposals for overcoming the consequences of the Force Majeure, including any reasonable alternative means for performance, but shall not carry out these proposals without the consent of the Engineer.
<b>Employer's Responsibility</b>	<b>16.4</b>	If affected by such Force Majeure, the Employer shall promptly notify the Engineer and the Contractor of any proposals for overcoming the consequences of the Force Majeure.
<b>Payment to Contractor</b>	<b>16.5</b>	If the Works shall suffer loss or damage due to such Force Majeure, the Contractor shall be entitled to have included, in an Interim Payment Certificate, the Cost of work executed and measured in accordance with the Contract.
<b>Resumption of Work</b>	<b>16.6</b>	<p>The obligations under the Contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist.</p> <p>In case of doubt or dispute, whether a particular occurrence should be considered an "event" as defined under this clause, the decision of the Engineer shall be final and binding.</p> <p>Works that have already been measured shall be paid for by the Employer even if the same is subsequently destroyed or damaged as a result of the event. The cost of rebuilding or replacing any work that has been measured shall be borne by the Employer.</p>
<b>Optional</b>	<b>16.7</b>	Irrespective of any extension of time, if a Force Majeure occurs and its effect



**Termination,  
Payment and  
Release**

continues for a period of 6 months, after notice has been given under Sub- Clause 16.1, either party may give to the other party a notice of termination of the Contract which shall take effect in 28 days after the notice is given. Unless at the end of 28 days period the effect of the Force Majeure has ceased, the Contract shall terminate upon that date. Otherwise, the Contract shall remain in effect.

The Contractor shall be paid fully for the work done under the Contract, but not for any defective work or work done which has been destroyed or damaged before its measurement. The Employer shall have the option to take over any Plant, Rolling Stock and Materials lying at site, at rates provided for in the Contract, failing that, as per rates, which are determined to be fair and reasonable by the Engineer.

**Release from  
Performance  
Under the Law**

**16.8** If under the law of the Contract the Employer and the Contractor are released from further performance, the sum payable by the Employer to the Contractor shall be the same as would have been payable under Sub-Clause 16.7, if the Contract had been terminated under that Sub-Clause.

**17 CLAIMS, DISPUTES, CONCILIATION AND ARBITRATION**

**Procedure for  
Claims**

**17.1** If the Contractor intends to claim any additional payment under any clause of these Conditions or otherwise, the Contractor shall give notice to the Engineer as soon as possible and in any event within 28 days of the start of the event giving rise to the claim.

The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at any other location acceptable to the Engineer. Without admitting the Employer's liability, the Engineer shall, on receipt of such notice, inspect such records and may instruct the Contractor to keep further contemporary records. The Contractor shall permit the Engineer to inspect all such records, and shall (if instructed) submit copies to the Engineer.

Within 28 days of such notice, or such other time as may be agreed by the Engineer, the Contractor shall send to the Engineer an account, giving detailed particulars of the amount and basis of the claim. Where the event giving rise to the claim has a continuing effect, such amount shall be considered as interim. The Contractor shall then, at such intervals as the Engineer may reasonably require, send further interim accounts giving the accumulated amount of the claim and any further particulars. Where interim accounts are sent to the Engineer, the Contractor shall send a final account within 28 days of the end of the effects resulting from the event.

If the Contractor fails to comply with this Sub-Clause, he shall not be entitled to claim any additional payment.

**Payment for  
Claims**

**17.2** The Contractor shall be entitled to have included in any Interim Payment Certificate such amount for any claim as the Engineer considers due, after taking approval from the Employer. If the particulars supplied are insufficient to substantiate the whole of the claim, the Contractor shall be entitled to payment for such part of the claim as has been substantiated.

**No legal  
action Till  
Dispute  
Settlement  
Procedure is  
Exhausted**

**17.3** Any and all Disputes shall be settled in accordance with the provisions of Clause 17. No action at law concerning or arising out of any Dispute shall be commenced unless and until all applicable Dispute resolution procedures set out in Clause 17 shall have been finally exhausted in relation to that Dispute or any Dispute out of which that Dispute shall have arisen with which it may be or may have been connected.





<b>Notice of Dispute</b>	<b>17.4</b>	For the purpose of Sub-Clause 17.5, a Dispute shall be deemed to arise when one party serves on the other party a notice in writing (hereinafter called a "Notice of Dispute") stating the nature of the Dispute provided that no such notice shall be served later than 28 days after the date of issue of Performance Certificate by the Engineer.
<b>Two Stages for Dispute Resolution</b>	<b>17.5</b>	<p>Disputes shall be settled through two stages:</p> <ol style="list-style-type: none"><li>Conciliation procedures as established by "The Arbitration and Conciliation Act-1996" (as amended from time to time) and in accordance with this Clause. In the event this procedure fails to resolve the Dispute then;</li><li>Arbitration procedures undertaken as provided by "The Arbitration and Conciliation Act -1996" (as amended from time to time) and in accordance with this Clause.</li></ol>
<b>Conciliation</b>	<b>17.6</b>	<p>Within 60 days of receipt of Notice of Dispute, either party shall refer the matter in dispute to conciliation.</p> <p>Conciliation proceedings shall be initiated within 30 days of one party inviting the other in writing to Conciliation. Conciliation shall commence when the other party accepts in writing this invitation. If the invitation is not accepted then Conciliation shall not take place. If the party initiating conciliation does not receive a reply within 30 days from the date on which he sends the invitation he may elect to treat this as a rejection of the invitation to conciliate and inform the other party accordingly.</p> <p>The Conciliation shall be undertaken by one Conciliator selected from a panel of Conciliators maintained by the Employer. The Conciliator shall assist the parties to reach an amicable settlement in an independent and impartial manner</p>
<b>Conciliation Procedure</b>	<b>17.7</b>	<p>The Employer shall maintain a panel of Conciliators, who shall be from serving or retired engineers of JMRC, Government Departments or Public Sector Undertakings. Out of this panel, a list of three Conciliators shall be sent to the Contractor who shall choose one of them to act as Conciliator and conduct conciliation proceedings in accordance with "The Arbitration and Conciliation Act, 1996", of India.</p> <p>The Employer and the Contractor shall in good faith co-operate with the Conciliator and, in particular, shall endeavour to comply with requests by the Conciliator to submit written materials, provide evidence and attend meetings. Each party may, on his own initiative or at the invitation of the Conciliator, submit to the Conciliator suggestions for the settlement of the dispute.</p> <p>When it appears to the Conciliator that there exist elements of a settlement which may be acceptable to the parties, he shall formulate the terms of a possible settlement and submit them to the parties for their observations. After receiving the observations of the parties, the Conciliator may reformulate the terms of a possible settlement in the light of such observations.</p>



If the parties reach agreement on a settlement of the dispute, they may draw up and sign a written settlement agreement. If requested by the parties, the Conciliator may draw up, or assist the parties in drawing up, the settlement agreement.

When the parties sign the settlement agreement, it shall be final and binding on the parties and persons claiming under them respectively.

The Conciliator shall authenticate the settlement agreement and furnish a copy thereof to each of the parties.

As far as possible, the conciliation proceedings should be completed within 60 days of the receipt of notice by the Conciliator.

The parties shall not initiate, during the conciliation proceedings, any arbitral or judicial proceedings in respect of a dispute that is the subject matter of the conciliation proceedings.

**Termination of  
Conciliation  
Proceedings**

- 17.8** The conciliation proceedings shall be terminated:
- by the signing of the settlement agreement by the parties on the date of agreement; or
  - by written declaration of the conciliator, after consultation with the parties, to the effect further efforts at conciliation are no longer justified, on the date of declaration; or
  - by a written declaration of the parties to the conciliator to the effect that the conciliation proceedings are terminated, on the date of declaration; or
  - by a written declaration of a party to the other party and the conciliator, if appointed, to the effect that the conciliation proceedings are terminated, on the date of declaration.
- Upon termination of the conciliation proceedings, the conciliator shall fix the costs of the conciliation and give written notice thereof to the parties. The costs shall be borne equally by the parties unless settlement agreement provides for a different apportionment. All other expenses incurred by a party shall be borne by that party.

**Arbitration**

- 17.9** If the efforts to resolve all or any of the disputes through conciliation fails, then such disputes or differences, whatsoever arising between the parties, arising out of touching or relating to construction/ manufacture, measuring operation or effect of the Contract or the breach thereof shall be referred to Arbitration in accordance with the following provisions:
- Matters to be arbitrated upon shall be referred to a sole Arbitrator if the total value of the claim is up to Rs.5 million and to a panel of three Arbitrators if total value of claims is more than Rs.5 million. The Employer shall provide a panel of three arbitrators which may also include JMRC officers for the claims up to Rs.5 million and a panel of five Arbitrators which may also include JMRC officers for claims of more than Rs.5 million. The Contractor shall have to choose the sole Arbitrator from the panel of three and/or one Arbitrator from the panel of five in case three Arbitrators are to be appointed. The Employer shall also choose one Arbitrator from this panel of five and the two so chosen will choose the third arbitrator from the panel only who shall also act as the Presiding Arbitrator. The Arbitrator(s) shall be appointed within a period of 30 days from the date of receipt of written notice/ demand of appointment of Arbitrator from either party. Neither party shall be limited in the proceedings before such arbitrator(s) to the evidence or arguments put before the Engineer for the purpose of obtaining his decision. No decision given by the Engineer in accordance with the foregoing provisions shall disqualify him from being called as a witness and giving evidence before the arbitrator(s) on any matter, whatsoever, relevant to dispute or difference referred to arbitrator/s. The arbitration proceedings shall be held in Jaipur only. The language of proceedings, that of documents and communication shall be English.



- (b) The Employer at the time of offering the panel of Arbitrator(s) to be appointed as Arbitrator shall also supply the information with regard to the qualifications of the said Arbitrator nominated in the panel along with their professional experience, phone nos. and addresses to the contractor.
- (c) The award of the sole Arbitrator or the award by majority of three Arbitrators as the case may be shall be binding on all parties.

<b>Interest on Arbitration Award</b>	<b>17.10</b>	Where the arbitral award is for the payment of money, no interest shall be payable on whole or any part of the money for any period, till the date on which the award is made.
<b>Cost of Arbitration</b>	<b>17.11</b>	The cost of arbitration shall be borne by the respective parties. The cost shall, inter alia, include the fees of the Arbitrator(s) as per rates fixed by the Employer from time to time.
<b>Jurisdiction of Courts</b>	<b>17.12</b>	Where recourse to a Court is to be made in respect of any matter, the court at Jaipur shall have the exclusive jurisdiction to try all disputes between the parties.
<b>Suspension of Work on Account of Arbitration</b>	<b>17.13</b>	The reference to Conciliation / Arbitration shall proceed notwithstanding that the Works shall not then be or be alleged to be complete, provided always that the obligations of the Employer, Engineer and the Contractor shall not be altered by reasons of arbitration being conducted during the progress of the Works. Neither party shall be entitled to suspend the work or part of the work to which the dispute relates on account of arbitration and payments to the Contractor shall continue to be made in terms of the Contract.

**18 Service of Notices**

<b>Notice to Contractor</b>	<b>18.1</b>	<ul style="list-style-type: none"><li>a. All notices to the Contractor, shall be served by post or telex or telefax or by hand to the Contractor or his authorized representatives. In case of notices delivered by post, they will be deemed to have been delivered after 7 days of dispatch.</li><li>b. The Contractor shall, on award of the Contract, furnish to the Engineer, the name, designation, address and telephone, telex and telefax numbers and e-mail address of his representative referred to in <b>Clause 4.3</b>.</li></ul>
<b>Notice to Employer and Engineer</b>	<b>18.2</b>	All notices to the Employer or Engineer shall be served by post or telex or telefax, or by delivering by hand to the address nominated for the purpose.
<b>Change of Address</b>	<b>18.3</b>	Parties to the Contract may change the nominated address by Employer with a notice to all concerned.

**Appendix 19 Appendix – A,B & C**

**APPENDIX- A**

**PARENT COMPANY UNDERTAKING**

**(Refer Sub - Clause 4.2.4 of GCC)**

**THIS UNDERTAKING** is made on the ..... day of .....

By [ ..... ] [whose registered office is at]/[of] [ ..... ] ("the Parent Company").

To The JAIPUR METRO RAIL CORPORATION LIMITED together with its successors and assigns, "the Employer") of:

Khanij Bhavan, 'C' Scheme,  
Tilak Marg,  
Jaipur – 302005

**WHEREAS**

- (A) By a contract \_\_\_\_\_ dated [ ..... ] ("the Contract") made between  
(1) the Jaipur Metro Rail Corporation Limited (" the Employer") and  
(2) [ ..... ] ("the Contractor") the Contractor has agreed to design, execute, complete and remedy any defects in the works ("the Works") upon the terms and conditions contained in the Contract.
- (B) Pursuant to the terms of the Contract, the Contractor has agreed to procure the provision of an undertaking in the terms hereof.
- (C) The Parent Company is the beneficial owner of [ ..... ]% [see Note 1] of the issued share capital of [the Contractor] [see Note 2].
- (D) At the request of the Contractor, the Parent Company has agreed to provide this undertaking.

**NOW IT IS HEREBY UNDERTAKEN AND AGREED as follows:**

1. In consideration of the Employer entering into the Contract with the Contractor, the Parent Company hereby undertakes to the Employer that, without the written consent of the Employer, it will not [and will ensure that none of the companies referred to in Recital (C) will] [see Note 5]:-
  - (a) sell transfer assign or otherwise dispose of or deal with ownership of the whole or any part of EITHER [the share holding or other interest in the [Contractor] [see Note 3] OR [the share holdings or other interests] [see Note 4] referred to in Recital (C) in any way which will affect the beneficial ownership and control in [the Contractor] [see Note 3] of the Parent Company [and the other companies referred to in Recital (C)] [see Note 5]; and

- (b) take any action which may result in the Contractor being unable to comply with his obligations or perform in any way his duties under the Contract [or take any action which may result in [the subsidiary forming part of the Contractor] [see Note 3] being unable to comply with his obligations or perform in any way his duties under the [joint venture or other relevant] agreement] [see Note 6]

until such time as the Works shall have been completed, all the Contractor's obligations under the Contract shall have been performed and the Maintenance and Defects Liability Period (as defined in the Contract) for the whole and every part of the Works shall have elapsed and further that it will ensure [that the subsidiary forming part of the Contractor will take all steps necessary to ensure [see Note 6] compliance by the Contractor with the provisions of the Contract.

2. The obligations of the Parent Company under this Undertaking shall remain in full force and effect and shall not be affected or discharged in any way and the Parent Company hereby waives notice of:-

- (a) any suspension of the Works, variation or amendment to the Contract (including without limitation extension of time for performance) or any concession or waiver by the Employer in respect of the Contractor's obligations [and/or the obligations of  
[ ] [see Note 7];
- (b) any provision of the Contract being or becoming illegal, invalid, void, voidable or unenforceable;
- (c) the termination of the Contract or of the employment of the Contractor [and/or  
[ ] [see Note 7] under the Contract for any reason;
- (d) any forbearance or waiver of any right of action or remedy the Employer may have against the Contractor [and/or [ ] [see Note 7] or negligence by the Employer in enforcing any such right of action or remedy;
- (e) any bond, undertaking, security or other guarantee held or obtained by the Employer for any of the obligations of the Contractor [and/or [ ] [see Note 7] under the Contract or any release or waiver thereof.

This Undertaking shall extend to any variation of or amendment to the Contract and to any agreement supplemental thereto agreed between the Employer and the Contractor [and/or [ ] [see Note 7] and for the avoidance of doubt the Parent Company hereby authorises the Employer and the Contractor [and/or [ ] [see Note 7] to make any such amendment, variation or supplemental agreement.

## General Conditions of Contract (GCC)

4. All documents arising out of or in connection with this Undertaking shall be served:
  - (a) upon the Employer, at [ ] marked for the attention of [ ];
  - (b) upon the Parent Company, at [ ] India. [Note 8]
5. The Employer and the Parent Company may change their respective nominated addresses for service of documents to another address in India but only by prior written notice to each other. All demands and notices must be in writing.
6. This Undertaking shall be governed by and construed according to the laws for the time being in force in India and the Parent Company agrees to submit to the jurisdiction of the courts of India.

**IN WITNESS** whereof this Undertaking has been executed as a deed on the date first before written.

THE COMMON SEAL of

[.....]

was affixed hereto in the  
presence of:-

Notes: (for preparation of but not for inclusion in the engrossment of this Undertaking)

1. If the Parent Company is not the immediate parent company, the chain of ownership must be recited, identifying each company in the chain and the shareholdings or other interests in each subsidiary.
2. If the Contractor comprises more than one company, that fact and the joint venture or other relevant agreement must be recited. In such case, insert the name of the subsidiary forming part of the joint venture, partnership or consortium, and in respect of which the parent company undertaking is being given.
3. If Note 2 applies, refer to the subsidiary of the Parent Company and not the Contractor.
4. If Note 1 applies, use this alternative.
5. If Note 1 applies, add this provision.
6. If Note 2 applies, add this provision.
7. If Note 2 applies, add this provision and insert the name of the subsidiary.
8. The address for service shall be in India.

**APPENDIX- B**

**PARENT COMPANY GUARANTEE**

**(Refer Sub – Clause 4.2.4 of GCC)**

**THIS GUARANTEE** is made on the ..... day of ..... between

(1) [.....] whose registered office is at [.....] and [.....] whose registered office is at [.....] ("the Guarantor").

(2) The JAIPUR METRO RAIL CORPORATION LIMITED (together with its successors and assigns, "the Employer") of:

Khanij Bhavan, 'C' Scheme,  
Tilak Marg,  
Jaipur – 302005

**WHEREAS**

(A) By a contract [NO.] dated [.....] ("The Contract") made between (1) the Jaipur Metro Rail Corporation Limited ("the Employer") and (2) [.....] ("the Contractor"), the Contractor has agreed to design, execute, complete and remedy any defects in the Works upon the terms and conditions contained in the Contract.

(B) Pursuant to the terms of the Contract, the Contractor has agreed to procure the provision of a guarantee in the terms hereof. [see Note 1].

(C) At the request of the Contractor, the Guarantor has agreed to guarantee performance of the Contract by the [Contractor] [see Note 2] as set out herein.

**IT IS HEREBY AGREED AS FOLLOWS:**

1. In consideration of the Employer entering into the Contract with the Contractor, the Guarantor irrevocably and unconditionally guarantees to the Employer as a primary obligation and not as a surety due performance by the [Contractor] [see Note 2] of all of its obligations and liabilities under and in accordance with the Contract save that nothing herein shall be construed as imposing greater obligations or liabilities on the Guarantor than are imposed on the [Contractor] [see Note 2] in the Contract.
2. The obligations of the Guarantor under this Guarantee shall remain in full force and effect and shall not be affected or discharged in any way by and the

Guarantor hereby waives notice of:-

- (a) any suspension of the Works, variation to or amendment of the Contract (including without limitation extension of time for performance) or any concession or waiver by the Employer in respect of the Contractor's obligations [and/or the obligations of [ ] [see Note 3] under the Contract;
  - (b) any provision of the Contract being or becoming illegal, invalid, void, voidable or unenforceable;
  - (c) the termination of the Contract or of the engagement of the Contractor [ and / or [.....]] [see Note 3] under the Contract for any reason;
  - (d) any forbearance or waiver of any right of action or remedy the Employer may have against the Contractor [ and / or [.....]] [see Note 3] or negligence by the Employer in enforcing any such right of action or remedy;
  - (e) any bond, undertaking, security or other guarantee held or obtained by the Employer for any of the obligations of the Contractor [ and/or [.....]] [see Note 3] under the Contract or any release or waiver thereof.
3. This Guarantee shall extend to any variation of or amendment to the Contract and to any agreement supplemental thereto agreed between the Employer and the Contractor [and/or [ ] [see Note 3] and for the avoidance of doubt the Guarantor hereby authorises the Employer and the Contractor [and/or [ ] [see Note 3] to make any such amendment, variation or supplemental agreement.
4. This Guarantee is a continuing guarantee and accordingly shall cover all of the obligations and liabilities of the [Contractor] [see Note 2] under the Contract and remain in full force and effect until all the said obligations and liabilities of the Contractor shall have been carried out, completed and discharged in accordance with the Contract. This Guarantee is in addition to any other security which the Employer may at any time hold and may be enforced without first having recourse to any such security or taking any steps or proceedings against the Contractor.
5. Until expiry of the Maintenance and Defects Liability Period (as defined in the Contract) for the whole and every part of the Works, the Guarantor shall not on any ground whatsoever make any claim or threaten to make any claim whether by proceedings or otherwise against the Contractor [and/or [ ] [see Note 3] for the recovery of any sum paid by the Guarantor pursuant to this Guarantee. Any such claim shall be subordinate to any claims (contingent or otherwise) which the Employer may have against the Contractor [and/or [ ] [see Note 3] arising out of or in connection with the Contract until such time as such claims shall be satisfied by the Contractor [and/or [ ] [see Note 3] or the Guarantor as the case may be. To that intent the Guarantor shall not claim or



have the benefit of any security which the Employer holds or may hold for any monies or liabilities due or incurred by the Contractor [and/or [ ] ] [see Note 3] to the Employer and, in case the Guarantor receives any sum from the Contractor [and/or [ ] ] [see Note 3] in respect of any payment by the Guarantor hereunder, the Guarantor shall hold such sum in trust for the Employer for so long as any sum is payable (contingently or otherwise) under this Guarantee.

6. The Employer shall be entitled to assign the benefit of this Guarantee at any time without the consent of the Guarantor or the [Contractor] [see Note 2] being required.
7. All documents arising out of or in connection with this Guarantee shall be served:
  - (a) upon the Employer, at [.....] marked for the attention of [.....];
  - (b) upon the Guarantor, at [..... ] India. [Note 4]
8. The Employer and the Guarantor may change their respective nominated addresses for service of documents to another address in India but only by prior written notice to each other. All demands and notices must be in writing.
9. This Guarantee shall be governed by and construed according to the laws for the time being in force in India and the Contractor agrees to submit to the jurisdiction of the courts of India.

**IN WITNESS** whereof this Guarantee has been executed as a deed on the date first before written.

THE COMMON SEAL

of[.....]

was affixed hereto in the  
presence of:-

Notes (for preparation of but not inclusion in the engrossment of this Guarantee)

1. If the Contractor comprises more than one company, that fact, the joint venture or other relevant agreement and the relationship of the Guarantor to its subsidiary forming part of the Contractor must be recited.
2. If Note 1 applies, replace the word "Contractor" with name of the subsidiary being guaranteed.
3. If Note 1 applies, add additional wording and insert the name of the subsidiary being guaranteed.
4. The address for service shall be in India

**APPENDIX-C**

**CONTRACTOR'S WARRANTY**  
**(Refer Sub-Clause 4.2.4 of GCC)**

**THIS AGREEMENT** is made on the ..... day of ..... between:

- (1) [.....] of [.....] [and [see Note 1]]  
([jointly] "the Contractor")
- (2) [Jaipur Metro Rail Corporation Limited] [of]/[whose registered office is at] [Khanij Bhavan, 'C' Scheme, Tilak Marg Jaipur – 302005] (together with its successors and assigns, "the Employer").

**WHEREAS**

- (A) By a contract \_\_\_\_\_ dated [ ] ("the Contract") made between (1) the Jaipur Metro Rail Corporation Limited ("the Employer") and (2) the Contractor, the Contractor has agreed to design, execute, complete, test and commission (including Integrated Testing and Commissioning) and remedy any defect in the Works upon the terms and conditions contained in the Contract.
- (B) [See Note 3].
- (C) At the request of the Employer and pursuant to the terms of the Contract the Contractor has agreed to enter into this Warranty.

**NOW IT IS AGREED AS FOLLOWS:**

1. The Contractor hereby warrants and undertakes that:
- (a) he will design, execute, complete, test and commission (including Integrated Testing and Commissioning) and remedy any defect in the Works in accordance with the terms of the Contract; and
  - (b) he owes a duty of care to the Employer in relation to the performance of its duties under the Contract; and
  - (c) he will replace free of cost to the Employer any defect or failure of equipment provided in the Works for a period of 36 months from the date of Taking Over of the last Section of the Works; and
  - (d) he agrees that should any design modification be required to any section or component due to any defect, the period of 36 months shall re-commence from the date when the modified part is commissioned into service, and such modification shall be carried out free of cost to the Employer in all sub-systems and systems for all sections; and
  - (e) he shall maintain the manufacture or spare of replacement parts for at least 10 years.

2. The liability of [the companies comprising [see Note 3]] the Contractor under this Warranty [shall be joint and several and [see Note 3]] shall not be released, diminished or in any way affected by any independent inquiry or investigation into the Works or any matter related to the Contract whether carried out by or on behalf of the Employer or any liability or right of action which may arise out of such inquiry or investigation.
3. Insofar as the copyright or other intellectual property rights in any plans, calculations, drawings, documents, materials, plant, know-how and other information relating to the Works shall be vested in the Contractor, the Contractor grants to the Employer his successors and assigns a royalty free, non-exclusive and irrevocable licence (carrying the right to grant sub-licences) to use and reproduce any of the works designs or inventions incorporated and referred to in such documents or materials and any such know-how and information for all purposes relating to the Works or the Mass Rapid Transport System – Phase Two including without limitation the design, execute, complete, test and commission (including Integrated Testing and Commissioning) reinstatement, extension and the remedy of any defect in the Works. To the extent that beneficial ownership of any such copyright or other intellectual property rights is vested in anyone other than the Contractor, the Contractor shall use best endeavours to procure that the beneficial owner thereof shall grant a like licence to the Employer. For the avoidance of doubt, any such licence granted shall not be determined if the Contractor shall for any reason cease to be employed in connection with the Works.
4. The provisions of this Warranty shall be without prejudice to and shall not be deemed or construed so as to limit or exclude any rights or remedies which the Employer may have against the Contractor, whether in tort or otherwise.
5. Nothing contained in this Warranty shall vary or affect the Contractor's rights and obligations under the Contract.
6. The address for service of all documents arising out of or in connection with this Warranty shall be:-
  - (a) upon the Employer at [ ] India. [Note 4]
  - (b) upon the Contractor at [ ] India. [Note 4]
7. The Employer and the Contractor may change their respective nominated addresses to another address in India but only by prior written notice to each other. All notices must be in writing.
8. This Warranty shall be governed by and construed according to the laws for the time being in force in India.
9. (1) Any dispute or difference of any kind whatsoever between the Employer and the Contractor arising under out of or in connection with this Warranty shall be referred to arbitration in accordance with the Conciliation and Arbitration rules set out in the General Conditions of Contract. "Dispute" as defined in the Contract shall be deemed to include any such dispute or difference between the Employer and Contractor.

## General Conditions of Contract (GCC)

- (2) In the event that the Employer is of the opinion that the issues in such a dispute or difference will or may touch upon or concern a dispute or difference arising under out of or in connection with the Contract ("the Contract Dispute") then provided that an arbitrator has not already been appointed pursuant to Clause 9(1), the Employer may by notice in writing to the Contractor require and the Contractor shall be deemed to have consented to the referral of such dispute or difference to the arbitrator to whom the Contract Dispute has been or will be referred.
- (3) Save as expressly otherwise provided, the arbitrator shall have full power to open up, review and revise any decision, opinion, instruction, notice, order, direction, withholding of approval or consent, determination, certificate, statement of objections relating to the dispute.
- (4) Subject to the foregoing provisions of this clause 9, the Employer and the Contractor shall submit to the jurisdiction of the Courts of India at Jaipur.

**IN WITNESS** whereof, this Warranty has been executed as a deed on the date written at the head hereof.

THE COMMON SEAL of

[.....]

was affixed hereto in the  
presence of:-

Notes (for preparation of and not inclusion in the engrossment of this Warranty)

- (1) If the Contractor comprises more than one company, each such company shall be a party and liability under this warranty will be joint and several, with consequential grammatical changes.
- (2) If Note 1 applies, that fact and the joint venture or other relevant agreement must be recited.
- (3) Delete if Note 1 does not apply.
- (4) The address for service shall be in India.



**JAIPUR METRO RAIL CORPORATION LIMITED**

# **SAFETY, HEALTH AND ENVIRONMENT (SHE) MANUAL**

CONDITIONS OF CONTRACT ON  
SAFETY, HEALTH AND ENVIRONMENT  
(NOVEMBER 2013)





## Safety, Health and Environment (SHE) Manual

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## **PART – I : SHE MANAGEMENT**



### 1.0 General

#### 1.1 Scope

- 1.1.1 This document defines the principal requirements of the Employer on Safety, Health and Environment (SHE) associated with the contractor / sub-contractor and any other agency to be practiced at construction worksites at all time.

#### 1.2 Definition / languages

##### 1.2.1 In this document

- i) The use of 'shall' indicates a mandatory requirement.
- ii) The use of 'should' indicates a guideline that is strongly recommended.
- iii) The use of 'may' indicates a guideline that is to be considered.
- iv) 'SHE' means Safety, Health and Environment.
- v) **"Employer"** means JAIPUR METRO RAIL CORPORATION LIMITED (JMRC), its legal successors and assignees
- vi) **"Designer"** means the Contractor, or part of the group forming the contractor, person, firm or company or group of companies, or any replacement, carrying out the Design of Works or part thereof.
- vii) Chief Safety Officer means an officer nominated by JMRC who is overall responsible for monitoring all SHE functions prescribed in this document.
- viii) BOCWA means Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996
- ix) BOCWR means Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Central Rules, 1998
- x) RBOCWR means Rajasthan Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2009
- xi) CIIBC means Chief Inspector of Inspection of Building and Other Construction as appointed by Govt. of Rajasthan.

#### 1.3 Application of this document

- 1.3.1 This document applies to all aspects of the contractor's scope of work, including all aspects conducted by sub-contractors and all other agencies. There shall be no activity associated to the contract, which is exempted from the purview of this document.

#### 1.4 Purpose of this document

- 1.4.1 The objective of these guidelines is to ensure that adequate precautions are taken to avoid accidents, occupational illness and harmful effects on the environment during construction.

##### 1.4.2 This document:

- i) Describes the SHE interfaces between Employer and the Contractor.
- ii) Details the processes by which the contractor shall manage SHE issues while carrying out the work under the contract.
- iii) Describes by reference, the practices and procedures as given in the JMRC Project Safety, Health & Environment manual for best SHE performance.



- 1.4.3 These requirements shall be read together with JMRC Project SHE Manual, OHSAS 18001-1999, Occupational Health and Safety Management System and ISO 14001: 2004 Environmental Management Systems. Definition of key terms used in these requirements related to OHSAS 18001 and ISO 14001 standard are found in JMRC's Project SHE Manual.

## 2.0 'SHE' Targets and Goals

- 2.1 The SHE targets, goals and aim for the Works are to achieve:
- i) Zero total recordable injuries.
  - ii) Zero reportable environmental incidents
  - iii) All personnel inducted in accordance with the approved contractor SHE plan
  - iv) Total compliance of conducting inspections and audits as per approved SHE plan
  - v) 100% incident recording and reporting
  - vi) 100% adherence of usage of appropriate PPEs at work.
  - vii) Executing construction work with least disturbance to the environment, adjoining road users and traffic.

