

URANIUM CORPORATION OF INDIA
LIMITED

Tummalapalle, P.O. MC Palle, Vemula (M) ,
DIST-Kadapa, A.P.- 516 349

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TENDER DOCUMENT

FOR

SUPPLY OF SERVICES OF VARIOUS CATEGORIES OF
MANPOWER ALONG WITH REQUIRED TOOLS &
TACKLES FOR MECHANICAL MAINTENANCE JOBS AT
TUMALLAPALLE MILL

NIT NO-TMPL/MILL/MECH /019

URANIUM CORPORATION OF INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
TUMMLAPALLE P.O. M.C.Palle, Vemula (M) , DIST –KADAPA ,
Andhra Pradesh-516349

N.I.T. NO: TMPL/MILL/MECH/019

**JOB: SUPPLY OF SERVICES FOR VARIOUS CATEGORIES OF
MANPOWER FOR MECHANICAL MAINTENANCE JOBS OF
TUMMALAPALLE MILL**

1. Tenders to be submitted by 15.05.2014 up to 3.00 P.M. to Adl Manager (Personnel),
Tummalapalle
2. Tenders shall be opened in presence of Tenderers who may like to be present at 3.30 P.M. on
15.05.2014

Issued to: _____

Signature of officer issuing the Tender Document: _____

Date: _____

Cash Memo/Receipt No: _____



URANIUM CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)
TUMMALAPALLE MINES , P.O. M.C. PALLE,
VEMULA MANDAL ,
DIST. – KADAPA-516349 , A.P.

NIT NO.
TMPL/MILL/MECH/19

NOTICE INVITING TENDER NO: TMPL/MILL/MECH/19

Sealed tenders in duplicate in prescribed form are invited by the Chairman & Managing Director, Uranium Corporation of India Limited, Jaduguda from bonafide, reliable and resourceful mechanical contractors with credential of supply of trained manpower of mechanical maintenance in ore/material handling plant.

Name of Work	: Supply of services of Various Categories of Manpower along with required tools & tackles for Mechanical Maintenance Jobs
Earnest Money Deposit	: Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only)
Cost of Tender document	: Rs.10000/- (Rupees Ten Thousand only)
Nature of tender	: Single stage two part : (1 st Part – Techno commercial, 2 nd part- price bid)
Issue Date of Tender Document	: 16.04.2014
Closing Of Sale of Tender Document	: 14.05.2014
Last date of receiving of Completed Tender	: 15.05.2014 at 3.00 P.M.
Tender Opening (Techno-commercial)	: 15.05.2014 at 3.30 P.M.

The average annual financial turnover during the last 3 years should be at least Rs 30 Lakhs. The Bidder should have experience of having successfully executed any one criteria of similar works (a or b or c) of supply of services for mechanical maintenance jobs or miscellaneous work (d or e or f) in any one of last seven years ending on 31.03.2014 as below;

- One similar completed work order for Supply of manpower of at least 6000 man days in a year [3000 man days of Mechanic/Rigger/Welder/ plus 3000 man days of helpers]
- Two similar completed work order for Supply of manpower of at least 3600 man days in a year [1800 man days of Mechanic/Rigger/Welder/Machinist/Turner plus 1800 man days of helpers]
- Two similar completed work order for Supply of manpower of at least 3000 man days in a year [1500 man days of Mechanic/Rigger/Welder/Machinist/Turner plus 1500 man days of helpers]
- One miscellaneous completed work order costing not less than Rs 54.10 Lakhs.
- Two miscellaneous completed work orders each costing not less than Rs 27.10 Lakhs

- f) Three miscellaneous completed work orders each costing not less than Rs 20.29 Lakhs.

In case of an order with supply of material & consumables, the work order value to be considered for evaluation shall be 30 % of total order value and for work order with supply of consumables only the work order value to be considered for evaluation shall be 80 % of total order value.

‘Miscellaneous Works’ means annual mechanical maintenance contract or erection/commissioning of ore/material handling & processing system of at least 1000 TPD capacity consisting of Horizontal belt filers/Pre coat filters/conveyers, crushers, Thickeners, Gear boxes, Agitators, Slurry Pumps etc in a reputed organization.

