

(G & L- Silvassa)

(A government of India Enterprise)
Survey No. 201/1, Sayli, Sayli-Rakholi Road, Silvassa-396230 (D&NH).
Phone- 9099084731, 9099084732: Extn 60, E-mail - srivastava.sk@balmerlawrie.com

GLS/TE19/029 DT 29/07/19

TENDER ENQUIRY

Tender No.: GLS/TE19/029

Date:29/07/19 Due date:12/08/19

Dear Sirs,

Sub. :- Supply, Installation & Commissioning of 1.5 Ton Capacity Air Conditioner Machine [3 Nos] and 215 Ltr Capacity Refrigerator [1 No] at Grease & Lubricant Plant in Silvassa.

Sealed offers are invited from our registered venders for the subject supply as per the, Technical specifications, Scope of work, General Terms & Conditions, Price schedule and HSE chapter is enclosed in annexure-A, B, C, D and E respectively.

Your offer, complete in all respect furnishing details of price break-up should be submitted to us on or before the due date.

Thanking you,

Yours faithfully, For Balmer Lawrie & Co. Ltd.

Shobhit Srivastava (Manager (Purchase)

Encl.: As above



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Technical specification of 1.5 Tons Air conditioner (Split) 3 * rating unit Annexure – A [Part-I]

Description	Specification
Capacity	1.5 tons
Quantity	3 Nos
Energy Efficiency	3 Star rating with Invertor
Noise Level	Max 45 dB
Installation type	Wall mounted Split
Special Features	dust _ filter, air_ purifier, dehumidifier, Auto restart, on &off timer, sleep mode etc.
Colour	Gray/White
Control Console	Cord less Remote control
Power Supply/volt/ph	220-240 Volt (AC)/single 50Hz
Material	Plastic
Warranty Details	1 year on product,1 year on condenser, and 3 years on compressor.
Condenser	Copper coil
Refrigerant Gas	R32
Modes of operation	Auto /Cool/Fan/Dry
Preferable Make	LG/Samsung/Voltas/Carrier/Bluestar/Hitachi/Whirlpool/Daikin/Panasonic O General/Lloyed

Technical Specification of Refrigerator (210L)

Annexure – A	A [Part-I]	П
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Description	Specification
Minimum gross storage	215 L
capacity	
Quantity	1 No
Model type with Rating	Single door & 3 Star Rating [Min]
Voltage range at 40 degree	Capable of working on 230 volts (±) 12 % A.C, 50 Hz
Centigrade	
Power Source	AC, 230 volts, 50 Hz
Defrosting Type	Direct Cool
Insulation	Puff/Maxi 2/Polyurethane
Refrigerant gas	CFC free
Compressor	Power saver compressor
Accessories required	Adjustable shelves, Chiller Tray, Temperature controller, auto lamp
	on/off feature, should be supplied with all standard accessories as per
	manufacturer catalog for the model supplied
Warranty	With 1 year comprehensive warranty on product & 5 years on
	compressor
Stabilizer	Should be supplied with 0.5 KVA capacities Voltage Stabilizer
	without any extra cost.
Colour	Steel grey/Dark Silver with metallic finish (Metallic Colour)
Energy Efficiency	Min 3 Star Rating
Installation Type	Free-standing
Preferable Make	LG/Samsung/ Whirlpool/Panasonic/Lloyed/Godrej/Electrolux/Haier



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- 1.0.0 **Scope of works for Vendor :** Supply and installation /commission of Air conditioners and Refrigerator with approved ISI standard material as per industry norms at the site.
- 1.1.0 **Site Preparation:** Vendor shall have to prepare the job site on their own, applicable in case of each item separately.
- 1.2.0 **Job profile:** (i) Supply of 1.5 Ton Split Air Conditioner unit with all required accessories. (ii) Supply of Copper Piping with superlon insulation for suction line as per installation requirement. (iii) Supply of Copper piping with superlon insulation for Discharge line as per installation requirement.(iv)Supply of PVC Piping for drain as per installation requirement.(v) Supply of Indoor –Outdoor unit connecting power supply cable and required Cable from power socket to AC unit.(vi) Base plate for hanging Indoor & Outdoor unit.(vii)Installation & commissioning of the supplied Air Conditioner unit along with its all required accessories.(viii)It also includes all other ancillary & unforeseen job involved in the job completion with all consumables/materials.
- 1.3.0 **Site cleaning:** Vendor shall have to clean the site after complete execution of job by removing of entire unwanted material.