## 3.0 Compliance

### 3.1 Memorandum of Understanding (MOU)

- 3.1.1 A Memorandum of Understanding placed at **Appendix No.: 1** shall be executed before the award of contract by the contractor with regard to various provisions on Safety, Health and Environment to be practiced during the construction work.

### 3.2 JMRC's SHE Policy and Management Systems

- 3.2.1 The construction works shall be undertaken in accordance with JMRC's SHE Policy and Management Systems as amended from time to time provided in Project SHE Manual.

### 3.3 Indian statutory requirements

#### 3.3.1 Primary statutory regulations

- 3.3.1.1 **Contractor shall develop thorough understanding about Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act 1996, Central Rules 1998, Rajasthan BOCW Rules 2009, Building and Other Construction Workers' Welfare Cess Act, 1996 and Central Rules, 1998 and Rajasthan Building Construction Workers' Welfare Board Rules, not only to satisfy the Inspectors' perspective but the use of legislation as the strong tool for effective SHE management at construction worksites. Contractor is strongly advised to practice the principle of voluntary compliance.**

- 3.3.1.2 In order to facilitate the contractor for better understanding on the various provisions of the above Act and Rajasthan Govt. Rules, a tabulated information highlighting the Sections/Rules referring to the corresponding registration of contractors, maintenance of registers and records, hours of work and wages, welfare, medical facilities and safety requirements are given in **Appendix No.: 2**. It is an indicative one and not a limiting list.



3.3.2 In addition, the construction works shall be undertaken in accordance with all applicable legislation including amendment made hereunder and Indian statutory requirements listed below but not limiting to:

- i) The Metro Railways (Construction of Works) Act 1978 and rules made thereunder
- ii) The Metro Railways (Operation and Maintenance) Act 2002 and rules made thereunder
- iii) The Electricity Act 2003 and The Indian Electricity Rules 1956
- iv) National Building Code, 2005
- v) The Factories Act, 1948, Rajasthan Factories Rules 1951.
- vi) Motor Vehicles Act as amended in 1994 and The Central Motor Vehicles Rules, 1989.
- vii) Indian Road Congress Code IRC: SP: 55-2001 'Guidelines on Safety In Road Construction Zones.
- viii) The Petroleum Act, 1934 and Rules 2002
- ix) Gas Cylinder Rules, 2004
- x) Indian Explosives Act. 1884, along with the Explosives substance Act 1908 and the Explosives Rules 1983
- xi) The (Indian) Boilers Act, 1923, Rajasthan Boiler Rules, 1954
- xii) The Public Liability Insurance Act 1991 and Rules 1991
- xiii) Minimum Wages Act, 1948 and Rules 1950
- xiv) Contract Labour Act, 1970 and Rules 1971
- xv) Child Labour (Prohibitions & Regulations) Act, 1986 and Rules 1988
- xvi) Environment Protection Act, 1986 and Rules 1986
- xvii) Air (Prevention and control of Pollution) Act, 1981 and Rules 1982
- xviii) Water (Prevention and Control of Pollution) Act, 1974 and Rules 1975
- xix) The Noise Pollution (Regulation & Control) Rules, 2000
- xx) Notification on Control of Noise from Diesel Generator (DG) sets, 2002
- xxi) Recycled Plastic Usage Rules, 1998
- xxii) Notification, Central Ground Water Board, Act January 1997
- xxiii) Manufacture, Storage & Import of Hazardous Chemicals Rules, 1989
- xxiv) The Hazardous Waste (Management & Handling) Rules, 1989
- xxv) Hazardous Waste Management Rules 1989 (amended 1999)
- xxvi) The Bonded Labour System (Abolition) Act, 1976 and Rules 1976
- xxvii) Batteries (Management and Handling) Rules, 2012
- xxviii) Fly ash utilization notification, Sept 1999 as amended in August 2003

3.3.3 The Employee's Compensation Act, 1923 along with allied Rules

**3.3.3.1 The contractor shall ensure that all his employees / workmen are covered under 'Employee Compensation Act' and shall pay compensation to his workmen as and when the eventuality for the same arises.**

3.3.4 Notwithstanding the above Act/Rules, there is nothing in those to exempt the contractor from the purview of any other Act or Rule in Republic of India for the safety of men and materials.

3.3.5 If the requirements stated in this document are less stringent than or in conflict with the country's applicable legislation, the latter shall apply.



- 3.4 International Standards, Guidelines & ISO Certifications
- 3.4.1 The works should be undertaken in accordance with the applicable international guidelines, standards and specifications on SHE and every contract shall aim to achieve ISO certifications listed below during the currency of the contract:
- OHSAS 18001-1999 : Occupational Health and Safety Management System.  
ISO 14001-2004 : Environmental Management Systems.
- 3.4.2 The process of certification shall start immediately after the award of the work and complete within reasonable time. Towards this, the contractor shall undertake the required steps including appointment of ISO consultant for obtaining the certification on Occupational Health and Safety Management System and Environment Management System.
- 3.4.3 **In case of failure on the part of the contractor, the Employer at the cost of the contractor shall do the same.**
- 4.0 Contractor SHE Policy and Plan**
- 4.1 The contractor as per Section 39 of the BOCW Act shall formulate a SHE policy and get it approved by DG/CIIBC respectively and display it at conspicuous places at work sites in Hindi and a local language understood by the majority of construction workers.
- 4.2 Within 4 weeks of the notification of acceptance of the tender, the Contractor shall submit a detailed and comprehensive Contract specific SHE Plan. The SHE Plan shall include detailed policies, procedures and regulations which, when implemented, will ensure compliance of the contract provisions. The SHE Plan shall include the following but not be restricted to:
- i) A statement of the Contractor's policy, organisation and arrangements for SHE
  - ii) The name(s) and experience of person(s) within the Contractor's proposed management who shall be responsible for co-ordinating and monitoring the Contractor's SHE performance;
  - iii) The number of SHE staff who shall be employed on the Works, their responsibilities, authority and line of communication with the proposed Contractor's agent;
  - iv) A statement of the Contractor's policy and procedures for identifying and estimating hazards, and the measures for addressing the same;
  - v) A list of SHE hazards anticipated for this Contract and sufficient information to demonstrate the Contractor's proposals for achieving effective and efficient health and safety procedures;
  - vi) A description of the SHE training courses and emergency drills which shall be provided by the Contractor, with an outline of the syllabus to be followed;
  - vii) Details of the safety equipment which shall be provided by the Contractor, including personal protective equipment;
  - viii) A statement of the Contractor's policy and procedures for ensuring that Contractor's Equipment used on the Project Site are maintained in a safe condition and are operated in a safe manner;
  - ix) A statement of the Contractor's policy and procedures for ensuring that sub-contractors comply with the Contractor's safety plan;
  - x) A statement of the Contractor's disciplinary procedures with respect to SHE related matters, and



- xi) A statement of the Contractor's procedure for reporting and investigating accidents, dangerous occurrences or occupational illnesses
- 4.3 The Contractor shall, from time to time and as necessary are required by the Employer to produce supplements to the SHE Plan such that it is at all times a detailed, comprehensive and contemporaneous statement by the Contractor of his site safety, industrial health and environment obligations, responsibilities, policies and procedures relating to work on Site. Any and all submissions of supplements to the SHE Plan shall be made to the Employer in accordance with the agreed procedures.
- 4.4 If at any time the SHE plan is, in the Employer's opinion, insufficient or requires revision or modification to ensure the security of the Works and the safety of all workmen upon and visitors to the Site, the Employer may instruct the Contractor to revise the SHE plan and the Contractor shall within 7 days submit the revised plan to the Employer for review.
- 4.5 Any omissions, inconsistencies and errors in the SHE Plan or the Employer's acceptance or rejection of the SHE Plan and/or supplements thereto shall be without prejudice to the Contractor's obligations with respect to site safety, industrial health and environment and shall not excuse any failure by the contractor to adopt proper and recognised safety practices throughout the execution of the Work.
- 4.6 The Contractor shall adhere to the SHE Plan and shall ensure, as far as practically possible, that all sub-contractors of all tiers require that contracting parties each have a copy of the Site SHE Plan and comply with its provisions.
- 4.7 The details of contents to be covered in the site SHE plan are given in **Appendix No.: 3**

## **5.0 Designer's role**

### **5.0 Designer's role in Safety, Health and Environment**

- 5.1 Designer's primary role includes to minimise the risk to health and safety of those who are going to construct, maintain, clean, repair, dismantle or demolish the structures and any one else like adjoining road users/general public, who might be affected by the work.
- 5.2 General philosophy
  - 5.2.1 When considering health and safety in designer's work, they shall be expected to do what is reasonable at the time the design is prepared. It may be possible for hazards, which cannot be addressed at the feasibility stage to be looked at during detailed design. In deciding what is reasonably practicable, the risk to health and safety produced by a feature of the design has to be weighed against the cost of excluding the feature. The overall design process does not need to be dominated by a concern to avoid all risks during the construction phase and maintenance. However, a judgement has to be made by weighing up one consideration against another so the cost is counted not just in financial terms, but also those of fitness for purpose, aesthetics, buildability or environmental impact. By applying these principles, it may be possible to make decisions at the design stage, which will avoid or reduce risks during construction work. In many cases, the large number of design considerations will allow a number of equally valid design solutions. What is important is the approach to the solutions of design problems. This should involve a proper exercise of judgement, which takes account of health and safety issues.
- 5.3 Hierarchy of Risk Control



- 5.3.1 Designers shall need, so far as reasonably practicable, to avoid or reduce risks by applying a series of steps known as the hierarchy of risk control or principles of prevention and protection. The steps to be adopted shall include the following:
- i) consider if the hazard can be prevented from arising so that the risk can be avoided (eg, alter the design to avoid the risk);
  - ii) if this cannot be achieved, the risk should be combated at source (eg, ensure the design details of items to be lifted include attachment points for lifting);
  - iii) failing this, priority should be given to measures to control the risk that will protect all people;
  - iv) only as a last resort should measures to control risk by means of personal protection be assumed (eg, use of safety harnesses).

5.4 Duty to provide health and safety risks in the drawing itself

- 5.4.1 In case of situations where the designers have carried out the design work and concluded that there are risks, which was not reasonably practicable to avoid, detailed information shall be given about the health and safety risks, which remain. This information needs to be included with the design to alert others to the risks, which they cannot reasonably be expected to know. This is essential for the parties who have to use the design information.

- 5.4.2 If the designers' basic design assumptions affect health or safety, or health and safety risks are not obvious from the standard design document, the designer shall provide additional information. The information shall include a broad indication of the assumptions about the precautions for dealing with the risks. The information will need to be conveyed in a clear manner; it shall be included on drawings, in written specifications or outline method statements. The level of detail to be recorded will be determined by the nature of the hazards involved and the associated level of risk.

5.5 Employer's approval

- 5.5.1 Every structure like scaffold, false work, launching girder, earth retaining structures etc. shall have its design calculations included in the method statements in addition to health and safety risks. Employers' designer or his approved proof check consultants as applicable as per the contract conditions shall approve all these designs.

- 5.6 Any non-standard structures like trestles made up of re-bars or structures which are very old, corroded, repaired for many times etc. for which no design calculations can be made accurately from any national standards, shall not be allowed to be used at sites even for short duration.

- 5.7 If any of the above mentioned clauses are not adhered to, penalty shall be imposed depending upon the gravity of the unsafe act and/or condition.

**6.0 Contractor SHE Organisation**

6.1 Education and Experience

- 6.1.1 The contractor shall appoint the required SHE personnel as prescribed in General Instruction **JMRC/SHE/GI/001** (enclosed at the end) based upon the statutory requirement and establish the safety organisation based upon the contract value. The minimum educational qualification and the work experience are given in General Instruction **JMRC/SHE/GI/002**.





- 6.1.2      **In order to effectively interact on labour welfare matters with the Employer and the statutory authorities enforcing the labour welfare legislations every contractor shall employ a full time Labour Welfare Officer duly qualified and experienced as per Clause 6.1.1.**
- 6.2          Conduct and competency
- 6.2.1      The conduct and functioning of the contractor SHE personnel shall be monitored by the Employer. Any default or deficiency shall attract penalty as per details given under penalty clause 56.0 of this document.
- 6.2.2      The Contractor shall ensure that all personnel are competent to perform the job assigned to them. In the event that the Contractor is unable to demonstrate the competency of any person whose activities can directly impact on the Works' SHE performance, the Employer shall remove that person from the site without any procedural formalities.
- 6.3          Approval from Employer
- 6.3.1      The name, address, educational qualification, work experience and health condition of each personnel deployed for SHE jobs shall be submitted to the Employer in the format prescribed for the purpose for comments and approval well before the start of the work. Only on approval by the Employer these personnel are authorised to work. In case any of the SHE personnel leaves the contractor the same shall be intimated to the Employer. The contractor shall recruit new personnel and fill up the vacancy.
- 6.4          **Responsibility of SHE personnel**
- 6.4.1      **For all works carried out by the contractor and his sub-contractors, the responsibility of ensuring the required SHE manpower lies with the main contractor only. The minimum required manpower indicated by the Employer includes the sub-contractors' work also. It shall be the responsibility of the main contractor to provide required SHE manpower for all the works executed by all contractors. Necessary conditions shall be included in all sub-contract documents executed by the main contractor.**
- 6.5          Employment status of SHE personnel
- 6.5.1      No contractor shall engage SHE manpower from any outsourcing agencies in which case the effectiveness would be lost. All SHE manpower shall be on the payroll of the main contractor only and not on the payroll of any subcontractor or outsourcing manpower agencies etc. This condition does not apply to positions like traffic marshals who are engaged almost on a daily requirement basis.
- 6.6          Reporting of SHE personnel
- 6.6.1      All SHE personnel are to report to the Chief SHE Manager who shall report directly to the Chief Project Manager. The Employer shall monitor adherence to this procedure at all times. In case of non-adherence penalty shall be levied as indicated in the penalty clause.
- 6.7          **Inadequate SHE personnel**



- 6.7.1 In case if the contractor fail to provide the minimum required manpower as illustrated in General Instruction JMRC/SHE/GI/001, or fail to fill up vacancies created within 14 days, the same shall be provided by the Employer at contractor's cost. Any administrative expenses involved to provide the same like paper advertisement or manpower consultant charges, etc shall also be at the cost of contractor.
- 6.8 Prohibition of performance of other duties
- 6.8.1 As per Schedule VI of RBOCWR no SHE personnel shall be required or permitted to do any work which is unconnected to, inconsistent with or detrimental to the performance of the SHE duties for respective category mentioned in General Information JMRC/SHE/GI/001
- 6.9 Facilities to be provided to SHE personnel
- 6.9.1 As per schedule VIII of BOCWR, the contractor shall provide all SHE personnel with such facilities, equipment and information that are necessary to enable him to dispatch his duties effectively.
- 6.9.2 The minimum Employer's requirements of such facilities / equipments to be provided for SHE personnel are given in the General Instruction JMRC/SHE/GI/003.
- 7.0 Contractor SHE Committee**
- 7.1 All employees should be able to participate in the making and monitoring of arrangements for safety, industrial health and environment at their place of work. The establishment of site SHE committees in which employees and Contractor and sub-contractor management are represented can increase the involvement and commitment of employees. The contractor shall ensure the formation and monitor the functioning of contractor SHE committees.
- 7.2 Terms of Reference
- 7.2.1 The Terms of Reference for the committee shall be as follows;
- i) To establish company safety policies and practices
  - ii) To monitor the adequacy of the contractor's site SHE plan and ensure its implementation
  - iii) To review SHE training
  - iv) To review the contractor's monthly SHE report.
  - v) To identify probable causes of accident and unsafe practices in building or other construction work and to suggest remedial measures.
  - vi) To stimulate interest of Employer and building workers in safety by organizing safety week, safety competition, talks and film-shows on safety, preparing posters or taking similar other measures as and when required or as necessary.
  - vii) To go round the construction site with a view to check unsafe practices and detect unsafe conditions and to recommend remedial measures for their rectifications including first-aid medical and welfare facilities.
  - viii) Committee team members should perform a site inspection before every committee meetings and to monitor SHE inspection reports.
  - ix) To bring to the notice of the Employer the hazards associated with use, handling and maintenance of the equipment used during the course of building and other construction work



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- x) To suggest measures for improving welfare amenities in the construction site and other miscellaneous aspect of safety, health and welfare in building or other construction work.
- xi) To look into the health hazards associated with handling different types of explosives, chemicals and other construction materials and to suggest remedial measures including personal protective equipment.
- xii) To review the last safety committee meeting minutes and to take action against persons/sub-contractors for non-compliance if any.

7.3 Within 14 days of award of contract, the SHE committee shall be constituted and notification regarding the same shall be communicated to the members and employees as per the format provided in **Form No.: SF 001**

7.4 Site SHE Committee meeting shall be conducted at least once in a **month** with the minimum members listed below:

Chairman	Project Manager
Secretary	SHE Manager (In-charge)
Members	<ul style="list-style-type: none"><li>i) Labour Welfare Officer</li><li>ii) In charge of plant and machinery</li><li>iii) In charge of site electrics</li><li>iv) In charge of stores.</li><li>v) Senior Managers/ Engineers heading different sub functions.</li><li>vi) Sub – contractor's representative</li><li>vii) Labour Contractor's representative</li><li>viii) Workers' representative</li><li>ix) Co-contractor representative.</li><li>x) SHE staffs</li></ul>
Employer's Representatives	JMRC SHE in charge and other representatives

7.5 Construction SHE Committee meeting shall be conducted at least once in a **week** with the minimum members listed below:

Chairman	Project Manager
Secretary	SHE Manager (In-charge)
Members	<ul style="list-style-type: none"><li>i) Labour Welfare Officer</li><li>ii) In charge of plant and machinery</li><li>iii) In-charge of site electrics</li><li>iv) Senior Managers / Engineers heading different sub functions</li><li>v) Sub- Contractor's representative</li><li>vi) Labour contractor's representative</li><li>vii) Workers' representatives</li><li>viii) All SHE Staffs</li></ul>



- 7.6 Co-contractors' participation
- 7.6.1 In case of depot, station and other contiguous areas where more than one main contractors are working together, the Employer shall instruct the other contractors to join for the monthly SHE committee meeting of the main civil contractor, so as to discuss and decide about the common provision of security, lighting, toilet, drinking water etc. and sharing the maintenance cost of the same etc.
- 7.6.2 **The general principle for sharing the cost shall be either based on the contract value of works executed at the contiguous area or the daily average number of workmen employed by each contractor in the contiguous area.**
- 7.7 Minimum time between two monthly SHE Committee meetings
- 7.7.1 A minimum period of **21 days** shall be maintained between any two SHE monthly committee meetings.
- 7.8 **Agenda**
- 7.8.1 The Secretary shall circulate the agenda of the meeting at least seven working days in advance of the scheduled date of the meeting to all members.
- 7.8.2 The agenda should broadly cover the following:
- i) Confirmation of minutes
  - ii) Chairman's review/overview of site SHE performance / condition
  - iii) Previous month SHE statistics
  - iv) Incident and Accident Investigation / dangerous occurrence / near miss report
  - v) Site SHE inspection
  - vi) Sub-contractors' SHE issues
  - vii) Safety presentation by Members
  - viii) Report from Employer
  - ix) Matters arising
  - x) Any other business
- 7.9 Minutes of the meeting
- 7.9.1 The Minutes of the meeting shall be prepared as per the format provided at **Form No.: SF-002** and sent to all members within 2 working days preferably by mail/fax followed by hardcopy. Safety Committee meeting minutes shall also be displayed in the notice board for wider publicity to all concerned.
- 7.10 **Disciplinary Action**
- 7.10.1 The chairman shall inform the members of any outstanding issues in the meeting and in case of repeated offence/ non-compliance by some members or other co/sub contractors and propose suitable disciplinary action including provisions of monetary penalty as per the relevant contract clauses, the Employer shall ensure that the same is implemented.



**8.0 ID Card and First day at work, SHE orientation training**

- 8.1 The Contractor shall ensure that all personnel working at the site receive an induction SHE training explaining the nature of the work, the hazards that may be encountered during the site work and the particular hazards attached to their own function within the operation. The training shall cover the contents as given in the General Instruction **JMRC/SHE/GI/004.**
- 8.2 **All personnel shall be issued a photo identity card of size 85mm x 55mm duly signed by the authorized representative of the contractor before they are engaged for any work as per the format given in the General Instruction **JMRC/SHE/GI/005.****
- 8.3 Contractor shall also issue a personnel SHE handbook in a language known to the workers, which provides information on SHE and emergency procedures that all personnel working on contract are required to know and the need to follow. Contractor shall ensure that this is distributed and its content introduced to all personnel working at the site.

**9.0 SHE Training**

- 9.1 The behaviour of people at all levels of the contractor is critical for SHE performance.
- 9.2 The contractor shall organise quality SHE training to engage Managers, supervisors and other personnel in behavioural change and improve safety performance.
- 9.3 The Contractor shall analyse the training requirements for all the employees and initiate a training program to demonstrate that all persons employed, including subcontractors, are suitably qualified, competent and fit. This will include:
- i) Detailed Job descriptions for all personnel, to include their specific SHE responsibilities
  - ii) Specification of qualifications, competency and training requirements for all personnel
  - iii) Assessment and recording of training needs for all personnel, including subcontractors' employees in the workforce, vendor representatives and site visitors
  - iv) A system for assessing new hirers e.g. previous training
  - v) A means of confirming that the system is effective
  - vi) A matrix and schedule of training requirements, covering general, task-specific and SHE-related training, showing the training frequency and interval between refresher courses
  - vii) Timely, competent delivery of training courses
- 9.4 The contractor shall arrange behavioural-based training programmes for all the executives to identify, recognise and eliminate unsafe act and unsafe conditions.
- 9.5 The minimum Employer's requirement of training needs for various categories of employees are given in general instruction **JMRC/SHE/GI/006**
- 9.6 The contents of SHE training to Managers/Supervisors as given in general instruction **JMRC/SHE/GI/007** shall be conducted.
- 9.7 **The refresher-training programme to all employees shall be conducted once in six months.**



- 9.8      **Toolbox talk as given in the Employer's Project SHE manual shall be conducted to all high-risk workmen everyday.**
- 9.9      **On-the spot practical skill development training on height safety including scaffold safety, crane safety, welding safety, electrical safety, traffic safety for marshals shall also be conducted to all foremen/ workmen who were associated to the concerned jobs.**
- 9.10     **Daily Safety Oath as given in Project SHE manual shall be taken by every employee including workman without fail.**
- 9.11     **All vehicle drivers including Hydra operators shall be trained on defensive driving at any Government authorized Institute or Maruti Institute of Driver Training and Research at Wazirabad Road, Adjoining Loni Road Flyover, Delhi-110094. All vehicle drivers shall also undergo refresher training on defensive driving provided by the same institute once in 6 months.**
- 9.12     All the above listed training programmes except at Clause **9.11** shall be organised by the contractor only after taking approval from the Employer for the training faculty / organisation, content and durations.
- 9.13     **In case of failure on the part of the contractor to provide all the above-mentioned training programs to all employees in time, the same shall be provided by the Employer through accredited agencies if required by formulating a common scheme to all contractors. Any administrative expenses and training fee towards the same shall be at the cost of the contractor.**
- 10.0      SHE Inspection**
- 10.1     The contractor shall evolve and administer a system of conducting SHE inspections and other risk management analysis on a periodical basis.
- 10.2     The purpose of SHE inspection is to identify any variation in construction activities and operations, machineries, plant and equipment and processes against the SHE Plan and its supplementary procedures and programs.
- 10.3     Following SHE inspections program shall be adopted.
- i)      Planned General Inspection
  - ii)     Routine Inspection
  - iii)    Specific Inspection
  - iv)    Other Inspection
- 10.3.1    Planned General Inspection
- 10.3.1.1   Planned general inspections are performed at predetermined intervals and it usually involves the representation from both Contractor and the Employer.
- 10.3.1.2   Inspections that will be classified under this inspection program are:
- i)      Monthly contractor and subcontractors site safety committee Inspection.
  - ii)     Weekly safety inspection by construction supervisors (Contractors and Sub-contractors).



- iii) Daily safety inspection by contractor site SHE team.

### 10.3.2 Routine Inspection

- 10.3.2.1 Routine inspections are often referring to the inspection of work site, equipment and temporary structures performed by site and equipment operators and temporary structure erectors.

Inspections that will be classified under this inspection program are:

- i) Daily Inspection of plant and equipment by operator
- ii) Weekly Inspection of scaffold by scaffolding supervisor
- iii) Monthly Inspection of electrical hand tools by competent electrical supervisor
- iv) Quarterly Inspection of temporary electrical systems by competent electrical supervisor
- v) Half-yearly inspection of lifting machinery, lifting appliances, equipment and gears by Govt. approved competent person.

- 10.3.2.2 The list mentioned above is not exhaustive. Contractor may add additional categories. Contractors' Site SHE Manager will ensure that a system of routine inspections are carried out periodically to all plants, equipment, powered tools and any other temporary structures that will pose a hazard to operators and workmen.

### 10.3.3 Specific Inspection

- 10.3.3.1 Specific inspections are performed on activities without a predetermined date. Competent supervisors usually perform inspections for ensuring an activity whether it is executed in accordance to a general set of rules; method statement submitted or developed procedures.

The following are examples that will be commonly performed as required on the construction site:

- i) Inspection performed before a heavy lifting operation.
- ii) Inspection performed before and after the entry of person into a confined space.
- iii) Inspection performed before and after a welding and gas cutting operation.
- iv) Inspection of formwork before concreting by formwork erector.

The list mentioned above is not exhaustive. The contractor shall ensure that a competent supervisor inspects all high-risk processes and activities.

### 10.3.4 Other Inspection

Other inspections includes the following:

- i) Mandatory Inspections by Labour Department of Government.
- ii) JMRC site SHE management team

- 10.3.5 The contractor shall prepare all required safety inspection checklist for all activity operations and equipment. Checklists will be prepared based on the Indian standards, rules and regulations and Employer's requirements. The formats provided in the Project SHE manual may be referred.

- 10.3.6 All inspection records and reports will be properly kept and filed for audit purpose. Inspection reports of Planned General Inspection and Routine Inspection will be used for discussion during Safety Committee Meetings.



### 11.0 SHE Audit

#### 11.1 General

11.1.1 The purpose and scope of SHE audit is to assess potential risk, liabilities and the degree of compliance of construction Safety, Health & Environmental plan and its supplementary procedures and programs against applicable and current SHE legislation regulations and requirements of the employer.

11.1.2 Project Manager holds the ultimate responsibility in ensuring implementation of SHE audit program during the construction work.

#### 11.2 Monthly Audit Rating Score (M A R S)

11.2.1 **Monthly Audit Rating Score (MARS) will be performed once in a month. A team consisting of Project manager and Employer representative based on the pre-designed score-rating format will conduct it. The details of the pre-designed monthly audit score rating formats are given in the Project SHE manual.**

11.2.2 This Monthly SHE Audit Rating Score (MARS) report will enable the Employer to evaluate the general compliance by the Contractor with the Conditions of Contract, the Employer's Project SHE Manual and the Contractor's site specific SHE Plan.

11.2.3 Monthly Audits will be conducted in accordance with JMRC Guidelines. The Project Manager accompanied by the Employer's representatives shall carry out the Audit. The Contractor's senior manager and SHE in-charge should also be invited to attend.

#### 11.2.4 Timing

The Monthly Audit Rating Score (MARS) should be conducted at least 7 days prior to the scheduled date of Monthly SHE Committee meeting.

#### 11.2.5 Evaluation

11.2.5.1 The numerical scoring has been weighed on a 1-10 scale. The audit team will use their observations noted in evaluating the points to be awarded against each of the elements of the audited section. Wherever some topics and sub-topics are not applicable the score rating need not be given. The overall audit ratings shall be achieved by:

$$\text{Overall Audit rating} = \frac{\text{Actual Score Achieved}}{\text{Maximum Possible Score}} \times 100$$

11.2.5.2 The criticality of the required actions for the respective sections of the Audit will be classified as:

Sl. No.	Score	Description	Action
1	< 60%	Immediate	Require Contractor to rectify within 24 hours and confirm in writing to Employer
2	< 75%	Improvement Necessary	Contractor rectification within 7 days and





			confirmed in writing to Employer
3	< 90%	Improvement Desirable	Contractor rectification within one month and confirmed in writing to Employer

### 11.2.6 Report

A copy of each Audit Report will be sent to Employer and to all subcontractors, with whom it will then be discussed in detail at the Monthly SHE Committee Meeting in order to ensure that any corrective actions are agreed upon.

### 11.3 Monthly Electrical Safety Audit

#### 11.3.1 A team comprising of contractor's senior SHE (Electrical) engineer and Employer's representative shall conduct monthly electrical safety audit covering the following and submit the report to Employer.

- i) Electrical accidents investigation findings and remedy
- ii) Adequacy of power generation and power requirements
- iii) Power distribution and transmission system in place
- iv) Updated electrical single line diagram showing the current condition of power source and distribution including the IP44 DBs arrangement.
- v) Electrical protection devices – selection, installation and maintenance.
- vi) Earth or ground connection and earth pit maintenance details
- vii) Education and training of electrical personnel undertaken
- viii) Routine electrical inspection details
- ix) Electrical maintenance system and register.
- x) Name plate details of major electrical equipment
- xi) Classified zones in the site, if any.

### 11.4 External SHE Audit

#### 11.4.1 External SHE audits are to be conducted by external agencies that are competent with ISO qualified auditors with the prior approval of the Employer.

#### 11.4.2 Areas of competence of Audit team

##### 11.4.2.1 Practical understanding of BOCW Act and Rules, statutory requirements on health/medical and welfare of workmen, construction hazards and its prevention and control, traffic management, electrical safety, rigging, safety of construction equipment and environment management.

##### 11.4.2.2 Audit shall be conducted as per the guidelines of ISO, ILO, and national standards. Audit report shall also be presented as per the above formats.

#### 11.4.3 External SHE audit shall be conducted on a quarterly basis throughout the currency of the contract.

#### 11.4.4 Targets of SHE Audit:

The contents and coverage of the external audit shall include the following items



**11.4.4.1 SHE management:**

- i) Organization
- ii) Communication and Motivation
- iii) Time office
- iv) Inspection
- v) Emergency preparedness
- vi) Budget allocation
- vii) Education and Training
- viii) Work permit system

**11.4.4.2 Technical:**

- i) Building and Structure
- ii) Construction operational safety
- iii) Material safety
- iv) Hand tools and Power tools
- v) Electrical system
- vi) Safety Appliances
- vii) Fire prevention and control
- viii) Housekeeping
- ix) Maintenance and Machinery safety
- x) First-aid and Medical Facilities
- xi) Welfare measures
- xii) Environmental Management

**11.4.5 Audit Documents:**

11.4.5.1 Contractor shall make the below listed documents available for the review by the Audit team.

- i) **SHE policy**
- ii) **SHE manual**
- iii) **SHE Rules and Regulation**
- iv) **SHE organization chart**
- v) **Annual SHE objectives / programs**
- vi) **Accident / near miss statistics and analysis**
- vii) **SHE Training program / records for all personnel**
- viii) **Operating manuals and maintenance manual of all equipments**
- ix) **Safe worthiness certificates of all lifting appliances and gears**
- x) **Medical fitness record for all personnel**
- xi) **Risk identification, assessment and control details**
- xii) **Environmental management reports**
- xiii) **Emergency management records including mock drill**

**11.4.6 Audit Preparation:**



- i) Audit team members are required to gather information by observations through interviews and by checks of hardware and documentation.
- ii) Audit team shall prepare checklist to cover all parts based on SHE legislations rules and regulations and JMRC requirements.
- iii) Audit team members shall verify the facts and findings leading to the identified gaps and weakness.
- iv) Audit leader has overall responsibility for reaching a conclusion.