The L1 Bidder will be decided considering the entire quoted amount and value. However the job may be split on two parties in the ratio of 65% and 35% or any other suitable ratio. Preference will be given to the bidder who has quoted the lowest rate for awarding the major portion of order and for the balance portion 2nd lowest bidder may be considered. 2nd lowest bidder will be awarded balance work at the rate of L1 Bidder.

Tender Documents are non-transferable. Bidders must bid on their own name. Information about scope of works, conditions of tendering, technical specifications and relevant inputs shall be available in the Tender document, which can be obtained from the Office of the Addl Manager (Personnel), UCIL, TUMMALAPALLE on payment of cost of the Tender document fixed thereon (non-refundable) in cash or Bank Draft, Drawn in favour of Uranium corporation of India limited, payable at State Bank Of India, PULIVENDULA Branch, Code No. 0989. The Tender Documents shall be available on all working days except Sundays and Holidays. All requests for issue of tender documents must be addressed to the GM (T-S)/ D.G.M .(MECH-I) along with cost of the document, list of similar works executed. Issue of Tender Documents will be limited to selected Vendors fulfilling these entire criteria and capable of undertaking the work. Tender is available at our web site www.ucil.gov.in

Mere issue of tender document doesn't mean that party is qualified.

For Chairman & Managing Director
Uranium Corporation of India Limited, Jaduguda

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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. Submission of Tender:

- a) Quotations are to be submitted in 'Duplicate' and to be type written or printed on vender's letterhead. Any correction or over writing 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 as per price format. After evaluation of the Techno-commercial offers the price part of the suitable parties will be opened.

(A) Part – I - Techno - Commercial Bid (Un-priced)

It shall contain

- a) Tender's covering letter
- b) Tender document fee deposit details
- 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 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.(Annexure-A)
- f) Performance report by client for the jobs executed.
- g) List of ongoing present work orders which should include the details like Name of the job, Name of the client, Period of ARC, Value etc. along with supporting documents from the client for satisfactory performance till date. .(Annexure-B)
- h) Details of tools and tackles and safety appliances available with Tenderer / company and Proposed to be deployed at the site as per serial no-(5) of special conditions. (Annexure-C)
- i) Details of manpower to be deployed at site for maintenance jobs, which should include name, father's name & address of person, age, qualification, and experience in years, nature of experience etc. (Annexure-D)
- j) Deviation, if any from tender scope and terms & conditions. (Annexure-E)
- k) Details of company profile
- l) Balance sheets/I.T. clearance certificate for the last three financial years.
- m) Commercial terms & conditions
- n) Blank (Un-priced) Price bid proforma. (Annexure-F)

(B) Part II - Price part: This part shall contain price only. The rates are to be quoted in

Numerical and words also. List of documents to be submitted in Part-II

- (i) Tender's covering letter
- (ii) Filled in price/rate in duplicates
- iii) Any other document as deemed necessary

9. Mode of submission of Tender

- a) Both parts of the offer should be sealed and super scribe with NIT reference no., due date, part no. i.e. part I For techno commercial and part II For price bid and bidder's name & address. Both the envelopes should be sealed in a third envelope super scribing the NIT reference no. due date and enclosure as part I & part II on its top.
- b) Tenders are to be submitted personally. Tenders by Post/Courier/Fax etc will not be entertained.
- c) All envelopes duly sealed should be addressed to **GM (T-S), Uranium Corporation of India Ltd. Tummalapalle Project, P.O. M C. Palle, District – Kadapa , A.P. - 516349.** Incomplete offers sent by E-mail/Fax will be rejected.

10. Prequalification criteria for the Tenderers:

The average annual financial turnover during the last 3 years should be at least Rs 30 Lakhs. The Bidder should have experience of having successfully executed any one criteria of similar works (a or b or c) of supply of services for mechanical maintenance jobs or miscellaneous work (d or e or f) in any one of last seven years ending on 31.03.2014 as below;

- a) One similar completed work order for Supply of manpower of at least 6000 man days in a year [3000 man days of Mechanic/Rigger/Welder/Machinist/Turner plus 3000 man days of helpers]
- b) Two similar completed work order for Supply of manpower of at least 3600 man days in a year [1800 man days of Mechanic/Rigger/Welder/Machinist/Turner plus 1800 man days of helpers]
- c) Two similar completed work order for Supply of manpower of at least 3000 man days in a year [1500 man days of Mechanic/Rigger/Welder/Machinist/Turner plus 1500 man days of helpers]
- d) One miscellaneous completed work order costing not less than Rs 54.10 Lakhs.
- e) Two miscellaneous completed work orders each costing not less than Rs 27.10 Lakhs
- f) Three miscellaneous completed work orders each costing not less than Rs 20.29 Lakhs.

