

42. JURISDICTION

The Vendor hereby agrees that the Courts situated in location given in tender header" shall have the jurisdiction to hear and determine all actions and proceedings arising out of this contract.

CLAUSE

- a. Vendor needs to clarify whether you are registered with NSIC. If registered, vendor needs to submit the following documents along with their offer.
- b. Photocopy of the NSIC Registration Certificate, which clearly shows the following details/ information:
 - i. Name of the Bidder
 - ii. Address of the Bidder
 - iii. Validity of the Registration
 - iv. Items for which the Bidder is registered
 - v. Monetary Limit

and acknowledged copy of Entrepreneurs Memorandum Part II

- c. Also vendor has to clarify whether you have secured Orders for same items, during the preceding 12 months, in competition with Large Scale Units, WITHOUT any Price Preference.
- d. In case vendor have secured Orders for same items, during the preceding 12 months, in competition with Large Scale Units, WITHOUT any Price Preference, then vendor has to furnish a Declaration on their Letter Head accordingly.
- e. Please note that in the absence of the above information, offer will be evaluated without considering Price Preference.

1.0 Preference to MSEs

- a. In case the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro and Small

Enterprises, the bidder shall be entitled for following:

- i. Issue of Tender Documents to MSEs free of cost.
- ii. Exemption to MSEs from payment of EMD.
- ③ iii. Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their prices to L1 price in a situation where L1 price is from someone other than a micro and small enterprises and such micro and small enterprises shall be allowed to supply upto **25%** of the total tendered value. In case of more than one such Micro and Small Enterprises, the supply of **25%** portion shall be shared amongst them. Further, out of above **25%**, of 4% will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs and **3% will be earmarked for procurement from MSEs owned by women.**

This quota is to be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs **or women entrepreneurs.**

- b. The quoted prices against various items shall remain valid in case of splitting of quantities of the items as above.

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- c. MSE bidder shall submit the following:
- i. Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.
 - ® ii. If the MSE is owned by SC/ST Entrepreneurs **or MSEs owned by women entrepreneurs**, the bidder shall furnish appropriate documentary evidence in this regard.
 - iii. The above documents submitted by the bidder shall be duly certified by the Statutory Auditor of the bidder or a practicing Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) where audited accounts are not mandatory as per law.
 - ® d. If the bidder does not provide the appropriate document or any evidence to substantiate the above, then it will be presumed that they do not qualify for any preference admissible in the **Public Procurement Policy for Micro and Small Enterprises (MSEs) order 2012 along with amendments notified vide Government of India Gazette from time to time.**

43. VALIDITY OF OFFER:

Offer shall be valid for 3 months from the due date / extended due date of the tender enquiry.

44. INTEGRITY PACT:

All tenders shall comply with the requirements of the Integrity Pact (IP) if the value of such tenders is ₹ 1 crore & above. Failure to sign the Integrity Pact shall lead to outright rejection of bid.

45. ORDER OF PRECEDENCE

In case of any discrepancy between the conditions stated in the GPC (which is an integral part of the Order) and those specifically mentioned in the Purchase Order, the later shall prevail over the former.

46. GENERAL:

- a. Deviations to Terms and Conditions shall lead to loading of prices or make your offer liable for rejection.
- b. All resident/non-resident parties to obtain and furnish their PAN in order to avoid tax withholding at a higher rate. Even though the non-residents may not have permanent establishment (PE), branch, local office in India, they can apply with their foreign address. For your information, the web address for applying for PAN in Form No. 49A to NSDL or UTISL online as given in the following sites:
(AO details for International Taxation are also available online).
 - i. <http://tin.tin.nsdl.com/pan/index.html/>
 - ii. <http://incometaxindia.gov.in/>
 - iii. <https://incometaxindiaefiling.gov.in/portal/index.jsp>
 - iv. <http://www.utitsl.co.in/>
- c. GRIEVANCE REDRESSAL: There is a grievance redressal mechanism in HPCL for vendors participating in the tender, the details of which are available on HPCL's website www.hindustanpetroleum.com.

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- d. PBG Format is attached with this GPC.
- ® e. **The guidelines for Holiday Listing as adopted and available on HPCL website shall be applicable to all tenders floated and all Purchase Orders/ Contracts placed by HPCL.**

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Tips for successful bid submission in the HPCL e-Procurement platform

Thank you, for your interest in bidding for HPCL tender in the E-procurement platform. It is designed to ensure security and confidentiality of bids till bid opening and provide transparency after bid opening.