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Annexure-C

2.0.0 General Terms & Conditions

- 2.1.0 **General instruction**: Do not leave any space blank or incomplete, write NA/NIL/Free wherever applicable. Each page of the offer (enclosures) has to be acknowledged by the bidder with their acceptance (signature & company stamp). In case of offer, which are not found in line with our guidelines and Terms & Conditions, may subject to rejection. If the tenderer find any discrepancy, omission, ambiguity or conflict in or among the documents forwarded or be in doubt as to their meaning and interpretations, such matter shall be brought to the attention of the BL (Balmer Lawrie & Co. Ltd.), at least four days before/prior to the date of filling/submission of the Tender.
- **2.2.0 Submission of offer**: Bidder shall submit their sealed offer in a single bid/envelope, superscripting the envelope with tender No., date & due date along with following enclosures-
- 2.2.1 Covering letter with your reference number & date
- 2.2.2 Acknowledgment of General Terms & Conditions (Annexure-A, B, C & E)
- 2.2.3 Price schedule (Annexure-D) for Air Conditioner and Refrigerator individually.
- 2.3.0 **Acceptance of offer: -**Balmer Lawrie & Co. Ltd. reserves the right to reject/accept all or any offer(s). Offers sent through fax/e-mail shall not be accepted. The company will not accept any Responsibility for any delay in receipt of bidding document sent by post.
- **2.3.0 Selection & placement of offer:** Purchase order will be placed on a **technically & commercially qualified vendor for each item separately on lowest offer basis** so quote accordingly. Only Authorized Distributor which has valid authorization certificate, can participate in tender.
- 2.5.0 **Jurisdiction**: All disputes are subject to Silvassa (D&NH) jurisdiction.
- 2.6.0 **Delivery/completion schedule**: -The delivery period of subject supply should be **45 days** from the issue date of Purchase Order (PO) or LOI whichever is earlier. However, the short/early delivery period quoted by bidder may be preferred. The supply shall be made at our works at **Survey No. 201/1, Sayli-Rakholi Road, Sayli, Silvassa 396230(D&NH).**
- 2.7.0 **Liquidated damages:**-Vendor shall be liable to pay liquidated damages for the following:
- 2.7.1 Failure to complete supply of item to BL within the scheduled period. In such case, vendor shall be liable to pay liquidated damages @ 0.5% of PO value per week or part thereof subject to a Maximum of 5.0%.
- 2.8.0 **Price schedule:** The price shall be quoted as per specified format given under the head **price schedule** as annexure-D. The price must be quoted considering technical data sheet.
- 2.9.0 **Payment terms: -** (i) 100% of PO value on 30 days credits after supply and commissioning, from date of submission of bill.
- 2.10.0 **Guarantee Period**: -12 (Twelve) months from the date of successful supply of item and commissioning as per PO. During this guarantee period the performance of the supplied item has



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to be in line with the expected/agreed quality as per tender/PO and if not then vendor has to replace/rectify the total supply at NO EXTRA COST TO BL and to the satisfaction of BL/tender. Offered make should have service station in Silvassa or Vapi.

