

URANIUM CORPORATION OF INDIA LIMITED
(A Govt. of India Enterprise)
TUMMALAPALLE PROJECT

PO: Mabbuchintalapalle, Mandal: Vemula,

Dist: YSR DISTRICT – 516349 A.P.

Hyderabad Office: Plot No.37, Road No.3, Sunrise Homes,
Upparpally, P.O.Hyderguda,
Ranga Reddy District, HYDERABAD - 500 048.

Head Office : P.O.Jaduguda Mines, Dist. Singhbhum (East)
JHARKHAND – 832 102.

NOTICE INVITING TENDER NO. NIT : TMPL/MILL/MECH - 040

T E N D E R

F O R

**Annual Rate contract for maintenance of
Pneumatic Valves, Manual valves
And Motorized valves**

NOTICE INVITING TENDER NO. NIT : TMPL/MILL/ MECH- 040

Job: Annual Rate contract for maintenance of Pneumatic operated Valves, hand operated valves and Motorized valves.

1. Tenders to be deposited in the/at the office of Manager [Admin], Uranium Corporation of India Ltd., Tummalapalle Project, A.P.-516349 on or before **06/04/2016 up to 3.00 PM.**
2. Tenders shall be opened in presence of Tenderers who may like to present at **3.30 PM on 06/04/2016** at office of Manager [Admin] Uranium Corporation of India Ltd., Tummalapalle Project, A.P.-516349.

Issued to: _____
(Name of the Contractor / Tenderer)

Signature of Officer
Issuing the Tender Documents : _____

Designation : _____

Date : _____

Cash Memo / Receipt No. : _____

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URANIUM CORPORATION OF INDIA LIMITED
(A government of India Enterprise)
P.O. Mabbuchintala Palle, Tummalapalle, Kadapa-Dist., Andhra Pradesh-516349.

Date: 07th Mar 2016

Notice inviting tender: NIT No. – TMPL/ MILL/MECH – 040

Sealed Tenders in 2 (TWO) sets (one original and one copy) are invited by the Chairman & Managing Director, Uranium Corporation Of India Limited (UCIL), Tummalapalle, Andhra Pradesh for the execution of following works:

Name of Works & Plant: **Annual Rate contract for maintenance of Pneumatic operated Valves, hand operated valves and Motorized valves.**

Nature of Tender : **Two Part Tender**

Cost of Tender Document: **Rs 2000/- (Rupees Five Hundred only)**

Earnest Money Deposit : **Rs.25,000/- (Rupees Thirty Five Thousand Only)** in form of Demand draft Favoring “Uranium Corporation of India Limited” payable at SBI Pulivendula.

Last date of receiving of Completed Tender: **06/04/2016 up to 3:00 PM**

Tender Opening Date : 06/04/2016 at 3.30 PM

Documentary evidence in the form of Certificates from clients / Work Order copies specifying the work and the amount of contract should be submitted.

Full details, terms & conditions & other specification of work are available in the tender document, which can be obtained from the office of **Deputy General Manager (Mill)/Deputy General Manager (Mechanical), UCIL – Tummalapalle**, on payment of cost of tender document (non-refundable) in cash on all working days except Sunday and Holiday between 9.30AM to 11.30AM & 2.30PM to 4.30PM on written request letter from 07/03/2016 to 06/04/2016. Alternatively, the tender documents may be downloaded from our website- www.ucil.gov.in. In such case, the tender document fee and other documents as prescribed above should be furnished along with the bid document. Mere issue of tender document doesn't mean that party is qualified.

The tenders are to be submitted to the **Manager [Admin], UCIL - Tummalapalle** on or before the date and time fixed for receiving the bid. The sealed outer cover should contain two envelopes each sealed and marked with tender no., closing date and general description of work tendered for and type of bid. One sealed envelope should contain technical proposal and commercial terms and conditions and the other sealed envelope price proposal. Both envelopes should be enclosed in an outer sealed cover, which should be super scribed with NIT No. and general description of the work quoted for.

No extension of due date and hour of submission will be entertained for postal delay or missing of documents

The Corporation reserves the right to accept or reject any or all the tenders in full or part or to split up the works if necessary in favour of more than one Bidder, without assigning any reasons whatsoever and the tenderers shall be bound to perform the same at his quoted rates.

For Chairman & Managing Director
Uranium Corporation Of India Limited

ESSENTIAL TERMS AND CONDITIONS FOR SUBMITTING THE OFFER

1. Before submission of tender, the tenderers are advised to make themselves fully conversant with the conditions of tendering, General conditions and Special conditions etc. They are also advised to physically visit the site to understand site working conditions, nature & modus operandi of jobs prior to quote for the same.
2. The Tenderer shall submit his tender strictly in accordance with the tender specification and terms & conditions laid down in the tender document. No tender will be accepted by Post / Courier.
3. By submitting a tender for the work, a Tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work, if so required and that the rates quoted by him in the tender will be adequate to complete the work in all respect according to the specification and other working conditions.
4. The Tenderer should mention their Price/ Item rates in figures as well as in words. In case of any dispute / ambiguity, the price/ rates mentioned in words shall be considered as final. No insertions, postscripts, additions and alterations shall be recognised unless confirmed by the Tenderer's signature.
5. Tender bids (Technical as well as price) shall be submitted strictly in a manner asked, giving full details / information necessary for assessing their offer.
6. Canvassing in any form is strictly prohibited and any Tenderer found to have resorted to canvassing or influencing other Tenderer shall be liable to have his tender rejected summarily.
7. Tender documents are not transferable.
8. The units registered under Single Point Registration Scheme of NSIC are eligible to get the benefits of issue of the Tender document free of cost and Exemption from payment of Earnest Money Deposit (EMD) as per govt. notification subject to submission of valid NSIC registration for work contracts. . However, they will confirm acceptance for submission of security deposit in case of award of contract to them.

JOB DESCRIPTION

ANNEXURE-1

UCIL is interested to invite tenders for Rate Contract for Preventive and Breakdown Maintenance of Pneumatically, Electrically and manually operated On/Off valves of Tummalapalle Mill. The party should have pool of experienced engineers, supervisors and technicians. Persons deputed at site should be capable to take-up the job assigned to them without need of any sort of training.

Scope of work for Erection/ repairing of different Valves:

Scope of Bidder work:

- Removal, Repairing, Maintenance & Erection of all types and sizes of Pneumatically, Electrically and manually operated On/Off valves. Replacement of defective valves with working valves, gasket preparation, disconnection and re-connection of pneumatic and electric circuit of above valves. Transportation of valves from workshop to site and defective valve from site to workshop.
- Bidder has to make their own arrangement for all tools & tackles, safety gadgets, welding machine and trolley for material movement.
- Approximate quantity of each size of valve under proposed Annual Rate Contract (ARC) is given in Price Format.

Scope of M/s UCIL:

- All consumables including welding electrodes and spares parts will be supplied by UCIL as 'Free Supply Items'.
- Free electricity at one point will be provided repairing/maintenance purpose. Contractor will have to make their own arrangement for further extension /distribution.
- Free Pneumatic air at one point will be provided repairing/maintenance purpose. Contractor will have to make their own arrangement for further extension /distribution.

Job Description:

1. The contractor will have to make arrangement for safe handling of valve during dismantling, removal, transfer, Repairing & re-fixing on the same pipeline.
2. The valve will have to be first removed from the installed location, shifted to place of repair as per direction of Engineer-in-charge.
3. Repairing of work to be carried out at designated place, required spares are to be replaced.
4. The contractor will have to maintain record of spares consumed and inventory available with him. All defective parts shall be stored separately.

5. The contractor will carry out the preventive and breakdown maintenance as per Original Equipment Manufacturers (OEM) instruction/ recommendation.
6. The valves will have to be tested for smooth successful operation after servicing but before fixing in its original location. Facility of air for pneumatic operation and tubing will be provided by UCIL at a designated place.
7. The valve will have to be fixed back in its original location after servicing with proper line gasket in flange and tested for successful operation.

Breakdown Maintenance:

On receipt of maintenance call, Contractor will immediately attend the fault along with UCIL representative to assess the type of maintenance needed (i.e. On-site or replacement with similar valve) to bring back valve in to normal operation and act accordingly. Contractor staff should be available from 6.00am to 10.00 pm on all working days (including Sunday and holidays) of UCIL to attend breakdown maintenance. During night times (i.e. between 10.00 pm to 6.00am), required manpower should be deployed at site within 2.00 hrs of receipt of verbal/ written/telephonic complain). For timely communication of complaints, contractor has to provide one mobile phone to their site supervisor.