There have been few instances of vendors are not being able to submit their bids for various reasons. Based on our experience, we have compiled a list of all probable reasons due to which either vendors miss out on submitting their precious bid or end up submitting defective bids. Needless to mention, the most likely reason is attempting bid generation in the last hour. **Thus it is recommended to start the Bid Preparation process well in advance.**

We hope this set of handy tips will help you avoid the usual pitfalls at initial stage and submit a perfect bid smoothly in the platform.

Tip 1:

❖ **Ensure to keep System ready in advance**

For 1st time users, ensure the below points are taken care

- ✓ Class IIB or Class IIIB digital certificate issued on organization, is in hand.
- ✓ Download Signing Utility for Signing and encryption, from “Utility” tab.
- ✓ Install latest JAVA in local machine. (Mostly pre-installed in all Windows PC).
- ✓ Install Drivers for e-token

Tip 2:

❖ **Internet Explorer browser 7 or above – Compatibility mode**

- ✓ Remember to work with only **Internet explorer 7** or above browser. Preferably, keep browser in compatibility mode. (IE>>Settings>>Compatibility view settings).
- ✓ DO NOT access site in Google Chrome/Mozilla Firefox or Safari, to avoid issues.

Tip 3:

❖ **Start the process in advance. Submit bids in advance, Rates can be revised later**

- ✓ Upload the Digital Certificate and get it validated by HPCL in advance.

- ✓ DO NOT wait for DC validation, for initiating bid preparation. Generate Technical bid and priced bid file in advance.
- ✓ Keep the supporting document ready in PDF format only.
- ✓ Bids can be submitted once DC validation is completed.

Tip 4:

❖ **EMD submission: EMD should reach to HPCL prior Tender due date.**

- ✓ Submit EMD well in advance through **online (Net banking)** or by way of Demand draft/ Bank Guarantee.
- ✓ While uploading EMD Exemption Certificate (for MSME vendors etc), browse only signed pdf of Exemption certificate.
- ✓ Use online EMD payment option, for faster EMD submission, and EMD refunds.

Tip 5:

❖ **Enter Taxes and Extras in proper format.**

- ✓ Enter taxes ONLY in **percentage** terms and never in “Per Unit” basis.
- ✓ Define various tax elements in **proper sequence** for correct calculation of delivered cost.
- ✓ Only **Extras** like Freight, third party Inspection etc., may be entered in **Per unit** basis.
- ✓ Check total **Derived cost** on screen and in Priced Bid Pdf, before bid submission

Tip 6:

❖ **Simply generate the Technical bid pdf / Price bid pdf. Digitally sign & encrypt. Keep Signed file for records and “encrypted” file for submission.**

- ✓ DO NOT browse signed PDF while filling responses.
- ✓ It is NOT required to take a print of the Tender Document.
- ✓ It is NOT required to physically sign on all pages of the tender file.
- ✓ It is NOT required to scan the signed tender document and upload the same.
- ✓ DO NOT quote zero rate, in case you do not want to quote for optional items.

Tip 7:

❖ **Save the work by working on Tab - “Work without attaching doc”. Esp., in tender having more than 50 items.**

- ✓ Option for saving work is available only in “Work without attaching doc” tab.

- ✓ Enter all the necessary technical responses in the form provided and click on “Save work on local machine” button for saving the “XML” file.
- ✓ Browse the latest “XML” file only while working on “Update Values from local computer” option.
- ✓ Note: During this process any data entered does not get captured in the server.

Tip 8:

❖ **Always keep “Latest bid” for records.**

- ✓ Technical bid pdf and priced bid pdf can be generated any number of times. Bid may be submitted any number of times.
- ✓ Always remember System will allow Bid submission only for the latest generated document.
- ✓ If bid submitted for more than one time, only latest bid will be considered for evaluation purpose by the system.

Tip 9:

❖ **“REGRET” option for Bid withdrawal.**

- ✓ Option for bid withdrawal is available till tender due date even when the bid is already submitted/ is in preparation stage.
- ✓ Though “regret” is submitted, Bid submission option is available till tender due date.
- ✓ “Regret” will be considered as *submitted response* against the tender.