- **2.11.0 Validity of offer:** The offers shall remain valid for a period of 60 days from the date of closing The tender.
- **2.12.0 After sales service:** Bidder shall furnish the details of their after sales service facility available at / OR around Silvassa.
- **2.13.0 Documentation:** Vendor shall have to submit complete maintenance manual (two copies each) along with items.
- **2.14.0** Tenderer must contain any other information/enclosures as may be needed to complete the schedule supply in all respect on a separate page/sheet under "schedule of deviations", however technical specification as mentioned in above Annexure 'A' are 'fixed'.
- **2.15.0** Submission of tender will be the conclusive evidence as to the fact the tenderer has fully satisfied themselves as to the nature and scope of 'supply, General terms and conditions and all other factors', affecting the performance of the contract and the cost thereof.

2.16.0 TENDER CANCELLATION CLAUSE

Balmer Lawrie & Co Ltd (BL) may at its own discretion cancel the tender process at any time [whether before or after tender submission date] due to any unforeseen / unavoidable circumstances or due to any other reason. BL is not liable to provide any reason to the participants/ bidders in said tender for the same.

2.17.0 Provisions for Micro, Small and Medium Enterprises OR MSME

a) Qualification Criterion: MSME vendor must confirm that UAN No has been uploaded on CPPP website as required by minister vide circular no F:No21(17) / 2016 dated 06.04.18 for qualifying to be considered as MSME vendor under this tender. b) Micro & small scale manufacturing units, registered under MSME/ NSIC, also complying clause of EMD: in the tender are exempted for submission of EMD amount.

b)Preference for Price Quotation in tenders: Participating Micro and Small Enterprises quoting price within price band of L1+15 per cent shall also be allowed to supply a portion of requirement by bringing down price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises. Such Micro and Small Enterprises shall be allowed to supply up to maximum 20 per cent of total tendered quantity for the grade at the respective plant subject to assessment of operational feasibility by tendering authority.

Contact Person	:		
Contact Number		Signature with official stamp	\mathcal{L}



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3.0.0	<u>Price</u>	e Schedule	<u> </u>	Annexure-D [I]		
REJECT	ndatory for each vendor to quote in the ION. Company:Off		•	•		
3.1.0	Item	1.5	TON CAPACITY AIR CO	NDITIONER		
3.2.0	Model					
3.3.0	Make					
3.3.1	Commercial terms	QTY	Unit Rate	Total (Rs.)		
3.3.2	Supply of 1.5 Ton 3 * rating invertor split AC	3 Nos				
3.3.3	Packing & Forwarding charges (if any)					
3.3.4	Delivery charges (on door delivery basis					
3.3.5	GST					
3.3.6	Installation & commissioning charges if any	3 Nos				
3.3.7	GST value for Installation & Commissioning.					
3.3.8	Transit Insurance (if any, to be taken by vendo	or)	·			
3.3.9	Total Cost committed					
3.3.10	Delivery period : applicable as per 2.6.0	Delivery period : applicable as per 2.6.0				
3.3.11	Availability of after sales service at Silvassa :- Yes, available/ No, not available.					
3.3.12	Liquidated damage : applicable as per 2.7.0					
3.3.13	Payment terms : applicable as per 2.9.0					
3.3.14	Guarantee/Warantee : applicable as per 2.10.0					
3.3.15	Validity of offer: applicable as per 2.11.0					

Contact Person	:	
Contact Number	:	Signature with official stamp



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Price Schedule

Validity of offer: applicable as per 2.11.0

Annexure-D

	ndatory for each vendor to quote in the	below for	rmat, otherwise quo	oted tender ma
EJECT			_	
endor's	Company :Off	er No	b	ate
4.1.0	Item	Ι	215 L CAPACITY REFRIG	ERATOR
4.1.1	Model			
4.1.2	Make			
4.1.3	Commercial terms	QTY	Unit Rate	Total (Rs.)
	Supply of 215 L CAPACITY REFRIGERATOR			
	unit complete with all required			
	accessories & consumables. As per	1 No		
4.1.4	technical specification given above.			
4.1.5	Packing & Forwarding charges (if any)	<u> </u>		
4.1.6	Delivery charges (on door delivery basis			
4.1.7	GST	1		
4.1.8	Installation & commissioning charges if any	1 No		
4.1.9	GST value for Installation & Commissioning.			
4.1.10	Transit Insurance (if any, to be taken by vendo	r)		· ·
4.1.11	Total Cost committed			
4.1.12	Delivery period : applicable as per 2.6.0			•
4.1.13	Availability of after sales service at Silvassa :- Yes, availal		e/ No, not available.	
4.1.14	Liquidated damage : applicable as per 2.7.0			
4.1.15	Payment terms : applicable as per 2.9.0			
4.1.16	Guarantee/Warantee : applicable as per 2.10.0			