In case of an order with supply of material & consumables, the work order value to be considered for evaluation shall be 30 % of total order value and for work order with supply of consumables only the work order value to be considered for evaluation shall be 80 % of total order value.

'Miscellaneous Works' means annual mechanical maintenance contract or erection/commissioning of ore/material handling & processing system of at least 1000 TPD capacity consisting of Horizontal belt filers/Pre coat filters/conveyers, crushers, Thickeners, Gear boxes, Agitators, Slurry Pumps etc in a reputed organization.

Note:

- 1) By submitting the application the Applicant authorizes UCIL to seek verification on the information supplied and related matters.
- 2) The Company reserves the right to reject any or all application (s) or cancel the notice at their sole discretion without assigning any reasons, whatsoever thereof, which shall be final & binding upon the applicants.
- 3) If the qualifying work is completed in the seven (7) years period specified above, even if it has been started earlier, the same will also be considered as meeting the qualifying requirements.
- 4) Applicant is liable to be disqualified, even though they meet the prequalification criteria, if they
 - a) Made misleading or false representations, statements and attachments submitted in proof of the qualification requirements, and / or
 - b) Record of poor performance such as abandoning the works, not properly completing the supply order, inordinate delays in completion or supply, litigation history, or financial failures etc.

11. Details of company profile.

Details of company profile have to be provided as below:

A) Company profile

- i) Name & Address of the firm
- ii) Telephone nos. office & Residence & mobile no.
- iii) Email address
- iv) Year of establishment
- v) Annual turnover of last three years

B) Areas of operation

C) Manpower details & organization structure

1. Organization structure
2. No. of employees on permanent roll
 - Degree/Diploma engineers
 - Skilled manpower
 - Semiskilled manpower
 - Unskilled manpower

D) P.F. code no.-

E.S.I. code no.-

Labour license no.-

Service Tax No -

E) Organization Structure

F) Constitution ad legal status along with attested copies of Deeds/ Articles and Memorandum of Association etc. As applicable

G) 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.

12. Award of Contract:

The L1 bidder will be decided considering the entire quoted amount and value. However **the job may be split on two parties in the ratio of 65% and 35 % or any other suitable ratio** for better control and monitoring of maintenance jobs and assured supply of required number of qualified manpower. Preference will be given to the bidder who has quoted the lowest rate for awarding the major portion of order and for the balance portion 2nd lowest bidder may be considered. **L2 bidder will be awarded work at the rate of L1 bidder.**

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.

13. VALIDITY OF OFFER:

The offer should remain valid for a minimum period of Six 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 may be forfeited.

14. PERIOD OF CONTRACT

The contract period shall remain valid for a span of one (1) year 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.

15. EXTENSION OF CONTRACT:

The contract period may also be extended further beyond the stipulated contract period of one year, if so deemed fit by UCIL and agreed by the Contractor. If so happens contractor shall have to work on the same terms & conditions and price of the contract without any escalation.

16. MOBILISATION TIME:

Mobilization shall be done within 7(Seven) days of issue of LOI / WO. For further instructions on execution of contracts, UCIL Tummalapalle Site-in-charge/ Engineer-in-charge will confirm the exact programme of start/execution of job(s). No mobilization advance is payable in the contract.

17. VARIATION IN QUANTITY OF ITEMS:

Variation in quantity of items mentioned under scope of work: The quantities mentioned against individual items are tentative. The actual quantities of individual items may vary (from those indicated in the tender documents due to actual conditions of the site or due to other reasons) to any extent , keeping the actual value of total work done well within $\pm 10\%$ on the contract sum or work order value. The contractor shall carry out all work up to total variations of $\pm 10\%$ on the contract sum or work order value and all tendered rates shall remain firm within this limit. Any individual item may vary to any extent and be excluded altogether.