NOTE: One set of catalogue/ part list/ maintenance manual of all types of valves, covered under ARC, shall be provided to the contractor. All maintenance jobs are to done as per OEM recommendation.

SUPERVISION AND WORFORCE:

Contractor has to provide supervision and workforce to maintain the pneumatically operated and Hand Operated on/off valves of Tummalapalle Ore Processing Plant on Round the Clock basis. One competent "Maintenance Supervisor" to co-ordinate with different sections of UCIL shall be deputed at site exclusively for present tender.

Maintenance Supervisor will have total responsibility of:

- Shift management of their staff.
- Planning and execution of Preventive and Breakdown maintenance.
- Adequate inventory of spares and consumables.

Maintenance engineer will come in general shift. He should have a mobile phone to ensure easy accessibility during breakdowns. The head quarter of maintenance engineer will be "Tummalapalle Ore Processing Plant" and he should give his full time to supervision of maintenance work and whose duties and responsibility should be in totality.

The contractor should deploy only such persons who are careful, skilled and experienced in their respective trade and whose qualification and experience meet the tender requirement. Some relaxation for technician in qualification and experience may be considered on case-to-case basis for highly deserving candidates suitable for the job depending on the interview performance and trade test. **A team of UCIL will take trade test of work force and workforce will be approved after satisfactory performance.**

The minimum desirable qualification and experience are given below:

Maintenance Supervisor: Should be Diploma in Mechanical engineering with 2 years experience **(OR)** Class 12th pass with Six years experience in maintenance/ erection of mechanical equipments in a chemical/ Hydro-metallurgical plant/ workshop.

Technician: Should be ITI in Fitter discipline with 2 years experience. **(OR)** Class 10th pass with at least 6 years experience.

Helper: Class 8th pass with 2 years experience.

Resource Deployment :

Contractor's resources should remain present at following places to attend breakdowns/ preventive maintenance:

Category	'A' Shift* (6.00am to 2.00pm)	'B' Shift * (2.00pm to 10.00pm)	General Shift** (8.00am to 6.00pm)	Total (Nos.)/ day
Fitter	1	1		2
Helper	2	2	1	5
Supervisor			1	1
Total				8

* All seven days of week are working days for 'Shift'.

**Total nos. of working days of 'General Shift' is 6 per week. Sunday is weekly off for General Shift.

Numbers mentioned above is the bare minimum requirement to maintain plant efficiently on round the clock basis. Tenderer has to ensure availability of adequate resources to attend major breakdown or shutdown at site in specified time frame. Extra claim against deployment of additional resources will not be considered.

Maintenance Schedule:

Contractor has to maintain following 'Preventive Maintenance Schedule' for all pneumatically and hand Operated Valves, subject to availability. If valve cannot be spared on due date due to plant running condition, it should be serviced in next planned shutdown. All consumables will be provided free of cost to the Tenderer.

ANNEXURE-2

Sl. No.	Item Description*	Size (mm)	Preventive Maintenance Frequency
1	Diaphragm Valve	25	Half Yearly
2	Diaphragm Valve	40	Half Yearly
3	Diaphragm Valve	50	Half Yearly
4	Diaphragm Valve	65	Half Yearly
5	Diaphragm Valve	80	Half Yearly
6	Diaphragm Valve	100	Half Yearly
7	Diaphragm Valve	125	Quarterly(Once in 3 months)
8	Diaphragm Valve	150	Quarterly(Once in 3 months)
9	Diaphragm Valve	200	Quarterly(Once in 3 months)
10	Diaphragm Valve	250	Half Yearly
11	Gate Valve	50	Half Yearly
12	Gate Valve	65	Half Yearly
13	Gate Valve	80	Half Yearly
14	Gate Valve	100	Half Yearly
15	Gate Valve	150	Half Yearly
16	Gate Valve	200	Half Yearly
17	Gate Valve	250	Half Yearly
18	Gate Valve	400	Half Yearly
19	Butterfly / Globe	80	Half Yearly
20	Butterfly / Globe/plug	100	Half Yearly
21	Butterfly / Globe/plug	150	Half Yearly
22	Butterfly / Globe/plug	200	Half Yearly
23	Butterfly / Globe/plug	250	Half Yearly
24	Butterfly / Globe/plug	400	Half Yearly

PRICE PART FORMAT FOR SCHEDULE OF ITEMS

ANNEXURE-3

Sl. No.	Item Description	Size (mm)	Qty. (Nos.) A	Unit Rate (in Rs.)				Service Tax (In Rs.) C	Final Unit Price (with Taxes) (in Rs.) E= (B+C)	Total Price (In Rs.) F = E X A
				Dismantling (X) (In Rs.)	Repair/Maintenance (Y)	Erection (Z)	Total B=X+Y+Z			
1	Diaphragm Valve	25	20							
2	Diaphragm Valve	40	10							
3	Diaphragm Valve	50	100							
4	Diaphragm Valve	65	10							
5	Diaphragm Valve	80	80							
6	Diaphragm Valve	100	80							
7	Diaphragm Valve	125	80							
8	Diaphragm Valve	150	60							
9	Diaphragm Valve	200	40							
10	Diaphragm Valve	250	6							
11	Gate Valve	50	40							
12	Gate Valve	65	25							
13	Gate Valve	80	25							
14	Gate Valve	100	10							
15	Gate Valve	150	10							
16	Gate Valve	200	10							
17	Gate Valve	250	10							
18	Gate Valve	400	5							
19	Butterfly / Globe/plug valve	80	4							
20	Butterfly / Globe/plug valve	100	4							
21	Butterfly / Globe/plug valve	150	4							
22	Butterfly / Globe/plug valve	200	6							
23	Butterfly / Globe/plug valve	250	4							
24	Butterfly / Globe/plug valve	400	4							
Grant Total Price (Rs.)										
Total Price (in words) Rupees _____										

Note: The job may be awarded on overall lowest bidder.

(Signature of bidder with stamp)

General:

- The contractor shall have to maintain all statutory register as required under the Contract Labour Regulation and Abolition Act, Payment of Wages act, Minimum Wages Act, Factory Act etc. the statutory return to be submitted to the personnel Department / Statutory bodies as required under the acts and Rules.
- Statutory central minimum wages to all skilled/unskilled labour shall be paid by the contractor as per the latest notification of the government/ local authority.
- The contractor has to maintain details on
 - (a) Records of medical examination of their employees before joining
 - (b) Records of initial training before engagement to job
 - (c) Records of contractor workers mentioning their category of employment, age, Father's name, Address, contact number, photographs, police verification details, ID proof etc.
 - (d) Records of issuing PPE's to contract workers,
 - (e) Records of re-training to contract workers
 - (f) Records of affidavit cum declaration regarding no claim for employment with UCIL by contract workers on non-judicial paper of Rs 20/- duly attested by Notary Public.
- Proper care should be taken to ensure safety and security of workers engaged in the job. In case of any accident and injury to the workers or any other person directly or indirectly involved in the work during execution of the job, the contractor shall have to compensate them at their own cost. UCIL will have no responsibility, whatsoever, and will be kept fully indemnified and harmless in this regard. The contractor shall make adequate insurance policy at their own cost so that the workmen employed by them are sufficiently covered against risk of any accident.

1) AWARD OF CONTRACT:

The job will be awarded on turnkey basis for considering overall L1. The L1 bidder will be decided overall net quoted amount. The acceptance of a tender and award of contract to one or more than one Tenderer, if considered necessary, rest with the Purchaser. It shall not be obligatory on part of the Purchaser to accept the lowest tender. The Purchaser would be at liberty to accept any tender, lowest or otherwise, in whole or in part and to reject any or all the tenders received, without assigning any reasons, and no explanation can be demanded from him by any Tenderer in respect thereof.

GENERAL TERMS & CONDITIONS FOR SUBMITTING THE OFFER

ANNEXURE-A

I. SCOPE OF WORK AS PER ANNEXURE-1 AS MENTIONED ABOVE.

II. PRE-QUALIFICATION CRITERIA:

The Tenderer who wish to participate in the Tender shall fulfill the following Qualifying Criteria.