Tip 10:

❖ **Size of the bid must be less than 45 MB**

- ✓ Keeping bid size small will help in faster Bid submission.
- ✓ The current session out time is 20 minutes. *Must Save work before 20 minutes.*
- ✓ To keep the size of the bid document small,
 - Scan the documents in low resolution, preferably 150-200 dpi where the data should be legible.
 - Scan in grayscale and not in color to reduce file size.
 - For large drawings, scan files in jpeg format and later covert same to pdf format.

Tip 11:

❖ **Raise online “Query” for any technical clarification regarding Tender.**

- ✓ Every tender has query start date and query end date (specified in the first page of the tender document). Query can be raised within this range only.
- ✓ So starting bid preparation in advance will facilitate to raise query and get reply within time.

Tip 12:

❖ **Generate password in advance for Reverse auction event.**

- ✓ To participate in Reverse Auction event, work only on RA link, as below <https://etender.hpcl.co.in/eProcRA/VendorLoginInput.action>
- ✓ Follow the steps given on RA page for password generation.
- ✓ Password generation for RA to be done only with HPCL's "Signing Utility".
- ✓ **Generate password well in advance**

Tip 13:

❖ **HPCL E-Procurement Helpline No: 022 41146666**

- ✓ For any technical queries related to operation of the portal, send mail to eprochelpdesk@mail.hpcl.co.in OR call us at **022-41146666**.
- ✓ The helpdesk support is available 6 days a week from **8 AM to 8 PM** (except public holidays).
- ✓ Must seek help at least two to three days (min) in advance, to avoid last minute disappointment.

Supplementary Section on Bid Submission

The two broad classification of tenders for generating bid document, be it "Pre-qualification bid" or "Technical/ Priced bid are as follows:

1. Low value tender having 20-50 items and limited uploads/questions

For Low value tender, "No of items" where rate is to be entered is very limited and there are less no. of questions, vendors can directly work on Prepare tender >> Generate Technical and Priced bid >> Attach document and generate envelope.

Bid generation and submission

Go to Generate Technical and Priced bid >> Attach Document and Generate envelope.

- a. Fill responses, upload documents (pdf only), give Prices and Taxes etc and click on "Generate technical bid", followed by "Generate Priced bid".
- b. Save Technical Bid Envelope and Price bid envelope in local machine.
- c. Check the bid documents for correctness. If found OK, digitally signed and encrypted the file using the "Signing cum encryption" utility.
- d. No provision will be available for saving the work in this option. So for Bid resubmission/any other modification, responses/forms/rates etc have to be entered for all items again.
- e. **Keep "signed" file for records and "encrypted" file for submission**

While this method is very fast for generation of bids, it requires full efforts in redoing same if need arises.

2. **Moderate to high value tender having more than 50 items and other uploads**

For moderate to high value tenders (having more than 50 items), the method mentioned above can be risky as there is no option to save interim work. Further the session out time for application is 20 minutes, which means if "generate bid" button is not clicked within 20 minutes of landing in the page the work done will be lost.

The method for "**Saving work**" is as below:

- a. Click on Prepare tender >> Generate Technical and Priced bid >> "Work without attaching document". Here enter the rates/ responses etc, except for uploading the documents. Once adequate entries are made click on the tab "**Save work on local computer**", show the path and save the file in local machine.
- b. Now click on "Update Values from Local Computer" and show path of the saved file. The rates and responses will get populated till the previous work done.
- c. The saved values can be edited and Rates/response can be filled up for balance items/sections. Again save the work. **Work can be saved as many times as required.**
- d. While updating values from local computer, always browse only latest generated saved work file.

Bid generation and Submission

- a. Once all the rates/responses are finalized, click on the tab "Generate Technical and Priced bid envelope >> Attach doc and generate envelope.
- b. Click on the tab at the bottom of screen "Update value from local computer".
Remember to upload only the latest generated files.

- c. On uploading “save work” file, all the item rates/ responses will be populated against appropriate section. Also in the same page, browse the documents (pdf only) to be uploaded if any.
- d. After checking entered rates/ response sheet and uploaded supporting documents, click on “Generate technical bid envelope” followed by “Generate Priced bid envelope”.
- e. Save the PDF files of technical and price bid envelope.
- f. Check the pdf document for correctness. If found OK, digitally signed and encrypted the file using the “Signing cum encryption” utility.

Keep “signed” file for records and “encrypted” file for submission.

