

**URANIUM CORPORATION OF INDIA LIMITED
JADUGUDA MINES
(CIN : U 12000 JH 1967 GOI 000806)
DIST : EAST SINGHBHUM
JHARKHAND-832102**

PHONE : (0657) 2730122, 2730222, 2730353

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TENDER DOCUMENT

FOR

NIT NO. JAD/EM-57

**CLEANING AND SWEEPING WORK IN AEC SCHOOLS,
JADUGUDA FOR A PERIOD OF THREE MONTHS.**

URANIUM CORPORATION OF INDIA LIMITED
JADUGUDA

TENDER DOCUMENT

FOR

**CLEANING AND SWEEPING WORK IN AEC SCHOOLS,
JADUGUDA FOR A PERIOD OF THREE MONTHS.**

To be submitted on **26.04.2017 up to 3.00 P.M.**
PRICE BID shall be opened on **26.04.2017** at 3.30 PM
in the office of DGM(I/P&IRs) located in Old
Administrative Building, Jaduguda. in presence of
tenderers who may like to be present.

URANIUM CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)
CIN : U 12000 JH 1967 GOI 000806
P.O. JADUGUDA MINES-832102
Dist: SINGHBHUM (EAST), JHARKHAND

Phone No. 0657-2730122,222,353
Fax No. 0657-2730322

NIT No. JAD/EM- 57

No. UCIL/EM-34/2017/18

April 17, 2017

Sealed item rate tenders in two parts (Part-I : Techno Commercial Part & Part-II : Price Part) (Schedule of quantities in triplicate, One original plus two sets of photo copies of the same) from the empanelled contractors only who have been finalized through EO No. JAD/EM-52 dated 16.02.2017. Bids of contractors other than empanelled contractors shall not be considered.

1	Name of the Work	CLEANING AND SWEEPING WORK IN AEC SCHOOLS JADUGUDA
2	Estimated Cost	Rs. 3,52,014.00
3	Duration of Contract	03 (Three) months
4	Cost of tender document	350.00
5	Earnest Money Deposit	Rs. 7100.00
6	Last Date of submission of Tender	26.04.2017. up to 3.00 PM
7	Date of Opening of Tender (Technical Part)	26.04.2017 at 3.30 PM
<i>If the office of UCIL, Jaduguda happens to be closed on the last date and time mentioned for any of the above event, the said event will take place on the next working day at the same time and venue.</i>		

Pre-Qualification Criterion (PQC):-

1. the average annual financial turnover during the last 3 years ending 31st March of the previous financial year should be at least 30% of the estimated cost.
 2. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which application are invited should be either of the following :-
 - a) One similar completed work costing not less than Rs. **2.81** lakhs ;
 - b) Two similar completed works not less than Rs. **1.76** lakhs;
 - c) Three similar completed works not less than Rs. **1.40** lakhs.
- " **Similar works**" means – Cleaning and Sweeping (Sanitary work)

Documentary evidence in support of PQC and certificate from Clients/Work Order copies specifying the work, completion certificate and the amount of contract should be submitted along with tender

Full details, terms, conditions and specifications of works as well as details conditions of tendering shall be available in the above mentioned NIT document, which can be downloaded from UCIL web site www.ucil.gov.in from **18.04.2017** Earnest Money shall be paid by the bidders in the form of SBI Challan/sbi collect/Demand Draft drawn in favour of Uranium Corporation of India Limited, Jaduguda, payable at SBI, Jaduguda. Tenders received without Earnest Money deposit will not be considered. The tender shall be submitted in two parts (i) Techno-commercial part (Part-I) and (ii) Price Part (Part-II) in separate envelope marking clearly. EMD,PQC, Service tax Regn No., EPF A/c No. etc are to included in Part-I.

Sealed tenders will be received in tender box kept at the office of DGM(I/P&IRs), Jaduguda on or before **26.04.2017** up to 3.00 PM and technical part will be opened on stipulated date and time at Jaduguda by the Chairman and Managing Director or his representative(s) in presence of tenderers who may like to be present.

The successful tenderers shall have to comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970 and rules appended there-under, , EPF(MP) Act, 1952 , if applicable to him/them. The Corporation reserves the right to accept or reject any or all tenders either in full or part thereof or to split up the work, if necessary without assigning any reasons whatsoever.

For Chairman & Managing Director
URANIUM CORPORATION OF INDIA LIMITED

GENERAL CONDITIONS OF QUOTATION

1. One set of schedule of quantity enclosed separately with this bid document and bidders are directed to submit their price offers (Schedule of quantities with rates) in Triplicate. The second and third copy of schedule of quantities and rates quoted shall necessary be photo/carbon copy of the original duly signed by the contractor.
2. Tender shall be submitted in two separate envelopes. One envelope should contain papers of earnest money deposit and second envelope should contain quotation and schedule of item and rates. Each envelope should be properly sealed and superscribed separately with earnest money deposit and tender document with schedule of item and rates accordingly.

First of all only sealed envelope of earnest money deposit will be opened and if earnest money deposit found in order, then only quotation with schedule of item and rates will be opened.

3. The Contractor should quote their rates considering minimum wages for un-skilled labourers as per notification of A.L.C. Chaibasa. In case of any increase in the minimum wages the same has to be paid and for that there will be no extra amount claim payable by the Company.
4. **Tax & Duties** : All the taxes and duties applicable to this contract will be on your part and rates awarded are inclusive of all taxes, royalty, Service Tax and duties applicable for the work.
5. **Service Tax :-** As it is a Sweeping and Cleaning job, UCIL does not have Service Tax liability under Reverse Charge Mechanism However, the party should pay the Service Tax, as applicable.
6. **Earnest Money & Security Deposit** – The total amount of Security Deposit including the amount of Earnest Money will be 10% of the awarded value of work. You will have to deposit required amount with our accounts department towards the initial security deposit (including earnest money) @ 5% of the ordered value. In addition to the above , further amount to the extent of 5% of the cost of the work will be deducted from the running account bills @ 10% of the gross value of the R.A. bills till the full amount of security deposit is recovered by the corporation. 50% percent of the security deposit will be refunded after completion of the work and balance 50% refunded after completion of defect liability.
7. **Working Hours** : – The work shall normally be carried out between 6.30 A.M to 12.00 Noon and 2.00 PM to 4.30 PM on all working days . The extension of work beyond working hours change in working time, if any, shall be carried out after obtaining prior permission of Engineer-in-charge for which no extra claim shall be entertained. Shift duty persons should not leave the hospital complex till his/her duty reliever does not report for duty.
8. **Completion period :-** The total time period is **03 (Three) months** for completing the entire job which will be reckoned 15 days from the date of issue / receive of Work Order / L.O.I or handing over the site whichever is later.