### 11.4.7 Reporting:

11.4.7.1 Audit report shall be prepared and directly sent to the Employer within 7 days of conducting the audit with a copy to the contractor.

### 11.4.8 Report contents:

- i) Executing summary - based on the finalized checklists as written the findings to the Employer by the audit team members, the audit leader will compile a concise and accurate summary of observations and findings.
- ii) Introduction - this will contain basic information regarding the facilities or organization audited, the specific audit dates (inclusion of those for preparation and post-audit activities).
- iii) Principal positive findings - This will contain the summary of positive aspects as observed by the auditors. It will also contain highlights of those issue, which may warrant dissemination as best practice regarding methodology used or achievement.
- iv) Audit Findings - All audit findings as detailed in the audit checklists shall be grouped together as priority 1 and 2 as detailed below in a separate listing.
  - a) Priority 1: Actions to rectify gaps or weakness should generally be implemented within two-weeks time, if risk potential is high or unacceptable.
  - b) Priority 2: Actions should be generally implemented or rectified with a maximum of 3 – 4 weeks, if not rectified would create a likelihood of minor injury or business loss.

### 11.4.9 Conformity Report & Action by Employer

11.4.9.1 The auditor shall inspect the site after 14 days of conducting initial audit for checking the adequacy of implementation of items maintained under priority 1 by the contractor and shall submit a conformity / non-conformity report to the Employer with a copy to the contractor.

11.4.9.2 The auditor shall again inspect after 28 days of conducting initial audit for checking the adequacy of implementation of items mentioned under priority 2 by the contractor and shall submit a conformity / non-conformity report to the Employer with a copy to the contractor.

11.4.9.3 In case of non-conformity of items mentioned by auditor, the Employer shall take necessary steps including stoppage of work and or imposing any penalty for getting the item implemented.

### 11.4.10 Failure of contractor to conduct External SHE Audit

11.4.10.1 **If the contractor fails to conduct the external SHE audit in time, the Employer at the cost of contractor shall get it done.**



## **12.0 SHE Communication**

- 12.1 The contractor shall take every effort to communicate the Safety, Occupational health and Environment management measures through posters campaigns / billboards / banners / glow signs being displayed around the work site as part of the effort to rise safety awareness amongst to the work force. Posters should be in Hindi, English and other suitable language deemed appropriate. Posters / billboards / banners/ glow signs should be changed at least once in a month to maintain the impact.
- 12.2 The contractor shall also observe important days as listed in General Instruction **JMRC/SHE/GI/008** and printing and displaying safety signage and posters as listed in General Instruction **JMRC/SHE/GI/009**.
- 12.3 The list indicated are the minimum requirements of the Employer and the contractor is encouraged to further the SHE communication activities by formulating suitable reward schemes for safety performers and any other activities, which deem fit for the purpose.

## **13.0 SHE Submittals to the Employer**

- 13.1 The contractor's SHE management should send the following reports to the Employer periodically:
- i) Daily Reporting of total no of workmen (as given in Clause **13.2**)
  - ii) Monthly SHE Report (as given in Clause **13.3**)
  - iii) SHE Committee Meeting Minutes (as given in Clause **7.9.1**)
  - iv) SHE Inspection Reports
  - v) SHE Audit Reports
    - a) Monthly Audit Rating Score (MARS) report
    - b) External SHE Audit
    - c) Electrical Safety Audit
  - vi) Air and Noise Quality monitoring report
- 13.2 **Daily Reporting of total no of workmen**
- 13.2.1 **The contractor shall report to the Employer the total no of workmen engaged by all including any subcontractor within 2 hours of starting of any shift in any day. This reporting shall be the primary duty of the Chief SHE Manager of the contractor and reporting shall be through tele-fax / email. The onus of checking the receipt of the same by the Employer lies with the contractor. If the information is not received or received more than 2 hrs after starting of the shift, penalty shall be levied as per relevant clause.**
- 13.3 Monthly SHE Report
- 13.3.1 The contractor shall prepare a monthly SHE report consisting of the following and submit 3 copies within 7<sup>th</sup> of next month to the Employer as specified in the Project SHE manual.
- i) Monthly man-hour details as specified in the Project SHE manual
  - ii) Monthly accident / incident details as specified in the Project SHE manual
  - iii) SHE committee details



- iv) Details of SHE training conducted in the month
- v) SHE Inspection
- vi) SHE internal audit details like electrical audit etc.
- vii) SHE Communication activities under taken in the month indicating the number of posters displayed and balance availability in stock.
- viii) Air quality / Noise monitoring details
- ix) Toolbox talks details
- x) PPE details: Quantity purchased, issued to the workmen and stock available.
- xi) Details on IP 44 panel boards, lighting poles, welding and cutting equipments, Ladders, Hoists, tools & tackles.
- xii) Monthly Lux meter study results
- xiii) Housekeeping
- xiv) Barricade maintenance details
- xv) No of critical excavations
- xvi) Health & Welfare activities
- xvii) Safety walk conducted by Contractors' Project Manager in the month
- xviii) SHE Activities Planned for next month

### 14.0 Accident reporting and investigation

#### 14.1 Reporting to Employer

**14.1.1 All accidents and dangerous occurrences shall immediately be informed verbally to the Employer. This will enable the Employer to reach to the scene of accident / dangerous occurrences to monitor/assist any rescue work and/or start conducting the investigation process so that the evidences are not lost.**

**14.1.2 Reports of all accidents (fatal / injury) and dangerous occurrences shall also be sent within 24 hours as per format provided in the Employer's Project SHE manual.**

**14.1.3 No accident / dangerous occurrences is exempted from reporting to the Employer.**

**14.1.4 Any wilful delay in verbal and written reporting to the Employer shall be penalised as per relevant clause.**

#### 14.2 Reporting to Government organisations

**14.2.1 In addition to the above verbal and written reporting to the Employer, as per Rule 210 of BOCWR, notice of any accident to a worker at the building or construction site that:**

- a) causes loss of life; or
- b) disables a worker from working for a period of 48 hours or more immediately following the accident;
- c) shall forthwith be sent by telegram, telephone, fax, or similar other means including special messenger within four hours in case of fatal accidents and 72 hours in case of other accidents, to:
  - i) the Regional Labour Commissioner (central), wherein the contractor has registered the firm/work
  - ii) the board with which the worker involved was registered as a beneficiary;



- iii) Director General and
- iv) the next of kin or other relative of the worker involved in the accident;

14.2.2 Further, notice of accident shall be sent in respect of an accident which

- (a) causes loss of life; or
- (b) disables the injured worker from work for more than 10 days to
  - i) the officer-in-charge of the nearest police station;
  - ii) the District Magistrate or, if the District Magistrate by order so desires, to
  - iii) the Sub-Divisional Magistrate

14.2.3 In case of an accident causing minor injury, first-aid shall be administered and the injured worker shall be immediately transferred to a hospital or other place for medical treatment.

14.2.4 Where any accident causing disablement that subsequently results in death, notice in writing of such death, shall be sent to the authorities mentioned in clause 14.2.1 and 14.2.2 above within 72 hours of such death.

14.2.5 Reporting of dangerous occurrences:

14.2.5.1 The following classes of dangerous occurrences shall be reported to the Inspector having jurisdiction, whether or not any disablement or death caused to the worker, namely:

- (a) collapse or failure of lifting appliances, or hoist, or conveyors, or similar equipment for handling of building or construction material or breakage or failure of rope, chain or loose gears; or overturning of cranes used in construction work;
- (b) falling of objects from height;
- (c) collapse or subsidence of soil, tunnel, pipe lines, any wall, floor, gallery, roof or any other part of any structure, launching girder, platform, staging, scaffolding or means of access including formwork;
- (d) explosion of receiver or vessel used for storage of pressure greater than atmospheric pressure, of any gas or gases or any liquid or solid used as building material;
- (e) fire and explosion causing damage to any place on construction site where building workers are employed;
- (f) spillage or leakage of any hazardous substance and damage to their container;
- (g) collapse, capsizing, toppling or collision of transport equipment;
- (h) leakage or release of harmful toxic gases at the construction site;

14.2.6 In case of failure of launching girder, lifting appliance, loose gear, hoist or building and other construction work, machinery and transport equipment at a construction site, such appliances, gear, hoist, machinery or equipment and the site of such occurrence shall, as far as practicable, be kept undisturbed until inspected by the Authorities;

14.2.7 Every notice given for fatal accidents or dangerous occurrences shall be followed by a written report to the concerned Authorities under Section 39 of BOCWA and the Director General in the specified Form XIV of BOCWR.

14.3 Accident investigation



**14.3.1 General**

14.3.1.1 Investigations should be conducted in an open and positive atmosphere that encourages the witnesses to talk freely. The primary objective is to ascertain the facts with a view to prevent future and possibly more serious occurrences

14.3.1.2 Accidents and Dangerous Occurrences which result in death, serious injury or serious damage must be investigated by the Contractor immediately to find out the cause of the accident/occurrence so that measures can be formulated to prevent any recurrence.

14.3.1.3 Near misses and minor accidents should also be investigated by the Contractor as soon as possible as they are signals that there are inadequacies in the safety management system.

**14.3.2 Procedure of incident investigation**

14.3.2.1 It is important after any accident or dangerous occurrence that information relating to the incident is gathered in an organised way. The following steps shall be followed;

- a) take photographs and make sketches
- b) examine involved equipment, workpiece or material and the environmental conditions
- c) interview the injured, eye-witnesses and other involved parties
- d) consult expert opinion where necessary
- e) identify the specific contractor or sub-contractor involved.

14.3.2.2 Having gathered information, it is then necessary to make an analysis of incident

- a) establish the chain of events leading to the accident or incident
- b) find out at what stage the accident took place
- c) consider all possible causes and the interaction of different factors that led up to the accident, and identify the most probable cause. The cause of an accident should never be classified as carelessness. The specific act or omission that caused the accident must be identified.

14.3.2.3 The next stage is to proceed with the follow-up action

- a) report on the findings and conclusions
- b) formulate preventive measures to avoid recurrence
- c) publicise the findings and the remedial actions taken

**14.4 Employers' independent incident investigation**

14.4.1 In case of fatal / dangerous occurrence the Employer shall also conduct independent investigation. Contractor and his staff shall extend necessary co-operation and testify about the accident.

14.4.2 The contractor shall take every effort to preserve the scene of accident till the Employer completes the investigation.

14.4.3 All persons summoned by the Employer in connection to witness recording shall obey the instructions without delay. Any wilful suppression of information by any person shall be removed from the site immediately and / or punishable as per relevant penalty clause.



**15.0 Emergency preparedness plan**

- 15.1 The Contractor shall prepare an Emergency Response Plan for all work sites as a part of the Contractor SHE Plan. The plan shall integrate the emergency response plans of the Contractor and all other subcontractors. The Emergency Response Plan shall detail the Contractor's procedures, including detailed communications arrangements, for dealing with all emergencies that could affect the Site. This include where applicable, injury, sickness, evacuation, fire, chemical spillage, severe weather and rescue.
- 15.2 The contractor shall ensure that an Emergency Response Plan is prepared to deal with emergencies arising out of:
- i) Fire and explosion
  - ii) Collapse of lifting appliances and transport equipment
  - iii) Collapse of building, sheds or structure etc.
  - iv) Gas leakage or spillage of dangerous goods or chemicals
  - v) Bomb threatening, Criminal or Terrorist attack
  - vi) Drowning of workers
  - vii) Landslides getting workers buried floods, Earthquake, storms and other natural calamities.
- 15.3 Arrangements shall be made for emergency medical treatment and evacuation of the victim in the event of an accident or dangerous incident occurring, the chain of command and the responsible persons of the contractor with their telephone numbers and addresses for quick communication shall be adequately publicized and conspicuously displayed in the workplace.
- 15.4 Contractors shall require to tie-up with the hospitals and fire stations located in the neighbourhood for attending to the casualties promptly and emergency vehicle kept on standby duty during the working hours for the purpose.
- 15.5 Contractor shall conduct an onsite emergency mock drill once in every month for all his workers and his subcontractor's workers.
- 15.6 It shall be the responsibility of the contractor to keep the Local Law & Order Authorities informed and seek urgent help, as the case may be, so as to mitigate the consequences of an emergency. Prompt communication to JMRC, telephonically initially and followed by a written report, shall be made by the contractor.

**16.0 Experts / Agencies for SHE services**

- 16.1 Contractors may utilise the services of experts/agencies empanelled under Rule 250 of BOCWR and Rule 277 of RBOCWR for the purpose of training, internal audit and any other SHE services with prior approval of the Employer.
- 16.2 As an aide to contractors, a list of experts/agencies and the offered service are given in General Instruction **JMRC/SHE/GI/010** for ready reference. In addition to it if the contractor would like to use any expert/agencies' services for any SHE activities the same can also be allowed provided that they are competent and meet to the general requirements of Employer. In every case prior approval of the Employer is mandatory.





## **PART – II : SAFETY**



### 17.0 Housekeeping

- 17.1 Housekeeping is the act of keeping the working environment cleared of all unnecessary waste, thereby providing a first-line of defence against accidents and injuries.
- 17.2 Contractor shall understand and accept that improper housekeeping is the primary hazard in any construction site and ensure that a high degree of house keeping is always maintained. Indeed "Cleanliness is indeed next to Godliness"
- 17.3 Housekeeping is the responsibility of all site personnel, and line management commitment shall be demonstrated by the continued efforts of supervising staff towards this activity.
- 17.4 General House keeping shall be carried out by the contractor and ensured at all times at Work Site, Construction Depot, Batching Plant, Labour Camp, Stores, Offices and toilets/urinals. Towards this the Contractor shall constitute a special group of house keeping personnel as per General Instruction **JMRC/SHE/GI/001**. This group shall ensure daily cleaning at work sites and surrounding areas and maintain a register as per the approved format by the Employer.
- 17.5 Adequate time shall be assigned to ensure that good housekeeping is maintained. This shall be carried out by team of housekeeping squad.
- 17.6 The contractor shall be responsible to provide segregated containers for disposal of debris at required places and regular cleaning of the same.
- 17.7 Full height fence, barriers, barricades etc. shall be erected around the site in order to prevent the surrounding area from excavated soil, rubbish etc, which may cause inconvenience to and endanger the public. The barricade especially those exposed to public shall be aesthetically maintained by regular cleaning and painting as directed by the Employer. These shall be maintained in one line and level.
- 17.8 The structure dimension of the barricade, material and composition, its colour scheme, JMRC logo and other details shall be in accordance with specifications laid down in tender document.
- 17.9 All stairways, passageways and gangways shall be maintained without any blockages or obstructions. All emergency exits passageways, exits fire doors, break-glass alarm points, fire fighting equipment, first aid stations, and other emergency stations shall be kept clean, unobstructed and in good working order.
- 17.10 Lumber with protruding nails shall be either bent / removed and properly stacked.
- 17.11 All surplus earth and debris are removed/disposed off from the working areas to officially designated dumpsites. Trucks carrying sand, earth and any pulverized materials etc. in order to avoid dust or odour impact shall be covered while moving. **The tyres of the trucks leaving the site shall be cleaned with water, wherever the possibility of spillage on carriageways meant for regular road traffic exists.**
- 17.12 No parking of trucks/trolleys, cranes and trailers etc. shall be allowed on roads, which may obstruct the traffic movement.



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- 17.13 Roads shall be kept clear and materials like: pipes, steel, sand boulders, concrete, chips and brick etc. shall not be allowed on the roads to obstruct free movement of road traffic.
- 17.14 Water logging or bentonite spillage on roads shall not be allowed. If bentonite spillage is observed on road endangering the safety of road users, the contractor shall be penalised as per relevant clause.
- 17.15 Proper and safe stacking of material are of paramount importance at yards, stores and such locations where material would be unloaded for future use. The storage area shall be well laid out with easy access and material stored / stacked in an orderly and safe manner.
- 17.16 Flammable chemicals / compressed gas cylinders shall be safely stored.
- 17.17 Unused/surplus cables, steel items and steel scrap lying scattered at different places within the working areas shall be removed to identified locations(s).
- 17.18 All wooden scrap, empty wooden cable drums and other combustible packing materials, shall be removed from work place to identified location(s).
- 17.19 Empty cement bags and other packaging material shall be properly stacked and removed.
- 17.20 The Contractor shall ensure that all his sub-contractors maintain the site reasonably clean through provisions related to house keeping

### **18.0 Working at Height**

#### **18.1 Definitions**

- 18.1.1 "access" and "egress" include ascent and descent.
- 18.1.2 "fragile surface" means a surface, which would be able to fail if any reasonably foreseeable loading were to be applied to it.
- 18.1.3 "line" includes rope, chain or webbing
- 18.1.4 "personal fall protection" means -  
(a) a fall prevention, work restraint, work positioning, fall arrest or rescue system, other than a system in which the only safeguards are collective safeguards; or  
(b) rope access and positioning techniques;
- 18.1.5 "work at height" means -  
(a) work in any place, including a place at or below ground level;  
(b) obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace,  
where, if protective measures were not taken, a person could fall a distance liable to cause personal injury;
- 18.1.6 "work equipment" means any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not) and includes  
(a) a guard-rail, toe-board, barrier or similar collective means of protection



- (b) a working platform
  - (c) a net, airbag or other collective safe guard for arresting falls.
  - (d) personal fall protection system
  - (e) ladders
- 18.1.7 “working platform”
  - (a) means any platform used as a place of work or as a means of access to or egress from a place of work;
  - (b) includes any scaffold, suspended scaffold, cradle, mobile platforms, trestle, gangway, gantry and stairway which is so used.
- 18.2 Organisation and planning  
The contractor shall ensure that work at height is
  - i) properly planned for any emergencies and rescue
  - ii) appropriately supervised; and
  - iii) carried out in a manner, which is reasonably practicable safe.
- 18.3 The contractor shall ensure that work at height is carried out only when the weather conditions do not jeopardise the health or safety of persons involved in the work.
- 18.4 Competence  
The contractor shall ensure that no person engages in any activity, including organization, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is being supervised by a competent person.
- 18.5 Avoidance of risks from work at height  
The contractor shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.
- 18.6 Where work is carried out at height, the contractor shall take suitable and sufficient measures as given below to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.
  - (a) his ensuring that the work is carried out
    - (i) from an existing place of work; or
    - (ii) (in the case of obtaining access or egress) using an existing means, complying to the requirements as given in **18.15** where it is reasonably practicable to carry it out safely and under appropriate ergonomic conditions; and
  - (b) where it is not reasonably practicable for the work to be carried out in accordance with sub-paragraph (a), his providing sufficient work equipment for preventing, so far as is reasonably practicable, a fall occurring.
- 18.7 Where the measures taken under clause **18.6** do not eliminate the risk of a fall occurring, every contractor shall
  - (a) so far as is reasonably practicable, provide sufficient work equipment to minimise -
    - (i) the distance and consequences; or
    - (ii) where it is not reasonably practicable to minimise the distance, the consequences, of a fall; and



- (b) Without prejudice to the generality of clause **18.4**, provide such additional training and instruction or take other additional suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

**18.8 Selection of 'work equipment' for work at height**

- 1) the contractor, in selecting work equipment for use in work at height, shall
  - a) give collective protection measures priority over personal protection measures; and
  - b) take account of
    - i) the working conditions and the risks to the safety of persons at the place where the work equipment is to be used;
    - ii) in the case of work equipment for access and egress, the distance to be negotiated;
    - iii) the distance and consequences of a potential fall;
    - iv) the duration and frequency of use;
    - v) the need for easy and timely evacuation and rescue in an emergency; and
    - vi) any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it;
- (2) The contractor shall select work equipment for work at height which:
  - a) has characteristics including dimensions which:
    - (i) are appropriate to the nature of the work to be performed and the foreseeable loadings; and
    - (ii) allow passage without risk; and
  - b) is in other respects the most suitable work equipment, having regard in particular to the purposes specified in **18.5** and **18.6**.

**18.9 Fragile surfaces**

**18.9.1** The contractor shall ensure that no person at work passes across or near, or working on, from or near, a fragile surface where it is reasonably practicable to carry out work safely and under appropriate ergonomic conditions without his doing so.

**18.9.2** Where it is not reasonably practicable to carry out work safely and under appropriate ergonomic conditions without passing across or near, or working on, from or near, a fragile surface, every contractor shall,

- (a) ensure, so far as is reasonably practicable, that suitable and sufficient platforms, coverings, guard rails or similar means of support or protection are provided and used so that any foreseeable loading is supported by such supports or borne by such protection;
- (b) where a risk of a person at work falling remains despite the measures taken under the preceding provisions of this regulation, take suitable and sufficient measures to minimise the distances and consequences of his fall.



- 18.9.3 Where any person at work may pass across or near, or work on, from or near, a fragile surface, every contractor shall ensure that
- (a) prominent warning notices are so far as is reasonably practicable affixed at the approach to the place where the fragile surface is situated; or
  - (b) where that is not reasonably practicable, such persons are made aware of it by other means.
- 18.10 Falling objects
- 18.10.1 The contractor shall, where necessary to prevent injury to any person, take suitable and sufficient steps to prevent, so far as is reasonably practicable, the fall of any material or object.
- 18.10.2 Where it is not reasonably practicable to comply with the requirements of **18.9**, every contractor shall take suitable and sufficient steps to prevent any person being struck by any falling material or object which is liable to cause personal injury.
- 18.10.3 The contractor shall ensure that no material or object is thrown or tipped from height in circumstances where it is liable to cause injury to any person.
- 18.10.4 Every employer shall ensure that materials and objects are stored in such a way as to prevent risk to any person arising from the collapse, overturning or unintended movement of such materials or objects.
- 18.11 Danger areas
- 18.11.1 Without prejudice to the preceding requirements of these Regulations, every contractor shall ensure that
- (a) where a workplace contains an area in which, owing to the nature of the work, there is a risk of any person at work
    - i) falling a distance; or
    - ii) being struck by a falling object,which is liable to cause personal injury, the workplace is so far as is reasonably practicable equipped with devices preventing unauthorised persons from entering such area; and
  - (b) such area is clearly indicated.
- 18.12 Inspection of work equipment
- 18.12.1 The contractor shall ensure that, where the safety of work equipment depends on how it is installed or assembled, it is not used after installation or assembly in any position unless it has been inspected in that position.
- 18.12.2 The contractor shall ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected
- (a) at suitable intervals; and
  - (b) each time that exceptional circumstances which are liable to jeopardise the safety of the work equipment have occurred,
- to ensure that health and safety conditions are maintained and that any deterioration can be detected and remedied in good time.



- 18.12.3 Without prejudice to paragraph **18.12.1**, the contractor shall ensure that a working platform
- (a) used for construction work; and
  - (b) from which a person could fall 2 metres or more,
- is not used in any position unless it has been inspected in that position or, in the case of a mobile working platform, inspected on the site, within the previous 7 days.
- 18.12.4 The contractor shall ensure that the reports of all inspections are properly maintained and shown to the Employer as and when required.
- 18.12.5 In this clause "inspection",
- (a) means such visual or more rigorous inspection by a competent person as is appropriate for safety purposes;
  - (b) includes any testing appropriate for those purposes,
- 18.13 Inspection of places of work at height
- 18.13.1 The contractor shall so far as is reasonably practicable ensure that the surface and every parapet, permanent rail or other such fall protection measure of every place of work at height are checked on each occasion before the place is used.
- 18.14 Duties of persons at work
- 18.14.1 Any workmen employed by the contractor shall report to the supervisor about any defect relating to work at height which he knows is likely to endanger the safety of himself or another person.
- 18.14.2 Every workmen shall use any work equipment or safety device provided to him for work at height by the contractor, in accordance with
- (a) any training in the use of the work equipment or device concerned which have been received by him; and
  - (b) the instructions respecting that use which have been provided to him by the contractor as per the requirements of the Employer
- 18.15 Requirements for existing places of work and means of access or egress at height
- Every existing place of work or means of access or egress at height shall
- (a) be stable and of sufficient strength and rigidity for the purpose for which it is intended to be or is being used;
  - (b) where applicable, rest on a stable, sufficiently strong surface;
  - (c) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work to be carried out there;
  - (d) possess suitable and sufficient means for preventing a fall;
  - (e) possess a surface which has no gap
    - (i) through which a person could fall;
    - (ii) through which any material or object could fall and injure a person; or
    - (iii) giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk;



- (f) be so constructed and used, and maintained in such condition, as to prevent, so far as is reasonably practicable -
  - (i) the risk of slipping or tripping; or
  - (ii) any person being caught between it and any adjacent structure;
- (g) where it has moving parts, be prevented by appropriate devices from moving inadvertently during work at height.

**18.16 Requirements for guardrails, toe-boards, barriers and similar collective means of protection**

- i) Unless the context otherwise requires, any reference in this section to means of protection is to a guardrail, toe-board, barrier or similar collective means of protection.
- ii) Means of protection shall
  - (a) be of sufficient dimensions, of sufficient strength and rigidity for the purposes for which they are being used, and otherwise suitable;
  - (b) be so placed, secured and used as to ensure, so far as is reasonably practicable, that they do not become accidentally displaced; and
  - (c) be so placed as to prevent, so far as is practicable, the fall of any person, or of any material or object, from any place of work.
- iii) In relation to work at height involved in construction work
  - (a) the top guard-rail or other similar means of protection shall be at least 950 millimetres above the edge from which any person is liable to fall;
  - (b) toe-boards shall be suitable and sufficient to prevent the fall of any person, or any material or object, from any place of work; and
  - (c) any intermediate guardrail or similar means of protection shall be positioned so that any gap between it and other means of protection does not exceed 470 millimetres.
- iv) Any structure or part of a structure which supports means of protection or to which means of protection are attached shall be of sufficient strength and suitable for the purpose of such support or attachment.

**18.17 Requirements for all Working Platforms**

- i) Every working platforms requires a supporting structure for holding it
- ii) Any surface upon which any supporting structure rests shall be stable, of sufficient strength and of suitable composition safely to support the supporting structure, the working platform and any loading intended to be placed on the working platform.
- iii). Stability of supporting structure
  - Any supporting structure shall
    - (a) be suitable and of sufficient strength and rigidity for the purpose for which it is being used;
    - (b) in the case of a wheeled structure, be prevented by appropriate devices from moving inadvertently during work at height;
    - (c) in other cases, be prevented from slipping by secure attachment to the bearing surface or to another structure, provision of an effective anti-slip device or by other means of equivalent effectiveness;
    - (d) be stable while being erected, used and dismantled; and
    - (e) when altered or modified, be so altered or modified as to ensure that it remains stable.
    - (f) Have suitable base plates and properly footed thereby.
- iv). Stability of working platforms





A working platform shall

- (a) be suitable and of sufficient strength and rigidity for the purpose or purposes for which it is intended to be used or is being used;
- (b) be so erected and used as to ensure that its components do not become accidentally displaced so as to endanger any person;
- (c) when altered or modified, be so altered or modified as to ensure that it remains stable; and
- (d) be dismantled in such a way as to prevent accidental displacement.

v) Safety on working platforms

A working platform shall

- (a) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work being carried out there;
- (b) possess a suitable surface and, in particular, be so constructed that the surface of the working platform has no gap
  - i) through which a person could fall;
  - ii) through which any material or object could fall and injure a person; or
  - iii) giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk; and
- (c) be so erected and used, and maintained in such condition, as to prevent, so far as is reasonably practicable
  - i) the risk of slipping or tripping; or
  - ii) any person being caught between the working platform and any adjacent structure.

vi) Loading

A working platform and any supporting structure shall not be loaded so as to give rise to a risk of collapse or to any deformation, which could affect its safe use.

vii) Additional requirements for scaffolding

Strength and stability calculations for scaffolding shall be carried out unless

- (a) a note of the calculations, covering the structural arrangements contemplated, is available; or
- (b) it is assembled in conformity with a generally recognised standard configuration.

viii) Depending on the complexity of the scaffolding selected, a competent person shall draw up an assembly, use and dismantling plan. This may be in the form of a standard plan, supplemented by items relating to specific details of the scaffolding in question.

- ix) A copy of the plan, including any instructions it may contain, shall be kept available for the use of persons concerned in the assembly, use, dismantling or alteration of scaffolding until it has been dismantled.
- x) The dimensions, form and layout of scaffolding decks shall be appropriate to the nature of the work to be performed and suitable for the loads to be carried and permit work and passage in safety.



- xi) While a scaffold is not available for use, including during its assembly, dismantling or alteration, it shall be marked with general warning signs in accordance with and be suitably delineated by physical means preventing access to the danger zone.
- xii) Scaffolding may be assembled, dismantled or significantly altered only under the supervision of a competent person and by persons who have received appropriate and specific training in the operations envisaged which addresses specific risks which the operations may entail and precautions to be taken, and more particularly in
  - (a) understanding of the plan for the assembly, dismantling or alteration of the scaffolding concerned;
  - (b) safety during the assembly, dismantling or alteration of the scaffolding concerned;
  - (c) measures to prevent the risk of persons, materials or objects falling;
  - (d) safety measures in the event of changing weather conditions which could adversely affect the safety of the scaffolding concerned;
  - (e) permissible loadings;
  - (f) any other risks which the assembly, dismantling or alteration of the scaffolding may entail.

### 18.18 Requirements for collective safeguards for arresting falls

- i) Collective safeguard are a safety net, airbag or other collective safeguard for arresting falls
- ii) A safeguard shall be used only if
  - (a) a risk assessment has demonstrated that the work activity can so far as is reasonably practicable be performed safely while using it and without affecting its effectiveness;
  - (b) the use of other, safer work equipment is not reasonably practicable; and
  - (c) a sufficient number of available persons have received adequate training specific to the safeguard, including rescue procedures.
- iii) A safeguard shall be suitable and of sufficient strength to arrest safely the fall of any person who is liable to fall.
- iv) A safeguard shall
  - (a) in the case of a safeguard which is designed to be attached, be securely attached to all the required anchors, and the anchors and the means of attachment thereto shall be suitable and of sufficient strength and stability for the purpose of safely supporting the foreseeable loading in arresting any fall and during any subsequent rescue;
  - (b) in the case of an airbag, landing mat or similar safeguard, be stable; and
  - (c) in the case of a safeguard, which distorts in arresting a fall, afford sufficient clearance.
- v) Suitable and sufficient steps shall be taken to ensure, so far as practicable, that in the event of a fall by any person the safeguard does not itself cause injury to that person.