Hindustan Petroleum Corporation Limited

General Terms & Conditions Pertaining to Health, Safety & Environment
applicable to all works (ESSENTIAL REQUIREMENTS)

- 1) Compliance of Statutory Requirement
 - a) The Safety regulation of the Plant, as mentioned in the Fire & Safety regulations (latest revision).
 - b) All requirements under the Factories Act 1948 and the rules framed there under in the respective state Factory Rules 1963, including all amendments thereto.
 - c) All requirements of Employee Compensation Act & ESIS Act, including all amendments thereto.
 - d) Applicable Environment regulation in force and also the Systems and
 - e) Procedures in the Terminal/Depot related to Environment.
- 2) Qualification and Experience of Manpower to be deployed
 - a) Contractor shall deploy only experienced and qualified Supervisors and Workmen.
 - b) Contractor's Skilled Workmen like Riggers, Scaffolds, Welders, Fitters, Crane Operators, their specialized Equipment Operators like Welding machine, Power Generators, etc. must have skill on the relevant jobs. The Electricians to be deployed must have valid Wireman License.
 - c) All workmen must be capable of following instructions and training.
- 3) Health Assurance/Age
 - a) Contractors to ensure that all their Workmen are medically fit for the job they are deployed, especially for the Workmen who are deployed in high risk jobs like working in confined space, working at Height, working under Water, etc.
 - b) Age: No one below 18 Years or more than 60 Years will be employed in the Terminal/Depot.
- 4) Normal Timings for Work

- a) Duty timings for the Contractor Employees inside HPCL premises shall be in General Shifts of 8 Hours on all Working Days.
- b) Any other Shift Timing shall as per prior advice of the concerned Supervisor in-Charge/Area Manager of HPCL.

5) Training

Training in Fire & Safety is mandatory for all Contractors' Supervisors & workers.

- a) Training of Contractors' Supervisor:
 - I. Supervisor in-Charge of the Contractor who has ultimate responsibility for their work in the Terminal/Depot must undergo a One Day comprehensive Safety Familiarization Program.
- b) Workers' Training:
 - I. It is obligatory that Contractors' Supervisor conduct spot training for his Workers.
 - II. Additionally, Contract Workmen will have to undergo training on Safety on the spot.

6) Compliance to Work Permit System

- a) Do not carry out any work without valid Work Permit issued by the authorized person in the HPCL premises as per Work Permit System.
- b) Comply with all the Fire/Safety/Excavation/Radiography Permit conditions specified in the Permit and clearances given from time to time.
- c) Display Permit at Worksite for random checking by the HPCL Officials.

7) Requirement of Supervision and safety records

- a) Contractor will not carry out any work without having Supervisor at site. If it is required to work simultaneously in more than one location under the same Contract, One Supervisor must be deployed at each of the locations. If a Supervisor has to leave his Site for any reason, he must stop the Site activities for that Period of Time.
- b) For Hot Work Permit, the Supervisor must have a valid authorization.
- c) Contractor must provide at least one full-time Safety Supervisor for contracts where hot work is envisaged as part of deliverables. Contractor must specify in writing the Name of such person to the

HPCL Engineer in-Charge.

- d) Contractors whose Safety Records are not satisfactory will be viewed seriously and necessary action (viz. cancellation of Registration/Contracts) shall be taken against him.
- e) Contractor to maintain safety register and records for tool box meeting etc.
- f) Contractor to carry out weekly safety site inspection /audits, monthly safety meetings and maintain records.
- g) Contractor to submit monthly safety report by the 5th of the next month to the Engineer-in-Charge.

8) Use of Personal Protective Equipment

- a) The PPEs shall be of Standard quality and BIS approved. For such PPEs where BIS is not available, the PPEs shall be any international standard like CE/EN/FM marked.
- b) All Supervisors and Workmen of the Contractor shall enter HPCL premises wearing safety shoes & Helmet. Failing which entry will be denied. The Contractor should provide basic PPEs to all Supervisors and Workmen.
- c) Basic requirements for all jobs are –
 - i. Hard Hat (Safety Helmet)
 - ii. Safety Shoes/Gum Boots (for Civil work)
 - iii. Hand Gloves
- d) Specific requirements as per Job or activity or trade
 - i. ISI approved Double Lanyard Safety harness for working above Height of 2.4 M from the Ground Level.
 - ii. Eye Protection Goggles
 - iii. Welders Helmet
 - iv. Face & Body protection
 - v. Shot Blaster's hood (3M or equivalent) for abrasive blasting
 - vi. Other respiratory equipment like 'Breathing Apparatus Set' will be issued by HPCL if required on specific requests.
 - vii. Job or activity or trade wise PPEs as decided by HPCL are to be worn by contractor employees while doing jobs in HPCL premises.