A. Experience Criteria

The bidder should have experience of having successfully executed any one criteria of similar works (a or b or c) of supply and installation of thermal insulation **during last five financial years ending on 31.03.2016** as below:

- a) One similar completed work order costing not less than Rs **10** Lakhs.
- b) Two similar completed work orders each costing not less than Rs **06.50** Lakhs
- c) Three similar completed work orders each costing not less than Rs **05.00** Lakhs.

(Similar work includes having experience in repairing of different valves/ Pumps/ Gear boxes/Agitators etc..)

III. STYLE OF QUOTATION - TWO PARTS TENDER:

- a. Quotations are to be submitted in DUPLICATE and to be typewritten or printed on vendor's letterhead. Any correction or overwriting should be authenticated.
- b. The quotation should be in English language only.
- c. The tender will be on two-part system.

Part-I: consisting of technical & commercial part (except price) &

Part-II: consisting of price only.

After evaluation of the Techno-commercial offers the Price part of the suitable parties will be opened.

PART-1: TECHNO COMMERCIAL BID (UNPRICED)

It shall contain:

- a. Tender's covering letter
- b. Tender document fee deposit document/details (without tender fee offer will be rejected)
- c. Earnest money deposit document (without EMD offer will be rejected)
- d. Acceptance of terms & conditions of NIT. (each page of NIT shall be signed & stamped by competent person)
- e. Details of similar work orders executed during last 7 years which should include the details like name of the job, name of the client, period of ARC, value etc along with documents in support of successful execution of the work from the client in support of pre-qualification criteria.**(Annexure-A)**
- f. List of ongoing present work orders which should include the details like Name of the job, Name of the client, contract Period , Value etc.
- g. Details of tools and tackles, transport, safety appliances and other equipments available with Tenderer / company and proposed to be deployed at the site.
- h. Details of manpower to be deployed at site for execution of this jobs, which should include name, father's name & address of person, age, qualification, and experience in years, nature of experience etc.
- i. Deviation, if any from tender scope and terms & conditions.
- j. Details of company profile
- k. Blank (Un-priced) Price bid proforma.
- l. You shall submit detail planning for timely completion of the job like schedule of fabrication & erection, painting etc.
- m. Commercial terms & conditions
- n. Balance sheet, income tax clearance certificate copy for last three financial years, if any and any other documents as deemed necessary (duly signed and stamped on each page).

PART-2: Price Bid envelope shall contain papers of duly signed and stamped price / rate proposal in the prescribed formats only *in Duplicate* along with tenderer's covering letter in duplicate.

(3) MODE OF SUBMISSION OF TENDER: Tender / quotation / bid shall be submitted in a manner asked strictly in accordance with the tender terms & conditions laid down in the Enquiry / Tender document giving full details necessary for assessing their offer. Contractor shall sign and stamp on each pages of this tender document. Canvassing in any form is strictly prohibited and disqualify the tenderer for the tender submitted for. Tenders will be rejected, if sealed tender envelopes are not super scribed on the top as per instructions given. Tenders will not be received after due date and time. Tenders will not be accepted by Fax. Tenders submitted without earnest money deposit will be summarily rejected. If any of the date under this contract is declared holiday, the event scheduled on that day will be automatically shifted on the next working days.

Sealed tenders / quotations in duplicate should be submitted in two parts as given below (or as mentioned in our enquiry letter) to the Competent Authority- UCIL. The above envelopes shall be super scribed on the top as Techno Commercial Bid and E.M.D. and Price Bid respectively with NIT / Enquiry No. & Date / full name of the work / Tender Opening Date / Name & Address of the tenderer.

Finally both envelope shall be inserted into a third cover. And this third envelop shall also be sealed and properly superscribed as Name of the work on the top with Tender/Enquiry Number & Date / Tender Opening Date/ Name and Address of the Tenderer, etc. The tenders after receipt shall be opened on the stipulated date and time by the Chairman and Managing Director or his representative in presence of the intending bidders. Both parts of the offer should be sealed and super scribed with NIT reference no., due date, part no. i.e. Part-I for techno commercial bid and Part-II for price bid and bidder's name & address.

Incomplete offers sent by E-mail / fax will be rejected / ignored.

(5) PRICE:

Your quotation should clearly indicate price including service tax, excise duty, freight and insurance if any as per the price format. All Taxes including service tax, royalties, duties, octroi etc. and other taxes for execution the contract under the scope of work shall be borne by the contractor and shall not be payable extra. Bidders quoted rate shall be inclusive of all such charges. Any increase of the same at any stage during execution of the contract shall have to be borne by the contractor. Any new taxes imposed by Govt/statutory authority during the contract period also need to be borne by the contractor.

(6) E.M.D.:

Offer shall be accompanied by EMD for an amount of Rs 35, 000/- (Thirty five Thousand). EMD shall be by way of a Demand Draft drawn in favor of "Uranium Corporation of India Limited" payable at SBI Pulivendula Branch (Code No. 0989). No cash or cheque in any form will be accepted as earnest money. No interest will be paid on the earnest money deposit. Tenders received without earnest money deposit will be summarily rejected.

Return of earnest money: The earnest money of successful Tenderer will be adjusted into security deposit after signing of contract agreement. The earnest money of unsuccessful Tenderers will be returned within 01 (one) month following execution of the contract agreement and after getting written request thereof.

(7) SECURITY DEPOSIT:

The Amount of Security Deposit including the amount of Earnest Money shall be 10% of the awarded value of work. Fifty percent of this amount shall have to be deposited as initial security deposit at the time of execution of agreement including the amount deposited as Earnest Money. In addition to the above, further amount to the extent of the 5% of awarded value of the work will be deducted from the running account bills by way of percentage deductions. Such percentage deduction shall @10% of the running account bills till the full amount of security deposit is released / retained by the corporation.

Failure in carry out the awarded work shall entail forfeiture of the security deposit. Security deposit will be refunded without any interest on written request in duplicate to the Engineer-In-Charge after three months of satisfactory completion of the work order. This will be released after successful completion of the work and taking over & on submission of PBG till defect liability period.

(8) BANK GUARANTEE:

Wherever stipulated should be as per our proforma & issued by an Indian Public Sector Bank only. All bank charges to be borne by bidder. Bank Guarantee should be automatically extended for validity period in the event of delay in execution of contract.

(9) AGREED LIQUIDATED DAMAGE:

Time shall be the essence of the contract. If successful Tenderer fails to execute the order within the agreed stipulated schedule, he shall be liable to pay agreed liquidated damages a sum @ ½ % of the order value per week or part thereof of delay subject to a maximum of 5%. In case of delay beyond 10 weeks, UCIL reserves the right to cancel the order and get the balance work/procurement done through any other agency at your risk and cost.

(10) PERFORMANCE BANK GUARANTEE/DEFECT LIABILITY PERIOD:

Defect liability period for individual tank shall be twelve months from the date of handing over of individual tank. In case of defects if any, the defects shall be rectified at free of cost on "free at our site" basis within one month of information of the defect. In case of delay in attending the defect as stipulated above, the defect liability period shall get automatically extended. This should be backed up by a bank guarantee for 10% of the contract value valid for defect liability period as per our proforma.

(11) ERECTION:

Supply and installation of thermal insulation and handed over as per the schedule mentioned in NIT.

(12) PAYMENT TERMS:

- Bill (s) will be paid as through Running "RA bills" as mentioned in clause "Bills" of the Scope of Work of contract document.
- Payment will be released after satisfactory completion of the work in all respect and certification by the Engineer-in-charge, UCIL within 30 days of submission of clear bill in triplicate along with tenderer's letter head. Contractor shall mention actual date of commencement of the work in their bill (s). *Final bill will be released only after submission of Annual Return (Format to be obtained from Site Office - Mill) and work completion letter in duplicate by the contractor.*

(13) TEST REPORT/DOCUMENTATION:

The following documents shall be submitted along with the supply (3 sets)

- Material purchase certificate from manufacturer or authorized dealer.
- Inspection/test reports of bought out items

(14) PERIOD OF WORK

The period of work shall be 1 (One) Year as per schedule of work from the date of actual commencement of work after successful site mobilization. Site mobilization shall have to be done within 15 days on receipt of LOI indicating contract price of the work. However, date of actual start of work shall be fixed by UCIL.