18. PRICES

The bidders have to quote unit price for each category of manpower mentioned in the NIT in the prescribed price format only for a period of one year, taking into consideration of all aspects of expenses including Taxes and Duties, service tax and expenses towards fulfilling Statutory / Regulatory norms etc. Price shall be firm throughout the contract period from the date of actual commencement of work.

The contractor shall have to undertake the breakdown jobs as and when such requirements arise beyond 8 (eight) working hours and no extra payment shall be made to the contractor for performing such jobs beyond 8 (eight) hours . Only extra hours of work done so shall be converted into equivalent number of man days.

19. TAXES AND DUTIES:

All Taxes including service tax, royalties, duties, 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.

20. PRICE FORMAT: Tenderer will submit price in the format given below:

A. Manpower for maintenance jobs

Sl. No	Category	Total per day	Unit rate including all taxes, duties and benefits (Rates shall be in figure & words)	Total cost, in Rs
1.	Mechanic/ Fitters (Highly skilled)	12 nos.		
2.	Welder/gas cutter (skilled)	7nos.		
3.	Riggers (skilled)	3 nos.		
4	Helper	14 nos		
	Total	36 nos.		
Total of above quoted costs [(4380+2555+1095+5110) man days]				
Total price in words(A): Rupees				

Note: In case of any calculation error, unit rates shall be considered as quoted rates. In case of variation in words & figures, amount mentioned in words will be considered for final calculation.

21. TERMS OF PAYMENT:

Subject to deduction in price which UCIL is authorized to make under this contract, the contractor shall be entitled to receive monthly R.A bill as follows:

80 % of payable amount shall be released immediately as ad-hoc payment within a week of certification and receipt of bills in the accounts section subject to fulfilment of following conditions and necessary certification by the Engineer-in-Charge of UCIL.

- a) On deployment of required number of manpower of different categories along with required tools & tackles and personal safety appliances etc.
- b) Submission of certified daily attendance sheet of manpower supplied as per schedule.
- c) Submission of documentary evidence for payment of Wages to the workers for the period for which bills have been submitted.

And balance 20% of payable amount shall be released after checking and realising all the admissible recoveries if any.

22. Price Escalation:

No escalation on any account shall be payable and price quoted shall be firm till completion of this work under this contract. Offers with price variation clause will be out rightly rejected.

23. Earnest Money:

Earnest money for Rs.1,20,000 (Rupees One Lakh Twenty Thousand Only) is to be deposited in cash or demand draft drawn in favour of “URANIUM CORPORATION OF INDIA LIMITED” payable at Pulivendula Branch of State Bank of India (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. The earnest money of unsuccessful Tenderers will be refunded on written request in duplicate to the Engineer-In-Charge after commencement of work under this contract.

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.

24. Security Deposit:

Security deposit equivalent to an amount of 5 % (five percent) of the ordered value is required to be deposited under this contract in accounts department-UCIL in cash or demand draft before the start of the work. Earnest money already deposited shall be adjusted against security deposit upon written request in duplicate. 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.

25. TERMINATION OF CONTRACT:

The performance of the contractor will be reviewed after 45 days from the date of actual commencement of the work at site and if found unsatisfactory, UCIL reserves the right to terminate the contract with 15 (fifteen) days notice as per discretion of UCIL without assigning any reasons whatsoever. Further, UCIL also reserves the right to terminate the contract at any point of time with 15 days notice as per the discretion of UCIL without assigning any reason.

26. 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 corporation's personnel and properties

27. Jurisdiction:

Any action / dispute arisen out of or from this work order shall be subject to the jurisdiction of court of law at Hyderabad only, irrespective of anything to contrary mentioned in the tender / quotation.

28. Force Majeure:

In case of closure / breakdown / strike / lockout and other causes beyond control of the corporation preventing normal operation, the corporation shall be at liberty to extend the time for completion or the cancel the order without any financial liability whatsoever.

29. Safety:

You will take full safety measures and arrange the necessary safety gadgets / appliances etc. by your own so as to ensure that no damage, loss or injury to corporation's personnel, your personnel,

third party or equipment are caused due to the work being carried out by you. You will fully indemnify the corporation against all responsibility and liability whatsoever arising out of accident / injury to your workmen, third party or to corporation's personnel and properties.