### 18.19 Requirements for personal fall protection systems



- i) A personal fall protection system shall be used only if
  - (a) a risk assessment has demonstrated that
    - (i) the work can so far as is reasonably practicable be performed safely while using that system; and
    - (ii) the use of other safer work equipment is not reasonably practicable; and
  - (b) the user and a sufficient number of available persons have received adequate training specific to the operations envisaged, including rescue procedures.
- ii) A personal fall protection system shall
  - (a) be suitable and of sufficient strength for the purposes for which it is being used having regard to the work being carried out and any foreseeable loading;
  - (b) where necessary, fit the user;
  - (c) be correctly fitted;
  - (d) be designed to minimise injury to the user and, where necessary, be adjusted to prevent the user falling or slipping from it, should a fall occur; and
  - (e) be so designed, installed and used as to prevent unplanned or uncontrolled movement of the user.
- iii) A personal fall protection system designed for use with an anchor shall be securely attached to at least one anchor, and each anchor and the means of attachment thereto shall be suitable and of sufficient strength and stability for the purpose of supporting any foreseeable loading.
- iv) Suitable and sufficient steps shall be taken to prevent any person falling or slipping from a personal fall protection system.

#### **18.20 Requirements for Ladders**

- 1) Every contractor shall ensure that a ladder is used for work at height only if a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk and
  - i) The short duration of use; or
  - ii) Existing features on site, which he cannot alter.
- 2) Only metal ladders shall be allowed. Bamboo ladders are prohibited.
- 3) Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.
- 4) A ladder shall be so positioned as to ensure its stability during use
- 5) A suspended ladder shall be attached in a secure manner and so that, with the exception of a flexible ladder, it cannot be displaced and swinging is prevented.
- 6) A portable ladder shall be prevented from slipping during use by -
  - i) securing the stiles at or near their upper or lower ends;
  - ii) an effective anti-slip or other effective stability device; or
  - iii) any other arrangement of equivalent effectiveness.
- 7) A ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.
- 8) No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.
- 9) A mobile ladder shall be prevented from moving before it is stepped on.



- 10) Where a ladder or run of ladders raises a vertical distance of 9 metres or more above its base, there shall, where reasonably practicable, be provided at suitable intervals sufficient safe landing areas or rest platforms.
- 11) Every ladder shall be used in such a way that
  - (a) a secure handhold and secure support are always available to the user; and
  - (b) the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment has demonstrated that the use of a stepladder is justified because of
    - (i) the low risk; and
    - (ii) the short duration of use.

## **19.0 Overhead protection**

All contractors shall provide overhead protections as per Rule 41 of BOCWR

- i) Overhead protection should be erected along the periphery of every building which is under construction and the building height shall be 15m or above after construction.
- ii) Overhead protection shall be minimum 2m wide and the outer edge shall be 150mm higher than the inner edge and an angle not more than 20° to its horizontal sloping into the building.
- iii) Overhead protection shall not be erected more than a height of 5m from the base of the building.
- iv) Areas of inadvertent hazard of falling of material shall be guarded or barricaded or roped-off thereby by the contractor.

## **20.0 Slipping, Tripping, Cutting, Drowning and Falling Hazards**

As per Rule 42 of BOCWR,

- i) All places should be free from dust, debris or similar materials.
- ii) Sharp projections or any protruding nails or similar objects shall be suitably guarded or shall even be avoided to make the place safe to work.
- iii) Contractor shall not allow workmen to work or use platforms, scaffolds/passageways or any walkways, which has water, or oil or similar substances spilt and has a slipping hazard, unless it is cleaned off or covered or sanded or saw dusted or make it safe with any suitable material.
- iv) When workers are exposed to areas where fall into water is possible, the contractor shall provide suitable and adequate equipment for saving the workers from drowning and rescuing from such hazard. If the Employer considers, the contractor shall provide well-equipped boat or launch, manned with trained personnel at the work place.
- v) Open side or opening where worker, equipment, vehicle or lifting appliance may fall at a building or outside shall be guarded suitably except in places of free access by reasons of nature of work.
- vi) Suitable safety net shall be provided at places of material / man falling is possible in accordance with national standards.

## **21.0 Lifting Appliances and Gear**

- 21.1 (a) Lifting appliances means a crane, hoist machinery, derrick, winch, gin pole, sheer legs, jack, hoist drum, slewing machinery, slewing bearing fasteners, luffing machinery sheaves, pulley blocks, hooks or other equipment used for lifting materials, objects or building workers and



lifting gears means ropes, chain slings, shackles, hooks, lifting lugs, wire ropes, lifting eyebolts and eyenuts and other accessories of a lifting appliance.

(b) Use of “Tractor Transmission Type “Pick and Carry Hydra crane

“Tractor Transmission Type “Pick and Carry Hydra crane – 1<sup>st</sup> Generation model is prohibited at JMRC works. Contractor shall mobilize ‘Truck Transmission Type’ pick and hydra crane – 2nd Generation model only

- 21.2 No machine shall be selected to do any lifting on a specific job until its size and characteristics are considered against:
- i) the weights, dimensions and lift radii of the heaviest and largest loads
  - ii) the maximum lift height, the maximum lift radius and the weight of the loads that must be handled at each
  - iii) the number and frequency of lifts to be made
  - iv) how long the crane will be required on site
  - v) the type of lifting to be done (for example, is precision placement of loads important?
  - vi) the type of carrier required (this depends on ground conditions and machine capacity In its operating quadrants: capacity is normally greatest over the rear, less over the side, and non-existent over the front
  - vii) whether loads will have to be walked or carried
  - viii) whether loads will have to be suspended for lengthy periods
  - ix) the site conditions, including the ground where the machine will be set up, access roads and ramps it must travel, space for erection and any obstacles that might impede access or operation
- 21.3 The contractor shall ensure that a valid certificate of fitness issued as per clause **21.5** is available for all lifting appliances including synchronised mobile jacks, pre-stressing hydraulic jacks, jacks fitted with launching girders etc. and Employers approval before inducting to the site. **Only after obtaining the approval from the Employer any lifting appliances and gear shall be used.**
- 21.4 **The laminated photocopies of fitness certificate issued by competent person, the Employers’ approval letter, the operators’ photo, manufacturer’s load chart and competency certificate shall always be either kept in the operator cabin or pasted on the visible surface of the lifting appliances.**
- 21.5 **All lifting appliances and loose gears shall be clearly marked for its safe working load and identification by stamping or other suitable means.**
- 21.6 The contractor shall also maintain a register containing a system of identification of all tools and tackles, its date of purchase, safe working load, competent person date of examination etc.
- 21.7 Test and periodical examination of lifting appliances and gears
- 21.7.1 All lifting appliances including all parts and gears thereof, whether fixed or movable shall be thoroughly tested and examined by a competent person once at least in every six months or after it has undergone any alterations or repairs liable to affect its strength or stability. Within the validity, if the lifting appliances are shifted to a new site, re-examination by the same competent person for ensuring its safety shall also be done.



- 21.7.2 Contractors can utilise the services of any competent person as defined in Factories Act, 1948 and approved by Chief Inspector of Factories with the permission of the Employer.
- 21.7.3 All alarms and signals like automatic safe load indicators (SLI), boom angle indicators, boom extension indicators, over lift boom alarm, swing alarm, hydraulic safety valves, mechanical radius indicators, load moment indicators etc. shall be periodically examined and maintained always in working condition
- 21.8 Automatic safe load indicators
- 21.8.1 **As stipulated in Rule 100 of RBOCW Rules, every lifting appliances and gears like cranes, hydras etc, if so constructed that the safe working load may be varied by raising or lowering of the jib or otherwise shall be attached with an automatic indicator of safe working loads approved by Bureau of Indian standards/ International certifying bodies which gives a warning to the operator and arrests further movements of the lifting parts.**
- 21.9 Qualification of operator of lifting appliances and of signaller etc
- 21.9.1 The contractor shall not employ any person to drive or operate a lifting machine like crane, hydra etc whether driven by mechanical power or otherwise or to give signals to work as a operator of a riggers or derricks unless he
- i) is above twenty-one years of age and possesses a valid heavy transport vehicle driving licence as per Motor Vehicle Act and Rules.
  - ii) is absolutely competent and reliable
  - iii) possesses the knowledge of the inherent risks involved in the operation of lifting appliances by undergoing a formal training at any institution of national importance acceptable to Employer
  - iv) is medically examined periodically as specified in schedule VII of BOCW Rules.
- 21.10 General requirements of appliances
- 21.10.1 Out-of level
- 21.10.1.1 One of the most severe effects of being out-of fit level is that side loads develop in the boom. Because of side loads all mobile cranes lose capacity rapidly as the degree of out-of-level increases and therefore
- 21.10.2 Boom
- i) The boom is one of the more critical elements of the crane and must be in perfect condition at all time. No boom section with a bent lattice member shall be allowed
  - ii) All welds shall be crack and corrosion free
  - iii) No member of the boom shall be bent
  - iv) All telescopic boom shall be free from cracks, rust, flaking or cracked paint, bulges, greases or varnishes
- 21.10.3 The sweep area (work area) of the construction machinery shall be always free from obstructions.



21.10.4 All hydraulic piping and fittings shall be maintained leak proof.

21.10.5 The operator cab shall possess good and safe:

- i) structure, windows and windshield wipers
- ii) Drivers chair and foot rest
- iii) Control handles
- iv) Cab instrumentation
- v) Telecommunication
- vi) Cab out fitting
- vii) wind indicator with an adjustable set point shall be in a position representative for the wind on the crane. The indicator shall give continuous information regarding constant speeds and gusts.

**21.11 Mandatory rigging requirements**

21.11.1 Rigging shall be done under experienced and qualified rigger only.

21.11.2 The primary requirement in rigging shall be to assess the weight of load before attempting any lift.

21.11.3 All hooks shall be fitted with Master Rings having certificate of fitness from the competent person, so that the hooks are subjected to balanced vertical loading only.

21.11.4 Only four legged slings shall be allowed which includes master link (ring), intermediate master link (ring) if necessary, chain / wire rope sling, sling hook or other terminal fitting.

21.11.5 Hand spliced slings up to 32mm diameter shall not be used at site for any lifting purpose.

21.11.6 No load shall be slewed over public areas without stopping the pedestrians and road traffic first.

**21.11.7 Requirements of outriggers**

- i) All outriggers shall be fully extended and all tyres are clear of the ground
- ii) Heavy duty blocking having large bearing area shall be necessary to prevent sinking of floats

21.11.8 All loads shall have tag-lines attached in order to ensure that the load can be controlled at all times.

21.11.9 No close working to any live overhead power line is permitted without the operation of a strict Permit to Work.

21.11.10 Minimum lighting is to be ensured at all lifting operations.

21.12 Failure to do any of the above shall attract penalty from the Employer as per relevant clause





## 22.0 Launching Operation

22.1 As launching operation is one of the riskiest job, the contractor shall take utmost precaution at all stages like; planning, establishing casing yard, casting segments, transporting segments, fabrication and erection of launching girders, launching of segments, pre-stressing, auto launching of girders and dismantling of launching girders.

22.2 The contractor shall prepare a comprehensive Method Statement for the launching operation, adhering to the SHE conditions laid down in conditions of contract on SHE and project SHE manual. Particular reference shall be made to the provisions on working at height. As the entire process of launching has to be undertaken at an elevated level the safety of workers and the girder is paramount important. The following general guidelines shall be adhered throughout the launching operation.

- i) Necessary 'working platforms' and fall protection anchorage arrangement shall be provided in the launching girder itself.
- ii) Provisions for mounting light fittings shall also be made available in the launching girder.
- iii) The casting yard shall be established ensuring the provision given in clause **38.0**
- iv) The workmen engaged in fabrication of reinforcement, concreting the segment shall be provided with necessary PPEs including compulsory hand protection gloves.
- v) Casting and curing of segment shall be undertaken under the direct supervision of the responsible engineer of the contractor.
- vi) Trucks with valid registration, licence, safe worthiness certificate, Employer's approval certificate, and pollution under check certificate shall only be used for transport of segments
- vii) Drivers engaged for driving these trucks, shall be trained once in 6 months on defensive driving at any Government authorized Institute or Maruti Institute of Driver Training and Research at Wazirabad Road, Adjoining Loni Road Flyover, Delhi-110094.
- viii) Drivers shall also have undergone proper medical examination as per relevant clause mentioned under 'Medical Facilities'.
- ix) The segments shall rigidly secured to the truck with necessary wooden wedges and necessary red indicators/safety tapes provided so that the vehicle is clearly seen by other road users both in day / night time.
- x) Every launching girder shall have a responsible engineer on duty all the time.
- xi) All the time from erection to dismantling the area between the two piers wherein launching is in progress shall always be barricaded.
- xii) Unloading of segments from trucks, lifting of segments, shifting of segments, gluing shall be done under the direct supervision of the approved engineer of the contractor.
- xiii) Auto launching shall be done only after approval from the Employer. After every auto launching the stability of launching girder shall be ensured.
- xiv) The vertical deflection of launching girder shall be monitored at all critical stages like with/without loads and after every auto launching.
- xv) A register containing all important operational details from erection to dismantling of launching girders shall be maintained and made available to Employer whenever called for.
- xvi) Test certificate for all lifting gears including Macalloy bars shall be maintained at a location closer to the launching girder itself so that it can be referred during all inspections.
- xvii) Adequate lighting at all time shall be ensured in the entire area of operation.
- xviii) Access to drinking water & toilet shall be ensured to all workmen engaged for launching process.





- xix) Proper access ladders/stairways shall be maintained for safe ascending / descending of workmen / engineers.

**22.3 Non-adherence to any of the clauses mentioned above shall be viewed seriously by the Employer and penalty levied as per relevant clause.**

**23.0 Construction machinery**

23.1 Construction machineries may include dumpers and dump trucks, lift trucks and telescopic handlers piling rigs, vibro hammers, rail welding equipments, mobile elevating work platforms, cranes, tipper lorries, lorry loaders, skip wagons, 360° excavators, 180° backhoe loaders, crawler tractors, scrapers, graders, loading shovels, trenchers, side booms, pavers, planers, chippers, road rollers, locomotives, tankers and bowsers, trailers, hydraulic and mechanical breakers etc.

23.2 Safe worthiness certificate

23.2.1 Every construction equipment shall be in sound mechanical working condition and certified by either competent person under Factories Act or manufacturers' warranty in case of brand new equipments or authorized persons / firms approved by Employer before induction to any site.

23.2.2 Every such certificate shall have the date of purchase, main overhauling undertaken in the past, any accident to the equipment, visual examination details, critical components safety check, list of safety devises and its working condition, manufacturer's maintenance checklist, past projects wherein the equipments were used etc as its minimum content.

23.3 Reverse Horns

**23.3.1 All Vehicles shall be fitted with audible reverse alarms and maintained in good working condition. Reversing shall be done only when there is adequate rear view visibility or under the directions of a banksman.**

23.4 General operating procedures

- i) Drivers entering site shall be instructed to follow the safe system of work adopted on site. These shall be verbal instructions or, preferably, written instructions showing the relevant site rules, the site layout, delivery areas, speed limits, etc.
- ii) No passengers shall be carried, unless specific seating has been provided in accordance with the manufacturers recommendations.
- iii) Working on gradients beyond any equipments capability shall not be allowed.
- iv) Prevention of dumper and dump truck accidents should be managed by providing wheel stops at a sufficient distance from the edges of excavations, spoil heaps, pits, etc.
- v) The manufacturer's recommended bucket size must not be exceeded in excavators.
- vi) If excavators operating on a gradient which cannot be avoided, it must be ensured that the working cycle is slowed down, that the bucket is not extended too far in the downhill direction, and that travel is undertaken with extreme caution. A large excavator must never be permitted to travel in a confined area, or around people, without a banksman to guide the driver, who should have the excavator attachment close in to the machine, with the bucket just clear of the ground. On wheeled excavators, it is essential that the tyres are in good condition and correctly inflated. If stabilizing devices are fitted, they should be employed when the machine is excavating.



- vii) When the front shovel of the 180<sup>0</sup> backhoe loaders is being employed, the backhoe attachment shall be in its “travel” position, with the safety locking device in place.
- viii) When operating the backhoe in poor ground conditions, the stabilisers tend to sink into the surface of the ground, reducing stability. Therefore frequent checks shall be made for the stability of the machine. The loading shovel should always be lowered to the ground to stabilise the machine when the backhoe is employed.
- ix) The netting operation of the skip wagons should be carried out prior to lifting the skip to reduce the risks of working on the rear platform
- x) If a tractor dozer is employed on clearing scrub or felling trees, it shall be provided with adequate driver protection.
- xi) When two or more scrapers are working on the same job, a minimum distance of at least 25m shall be kept between them.
- xii) Incase of hydraulic breakers, hydraulic rams and hoses shall be in good working condition

23.5 All wood working machines shall be fitted with suitable guards and devices such as top guard, riving knife, push stick, guards for drive belts and chains, and emergency stop switch easily accessible by the operator.

23.6 Penalty

23.6.1 If any of the above clauses are not adhered, penalty shall be imposed as per relevant clause depending upon the gravity of the unsafe act and or condition.

### 24.0 Machine and general area guarding

24.1 The contractor shall ensure at the construction site all motors, cogwheels, chains and friction gearing, flywheels, shafting, dangerous and moving parts of machinery are securely fenced or legged. The fencing of dangerous part of machinery is not removed while such machinery is in motion or in use.

### 25.0 Manual lifting and carrying of excessive weight

25.1 The contractor shall ensure at his construction site of a building or other construction work that no building worker lifts by hand or carries overhead or over his back or shoulders any material, article, tool or appliances exceeding in weight as said below as per Rule 38 of BOCWR, Unless aided by another building worker or device.

Person	Maximum weight in kg.
Adult man	55
Adult woman	30

25.2 No building worker aided by other building worker shall lift or carry weight higher than or exceeding the sum of total of maximum limits set out for each building worker separately as mentioned in the table above.

### 26.0 Site Electricity

26.1 Competency of Electrical personnel:



- 26.1.1 The contractor shall employ qualified and competent electrical personnel as specified in general instruction **JMRC/SHE/GI/001**.
- 26.2 Assessment of power
- 26.2.1 The contractor shall assess the size and location of the electrical loads and the manner in which they vary with time during the currency of the contract.
- 26.2.2 The contractor shall elaborate as to how the total supply is to be obtained / generated. The details of the source of electricity, earthing requirement, substation / panel boards, distribution system shall be prepared and necessary approval from Employer obtained before proceeding of the execution of the job.
- 26.2.3 **The main contractor shall take consideration, the requirements of the sub / petty contractors' electric power supply and arrive at the capacity of main source of power supply from diesel generators.**
- 26.2.4 **As the sub / petty contractors' small capacity generators create more noise and safety hazard, no small capacity diesel generators shall be allowed for whatsoever the type of job to be executed under this contract.**
- 26.2.5 **If any unsafe noise making small capacity diesel generators are found used by sub / petty contractors the main contractor shall only be penalised.**
- 26.3 **Work on site**
- 26.3.1 **The contractor shall also submit electrical single line diagram, schematic diagram and the details of the equipment for all temporary electrical installation and these diagrams together with the temporary electrical equipment shall be submitted to the Employer's for necessary approval. Failure to do so shall invite penalty as per relevant clause.**
- 26.4 Strength and capability of electrical equipment
- 26.4.1 No electrical equipment shall be put into use where its strength and capability may be exceeded in such a way as may give rise to danger.
- 26.5 Adverse or hazardous environments
- 26.5.1 Electrical equipment which may reasonably foreseeably be exposed to-
- (a) mechanical damage;
  - (b) the effects of the weather, natural hazards, temperature or pressure;
  - (c) the effects of wet, dirty, dusty or corrosive conditions; or
  - (d) any flammable or explosive substance, including dusts, vapours or gases, shall be of such construction or as necessary protected as to prevent, so far as is reasonably practicable, danger arising from such exposure.
- 26.6 Distribution system:
- 26.6.1 The contractor shall provide distribution system for control and distribution of electricity from a main AC supply of 50Hz for typical appliances,



- i) Fixed plant – 400V 3 phase
  - ii) Movable plant fed via trailing cable over 3.75 kW – 400 3 phase
  - iii) Installation in site buildings – 230V single phase
  - iv) Fixed flood lighting – 230V single phase
  - v) Portable and hand tools – 115V single phase
  - vi) Site lighting - 115V single phase
  - vii) Portable hand lamps – 115V single phase
- 26.7 Electrical protection circuits
- 26.7.1 Precautions shall be taken, either by earthing or by other suitable means, to prevent danger arising when any conductor (other than a circuit conductor) which may reasonably foreseeable become charged as a result of either the use of a system, or a fault in a system, becomes so charged. A conductor shall be regarded as earthed when conductors of sufficient strength and current-carrying capability to discharge electrical energy to earth connect it to the general mass of earth.
- If a circuit conductor is connected to earth or to any other reference point, nothing which might reasonably be expected to give rise to danger by breaking the electrical continuity or introducing high impedance shall be placed in that conductor unless suitable precautions are taken to prevent that danger.
- 26.7.2 Appropriate electrical protection shall be provided for all circuits, against over load, short circuit and earth fault current.
- 26.7.3 The contractor shall provide sufficient ELCBs (maintain sensitivity 30 mA) / RCCBs for all the equipments (including Potable equipments), electrical switchboards, distribution panels etc. to prevent electrical shocks to the workers.
- 26.7.4 All protection devices shall be capable of interrupting the circuit without damage to any equipments and circuits in case of any fault may occur.
- 26.7.5 Rating of fuses and circuit breakers used for the protection of circuits should be coordinate with equipment power ratings.
- 26.7.6 Protection against lightning shall be ensured to all equipment kept in open at sites.
- 26.8 Cables:
- 26.8.1 Cables shall be selected after full consideration of the condition to which they shall be exposed and the duties for which they are required. Supply cable up to 3.3 kV shall be in accordance with BS 6346.
- 26.8.2 For supplies to mobile or transportable equipment where operating of the equipment subjects the cable to flexing, the cable shall conform to any of these codes BS 6007 / BS 6500 / BS 7375.
- 26.8.3 Flexible cords with a conductor cross sectional area smaller than 1.5 mm<sup>2</sup> shall not be used and insulated flexible cable shall conform to BS 6500 and BS 7375.
- 26.8.4 Where low voltage cables are to be used, reference shall be made to BS 7375. The following standards shall also be referred to particularly for under ground cables BS 6346 and BS 6708



- 26.8.5 Cables buried directly in the ground shall be of a type incorporating armour or metal sheath or both. Such cables shall be marked by cable covers or a suitable marking tape and be buried at a sufficient depth to avoid their being damaged by any disturbance of the ground. Cable routes shall be marked on the plans kept in the site electrical register.
- 26.8.6 Cabling passing under the walk way and across way for transport and mobile equipment shall be laid in ducts at a minimum depth of 0.6 meters.
- 26.8.7 Cables that need to cross open areas, or where span of 3m or more are involved, a catenary wire on poles or other supports shall be provided for convenient means of suspension. Minimum height shall be 6 m above ground.
- 26.8.8 Cables carrying a voltage to earth in excess of 65V other than supply for welding process shall have metal armour or sheath, which has been effectively earthed and monitored by the contractor. In case of flexible and trailing cables such earthed metal sheath and/or armour should be in addition to the earth core in the cable and shall not be used as the protective conductor.
- 26.8.9 Armoured cables having an over-sheath of polyvinyl chloride (PVC) or an oil resisting and flame retardant compound shall be used whenever there is a risk of mechanical damage occurring
- 26.9 **Plugs, socket-outlets and couplers:**
- 26.9.1 **The contractor shall ensure plugs, socket-outlets, and couplers available in the construction site as “splash proof” type. The minimum degree of Ingress Protection should be of IP44 in accordance with BS EN 60529.**
- 26.9.2 Only plugs and fittings of the weatherproof type shall be used and they should be colour coded in accordance with the Internationally recognised standards for example as detailed as follows:
- (a) 110 volts : Yellow.
  - (b) 240 volts : Blue.
  - (c) 415 volts : Red.
- 26.10 Connections
- 26.10.1 **Every joint and connection in a system shall be mechanically and electrically suitable for use to prevent danger. Proper cable connectors as per national/international standards shall only be used to connect cables.**
- 26.10.2 **No loose connections or tapped joints shall be allowed any where in the work site, office area, stores and other areas. Penalty as per relevant clause shall be put in case of observation of any tapped joints.**
- 26.11 Portable and hand-held equipments:
- 26.11.1 The contractor shall ensure the use of double insulated or all-insulated portable electrical hand equipment may be used without earthing (i.e. two core cables), but they shall still be used only on 110V because of the risk of damage to trailing leads.



### 26.12 Other equipments:

- 26.12.1 All equipment shall have the provision for major switch/cut-off switch in the equipment itself.
- 26.12.2 All non-current carrying metal parts of electrical equipment shall be earthed through insulated cable
- 26.12.3 Isolate exposed high-voltage (over 415 Volts) equipment, such as transformer banks, open switches, and similar equipment with exposed energized parts and prevent unauthorised access.
- 26.12.4 Approved perimeter markings shall be used to isolate restricted areas from designated work areas and entryways and shall be erected before work begins and maintained for entire duration of work. Approved perimeter marking shall be installed with either red barrier tape printed with the words "DANGER—HIGH VOLTAGE" or a barrier of yellow or orange synthetic rope, approximately 1 to 1.5 meter above the floor or work surface.

### 26.13 Work on or near live conductors

- 26.13.1 No person shall be engaged in any work activity on or so near any live conductor (other than one suitably covered with insulating material so as to prevent danger) that danger may arise unless-
  - a) it is unreasonable in all the circumstances for it to be dead; and
  - b) it is reasonable in all the circumstances for him to be at work on or near it while it is live; and
  - c) suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury.

### 26.14 Inspection and Maintenance

- 26.14.1 All electrical equipment should be permanently numbered and a record kept of the date of issue, date of last inspection and recommended inspection period.
- 26.14.2 Fixed installations shall be inspected at least at three monthly intervals; routine maintenance being carried out in accordance with equipment manufactures recommendations.

## 27.0 Lighting:

- 27.1 The contractor shall provide sufficient site lighting, of the right type and at the right place for it to be properly effective. Lighting ought not to introduce the risk of electric shock. Therefore, 230V supplies should be used for those fittings, which are robustly installed, and well out of reach e.g. flood lighting or high-pressure discharge lamps.

### 27.2 Selection of Luminaries:

The contractor shall select the luminaries as per the area requirement indicated below:

Type of Lighting	Area of Requirement	Luminaries
Area Lighting	Workmen and vehicles to move about in safely.	i) Shovel type: non-symmetrical ii) Symmetrical or non-symmetrical tungsten halogen



Beam flood lighting	Concentrated light over an area from a relatively great distance.	<ul style="list-style-type: none"> <li>i) Portable flood light (Conical beam)</li> <li>ii) Wide angle flood (fan shaped beam)</li> <li>iii) Medium or narrow angle flood (Conical beam)</li> </ul>
Dispersive lighting	Lighting for indoor	<ul style="list-style-type: none"> <li>i) Dispersive (Mercury florescent)</li> <li>ii) Cargo cluster</li> <li>iii) Florescent trough</li> </ul>
Walkway lighting	Lighting for stairways, ladder ways, corridors, scaffold access routs, etc.	<ul style="list-style-type: none"> <li>i) Well glass unit</li> <li>ii) Bulkhead unit (tungsten filament)</li> <li>iii) Bulk head unit (Florescent)</li> </ul>
Local lighting	Lighting on sites and fittings are generally accessible to operatives	<ul style="list-style-type: none"> <li>i) PAR (Parabolic Aluminised Reflector) lamp cluster</li> <li>ii) Festoons (with or without shades)</li> <li>iii) Adjustable florescent work lamp</li> <li>iv) Portable flood lamp (mounted on own cable drum)</li> </ul>

27.3 The contractor shall ensure that luminaries should always be placed so that no person is required to work in their own shadow and so that the local light for one person is not a source of glare for the others. Strongly made clamps should be available for attaching luminaries to poles and other convenient supports.

27.4 Luminaries should be robust, resistant to corrosion and rain proof especially at the point of the cable entry.

27.5 The correct type of lamp for each luminaries should always be used and when lamps need to be replaced if shall be in accordance with the supply voltage.

27.6 Lamp holders not fitted with a lamp should be capped off.

27.7 The contractor shall take every effort to illuminate the work site as per the Employer's requirement illustrated in general instruction **JMRC/SHE/GI/0011**.

## 28.0 Hand Tools and Power Tools

### 28.1 General

28.1.1 The contractor is wholly responsible for the safe condition of tools and equipment used by his employees and that of his sub-contractors.

28.1.2 Use of short / damaged hand tools shall be avoided and the contractor shall ensure all his hand tools used at his worksite are safe to work with or stored and shall also train his employees (including his sub-contractors) for proper use thereby.



- 28.1.3 All hand tools and power tools shall be duly inspected before use for safe operation.
- 28.1.4 All hand tools and power tools shall have sufficient grip and the design specification on par with national/international standards on anthropometrics.
- 28.2 Hand tools
- 28.2.1 Hand tools shall include saws, chisels, axes and hatches, hammers, hand planes, screw drivers, crow bars, nail pullers.
- 28.2.2 The contractor shall ensure that,
- i) For crosscutting of hardwood, saws with larger teeth points (no. of points per inch) shall be preferred to avoid the saw jumping out of the job.
  - ii) Mushroom headed chisels shall not be used in the worksite where the fragments of the head may cause injury.
  - iii) Unless hatchet has a striking face, it shall be used as a hammer.
  - iv) Only knives of retractable blades shall be used in the worksite.
  - v) No screwdrivers shall be used for scraping, chiselling or punching holes.
  - vi) A pilot hole shall always be driven before driving a screw.
  - vii) Wherever necessary, usage of proper PPEs shall be used by his employees.
- 28.3 Power tools
- 28.3.1 Power tools include drills, planes, routers, saws, jackhammers, grinders, sprayers, chipping hammers, air nozzles and drills.
- 28.3.2 The contractor shall ensure that
- i) Electric tools are properly grounded or / and double insulated.
  - ii) GFCIs/ RCCBs shall be used with all portable electric tool operated especially outdoors or in wet condition.
  - iii) Before making any adjustments or changing attachments, his workers shall disconnect the tool from the power source.
  - iv) When operating in confined spaces or for prolonged periods, hearing protection shall be required. The same shall also apply to working with equipments, which gives out more noise as mentioned in clause **43.0** of this contract document.
  - v) Tool is held firmly and the material is properly secured before turning on the tool.
  - vi) All drills shall have suitable attachments respective of the operations and powerful for ease of operation.
  - vii) When any work / operation need to be performed repeatedly or continuously, tools specifically designed for that work shall be used. The same is applicable to detachable tool bit also.
  - viii) Size of the drill shall be determined by the maximum opening of the chuck in case of drill bit.
  - ix) Attachments such as speed reducing screwdrivers and buffers shall be provided to prevent fatigue and undue muscle strain to his workers.
  - x) Stock should be clamped or otherwise secured firmly to prevent it from moving.
  - xi) Workers shall never stand on the top of the ladder to drill holes in walls / ceilings, which can be hazardous, instead standing on the fourth or fifth rung shall be recommended.