Contact 1	Person	:

4.1.17

Contact Number :

Signature with official stamp



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5.0.0

HSE Chapter

Annexure-E

In order to achieve the Tender goal in a very smooth & SAFE manner, all the Bidders are required to comply with this HSE chapter, before, during and after the tender finalization or related job execution, in following prescribed procedure:

Annexure – E-1

<u>Pre-Qualification Questionnaire for Contractor</u> Guidelines for Completion of Questionnaire

- i. The potential bidder is to ensure that the answers provided are focussed against the activities indicated in the pre-tender document.
- ii. The information is supplied in the same format and sequence in which they appear in the questionnaire. A minimum of 12 has to be obtained in the HSE pre-qualification questionnaire.
- iii. Failure to supply information that accurately and fully covers the material requested may result in an individual Contractor failing to meet minimum expectations and therefore being disqualified.
- iv. Contractor shall provide information that is authentic and documentary evidence.
- v. Even after getting pre-qualified, if it comes to the notice that non-authentic documents are provided, the Contractor may be disqualified and if any Contract is in place, it may be terminated immediately.
- vi. BL shall have right to audit Contractors records to verify the authenticity of the documents, during any phase of the Contract.

Questionnaire for HSE Pre-Qualifications of contractors:

Contactor Details				
Company Name				
Contact Person for HSE				
Name				
Telephone Number				
E-Mail Address				

	Overtion		onse	Evidence Required at	Weightage if
	Question	Yes	No	bidding Stage	complied
1	Do you have a signed and dated HSE			Attach HSE Policy	1
	Policy?		1		
2	Do you confirm that you will comply with			None	1
	BL HSE Policy in as much as it is applicable				
	to your scope of work?				
3	Do you have a Health and Safety System			Provide Current	3
	certified by an accredited body to a			Certificate	
	recognized standard? (Eg: OHSAS 18001)				
4	Do you have an Environmental		1	Provide Current	3
	Management System Certified by an			Certificate	



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GLS/	71E19/029 D1 29/07/19		Resi	onse	Evidence Required at		at	Weightage if	
	Question		Yes	No		idding Stage		complied	
	accredited body to a recognized (Eg : ISO 14001)	d standard?							
5	Have you identified, documento maintained your Health and Sat assessment of your activities?				None			3	
6	Have you identified, documento maintained your Environmenta Assessment of your activities?				None			3	
	If you use subcontractors, will y them in terms of HSE?	ou assess			None			2	
8	Have you produced project/cor plans for recently completed w				None			2	
9	Is HSE Covered in your compan organization chart?	y's			Provid Chart.	e Current Org		2	
10	Have HSE roles and responsibili defined in your company?	ties been			None			2	
11	Have your employees received documented HSE training approthe task they will undertake?	opriate to			None			2	
12	Do you identify and monitor co with HSE Legislation?	mpliance			None			2	
13	Do you carry out regular medic examination for your employee				None			1	
14	Is your company free from any notices served by the regulator in relation to HSE in the last 3 y	y authorities			None			1	
15	Do you have any procedure of restance of the second				None			2	
I	Please provide your accident da current year and the last 2 cale Note: this must include the data contractors working for your or	ndar years a of any	Current Year	Current 1		Current Year -2	(T	iod Average hree years average)	
	Number of Fatalities								
1 1	7 Number of Environmental Incidents reported to Pollution Control Board								
18	18 Number of accidents with 2 or more days lost time.(LTI)								
	19 Man Days Lost								
20	20 Total Hours Worked								
I confirm that the above information is correct and that is provided to BL on request.			further	eviden	ce to support	this	will be		
Nar	me	Position		Compa	iny	Date	Sig	gnature	



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Annexure – E-2

HSE Requirements BY CONTRACTORS (To be a part of contract documents)

Housekeeping

Contractors shall ensure that their work area is kept clean tidy and free from debris. The work areas must be cleaned on a daily basis. Any disposal of waste shall be done by the Contractor.