PERIOD OF CONTRACT:

The period of contract shall be 1 (One) Year only. This Work Order may be extended for another one year , if your performance is found to be satisfactory during the contract period of 1 (one) year.

2) AWARD OF CONTRACT:

The job will be awarded to overall L1 basis (on grand total bais). The L1 bidder will be decided on considering the net quoted amount (includes dismantling from line, repair/maintenance & erection). Bidder has to quote for all columns for qualification. The acceptance of a tender and award of contract to one or more than one tenderer, if considered necessary, rest with the Purchaser. It shall not be obligatory on part of the Purchaser to accept the lowest tender. The Purchaser would be at liberty to accept any tender, lowest or otherwise, in whole or in part and to reject any or all the tenders received, without assigning any reasons, and no explanation can be demanded from him by any Tenderer in respect thereof.

GENERAL CONDITIONS OF CONTRACT

1. **Nature of Tender**:- Two Part
2. **Working Hours**: - From 8.00 AM to 5.00 PM on all working days (excluding Sunday & Holidays). However, contractor shall be allowed to work beyond 5.00 PM depending upon the urgency but only after obtaining permission from the Engineer-In-charge, UCIL. No extra claims shall be entertained for working beyond duty hours in such urgency.
3. **Commencement of work** :- Work will commence within one week from the date of issue of work order. Contractor will report to the Engineer In charge, UCIL immediately on receipt of work order for further instructions for carrying out the job. A letter duly signed under contractor's official seal as a token of acceptance of all terms & conditions of work order must reach in the office within two days of receipt of the order. The work order no. & date as well as name of work must be quoted in all correspondences.
4. **Payment Terms**:- • Bill (s) will be paid through Running "RA bills" as mentioned in clause "Bills" of the Scope of Work or Special Conditions etc. of contract document.

Payment will be released after satisfactory completion of the work in all respect and certification by the Engineer-in-charge, UCIL within 30 days of submission of clear bill in triplicate along with tenderer's letter head. Contractor shall mention actual date of commencement of the work in their bill (s). ***Final bill will be released only after submission of Annual Return (Format to be obtained from Site Office - Mill) and work completion letter in duplicate by the contractor.***
5. **Work Measurement & Inspection / Work Instructions** :- It is to be done jointly as per schedule of items & scope of work, etc. by the Engineer-Incharge, UCIL and the Contractor. The measurement thus taken will be final and acceptable to both parties. Time to time detailed work instructions will be given by the Engineer –in-charge, UCIL.
6. **Jurisdiction / Dispute**: - Any action / dispute arises out of or from this work order shall be subject to the jurisdiction of court of law at HYDERABAD only, irrespective of anything to the contrary mentioned in the tender / quotation. Any statutory obligation has to be made by the contractor. Tenderer will extend all help.
7. **Penalty (Liquidated Damage)**: - If the progress of work is not found satisfactory or the contractor fails to complete the works within the time frame of completion, **the corporation reserves the right to impose penalty / liquidated damage @ ½ % per week maximum upto 5% on the awarded / contract value** for each complete week between the time for completion and actual date of completion. **PENALTY CLAUSE**: The work shall be executed strictly as per the requirement of UCIL as detailed in the scope of work. The agency shall be responsible for providing timely and uninterrupted services. Failure to complete the work as per requirement shall attract deduction of a predetermined amount from the contractor as given below from RA bill.
8. **Force Majeure**: - In case of closure / breakdown / strike / lockout or any other causes beyond control of the corporation preventing normal operation, the corporation shall be at liberty to extend the time for completion or cancel the order without any financial liability whatsoever.
9. **Safety Rules & Regulations for contractor's employees** :- UCIL's Safety Rules & Regulations for contractor's employees as given in the Annexure-R2 will be complied strictly during the execution of various works at site. Contractor shall ensure the use of safety appliances during the work at site. Contractor will take full safety measures and arrange the necessary safety gadgets / appliances, tools & tackles, helmet, gumboot, safety belt, shock proof shoe, safety suit / uniform, goggles, gloves, apron, ladders, bamboos, rope, machineries, scaffolding, etc required for the work by their own so as to ensure that no damage, loss or injury to corporation's personnel, contractors' personnel, third party or equipment are caused due to the work being carried out by contractor. UCIL

shall not provide any safety appliances and tools & tackles under any circumstances. Contractor has to follow the Safety Rules & Regulations as per Indian Electricity Rules to do the electrical works. Contractor must report in writing (duplicate) to the Engineer-In-charge or Safety Officer (Mill) - UCIL immediately on becoming aware of any accident at their site.

10. **Safe Transportation / Storage of Materials:** - Contractor will have to make their own arrangement for to and fro transportation of men, material and machine, etc. including loading and unloading at their own expense under this contract. Contractor will also be responsible for safe keeping of materials at their own cost issued by UCIL either free of cost or chargeable basis. The contractor shall build suitable stores at his own cost for safe keeping of materials as per instruction of the Engineer Incharge-UCIL, if required or UCIL will provide the same subject to availability. In case contractor is allowed to construct any structure, contractor shall have to demolish and clear the same before handing over the completed work. On completion of work or during the course of work all materials issued to the tenderer should be accounted for. A statement of material issued / consumed during the month & record of job done during a day are to be submitted by the party to the Engineer - Incharge, UCIL. For this contractor will provide and maintain a register and duplicate / triplicate books also at his own cost as per direction. Tenderer will transport all material from UCIL – Stores / Godown to contractor's work site in safe custody. Contractor shall have to return / store all material including surplus / dismantled material from their work site to a specified place in UCIL premises and cut the unused dismantled materials in small pieces as per direction / instruction of the Engineer Incharge, UCIL and a material reconciliation statement to be submitted along with the final bill. And work place should be kept clean and all dismantled; left out material should be disposed properly every day as per instruction of the Engineer Incharge, UCIL. Failing which company have the right to retain the final bill till site clearance is completed.
11. **Price Escalation:-** No escalation on any account shall be payable and price quoted shall be firm till completion of the work under this contract. ***Offers with price variation clause will be out rightly rejected.***
12. **Muster Roll:-** The contractor has to submit a copy of the muster roll every week to the Engineer In charge, UCIL after making minimum rate of wages payable to different categories of workmen covered under Minimum Wages Act, 1948 in presence of the representative of UCIL & contractor will also make arrears payment if any, under intimation to the Engineer In charge-UCIL.
13. **Insurance:-** The contractor shall ensure & maintain insurance against his liability for accident or injury to workmen or machineries used for the work and shall submit two copies of the policy & receipts of premiums paid or satisfactory evidence of insurance coverage at their own cost valid for whole working / contract period at a time for all the persons to be engaged to the Engineer In charge, UCIL before the commencement of work. Contractor shall also submit the proof of the renewal of the same policy at least two days before the expiry date of the previous policy to the Engineer In charge-UCIL. *The contractor will not be allowed to carry out any activity without necessary insurance coverage (mentioning working height depend upon the job requirements and as per insurance rules) of their persons.* Insurance policy shall also indemnify UCIL against any claim raised by the injured / affected workmen or his family.
14. **Temporary work closure:** - If the work site is required to be suspended for some days / period because of any reason, contractor may close the site temporarily underwritten intimation *in triplicate* to the Engineer-In charge, UCIL. During the above period, the contractor will be in touch with the Engineer In charge- UCIL for further instructions, if any. No extra claim against any idling of contractor's site crew / staff & machineries, etc. will be entertained.

