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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR, WEST BENGAL 721302

E -TENDER DOCUMENT

for

Supply of Electrical stores for Electrical maintenance, renovation and modification works in the various area/departments like Central store, ATDC, Chemistry dept., AgFE, Chemical Engg., GSSST and MME Dept. in the Institute academic area of IIT Kharagpur.

NIT No.: IIT/E/E&M/ENQ- 09/2019-20

Notice Invitation Tender Serial No. IIT/E/E&M/ENQ- 09/2019-20 dated- 05.09.2019

Tender Serial No. _____ENQ- 09_____Issued to:



भारतीय प्रौद्योगिकी संस्थान खड़गपुर



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

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1. NOTICE INVITING TENDER

1.1. INTRODUCTION

Indian Institute of Technology (IIT) Kharagpur, hereinafter called IITKGP, invites sealed tenders from the eligible contractors for “**Electrical maintenance, renovation and modification works in the various area/departments like Central store, ATDC, Chemistry dept., AgFE, Chemical Engg., GSSST and MME Dept. in the Institute academic area of IIT Kharagpur.**”.Particulars of the project are as following.

1.2. PARTICULARS

1.NIT Number	IIT/E/E&M/ENQ- 09/2019-20
2.Name of Work	Electrical maintenance, renovation and modification works in the various area/departments like Central store, ATDC, Chemistry dept., AgFE, Chemical Engg., GSSST and MME Dept. in the Institute academic area of IIT
3.Location of Work	Institute academic area at IIT Kharagpur, Kharagpur-721302
4.Estimated Cost(including GST)	₹ 154980/- (Rupees One lakhs Fifty-four thousand Nine Hundred Eighty only)
5.Earnest Money Deposit	₹ 3100/- (Rupees Three thousand One Hundred only) <u>[Not mandatory for bidders registered under MSE category]</u>
6.Time Limit	90 days. from Date of issue of Purchase order
7.Tender Basis and Mode	Two stage (Technical Bid & Financial Bid)
8.Mode of Payment to IITKGP(EMD/Tender fee)	i) Original Demand Draft/Pay Order or copy of valid registration certificate under MSE category has to be submitted physically at the office of SE(E&M) on or before the due date/extended date of submission of bid. & Scanned copy of Demand Draft/Pay Order/Registration under MSE category has to be uploaded on https://eprocure.gov.in/eprocure/app
9.Closing Date & Time for Receipt of bids	25 th September 2019 up to 15:30hrs
10.Date& Time for Opening Technical of Bid	26 th September 2019 at 16:30hrs
11. Date& Time for Opening of Price Bid	To be informed later to the successful bidder
12. Engineer-in-charge and contact details.	Mr. Sabyasachi Ghosh, Senior Executive Engineer Tel: 03222-282522____ Email: sehosh@hiili.iitkgp.ernet.in
13. Address for tender issue, submission and opening	Office of Senior Executive Engineer (Electrical), 1 st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302
14.Website for full and updated publishing information	https://eprocure.gov.in/eprocure/app http://www1.iitkgp.ac.in/tonfiles/tenders.php
<u>16. Website for tender submission & processing (This is e-Tender only submission by Online)</u>	https://eprocure.gov.in/eprocure/app

1.3. ELIGIBILITY CRITERIA

- 1.3.1. The bidder must be registered in appropriate class of works with Government organization like CPWD/ PWD/ MES or PSUs or those having experience in similar nature of works awarded by Government / Semi Government Organizations/ Government Funded Autonomous Organization.

Note:

- 1.3.2. The estimated cost is **Rs. 154980/-** (Rupees One lakhs Fifty-four thousand Nine Hundred Eighty only)

1.3.3. Special condition for associate consultant: Not Applicable

This work includes an item in **Part II of BoQ** for detailed design and drawing work including structural and architectural, electrical, S&P. Bidders shall associate themselves with the consultant eligible for comprehensive consultancy work at least for 1 (one) similar project costing 80% of the estimated cost or 2 (two) similar projects for each value 60% of the estimated cost or 3 (three) similar projects each value 40% of the estimated cost.

The bidder has to submit document in support of eligibility of their associate consultant.

- 1.3.4. The bidder or the specialized agency the bidder intends to associate with must be registered with appropriate government authority as a bonafide business entity and must have GST registration certificate and Permanent Account Number of income tax.
- 1.3.5. Electrical work shall be executed by selected bidder through agency holding electrical license valid on date of execution.
- 1.3.6. The validity of the registrations and licenses should be valid as on the date of tender submission.