SCOPE OF WORK

1.0 **SCOPE OF WORK**

The scope of work shall be hiring of services of various categories of manpower on supply basis under this specification is not exhaustive but indicative only. Various work and services to be rendered by the Contractor shall include but not being limited to the following:

1. Manpower of various categories like Mechanic/ Fitter, Welder cum Gas cutter, Rigger and Helper etc. are required, who have hands on experience in running /routine /preventive /breakdown maintenance of material handling plant / processing plant consists of Conveyor belts, Crushers, Screens, Horizontal belt filters/Pre coat filters/conveyers, crushers, Thickeners, Gear boxes, Agitators, Slurry Pumps, compressor, boilers, pipe lines, valves and other rotating equipments. Mechanic / Fitters should be capable for taking measurement by micro meter, vernier callipers etc. Manpower required for 08 (Eight) working hours in general shift and / or shift maintenance duty as per consultation of Engineer-in-charge.
2. Supplied manpower has to do the job anywhere and at any place under Tummalapalle Process Plant as per the instruction of Engineer-in-charge.
3. You have to ensure the availability of required number of manpower of various categories on regular basis.
4. The contractor will have to engage manpower of various categories for 08 (Eight) working hours in general shift and / or shift maintenance duty as per instruction of Engineer-in-charge.
5. The contractor shall have to undertake the breakdown jobs as and when such requirements arise beyond 8 (eight) working hours and no extra payment shall be made to the contractor for performing such jobs. Only extra work hours shall be converted into number of man days. Depending up on the plant condition prevailing at that time the job will have to be done continuously till its completion as per instruction of Engineer-in-charge.
6. Coordination and supervision of jobs shall be in contractor's scope of work. Your supervisor shall maintain diary of each technician for their day to day output/work done and has to produce to Engineer-in-charge or his representative as and when asked for.
7. You will provide required tools – tackles, safety appliances and two (02) sets of shirts with logo of your company to your employees & ensure the use of it during the work at site. Colour of shirts will be finalised by UCIL.
8. UCIL will provide work permit for commencement of work after isolation from any other system. However, the contractor or his site supervisor will have to ensure about necessary isolation of the equipment for safe working before commencement of work.
9. Your site supervisor shall ensure thorough removal of all types of technological waste

- such as steel & iron pieces, various foreign materials debris etc. generated in the process of maintenance jobs by the supplied manpower to the assigned place.
10. Liaisoning with SPF for issue of necessary gate passes to contract workmen shall under be in the scope of work. UCIL will only forward the documents for issue of gate pass after fulfilment of statutory requirement.
 11. The Contractor shall maintain attendance records for manpower supplied as per the proforma mutually agreed with UCIL and get it certified with Engineer-in-charge on daily basis.
 12. 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.
 13. 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.
 14. EPF provision shall have to be made by the contractor as per rules. EPF remittance for the workers engaged shall be done on monthly basis. Records of wages, EPF, insurance etc to be produced as and when required.
 15. The contractor shall abide by the legal provision with regard to health, welfare and safety of persons engaged by him as per factory act and rules. The contractor shall also be responsible for medical care of their personnel engaged. Ex-gratia / bonus leave salary, retrenchment benefits etc. under statutory levies shall be paid by the contractor to their personnel as per bonus act / other rules at his own cost. No extra payments shall be made by UCIL in this regard.
 16. 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, Fathre'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
 17. 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.

1.0 Tentative Manpower requirement

The contractor shall depute all Technicians, Skilled & skilled workers for satisfactory execution of maintenance jobs. Average per day manpower requirement shall be as below

A. Maintenance jobs.

The daily required man power will be deployed in General shift , 'A' , 'B' and in 'C' shift as per planning of UCIL Engineers / Engineer-in –charge.

(Note :- Categories under sl no 1 ,2 and 3 are Skilled workers and under Sl no 4 is unskilled.)

S.No	Category	Total
1.	Mechanic/Fitter	12 nos
2.	Welder cum Gas cutter	7 nos
3.	Rigger	3 nos
4	Helper	14 nos
	Total	36 nos

B.

Monthly average manpower requirement in Tmpl Process Plant area : 1080

Duty timings, **General Shift** : (8.00AM-1.00PM, 2.00PM-5.00Pm)

A Shift : (6.00AM-02.00PM)

B Shift : (2.00PM-10.00PM)

C Shift : (10.00PM-06.00AM)

The contractor shall have to undertake the breakdown jobs as and when such requirements arise beyond 8 (eight) working hours and no extra payment shall be made to the contractor for performing such jobs. Only extra work hours shall be converted into number of man days.