9. Necessary workmen Insurance coverage shall be obtained by the Contractor for the workmen to be engaged at site, at their own cost for the whole period of the contract and shall be furnished to the Corporation before commencement of the work without which contractor will not be allowed to start the work.
10. The awarded price shall be firm and remain valid up to contract period from the date of commencement of the work and no escalation on any account whatsoever will be entertained / paid by the Corporation.
11. You have to give a certificate of liability for damage done by your employees workmen. You have to provide detail address of the employees / workmen also.
12. No tools and tackles / machinery shall be issued by Corporation for execution of this work. The contractor shall arrange tools, tackles, transportation of materials etc at his own cost and risk.
13. Defect Liability period for this work shall be **01 (One)** month from the date of completion of the work.
14. You should hand over the clear site to the Corporation after removing all the surplus materials, spoils, debris etc. failing which company have right to :-
 - (a) Retain the final bill till site clearance is completed or
 - (b) Engage some other agency to carry out site clearance at your risk and cost.
15. Removal of natural obstructions on the way of work will be carried out by the Contractor and no extra cost will be borne by the Corporation.
16. Income tax will be recovered at source as per the rules.
17. **CONTRACTOR WILL HAVE TO FOLLOW :-** The successful tenderers shall have to comply with provision of contract labour (Regulation & Abolition) Act, 1970, EPF & MP Act, 1952 and Rules framed thereunder, if applicable, to him / them.
18. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words then the rates quoted by the contractor in words shall be taken as correct. Tenderer shall submit schedule of item (s) and rates (s) in triplicate duly signed and stamped on each page.
19. The party will not stop the work in any circumstances like bandh/stoppage of work by local people or for any other reason.

20. Safety precautions should be maintained during the execution of the work. All the safety appliances like helmet, boot etc. should be provided to the workmen at your own cost.
21. (a) The entire work will have to be completed within 03(Three) months. The contractor should quote their rates considering minimum wages for unskilled labourers as per notification of ALC (C), Chaibasa. In case of any increase in the minimum wages, the same has to be paid by the contractor.
- (b) You will have to complete all the formalities in respect of Insurance, Agreement paper etc. with our Accounts department before commencing the work.
- (c) The contractor will have to pay labour wages through bank account and photo copy of the same certified by the bank shall have to be submitted to the company as a proof. Party shall have to follow the rule of deduction amount of EPF strictly and it is mandatory.
- (d) The Contractor should engage and obtain necessary workmen insurance coverage for **08 (Eight)** Nos. workmen (minimum) for this work at their cost for the whole period of contract and shall be furnished to the corporation before commencement of the work to indemnify the Uranium Corporation of India Limited against all risks, damage, losses claims for compensation etc. arising from contract in question.
- (e) The contractor shall also submit an affidavit-cum-declaration on a Non-judicial stamp paper of Rs. 20/- (Rupees Twenty only) from each person engaged for the work. Copy enclosed.
- (f) The contractor shall prepare the wages sheet for his employees in duplicate and a copy of which shall be regularly submitted to the Engineer-in-charge.
- (g) Payment to be made within 10th of each month and photo copy of muster roll to be submitted to the Engineer-in-charge for certification of bill.
- (h) **Festival Allowance** : As per rule/labour laws, all statutory compliance such as EPF, all facilities of labourers at work site, social welfare work for labourers, festival allowance @ 8.33% or as notified by Government /Labour Enforcement Officer and to be followed by the party.
- (i) **Liveries** : The party shall also provide the following to the persons engaged by them :-
Uniform : 01 (One) Set (Maroon Colour) to each male and Saree (White with blue border) to each female at the time of commencement of work; **Gum Boot**- 01 Pair, **Hand gloves**- 01 Pair, **Helmet**- 01 No. and **Mask**- 01 No.; **Life Buoy Soap**- 02 Nos. and **Bati Soap**- 01 No. per month
- (j) The Contractor will have to submit the details of the persons to be employed for this work like Name, Father's Name, Present and Permanent Address, Age, Passport Size Photograph, Identification Mark, Name and Address of two referees along with police verification certificate and medical fitness certificate to the Engineer-in-charge before start of the work, otherwise gate pass will not be issued to party/labourers. All materials including tools and tackles required for the above work will be arranged by the contractor.
- (k) The successful bidders shall have to comply with the provisions of the contract Labour (Regulation & Abolition), Act, 1970 and rules appended there-under, if applicable to them.

22. If, it is found that labour payment on stipulated payment day, in the presence of Administrative Officer, is not followed and wages slip is not issued to the labourers engaged for this work, Corporation shall compel you to stop the work and action will be initiated besides taking suitable steps to make the payment to the labourers at risk and cost of the contractor. The party is required to submit photo copy of wages slip & Muster roll bearing the signature/LTI of labourers for verification and record.
23. Quantity of any individual item may vary to any extent and be excluded altogether. Contractor will Carry out all works up to a total variation of $\pm 10\%$ on the contract price and all awarded rates shall remain firm within this limit.
24. Contractors shall strictly abide by the security rules and regulations enforced by owner time to time. The contractor shall provide proper identity cards, badges etc. to his employees wherever directed by the Engineer.
25. The party shall engage minimum 06 (Six) labourers on each day during the month. In case of less deployment, the Engineer-in-charge is empowered to take any decision for imposing penalty and the decision of Engineer-in-charge shall be final and binding on the party.
26. Validity of the offers – The offers should remain valid for acceptance by UCIL for a period of **02(Two) months** from the date of opening of offers.
27. You shall cover all materials at site as well as the value of work awarded with requisite insurance against theft, larceny, dacoity, fire, tempest and flood and any other natural calamity.
28. All other terms and conditions like compensation for delay, termination of contract, arbitration clause etc. shall be governed as per norms of the Corporation. **All the terms and conditions of the running contract i.e. Cleaning and Sweeping work in AEC Schools at Jaduguda for the year 2016-2017 shall also be applicable to this contract.**
29. **Payment** : R.A. Bills will be given as per attached annexure / Schedule – F.
30. **Minimum Wages** :- It will be the responsibility of the contractor to check-up from time to time from the Government Authorities the minimum wages rate payable and pay to the workman accordingly. No escalation will be paid against this work.
31. You are requested to execute an agreement on prescribed form with out account section within 15 (Fifteen) days from the date of issue of this work order. However, no payment will be made without execution of contract agreement.
32. The tenderer shall sign the all the pages of this letter/documents as a token of acceptance and return the same to the undersigned at the time of submission of price bid.
33. The Tenderer should mention their item rates in figures as well as in words otherwise offer may be summarily rejected by the Corporation/committee. In case of any dispute/ambiguity, the price/rate mentioned in words shall be considered as final.