- xii) Electric plane shall not be operated with loose clothing or long scarf or open jacket.
- xiii) Safety guards used on right angle head or vertical portable grinders must cover a minimum of 180° of the wheel and the spindle / wheel specifications shall be checked.
- xiv) All power tools / hand tools shall have guards at their nip points.
- xv) Low profile safety chain shall be used in case of wood working machines and the saw shall run at high rpm when cutting and also correct chain tension shall be ensured to avoid "kickback".
- xvi) Leather aprons and gloves shall be used as an additional personal protection auxiliary to withstand kickback.
- xvii) Push sticks shall be provided and properly used to hold the job down on the table while the heels moves the stock forward and thus preventing kickbacks.
- xviii) Air pressure is set at a suitable level for air actuated tool or equipment being used. Before changing or adjusting pneumatic tools, air pressure shall be turned off.
- xix) Only trained employees shall use explosive actuated tools and the tool shall also be unloaded when not in use.
- xx) Usage of such explosive actuated tools shall be avoided in case of places where explosive/flammable vapours or gases may be present.
- xxi) Explosive actuated tools and their explosives shall be stored separately and be taken out and loaded only before the time of immediate use.
- xxii) Misfired cartridges of explosive actuated tools must be placed in a container of water and be removed safely from the project.
- xxiii) No worker shall point any power operated / hand tool to any other person especially during loading / unloading.

### **29.0 Welding, Gouging and Cutting**

- 29.1 Gas cylinders in use shall be kept upright on a custom-built stand or trolley fitted with a bracket to accommodate the hoses and equipment or otherwise secured. The metal cap shall be kept in place to protect the valve when the cylinder is not connected for use.
- 29.2 Hose clamp or clip shall be used to connect hoses firmly in both sides of cylinders and torches.
- 29.3 All gas cylinders shall be fixed with pressure regulator and dial gauges
- 29.4 Non-return valve and Flashback arrester shall be fixed at both end of cylinder and torch.
- 29.5 Domestic LPG cylinders shall not be used for Gas welding and Cutting purpose.
- 29.6 DCP or CO<sub>2</sub> type Fire Extinguisher not less than 5 kg shall be fixed at or near to welding process zone in an easily accessible location. Fire Extinguisher should confirm to IS 2190: 1992.
- 29.7 Use firewatchers if there is a possibility of ignition unobserved by the operator (e.g. on the other side of bulkheads).
- 29.8 Oxygen cylinders and flammable gas cylinders shall be stored separately, at least 6.6 meters (20 feet) apart or separated by a fire proof, 1.6 meters (5 feet) high partition. Flammable substances shall not be stored within 50 feet of cylinder storage areas.



- 29.9 Transformer used for electrical arc welding shall be fixed with Ammeter and Voltmeter and also fixed with separate main power switch.
- 29.10 Welding grounds and returns should be securely attached to the work by cable lugs, by clamps in the case of stranded conductors, or by bolts for strip conductors. The ground cable will not be attached to equipment or existing installations or apparatus.
- 29.11 Use a low voltage open circuit relay device if welding with alternating current in constricted or damp places.
- 29.12 Take precautions against the risk of increased fume hazards when welding with chrome containing fluxed consumables or high current metal inert gas (MIG) or tungsten inert gas (TIG) processes.
- 29.13 Avoid being in contact with water or wet floors when welding. Use duckboards or rubber protection.
- 29.14 All electrical installations shall meet the IS: 5571: 1997 and NFPA 70 for gas cylinder storage area and other hazardous areas.
- 29.15 The current for Electric arc welding shall not exceed 300 A on a hand welding operation.

### **30.0 Dangerous and harmful environment**

As per BOCWR Rule 40,

- i) When internal combustion engines are to be used into a confined space or excavation or tunnel or any other workplace where neither natural or artificial ventilation system is inadequate to keep carbon monoxide below 50ppm, exposure of building workers shall be avoided unless suitable measures are taken and provided by the contractor.
- ii) No worker shall be allowed into any confined space or tank or trench or excavation wherein there is given off any dust, fumes / vapours or other impurities which is likely to be injurious or offensive, explosive or poisonous or noxious or gaseous material or other harmful articles unless steps are carried out by the contractor and certified by the responsible person to be safe.

### **31.0 Fire prevention, protection and fighting system**

- 31.1 **The contractor shall ensure that construction site is provided with fire extinguishing equipment sufficient to extinguish any probable fire at construction site. An adequate water supply is provided at ample pressure as per national standard.**
- 31.2 Recharging of fire extinguishers and their proper maintenance should be ensured and as a minimum should meet Indian National Standards
- 31.3 All drivers of vehicles, foreman, supervisors and managers shall be trained on operating the fire extinguishers and fire fighting equipment.
- 31.4 The contractor shall also give consideration to the provision of adequate fire fighting arrangements within the underground and tunnelling operations including the provision of Fire Service compatible hose connections and emergency lighting



- 31.5 As per the RBOCW Rules 2009, Rule 106(a)(vii), all lifting appliances' driver cabin should be provided with a suitable portable fire extinguisher.
- 31.6 Combustible scrap and other construction debris should be disposed off site on a regular basis. If scrap is to be burnt on site, the burning site should be specified and located at a distance no less than 12 metres from any construction work or any other combustible material.
- 31.7 Every fire, including those extinguished by contractor personnel, shall be reported to the Employer representatives.
- 31.8 Emergency plans and Fire Evacuation plans shall be prepared and issued . Mock drills should be held on a regular basis to ensure the effectiveness of the arrangements and as a part of the programme, the Telephone Number of the local fire brigade should be prominently displayed near each telephone on site.

### 32.0 Corrosive substances

- 32.1 As per BOCWR Rule 44, corrosive substances including alkalis and acids shall be stored and used by a person dealing with such substances at a building / construction site in a manner that it does not endanger the building worker and suitable PPE shall be provided by the contractor to the worker during such handling and work. In case of spillage of such substances on building worker, the contractor shall take immediate remedial measures.

### 33.0 Demolition

- 33.1 The Contractor shall ensure that
- i) all demolition works be carried out in a controlled manner under the management of experienced and competent supervision.
  - ii) the concerned department of the Government or local authority be informed and permission obtained wherever required. Media shall also be informed regarding this concern.
  - iii) **all glass or similar materials or articles in exterior openings are removed before commencing any demolition work and all water, steam, electric, gas and other similar supply lines are put-off and such lines so located or capped with substantial coverings so as to protect it from damage and to afford safety to the building workers and public.**
  - iv) examine the walls of all structures adjacent to the structure to be demolished to determine thickness, method of support to such adjacent structures
  - v) no demolishing work be performed if the adjacent structure seems to be unsafe unless and until remedial measures like sheet piling, shoring, bracing or similar means be ensured for safety and stability for adjacent structure from collapsing.
  - vi) debris / bricks and other materials or articles shall be removed by means of
    - a) chutes
    - b) buckets or hoists
    - c) through openings through floors or
    - d) any other safe means
  - vii) no person other than building workers or other persons essential to the operation of demolition work shall be permitted to enter a zone of demolition and the area be provided with substantial barricades.



**34.0 Excavation and Tunnelling:**

**34.1 Excavation**

**34.1.1 The contractor shall ensure**

- i) where any construction building worker engaged in excavation is exposed to hazard of falling or sliding material or article from any bank or side of such excavation which is more than one 1.5 m above his footing, such worker is protected by adequate piling and bracing against such bank or side.
- ii) where banks of an excavation are undercut, adequate shoring is provided to support the material or article overhanging such bank.
- iii) excavated material is not stored at least 0.65 m from the edge of an open excavation or trench and banks of such excavation or trench are stripped of loose rocks and the banks of such excavation or trench are stripped of loose rocks and other materials which may slide, roll or fall upon a construction building worker working below such bank
- iv) metal ladders and staircases or ramps are provided, as the case may be, for safe access to and egress from excavation where, the depth of such excavation exceeds 1.5 m and such ladders, staircases or ramps comply with the IS 3696 Part 1&2 and other relevant national standards.
- v) trench and excavation is protected against falling of a person by suitable measures if the depth of such trench or excavation exceeds 1.5 m and such protection is an improved protection in accordance with the design and drawing of a professional engineer, where such depth exceeds 4m.

**34.2 Tunnelling**

**34.2.1** The contractor shall inform in writing to the Director General within 30 days, prior to the commencement of any tunnelling work.

**34.2.2** The contractor shall appoint a responsible person for safe operation for tunnelling work as per Rule 121 & 125 of BOCWR.

**34.2.3 The contractor shall ensure**

- i) every compressed air system in a tunnel is provided with emergency power supply for maintained continued supply of compressed air as per Rule 155 of BOCWR
- ii) watertight bulkhead doors are installed at the entrance of a tunnel to prevent flooding.
- iii) reliable and effective means of communication such as telephone or walkie-talkie are provided and maintained for arranging better effective communication at an excavation or tunnelling work as per Rule 136 of BOCWR.
- iv) all portable electrical hand tools and inspection lamp used in under ground and confined space at an excavation or tunnelling work is operated at a voltage not exceeding 24V.
- v) only flame proof equipment of appropriate type as per IS:5571:2000 and or other relevant national standard is used inside the tunnel



- vi) petrol or LPG of any other flammable substances are not used, stored inside the tunnel except with prior approval from Employer, and also no oxy-acetylene gas is used in a compressed air environment in excavation or tunnelling
- vii) adequate number of water outlets provided for fire fighting purpose, an audible fire alarm and adequate number and types of fire extinguishers are provided and maintained.
- viii) temperature in any working chamber in an excavation or tunnelling work where workers employed does not exceed 29°C as per Rule 165 of BOCWR.
- ix) all working areas in a free air tunnel are provided with ventilation system as approved by the Director General and the fresh air supplied in such tunnel is not less than 6 m<sup>3</sup>/min for each worker employed in tunnel as per Rule 153 of BOCWR.

### 34.3 Warning signs and notices:

#### 34.3.1 The contractor shall ensure that

- i) suitable warning signs or notices, required for the safety of building workers carrying out the work of an excavation or tunnelling, shall be displayed or erected at conspicuous places in Hindi and in a language understood by majority of such building workers at such building such excavation or tunnelling work
- ii) such warning signs and notices with regard to compressed air working shall include
  - a) the danger involved in such compressed air work
  - b) fire and explosion hazard
  - c) the emergency procedures for rescue from such danger or hazards.

### 35.0 Work Permit system

35.1 The Contractor shall develop a Work Permit system, which is a formal written system used to control certain types of work that are potentially hazardous. A work permit is a document, which specifies the work to be done, and the precautions to be taken. Work Permits form an essential part of safe systems of work for many construction activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered. Permits to Work are usually required in high-risk areas as identified by the Risk Assessments.

35.2 A permit is needed when construction work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Examples of high-risk activities include but are not limited to:

- i) Entry into confined spaces
- ii) Work in close proximity to overhead power lines and telecommunication cables.
- iii) Hot work.
- iv) To dig—where underground services may be located.
- v) Work with heavy moving machinery.
- vi) Working on electrical equipment
- vii) Work with radioactive isotopes.
- viii) Heavy lifting operations and lifting operations closer to live power line

35.3 The permit-to-work system should be fully documented, laying down:

- i) How the system works;



- ii) The jobs it is to be used for;
- iii) The responsibilities and training of those involved; and
- iv) How to check its operation;

35.4 A Work Permit authorisation form shall be completed with the maximum duration period not exceeding 12 hours.

35.5 A copy of each Permit To Work shall be displayed, during its validity, in a conspicuous location in close proximity to the actual works location to which it applies.

### **36.0 Traffic Management**

36.1 The basic objective of the following guidelines is to lay down procedures to be adopted by contractor to ensure the safe and efficient movement of traffic and also to ensure the safety of workmen at construction sites.

36.2 All construction workers should be provided with high visibility jackets with reflective tapes as most of viaduct /tunnelling and station works or either above or under right-of-way. The conspicuity of workmen at all times shall be increased so as to protect from speeding vehicular traffic.

36.3 The guiding principles to be adopted for safety in construction zone are to

- i) Warn the road user clearly and sufficiently in advance.
- ii) Provide safe and clearly marked lanes for guiding road users.
- iii) Provide safe and clearly marked buffer and work zones
- iv) Provide adequate measures that control driver behaviour through construction zones.

36.4 Legal permission

36.4.1 In all cases, the contractor shall employ proper precautions. Wherever operations undertaken are likely to interfere with public traffic, specific traffic management plans shall be drawn up and implemented by the contractor in consultation with the approval of local police authorities and/or the concerned metropolitan/civil authorities as the case may be.

36.4.2 Such traffic management plans shall include provision for traffic diversion and selection of alternative routes for transport of equipment. If necessary, the contractor shall carry out road widening before commencement of works to accommodate the extra load

36.5 The primary traffic control devices used in work zones shall include signs, delineators, barricades, cones, pylons, pavement markings and flashing lights.

36.6 The road construction and maintenance signs which fall into the same three major categories as do other traffic signs, that are Regulatory Signs, Warning Signs and Direction (or guidelines) Signs shall only be used. The IRC: 67 (Code of Practice for Road Signs) provide a list of traffic signs. The size, colours and placement of sign shall confirm to IRC: 67.

36.7 Regulatory signs



- 36.7.1 Regulatory signs impose legal restriction on all traffic. It is essential, therefore, that they are used only after consulting the local police and traffic authorities.
- 36.8 Warning signs
- 36.8.1 Warning signs in the traffic control zone shall be utilised to warn the drivers of specific hazards that may be encountered.
- 36.8.2 The contractor shall place detour signage at strategic locations and install appropriate warning signs. In order to minimize disruption of access to residences and business, the contractor shall maintain at least one entrance to a property where multiple entrances exist.
- 36.8.3 A warning sign as given in general instruction **JMRC/SHE/GI/012** shall be installed at all secondary road which merges with the primary road where the construction work is in progress at sufficient distance before it merges with the primary road so as to alert the road users regarding the 'Metro Work in Progress'.
- 36.8.4 Materials hanging over / protruded from the chassis / body of any vehicle especially during material handling shall be indicated by red indicator (red light/flag) to indicate the caution to the road users.
- 36.9 Delineators
- The delineators are the elements of a total system of traffic control and have two distinct purposes:
- i) To delineate and guide the driver to and along a safe path
  - ii) As a taper to move traffic from one lane to another.
- 36.9.1 These channelising devices such as cones, traffic cylinders, tapes and drums shall be placed in or adjacent to the roadway to control the flow of traffic. These should normally be retro-reflectors complying to IRC: 79 - Recommended Practice for Road Delineators.
- 36.9.2 Traffic cones and cylinders
- Traffic cones of 500mm, 750mm and 1000mm high and 300mm to 500mm in diameter or in square shape at base and are often made of plastic or rubber and normally have retro-reflectorised red and white band shall be used wherever required.
- 36.9.3 Drums
- Drums about 800mm to 1000mm high and 300mm in diameter can be used either as channelising or warning devices. These are highly visible, give the appearance of being formidable objects and therefore command the respect of drivers.
- 36.9.4 Barricades
- 36.9.4.1 Full height fence, barriers, barricades etc. shall be erected around the site in order to prevent the working area from the risk of accidents due to speedy vehicular movement. Same the way barricades protect the road users from the danger due to construction equipment and other temporary structures.





36.9.4.2 The structure dimension of the barricade, material and composition, its colour scheme, JMRC logo and other details shall be in accordance with specifications laid down in tender document.

36.9.4.3 All barricades shall be erected as per the design requirements of the Employer, numbered, painted and maintained in good condition and also Barricade in-charge maintains a barricade register in site.

36.9.4.4 **All barricades shall be conspicuously seen in the dark/night time by the road users so that no vehicle hits the barricade. Conspicuity shall be ensured by affixing retro reflective stripes of required size and shape at appropriate angle at the bottom and middle portion of the barricade at a minimum gap of 1000mm. In addition minimum one red light or red light blinker should be placed at the top of each barricade.**

36.9.5 The contractor shall ensure that all his construction vehicles plying on public roads (like dump trucks, trailers, etc.) have proper license to ply on public roads from the State Transport Authority. Drivers holding proper valid license as per the requirements of Motor Vehicles Act shall drive these vehicles

36.9.6 The contractor shall not undertake loading and unloading at carriageways obstructing the free flow of vehicular traffic and encroachment of existing roads by the contractor applying the excuse of work execution.

36.9.7 **Tow away vehicle**

36.9.7.1 **The contractor shall make arrangements keeping tow away van / manpower to tow away any breakdown vehicle in the traffic flow without losing any time at his cost.**

36.9.8 **Cleaning of roads**

36.9.8.1 **The contractor shall ensure the cleanliness of roads and footpaths by deploying proper manpower for the same. The contractor shall have to ensure proper brooming, cleaning washing of roads and footpaths on all the time throughout the entire stretch till the currency of the contract including disposal of sweepage.**

**37.0 Work to adjacent railways**

37.1 Whenever work is to be conducted in close proximity to the live railways then the following measures shall need to be addressed:

- (a) The rules provided for in the Railway's manual shall be followed.
- (b) No persons are allowed to encroach onto the railway unless specific authority has been given by the owner.
- (c) Adequate protection in accordance with the railway owner's requirements shall be followed. (Provision of Block Inspectors, Flagmen and Lookouts)
- (d) All persons shall wear high visibility clothing at all times.
- (e) Any induction training requirements of the railways shall be strictly observed

**38.0 Batching Plant / Casting Yard**

- i) The batching plant / casting yard shall be effectively planned for smooth flow of unloading and stacking the aggregates reinforcements and cement, batching plant,





transport of concrete, casting the segment, stacking the segment and loading the segments to the trucks. As far as possible the conflicts should be avoided.

- ii) The batching plant / casting yard shall be barricaded and made as a compulsory PPE zone
- iii) If in case of material unloading area is not maintainable as PPE zone, the same shall be segregated properly and made as a non-PPE zone with appropriate barrications.
- iv) Electrical system shall also be suitably planned so that location of diesel generator, if any, location of DBs, routing of cables and positioning of area lighting poles/masts does not infringe on any other utility and pose danger.
- v) Drainage shall be effectively provided and waste water shall be disposed after proper treatment
- vi) Time office, canteen, drinking water, toilet and rest place shall be suitably located for the easy access to workers. All the facilities shall be properly cleaned and maintained during the entire period of operation.
- vii) Manual handling of cement shall be avoided to a larger extent. Whenever it is absolutely necessary the workmen shall be given full body protection, hand protection and respiratory protection as a basic measure of ensuring better health.
- viii) The PPEs provided to cement handling workmen shall conform to international standards.
- ix) Access roads and internal circulation roads shall be well laid and maintained properly at all time.
- x) Non-adherence to any of the above provision shall be penalised as per relevant penalty clause.

### 39.0 Personal Protective Equipments (PPEs)

39.1 The contractor shall provide required PPEs to workmen to protect against safety and / or health hazards. Primarily PPEs are required for the following protection

- i) Head Protection (Safety helmets)
- ii) Foot Protection (Safety footwear, Gumboot, etc)
- iii) Body Protection (High visibility clothing (waistcoat/jacket), Apron, etc)
- iv) Personal fall protection (Full body harness, Rope-grap fall arrester, etc)
- v) Eye Protection (Goggles, Welders glasses, etc)
- vi) Hand Protection (Gloves, Finger coats, etc)
- vii) Respiratory Protection. (Nose mask, SCBAs, etc)
- viii) Hearing Protection (Ear plugs, Ear muffs, etc)

39.2 **The PPEs and safety appliances provided by the contractor shall be of the standard as prescribed by Bureau of Indian Standards (BIS). If materials conforming to BIS standards are not available, the contractor as approved by the Employer shall procure PPE and safety appliances.**

39.3 **All construction workers should be provided with high visibility jackets with reflective tapes confirming to the requirement specified under BS EN 471: 1994 as most of viaduct /tunnelling and station works are executed either above or under right-of-way. The conspicuity of workmen at all times shall be increased so as to protect them from speeding vehicular traffic.**

39.4 The contractor shall provide **safety helmet, safety shoe and high visibility clothing** for all employees including workmen, traffic marshal and other employees who are engaged for any work under this contract as per the following requirement.



All employees of the Contractor including workmen	Traffic marshals
<ul style="list-style-type: none"> <li>i) Hard hat with company Logo</li> <li>ii) Safety boots</li> <li>iii) Hi-visibility <b>waistcoat</b> covering upper body and meeting the following requirements as per BS EN 471:1994: <ul style="list-style-type: none"> <li>a) Background in fluorescent orange-red in colour</li> <li>b) Two vertical green strips of 5cm wide on front side, covering the torso at least 500 cm<sup>2</sup></li> <li>c) Two diagonal strips of 5 cm wide on back in an 'X' pattern covering at least 570cm<sup>2</sup></li> <li>d) Horizontal strips not less than 5cm wide running around the bottom of the vertical strip in front and 'X' pattern at back.</li> <li>e) The bottom strip shall be at a distance of 5cm from the bottom of the vest.</li> <li>f) Strips must be retro reflective and fluorescent</li> <li>g) Waistcoat shall have a side adjustable fit and a side and front tear-away feature on vests made of nylon.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>i) Hard hat with reflective tape</li> <li>ii) Safety boots</li> <li>iii) Hi-visibility <b>jacket</b> covering upper body and meeting the following requirements as per BS EN 471:1994 : <ul style="list-style-type: none"> <li>a) Background in fluorescent orange-red in colour</li> <li>b) Jackets with full-length sleeves with two bands of retro reflective material, which shall be placed at the same height on the garment as those of the torso. The upper band shall encircle the upper part of the sleeves between the elbow and the shoulder; the bottom of the lower band shall not be less than 5cm from the bottom of the sleeve.</li> <li>c) Two vertical green strips of 5cm wide on front side, covering the torso at least 500 cm<sup>2</sup></li> <li>d) Two diagonal strips of 5 cm wide on back in an 'X' pattern covering at least 570cm<sup>2</sup></li> <li>e) Horizontal strips not less than 5cm wide running around the bottom of the vertical strip in front and 'X' pattern at back.</li> <li>f) The bottom strip shall be at a distance of 5cm from the bottom of the vest.</li> <li>g) Strips must be retro reflective and fluorescent.</li> </ul> </li> </ul>

#### 39.4.1 Colour coding for helmets

Safety Helmet Colour Code (Every Helmet should have the LOGO* affixed /painted)	Person to use
White	JMRC staffs
Grey	All Designers, Architect, Consultants, etc.
Violet	Main Contractors (Engineers / Supervisors)
Blue	All Sub-contractors (Engineers / Supervisors)
Red	Electricians (Both Contractor and Sub-contractor)
Green	Safety Professionals (Both Contractor and Sub-contractor)
Orange	Security Guards / Traffic marshals
Yellow	All workmen



White (with "VISITOR" sticker)	Visitors
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Note: LOGO\*

1. Logo shall have its outer dimension 2"X2" and shall be conspicuous
2. Logo shall be either painted or affixed
3. No words shall come either on Top / Bottom of Logo

Logo of the corresponding main contracting company for their employees and sub-contracting company for their employees shall only be used.

- 39.5 In addition to the above any other PPE required for any specific jobs like, welding and cutting, working at height, tunnelling etc shall also be provided to all workmen and also ensure that all workmen use the PPEs properly while on the job.
- 39.6 The contractor shall not pay any cash amount in lieu of PPE to the workers/sub-contractors and expect them to buy and use during work.
- 39.7 The contractor shall at all time maintain a minimum of 10% spare PPEs and safety appliances and properly record and show to the Employer during the inspections. Failing to do so shall invite appropriate penalty as per the provisions of the contract.
- 39.8 It is always the duty of the contractor to provide required PPEs for all visitors. Towards this required quantity of PPEs shall be kept always at the security post.

### **40.0 Visitors to site**

- 40.1 No visitor is allowed to enter the site without the permission of the Employer. All authorised visitors should report at the site office. Contractor shall provide visitor's helmet (White helmet with visitor sticker) and other PPEs like Safety Shoe, reflective jacket, respiratory protection etc. as per requirement of the site.
- 40.2 All Visitors shall be accompanied at all times by a responsible member of the site personnel.
- 40.3 The contractor shall be fully responsible for all visitors' safety and health within the site..



**PART – III : OCCUPATIONAL HEALTH  
AND WELFARE**



### 41.0 Physical fitness of workmen

41.1 The contractor shall ensure that his employees/workmen subject themselves to such medical examination as required under the law or under the contract provision and keep a record of the same.

41.2 The contractor shall not permit any employee/workmen to enter the work area under the influence of alcohol or any drugs.

### 42.0 Medical Facilities

#### 42.1 Medical Examination

42.1.1 The contractor shall arrange a medical examination of all his employees including his sub-contractor employees employed as drivers, operators of lifting appliances and transport equipment before employing, after illness or injury, if it appears that the illness or injury might have affected his fitness and, thereafter, once in every two years up to the age of 40 and once in a year, thereafter.

- i) The Contractor shall maintain the confidential records of medical examination or the physician authorized by the Employer.
- ii) No building or other construction worker is charged for the medical examination and the cost of such examination is borne by contractor employing such building worker.
- iii) The medical examination shall include: -
  - a) Full medical and occupational history.
  - b) Clinical examination with particular reference to
    - i) General Physique;
    - ii) Vision: - Total visual performance using standard orthorator like Titmus Vision Tester should be estimated and suitability for placement ascertained in accordance with the prescribed job standards.
    - iii) Hearing: - Persons with normal must be able to hear a forced whisper at twenty-four feet. Persons using hearing aids must be able to hear a warning shout under noisy working conditions.
    - iv) Breathing: - Peak flow rate using standard peak flow meter and the average peak flow rate determined out of these readings of the test performed. The results recorded at pre-placement medical examination could be used as a standard for the same individual at the same altitude for reference during subsequent examination.
    - v) Upper Limbs: - Adequate arm function and grip
    - vi) Spine: - Adequately flexible for the job concerned.
    - vii) Lower Limbs: - Adequate leg and foot concerned.
    - viii) General: - Mental alertness and stability with good eye, hand and foot coordination.
  - c) Any other tests which the examining doctor considers necessary

42.1.2. If the contractor fails to get the medical examination conducted as mentioned above, the employer will have the right to get the same conducted by through an agency with intimation to the contractor and deduct the cost and overhead charges.



42.2 Occupational Health Centre

42.2.1 The contractor shall ensure at a construction site an occupational health centre, mobile or static is provided and maintained in good order. Services and facilities as per the scale lay down in Schedule X of BOCWR. A construction medical officer appointed in an occupational health centre possesses the qualification as laid down in Schedule XI of BOCWR.

42.3 Ambulance van and room

42.3.1 The contractor shall ensure at a construction site of a building or other construction work that an ambulance van and room are provided at such construction site or an arrangement is made with a nearby hospital for providing such ambulance van for transportation of serious cases of accident or sickness of workers to hospital promptly and such ambulance van and room are maintained in good repair and is equipped with standard facilities specified in Schedule IV and Schedule V of BOCWR.

42.4 First-aid boxes

42.4.1 The contractor shall ensure at a construction site one First-aid box for 100 workers provided and maintained for providing First-aid to the building workers. Every First-aid box is distinctly marked "First-aid" and is equipped with the articles specified in Schedule III of BOCWR.

42.5 HIV/ AIDS prevention and control

42.5.1 The contractor shall adopt the Employer's Policy on "HIV / AIDS Prevention and Control for Workmen Engaged by Contractors" and the copy of the policy is given in **Appendix No.: 4**.

42.5.2 The Employer will engage a professional agency for implementing the guidelines laid down in the policy and communicate to the contractor.

42.5.3 The Contractor shall extend necessary support to the appointed agency by deputing the workmen to attend the awareness creation programmes.

42.5.4 The contractor shall also extend necessary organizational support to the appointed agency for the effective implementation of the Employers' workplace policy on HIV/AIDS for workmen of the Contractors.

42.5.5 As laid down in the policy the contractor shall identify peer educators (1 for every 100 workers) and refer them for professional training to the Employers' appointed agency for the purpose.

42.5.6 **The peer educators on completion of the training shall serve as the focal point for any information, education and awareness campaign among the workmen throughout the contract period.**

42.5.7 The peer educators will be paid a monthly honorarium as fixed by the Employer for rendering his services in addition to his regular duty.

42.5.8 The total number of peer educators (1 for 100 workers) shall always be maintained by the contractor.



42.5.9 **In case if these peer educators leave the contractor by creating vacancy, then the contractor at his own expense train the new replacement peer educator from the Employers' appointed agency for the purpose.**

42.5.10 It is suggested to the contractor that due care should be taken to select the peer educators from among the group of workmen so that they remain with the contractor throughout the contract period.

42.6 Prevention of mosquito breeding

42.6.1 Measures shall be taken to prevent breeding at site. The measures to be taken shall include:

- i) Empty cans, oil drums, packing and other receptacles, which may retain water shall be deposited at a central collection point and shall be removed from the site regularly.
- ii) Still waters shall be treated at least once every week with oil in order to prevent mosquito breeding.
- iii) Contractor's equipment and other items on the site, which may retain water, shall be stored, covered or treated in such a manner that water could not be retained.
- iv) Water storage tanks shall be provided.

42.6.2 Posters in both Hindi and English, which draw attention to the dangers of permitting mosquito breeding, shall be displayed prominently on the site.

42.6.3 **The contractor at periodic interval shall arrange to prevent mosquito breeding by fumigation / spraying of insecticides. Most effective insecticides shall include SOLFAC WP 10 or Baytex, The Ideal Larvicide etc.**

42.7 Alcohol and drugs

42.7.1 The contractor shall ensure at all times that no employee is working under the influence of alcohol / drugs which are punishable under Govt. regulations.

42.7.2 Smoking at public worksites by any employee is also prohibited as per Govt. regulations.

### **43.0 Noise**

43.1 The Contractor shall consider noise as an environmental constraint in his design, planning and execution of the Works and provide demonstrable evidence of the same on Employer's request. The Contractor shall, at his own expense, take all appropriate measures to ensure that work carried out by the Contractor and by his sub-Contractors, whether on or off the Site, will not cause any unnecessary or excessive noise which may disturb the occupants of any nearby dwellings, schools, hospitals, or premises with similar sensitivity to noise.

43.1.1 Without prejudice to the generality of the foregoing, noise level reduction measures shall include the following:

- i) The Contractor shall ensure that all powered mechanical equipment used in the Works shall be effectively sound reduced using the most modern techniques available including but not limited to silencers and mufflers.
- ii) The Contractor shall construct acoustic screens or enclosures around any parts of the Works from which excessive noise may be generated.