All equipment, materials and vehicles shall be stored in an orderly manner. Access to emergency equipment, exits, telephones, safety showers, eye washes, fire extinguishers, pull boxes, fire hoses, etc. shall not be blocked or disturbed.

Confined Space

Before commencing Work in a confined space the Contractor must obtain from BL a Permit to Work, the Permit to Work will define the requirements to be followed.

As minimum Contractors must ensure the following:

- i. Confined spaces are kept identified and marked by a sign near the entrance(s).
- ii. Adequate ventilation is provided
- iii. Adequate emergency provisions are in place
- iv. Appropriate air monitoring is performed to ensure oxygen is above 20%.
- v. Persons are provided with Confined Space training.
- vi. All necessary equipment and support personnel required to enter a Confined Space is provided.

Tools, Equipment and Machinery

The Contractor must ensure that all tools & equipment provided for use during the Work is:

- suitable for its intended use:
- safe for use, maintained in a safe condition and where necessary inspected to ensure this remains the case (any inspection must be carried out by a competent person and records shall be available);
- Used only by people who have received adequate information, instruction and training to use the tool or equipment.
- **Provided with Earth leakage circuit breaker (ELCBs)** at all times when using electric power cords. Use of electrical tape for temporary repairs is prohibited.

Working at Height

Any Work undertaken where there is a risk of fall and injury is considered to be working at height. For any Contractor Personnel working at height, Contractors shall provide fall prevention whenever possible and fall protection only when fall prevention is not practicable. Before commencing Work in a height the Contractor must obtain from BL a Permit to Work, the Permit to Work will define the requirements to be followed. Supervisor must be present at all point of time, to ensure no deviation occur during the course of work.



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Fall Prevention System

Fall prevention systems (e.g. fixed guardrails, scaffolds, elevated work platforms) must provide protection for areas with open sides, including exposed floor openings.

Fall Protection Systems

Where fall protection systems are used then the Contractor must ensure the following is applied:

- i. Only approved full body harness and two shock-absorbing lanyards are used,
- ii. Prior establishment of a rescue plan for the immediate rescue of an employee in the event they experience a fall while using the system,
- iii. Anchorage points must be at waist level or higher; and capable of supporting at least the attached weight,
- iv. Lifeline systems must be approved by BL before use.
- v. Use of ISI marked industrial helmet at all point of time.

Scaffolding

All scaffolds shall subject to a documented inspection by a competent person and clearly marked prior to use. The footings or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. All scaffolding materials should be of MS tubular type.

Guardrails and toe-boards shall be installed on all open sides and ends of scaffold platforms. Scaffolds shall be provided with an access ladder or equivalent safe access. Contractor Personnel shall not climb or work from scaffold handrails, mid-rails or brace members.

Stairways and Ladders

Ladders should only be used for light duty, short-term work or access in line with the below and the Site Requirements.

- a. Fabricated ladders are prohibited.
- b. Ladders will be secured to keep them from shifting, slipping, being knocked or blown over.
- c. Ladders will never be tied to facility services piping, conduits, or ventilation ducting.
- d. Ladders will be lowered and securely stored at the end of each workday.
- e. Ladders shall be maintained free of oil, grease and other slipping hazards
- f. Ladders will be visually inspected by a competent person and approved for use before being put into service. Each user shall inspect ladders visually before using.
- g.Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, and removed from the Site by the end of the day.

Roof Work/Access

Roof work and access to roofs must not be undertaken without prior authorization from BL if require.