34. **Party to indemnify the Corporation :** The party shall give an undertaking in writing indemnifying the corporation against all risk, whatsoever arising out of accident etc. and further indemnify against payment of all compensation, levies, escalation etc. imposed by the Central or the State Government from time to time during the entire period of execution of this work and no claim on these accounts shall be entertained by the Corporation.
35. Documents not transferable – Tender documents are not transferable. These tender documents are the property of corporation.
36. Award of contract – The Corporation reserves the right to accept or reject any or all tender either in full or part or to split up to work , if necessary, without assigning any reasons therefore.
37. Tenders / Price Bid received without earnest money deposit will be summarily rejected.
38. **No escalation whatsoever will be paid or entertained.**
39. Liquidity damage / delay in completion – if the contractor fail to complete the work or sections there of in accordance with the time for completion , the purchaser shall be entitled on giving to the contractor notice in writing to a reduction of the contract sum as liquidated damages of an amount calculated at 1% of the contract sum for each week between the time for completion and the actual date of completion but the reduction shall not be in any case exceed 10% (Ten percent) of the contract sum.
40. Party will have to mention the consumption rate of various components of materials.
41. **MATERIALS TO BE SUPPLIED BY THE PARTY.**
- The party shall arrange soft brooms, stick brooms, tools, tackles, transport etc at his own cost as per requirement.
42. Water will be supplied free of cost at site. :-
- (a) Water will be provided at a single point near work sit free of cost , but subject to availability otherwise contractor will have to arrange himself at their own cost for that no payment will be reimbursed by UCIL.
- (b) Contractor has to arrange / make their own arrangement from above point of water.
43. **COMPENSATION FOR DELAY/L.D. CLAUSE**
- If the contractor fails to maintain the required progress in items of the condition of this contract or to complete the work and clear the site on or before the contract or extended date/period of completion, he shall, without prejudice to any other right or remedy of the corporation on account of such breach, pay as agreed compensation amount calculated as stipulated below or such smaller amount as the contract value of the work for every week that the progress remains below that specified or that the work remains incomplete.

This will also apply to items or group of items for which separate period of completion has been specified. For this purpose the terms "Contract Value" shall be the value at contract rates of the work as ordered.

- (a) Completion period (as originally stipulated) not exceeding 6 months - @ 1% per week maximum up to 10 percent.
- (b) Completion period (as originally stipulated) exceeding 6 months and not exceeding 2 years - @ ½ % per week maximum up to 7 ½ %.
- (c) Completion period (as originally stipulated) exceeding 2 years - @ ¼ % per week maximum up to 5 percent.

The amount of compensation may be adjusted or set off against any sum payable to the contractor under this or any other contract with the Corporation.

- 44. The party shall strictly comply with all the guidelines of AERB as well as directives of Safety Officer of UCIL, Jaduguda from time to time.
- 45. The party should engage one experienced supervisor during the execution of the work.
- 46. Bleaching Powder, Carbolic Acid, Phenol, detergent powder etc. shall be provided by the company free of cost.
- 47. Deduction of EPF is mandatory and proof of the same is to be submitted to the department for verification otherwise action for non compliance of statutory requirement will be taken against the party.
- 48. Shri Arun Suchari , Chief Superintendent (Civil) Mill will be the Engineer-in-charge for this work.

QUALIFICATION CRITERIA

Tenderer's fulfilling the following criteria shall only be considered as technically qualified. Price bids of only Qualified bidders shall be opened:-

The contractor should also have completed job of similar nature in last seven year as under –

(a) Under single work order of value not less than **2.81 lakhs**

OR

(b) Two jobs of similar nature each of value not less than **1.76 lakhs**

OR

(c) Three jobs of similar nature each of value not less than **1.40 lakhs** .

Tenderers should enclose relevant document (copy of work order , completion certificate etc) in support of their credential to justify their qualification as mentioned above in the technical part of the offer.

The intending tenderer shall have to produce documentary evidence to prove their past experience, capabilities, proven track record and financial resources to do such type of work.

In case of joint venture all participating companies (not more than two partners / participants) should submit all credentials of each participants separately. If Joint Venture company already exists and previously worked jointly should submit their credential along with complete details of Memorandum of Association and / or Articles of Association etc.

SCOPE OF WORK

The work to be considered under the scope of work in AEC Schools.

The premises indicating in the specification shall be executed properly and to be maintained clean.

Minimum 08 (Eight) sweepers/cleaner would be engaged for normal daily duty but it may be increased during lawn cleaning, grass cutting and other activities like schools function, special program etc. Rate must be quoted considering all the above scope of work and schedule of quantity per month basis.

Soft brooms, stick brooms, tools, tackles and transport etc. shall be arranged by the contractors at his own cost as per requirement. Only Phenol, detergent powder, carbolic acid and bleaching powder will be issued to contractor as per requirement from Estate Office, free of cost. The work shall be carried out between 6.30 AM to 12.00 Noon and 2.00 PM to 4.30 PM on all working days

Date : _____

Signature of the contractor

FORM OF TENDER

To,
The Chairman & Managing Director,
Uranium Corporation of India Limited,
P.O. Jaduguda Mines,
Dist : East Singhbhum,
Jharkhand -- 832 102.