- 43.1.2 The Contractor shall ensure that noise generated by work carried out by the Contractor and his sub-Contractors during daytime and night time shall not exceed the maximum permissible noise limits, whether continuously or intermittently, as given in the project SHE Manual. The same may be varied from time to time by and at the sole discretion of the Employer. In the event of a breach of this requirement, the Contractor shall immediately re-deploy or adjust the relevant equipment or take other appropriate measures to reduce the noise levels and thereafter maintain them at levels which do not exceed the said limits. Such measures may include without limitation the temporary or permanent cessation of use of certain items of equipment.
- 43.1.3 The noise monitoring requirements including monitoring locations are given in the project SHE Manual.
- 43.2 Control Requirements
- 43.2.1 Construction material should be operated and transported in such a manner as not to create unnecessary noise as outlined below:
- i) Perform Work within the procedures outlined herein and comply with applicable codes, regulations, and standards established by the Central and State Government and their agencies.
  - ii) Keep noise to the lowest reasonably practicable level. Appropriate measures will be taken to ensure that construction works will not cause any unnecessary or excessive noise, which may disturb the occupants of any nearby dwellings, schools, hospitals, or premises with similar sensitivity to noise. Use equipment with effective noise-suppression devices and employ other noise control measures as to protect the public.
  - iii) Schedule and conduct operations in a manner that will minimize, to the greatest extent feasible, the disturbance to the public in areas adjacent to the construction activities and to occupants of buildings in the vicinity of the construction activities.
  - iv) The Contractor shall submit to the Employer a Noise Monitoring and Control Plan (NMCP) under contract specific Site Environmental Plan. It shall include full and comprehensive details of all powered mechanical equipment, which he proposes to use during daytime and night time, and of his proposed working methods and noise level reduction measures. The NMCP shall include detailed noise calculations and vibration levels to demonstrate the anticipated noise generation and vibrations by the Contractor.
  - v) The NMCP prepared by the Contractor shall guide the implementation of construction activity. The NMCP will be reviewed on a regular basis and updated as necessary to assure that current construction activities are addressed. It may appear as a regular agenda item in project coordination meetings, if noise is an issue at any location in the contract.
- 43.3 Occupational Noise
- i) Protection against the effects of occupational noise exposure should be provided when the sound levels exceeds the threshold values as provided in Project SHE Manual.
  - ii) When employees are subjected to sound levels exceeding those listed in the Table, feasible administrative or engineering controls should be utilized as given in this document and JMRC's Project SHE Manual.





- iii) If such controls fail to reduce sound levels within the levels of the table, personal protective equipment shall be provided and used to reduce sound levels within the levels of the table.
- iv) When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. Exposure to different levels for various periods of time shall be computed according to the formula and sample computation as given in project SHE Manual.

### 43.4 Vibration Level

- 43.4.1 In locations where the alignment is close to historical / heritage structures, the contractor shall prepare a monitoring scheme prior to construction at such locations. This scheme for monitoring vibration level at such historical / heritage sites shall be submitted to Employer for his approval. This scheme shall include:
- i) Monitoring requirements for vibrations at regular intervals throughout the construction period.
  - ii) Pre-construction structural integrity inspections of historic and sensitive structures in project activity.
  - iii) Information dissemination about the construction method, probable effects, quality control measures and precautions to be used.
  - iv) The vibration level limits at work sites adjacent to the alignment shall conform to the permitted values of peak p velocity as given in article project SHE Manual.

### 44.0 Ventilation and illumination

#### 44.1 Ventilation

- 44.1.1 The contractor shall ensure at a construction site of a building or other construction work that all working areas in a free tunnel are provided with ventilation system as approved by the DG/CIIBC and the fresh air supply in such tunnel is not less than 6m<sup>3</sup>/min for each building worker employed underground in such tunnel and the free air flow movement inside such tunnel is not less than 9m/min.

- 44.1.2 The oxygen level shall not be less than 19.5% in the working environment.

#### 44.2 Illumination

- 44.2.1 The contractor shall take every effort to illuminate the work site as per the Employer's requirement illustrated in general instruction **JMRC/SHE/GI/0011**.
- 44.2.2 **The contractor shall conduct a monthly illumination monitoring by lux meter for all the locations and the report shall be sent to the Employer within 7<sup>th</sup> of the next month and the same shall be reviewed during the monthly SHE committee meeting.**

### 45.0 Radiation

- 45.1 The use of radioactive substances and radiating apparatus shall comply with the Govt. regulatory requirements and all subsidiary legislation



- 45.2 Operations involving ionising radiation shall only be carried out after having been reviewed without objection by the Employer's representative and shall be carried out in accordance with a method statement.
- 45.3 each area containing irradiated apparatus shall have warning notices and barriers, as required by the Regulations, conspicuously posted at or near the area.
- 45.4 Radioactive substances will be stored, used or disposed shall be strictly in accordance with the Govt. Enactments.
- 45.5 The contractor shall ensure that all site personnel and members of the public are not exposed to radiation.
- 46.0 **Welfare measures for workers**
- 46.1 Latrine and Urinal Accommodation
- 46.1.1 **The contractor shall provide one latrine seat for every 20 workers up to 100 workers and thereafter one for every additional 50 workers. In addition one urinal accommodation shall be provided for every 100 workers.**
- 46.1.2 When women are employed, separate latrine and urinals accommodation shall be provided on the same scale as mentioned above.
- 46.1.3 Latrine and urinals shall be provided as per Section 33 of BOCWA and maintained as per Rule 243 of BOCWR and shall also comply with the requirements of public health authorities
- 46.1.4 Moving sites
- 46.1.4.1 In case of works like track laying, the zone of work is constantly moving at elevated level or at underground level. In such cases mobile toilets with proper facility to drain the sullage shall be provided at reasonably accessible distance.
- 46.1.5 **In case if the contractor fail to provide required number of urinals and latrines or fail to maintain it as per the requirements of Public Health laws, the Employer shall have the right to provide/maintain through renowned external agencies like "Sulabh" at the cost of the contractor.**
- 46.2 **Canteen:**
- 46.2.1 **In every workplace wherein not less than 250 workers are ordinarily employed the contractor shall provide an adequate canteen conforming to Section 37 of BOCWA, Rule 244 of BOCWR and as stipulated in Rule 247 of BOCWR the charges for food stuff shall be based on 'no profit no loss' basis. The price list of all items shall be conspicuously displayed in such canteen.**
- 46.3 **Serving of tea and snacks at the workplace:**
- 46.3.1 **As per Rule 246 of BOCWR, at a building or other construction work where a workplace is situated at a distance of more than 200 m from the canteen provided under Rule 244(1) of BOCWR, the contractor employing building works shall make suitable arrangement for serving tea and light refreshment to such building works at such place.**



46.4 **Drinking water**

46.4.1 **As per Section 32 of BOCWA the contractor shall make in every worksite, effective arrangements to provide sufficient supply of wholesome drinking water with minimum quantity of 5 litres per workman per day. Quality of the drinking water shall conform to the requirements of national standards on Public Health.**

46.4.2 While locating these drinking water facility due care shall be taken so that these are easily accessible within a distance of 200m from the place of work for all workers at all location of work sites.

46.4.3 All such points shall be legible marked "Drinking Water" in a language understood by a majority of the workmen employed in such place and such point shall be situated within six metres of any washing places, urinals or latrines.

46.5 **Labour Accommodation**

46.5.1 **The contractor shall provide free of charges as near as possible, temporary living accommodation to all workers conforming to provisions of Section 34 of BOCWA. These accommodations shall have cooking place, bathing, washing and lavatory facilities.**

46.6 **Creches**

46.6.1 In every workplace where in more than 50 female workers are ordinarily employed, there shall be provided and maintained a suitable room for use of children under age of 6 yrs, conforming to the provisions of Section 35 of BOCWA.



## **PART – IV : ENVIRONMENTAL MANAGEMENT**



**47.0 Air Quality**

- 47.1 The Contractor shall take all necessary precautions to minimise fugitive dust emissions from operations involving excavation, grading, and clearing of land and disposal of waste. He shall not allow emissions of fugitive dust from any transport, handling, construction or storage activity to remain visible in atmosphere beyond the property line of emission source for any prolonged period of time without notification to the Employer.
- 47.2 The Contractor shall use construction equipment designed and equipped to minimise or control air pollution. He shall maintain evidence of such design and equipment and make these available for inspection by Employer.
- 47.3 If after commencement of construction activity, Employer believes that the Contractor's equipment or methods of working are causing unacceptable air pollution impacts then these shall be inspected and remedial proposals shall be drawn up by the Contractor, submitted for review to the Employer and implemented.
- 47.4 In developing these remedial measures, the Contractor shall inspect and review all dust sources that may be contributing to air pollution. Remedial measures include use of additional/ alternative equipment by the Contractor or maintenance/modification of existing equipment of the Contractor.  
In the event that approved remedial measures are not being implemented and serious impacts persist, the Employer may direct the Contractor to suspend work until the measures are implemented, as required under the Contract.
- 47.5 Contractor's transport vehicles and other equipment shall conform to emission standards fixed by Statutory Agencies of Government of India or the State Government from time to time. The Contractor shall carry out periodical checks and undertake remedial measures including replacement, if required, so as to operate within permissible norms.
- 47.6 The Contractor shall establish and maintain records of routine maintenance program for internal combustion engine powered vehicles and equipment used on this project. He shall keep records available for inspection by Employer.
- 47.7 The Contractor shall cover loads of dust generating materials like debris and soil being transported from construction sites. All trucks carrying loose material should be covered and loaded with sufficient free- board to avoid spills through the tail board or side boards.
- 47.8 The Contractor shall promptly transport all excavation disposal materials of whatever kind so as not to delay work on the project. Stockpiling of materials will only be allowed at sites designated by the Employer. The Contractor shall place excavation materials in the dumping/disposal areas designated in the plans as given in the specifications.
- 47.9 The temporary dumping areas shall be maintained by the Contractor at all times until the excavate is re-utilised for backfilling or as directed by Employer. Dust control activities shall continue even during any work stoppage.
- 47.10 The Contractor shall place material in a manner that will minimize dust production. Material shall be minimized each day and wetted, to minimize dust production. During dry weather, dust control methods must be used daily especially on windy, dry days to prevent any dust from blowing across the site perimeter.



- 47.11 The Contractor shall water down construction sites as required to suppress dust, during handling of excavation soil or debris or during demolition. The Contractor will make water sprinklers, water supply and water delivering equipment available at any time that it is required for dust control use. Dust screens will be used, as feasible when additional dust control measures are needed specially where the work is near sensitive receptors.
- 47.12 The Contractor shall provide a wash pit or a wheel washing and/or vehicle cleaning facility at the exits from work sites such as construction depots and batching plants. At such facility, high-pressure water jets will be directed at the wheels of vehicles to remove all spoil and dirt.
- 47.13 The Contractor shall design and implement his blasting techniques so as to minimise dust, noise, vibration generation and prevention fly rock.
- 47.14 Blasting technique should be consistent not only with nature and quantity of rock to be blasted but also the location of blasting.
- 47.15 The contractor shall give preference to explosives with better environmental characteristics.
- 47.16 The Contractor shall protect structures, utilities, pavements roads and other facilities from disfiguration and damage as a result of his activities. Where this is not possible, the contractor shall restore the structures, utilities, pavements, roads and other facilities to their original or better, failing which the rectification/restoration work shall be carried out at the risk and cost of the contractor.
- 47.17 The Contractor shall submit to the Employer an Air Monitoring and Control Plan (AMCP) under contract specific Site Environmental Plan to guide construction activity insofar as it relates to monitoring, controlling and mitigating air pollution.

### **48.0 Water Quality**

- 48.1 The Contractor shall comply with the Indian Government legislation and other State regulations in existence in Jaipur insofar as they relate to water pollution control and monitoring. A drainage system should be constructed at the commencement of the Works, to drain off all surface water from the work site into suitable drain outlet.
- 48.2 The Contractor shall provide adequate precautions to ensure that no spoil or debris of any kind is pushed, washed, falls or deposited on land adjacent to the site perimeter including public roads or existing stream courses and drains within or adjacent to the site. In the event of any spoil or debris from construction works being deposited or any silt washed down to any area, then all such spoil, debris or material and silt shall be immediately removed and the affected land and areas restored to their natural state by the Contractor to the satisfaction of the Employer.
- 48.3 Due to lowering of potable water supplies in Jaipur and subsequent contamination of ground water, the Contractor is not allowed to discharge water from the site without the approval of the Employer. The Contractor must comply with the requirements of the Central Ground Water Board for discharge of water arising from dewatering. Any water obtained from dewatering systems installed in the works must be either re-used for construction purposes and this water may subsequently be discharged to the drainage system or, if not re-used, recharged to the ground water at suitable aquifer levels. The Contractor must submit his proposals for approval of Employer, on his proposed locations of dewatering of excavation and collection of water for either construction re-use or recharge directly to



aquifers. The Contractor's recharge proposals must be sufficient for recharging of the quantity of water remaining after deduction of water re-used for construction. During dewatering, the contractor shall monitor ground water levels from wells to ensure that draw down levels do not exceed allowable limits. The Contractor will not be permitted to directly discharge, to the drainage system, unused ground water obtaining from the excavation without obtaining approval of Employer or the Agency controlling the system.

- 48.4 The Contractor shall ensure that earth, bentonite, chemicals and concrete agitator washings etc. are not deposited in the watercourses but are suitably collected and residue disposed off in a manner approved by local authorities.
- 48.5 All water and waste products (surface runoff and wastewater) arising on the site shall be collected and removed from the site via a suitable and properly designed temporary drainage system and disposed off at a location and in a manner that will cause neither pollution nor nuisance.
- 48.6 Any mud slurry from drilling, tunnelling, diaphragm wall construction or grouting etc. shall not be discharged into the drainage system unless treatment is carried out that will remove silt, mud particles, bentonite etc. The Contractor shall provide treatment facilities as necessary to prevent the discharge of contaminated ground water.
- 48.7 The Contractor shall discharge wastewater arising out of site office, canteen or toilet facilities constructed by him into sewers after obtaining prior approval of agency controlling the system. A wastewater drainage system shall be provided to drain wastewater into the sewerage system.
- 48.8 The bentonite mixing, treatment and handling system shall be established by the contractor giving due regard to its environmental impacts. The disposal of redundant bentonite shall be carefully considered whether in bulk or liquid form. The disposal location will be advised and agreed with the relevant authorities.
- 48.9 The Contractor shall take measures to prevent discharge of oil and grease during spillage from reaching drainage system or any water body. Oil removal / interceptors shall be provided to treat oil waste from workshop areas etc.
- 48.10 The Contractor shall apply to the appropriate authority for installing bore wells for water supply at site.

### **49.0 Archaeological and Historical Preservation**

- 49.1 The contractor shall seek to accommodate archaeological and historical preservation concerns that may arise due to the construction of the project especially in close vicinity of such areas where such monuments may be located.
- 49.2 The contractor shall consult the Archaeological Survey of India (ASI). Other competent authorities and other parties, on the advise of the Employer, to identify and assess construction effects and seek ways to avoid, minimize or mitigate adverse effects on such monuments.
- 49.3 Adverse effects may include reasonably foreseeable effects caused by the construction that may occur later in time, be farther removed in distance or those that alter, howsoever temporarily, the significance of the structure.



### **50.0 Landscape and Greenery**

- 50.1 As far as is reasonably practicable, the Contractor shall maintain ecological balance by preventing deforestation and defacing of natural landscape. In respect of ecological balance, the Contractor shall observe the following instructions.
- 50.2 The Contractor shall, so conduct his construction operations, as to prevent any avoidable destruction, scarring or defacing of natural surrounding in the vicinity of work.
- 50.3 Where destruction, scarring, damage or defacing may occur as a result of operations relating to Permanent or Temporary works, the same shall be repaired, replanted or otherwise corrected at Contractor's expense. All work areas shall be smoothened and graded in a manner to conform to natural appearance of the landscape as directed by the Employer.
- 50.4 A suggested list of trees/shrubs suitable for planting and landscaping is found in Employer's Project SHE Manual.

### **51.0 Felling of Trees**

- 51.1 The contractor shall identify the number and type of trees that are required to be felled as a result of construction of works and facilities related to Jaipur Metro Project and inform the Employer.
- 51.2 All trees and shrubbery, which are not specifically required to be cleared or removed for construction purposes, shall be preserved and shall be protected from any damage that may be caused by Contractor's construction operations and equipment. The contractor shall not fell, remove or dispose of any tree or forest produce in any land handed over to him for the construction of works and facilities related to Jaipur Metro except with the previous permission obtained from the Forest Department.
- 51.3 The Employer shall arrange permission from the forest department for trees to be felled or transplanted. The Employer will permit the removal of trees or shrubs only after prior approval.
- 51.4 Special care shall be exercised where trees or shrubs are exposed to injuries by construction equipment, blasting, excavating, dumping, chemical damage or other operation and the Contractor shall adequately protect such trees by used of protective barriers or other methods approved by the Employer. Trees shall not be used for anchorage.

### **52.0 Fly Ash**

- 52.1 The Employer may require the contractor to use fly ash as a percentage substitution of cement, in concrete for certain structures and works.
- 52.2 In all such uses of Fly Ash, the contractor shall maintain a detailed record of usage of Fly Ash. The contractor shall also collect related details and provide to the Employer.
- 52.3 The reporting details on consumption of Fly Ash are found in Employer's SHE Manual.





### **53.0 Waste**

- 53.1 The contractor is required to develop, institute and maintain a Waste Management Programme (WMP) during the construction of the project for his works, which may include: -
- i) Identification of disposal sites.
  - ii) Identification of quantities to be excavated and disposed off.
  - iii) Identification of split between waste and inert material
  - iv) Identification of amounts intended to be stored temporarily on site location of such storage.
  - v) Identification of intended transport means and route.
  - vi) Obtaining permission, where required, for disposal.
- 53.2 Such a mechanism is intended to ensure that the designation of areas for the segregation and temporary storage of reusable and recyclable materials are incorporate into the WMP. The WMP should be prepared and submitted to the Engineer for approval.
- 53.3 The Contractor shall handle waste in a manner that ensures they are held securely without loss or leakage thus minimizing potential for pollution. The Contractor shall maintain and clean waste storage areas regularly.
- 53.4 The Contractor shall remove waste in a timely manner and disposed off at landfill sites after obtaining approval of Jaipur Municipal Corporation for its disposal.
- 53.5 Burning of wastes is prohibited. The Contractor shall not burn debris or vegetation or construction waste on the site but remove it in accordance with **50.1** above.
- 53.6 The Contractor shall make arrangement to dispose of metal scrap and other saleable waste to authorized dealer and make available to the Employer on request, records of such sales.

### **54.0 Hazardous Waste Management**

- 54.1 If encountered or generated as a result of Contractor's activity, then waste classified as hazardous under the "Hazardous Wastes (Management & Handling) Rules, 1989, amendments 2000, 2003" shall be disposed off in a manner in compliance with the procedure given in the rules under the aforesaid act.
- 54.2 Chemicals classified as hazardous chemicals under "Manufacture, Storage and Import of Hazardous Chemical Rules, 1989 of Environment (Protection) Act, 1986 shall be disposed off in a manner in compliance with the procedure given in the rules under the aforesaid act.
- 54.3 The contractor shall identify the nature and quantity of hazardous waste generated as a result of his activities and shall file a 'Request for Authorisation' with Rajasthan State Pollution Control Board along with a map showing the location of storage area.
- 54.4 Outside the storage area, the contractor shall place a 'display board', which will display quantity and nature of hazardous waste, on date. Hazardous Waste needs to be stored in a secure place



- 54.5 It shall be the responsibility of the contractor to ensure that hazardous wastes are stored, based on the composition, in a manner suitable for handling, storage and transport. The labelling and packaging is required to be easily visible and be able to withstand physical conditions and climatic factors.
- 54.6 The contractor shall approach only Authorised Recyclers of Hazardous Waste for disposal of Hazardous Waste, under intimation to the Employer.
- 54.7 Submittal of all environment related documents and records pertaining to monitoring and trend analysis on key parameters such as but not limited to consumption/efficient use of resources such as energy, water, material such as cement, fly ash, iron and steel, recycle/reuse of waste etc that shall have demonstrated continual improvement in the implementation of Environmental management System. Failure to do so the employer shall impose appropriate penalty as indicated under penalty clause.

### **55.0 Energy Management**

- 55.1 The contractor shall use and maintain equipment so as to conserve energy and shall be able to produce demonstrable evidence of the same upon Employer's request.
- 55.2 Measures to conserve energy include but not limited to the following:
- i) Use of energy efficient motors and pumps
  - ii) Use of energy efficient lighting, which uses energy efficient luminaries
  - iii) Adequate and uniform illumination level at construction sites suitable for the task
  - iv) Proper size and length of cables and wires to match the rating of equipment
  - v) Use of energy efficient air conditioners
- 55.3 The contractor shall design site offices maximum daylight and minimum heat gain. The rooms shall be well insulated to enhance the efficiency of air conditioners and the use of solar films on windows may be used where feasible.



## **PART – V : PENALTY AND AWARDS**



**56.0 Charges to be recovered from contractor for unsafe act or condition**

56.1 JMRC has built an image of safety conscious organisation meticulously over a period of three years. Any reportable accident (fatality / injury) results in loss of life and/or property damage. These accidents not only result in loss of life but also damage the reputation of JMRC. Most of the accidents are avoidable and caused preliminary due to contractors' negligence. Hence JMRC shall recover the cost of damages from the contractors for every reportable incident (fatality / injury).

56.2 In addition every JMRC work site is exposed to public scrutiny as the work is executed just on the right-of-way. Any unsafe act / unsafe condition observed by public further damages our reputation. Because of the non-voluntary compliance of contractors to the condition of contract on SHE and project SHE manual, JMRC has been forced to establish safety-enforcing organisation. The cost of established such organisation is to be recovered from contractors for all observed safety violations at sites.

56.3 The following table indicates the Safety, Health and Environment violation (unsafe act / unsafe condition) and charges to be recovered from contractors.

SL. NO.	TOPIC	UNSAFE ACT/UNSAFE CONDITION	DEDUCTIBLE AMOUNT
1.	SHE Policy & Plan	i) SHE policy a) non-compliance of clause 4.1 b) Inadequate coverage, not signed c) Not displayed at prominent locations	Rs.5,000 per single violation, compounded to a maximum of Rs.25,000 at any single instance.
		ii) SHE plan: a) Not as per Employers' content and coverage b) Delay in submission c) Not updated as per employer's instruction as per clause 4.4 d) Copies not provided to all required supervisors / engineers	Rs.1,00,000 per single violation, compounded to a maximum of Rs.2,00,000 at any single instance.
2.	SHE Organisation	i) Not complying to the minimum manpower requirements as mentioned in General Instruction JMRC/SHE/001 ii) Not filling up the vacancies created due to SHE personnel leaving the contractor within 14 days. iii) SHE organisation not provided with required Audio-visual and other equipments as per General Instruction JMRC/SHE/012 iv) Employing through outsourcing	i) Rs.1,00,000 per month for first month and Rs.2,00,000 for subsequent months ii) Rs.50,000 per month for first month and Rs.1,00,000 for subsequent months For items iii), iv), v) and vi) Rs.50,000 for first violation and Rs.1,00,000 for subsequent violations



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		<p>agencies and SHE personal are not in the payroll of the main contractor</p> <p>v) Disobedience / Improper conduct of any SHE personnel.</p> <p>vi) Chief SHE Manager not reporting directly to CPM of contractor.</p>	
3.	SHE committee	<p>i) Failed to formulate or conduct SHE Committee meeting for any month</p> <p>ii) Contractor and Sub-contractor representatives not attending SHE Committee meetings</p> <p>iii) Failed to conduct Site inspection before conducting SHE Committee meeting</p> <p>iv) Failed to send SHE Committee Meeting minutes or Agenda to Employer in time</p> <p>v) Non-adherence of clause 7.7.1</p> <p>vi) Non-adherence of clause 7.9</p>	<p>i) Rs.1,00,000 for the first violation and Rs.5,00,000 for the subsequent violations</p> <p>ii) Rs.5,000 to the contractor of the member who had not attended the meeting for first violation and Rs.25,000 for subsequent violations.</p> <p>For item iii), iv), v) and vi) Rs.25,000 for first violation and Rs.50,000 for subsequent violations</p>
4.	ID card	<p>i) Non-adherence of clause 8.1, 8.2 and 8.3</p>	Rs.1,00,000 for first violation and Rs.2,00,000 for subsequent violations
5.	SHE Training	<p>i) Not complying to the requirements as mentioned in conditions of contract on SHE and project SHE manual with regard to:</p> <p>a) Induction training not given</p> <p>b) Supervisor/engineer/manager training not conducted as per clause 9.6</p> <p>c) Refresher training as per clause 9.7 and 9.11 not conducted</p> <p>d) Tool-box talk not conducted as per clause 9.8</p> <p>e) Skill development training not conducted as clause 9.9</p> <p>f) Daily Safety Oath not conducted as per clause 9.10</p> <p>g) Top management behaviour based SHE training conducted</p>	<p>For item 1 a) to g) Rs.50,000 for first violation on and Rs.1,00,000 for subsequent violations</p>
6.	SHE Inspection	<p>i) Not complying to the requirements as mentioned in conditions of contract on SHE and project SHE manual as per clause 10.0</p> <p>ii) Non compliance of clause 10.3.6</p>	Rs.50,000 for first violation and Rs.1,00,000 for subsequent violations
7.	SHE audit	<p>Internal Audit: MARS</p> <p>i) Not conducted as per SHE Plan</p> <p>ii) Report not sent to Employer</p> <p>iii) Action not taken for any month</p>	<p>For item i) to iii) Rs.50,000 for first violation and Rs.1,00,000 for subsequent violations.</p>



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		<p>External Audit</p> <p>iv) Not conducted as per SHE Plan</p> <p>v) Report not sent to employer</p> <p>vi) Action not taken for any quarter</p>	<p>For item iv ) to vi)</p> <p>Rs.1,00,000 for first violation and Rs.2,00,000 for subsequent violations.</p>
8.	SHE Communication	<p>i) Important days to be observed for SHE awareness as furnished by employer not observed</p> <p>ii) Posters as furnished by Employer not printed and displayed</p>	<p>i) Rs.10,000 for first violation and Rs.50,000 for subsequent violations</p> <p>ii) 2,00,000 per contract</p>
9.	SHE Submittals	<p>i) Non compliance of clause 13.1</p> <p>ii) Non compliance of clause 13.2</p> <p>iii) Non compliance of clause 13.3</p>	<p>For item i)</p> <p>Rs.50,000 for first violation and Rs.1,00,000 for subsequent violations</p> <p>For item ii) and iii)</p> <p>Rs.1,00,000 for first violation and Rs.2,00,000 for subsequent violations</p>
10.	Injury and Incidence reporting	<p>i) Fatal accidents</p> <p>ii) Injury accident</p> <p>iii) Abnormal delay in reporting accidents or wilful suppression of information about any accidents / dangerous occurrence as per clause 14.1.4</p> <p>iv) Delay in informing about any accidents / dangerous incidents.</p> <p>v) Non-compliance of the clause 14.4</p>	<p>i. Rs.5,00,000 for first fatality and Rs.10,00,000 for every subsequent fatality.</p> <p>ii. Rs.1,00,000 for first grievously injured person and Rs.2,00,000 for every subsequent grievously injured person (Grievous Injury as defined by Workmen Compensation Act)</p> <p>iii. Rs.1,00,000 for first violation and Rs.2,00,000 for subsequent violations</p> <p>For items iv) and v)</p> <p>Rs.50,000 for first violation and Rs.1,00,000 for subsequent violations</p>
11.	Emergency preparedness Plan	Non-compliance of the clause 15.1,15.2, 15.3, 15.4, 15.5 and 15.6	Rs.1,00,000 for non-compliance of any of the clauses
12.	Housekeeping	<p>i) Housekeeping maintenance register not properly maintained up to date</p> <p>ii) Surrounding areas of drinking water tanks / taps not hygienically cleaned / maintained</p> <p>iii) Office, stores, toilet / urinals not properly cleaned and maintained.</p> <p>iv) Required dustbins at appropriate places not provided / not cleaned.</p> <p>v) Stairways, gangways, passageways blocked.</p>	Rs.10,000 per single violation Compounded to a maximum of Rs.1,00,000 at any single instance



		<ul style="list-style-type: none"> <li>vi) Lumber with protruding nails left as such</li> <li>vii) Openings unprotected</li> <li>viii) Excavated earth not removed within a reasonable time.</li> <li>ix) Truck carrying excavated earth not covered / tyres not cleaned.</li> <li>x) Vehicles / equipments parked / placed on roads obstructing free flow of traffic</li> <li>xi) Unused surplus cables / steel scraps lying scattered</li> <li>xii) Wooden scraps, empty wooden cable drums lying scattered</li> <li>xiii) Water stagnation leading to mosquito breeding</li> </ul>	
13.	Working at Height / Ladders and Scaffolds	<ul style="list-style-type: none"> <li>i) Not using or anchoring Safety Belt</li> <li>ii) Not using Safety Net</li> <li>iii) Absence of life line or anchorage point to anchor safety belt</li> <li>iv) Non-compliance of clause 18.17</li> <li>v) Using Bamboo ladders</li> <li>vi) Painting of ladders</li> <li>vii) Improper usage (less than 1m extension above landing point, not maintaining 1:4 ratio)</li> <li>viii) Aluminium ladders without base rubber bush</li> <li>ix) Usage of broken / weak ladders</li> <li>x) Usage of re-bar welded ladders</li> <li>xi) Improper guardrail, toe board, barriers and other means of collective protection</li> <li>xii) Improper working platform</li> <li>xiii) Working at unprotected fragile surface</li> <li>xiv) Working at unprotected edges</li> </ul>	Rs.10,000 per single violation Compounded to a maximum of Rs.1,00,000 at any single instance
14.	Lifting appliances and gear	<ul style="list-style-type: none"> <li>i) Non availability of fitness certificate as per clause 21.3</li> <li>ii) Documents not displayed on the machine or not available with the operator as per clause 21.4</li> <li>iii) Maximum Safe Working Load not written on the machine as per clause 21.5</li> <li>iv) Non-compliance of 21.6</li> <li>v) Non-compliance of 21.7</li> <li>vi) Automatic safe load indicator not provided or not in working condition as per clause 21.8</li> <li>vii) Age of the operator less than 21 years or without any licence and non-compliance of other item as per clause 21.9</li> </ul>	Rs.50,000 per single violation Compounded to a maximum of Rs.5,00,000 at any single instance