15. **Material (s) Supply by UCIL and Contractor:** - The Corporation will not provide any accommodation, tools and tackles, men, material, machineries, transport, etc. for this work. **No facility / supply other than mentioned in special conditions, scope of work and schedule of items will be provided by UCIL as free or on chargeable basis. If Any other materials / facilities that are not covered under this tender but are required to complete the work, will have to be arranged by the contractor / party at their own expense. No extra claim shall be entertained against the materials that are not covered under this contract.** But contractor shall submit free samples (materials) for approval, if required and materials approved by the Engineer Incharge, UCIL shall only be used. UCIL reserves the right to reject goods which are not as per specification and in case of rejection contractor shall have to replace material free of cost. Any deviation from the tender shall be clearly mentioned in the Part-I (**Techno Commercial Bid & EMD**) under the heading “Deviation”.
16. **Welfare and Health of Contract Labour :-** The contractor shall have to provide the facilities under the provision of “Contract Labour (Regulation and Abolition) Act, 1970 – Section – 16,17,18 and 19,Chapter -V , Welfare and Health of Contract Labour”.
17. **Contract Agreement:** - Contract Agreement should be executed in prescribed format on a non-judicial stamped paper before commencement of work within *one week* from the date of issue of work order / L.O.I. However, no payment will be made without execution of contract agreement.
18. **Visit of Site and Locality prior to quote rate (s) :-** Before submission of tender, the tenderers are advised to make themselves fully conversant with the **SCHEDULE OF ITEMS, SCOPE OF WORK, SPECIAL CONDITIONS, GENERAL CONDITIONS OF CONTRACT, (LABOURERS) & (SAFETY OF CONTRACTOR’S EMPLOYEES)**, if any. They are also advised to physically visit the site to understand the site working conditions, nature of jobs prior to quote for the same. Also requested to inspect the site and equipments covered under present tender etc.
19. **Rate (s) in figures and words :-** The tenderer should mention their price / item rates in figures as well as in words. In case of any dispute / ambiguity, the price / rate mentioned in words shall be considered as final. Insertions, postscripts, additions and alterations shall not be recognised unless confirmed by the tenderer’s signature. **Tenderer shall be submitted schedule of items(s) and rate(s) in triplicate duly signed and stamped on each page.**
20. **Tax & Duties:** - The quoted rate should be inclusive of all taxes and duties including service tax, if applicable. And imposition of any new taxes / duties by the State Govt. or Central Govt. during the contract execution period will also be paid by the contractor. Hence, no other taxes, duties and royalty, etc. would be paid extra.
21. **Annual Labour Return;-** Contractor shall have to submit a letter of work commencement or completion **IMMEDIATELY** *in duplicate* in prescribed format and annual return in format no.-XXV (*Format to be obtained from Site Office - Mill*) to the Engineer In charge, UCIL for onward transmission to the Competent Authority, Govt. of India, Ministry of Labour, Andhra Pradesh.
22. **Variation in Quantity of items:** - The quantity mentioned under the “schedule of item (s)” of this tender is tentative. The actual quantity may vary from that indicated in the tender document due to actual conditions of the site or due to other reasons. The contractor shall carry out all additional work up to the **total variation of ± 10 % of the awarded value.** The other terms & conditions and rates shall remain firm within this limit.

23. **Validity:** - The offer should remain valid for a minimum period of *three months* from the date of opening of the final price part. The Tenderers shall not be allowed to increase, amend or withdraw his tender within this period and if he does so the earnest money deposit and security deposit may be forfeited.
24. **Training, etc.:**- Contractor shall have to bring all their labourers for necessary training & guidance in *Mill Training Centre* at their own cost before actual commencement of the work at their own cost. The work shall be carried out with the help of experienced / skilled persons or ITI with NCTVT certificate holders or equivalent, etc. And Supervisor having Supervisory Certificate of Competency is to be engaged for supervision or as per direction of the Engineer-In-charge. Persons holding H.T. Licence of relevant section as per I.S. will be allowed to do the job of electrical works. Contractor shall have to submit a letter of authorisation (in duplicate) in favour of his experience / qualified and responsible representative as "Site Supervisor" to look after the work site and receive official letters and instructions or to issue / receive materials from stores in absence of main contractor at site.
25. **Indemnity:** - Contractor will fully indemnify the corporation against all responsibility and whatsoever arising out of accident / injury to contractor's workmen, third party or to corporations' personnel and properties.
26. **Documents not transferable:** - Tender documents are not transferable. These tender documents are the property of corporation. Contractor shall keep one copy of the documents at the site in good order and same shall be available for inspection and use by the Engineer In charge, his representative or by other inspecting officer. None of these documents shall be used by the contractor for any purpose other than that of this contract.
27. **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 the work, if necessary, without assigning any reasons therefore.
28. **Medical facilities:** - The contractor shall be fully responsible for any first aid / emergency treatment or serious medical treatment to his employees. UCIL will provide medical facilities on chargeable basis to contractor's employees.
29. **Security Rules & Regulations and Entry Passes:** - The contractor will have to submit the details of the persons to be employed for this work within two days of award of work. **The contractor will be allowed to start the work only after submission of the details in prescribed verification forms (in duplicate) along with four nos. passport size photograph for each labourer separately to the Competent Authority, UCIL.** Contractor will make necessary Entry Passes from concerned officials of SPF Unit, UCIL sufficiently in advance. Contractor shall strictly abide by the prevailing security rules and regulations and also to be enforced by UCIL time to time. Entry to the works premises is strictly restricted and only bonafide pass (permission) holders are allowed.
30. **Defects Liability Period:** -
The defect liability period / guarantee period for this job shall be six months from the certified date of handing over of job. The contractor shall rectify the defects, if any, detected / reported during the guarantee period under this tender from the certified date of completion of work. The contractor shall be responsible to make good and remedy at his own expense within such period, as may be stipulated by the Engineer-In-charge before the expiry of the guarantee period.

31. Labour Acts & Rules :-

The contractor shall (in respect of labourers employed by him) strictly comply with provisions of the following Act & Rules made there under in regard to all matters provided therein or any modifications thereof or any other law relating thereto from time to time.

- i) Workmen Compensation Act-1923,**
 - ii) Payment of wages Act-1936**
 - iii) Employees Liability Act,1938**
 - iv) Industrial Dispute Act,1947**
 - v) Minimum Wages Act,1948**
 - vi) Employees State Insurance Act,1948**
 - vii) Mines Act, 1952**
 - viii) EPF & MP Act, 1952**
 - ix) Contract Labour (Regulations & Abolition) Act, 1970**
 - x) All statutory provisions of Atomic Energy Regulatory Board**
32. Labour Employment Conditions for executing work: - As given in clauses 1 to 13 in Annexure-R1.

LABOURERS

1. The contractor shall employ labour in sufficient number to maintain required rate of progress and quality to ensure workmanship of the degree specified in the contract and to the satisfaction of the Engineer – Incharge . The contractor shall not employ in connection with the works any person who has not attained the age of fifteen years.
2. Contractors should employ only the persons with established identity.
3. Addl. Commandant , SPF will issue temporary identity cards to persons actually engaged in the work and may exercise checks as considered necessary to ensure that strangers are not permitted inside the work premises. Contractors are required to surrender the identity cards on completion of job to Asst. Commandment, SPF.
4. SPF control room / Contractor will not allow any inter-state labourer as a contract labour in any case.
5. The contractor shall furnish to the Engineer–in-charge, a distribution return of the number description by trades of work people employed on the works. The contractor shall also submit on the 4th and 19th of every month to the Engineer In charge a true statement showing in respect of second half of the preceding month and the first half of current month (i) the accident that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (ii) the number of female workers who have been allowed Maternity Benefit as provided in the Maternity Benefit Act 1961 or rules made there under and the amount paid to them.
6. The contractor shall pay to labourers employed by him wages not less than fair wages as defined in the Contract Labour (Regulation & Abolition) Act 1970 and rules made there under.
7. The contractor shall in respect of labour employed by him comply with or cause to be complied with the Contract Labour (Regulation & Abolition) Act 1970 and Rules made there under in regard to all matters provided therein.
8. The contractor shall comply with the provisions of the payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen’ s Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, and Mines Act 1952 or any modifications thereof or any other law relating thereto and rules made there under from time to time.
9. The contractor shall be liable to pay his contribution and the employee’s contribution to the Employees State Insurance Scheme in respect of all labour employed by him for the execution of the contract, in accordance with the provision “The Employees State Insurance Act 1948 as amended from time to time and as applicable in this case. In case the contractor fails to submit full details of his account of labour employed and the contribution payable, the Engineer Incharge shall recover from the running bills of the contractor an amount of contribution as assessed by him. The amount so recovered shall be adjusted against the actual contribution payable under Employees State Insurance Scheme.
10. The Engineer In-charge shall on a report having been made by an inspection staff as defined under the Contract Labour (Regulation & Abolition) Act 1970, and rules made there under have the power to deduct from the money due to the contractor any sum required or estimated to be required for making the good the loss suffered by a worker or workers by reason of non

- fulfilment of the conditions of the contract for the benefit of workers, non- payment of wages or of deductions made from his or their wages which are not justified by the contract or non – observance of the said Act.