Tender Notice No :
Name of Work :

Date :

Dear Sir,

With reference to the tender invited by you for

_____ I/We have examined Special conditions and general Conditions, Articles of Agreement, tender Notice, Specification and Schedule of Quantities for the above. I/We hereby offer to execute the whole of the said works in conformity with the said special conditions, Articles of Agreement, general conditions, Tender Notice.

Specification and Schedule of Quantities for the sum of Rs. at the respective rates mentioned in the schedule of quantities, I/We undertake to complete and deliver the whole lot comprised in the contract withincalendar month(s) from the date of commencement of work.

I/we have deposited an Earnest Money a sum of Rs. withwhich amount is not to bear any interest and I/We do hereby agree that the sum shall be forfeited by me/us if the event of the Uranium Corporation of India limited accepting my/our tender. I/We fail to execute the contract when called upon to do so.

I/We hereby agree that unless and until a formal agreement is prepared and executed in accordance with the Articles of Agreement, this tender together with your written letter of acceptance thereof, shall constitute a binding contract between us.

I/We understand that you are not bound to accept the lowest or any tender you may receive.

Yours faithfully,

Signature :
Address :

Name of Partners of the firm

1.
2.
3.
4.

Contract Agreement Form

ARTICLES OF AGREEMENT made at

This.....day of.....20____ between(herein after referred to as the Corporation which expression shall include its successors and assigns) of the one part and Messrs.....

(herein after referred to as Contractor which expression shall include its successors and assigns) of the other part WHEREAS the Corporation is desirous that certain works should be constructed viz.....and has accepted a Tender by the Contractor for the construction completion and maintenance of such works NOW THIS AGREEMENT witnesses as follows:

In this agreement words and expression shall have the same meanings as are respectively assigned to them in the General Conditions and Special Conditions of Contract herein after referred to.

The following documents shall be deemed to form and be read and construct as part of this agreement viz :

- Tender Notice No..... dated
- The Drawings
- The Tender
- The General Conditions of Contract
- The Specification
- The Special Conditions
- The Schedule of Quantities
- Design Data and Technical Specifications (if any)
- General information and Guidance for Tenderers.
- Any other document specifically mentioned here in as forming a part of the agreement.

In consideration of the payments to be made by the Corporation to the Contractor as herein after mentioned, the Contractor hereby convenants with the Corporation to construct complete and maintain the works in conformity in all respects with the provisions of the contract.

4. The Corporation hereby convenants to pay to the Contractors in consideration of the construction, completion and maintenance of the works the contract price at the time and in the manner, prescribed by the Contract.
5. The several parts of this contract have read to us and fully understood by us.

AS WITNESS OUR hand this day of20____ signed by the said.....

URANIUM CORPORATION OF INDIA LIMITED

In the presence of

Signed by the said

CONTRACTOR

In the presence of

Compliance of the provisions of Employment Provident Fund & Miscellaneous Provisions (EPF & MP) Act, 1952

Instructions as mentioned hereunder to provide social security benefits to workers engaged by any organization directly or through a contractor :-

All the contractors shall have Provident Fund Code Number. The workers deployed By the sub-contractor are enrolled as members of Provident Fund and should be given the Universal Accounts Number (UAN).

The contractor should submit a certificate that all workers employed directly or indirectly by him are register for EPF and due contribution have been credited to their account at the time of submission of R.A. bills.

Failure on the part of the contractor to comply the above instructions will be an offence under EPF & MP Act, 1952. The contractors awarded with contract job in Estate Section are hereby advised to adhere to the above instructions strictly to avoid any legal complications.

TAXATION CLAUSE (FOR TRANSPORTATION CONTRACTS ONLY).

The rates quoted by the contractor shall be inclusive of all taxes , duties and levies except Service Tax. However , Service Tax and education cess on service tax shall be quoted separately by the contractor over and above the quoted price in the Price Bid. Evaluation of L₁ prices shall be done based on the total value quoted by the contractor including the service tax liability of Uranium Corporation of India Limited , if any.

The Contractor should clearly understand , before quoting the rates , the implication of reverse charge mechanism, negative list and exemption list of service tax. Uranium Corporation of India Limited , under no circumstances, shall pay the liability of service tax on the part of the contractor.

The Contractor has to show the amount of taxes, duties and levies clearly in the invoices / bill raised by him. In case the same is not applicable, the contractor has to clearly certify on the face of the invoice / bill that taxes, duty or levy like service tax is not applicable in the instant case.

It shall be sole responsibility of the Contractor to ensure that all kinds of taxes / duties / levies are deposited by him, in time and in the prescribed manner, with the concerned taxation authorities and Uranium Corporation of India Ltd shall not bear any responsibility, whatsoever , with regard to non/delayed payment of taxes / duties / levies by the contractor to the concerned taxation authorities. Further , in case any dispute regarding non-payment of tax / duty by the contractor which results in any proceeding against Uranium Corporation of India Ltd , then the disputed amount shall be withheld from the pending payments of the contractor.

In case any new tax, duty or levy is imposed by the Government subsequent to the final date of submission of tender the same shall be paid, if applicable, on production of relevant statutory documentary evidence like Notification / circular issued from the concerned taxation authorities. Further , in case of variation (increase/decrease) in the rate of Service Tax after the final date of submission of tender , the said revised rate shall be reimbursed or recovered on production of relevant statutory documentary evidence.

In case of waiver / concession / reduction of statutory taxes and duties admissible under any law / act, benefit of the same shall be passed on to Uranium Corporation of India Ltd by the contractor.

The Contractor shall comply with the provisions of all the taxation laws and rules framed their under and also the orders or instructions issued, from time to time, in this behalf by the appropriate authorities.

TAXATION CLAUSE (OTHER THAN TRANSPORTATION CONTRACTS).

The rates quoted by the contractor shall be inclusive of all taxes , duties and levies. Service Tax and education cess on service tax to the extent of liability or the contractor shall also be included in the quoted price of the contractor. However , evaluation of L₁ prices shall be done based on the total value quoted by the contractor including the service tax liability of Uranium Corporation of India Limited , if any. No separate payment for taxes , duties and levies (including service tax) shall be mate to the contractor.