		<ul style="list-style-type: none"> <li>viii) Non-compliance of 21.10</li> <li>ix) Non-compliance of any of the items mentioned regarding rigging requirements as per clause 21.11</li> <li>x) Failure to submit method statement in case of all critical lifting</li> <li>xi) Person riding on crane.</li> <li>xii) Creating more noise and smoke</li> <li>xiii) Absence of portable fire extinguisher in driver cabin</li> <li>xiv) Fail to guard hoist platform</li> <li>xv) No fencing of hoist rope movement area</li> <li>xvi) Hoist platform not in the horizontal position</li> </ul>	
15.	Launching operation	Non-adherence of any of the provisions mentioned in clause 22.2	Rs. 50,000 for first violation and Rs.1,00,000 for subsequent violations .
16.	Site Electrical safety	<ul style="list-style-type: none"> <li>i) Non-compliance of clause 26.1.1</li> <li>ii) Non-compliance of clause 26.2.4, 26.2.5</li> <li>iii) Non-compliance of clause 26.3.1</li> <li>iv) Non-compliance of clause 26.7, 26.8 and 26.9.1</li> <li>v) Non-compliance of clause 26.10 and 26.13</li> <li>vi) Non-compliance of clause 28.3.2</li> <li>vii) Exposed electric lines (fermentative damage) and circuits in the workplace.</li> <li>viii) Inserting of bare wires into the socket</li> <li>ix) Improper grounding for the electrical appliances</li> <li>x) Electrical cables running on the ground</li> <li>xi) Non-compliance clause 27.0</li> </ul>	Rs.10,000 per single violation Compounded to a maximum of Rs.1,00,000 at any single instance
17.	Hand tools and Power tools	<ul style="list-style-type: none"> <li>i) Non-compliance of clause 28.0</li> </ul>	Rs.10,000 per single violation Compounded to a maximum of Rs.1,00,000 at any single instance
18.	Gas Cutting	<ul style="list-style-type: none"> <li>ii) Wrong colour coding of cylinder.</li> <li>iii) Cylinders not stored in upright position.</li> <li>iv) Flash back arrester, non-return valve and regulator not present or not in working condition.</li> <li>v) Fail to put cylinders in a cylinder trolley.</li> <li>vi) Damaged hose.</li> <li>vii) Using domestic LPG cylinders</li> <li>viii) Fail to store cylinder 6.6m away from fire prone materials</li> <li>ix) Fail to use hose clamps</li> <li>x) Fire extinguisher not placed in the vicinity during operation</li> </ul>	Rs.10,000 per single violation Compounded to a maximum of Rs.50,000 at any single instance





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19.	Welding	<ul style="list-style-type: none"> <li>i) Voltmeter and Ammeter not working</li> <li>ii) Improper grounding and return path.</li> <li>iii) Damaged welding cable</li> <li>iv) Bare openings in the cable.</li> <li>v) Non-availability of separate switch in the transformer</li> <li>vi) Non-availability of main switch control to switch off power to the welding unit.</li> <li>vii) Usage of reinforcement rod as return conductor</li> <li>viii) Damaged holder</li> <li>ix) Fire extinguisher not placed in the vicinity during operation</li> </ul>	Rs.10,000 per single violation Compounded to a maximum of Rs.50,000 at any single instance
20.	Fire precaution	<ul style="list-style-type: none"> <li>i) Smoking and open flames in fire prone area</li> <li>ii) Using more than 24V portable electrical appliances in the fire prone area</li> <li>iii) Not proper ventilation in cylinder storage area.</li> <li>iv) Absence of fire extinguishers</li> <li>v) Fire extinguishers not refilled once in a year.</li> <li>vi) Fire extinguisher placed in a not easily accessible location</li> </ul>	Rs.5,000 per single violation Compounded to a maximum of Rs.25,000 at any single instance.
21.	Excavation, Tunnelling and confined space	<ul style="list-style-type: none"> <li>i) Non-compliance of clause 34.1.1</li> <li>ii) Non-compliance of clause 34.2.3</li> <li>iii) Non-compliance of clause 34.3</li> </ul>	For any item from i) and ii) Rs.10,000 per single violation Compounded to a maximum of Rs.50,000 at any single instance. For item iii) Rs.10,000 per first violation and Rs.50,000 for subsequent violations
22.	Work permit system	<ul style="list-style-type: none"> <li>i) Non-compliance of clause 35.2</li> <li>ii) Non-compliance of clause 21.11.9</li> </ul>	For item i) and ii) Rs.50,000 per first violation and Rs.1,00,000 for subsequent violations
23.	Traffic Management	<ul style="list-style-type: none"> <li>i) Non-compliance of clause 36.4.1</li> <li>ii) Non-compliance of clause 36.8.3</li> <li>iii) Non-compliance of clause 36.9.2</li> <li>iv) Non-compliance of clause 36.9.3</li> <li>v) Non-compliance of clause 36.9.7</li> <li>vi) Non-compliance of clause 36.9.8</li> </ul>	Rs.1,00,000 per first violation and Rs.2,00,000 for subsequent violations



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		a) Barricades i) Not Cleaned ii) Not in alignment iii) Not numbered iv) Not painted v) Red lights / reflectors not working vi) Damages not repaired vii) Not secured properly viii) Barricade inspector not employed ix) Protruding parts / portions repaired x) Barricades maintaining register not properly maintained up to date	Rs.25,000 per single violation Compounded to a maximum of Rs.1,00,000 at any single instance
		b) Contractor Vehicles i) Over loading of vehicles ii) Unfit drivers or operators iii) Unlicensed vehicles iv) Absence of traffic marshals v) Absence of reversing alarm vi) Absence of fog light (at winter) vii) Power / hand brakes not in working condition.	Rs.25,000 per single violation Compounded to a maximum of Rs.1,00,000 at any single instance
		c) Splashing of Bentonite on roads / non-cleaning of tyres of dumpers and transit mixers i) Mishandling of bentonite like splashing of bentonite outside specified width of barricading ii) Non-cleaning of tyres of dumpers and transit mixers before leaving the site and thereby creating a traffic safety hazard to road users.	For item i) and ii) a) Rs.1,00,000 on first observation. b) Rs. 2,00,000 on second observation c) Rs. 3,00,000 on third and subsequent observations
24.	Batching plant / Casting yard	Non-adherence of any of the provisions mentioned in clause 38.0.	Rs. 10,000 for single violation compounded to a maximum of Rs.1,00,000 at any single instant.
25.	PPE	i) Not having ii) Not wearing (or) using and kept it elsewhere iii) Using damaged one iv) Using wrong type v) Using wrong colour helmet or helmet without logo vi) Using for other operation (e.g. Using safety helmet for storing materials or carrying water from one place to other) vii) Not conforming to BIS standard	From item i) to vi). Rs.200 per single violation  For item vii) Rs.10,000 for first violation and Rs.50,000 for subsequent violations For item viii) Rs.50,000 for first violation and Rs.1,00,000 for subsequent violations



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		viii) Non-compliance of clause 39.6, 39.7 and 39.8	
26.	Occupational Health	i) Fail to conduct Medical examination to workers ii) Absence of ambulance van & room iii) Workers not having ID card iv) Inadequate number of toilets v) Toilets not cleaned properly vi) Absence of water facilities for toilets and washing places vii) Toilet placed more than 500m from the work site viii) Absence of drinking water ix) Absence of first-aid person in work site. x) Absence or inadequacy of first-aid box. xi) Misuse of first-aid box. xii) First-aid box not satisfy the minimum Indian standard. xiii) Smoking inside the construction site xiv) Drink and drive or work xv) Excessive noise and vibration xvi) Canteen not provided xvii) Food stuff not served on no loss no profit basis xviii) Creche not provided xix) Accommodation not provided as per BOCWA xx) Fumigation / insecticides not sprayed to prevent Mosquito breeding xxi) Non-compliance of clause 44.1 and 44.2	Rs.10,000 per single violation Compounded to a maximum of Rs.1,00,000 at any single instance
27.	Labour Welfare measures	i) Non adherence of Labour welfare provisions of BOCWA ii) Fail to register establishment and display the registration certificate at workplace iii) Absence of workers register and records iv) Absence of muster roll and wages register v) Fail to display an abstract of BOCWA and BOCWR	Rs.10,000 per single violation Compounded to a maximum of Rs.50,000 at any single instance
28.	Environmental Management	i) Tyre wash facility not provided ii) Spillage from vehicles not arrest iii) Air monitoring not practiced iv) Noise monitoring not practiced v) The values of air monitoring and noise monitoring not with in acceptable limits vi) Dust control measures at sites not	Rs.10,000 per single violation Compounded to a maximum of Rs.50,000 at any single instance



		practiced	
		vii) Improper disposal of debris / residues	

56.4 **Without limiting to the unsafe acts and or conditions mentioned above in clause 56.3 the Employer shall have the right to deduct charges for any other unsafe act and or condition depending upon the gravity of the situation on a case-to-case basis. The charges shall be in comparison with that of the similar offence indicated in clause 56.3.**

**57.0 Stoppage of work**

57.1 The Employer shall have the right to stop the work at his sole discretion, if in his opinion the work is being carried out in such a way that it may cause accidents and endanger the safety of the persons and / or property, and / or equipments. In such cases, the contractor shall be informed in writing about the nature of hazards and possible injury / accident.

57.2 The contractor shall not proceed with the work until he has complied with each direction to the satisfaction of Employer

57.3 The Contractor shall not be entitled for any damages / compensation for stoppage of work, due to safety reasons and the period of such stoppage of work shall not be taken as an extension of time for Completion of the Facilities and will not be the ground for waiver of levy of liquidated damages.

**58.0 Awards**

The following categories will be considered for awards as per the scheme in practice of Employer

- i) For every safe million man hour working without any reportable incidents
- ii) Zero fatality contracts
- iii) 100% adherence to voluntary reporting of all accidents throughout the currency of contract
- iv) Safest project team of the year.
- v) Best SHE team of the year.
- vi) Safest Contractor of the year.



## **APPENDIX**



	JAIPUR METRO RAIL CORPORATION LTD.
APPENDIX NO.: 1	

**Memorandum of Understanding between Jaipur Metro Rail Corporation (JMRC) and the Contractor for safe execution of contract work**

This Memorandum of Understanding is made and executed by and between Jaipur Metro Rail Corporation Ltd. (JMRC), a Company registered under the Companies Act 1956 and having its registered office at Khanij Bhawan, Udyog Bhawan Premises, Tilak Nagar, C-Scheme, Jaipur-302005 or their authorized representative(s), hereinafter referred to as "EMPLOYER" (which expression shall wherever the context so requires or admits be deemed to mean and include its successors in business and assigns) of the one party  
AND

M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_ hereinafter referred to as the "CONTRACTOR" (which expression shall wherever the context so requires or admits be deemed to mean and include its successors in business and assigns) of the other party

WITNESSETH THAT

WHEREAS the EMPLOYER gives highest importance to the occupational safety, health and environment during execution of work, seeks cooperation from the CONTRACTOR in this endeavour.

Thus, this Memorandum of Understanding is for promoting the safety, health and environment aspects required to be followed at workplace/site and will be applicable to any site job to be done by the CONTRACTOR  
AND

WHEREAS the CONTRACTOR has read all the terms and conditions of the EMPLOYER and whereas the CONTRACTOR has studied the following documents:

- (a) Tender Documents, including Notice Inviting Tender, General Conditions, Special Conditions,
- (b) Conditions of Contract on Safety, Health and Environment and Project Safety, Health and Environment Manual.
- (c) Building and Other Construction Workers (Regulations of Employment and Conditions of Service) Act 1996, Central Rules 1998 and subsequent Rajasthan Government Rules 2009, Building and Other Construction Workers Welfare Cess Act 1996 and Rules 1998 and Rajasthan Building and Other Construction Workers' Welfare Board Rules and
- (d) Indian Electricity Act 2003 and Rules 1956.
- (e) Corresponding International / Bureau of Indian Standard Codes.

The amendments to any of the above rules and any other rules & regulations or procedures, circulars, notices & advices laid down by the EMPLOYER from time to time.

Now it is hereby AGREED AND DECLARED by and between the EMPLOYER and the CONTRACTOR as follows:

Clause - I                      The CONTRACTOR shall abide by the terms and conditions stipulated in Condition of Contract on Safety, Health & Environment and Project Safety, Health



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& Environment Manual.

- Clause - II      The CONTRACTOR shall undertake full responsibility for safe execution of job at work place/site and safety of his personnel and adjoining road users during work.
- Clause - III      Without giving any prior notice, the EMPLOYER shall from time to time be entitled to add/or amend any or all terms and conditions with a view to improving safety and occupational health of personnel and safety of work, with immediate effect and the same shall be binding on the CONTRACTOR. The contractor agrees to implement all such amendments, which shall be laid down by the EMPLOYER.
- Clause - IV      Besides following the guidelines, safety rules and regulations, safety codes given in various safety procedures/documents mentioned above, the CONTRACTOR shall also prepare detailed method statement which includes job safety analysis wherever there are complicated and hazardous/high risk working involved and get it approved from Employer before execution of work.
- Clause - V      Any negligence or violation in implementing any of the provision of the conditions of contract on Safety, Health & Environment and JMRC project Safety, Health & Environment Manual shall be viewed seriously and the contractor is liable to compensate the employer for the loss of reputation. The cost of damage shall be fixed on case-to-case basis.

In witness thereof the Parties hereto by representatives duly authorised have executed this Memorandum of Understanding on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signed on  
For and on behalf of JMRC

Signed on  
For and on behalf of (Contractor)

\_\_\_\_\_  
Signature:  
Name:  
Title:

\_\_\_\_\_  
Signature:  
Name:  
Title:



	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>APPENDIX NO.: 2</b>	

**Safety, Welfare and Occupational Health requirements as per BOCW Act 1996 and Rules 1998 and Rajasthan BOCW Rules 2009.**

(This list has been prepared in chronological order with primary importance to Section of Act and secondary importance to Rules)

- S -** Refers relevant Sections in BOCWA  
**R -** Refers relevant Rules in BOCWR  
**C -** Refers relevant Chapter No. in BOCWR

Sl. No.	1. Items	Relevant Sections / Rules in BOCWA and BOCWR and RBOCWR
2.	Registration of establishment	S – 7, R – 23 to 27
3.	Display of registration certification at workplace	R – 26 (5)
4.	Hours of work	S – 28 R – 234 to 237
5.	Register of overtime	S – 28; S – 29 R – 241(1) Form XXII
6.	Weekly rest and payment at rest	R – 235
7.	Night shift	R – 236
8.	Maintenance of workers registers and records	S – 30 R – 238
9.	Notice of commencement and completion	S – 46 R – 239
10.	Register of persons employed as building workers	R – 240
11.	Muster roll and wages register	R – 241(1) (a); Form XVI and XVII
12.	Payment of wages	R – 248
13.	Display of notice of wages regarding	R – 249
14.	Register of damage or loss	R – 241(1)(a); Form XIX, XX, XXI
15.	Issue of wages book	R – 241(2)(a); Form XXIII
16.	Service certificate for each workers	R – 241(2)(b); Form XXIV
17.	Display an abstract of BOCWA and BOCWR	R – 241(5)
18.	Annual return	R – 242; Form XXV
19.	Drinking water	S – 32
20.	Latrines and Urinals	S – 33 R - 243
21.	Accommodation	S – 34
22.	Creches	S – 35
23.	First-aid boxes	S – 36 R – 231 and Schedule III
24.	Canteens	S – 37 R – 244
25.	Food stuff and other items served in the canteens	R – 245
26.	Supply of tea and snacks in work place	R – 246
27.	Food charges on no loss no profit basis	R - 247
28.	Delhi BOCW welfare Board Rules	R – 250 to 296





29.	Safety committee	S – 38 R – 208
30.	Safety officer	S – 38 R – 209 and Schedule VII
31.	Reporting of accidents and dangerous occurrences	S – 39, R – 210
32.	Procedure for inquiry in to the causes of accidents	R – 211
33.	Responsibility of employer	S - 44 R – 5
34.	Responsibility of Architects, Project engineer and Designers	R – 6
35.	Responsibility of workmen	R – 8
36.	Responsibility for payment of wages and compensation	S – 45
37.	Penalties and Procedures	S – 47; S – 55
38.	Excessive noise, vibration etc	R – 34
39.	Fire Protection	R – 35
40.	Emergency action plan	R – 36
41.	Fencing of motors	R – 37
42.	Lifting of carrying of excessive weight	R – 38
43.	Health, Safety and Environmental Policy	R – 39
44.	Dangerous and Harmful Environment	R – 40
45.	Overhead protection	R – 41
46.	Slipping, Tripping, Cutting, Drowning and Falling Hazards	R – 42
47.	Dust, Gases, Fumes, etc	R – 43
48.	Corrosive substance	R – 49
49.	Eye Protection	R – 45
50.	Head Protection and other protection apparel	R – 46; R – 54
51.	Electrical Hazards	R – 47
52.	Vehicular traffic	R – 48
53.	Stability of structure	R – 49
54.	Illumination	R – 50; R – 124
55.	Stacking of materials	R – 51
56.	Disposal of debris	R – 52
57.	Numbering and marking of floors	R – 53
58.	Lifting appliances and gears	C – VII; R – 55 to 81
59.	Runways and Ramps	C – VIII; R – 82 to 85
60.	Working on or adjacent to water	C – IX; R – 86 & 87
61.	Transport and earthmoving equipments	C – X; R – 88 to 95
62.	Concrete work	C – XI; R – 96 to 107
63.	Demolition	C – XII; R – 108 to 118
64.	Excavation and Tunnelling works	C – XIII; R – 119 to 168
65.	Ventilation	R – 153
66.	Construction, repair and maintenance of step roof	C – XIV; R – 169 to 171
67.	Ladders and Step ladders	C – XV; R – 172 to 174
68.	Catch platform and hoardings, chutes, safety belts and nets	C – XVI; R – 175 to 180
69.	Structural frame and formworks	C – XVII; R – 181 to 185
70.	Stacking and unstacking	C – XVIII; R – 186 & 187
71.	Scaffold	C – XIX; R – 188 to 205
72.	Cofferdams and Caissons	C – XX; R – 206 to 211
73.	Explosives	C – XXI; R – 212 & 213
74.	Piling	C – XXII; R – 214 to 222
75.	Medical Examination for building and other construction worker, Crane operator an Transport vehicle drivers	R – 81; R – 223(a)(iii) and Schedule XII



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76.	Medical examination for occupational health hazards	R – 233(a)(iv)
77.	Charging of workers for Medical Examination	R – 223(b)
78.	Occupational health centres and Medical officers	R – 225 and Schedule X & XI
79.	Ambulance van & room	R – 226 & 227 and Schedule IV & V
80.	Stretchers	R – 228
81.	Occupational health service for building workers	R – 229
82.	Medical examination for occupational health hazards	R – 223(a)(iv)
83.	Emergency care services and emergency treatment	R – 232
84.	Panel of experts and agencies	Central Rule 250 Rajasthan Rule 277
85.	Power of inspectors	Central rule 251 Rajasthan rule 278



	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>APPENDIX NO.: 3</b>	


<b>CONTENT OF SHE PLAN</b>	
Contract No	
<b>Contractor Name</b>	
<b>Project Name</b>	

<b>1</b>	<b>Project Highlights</b> <ul style="list-style-type: none"><li>i. Title of the content</li><li>ii. Contractor Number</li><li>iii. Brief scope of work</li><li>iv. Location map/ key plan</li><li>v. Period of the project</li></ul>
<b>2</b>	<b>SHE Policy</b>
<b>3</b>	<b>Site Organisation Chart</b> Chart indicating reporting of SHE personnel
<b>4</b>	<b>Roles &amp; Responsibility</b> Individual responsibility of the <ul style="list-style-type: none"><li>i. Project Manager</li><li>ii. Construction Manager</li><li>iii. Construction Supervisors</li><li>iv. SHE Committee Members</li><li>v. SHE Incharge</li><li>vi. Site Engineers</li><li>vii. First Line Supervisors</li><li>viii. Sub-contractors</li></ul>
<b>5</b>	<b>SHE Committee</b> <ul style="list-style-type: none"><li>i. Details - Chairman, Members, Secretary and Employer's representative,</li><li>ii. Procedures for effective conduct of meeting</li></ul>
<b>6</b>	<b>SHE Training</b>
<b>7</b>	<b>Subcontractor Evaluation, Selection and Control</b>
<b>8</b>	<b>SHE Inspection</b>
<b>9</b>	SHE Audit
<b>10</b>	Accident Investigation And Reporting Procedures



<b>11</b>	<b>Occupational Health Measures</b>
<b>12</b>	<b>Labour Welfare Measures</b>
<b>13</b>	<b>Risk assessment and mitigation procedures</b>
<b>14</b>	<b>Safe Work Procedures</b> <ul style="list-style-type: none"><li>i. Work at Height</li><li>ii. Structural Steel Erection</li><li>iii. Launching of segments</li><li>iv. Floor, Wall Openings and Stairways</li><li>v. Welding, Cutting and Bracing</li><li>vi. Lifting appliances</li><li>vii. Work Permit Systems</li><li>viii. Electrical Equipments</li><li>ix. Mechanical Equipments</li><li>x. Excavation</li><li>xi. Fire Prevention</li><li>xii. Hazardous Chemicals and Solvents</li><li>xiii. Ionising Radiation</li><li>xiv. Lighting</li><li>xv. Abrasive Blasting</li></ul>
<b>15</b>	<b>Work Permit System</b>
<b>16</b>	<b>List of standard job specific PPEs to be used in the site</b>
<b>17</b>	<b>Maintenance of Regime for construction Equipment and Machinery</b>
<b>18</b>	<b>Traffic management</b>
<b>19</b>	<b>Housekeeping</b>
<b>20</b>	<b>Environmental Management</b>
<b>21</b>	<b>Emergency Management</b>
<b>22</b>	<b>Visitors and Security arrangement</b>



	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>APPENDIX NO.: 4</b>	

**WORKPLACE POLICY ON HIV/AIDS PREVENTION & CONTROL FOR WORKMEN ENGAGED BY CONTRACTORS**

“Being mobile in and of itself is not a risk factor for HIV infection. It is the situations encountered and the behaviours possibly engaged in during mobility or migration that increase vulnerability and risk regarding HIV / AIDS.”

*UNAIDS, Technical update on ‘Population, Mobility and AIDS’, February 2001, p.5*

**Jaipur Metro Rail Corporation (JMRC)** recognizes HIV / AIDS as a developmental challenge and realizes the need to respond to it by implementing regular HIV / AIDS prevention programmes and creating a non-discriminatory work environment for HIV infected workmen engaged by contractors. For the purpose of making conscientious, sensitive and compassionate decision in addressing the realities of HIV / AIDS, JMRC has established these guidelines based on ILO code of practice on HIV / AIDS.

- ▶ Creating awareness through professional agency using IEC (Information, Education and Communication) package specially designed for migrant workers.
- ▶ Institutional capacity building by training the project implementation team, Safety, Health & Environment (SHE) Managers, establishing linkages for efficient diagnosis and treatment of the affected workers, effective monitoring of implementation and documentation for further learning.
- ▶ Establishing peer educators by selecting them in consultation with contractors and training them through professional agencies so that they become focal point for any information, education and awareness campaigns among the workmen throughout the contract period.
- ▶ Promotion of social marketing of condoms through Rajasthan State Aids Control Society (RSACS).



## Safety, Health and Environment (SHE) Manual

	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>General Instruction : JMRC/SHE/GI/001</b>	

### **MINIMUM MANPOWER REQUIREMENTS OF SHE ORGANIZATION BASED ON CONTRACT VALUE**

	1	2	3	4	5	6
Awarded Contract value (in Cr.)	Chief SHE Manager	Senior SHE Manager	Junior SHE Manager	Safety Steward	Senior SHE (Electrical) Engineer	Junior SHE (Electrical) Engineer
Upto 2	-	-	1	Refer Note 1	-	1
Upto 10	-	1	Refer Note 1		1	Refer Note 2
Upto 25	1	Refer Note 1			1	
Upto 100	1				1	
Upto 250	1				1	
More than 250	1				1	

	7	8	9	10	11	12	13
<b>Awarded Contract value (in Cr.)</b>	<b>*Junior SHE (Fire) Manager / **Senior SHE (Fire) Manager</b>	<b>Occupational Health officer with Necessary Nursing Assistants (Refer Note3)</b>	<b>Environmental Manager</b>	<b>Senior SHE (Traffic) Engineer (Refer Note4)</b>	<b>Barricade Maintenance Squad (Refer Note4)</b>	<b>House Keeping Squad</b>	<b>Labour Welfare Officer</b>
Upto 2	-	-	-	-	Refer Note 5	Refer Note 6	-
Upto 10	-	1 (PT)	1	1			1
Upto 25	1*	1 (PT)	1	1			1
Upto 100	1*	1 (FT)	1	1			1
Upto 250	1**	2(FT)	1	1			1 with support staff
More than 250	2**	2(FT)	1 with support staff	1			1 with support staff

**Note 1:** Adequate, qualified and trained SHE Professionals with required support staff to be deployed at each worksite at each shift.

**Note 2:** Adequate, qualified and trained Electrical Engineers / supervisors to be deployed at each worksite at each shift.



**Note 3:** (PT) means Part-Time and (FT) means Full-time.

**Note 4:** Senior SHE (Traffic) Engineer Post and Barricade Manager (including the staff) Posts are applicable to contracts where the work has to be executed either below or over the right-of-way like Viaduct, Tunnel Contracts wherein erection and maintenance of barricades are paramount important.

**Note 5:** One Barricade Manager supported by required supervisors and workmen

**Note 6:** One Housekeeping Manager supported by required supervisors and workmen



	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>General Instruction : JMRC/SHE/GI/002</b>	

**MINIMUM QUALIFICATION AND EXPERIENCE FOR (SHE) SAFETY, ELECTRICAL, ENVIRONMENTAL, TRAFFIC ENGG. AND OCCUPATIONAL HEALTH PROFESSIONALS**

<b>Sl. No</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience (in years)</b>
1	Chief SHE Manager	<p>The Chief SHE Manager shall have qualified in any of the following degree/diploma:</p> <ul style="list-style-type: none"> <li>i) Post Graduate Diploma in Industrial Safety &amp; Environmental Management (PGDISEM) from National Institute of Industrial Engineering, Mumbai</li> <li>ii) M.E. in Industrial Safety from NIT, Trichy, Tamil Nadu</li> <li>iii) M.E. in Industrial Safety from Mepco Schlenk Engineering College, Sivakasi, Tamil Nadu</li> <li>iv) B.E. in Fire and Safety Engg. From Cochin University of Science and Engg. Cochin, Kerala</li> <li>v) B.E. with advanced Safety Management Diploma from CLI / RLI Mumbai / Chennai / Kolkata and Kanpur.</li> <li>vi) B.E / B.Arch., with one year Full Time advanced Safety diploma from NICMAR, Hyderabad.</li> <li>vii) B.E/B.Tech with any other equivalent State and Central Govt. recognized full time Degree / Diploma in Safety.</li> <li>viii) International qualifications like CSP (Certified Safety Professional), NEBOSH, MIOSH, MSISO etc.</li> </ul>	2 {for all category except (iv) and 5yrs for category (iv)}
2	Senior SHE Manager (Refer Note 3)	<p>As stated in Sl. No:1 and in addition the following categories:</p> <ul style="list-style-type: none"> <li>i) B.Sc.(Physics/Chemistry/Maths) with one year Full Time advanced Safety diploma from NICMAR, Hyderabad</li> <li>ii) B.Sc. / Diploma in Engg. with advanced Safety Management Diploma from CLI / RLI / Mumbai / Chennai / Kolkata and Kanpur.</li> <li>iii) B.Sc. (Physics/Chemistry/Maths) with One year Full Time diploma in Safety Engineering offered by West Bengal State Technical Education Departments and similar courses by other states.</li> <li>iv) Any Graduate or diploma holder with 7 years of work experience in full fledged SHE department of any Public Sector / Leading Private Sector / MNC / with prior approval of employer on a case to case basis</li> </ul>	2 {for category (i), (ii) and (iii) only}
3	Junior SHE Manager (Refer Note 3)	<ul style="list-style-type: none"> <li>i) Degree in Science / Diploma in Engineering with Govt. recognized safety diplomas from Correspondence</li> </ul>	2 (for category (i) only)





## Safety, Health and Environment (SHE) Manual

		course of NICMAR, Annamalai University, National and State Productivity Councils, Other State Technical Education Boards etc. ii) Any Graduate or diploma holder with 5 years of work experience in full fledged SHE department of any Public Sector / Leading Private Sector / MNC / with prior approval of employer on a case to case basis	
4	Safety Steward (Refer Note 3)	Any basic qualification with any SHE related certificate courses.	2
5	Senior SHE (Electrical) Manager	Degree in Electrical Engineering + Govt. recognized Electrical Licence holder	2
6	Junior SHE (Electrical) Manager	Diploma in Electrical Engineering + Govt. recognized Electrical Licence holder	1
7	Senior SHE (Fire) Manager	i) B.E. (Fire) from National Fire Service College, Nagpur ii) B.E (Fire & Safety) from Cochin University iii) Graduate with any Govt. recognized diploma in Fire Safety with 5 years of experience	2 (for category (i) and (ii) only)
8	Junior SHE (Fire) Manager	Any Diploma holder with any Govt. recognized diploma in Industrial Fire Safety.	1
9	Occupational Health Officer	MBBS with Govt. recognized degree/diploma in Industrial/ occupational health	1
10	Environment Manager	Govt. recognized PG Degree / PG Diploma / Degree in Environmental Engineering / Science	2
11	Senior SHE (Traffic) Engineer	Govt. recognized PG Degree / Degree / Diploma in Traffic/Transportation Engineering or Planning	1
12.	House Keeping Squad -Manager	Any Diploma in Engineering	1
13	Barricade Manager	Any Diploma in Engineering	1
14	Labour Welfare Officer	Any Degree with Govt. Recognized Degree / Diploma / P G Diploma in Labour Welfare related fields like Law, Personnel / Industrial Relations etc.	2

**Note 1:** In some extraordinary cases where the candidate had earlier worked in JMRC Projects they can be considered for the following posts:

- i) Senior SHE Manager
- ii) Junior SHE Manager
- iii) Safety Steward

depending upon the qualification and no. of years of experience on a case to case basis even if they do not possess the prescribed qualification as listed above.

**Note 2:** In all other cases other than listed under note 3 (i), (ii) and (iii) irrespective their earlier experience with JMRC projects the candidates shall qualify as specified above.



	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>General Instruction : JMRC/SHE/GI/003</b>	

**MINIMUM REQUIREMENTS OF SHE MONITORING AND AUDIO-VISUAL EQUIPMENTS**

1. For the purpose of minimum requirements of Audio-visual and Other equipment the contracts are categorized into the following groups:

Contract Value (Initial awarded value of contract)	Group
Upto 25 Cr	A
Upto 100 Cr	B
Upto 250 Cr	C
More than 250 Cr	D

2. Every contractor falling into the above groups shall provide the following minimum required audio visual aids for conducting weekly review, monthly safety committee and other post review meeting of all fatal and major incidences effectively. These audio-visual equipments are a must for conducting periodical in-house safety presentations in the training programmes.
3. In addition to the above portable hand held digital sound level meter (SLM) and portable hand held digital lux meter are also to be provided.