2.0 Penalty:

Minimum manpower requirement on Sunday: Plant area 22 nos

(a) Penalty for deployment of man power less than 85 % of desired / requested by UCIL.

1. For skilled person (Mechanic/ Fitter/ Rigger/Welder: 120 % of daily wage under work order per head

(b.1) Party shall submit labour insurance policy with minimum validity period equal to contract period plus one month extra before start of work.

(b.2) Minimum Tools –tackles & safety appliances as per NIT shall be brought before start of work. Failing to this outstanding payment will not be released.

During execution of the Contract, if it is observed that contractor is not able to supply required number of manpower and plant operation is hampering, the competent authority shall have the right to get the work done by engaging other capable external Agency/Agencies at the risk and cost of the Contractor and management may also terminate the work order.

MINIMUM QUALIFICATION & EXPERIENCE OF PERSONEL:

Eligibility criteria of different categories of persons shall be as below. It may be relaxed in case of highly experienced/deserving candidates

S.No	Category	Qualification & Experience	Nature of Experience
1.	Mechanic / Fitter (Highly Skilled)	Metric/ITI in fitter trade (7 years for ITI, 10 years for non ITI / Metric pass)	Assembling of pumps, gearboxes, agitators, crushers & other rotating equipments and its alignment, Fabrication / erection of structural jobs & pipeline to suit at site without drawing as per instruction.
2.	Rigger (Skilled)	Literate (7 years for Metric & 10 years for Literate)	Should be capable of fixing lifting devices at heights, lifting/shifting of heavy machines/structures to height.
3.	Welder cum gas cutter	Metric/ITI or Literate (5 years for ITI, 7 years for Metric & 10 years for literate)	Should be capable of gas cutting & welding of MS/GI/CI/SS material at shop floor / at different heights / temporary platforms.
4	Helper	Literate	Shifting of heavy machines or structures and assist to Fitter/Welder/Rigger

Note: Contractor will have to supply at least 50% skilled technicians (Mechanic / Rigger / welder) who have passed ITI . Balance 50% skilled experienced technicians may be supplied with minimum qualification & experience as above. The list of technicians shall be duly approved by a committee. Before start of the work the bidder shall submit certificates of the skilled manpower for verification & record.

5.0 GENERAL TTERMS AND CONDITIONS OF THE CONTRACT

- i) UCIL site-in-charge or his authorized representative may order to suspend any work that may be subject to damage by the prevailing climatic conditions / other reasons based on the instruction from customer.
- ii) No claim shall be entertained for idle labour due to strike, lockout, legal proceedings etc.
- iii) The contractor shall have to arrange local transportation for his staff and labours, deployed for the tendered scope of work without any additional cost to UCIL.
- iv) The contractor shall furnish power of attorney in favour of his authorized site-in-charge before start of work.
- v) The said contract may be terminated at point of time (due to non-performance / poor performance of contractor / any other reasons) and payment shall be made to the contractor on pro-rata basis. UCIL's decision shall be final and binding on contractor.
- vi) The contractor shall engage proper skilled / qualified. / authorized personnel and ensure the expected quality of work. If any of their personnel is found to be unsuitable, by UCIL, the contractor shall withdraw them and provide suitable replacement immediately, failing which UCIL reserves full rights to get the job done by alternate suitable persons at risk and cost of the contractor.
- vii) Daily attendance sheet of shift personnel shall be submitted to the UCIL. In case of any Mechanic/ Rigger /Welder/Helper remains absent from duties, suitable replacement shall be made without fail. This shall be intimated to UCIL office in writing. Failing to these shall call for hold up of processing of RA Bill.
- viii) The contractor shall be responsible to comply with all laws of the land including labour rules and acts in vogue or as may come into vogue during the validity of the contract and shall indemnify UCIL against any claim arising out of any non-compliance including accident to third party.
- ix) EPF provision shall have to be made by the contractor as per rules. EPF remittance for the workers engaged shall be done on monthly basis.