11. The contractor shall indemnify the Corporation against any payment to be made under and for observance of the Contract Labour (Regulation & Abolition) Act 1970, and the rules made there under without prejudice to his right to claim indemnity from his sub-contractors.
12. In the event of the contractor committing a default or breach of any of the provisions of aforesaid Act and Rules made there under / amended from time to time or furnishing any information or submitting or filling any Forms / Register / Slip under the provisions of the law which is materially incorrect, then on the report of the Inspecting Officer, the contractor shall without prejudice pay to the Corporation a sum not exceeding liabilities for such defaults including liquidated damages etc. For every default, breach or furnishing, making, submitting, filling materially incorrect statement as may be fixed by the Labour Department and the contractor should indemnify the Corporation against all such liabilities.
13. **MODEL RULES FOR LABOUR WELFARE:-**
 - (i) The Contractor shall at his own expenses comply with or cause to be complied with Model Rules for Labour Welfare as provided under the rules framed by the appropriate Government from time to time for protection of health and making sanitary arrangements for workers directly or indirectly on the works. In case the contractor fails to make arrangements as aforesaid, the Engineer In charge shall be entitled to do so and recover the cost thereof from the Contractor.
 - (ii) Failure to comply with Model Rules for Labour Welfare, Safety Code or the provisions relating to report on accidents and to grant Maternity Benefit to Female workers shall make the contractor liable to the Corporation as liquidated damages an amount not exceeding Rs. 50.00 for each default or materially incorrect statement. The Decision of the Engineer Incharge in such matters based on reports from the Inspecting Officers shall be final and binding and deducting officers shall be final and binding and deductions for recovery of such liquidated damages may be from any amount payable to the contractor.

SAFETY OF CONTRACTOR'S EMPLOYEES

1. The contractor shall at all times, take all reasonable precaution for the safety of employee, 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 provisions, the contracting officer shall include the SAFETY requirements as RECOMMENDED by the Health Physics Unit, Tummalapalle for a specified contract.

In the event that contractor fails to comply with these provisions, the contracting officer may, without prejudice to any other legal or contractual rights , issue an order for stopping all or any part of the work, thereafter a start order for resumption of work may be issued at the sole discretion of the Contracting Officer. The contractor shall make no reason of or in connection with such stoppage.

2. Contractor shall have a full time Safety Officer / Engineer when the contractor employ 500 or more persons or when engaged specifically in 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 his other technical / administrative duties.
3. Contractor shall have at least one person fully trained in First Aid to be present at the site of work all time.
4. Contractor must report to the Safety Officer (Mill) – through their contracting officer every accident involving _____
 - Their personnel
 - UCIL property or personnel.
 - Property or personnel of other contractors working at the site.
- 4.1 Contractor must report to the Safety Officer (Mill) immediately on becoming aware of any accident of Type - A (see Appendix –1) giving the following information :-
 - Name of the informant
 - Nature and location of incident being reported
 - Name of Supervisor / Engineer – In charge, location and telephone no. where he can be reached.
- 4.1.1 Contractor shall submit their investigation reports , through their contracting officer , to the Safety officer (Mill) immediately but not later than 3 (three) working days after the occurrence of accident in the Form – A (see Appendix - 2)
- 4.1.2 In the case of Type – B accidents (see Appendix – 1) , Contractors shall submit their investigating reports , through their contracting officer , to the Safety officer (Mill) immediately but not later than 3 (three) 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 man days lost and occurrence of accident under the jurisdiction of the Sub Contractors.

4.3.2 Contractors shall submit a narrative on safety activities and fire incidents for each month along with Form – B. The review should contain such items as Personnel and programme change, major project started and major problem.

CLASSIFICATION OF ACCIDENTS

TYPE – A

1. Fatal injury.
2. Serious injuries such as fracture, dislocation, severe burns etc. necessitating hospitalisation.
3. Any injury to five or more persons.
4. Accidents resulting in damage by fire, Explosion etc.

TYPE – B

1. Minor injuries which results in laceration, abrasion, contusion etc.
2. Disabling injuries but not requiring hospitalisation.

(FORM – A)

ACCIDENT INVESTIGATION REPORTS

Name of contractor and project :
Nature of contract :
Name of Engineer In charge :
Name of injured person :
Age :
Address :

Date and Time of accident :
Place where accident occurred :
Nature of job :

What was injured person doing :
at the time of accident

Description of accident (in detail) :

Nature of injuries :

What was defective or in wrong :
condition that was responsible
for the accident

What was wrong with working :
methods / instructions

What steps should be taken :
to prevent reoccurrence of
such accidents

Name of witness : 1.

2.

Safety representative's remarks
with signature and date

(FORM – A)

ACCIDENT INVESTIGATION REPORTS

Name of contractor and project :
Nature of contract :
Name of Engineer In charge :
Name of injured person :
Age :
Address :

Date and Time of accident :
Place where accident occurred :
Nature of job :

What was injured person doing :
at the time of accident

Description of accident (in detail) :

Nature of injuries :

What was defective or in wrong :
Condition that was responsible
For the accident

What was wrong with working :
Methods / instructions

What steps should be taken :
to prevent reoccurrence of
Such accidents

Name of witness : 1.

2.

Safety representative's remarks
With signature and date

GENERAL SAFETY GUIDE LINES:

1. Suitable scaffolds should be provided for workmen for all works that cannot safely be done from the ground, or from solid construction except such short period work as can be done safely from ladders. When a ladder is used an extra mazdoor shall be engaged for holding the ladder and if the ladder is used for carrying materials as well, suitable footholds and handholds shall be provided on the ladder and the ladder shall be given an inclination not steeper than $\frac{1}{4}$ to 1 (1/4 horizontal and 1 vertical).
2. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be 90 cm. (3 feet).
3. Adequate precautions shall be taken to prevent danger from electrical equipment.
4. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public.
5. **Dismantling** : Before any dismantling work is commenced and also during the process of the work:—
 - i) All roads and open areas adjacent to the work site shall either be closed or suitably protected.
 - ii) No electric cable or apparatus which is liable to be a source of danger over a cable or apparatus used by the operator shall remain electrically charged
 - iii) All practical steps shall be taken to prevent danger to persons employed from risk of fire or explosion. No floor, roof or other part of the building shall be so overloaded with scrap or materials as to render it unsafe.
6. All necessary personal safety equipment as considered adequate by the Engineer-in-Charge should be kept available for the use of the person employed on the site and maintained in a condition suitable for immediate use, and the contractor should take adequate steps to ensure proper use of equipment by those concerned.
7. When the work is done near any place where there is risk of drowning, all necessary equipments should be provided and kept ready for use and all necessary steps taken for prompt rescue of any person in danger and adequate provision should be made for prompt first-aid treatment of all injuries likely to be obtained during the course of the work.
8. Use of hoisting machines and tackle including their attachments, anchorage and supports shall conform to the following standards or conditions:
 - i) These shall be of good mechanical construction, sound material and adequate strength and free from patent defects and shall be kept in good repair and in good working order.