The Contractor should clearly understand , before quoting the rates , the implication of reverse charge mechanism, negative list and exemption list of service tax. Uranium Corporation of India Limited , under no circumstances, shall pay the liability of service tax on the part of the contractor.

The Contractor has to show the amount of taxes, duties and levies clearly in the invoices / bill raised by him. In case the same is not applicable, the contractor has to clearly certify on the face of the invoice / bill that taxes, duty or levy like service tax is not applicable in the instant case.

It shall be sole responsibility of the Contractor to ensure that all kinds of taxes / duties / levies are deposited by him, in time and in the prescribed manner, with the concerned taxation authorities and Uranium Corporation of India Ltd shall not bear any responsibility, whatsoever , with regard to non/delayed payment of taxes / duties / levies by the contractor to the concerned taxation authorities. Further , in case any dispute regarding non-payment of tax / duty by the contractor which results in any proceeding against Uranium Corporation of India Ltd , then the disputed amount shall be withheld from the pending payments of the contractor.

In case any new tax, duty or levy is imposed by the Government subsequent to the final date of submission of tender the same shall be paid, if applicable, on production of relevant statutory documentary evidence like Notification / circular issued from the concerned taxation authorities. Further , in case of variation (increase/decrease) in the rate of Service Tax after the final date of submission of tender , the said revised rate shall be reimbursed or recovered on production of relevant statutory documentary evidence.

In case of waiver / concession / reduction of statutory taxes and duties admissible under any law / act, benefit of the same shall be passed on to Uranium Corporation of India Ltd by the contractor.

The Contractor shall comply with the provisions of all the taxation laws and rules framed thereunder and also the orders or instructions issued, from time to time, in this behalf by the appropriate authorities.

SCHEDULE – 'B'

MATERIALS FOR ISSUE TO THE CONTRACTOR

<u>Sl. No.</u>	<u>Particulars</u>	Rate at which materials will be issued	Qty	Place of Issue
		Unit/Per	Rate(Rs)	

MATERIALS VIZ. PHENOL, CARBOLIC ACID, DETERGENT POWDER WILL BE ISSUED BY THE CORPORATION FREE OF COST.

The contractor shall cover all materials at site with requisite Insurance against theft, larceny, fire, tempest and flood

Signature of Contractor

Date:

SCHEDULE -- D

Sl. No.	Category of labour	Wages per day	Remarks
1.	Unskilled Labour		Contractors are required to Enquire from time to time from the govt. authorities the minimum wages rate payable and pay to the workman accordingly.

Date :

Signature of Contractor

Note : It will be responsibility of the contractor to check-up time to time from the government authority the minimum wages rate payable and pay to the workmen accordingly.

SCHEDULE - F

REFERENCE TO GENERAL CONDITIONS OF CONTRACT

1. Accepting Authority - Chairman & Managing Director
2. Market Rate percentage addition to cover overheads and profit. - Ten percent
3. Retention Money - 10 percent
4. Date of completion - The total Time Period **03 (Three) months for completing the entire job** which will be reckoned 15 days from the date of issue / receive of Work Order / L.O.I or handing over the site which ever is later.
5. Agreed Liquidated Damage - Up to a maximum of 10% percent of the contract sum.
6. Defect Liability Period - One months from the date of handing over the site by the contractor after his rectifying all defects pointed out during joint inspection on virtual completion of the work.
7. On Account Payment - **02(Two) RA and final bill will be paid.**
8. Refund of Security - 50% security money will be returned after the completion of work in all respect balance 50% will be refunded after the completion of defect liability

- 9. Insurance - As directed
- 10. Authority for appointing Arbitrator - Chairman & Managing Director

Signature of Contractor

THE CONTRACT LABOUR (CENTRAL) RULE , 1971
FOR CONTRACTORS

Name of the contractor -----

Licence No. & Validity-----

Place & Nature of work-----

No. of persons to be employed as per licence -----

No. of persons employed (on verification)-----

Clause -- 16 -- Canteen -----

Clause -- 17 -- Test Room -----

Clause -- 18 – other facilities -----

Clause -- 19 – First Aid -----

Rule -- 72 :- The payment to workmen to be made in presence of Authorised representative :

Rule -- 73 : Authorised representatives to certify the payment -----

-

Rule -- 75 : In every registered establishment , employment certificate in FORM XIV :-

Rule -- 76 : (I) Within 3 days of employment , employment Certificate in FORM XIV -----

Rule -- 77 : on termination of employment , service certificate in FORM XV -----

Rule -- 78 : For each work , where contract labour is engaged
(8) Master Roll in FORM XVI & Register of wages in
FORM XVIII where wage period is a fortnight or less -----

(ii) Deduction for damage or loss in FORM XX and
Register of funds in FORM XXII -----

(iii) Register of advance in FORM XXII -----

(iv) Register of overtime in FORM XXII -----

Rule -- 78 : (b) Wage slip in FORM XIX -----

(d) Following registers under Payment of wages Act and Minimum Wages Act ,
1948.

(a) Muster Roll -----

(b) Register of Wages -----

(c) Register of Deduction -----

(d) Register of Overtime -----

(e) Register of Fines -----

(f) Register of Advances -----

(g) Wage Slip -----

Rule -- 79 : Abstract to be displayed in Hindi & English -----

Rule -- 81 : Notices showing the rate of wages , hours of work,
Wage periods, dates of payment of wages name &

Address of the Inspectors, date of Payment and
Unpaid wages, to be displaced in English & Hindi -----

Rule -- 82 Half-yearly return in FORM XXVI in duplicate
Commencing from 1st January and 1st July -----

Signature of Contractor

REGISTER AND RECORDS TO BE MAINTAINED UNDER THE MINIMUM WAGES ACT, 1948

- | | | | |
|----|-------------------------|---|-----------|
| 1. | Register of Fines | - | FORM-I |
| 2. | Register of Overtime | - | FORM-IV |
| 3. | Register of deduction | - | FORM-II |
| 4. | Register of Muster Roll | - | FORM-V |
| 5. | Register of Advance | - | FORM -XII |
| 6. | Register of Wages | - | FORM -X |
| 7. | Issue of Wages Slip | - | FORM- XIX |