Sd/-

Mr. S. Ghosh,
Senior Executive Engineer (EW)

On behalf of the **Director, Indian Institute of Technology Kharagpur**

Copy to:

- 1) Chief Engineer
- 2) Superintending Engineer (E&M)
- 3) Superintending Engineer (Civil)
- 4) Chief System Manager
- 5) Mr. M. Kumar, Senior Executive Engineer (EW)
- 6) Executive Engineer (Telephone)
- 7) Engineer/Assistant Engineer/ Junior Engineer (E&M)
- 8) Notice Board
- 9) Tender Notice uploaded to CPPP portal & Institute Website

Office file

2. INFORMATION TO BIDDERS

2.1. GENERAL INSTRUCTIONS

3. (a) Rate : The rate quoted must be inclusive of GST and free delivery at site terms. The stores are required to be dispatched F.O.R. IIT Kharagpur by road transport or delivered by hand at the Stores of the senior Executive Engineer (EW), Estate (E&M) Head Office, Old Building, IIT, Kharagpur -721 302 under the suppliers own arrangement, free of any charge. The risk of damage or loss in transit, insurance and incidentals etc., will be that of the suppliers. Manufacturer's price list, technical leaflet, samples, catalogue whenever applicable, should invariably be enclosed. (b) (i) Excise Duty : It may please be noted that Institute is exempted from the payment of Excise Duty for scientific Instrument/equipments, for which necessary certificate shall be provided by the Institute, on request.
 (ii) GST : As applicable (iii) EMD: Earnest Money Deposit be paid by Demand Draft in favour of "Indian Institute of Technology Kharagpur", payable at any Nationalised Bank at "Kharagpur". The EMD will be refunded after successful completion of DLP period of successful bidder. The Institute reserves right to withhold/confiscate EMD in the event of failure to supply stores in part or full, citing any reason for non-performance, once Purchase Order is accepted.
4. (a) Consignee : All stores are to be consigned in the name of Senior Executive Engineer (E W), Estate (E&M) Head Office, Old Building, IIT, Kharagpur -721 302 (Dist. Paschim Midnapore, West Bengal).
 (b) Disposal of Dispatch Documents: The Railway Receipt/Public Way Bill/Consignment Note along with the relevant bill and priced challan in triplicate should be dispatched to the Senior Executive Engineer (EW), IIT Kharagpur immediately on completion of dispatch. If these documents do not reach the Stores & Purchase Section in time all warfage/demurrage incurred, if any, will be recoverable from the suppliers.
5. Delivery Period: The stores are required to be delivered/ dispatched within the delivery period mentioned in the order (30 days). All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible. No mobilisation advance is payable against the Purchase Order.
6. Quality & Specification of Stores: The stores offered should be of best quality available, unless otherwise specified, conforming strictly to the BEE ratings/specifications, ISO-9001/14001 and national and/or international standards. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.
7. Liquidated Damages: If a firm accepts an order and fails to execute the same, in full or in part(s), as per the terms and conditions stipulated therein, it will be open to the Institute to recover liquidated damages from the firm at the rate of 1% of the value of the un-delivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to the Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, confiscating EMD/Security deposit, while accepting the orders and then failed to execute the order according to stipulations agreed upon.
8. Submission of Quotation: All quotations must be forwarded in sealed cover addressed to the Sender of this Enquiry so as to reach within the specified period. The reference to the Enquiry Number and the last date of submission must clearly be super scribed on the sealed envelope. If no counter offer is made in the quotation, it will be taken for granted, the offer is strictly in accordance with the specification and terms and conditions laid down in the tender notice.
9. Opening of Quotation: Every quotation will be opened at the concerned user Department/Centre/School/Section of this Institute at the time and on the date indicated on the tender form. Unless otherwise specified, quotation will be opened in public or in presence of representative of bidders.
10. Period of Validity: A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.
11. Income Tax & Sales Tax Clearance Certificate: Current Income Tax and VAT/ST/GST clearance certificates or
12. returns must be submitted along with tender documents, as per existing guidelines in vogue, before
13. submission of final bill for payment, if not supplied earlier. Submission of PAN/Xerox copy of the PAN card is must.