Overhead Work

A secure exclusion zone shall be maintained by Contractor below overhead work to prevent access. It is forbidden to work beneath a suspended load.



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Lifting Operations

Cranes and Hoisting Equipment

Contractors shall operate and maintain cranes and hoisting equipment in accordance with manufacturers' specifications and legal requirements.

Only Contractor Personnel trained in the use of cranes and hoists are permitted to use them.

Lifting Equipment and Accessories

All lifting equipment / accessories e.g., slings, chains, webbing, chain blocks, winches, jacks etc shall be indicated with their safe working load have an identification number visible on the unit and be inspected and tested in accordance with legal requirements.

Damaged equipment / accessories and equipment shall be tagged "out of use" and immediately removed from Site.

Lockout Tag out ("LOTO")

Prior to performing work on machines or equipment, the Contractor shall ensure that it is familiar with LOTO and Permit to Work procedures and that all of its affected Contractor Personnel receive the necessary training.

Barricades

Floor openings, stairwells, platforms and walkways, and trenching where a person can fall any distance shall be adequately barricaded and where necessary, well lit. Where there is a risk of injury from a fall then rigid barriers must be used.

Barricades must also be used to prevent personnel entering an area where risk of injury is high e.g., during overhead work activity or electrical testing etc. Such barricading must provide clear visual warning..

Compressed Gas Cylinders

Gas cylinder shall be securely stored and transported, and identified and used in line with the local requirements. Hose lines shall be inspected and tested for leaks in line with local requirements. Flash back arrestor to be used to prevent any explosion due to back fire.

Electrical Safety

Prior to undertaking any work on live electrical equipment the Contractor must obtain a Permit to Work from BL. Where ever possible live work should be avoided. Any control measures highlighted shall be implemented prior to work commencing.

The below measures will be taken:

- a) Work practices must protect against direct or indirect body contact by means of tools or materials and be suitable for work conditions and the exposed voltage level.
- b) Energized panels will be closed after normal working hours and whenever they are unattended. Temporary wiring will be de-energized when not in use.
- c) Only qualified electrical Contractor Personnel may enter substations and/or transformer and only after being specifically authorized by BL.



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Hot Works

A Permit to Work must be obtained from BL prior to any hot works (welding, grinding, open flame work). Suitable fire extinguishing equipment shall be immediately available. Objects to be welded, cut or heated shall be moved to a designated safe location, or, if they cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place. Personnel working around or below the hot works shall be protected from falling or flying objects.

Prior to the use of temporary propane or resistance heating devices approval must be obtained from BL.

Trenching, Excavating, Drilling and Concreting

A Permit to Work must be obtained from BL and all underground lines, equipment and electrical cables shall be identified and located prior to beginning the work. The Contractor shall assign a competent Contractor Personnel to all trenching and excavation work.

Safe means of access and egress shall be located in trench excavations. Daily inspections shall be conducted by a competent Contractor Personnel for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems or other hazardous conditions.

Physical barriers shall be placed around or over trenches and excavations. Flashing light barriers shall be provided at night.

Environmental Requirements

Waste Management

The Contractor is responsible to remove any waste generated by the work being done on the Site. The Contractor must dispose of the waste in line with the relevant local legislative requirements. The waste disposal route shall be documented and made available for BL to review at any time and may be subject to BL's prior approval.

Wastes (includes rinse from washing of equipment, PPE, tools, etc) are not to be poured into sinks, drains, toilets, or storm sewers, or onto the ground. Solid or liquid wastes that are hazardous or regulated in any way are not to be disposed of in general site waste receptacles.

Spills

The Contractor is responsible for the provision of adequate spill kits/protection and the clean-up and disposal costs arising from such spills.

Emissions

The Contractor shall identify and quantify any emission sources associated with the Works. The control measures associated with these emission shall be subject to the approval of BL. Emissions include but are not limited to noise, dust, fumes, vapours.

Vendor's Company:		
Contact Person	:	
Contact Number :		Signature with official