9) Specific Job Requirements :

- a) Specific requirements for scaffolding: Scaffolding shall be double pole types. Single Pole scaffolds are not allowed. The workers

engaged in scaffolding work must wear double lifeline safety harness. Safety nets must be deployed at 3 meter elevation & subsequent net after every 6 meter. It shall be ensured that only trained & experienced workers are engaged in scaffolding work. Scaffolding shall be certified by contractor supervisor.

- b) Welding machine shall be of healthy condition & a separate wire shall be provided for return current.
- c) All equipment's, Tools & Tackles used shall be of appropriate type & size and approved by the competent authority for its safe working limit.
- d) All portable electrical hand tools shall be provided with ELCB.
- e) All gas cylinders to be stored in trolley with chain arrangement. All gas cylinders shall be capped.
- f) Local barricading is must for all hot works.

10) Excavation:

- a) All excavated pit & trenches beyond depth of 1.5m shall be barricaded with rigid barricades. The barricades shall be painted in red & white colour.
- b) Hand tools being used for excavation shall be with insulated handles.
- c) Shoring strong enough to prevent slide of excavated sides, to be provided for excavations below 1.5 meters from grade level.

11) Confined space working: When working in confined space following addition precaution to be taken

- a) 24 V Electrical hand lamps with cage shall be used.
- b) Adequate numbers of blowers, educators etc shall be used
- c) Two people shall always remain standby at the entrance of manhole.
- d) Communication facility for the person working inside and standby person shall be provided.

12) Contractor shall restrict the motion of vehicle minimum in HPCL premises. Vehicle carrying construction materials carrying passengers outside passenger cabin is not allowed.

13) Tool Box meeting : prior to starting any job, supervisor should carry out tool box meeting with all workers involved, nature of job, hazards associated and precautions to be taken shall be told to workmen and recorded on TBM attendance sheet.

14) Fire Extinguisher & Fire Hose

- a) Contractor shall provide Fire Extinguishers of his own.

15) Traffic safety :

- a) Contractor's driver must get themselves familiarized with HPCL roads and traffic regulations on certain roads.
- b) Only diesel engines drive vehicles with spark arrestor are allowed to enter the HPCL premises.
- c) All vehicles entering or leaving the HPCL must come to a complete halt at the security gates, for checking by the security Office.
- d) The maximum speed limit for motor vehicles with in the company premises is 10 KMPH. Drive cautiously and keep to the left.
- e) Anyone driving a motor vehicle on company property must be in possession of a valid driving license for that class of vehicle.
- f) Transport vehicles permitted inside the HPCL premises shall have proper PESO approved spark arrestor and shall be parked in the designated parking area only.
- g) Contractor's employees will use designated HPCL entrance and will proceed directly to the contractor's job site by way of HPCL roads. They shall not cut through HPCL operating units.
- h) Contractor's employees are not to wander from their job site, nor loiter around HPCL operating units, control houses, wash room etc.
- i) Vehicles or other mobile equipment shall not be parked, in any manner that will block fire hydrant, fire equipment, building exits and walkways etc.
- j) It shall be the responsibility of the contractor to ensure that materials are properly stacked in the transport vehicles to avoid items dropping from the vehicles while in transit. If material does fall from the contractor equipment, the contractor shall remove material from the street.
- k) Material overhanging the ends or sides of vehicles shall be marked with a red flag.
- l) Bicycle to ply inside the HPCL strictly on need basis. Double riding on bicycle is not permitted.
- m) Crane Operator should not allow anybody to sit on vehicle body.
- n) Transportation of contract personnel not permitted by goods carrier like Tractor Trolley, forklift, Dumper etc.

16) Smoking Regulation

Smoking is not permitted inside Terminal/Depot. Safety match box and cigarette lighters are not permitted inside Terminal/Depot.