Sl.No	SHE monitoring and Audio-Visual Equipment details	SHE monitoring and Audio-Visual equipment required for			
		Group A Contract	Group B Contract	Group C Contract	Group D Contract
1.	Portable hand held Digital Sound Level Meter (SLM)	1	1	1	1
2.	Portable hand held Digital Lux Meter	1	1	1	1
3.	Laptop Computer with standard configuration including multi media facilities	1	1	1	1
4.	Colour Printer	1	1	1	1
5.	Computer projector with screen	-	1	1	1
6.	Overhead projector	1			
7.	35mm Camera (For taking accident investigation photos in which case the images can not be easily altered)	1	1	1	1



## Safety, Health and Environment (SHE) Manual

8.	Digital camera with flash of minimum 4 mega pixel and video facility	1	1	1	2
9.	Digital still camera with flash of minimum 4 mega pixel	1	2	4	6
10.	Portable loudspeaker (for tool-box talk and emergency purpose)	1	1	2	6
11.	Communication facility like mobile phone, walky-talky etc	For all supervisors and managers/engineers working in Safety, Health & Environment			
12.	Accident investigation Kit containing the following:	1	1	1	2
a)	Chalk piece for marking				
b)	Measuring tape for measuring <ul style="list-style-type: none"> <li>Flexible tape – 2m length</li> <li>Metal Foot long scale and</li> <li>Metal tape – 30m</li> </ul>				
c)	Equipment tags				
d)	Multipurpose Flash light				
e)	Barrier tape of 20m length				
f)	Accident investigation Forms and checklists				
g)	Enough Paper for witness recording and other noting				
h)	Emergency Phone Numbers list				



	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>General Instruction: JMRC/SHE/GI/004</b>	

### **Training of Contractor's Employees/Staff/Worker's**

Contractor shall provide a training/workshop on safety, health & environment (SHE) to all its workers/staff/employees/subcontractors of at least 2 weeks (96 hrs) at the time of induction. Before posting of any his worker's/staff/employees/subcontractors, the contractor shall give a certificate that the said person had undergone the requisite SHE training. Non compliance of the above will invoke penalties as per the condition of contract on SHE, of Tender Document.

#### **The training shall cover following aspects:-**

**1. Hazard Identification Procedure**

Hazards on site:

- Falls
- Earthing work
- Electricity
- Machinery
- Handling materials
- Transport
- Site housekeeping
- Fire

**2. Personal Protective Equipment**

- What is available?
- How to obtain it?
- Correct use and care.

**3. Health**

- Site welfare facilities
- Potential health hazards
- First Aid/CPR


**4. Duties of the contractor**

- Brief outline of the responsibilities of the Contractor by law
- Details of Contractor's accident prevention policy
- JMRC's SHE manual
- Building and other Constructions Welfare Law

**5. Employee's Duties**

- Brief outline of responsibilities of employee under law
- Explanation of how new employees fit into the Contractor's plan for accident prevention. (induction and orientation).



	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>General Instruction : JMRC/SHE/GI/005</b>	

**ID Card Format**

(85 mm x 55mm)

**Front side of ID Card:**

<b>Name &amp; Address of Main/Sub Contractor</b>	
<b>LOGO of Main/Sub Contractor Company</b>	<b>Location</b> <b>Jaipur Metro Rail Project</b>
<b>Name:</b> <b>Designation:</b> <b>Blood Group:</b> <b>Valid from:</b> <b>Valid up to:</b>	<b>Photo</b>
<b>Contractor's Authorised Signatory with seal</b>	

**Backside of ID Card:**

<b>Employee Address:</b> _____ _____ _____ _____
<div>1. This card is the property of "XX" (Main / Sub / Labour Contractor) and must be returned on demand and on transfer / cancellation of employment. 2 A charge will be levied for replacement of the card due to loss or theft 3 If found please return to</div>
<b>Main contractors' Address</b>



	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>General Instruction : JMRC/SHE/GI/006</b>	

**SHE Training details for Managers and Supervisors**

<b>1. The Law and Safety</b>	<b>2. Policy and Administration</b>
Statutory requirement Appropriate regulations Duties of employer and employee	Effect of incentive on accident prevention  Human relations Consultation Safety Officer: duties, aims, objectives
<b>3. Safety and the Supervisor</b>	<b>4. Principles of Accident Prevention</b>
Safety and efficient production go together  Accidents affect morale and public relations	Attitudes of management, supervision and operations Methods of achieving safe operations Accident and injury causes
<b>5. Site Inspection</b>	<b>6. Human Behavior</b>
The role of management Hazard Identification Procedure Records results Follow-up procedures Feedback	Motivating agencies Individual behavior Environmental effects Techniques of persuasion
<b>7. Site housekeeping</b>	<b>8. Health</b>
Site organization Relationship of site housekeeping to accident occurrence Site access Equipment storage Material stacking Materials handling	Medical examination Hazard to health on site  Sanitation and welfare Protective clothing First Aid/CPR
<b>9. Personal Protective Equipment</b>	<b>10. Electricity</b>
Eye, face, hands, feet and legs Respiratory protective equipment Protection against ionizing radiation	Appreciation of electrical hazards Power tools Arc welding Low voltage system Lighting and power system on sites ELCB, RRCB, Grounding/Ground fault circuit interrupters (GFCIs)
<b>11. Oxygen and Acetylene Equipment</b>	<b>12. Equipment</b>
Cylinder storage and maintenance Condition and maintenance of valves, regulators, and gauges Condition and maintenance of hoses and fittings Pressures	Accidents related to moving parts of machinery Appreciation of principles of guarding  Importance of regular maintenance



<b>3. Transportation</b>	<b>14. Excavations</b>
Transport to and from site Hazard connected with site transport Competent drivers Dumpers Tipping trucks Movement near excavations	Method of shoring Precautions while shoring Precautions at edge of excavations Removal of shoring Sheet steel piling
<b>15. Working platforms, Ladders, and Scaffolding</b>	<b>16. Cranes and other Lifting Machines</b>
Hazards connected with the use of ladders  Maintenance and inspection Type of scaffold Overloading Work on roofs Fragile material Openings in walls and floors  Use of safety belts and nets	Licensing, certification and training required for operation of cranes Slings methods Signaling Access to crane(s) Maintenance and examination Ground conditions Hazards and accident prevention methods connected with the use of different types of cranes/heavy equipment Crane Lift Plan for all lifts
<b>17. Lifting Tackle</b>	<b>18. Fire Prevention and Control</b>
Slings - single and multi-legged Safe working loads (SWLs) Safety hooks and eyebolts Cause of failure Maintenance and examination	Principle causes determining fire Understanding fire chemistry Fire fighting equipment Fire fighting training
<b>19. Communications</b>	
Effective methods of communication (particular interest to non-English speaking workers) Method and preparation of reports Safety committees Safety meeting	



# JAIPUR METRO RAIL CORPORATION LTD.

General Instruction : JMRC/SHE/GI/007

## SHE Training Matrix


Types of training	Management																				Supervisor										Specific																			
	SHE Orientation	SHE Leadership	SHE Plan	SHE Improvement Plan	Management of Change	SHE Audit & Inspection	SHE Emergency Response & Preparedness	Incident/Accident Investigation & Reporting	SHE Communication	SHE Promotion & Incentives	Traffic Management	Hazard Identification & Risk Analysis	Permit to work system	Confined space entry	scaffolding	Waste Management	Environment Monitoring	Labour welfare measures	Behavioral Based Safety Management (BBSM)	Job/Task Safety Analysis (USA)	Safety Training Observation Programme (STOP)	Industrial First Aid & CPR	Incident / Accident Investigation & Reporting	Fire fighting	Confined Space Testing & Certification	Scaffold Erection & Inspection	Rigging	Wire Rope Inspection	Crane Inspection	Electrical/Mechanical Isolation	Permit to Work System	Confined Space Working	Explosive Handling & Control	Heavy Lifting Operation	Radiography (X-Ray)	HAZMAT Handling & Control	Welding, Cutting & Bracing	Power Actuated Hand Tool	Electrical/Mechanical Isolation	Roofing Work	Steel erection work	Scaffold Erection/Dismantling	False-work Erection / Dismantling	Painting in Confined Area						
Project Manager	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•																											
Sr. Construction Managers	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•						•																					
Quality Manager	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•																											
Planning engineer	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•																												
Construction Managers	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•																											
Construction Supervisors	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•																											
Construction Foreman	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•																											
Machinery Operators	•	•									•																																							
Material Handlers	•	•					•				•	•			•								•																											
Station Building Workers	•																																																	
Steel workers	•	•					•						•		•																																			
Mechanical workers	•	•					•						•		•																																			
Other Civil workers	•						•						•		•																																			
Electrical workers	•	•					•						•		•																																			
Radiographers	•	•					•						•		•																																			
Transportation Drivers	•						•				•				•																																			
Security Officers	•	•					•	•			•		•		•																																			
Clerical Staff	•	•					•				•		•		•																																			
Medical Doctor	•	•	•				•	•			•		•		•				•																															
Sr. SHE Managers		•					•				•		•		•				•			•																												
Jr. SHE Managers		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
SHE Supervisors		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•





## Safety, Health and Environment (SHE) Manual

### DAYS TO BE OBSERVED FOR CREATING SHE AWARENESS

	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>General Instruction : JMRC/SHE/GI/008</b>	

1 <sup>st</sup> Monday to Sunday of January	Road Safety Week (Subjected to confirmation from Ministry of Road Transport, Govt. of India every year.)
16 <sup>th</sup> February	Kyoto Protocol Day
March	Red Cross Month
May 1 to 7	Emergency Preparedness Week
4 <sup>th</sup> March	National Safety Day
7 <sup>th</sup> April	World Health Day
14 <sup>th</sup> April	Fire Safety Day
April 18 to 22	Earth Week
20 <sup>th</sup> April	Earth Day
20 <sup>th</sup> April	Noise Awareness Day
28 <sup>th</sup> April	ILO World Day for Safety and Health at Work Day
5 <sup>th</sup> June	World Environmental Day
12 <sup>th</sup> June	World Day against Child Labours
9 <sup>th</sup> July	Occupational Health Day
17 <sup>th</sup> October	World Trauma Day
1 <sup>st</sup> December	World AIDS Day



	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>General Instruction : JMRC/SHE/GI/009</b>	

**Minimum Requirements of SHE Communication Posters / Signage / Video**

- For the purpose of Minimum requirements of SHE Communication Posters / Signages / Video the contracts are categorized into the following groups:

Contract Value (Initial awarded value of contract)	Group
Upto 25 Cr	A
Upto 100 Cr	B
Upto 250 Cr	C
More than 250 Cr	D

- Every contractor falling into the above groups shall prepare a SHE Communication Plan as a part of site specific SHE Plan and shall include the following minimum requirement of Posters / Signages / Video as applicable. In case readymade posters are available in any of the category from National Safety Council, Loss Prevention Association of India or any other safety related organisations they may procure the same and display it. In case the same is not available then the contractors' shall make necessary arrangements to get the posters designed and printed on their own.

All the above are to be detailed in the Site SHE Plan and get an approval from the Employer before displaying the posters.

**Table No.: 1 - Minimum No. of Posters**

Sl.No	SHE Poster Title	Minimum No. of concepts in each title	No. of Posters / Signage / Video			
			Group A Contract	Group B Contract	Group C Contract	Group D Contract
1.	Safety Culture	5	Each 10	Each 50	Each 75	Each 100
2.	Daily Safety Oath	1 English & 1 Hindi	Each 100	Each 200	Each 500	Each 1000
3.	Mandatory PPE Usage					
a)	<b>Signages</b> to display the messages like PPE ZONE, NO PPE ZONE, HARD HAT AREA etc.	2 types of sizes made up of <b>metal</b> sheet to be mounted at different locations	Each 25	Each 50	Each 75	Each 200
b)	Helmet	5	Each 25	Each 50	Each 75	Each 200



## Safety, Health and Environment (SHE) Manual

c)	Shoe	5	Each 25	Each 50	Each 75	Each 200
d)	Goggles & Ear Protection	5	Each 25	Each 50	Each 75	Each 200
e)	Full Body Harness	5	Each 25	Each 50	Each 75	Each 200
f)	Hi-Vi Jacket	5	Each 25	Each 50	Each 75	Each 200
4.	Emergency Management Plan	5	Each 25	Each 50	Each 75	Each 200
5.	Working at Heights	10	Each 25	Each 50	Each 75	Each 200
a)	Ladder, Stairway, Scaffold - <b>Signages</b> to display the messages like SAFE, UNSAFE, FIT FOR USE, AVOID USE etc.	5 types of sizes made up of <b>metal</b> sheet to be mounted at different locations	Each 25	Each 50	Each 75	Each 200
6.	Site Electricity	5	Each 25	Each 50	Each 75	Each 200
7.	Crane Safety	5	Each 25	Each 50	Each 75	Each 200
8.	Slings	5	Each 25	Each 50	Each 75	Each 200
9.	Rigging Procedures	5	Each 25	Each 50	Each 75	Each 200
10.	Excavation	5	Each 25	Each 50	Each 75	Each 200
11.	Occupational Health (Mosquito Control, HIV/AIDS awareness, Dust Control, Noise Control, No Smoking/Spitting, etc.)	10	Each 25	Each 50	Each 75	Each 200
12.	First – Aid	3	Each 25	Each 50	Each 75	Each 200
13.	Labour Welfare Measures (Payment of Minimum Wages, Avoidance of Child labour, Signing in the Muster Roll, In case of accidents-what to do? etc	5	Each 25	Each 50	Each 75	Each 200
14.	Importance of “Safety Handbook”	1	25	50	75	200
15.	Traffic Safety (Speed limit, safe crossing and working within barricaded area etc.)	5	Each 25	Each 50	Each 75	Each 200
16.	Environmental Monitoring (Spillage of Muck, hazardous material, Improper drainage, water spray for dust containment etc.)	5	Each 25	Each 50	Each 75	Each 200
17.	Video in Hindi on PPE usage – 15 minutes duration	1	-	-	-	1



## Safety, Health and Environment (SHE) Manual

**Note 1:** Items mentioned under 17 is **video**. Items under 3 (a) and 5 (a) are **metal signage boards** and all other items are **posters**.

**Table No.: 2 – Size of Posters / Signages**

Sl.No	Item	Size
1.	Posters – Standard	17"x22" –135 GSM 4 Colour Printing
2.	Posters – Special (Wherever required)	17"x22" card laminated FA Poster
3.	Posters - Mega size (Wherever required)	32"x40" Flex FA Poster
4.	First-Aid Booklet	6"x4"
5.	Safety Handbook	6"x4"
6.	Signages	Small : 12"x6" Big : 24"x12"
7.	Road Traffic Sign Boards	Strictly as per Indian Road Congress (IRC) specifications

**Table No.: 3 – Safety Signage Colour (as per IS 9457)**

Sl.No	Type of signage	Colour
1	Mandatory	Blue
2	Danger	Yellow
3	Prohibitory	Red
4	Safe conditions	Green



	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>General Instruction : JMRC/SHE/GI/010</b>	

**Experts / Agencies for SHE Services**

<b>Sl. No.</b>	<b>Organisation</b>	<b>Services</b>
1.	Bureau Veritas India Pvt. Ltd., B-21 & 22, First Floor, Sector-16, NOIDA-201 301 (U.P.) Phone: 0120 – 2515055, Fax: 0120 - 2515248 E-mail: enp.delhi@in.bureauveritas.com	<ul style="list-style-type: none"><li>• External SHE Audit</li><li>• SHE Management / Technical Training</li></ul>
2.	Central Labour Institute Post box no: 17851 N.S.Monkikar Marg Sion , Mumbai- 400 022 Tel.: 022- 4092203, Fax: 022 – 4071986 E-mail: cli@dgfasli.nic.in	<ul style="list-style-type: none"><li>• SHE Management / Technical Training</li></ul>
3.	Construction Industry Development Council 801, 8 <sup>th</sup> Floor, Hemkunt Chambers, 89, Nehru Place,, New Delhi – 110 019	<ul style="list-style-type: none"><li>• SHE Management / Technical Training</li></ul>
4.	Delhi Productivity Council 1E/10, Swami Ramtirath Nagar New Delhi – 110 055 Tel.: 23522835	<ul style="list-style-type: none"><li>• SHE Management / Technical Training</li></ul>
5.	Det Norske Veritas AS, 203, Savitri Sadan 1, 11 Preet Vihar Community Centre, New Delhi-110 092 Phone: 011-2253 1502/2253/1503, 2242 7688/2253 1278 Fax: 011-2253 0247 Website: www.dnv.com	<ul style="list-style-type: none"><li>• External SHE Audit</li><li>• SHE Management / Technical Training</li></ul>
6.	Dr. A. V. Baliga Memorial trust Link House Bagadur Shah Zafar Marg Press Area, New Delhi – 110 002 Phone: 011 – 23311119	<ul style="list-style-type: none"><li>• HIV / AIDS awareness</li></ul>



7.	DuPont Safety Resources, E.I. DuPont India Private Limited, Arihant Nitco Park 6 <sup>th</sup> Floor, 90, Dr. Radhakrishnan Salai, Mylapore, Chennai-600 004 Phone: 044-2847 2800, 2847 3752 Fax: 044-2847 3800 Mobile: 9381201040 Website: in.dupont.com	<ul style="list-style-type: none"> <li>• SHE Management Training</li> </ul>
8.	EQMS INDIA PVT. LTD. E-49, 1 <sup>st</sup> Floor, Dazzle House, Jawahar Park, Main Vikas Marg, Laxmi Nagar, Delhi-110 092 Phone: 91-11-220 17639/2204 4754 Fax: 91-91 2201 5150 E-mail: eqms@eqmsindia.org Website: www.eqmsindia.com	<ul style="list-style-type: none"> <li>• ISO Certification</li> <li>• SHE Management / Technical Training</li> </ul>
9.	Green Cross Consultants 59, 7 <sup>th</sup> Cross, 1 <sup>st</sup> Floor, Jai Bharath Nagar, Bangalore-560 033 Phone: 080-2549 6782 E-mail: etgrangan@yahoo.com	<ul style="list-style-type: none"> <li>• SHE Management / Technical Training</li> </ul>
10.	HSRTC, PENTASAFE, 201, 2 <sup>nd</sup> Floor, Town Centre, Andheri Kurla Road, Marol, Andheri (East), Mumbai-400 059 Phone: 022-2850 2210/20/50 Fax: 022-2850 2260 E-mail: training@penta-safe.com Website: www.penta-safe.com	<ul style="list-style-type: none"> <li>• SHE Practical Field Training for Height Safety</li> </ul>
11.	Institute of Driving Training & Research, Wazirabad Road, Adjoining Loni Road flyover. New Delhi – 110 094 Phone: 011 – 22813474, 22815833 Fax: 011 - 22811131	<ul style="list-style-type: none"> <li>• SHE Technical Training for Vehicle Drivers.</li> </ul>
12.	Institute for Research, Development & Training of Construction Trades & Management, An Educational Institute, Society and Trust, 1 <sup>st</sup> Floor, UVCE Alumni Association Building, K.R. Circle, Bangalore-560 001 Phone: 080-22294291/22243257 Fax: 080-22243257 E-mail: ubrco@vsnl.com Website: www.instructindia.org	<ul style="list-style-type: none"> <li>• SHE Technical /Field Training</li> </ul>



13.	International Engineering Company K – 10, South Extension, Part – 2, New Delhi – 110 049 Phone: 011 – 26254761, 26258130 Mobile: 9312260130 E-mail: ashok@intenco.net	<ul style="list-style-type: none"> <li>• Crane and Lifting appliances and Gears Certification</li> <li>• SHE Practical Field Training for Crane Safety</li> </ul>
14.	L & T Eutectic 32, Sivaji Marg New Delhi – 110 015 Phone: 011 - 51419538, 51419539 Fax: 011 - 51419600 Website: www.Inteutecticwelding.com	<ul style="list-style-type: none"> <li>• SHE Practical Field Training for Welding Safety</li> </ul>
15.	Loss Prevention Association of India Ltd. Warden House, Sir P.M. Road, Mumbai – 400 001 Website: www.lpaidia.org	<ul style="list-style-type: none"> <li>• SHE Management / Technical Training</li> </ul>
16.	MFA Crucial Moments Healthcare Pvt. Ltd., 42, Okhla Industrial Estate, Phase – II New Delhi – 110 020 Phone: 011 – 55624000 Fax: 011 – 55624010 E-mail: contact@crucialmoments.net	<ul style="list-style-type: none"> <li>• First-aid Training</li> </ul>
17.	Modicare Foundation 4 Community Centre, New Friends Colony, New Delhi – 110 065 Phone: 011 – 5167235059 Fax: 011 – 26915469 E-mail: <a href="mailto:nivedita@modi.com">nivedita@modi.com</a> , nivedita@gmail.com Website: www.modicarefoundation.org	<ul style="list-style-type: none"> <li>• HIV / AIDS awareness</li> </ul>
18.	National Safety Council HQ and Institute Building 98A, Sector 15, industrial Area C.B.D Belapur, Navi Mumbai – 400614 Phone: 27579924	<ul style="list-style-type: none"> <li>• SHE Management / Technical Training</li> </ul>
19.	NICMAR (National Institute of Construction Management and Research) 910,9 <sup>th</sup> Floor, Hemkunt Chambers, 89, Nehru Place, New Delhi – 110 019 Phone: 011 – 51618415, 51618417, 51618418 Fax: 011 – 51618416	<ul style="list-style-type: none"> <li>• SHE Management / Technical Training</li> </ul>



20.	<p>Quality Growth Services Pvt. Ltd. H-13, Kirti Nagar, New Delhi – 110 015 Fax: 011 – 25431737 / 25438598 / 25918332 E-mail: qgs@qgspl.com Website: www.qgspl.com</p>	<ul style="list-style-type: none"> <li>• ISO Certification</li> </ul>
21.	<p>Safety Engineers Association / Safety Educational Trust – India 2/257, First Floor, Dr. Ambedkar Nagar, Manapakkam, Chennai – 600 116 Phone: 044 – 22523461 E-mail: safetrustindia@rediffmail.com</p>	<ul style="list-style-type: none"> <li>• SHE Management / Technical Training</li> </ul>
22.	<p>SHE Management Consultancy &amp; Support Services, 145 A, Pocket-VI, (DDA Flats), Kondli Gharoli, Mayur Vihar-II, Delhi-110 096 Fax: 011-2262 5015 Mobile: 9811153873 E-mail: r_k_p@vsnl.net</p>	<ul style="list-style-type: none"> <li>• SHE Management / Technical Training</li> </ul>
23.	<p>St. Johns' Ambulance Red Cross Road New Delhi – 110 001</p>	<ul style="list-style-type: none"> <li>• First-aid Training</li> </ul>
24.	<p>Vexil Business Process Services Pvt. Ltd. 208, A/4, Savitri Nagar, New Delhi – 110 017 Mobile: 9350232714, 98102832201, 9350232716 E-mail: info@vexilbps.com Website: www.vexilbps.com</p>	<ul style="list-style-type: none"> <li>• Emergency Preparedness Mock drill</li> <li>• SHE Management / Technical Training</li> </ul>
25.	<p>Welding Research Institute Bharat Heavy Electricals Ltd. (BHEL) Trichirappalli, Tamil Nadu – 620 014 Phone: 0431 – 2577029, 2577283 Fax: 0431 – 2520770 E-mail: wri@bheltry.co.in</p>	<ul style="list-style-type: none"> <li>• SHE Practical Field Training for Welding Safety</li> </ul>
26.	<p>Dr Cris Research Centre for Occupational Health &amp; Safety 306, Guru Arjuna Dev Bhawan Ranjit Nagar Complex, New Delhi-08 Ph: 9810040406 Fax: 011-25702929 Email: <a href="mailto:team@drcri.com">team@drcri.com</a> <a href="http://www.drcri.com">www.drcri.com</a></p>	<ul style="list-style-type: none"> <li>• Ambulance</li> <li>• Communication Material</li> <li>• First Aid Training</li> <li>• HIV/AIDS Awareness</li> <li>• ID Card</li> <li>• Medical Facilities</li> <li>• SHE training</li> </ul>





	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>General Instruction: JMRC/SHE/GI/011</b>	

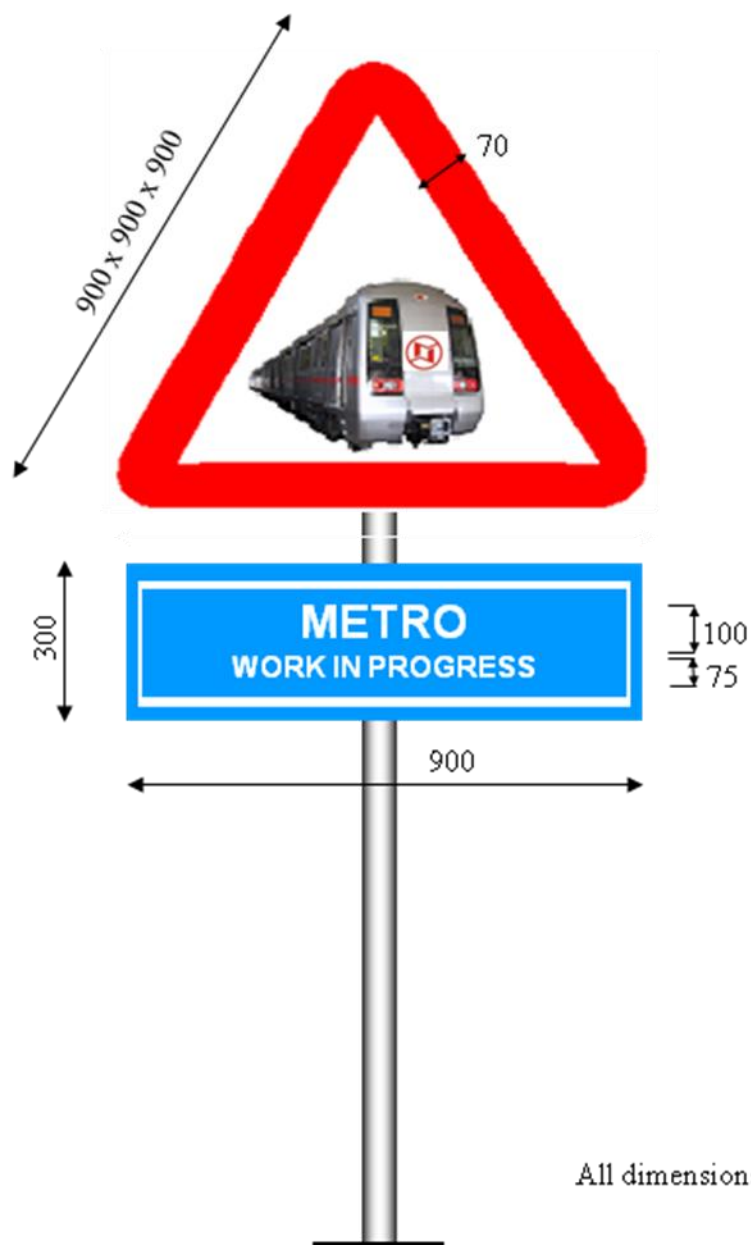
Minimum Lighting Requirements

S.N.	A. Facility or Function	Luminance – lx (lm/ft <sup>2</sup> )
B. 1.	Administrative areas (offices, drafting and meeting rooms, etc.)	540 (50)
C. 2.	<b>D. Construction areas</b> <ul style="list-style-type: none"> <li>- general indoor</li> <li>- general outdoor</li> <li>- tunnel and general underground work areas (minimum 110 lux required at tunnel and shaft heading during drilling, mucking and scaling)</li> </ul>	55 (5) 33 (3) 55 (5)
E. 3.	<b>F. Access ways</b> <ul style="list-style-type: none"> <li>- exit ways, walkways, ladders, stairs</li> </ul>	110 (10)
4.	<b>G. Maintenance / Operating areas / shops</b> <ul style="list-style-type: none"> <li>- vehicle maintenance shop</li> <li>- carpentry shop</li> <li>- outdoors field maintenance area</li> <li>- refueling area, outdoors</li> <li>- shops, fine details work</li> <li>- shops, medium detail work</li> <li>- welding shop</li> </ul>	325 (30) 110 (10) 55 (5) 55 (5) 540 (50) 325 (30) 325 (30)
5.	Mechanical/electrical equipment rooms	110 (10)
6.	Hoists, Elevators, freight and passenger	215 (20)
7.	<b>H. Warehouses and storage rooms/area</b> <ul style="list-style-type: none"> <li>- indoor stockroom, active/bulk storage</li> <li>- indoor rack storage</li> <li>- outdoor storage</li> </ul>	110 (10) 270 (25) 33 (3)
8.	Health Centers and First aid stations and infirmaries	325 (30)
9.	Toilets, wash and dressing rooms	110 (10)
10.	Work areas – general (not listed above)	325 (30)
11.	Parking areas	33 (3)
12.	Visitor areas	215 (20)
13.	Laboratories	540 (50)



	JAIPUR METRO RAIL CORPORATION LTD.
General Instruction: JMRC/SHE/GI/012	

SIGNAGE





	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>FORM No. : SF/001</b>	

<b>FORMATION OF SITE SHE COMMITTEE</b>	
<b>Contract No</b>	
<b>Contractor Name</b>	
<b>Contract Title</b>	

<b><u>CIRCULAR</u></b>	
<b><u>Committee</u></b> The following SHE Committee is constituted with immediate effect: Chairman: Members: 1) 2) 3) 4) 5) Secretary:	
<b><u>Periodicity</u></b> The committee will meet at least once in a month on the day (specify date)	
<b><u>Agenda</u></b> Secretary will circulate agenda of the meeting at least two days in advance of the schedule date of the meeting.	
<b><u>Circulation</u></b> Gist of the meeting will be minuted in the standard format and circulated to the following under the signature of the secretary 1. Chairman 2. Members 3. JMRC Representatives 5. Others concerned	
Date: CHAIRMAN	Signed By: -----



	<b>JAIPUR METRO RAIL CORPORATION LTD.</b>
<b>FORM No. : SF/002</b>	

<b>MINUTES OF SHE COMMITTEE MEETING</b>			
<b>Contract No.</b>			
Contractor Name			
Contract Title			
Meeting No.		Date of Meeting	
Location of Meeting			

MEMBERS PRESENT	INVITEES	MEMBERS ABSENT



## Safety, Health and Environment (SHE) Manual

REPORT SENT TO					
No. of Copies	Name / Dept.	No. of Copies	Name / Dept.	No. of Copies	Name / Dept.
<b>Prepared by:</b> _____ <b>Location:</b> _____ <b>Date:</b> _____					

MINUTES OF SHE MEETING				
Item No.	Description of Discussion	Action By	Target	Remarks
1	Complaints received from Clients and corrective and preventive action			
2	Review of MOM of previous meeting			
3	NCR's / Observation from third party			
4	First - Aid cases / Reportable accident cases			
5	Future jobs and specific requirement			
6	Status of implementation of Safety plan			
7	Sub-contractor performance			



## Safety, Health and Environment (SHE) Manual

8	Analysis of first-aid cases			
9	Need for any specific system / training / PPE's / resources			
10	Observation of SHE committee during last walk down			

Next SHE Meeting is scheduled on:

<b>Date:</b>	<b>Chief SHE Manager (Signature &amp; Name)</b>
<b>Date:</b>	<b>Project Manager (Signature &amp; Name)</b>