SAFETY RULES

SAFETY OF CONTRACTORS EMPLOYEE

1. The Contractor shall at all times, take all reasonable precaution for the safety of employees, including those of sub-contractors in the performance of his contract and shall comply with all applicable provisions of both Central as well as the State Safety Laws. In addition to the Safety provision already included in the tender, the contracting officer shall include the safety requirements recommended by the Health Physics Unit, Jaduguda for a specified contract. In the event that the contractor fails to comply with these provisions, the contracting officer may, without prejudice to any other legal or contractual rights, issue an order stopping all or any part of the work, thereafter a start order for resumption of work may be issued at the discretion of the contracting officer. The contractor shall make no reason of or in connection with such stoppage.
2. Contractors shall have a full time Safety Officer/Engineer when the contractor employees 500 or more persons or when engaged in specially hazardous work. In the case of contractors employing fewer than 500 persons his safety representative shall be an employee in a high supervisory capacity and his safety duties may be in addition to other technical administrative duties.
3. Contractor shall have at least one person fully trained in first Aid present at the site of work all the time.
4. Contractors must report to the Safety Officer (Mill) through their contracting Officers every accident involving.
--- Their personnel, UCIL property or personnel, ---Property or personnel of other contractors working on the site.
- 4.1 Contractors must report to the Safety Officer(Mill) immediately on becoming aware of any accident of Type-A(See Appendix-I) giving the following information:-
---Name of the informant, ---Nature and location of incident being reported, ---Name of supervisor/Engineer-in-charge, location and telephone number where he can be reached.
- 4.1.1 Contractors shall submit their investigation reports, through their contracting Officer, to the Safety Officer (Mill) immediately but not later than 3 working days after the occurrence of accident in the Form-A(See Appendix-2).
- 4.2 In the case of Type-B accidents (See Appendix-I), contractors shall submit their investigation reports, through their contracting officers, to the Safety Officer(Mill) immediately but not later than 3 working days after the occurrence of accident in the Form-A.
- 4.3 Monthly summary of accidents and cases of fire shall be prepared by each contractor in Form-B(See Appendix-3) and be sent to the Safety Officer(Mill) by the 7th of the next month.
- 4.3.1 Prime contractor reports shall include the mandays lost and occurrence of accidents under the jurisdiction of the sub-contractors.
- 4.3.2 Contractors shall submit a narrative on Safety activities and fire incidents for each month alongwith Form-B. The review should contain such items as personnel and programme chain, major project started and major problems.

- 4.3.3 You will have to provide necessary safety appliances to the workmen engaged by you for safety carrying out the job. However , if required , safety appliances will also be provided the company and the cost of the same will be recovered from the bills of the party. Contractor have to bring all their labours for necessary training in Mill Training Center for two hours before actual commencement of the work.

VI

SPECIAL CONDITIONS FOR SAFETY

Important Instructions to Contractors

1. After getting work order, contractor will have to submit their Site In-charge contact number to the following officials of UCIL for better co-ordination.
 - a) Respective Section-In-charge,
 - b) Safety officer (Mill),
 - c) Respective Site In-charge and
 - d) Mill In-charge.
2. The contractors will have also to collect contact numbers of all above mentioned personnel for proper co-ordination during execution of any job.
3. Before starting up any work against work order issued by UCIL to the contractor, contractor will have to submit **medical fitness certificate** of their workmen to the Safety Officer (Mill). **(If contract period shall be more than 3 months)**.
4. After receiving medical fitness certificate, Safety officer shall sign the request letter for preparation of gate pass of their workers.
5. All workers of contractor shall report to the Mill Training Centre for their **safety induction training**.
6. Only after safety induction training, they shall be engaged for any job.
7. **The contractor shall inform in writing to UCIL's Site-In-charge & a copy to Safety Officer (Mill) in one day advance about the work taken up next day & safety precautions taken up during execution of work and PPE's to be provided to their workmen.**

8. Before starting any job, a **safety pep-talk** shall be given by their experienced supervisor/site in-charge.
9. Before starting critical jobs, contractor shall have to fill Job Hazard Analysis form as per the format attached as **Annexure 'X'**. They shall have to prepare **Specific Safety Job Procedure** before starting any critical jobs such as dismantling & erection jobs at height etc. Also a checklist (**as Annexure 'Y'**) for the same shall be prepared and implemented. **Height Pass System shall be followed as per attached format. (Annex-VIII).**
10. For critical jobs they shall be given **Safety Work Permit**.
11. After issue of safety work permit, safety personnel shall check all the safety related aspect as per the checklist prepared by the contractor and then only allow them to carry out the work.
12. During execution of critical job, site in-charge / safety personnel of the contractor and site in-charge of UCIL shall be present.
13. For bigger contract, contractor will have to engage **Qualified Safety Personnel** (having qualification diploma in industrial safety) for assessment of safety related issues.
14. After completion of job safety permit shall be handed over to the respective section-in-charge.
15. Gate pass to the Contractor labour shall be issued only after production of PPE's by them. Safety shoe & helmet are mandatory for issuing gate pass. No contract workmen shall be allowed without PPE.
16. Washing of clothing of contract worker is mandatory. Their clothing shall be washed in our washing facility at Mill Division, Jaduguda on chargeable basis @ Rs. 0.50 per cloth washing charges shall be deducted from Contractor's bill.

Annexure 'X'
JOB HAZARD ANALYSIS

Date:

SWP No. & Date

Job description in brief:	Estimated time for completing the job :	Agency responsible for safe execution of the job :
---------------------------	---	--

	S.No	Sub-activity in sequential order	Hazards & Associated Risks	Control Measures/ Safety Precautions
Pre par ed by: Per mit ee				
Rev iew ed & Ap pro ved by: Sec tio n He ad				
<u>An nex ure 'Y'</u>				
<u>Ch</u>				

Check List for erection and dismantling job at height

(Put a v mark)

S.No.	Particular	Yes : No :
1.	Job Hazard Analysis Done	Yes : No :
2.	Safety training given to workmen	Yes : No :
3.	All engineering aspect such as load assessment, support requirement, safety etc, done.	Yes : No :
4.	Safe Operating Procedure made	Yes : No :
5.	PPE has been provided to all workmen	Yes : No :
6.	Safety work permit issued.	Yes : No :
7.	Height pass is available with the workmen who will work at height.	Yes : No :
8.	Safety net is used if work is carried out above 15 m.	Yes : No :
9.	Medically fitness certificate has submitted by all workmen.	Yes : No :
10.	Engagement of qualified safety personnel.	Yes : No :
11.	Engagement of site supervisor	Yes : No :
12.	Double sling is available in case of use of hydra crane.	Yes : No :
13.	Hand over of permit after job is over.	Yes : No :