17) Working with Electrical Equipment:

- a) 30 mA Earth Leakage Circuit Breaker (ELCB) shall be provided at each electrical equipment being operated for the job.
- b) The contractor has to engage a qualified electrician for carrying out the electrical job. He has to maintain the record of Testing ELCB and earthing on daily basis.
- c) Motors, Gearing, Transmission, Electrical wiring and other dangerous parts of hoisting appliances shall be provided with efficient safe guards.
- d) When workers are employed on electrical installations which are already energized, insulating mats, suitable PPE such as gloves and boots shall be provided.
- e) The workers shall not wear any rings, watches or other materials which are good conductors of electricity.
- f) All the electrical circuit shall be provided with ELCB of 30mA rating.
- g) Three pin plugs shall be used instead of loose wires.
- h) Minimum two earthing to be provided to all electrical equipment including portable generators.
- i) Only weather proof non-flammable type switch boards shall be used.

18) Welding and Gas cutting:

- a) Ensure that welding machine is of good quality and a separate wire is provided for return current.
- b) Welding return current shall be grounded closer to work location.
- c) Welder helmet, Safety Shoes is minimum required personal Safety equipment to be provided for welders and gas cutters.
- d) A cage with fire retardant material cloth shall be used while doing welding, cutting jobs.
- e) All gas cylinder to be stored in trolley with chain arrangement.
- f) NRV and Flash back arrestor shall be provided with gas cutting equipment.
- g) Key required for operating valve shall be always remain with cylinder.
- h) Acetylene cylinder valve shall not be opened more than $\frac{1}{2}$ turn. It

shall always remain in vertical position while using.

19) Additional Safety Measures for Contractors:

A major contractor is one who has a single contract worth more than Rs 10 lacks. The following additional safety measures to be followed by the major contractors.

- a) A dedicated qualified safety supervisor as specified earlier.
- b) Contractor should engage a qualified person as supervisor to supervise all mechanical erection and fabrication works.
- c) To provide third party test certificate for worthiness of DG sets, welding set, Grinding machines, Compressors and for all lifting tools and tackle.
- d) To ensure workers to assemble at HPCL defined assembly point in case of fire siren
- e) To organize the induction safety training and refresher safety training to supervisors and workers. Safety toolbox talks to be arranged on daily basis.
- f) To display Safety slogans, posters at the site (Min 3 Nos) in local Language/Hindi/English.
- g) To provide First aid kit at each site
- h) To display a board indicating number of, workers present on each shift
- i) To earmark the area for scrap at site and scrap to be removed from work site monthly/closure of contract. Good housekeeping to be maintained at work spot.
- j) Nominated responsible person for each site with communication facilities (Radio trucking, public address system, Flame proof Telephone) for proper coordination with the company supervisor and others.
- k) Evacuation drill shall be tried out periodically at each site in the presence of Terminal/Depot Safety personnel.
- l) Contractors working for shutdown jobs will ensure good housekeeping and will keep manpower for this job. Housekeeping shall be done on daily basis.
- m) A vehicle to attend emergency shall be kept available as standby.

20) Clothing of contractor employees:

- a) The contractor employees and supervisors shall wear cotton overalls

while working inside Terminal/Depot.

- b) The contractor employees shall not wear overalls soaked with oil or chemicals.

21) Hazard Communication

- a) In the event of any Contractor Employee spot a Fire or any serious hazard in the HPCL premises, he shall advise Security in-charge, identify himself and report location of the Fire. He shall wait until the HPCL representatives repeats the Fire message and location is confirmed.
- b) The Contractor must ensure that each one of his Employees clearly understand this Fire Communication requirement, i.e. in case of Fire Siren is sounded they should assemble at designated location.
- c) The Contractor while providing on-the-job training may ensure this.

22) Injury Notification & Investigation

- a) Report to HPCL Supervisor on the job, any injury sustained by any of Employees or any near miss or hazardous/dangerous incident at the Worksite within the HPCL premises. Hiding any accident or near miss would be viewed as serious misconduct.
- b) Arrange to provide First Aid immediately to injured Employee.
- c) Keep and maintain proper records of all such incidents in respect of his personnel/Worksite.
- d) Submit to Engineer-in-charge a First Information Report within 4 Hours of the incident. Arrange to immediately investigate the incident and furnish within 24 Hours a written Investigation Report to HPCL.
- e) Disposition/Status of the injured person and his follow-up treatment details shall be informed to engineer in-charge within 48 Hrs.

23) Requirement of Housekeeping

- a) Contractor must ensure the highest standard of housekeeping in his areas of work on a daily basis. All unsatisfactory housekeeping will earn negative rating, which will attract penal action like cancellation of Registration/Contract.
- b) Contractor must provide and maintain at his Worksite an appropriate Display Board, displaying information as per HPCL "Work Site Display Board" specification.