14. 10. Payment: Normally payment will be made within 30 days from the date of receipt of bill or of the stores in good order and condition, whichever is later. Payments since April 1, 2009 is being done electronically by e-transfer through our banker (SBI Kharagpur), for which the supplier must provide their bank account number, name of the bank, branch address, branch code and IFSC code etc. Bidder should have Institute Vendor Code (for obtaining Institute Vendor Code please see our website www.iitkgp.ac.in).
15. Rejection of Offers: The Institute reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.
16. Dispute: In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.
- 16.1.1. The vendor shall work out execution sequence and methodology so as to complete the project within the envisaged time and the estimated cost, duly handling the constraint mentioned above.
- 16.1.2. This bid document shall be read in conjunction with GCC (General Conditions of Contract) available on <http://www1.iitkgp.ac.in/topfiles/tenders.php>.
- 16.1.3. The bidding document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents / drawings, if any), Addendum/Corrigenda, Clarifications to Pre-bid queries can be downloaded from the websites:
i) <https://eprocure.gov.in/eprocure/app>
- 16.1.4. <http://www1.iitkgp.ac.in/topfiles/tenders.php>; iii) <https://eprocure.gov.in/eprocure/app>. Corrigenda, if any shall be published only on these websites *at any time before the closing time of tender*. The institute shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever. *The tenderers who have downloaded the tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the web site for any such corrigendum/addendum before closing time of tender and ensure that bid submitted by them are in accordance with all the corrigendum's/addendums.*
- 16.1.5. All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him and the Institute accepts no liability whatsoever therefore.
- 16.1.6. **Rates quoted by the bidders shall be inclusive of GST (Goods and Services Tax - Central, State and Interstate) and all applicable taxes. Income Tax and all other statutory deductions like labourcess etc. will be deducted from the bill as per prevailing rules.**
- 16.1.7. Exemption to IITKGP against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IITKGP after award shall be passed on to IITKGP by the contractor without dispute.
- 16.1.8. IITKGP reserves the right to reject any or all of the bids without assigning any reason.
- 16.1.9. **Bid Validity:** Bid shall remain valid for 90 days from the date of submission.
- 16.1.10. **Firm Price: Bidder's quoted Rates/Prices for executing the activities under the Contract shall remain firm till completion of the entire work & shall not attract any escalation under any circumstances whatsoever.**
- 16.1.11. If any information furnished by the bidder is found as false / fabricated, then his bid will be rejected and treated as cancelled. Even if the such manipulation is detected at any stage after signing of the contract, it would lead to termination of the contract besides forfeiture of Earnest Money Deposit and liabilities towards prosecution. In such cases the bidder will be debarred from participation in future tendering process in IITKGP for next 05 (Five) years.
- 16.1.12. **Earnest Money Deposit(EMD)** of requisite amount and that in prescribed mode or proof of payment thereof shall be enclosed with the Technical Bid explained in following section.
- 16.1.13. **Refund / Conversion of Earnest Money Deposit:** The Earnest Money received shall be refunded to the unsuccessful bidders without any interest after the opening of financial bids. The Earnest Money Deposit of successful bidder shall be retained and converted into part of Security Deposit.
- 16.1.14. **Forfeiture of Earnest Money Deposit:** Earnest Money Deposit will be forfeited in any of the following cases:
- (i) The bidder withdraws / modifies his tender during the period of Bid Validity.
 - (ii) The bidder, in case of tie between lowest bids, refuse to submit revised offer.
 - (iii) The bidder does not accept the correction of arithmetical errors of his tender.
 - (iv) The bidder fails to deposit Performance Guarantee and information as per format given in GCC within the stipulated time period before award of the work.