- ii) Every rope used in hoisting or lowering materials or as a means of suspension shall be of durable quality and adequate strength, and free from patent defects.
 - iii) Thorough inspection and load testing of lifting machines and tackles shall be done by a third party, at least once in every 12 months and the records of such inspection and testing shall be maintained and a copy shall be submitted by the contractor to the departmental representative at site. Motors, transmission, couplings, belts, chain drives and other moving parts of hoisting appliances shall be provided with adequate safeguards. Hoisting appliances shall be provided with such means as it shall minimize the risk of any part of a suspended load becoming accidentally displaced or lowered.
 - iv) The contractor shall maintain a Register of Periodical Tests for Examination of Lifting Appliances at site. This register shall be kept available at site always for examination of the department.
 - v) Chain pulley block, D-shackles and wire ropes (lifting appliances) shall be of rated capacity at least 2.0 times more than the maximum desired load to be lifted.
9. **Personal Protective Equipment:** All necessary personal protective equipment (PPE) shall be provided by the contractor at his own cost, for his workers, supervisors, staffs and visitor/visiting staffs. All PPEs shall conform to relevant IS code / ASTM / BS or any other international code of practice as given under. The contractor shall make available all type of personal protective equipment for use of workers, supervisors and visitors at site as considered necessary by the Engineer-in-charge and they shall be maintained in a condition suitable for immediate use. Also the contractor shall take adequate steps to ensure proper use of equipment by those concerned.
- Safety Helmet: IS: 2925-1984 (Reaffirmed 2000)
- Safety Goggles: IS: 5983-1980 (Reaffirmed 2002) or EN 166:2001
- Full body harness safety belt: IS: 3521-1999
- Ear Muff / Ear Plug: IS: 6996-1973 (Reaffirmed 1998) or EN 352-1:2002 and EN 352-2:2002
- or
- Face shield: IS: 8521 (Part II) – 1977 (Reaffirmed 2002) IS: 8521 (Part I) –1994 (Reaffirmed 2002) or EN 175F
- Fall arrestor: EN 353-2:2002
- Respirators: IS: 15321 – 2003, IS: 15322 – 2003
- Safety shoes: IS: 15298 – 2002
- Hand gloves: IS: 4770 – 1991 (Reaffirmed 2001)
10. All persons employed or supervising at and / or visiting the construction site shall use safety helmets. The color coding of helmets may be adopted by the contractor as per site

requirement. The contractor shall provide safety shoes for all his workers, supervisors, staffs and visitor/visiting staffs.

11. which shall be valid for maximum 6 (Six) months, for working at height. After every 6 (Six) months, these persons shall be medically examined in order to find out their fitness for working at height. List of unfit workers shall be submitted to the departmental representative and such persons may be allowed to work at ground level and in no case shall be engaged by the contractor to work at height. The records of medical checkups / fitness tests certified by the Medical Practitioner shall be maintained at the office of the contractor and shall be produced to the departmental representative as and when asked.
12. The contractor shall train and build up a general awareness in safety among the workers and staffs as a continuous effort throughout the contract duration. He shall develop and nurture a good safety culture among the staff and workers for an incident free completion of the work order.
13. **Safety Induction Training:** The contractor shall ensure that each and every new worker attends initial safety induction training before reporting at respective place of work. The workers shall report to the safety officer first for receiving safety induction training and after successful completion of such training they shall report to respective site engineer. The safety officer shall intimate the workers about the probable hazards related to the work and shall explain and demonstrate the importance and use of PPEs to them.
14. **Pep talk, Tool box training:** Subsequent to the initial safety induction training, the contractor site supervisor shall also conduct safety pep talks and tool box training for various teams of workers in regular interval at site. He shall arrange pep talks / tool box training on work related topics like use of various PPEs and tools, housekeeping, hot job, electrical works, etc. He shall solicit active participation of workers in such tool box training by asking them to share their experience with their fellow workers.

Part -A
Application for Height Pass

Job Description : _____

Group/Section : _____

Work Order No : _____

Contractor : _____

1. Applicant's Name: _____

2. Departmental Address: _____

3. Residential Address: _____

4. Age: _____

5. Sex: _____

6. Height: _____

7. Gate Pass No. : _____

8. Name of contractor/Agency with whom engaged at present:

9. Height pass requirement for work at _____ mtr. height.

10. Description of present job: _____

11. Previous experience of working at height: _____

Sl.No	Name of the Employer	Duration of Employment	Work Experience
1.			
2.			

12. Is the applicant suffering from any of the following ailments (If yes details to be given):

Blood Pressure _____

Seizure disorder (Fits / Epilepsy Convulsion) _____

Flat Foot _____

Frequent attacks of headache or reeling sensation _____

Mental depression _____

Limping gait _____

Acrophobia (Fear of height) _____

Declaration:

I hereby declare that the above information furnished by me is true and correct. I shall always wear the safety belt and tie the life-line whenever working at unguarded heights of 3 mtrs and above. 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 the influence of alcohol/drugs.

Date:

Name:

Sign:

(Applicants Name & Signature or Left Thumb Impression (LTI) in case he cannot sign. In case of LTI; an authorized person shall explain each point/item to the individual and certify on his behalf below the LTI).

I certify that I am satisfied with the above certification of the individual for the application of Height Pass and request for issue of height pass to him.

Name:

Sign:

(Agency Concerned)

Part – B
MEDICAL FITNESS CERTIFICATE

Certified that I, Dr. _____ have examined Shri. _____ aged _____ on (date) _____ of M/s. _____ who has signed below in my presence. General & Physical examinations of Shri. _____ do not reveal any abnormality. He does not suffer from any acute/chronic skin disease or any contagious or infectious disease. His eyesight is normal with/without glasses. In my opinion, Shri _____ is physically and mentally fit for working at height.

Details of examinations:

1. Age: _____

2. General & Systemic Examination:

2.1	Pulse			2.10	Depth of Vision	Normal	Abnormal
2.2	B.P.			2.11	Nystagmus	Present	Absent
2.3	Weight			2.12	Rhomberg Sign	Positive	Negative
2.4	Height			2.13	Hearing	Normal	Abnormal
2.5	Pallor	Yes	No	2.14	Muscular Coordination	Normal	Abnormal
2.6	Flat foot	Present	Absent	2.15	Cardio Vascular System	Normal	Abnormal
2.7	Gait	Normal	Abnormal	2.16	Respiratory System	Normal	Abnormal
2.8	Vision	Normal	Abnormal	2.17	Central Nervous System	Normal	Abnormal
2.9	Colour Vision	Normal	Abnormal				

3. Previous History of:

3.1	Seizure disorders (Epilepsy)	Yes	No
3.2	Frequent headache or reeling sensation	Yes	No
3.3	Mental depression	Yes	No
3.4	Acrophobia	Yes	No

4. Investigation:

4.1	Urine
	Albumin
	Sugar:
4.2	Blood
	CBC
	Random blood sugar (if age is >35 years.)

5. X-ray:

Required / not required: _____

If required – details of report: _____

(Signature of workman)

(Signature & Rubber stamp)
of Medical Practitioner with Reg. No.

(Note: Above format is liable to change any time as per AERB guide lines. Modified format may be obtained from Safety officer Mill before examination by Medical officer.)

Part – C

Height Pass Certificate

(Considering the above medical certificate; the applicant has appeared on the following practical tests conducted by UCIL and the results are given below (strike off whichever in-applicable)

- a) Walking freely over a horizontal structure bar at 1 ft. height : Pass / Fail
- b) Wearing a safety belt and tying the rope knot : Pass / Fail
- c) Walking over a horizontal structure at 10 ft. height wearing a belt: Pass / Fail

The above applicant's performance in the above tests has been satisfactory/ unsatisfactory.

I certify issue of this height pass to Shri _____ of
M/s. _____ with Registration No. _____ in the height
pass register. This is valid for one year from the date of issue i.e. up to _____.

Date :

Signature : _____

Name : _____

(Safety Supervisor)

Signature : _____

Name : _____

(Safety Officer)

Annexure-R5

(Form to be filled in NON-Judicial paper of Rs 20/- & attested by Notary public and to be submitted at the time of joining the company, i.e. issuing the gate pass etc. by the persons who are serving the company through any contactor. Without submission of declaration, police verification and medical fitness certificate gate pass will not be issued in favour of individual concerned.)

Affidavit cum declaration

I, ----- S/o ----- of village ----- P.O. -----

P.S. ----- Town ----- District ----- Andhra Pradesh, by faith -----

By occupation -----, do hereby solemnly affirm and declare as follows:-

1. That I am working with M/s ----- who has been awarded work order no. -----Dated - ----- from UCIL, Tummalapalle.
2. That I am fully aware that I am Contractor worker of the aforesaid Contractor and, as such, I or my successor shall not have any claim of employment with UCIL at any time, in case of fatal accident or termination / completion of period of work order. I shall not place a demand for employment with UCIL in future also.

Identified by Sri-----

Advocate at Jamshedpur

Verification

The Statement made above are true to the best of my knowledge , belief and information and

I sign on ----- at -----

Deponent

The deponent is known to me & has signed in my presence.