(Signature of Site In-charge / Supervisor)

VII

MEDICAL EXAMINATION OF CONTRACT WORKER

FORM 1

CANDIDATE'S STATEMENT AND DECLARATION

The candidate must make the required statement below prior to his medical and must sign the declaration appended thereto. His attention is specially directed to the warning contained in it:

- 1. State your name in full (in block letters) : _____
- 2. State your age, date of birth and place of birth : _____
- 3. (a) Have you ever had chickenpox, small pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism, and appendicitis? : _____

OR

- (b) Any other disease or accident requiring confinement to bed and medical or surgical treatment? : _____
- 4. Details of Vaccination/ Immunization : _____
- 5. Have you or any of your near relations been afflicted with tuberculosis, asthma, fits, epilepsy, insanity or birth defects? : _____
- 6. Have you suffered from any form of nervousness due to overwork or any other cause? : _____
- 7. Have you been examined and declared unfit for Government Service by a Medical Officer/Medical Board, within the last three years? : _____

8. Furnish the following particulars concerning your family:

Father's age if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages at death And cause of death
Mother's age if living and state of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages at death and cause of death

9. Past Occupation:

Give details of Name of the Company and Job Hazards if any.

10. Personal History:

Diet: _____

Smoking: _____

Other Habits: _____

11. Marital Status:

Married /Unmarried: _____ No. of Children: _____

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received disability certificate/pension on account of any disease or other condition.

Candidate's signature: _____ Signed in my presence: _____

Signature of Medical Officer: _____

Note: The candidate shall be held responsible for the accuracy of the above statement. By willfully suppressing any information, he will incur the risk of losing the appointment or forfeiting all claims to superannuation allowance / gratuity, if appointed.

FORM 2

EXAMINING PHYSICIAN'S REPORT

1. Personal Details:

Name : _____ Sex: Male/ Female
Date of Birth: _____ Marital Status: Married/ Unmarried
Designation: _____ Division & Section: _____
Nature of job: _____

General _____
Appearance: _____
Present posting: _____
Type of job _____ (occupational hazard, if any) _____

Marks of Identification:

- I. _____
- II. _____

Signature of _____ Signature of _____
Medical Officer: _____ Candidate: _____

2. History:

a) Personal: _____

b) Family: _____

c) Past History: Major Illness/Operations/Injuries with date

d) Occupational: Previous _____ Duration with year _____

Type of work done _____

(Details of past exposure to any significant occupational hazards)

e) Female Candidate:

Menstrual History: i) Age at menarche: _____ ii) LMP: _____

iii) History of miscarriages/abortions/ still births/ congenital malformation etc. _____

3. General Examination:

a) Temperature: _____ °C

b) Pulse: _____ /min

c) Height: _____ cm.

d) Weight: _____ kg.

e) Blood Pressure: _____

f) Acuity of Vision:

		Without glasses	With glasses	Strength of glasses		
				Sph	Cyl	Axis
Distant Vision	RE					
	LE					
Near Vision	RE					
	LE					

Note: Detailed visual acuity test to be performed specifically for personnel to be posted as Drivers, Crane operators, Fork-lift operators, Locomotive operators, Firemen, Security personnel)

· Night Blindness: _____

· Colour Vision: _____

· Depth of Vision: _____

· Fundus Examination: _____

g) Skin condition: Normal/Abnormal Comment if any _____

h) Teeth: Normal/Abnormal Comment if any _____

i) Lymph nodes: Normal/Abnormal Comment if any _____

j) ENT: Normal/Abnormal Comment if any _____

k) Special Investigation

i) Varicose Veins: _____

ii) Deformities: _____

iii) Hernia: _____

iv) Hydrocele: _____

v) Haemorrhoids: _____

vi) Lymph nodes: _____

vii) Oedema: _____

viii) Fistula: _____

ix) Thyroid: _____

l) Others: _____

4. Systemic Examination:

a) Respiratory system: _____

b) Cardiovascular system: _____

c) Gastro-intestinal system: _____

d) Locomotor system: _____

e) Central Nervous system: _____

f) Genito-Urinary system: _____

g) Others: _____

5. Laboratory Investigation: (Routine)

a) WBC: _____ TLC: _____ /cm

DLC: _____

b) Urine:

Sp. Gravity: _____; Sugar: _____;

Reaction: _____; Albumin: _____;

Microscopic Examination: _____

c) Chest X-ray Report: _____

d) Bio-Chemistry: _____

6. Job Specific Test (if any) (Audiometry, Spirometry, etc.)

7. Remarks:

Signature of

Medical Officer: _____

FORM 3

MEDICAL CERTIFICATE OF FITNESS FOR EMPLOYMENT

I hereby certify that I have examined Shri/ Smt./ Kum. _____
a candidate for employment in the _____ Department
and found him/ her medically

- i) Fit
- ii) Unfit on account of _____
- iii) Temporarily Unfit on account of _____
his / her marks of identification

- 1. _____
- 2. _____

and Blood Group is _____

Medical Officer's
signature: _____
Name : _____
Designation: _____

VIII

APPLICATION FOR ISSUE OF HEIGHT PASS (Contractor's employees)

Part-1

(Valid only for **6 months** from issue unless cancelled /withdrawn earlier by the issuing authority .It can be revalidated free of cost on due application to In-charge Safety Section-UCIL. In case of loss, applicant must apply and appear for the practical test again)

1. Full name of applicant (Block letters) :
2. Present address :

3. Permanent address :

4. Age :
5. Sex :
6. Height :
7. Gate pass No :
8. Date of issue Gate Pass :
9. Name of Contractor with whom engaged at present :
10. Contract work order No :
11. Description of present job :
12. Previous experience of working at height :

Name of the employer	Duration of Employment	Work experience

13. Do you suffer from any of these ailments: (Write YES/NO against each)

- a) Blood pressure :
- b) Flat foot :
- c) Epilepsy :
- d) Mental Depression :
- e) Frequent Headache or reeling sensation:
- f) Limping Gait :

Declaration:

I here by declare that the above information furnished by me is true & correct .I shall always wear the safety belt & tie the life line when ever working at height above 10.ft or in depth .I shall not misuse the height pass issued to me or transfer it to any other person .I shall never come to duty or work at height /depth under influence of alcohol.