16.2. SUBMISSION OF TENDER

- 16.2.1. *Help for Contractors, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.[<https://eprocure.gov.in/eprocure/app>]*
- 16.2.2. *It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-Procurement of IIT KHARAGPUR.*
- 16.2.3. *It is mandatory for the bidders to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID & password.*
- 16.2.4. *Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded free of cost.*
- 16.2.5. *Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app;jsessionid=A8B54EEC72D86DF9AA9D9B2DDACDAB8D.eprocgep4?page=BiddersManualKit&service=page>).*
- 16.2.6. *The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in "Technical Bid".*
- Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of "Financial Bid". Hence, physical submission of the documents is limited to submission of original Earnest Money Deposit in the form of Pay Order/ Demand Draft / Bank Guarantee/MSE registration certificate as per provision given in sub-clause 1.2.5 of NIT & 2.2.15 of Information to Bidders.*
- Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the letter of authority issued in his name by the bidder on his letter head.*
- 16.2.7. *Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> ("Server System Clock Time") shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.*
- 16.2.8. *The bidders are advised to submit their e-bids well before the e-bid due date. IIT KHARAGPUR shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.*
- 16.2.9. *The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted "on-line" only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.*
- 16.2.10. *Any tender received without original Earnest Money in the form as specified in clause 1.2.8 of tender documents shall not be considered and shall be summarily rejected.*
- 16.2.11. *IIT KHARAGPUR reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIT KHARAGPUR's assessment of suitability as per eligibility criteria shall be final and binding.*
- 16.2.12. *Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of IIT KHARAGPUR in this regard shall be final and binding.*
- 16.2.13. *The sealed EMDs shall be received at the Office of Senior Executive Engineer(Electrical),1st Floor, Old Building, IIT Kharagpur, Kharagpur WB 721302, up to 15:30hrs,26th September 2019 or Corrigenda otherwise. EMD received after the due date and time shall not be considered.The EMDs shall be submitted in a sealed envelope super scribed "Electrical maintenance, renovation and modification works in the various area/departments like Central store, ATDC, Chemistry dept., AgFE, Chemical Engg., GSSST and MME Dept. in the Institute academic area of IIT Kharagpur"with NIT No.IIT/E/ENQ- - 09/ 2019-20as NIT No., clearly super scribed as "EMD "*

16.3. EVALUATION OF BIDS AND AWARD OF WORK

- 16.3.1.** The Bid of bidder will be opened on the specified date and time. Bids shall, first, be checked for payment of **Earnest Money Deposit**. Only those bids found to have duly paid/ submitted Tender Fee and Earnest Money Deposit shall be considered for evaluation.
- 16.3.2.** Evaluation of **Technical Bid**: The bids received will then be assessed on the eligibility criteria mentioned at para 1.3 of Notice Inviting Tender. **Bids found not meeting the eligibility criteria shall be considered non-responsive and shall be rejected summarily.**
- 16.3.3.** IITKGP retains the right to revert back to individual bidders with further clarifications / queries on the Technical Bid. The bidder has to respond to the queries within the specified time mentioned in the covering letter.
- 16.3.4.** On the date & time specified for opening of Financial Bid or the Revised Financial Bids as the case may be will be opened on specified date and time.
- 16.3.5. EVALUATION OF Financial Bids:** The Financial Bid should contain the complete bid document with duly filled in Schedule of Financial Quote. Financial Bids opened as above will be checked for arithmetical errors.
- 16.3.6. Letter of Award (Work Order)** shall be issued to the successful bidder only after receipt of the Performance Guarantee, along with Program Schedule, details of Technical Staffs to be deployed for the work and Complaint Redressal Mechanism **as per following para.**
- 2.4.8 Date of supply** of stores within **30th day** from the issue of the Work Order.
- 16.3.7. Defect Liability Period (DLP):** In partial modification to clause no.16 of General Conditions of Contract (GCC), the Defect Liability Period shall be **12 months** after the certificate final or otherwise of its completion of work or till the final bill has been prepared.

1. Checklist for Documents to be uploaded on <https://eprocure.gov.in/eprocure/app>

Sl. No.	Documents	Reference
1.	Tender Documents	2.3
2.	EMD	1.2.8
3.	Company registered by Govt. Organisation like CPWD/PWD/MES/Autonomous bodies or Other PSUs	1.3.3
4.	GST Registration Certificate	1.3.3
5.	Permanent Account Number	1.3.3
6.	Vendor Registration for the IIT Kgp Vendor Code Kindly apply to Institute website for Vendor REGISTRATION for further processing of your Order/Bill . Please go through	1.3.2

	<p>http://www.iitkgp.ac.in/</p> <p>https://erp.iitkgp.ac.in/SupplierFacilities/login.htm</p> <p>After online application ,take a print out and send us the followings:</p> <ol style="list-style-type: none">1.SIGNED HARD COPY of Application,2. GST Registration Certificate,3. Pan Card and4. Cancelled Cheque,(A/C No, IFSC. Branch Name) immediately please.	
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Signature of contractor

Special Condition for Electrical work

1. The work shall be carried out as per national code or C. P. W. D specifications for works with correction slips issued up-to date unless otherwise specified in the schedule of quantities for the works.
2. The following Indian Standard Specifications and Codes of Practice will apply to the equipment and the work covered by the scope of this contract. In addition the relevant clauses of the Indian Electricity Act 1910 and Indian Electricity Rules 1956 as amended upto date shall also apply. Wherever appropriate Indian Standards are not available, relevant British and/or IEC Standards shall be applicable.