Advocate

FORMAT

To,
The DGM (Mill) / DGM (Mech.)
UCIL, Tummalapalle

Date: _____

Sub :- Information regarding commencement of work of
“ (_____ *Name of the work in detailed* _____)

Ref :- Work Order No. _____ Date: _____

Dear Sir,

I would like to inform you that the above referred subject work awarded to me and work already started. I am furnishing herewith the following particulars against the work for your information and necessary action :-

1. Work commenced on: _____
2. Period of contract: _____
3. Maximum nos. of labourers likely to be engaged: _____
4. Name of proprietor / Partner etc. of contractor: _____
5. Labour Insurance policy No. and date and valid upto : _____

Thanking you

Yours faithfully,
For M/s-----

(Signature with Rubberstamp)

PRICE PART FORMAT FOR SCHEDULE OF ITEMS

ANNEXURE-A

Sl. No.	Item Description	Size (mm)	Qty. (Nos.) A	Unit Rate (in Rs.)				Service Tax (In Rs.) C	Final Unit Price (with Taxes) (in Rs.) E= (B+C)	Total Price (In Rs.) F = E X A
				Dismantling (X) (In Rs.)	Repair/Maintenance (Y)	Erection (Z)	Total B=X+Y+Z			
1	Diaphragm Valve	25	20							
2	Diaphragm Valve	40	10							
3	Diaphragm Valve	50	100							
4	Diaphragm Valve	65	10							
5	Diaphragm Valve	80	80							
6	Diaphragm Valve	100	80							
7	Diaphragm Valve	125	80							
8	Diaphragm Valve	150	60							
9	Diaphragm Valve	200	40							
10	Diaphragm Valve	250	6							
11	Gate Valve	50	40							
12	Gate Valve	65	25							
13	Gate Valve	80	25							
14	Gate Valve	100	10							
15	Gate Valve	150	10							
16	Gate Valve	200	10							
17	Gate Valve	250	10							
18	Gate Valve	400	5							
19	Butterfly / Globe/plug valve	80	4							
20	Butterfly / Globe/plug valve	100	4							
21	Butterfly / Globe/plug valve	150	4							
22	Butterfly / Globe/plug valve	200	6							
23	Butterfly / Globe/plug valve	250	4							
24	Butterfly / Globe/plug valve	400	4							
Grant Total Price (Rs.)										
Total Price (in words) Rupees _____										

Note: The job may be awarded on overall lowest bidder.

(Signature of bidder with stamp)

Annexure-A

STYLE OF ANNEXURES FOR SUBMISSION OF OFFER (Please use separate sheet for each annexure)

Details of work orders in support of prequalification criteria for previous Five years experience ending on 31.03.2016

Sl.No	Name of concern/ client with full postal address, email , name of contact person with phone number	Brief Description of work	Work order No. & date	Value of contract in Rupees	Contract Period: From- To	Actual date of completion	Sl.No of prequalification criteria against which document submitted
1.							
2.							
3.							

To be enclosed:

1. Self certified copies of above work orders (all pages of work orders). In complete work orders will be rejected without further correspondence
2. Work completion certificate from the organisation or certified copies of R.A. bills for executed value of the work.
3. Declaration: I do hereby confirm that the information furnished above is true to the best of my knowledge and belief. If any declaration, statement or information given by me/us is at any time found to be false or untrue, our tender / contract is liable to be terminated forthwith without any notice or compensation in lieu thereof.

Signature of Bidder with stamp

Annexure-B

Statement of present ongoing jobs:

Sl.No	Name of concern/ client with full postal address, email , name of contact person with phone number	Brief Description of work	Work order No. & date	Value of contract in Rupees	Contract Period: From- To	Expected date of completion	Value of executed work
1.							
2.							
3.							

To be enclosed:

1. Self certified copies of above work orders (all pages of work orders). In complete work orders will be rejected without further correspondence
2. Declaration: I do hereby confirm that the information furnished above is true to the best of my knowledge and belief. If any declaration, statement or information given by me/us is at any time found to be false or untrue, our tender / contract is liable to be terminated forthwith without any notice or compensation in lieu thereof.

Signature of Bidder with stamp

TECHNO-COMMERCIAL DEVIATION SCHEDULE:

Bidder should agree to all the Techno-commercial terms and conditions of the Nit document. However, deviation, if any, should be stated as per the following schedule and to be submitted along with the techno-commercial bid failing which it will be presumed that all terms and conditions are acceptable to them. The owner reserves the right to reject the offer on account of such deviations if the bidder, on advice of owner, does not withdraw the deviations.

Following are the deviations proposed by us relating to Techno-commercial terms and conditions:-

Sl.No.	Page No.	Clause no.	Clause	Deviation

Signature of bidder with stamp

Note: If there are no deviations, this deviation schedule shall be submitted along with Techno-commercial bid duly signed and stamped after stating **"NIL DEVIATIONS"**.

Details of company profile.

Details of company profile have to be provided as below:

A) Company profile

Sl. No.	Description	Details (please attach Xerox copies)
1	Name & Address of the firm	
2.	Name of owner /partners	
3.	Telephone nos. office & Residence & mobile no.	
4.	Email address	
5.	Year of establishment	
6.	Annual turnover of last three years	
7.	Areas of operation /nature of jobs carried out	
8.	Permanent account number (PAN)	
9.	Service tax registration no.	
10.	TIN number	
11.	P.F. code no	
12.	E.S.I. code no	
13.	Labour license no	
14.	No. of employees on permanent roll <ul style="list-style-type: none"> • Degree/Diploma engineers • Skilled manpower • Semiskilled manpower • Unskilled manpower 	
15	RTGS details	

B) Organization structure

C) Constitution and legal status along with attested copies of Deeds/Articles and Memorandum of Association etc. as applicable.

D) Information on litigation history, liquidated damages, disqualification etc.

By submitting the application the Applicant authorizes UCIL to seek verification on the information supplied and related matters.

Signature of bidder with stamp

CHECK LIST FOR DOCUMENTS TO BE SUBMITTED

1) Part-I (Techno Commercial Bid and E.M.D.)

Sl.No	Required documents	Enclosed: Yes/No
1.	Acceptance regarding tank shall be fabricated at UCIL site only.	
2.	Whether cost of tender document submitted	
3.	Whether DD for Earnest money deposit submitted	
4.	In case of NSIC registered unit, whether valid NSIC registration submitted	
5.	Whether Tenderer's covering letter (in duplicate) mentioning the acceptance of all terms & conditions of tender document for executing the subject submitted	
6.	Whether Tender document in original (scope of work, special conditions, general conditions of contract, UCIL's labour and safety rules) <i>duly signed and stamped on each page</i> by bidder submitted	
7.	NSIC registered party may be exempted from submission of tender fee & EMD but shall confirm acceptance of security deposit, ALD, PBG etc. clauses.	
8.	Whether copies of work orders against pre qualification criteria along with successful completion certificates enclosed (Annexure-A)	
9.	Whether statement of present ongoing jobs mentioning the value of work in detail submitted(Annexure-B)	
10.	Whether list of tools & tackles, transports and other equipments to be deployed for this job submitted(Annexure-C)	
11.	Whether details of technical personnel enclosed i.e, engineer / supervisor (diploma holder) / staff to be deployed (Annexure-D)	
12.	Any deviation from the tender shall be clearly mentioned, if any, under the heading "Deviation". In case of no deviation it is to be confirmed.(Annexure-E)	
13.	Whether details of company profile submitted. (Annexure-F)	
14.	Whether blank Un-priced price format enclosed & confirm that price part submitted in the prescribed price format only.(Annexure-G)	
15.	Whether copy of VAT registration, PF, ESIC, Service Tax, PAN card submitted	
16.	Whether copies of balance sheet, income tax clearance certificate for last three financial years (2010-11,2011-12,2012-13) submitted	
17.	Whether constitution and legal status along with attested copies of Deeds/Articles and Memorandum of Association etc. as applicable enclosed	
18.	Confirmation for submission of test reports / documentation as per NIT	
19.	Whether detail planning for timely completion of the job like schedule of fabrication & erection, painting etc. Submitted.	
20.	Whether Commercial terms & conditions for execution of contract submitted	
21.	Whether confirmed acceptance of part order on L1 basis job wise.	
22.	Any other documents as deemed necessary	

2) Part-II (Price Bid)

1.	Tenderer's covering letter in duplicate	
2.	Duly signed and stamped price / rate proposal in triplicate in the prescribed price format (Annexure- G) only	

PLEASE SUBMIT

ALL DOCUMENTS

PROPERLY FILED

IN

A

FOLDER