Date:

Name of the applicant:

Signature :

Signature of Safety officer
(Concerned contractor)

Signature of Engineer In charge
(Concerned contractor)

To
Engineer in charge UCIL

MEDICAL EXAMINATION FOR ISSUE OF HEIGHT PASS

Part-2

a) Blood pressure :

b) Flat foot :

c) Epilepsy :

d) Mental Depression :

e) Frequent Headache or reeling sensation:

f) Limping Gait :

I, Dr....., have examined Shri.....
and found that he is **suffering / not suffering** from any height related illness.

I certify him **fit / not fit** to work at height.

Date of medical test: -----

Signature of Doctor Registration No & Seal: -----

PHYSICAL TEST FOR ISSUE OF HEIGHT PASS

Part-3

Date of physical test:

(The above applicants has appeared at the following practical tests conducted by In-charge Safety of UCIL and the results are given below)

- | | |
|---|-------------|
| a) Walking freely over a horizontal bar at 01 ft .height | PASS / FAIL |
| b) Wearing a safety belt & tying the nut | PASS / FAIL |
| c) Walking freely over a horizontal structure at 10ft .height | PASS / FAIL |
| d) General physique | PASS / FAIL |

The above applicants performance in the above test has been satisfactory /Un satisfactory .He has been issued a height pass bearing Sl.No. _____

(if found unsatisfactory mention reason)

Date of issue:

Seal:

Signature of Engineer in-charge
(UCIL)

Signature of Issuing authority

Name:

Designation:

Schedule of Quantities for Sweeping and Cleaning works in the A.E.C. Schools at Jaduguda for Three months.

Item No.	Description of work	Quantity	Unit	Rate per Unit	Total Amount
1	<p>Sweeping all class rooms floors, verandah outside lawn, concrete, path way etc. upto fenced area of the following school Buildings including collection of dry leaves, polypaper, paper, unwanted materials, garbage and disposal of the same up to a lead of 500 M</p> <p>No. of Intervals- Daily LOCATION</p> <p>a) Primary School (AECS-1)</p> <p>b) Secondary School (AECS-1)</p> <p>c) Primary School (AECS-2)</p> <p>d) Secondary School (AECS-2)</p>	3	Month		
Rate in Words :					
2	<p>Cleaning of all toilets, W.C. Pans urinal squatting, urinal, drinking water taps area with phenol / bleaching powder in the following school buildings.</p> <p>No. of Intervals- Twice Daily</p> <p>LOCATION</p> <p>a) Primary School (AECS-1)</p> <p>b) Secondary School (AECS-1)</p> <p>c) Primary School (AECS-2)</p> <p>d) Secondary School (AECS-2)</p>	3	Month		
Rate in Words :					







Item No.	Description of work	Quantity	Unit	Rate per Unit	Total Amount
3	<p>Cleaning and sweeping entire school building floors with detergent powder / phenol and make the floors tidy condition. No. of Intervals- Once in a week</p> <p>LOCATION</p> <p>a) Primary School – AECS-1</p> <p>b) Secondary School – AECS-1</p> <p>c) Primary School- AECS-2</p> <p>d) Secondary School- AECS-2</p>	3	Month		
Rate in Words :					
4	<p>Cleaning of drains , chhajjas roofs, ceiling removing of rank vegetation, grass, dry leaves, grass, rubbish etc. and spreading of carbolic acid / bleaching powder as per direction of Engineer-in charge.</p> <p>No. of Intervals- Once in a week</p> <p>LOCATION</p> <p>a) Primary School – AECS-1</p> <p>b) Secondary School- AECS-1</p> <p>c) Primary School –AECS-2</p> <p>d) Secondary School –AECS-2</p>	3	Month		
Rate in Words :					
				Total Amount (Rs.)	

(Rupees)

Date :

Signature of the contractor

Challan for Earnest Money Deposit

Uranium Corporation of India Ltd 	Uranium Corporation of India Ltd 	Uranium Corporation of India Ltd 
 Branch Copy	 Contractor/Candidate/Supplier Copy	 UCIL Copy
Advt. No/ NIT No. _____	Advt. No/ NIT No. _____	Advt. No/ NIT No. _____
SBI Branch Name JADUGODA(00227)	SBI Branch Name JADUGODA(00227)	SBI Branch Name JADUGODA(00227)
A/C No. 35769323064	A/C No. 35769323064	A/C No. 35769323064
Contractor/Candidate/Supplier: Name _____	Contractor/Candidate/Supplier: Name _____	Contractor/Candidate/Supplier: Name _____
Amount Rs. _____	Amount Rs. _____	Amount Rs. _____
Bank Charges Rs. _____	Bank Charges Rs. _____	Bank Charges Rs. _____
Total Amount : _____	Total Amount : _____	Total Amount : _____
Amount in Words : _____	Amount in Words : _____	Amount in Words : _____
Journal No. _____	Journal No. _____	Journal No. _____
Contractor/Candidate/Supplier Signature	Contractor/Candidate/Supplier Signature	Contractor/Candidate/Supplier Signature
Authorised Official Signature	Authorised Official Signature	Authorised Official Signature
Important instructions 1. Candidate should deposit the fees at any SBI branch. 2. Advertisement No./ NIT No. should be fed into CBS screen under Registration/Ref No.. 3. Bank charges of Rs 50/- to be taken separately and deposit to their commission account.	Important instructions 1. Candidate should deposit the fees at any SBI branch. 2. Advertisement No./ NIT No. should be fed into CBS screen under Registration/Ref No.. 3. Bank charges of Rs 50/- to be taken separately and deposit to their commission account	Important instructions 1. Candidate should deposit the fees at any SBI branch. 2. Advertisement No./ NIT No. should be fed into CBS screen under Registration/Ref No.. 3. Bank charges of Rs 50/- to be taken separately and deposit to their commission account