BIS certified equipment shall be used as a part of the Contract in line with Government regulations. Necessary test certificates in support of the certification shall be submitted prior to supply of the equipment.

It is to be noted that updated and current Standards shall be applicable irrespective of those listed below.

Low voltage Switchgear and Controlgear specifications IS 13947 : 1993

Part I – General

Part 2 – Circuit Breakers

Part 3 – Switch Fuse Units

Part 4 – Contactors and Motor Starters

Part 5 – Control Circuit Devices

Electrical Relays for power system protection IS 3231 : 1986

Low voltage Switchgear and Control gear assemblies IS 8623 : 1993

Marking of Switchgear busbars IS 11353 : 1985

Degree of Protection of Enclosures for low

voltage switchgear IS 2147 : 1962

Code of Practice for selection, installation and

maintenance of Switchgear IS 10118 : 1982

4. No under-ground work or above the false ceiling shall be covered until the same has got approved by the Engineer-in-charge. The contractor will supply the drawings of specific works for approval, if required
5. All the old wiring has to be dismantled with proper care. The reusable old materials if any are to be handed over to departmental store with proper documentation and the other non reusable (nil reselling value) will be disposed by the contractor. The contractor shall clear the site thoroughly of all scaffolding materials & rubbish etc. left out of his work & dress the site around the building to the satisfactions & his decision in writing shall be final & binding on all concerned
6. Special care to be taken to avoid any theft of electrical fittings and fixtures while executing the work.
7. The location of Panel / DB / Switch board / Light point / Fan point will be as per existing location or as per the instruction of Engineer-in-charge.
8. All the wiring will be done with feruling and cable / Wire termination by required size or lugs of required materials and It should be noted that license wire man shall only be allowed for the wiring work.

Electrical safety at work site

The contractor will identify one of the supervisors for taking care of implementation of Safety systems.

The Contractor should follow the following General Guidelines governing the safety rules as laid down under:

Usage of eye protection equipment shall be ensured when workmen are engaged for grinding, chipping, welding and gas-cutting. For other jobs as and when site safety co-coordinator insists eye protection has to be provided.

1. All safety appliances like Safety shoes, Safety gloves, Safety helmet, Safety belt, Safety goggles etc. shall be arranged before starting the job.

2. All excavated pits shall be barricaded & barricading to be maintained till the backfilling is done. Safe approach to be ensured into every excavation.
3. All the dangerous moving parts of the portable / fixed machinery being used shall be adequately guarded.
4. Ladders being used at site shall be adequately secured at bottom and top. Ladders shall not be used as work platforms.
5. Material shall not be thrown from the height. If required, the area shall be barricaded and one person shall be posted outside the barricading for preventing the tre-passers from entering the area.
6. Other than electricians no one is allowed to carry out electrical connections, repairs on electrical equipment or other jobs related thereto.
7. All electrical connections shall be made using 3 or 5 core cables, having a earth wire.
8. Inserting of bare wires for tapping the power from electrical sockets is completely prohibited.
9. A tools and tackles inspection register must be maintained and updated regularly.
10. Debris, scrap and other materials to be cleared from time to time from the workplace and at the time of closing of work every day.
11. All the unsafe conditions, unsafe acts identified by contractors, reported by site supervisors and / or safety personnel to be corrected on priority basis.
12. No children shall be allowed to enter the workplace.
13. All the lifting tools and tackles shall be stored properly when not in use.
14. Clamps shall be used on Return cables to ensure proper earthing for welding works.
15. All the pressure gauges used in gas cutting apparatus shall be in good working condition.
16. Proper eye washing facilities shall be made in areas where chemicals are handled.
17. Connectors and hose clamps are used for making welding hose connections.
18. All underground cables for supplying construction power shall be routed using conduit pipes.
19. Spill trays shall be used to contain the oil spills while transferring / storing them.
20. Tapping of power by cutting electric cables in between must be avoided. Proper junction boxes must be used.
21. Non-compliance to above shall invite a penalty recovery as per 3.22.8.