SPECIAL CONDITIONS

1. Working height will vary from place to place and may be up to 25 meter from the ground level. In some cases replacement jobs may have to be synchronised with the working / operation of the plant so as not to hamper the production.
2. In some cases, if felt necessary by UCIL the contractor may be asked to supply more manpower on Sundays / Holidays or round the clock. In such cases, no extra claim about item rates shall be entertained. Only actual no of manpower supplied shall be recorded.
3. The contractor will have to maintain accountability of materials issued to them in a register which include specification of materials, date of issue, quantity, cost code, I.V. no and purpose. A statement of materials issued/consumed during the month to be forwarded to Engineer- In-charge before 10th of next month.
- 4.. **Facilities to be provided to the Contractor by UCIL** as mentioned below:
 - i) Lubricants, gaskets, gland packing, bolts, nuts, electrodes, stationary welding machines, consumables, pipes & pipe fittings and all spares shall be supplied by UCIL free of cost.
 - ii) Space will be provided to the contractor for constructing site office, store etc by UCIL and contractor will have to construct it of their own. Electric power supply (415 Volts) may also be provided
- 5 The contractor will have to give name, father's name, age, qualification detail address of all workmen, technicians, supervisors to be engaged along with recent passport size photograph duly attested by a class- 1 govt. officer within 7 (seven) days before actual commencement of work so that permanent gate pass can be issued.
 6. **Safety & security of UCIL' materials:** Tenderer will be responsible for safe keeping of materials issued by UCIL on free of cost / chargeable basis and on completion of work or during the course of work all materials issued to the Tenderer should be accounted for.
 7. **Inspection of tools and tackles:** - Time to time the engineer-in-charge shall inspect the tools and tackles of the contractor. If he finds any tools and tackles that is not in proper shape or that may lead to safety hazard, the contractor will have to take the defective tool out of the plant premises. If the contractor cannot arrange the said tool within 7 (seven) days UCIL may provide the same on chargeable basis.
 8. The corporation will not provide any accommodation for your staff / labourers deployed at site.
 9. Commencement of work by the Contractor can be affected before execution of

agreement but after issue of work order / letter of intent and fulfilling of statutory requirements of Insurance by the contractor. Contract Agreement should be executed within one month from the date of issue of work order / L.O.I. However, no payment will be made without execution of contract agreement.

10. **Insurance:** - The contractor shall ensure & maintain insurance against his liability for accident or injury to workmen & shall from time to time when so required by the Engineer produce this policy & the receipts of premiums paid or satisfactory evidence of insurance cover. Any such policy shall also indemnify UCIL against any claim raised by the injured/ affected workmen or his family.
11. Working under this contract will not qualify or give any additional claim to any contract employee for employment in UCIL. All statutory rules and regulations applicable as per workmen's Compensation Act shall be followed by the contractor while engaging and disengaging the Workers / Employees.
12. The contractor has to tackle all labour related issues and maintain smooth IR relation at site so that the job can progress uninterruptedly.
13. **Training:** Contractor shall have to bring all their labourers for necessary training in Mill Training Centre before actual commencement of the work. The work shall be carried out with the help of experienced / skilled persons or ITI certificate holders or equivalents, etc. And supervisor having Supervisory Certificate of Competency is to be engaged for supervision or as per direction of the Engineer-in-charge.
14. **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 in serious cases only on chargeable basis to contractor's employees.
15. **Manpower details:** 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. Proforma of Attestation Forms (02 nos.) may be obtained from site office, Mill for necessary verification of every labourer separately and submission to the Engineer-in-charge, UCIL for onward transmission to the competent authority, UCIL
16. **UCIL's safety Rules & Regulation** for contractor's employees as given in the Annexure- B will be complied strictly during the execution of various works at site. All safety gadgets & appliances as required for carrying out maintenance jobs shall be supplied by the contractor without any extra cost. Regular health checks (as per UCIL norms /instruction) of the staffs / workmen at the contractor's cost are essential part of this contract.
17. **Insurance:** The contractor shall be solely and wholly responsible for any accident that may occur during execution of the work and also for injury to person / persons or damage to the property of any description what so ever caused during the execution of the work. In the event of any such accident the contractor shall be responsible and shall pay proper compensation for the same as per workmen's compensation Act. The

contractor shall keep the purchaser UCIL safe and harmless and indemnified against all claims and expenses, for any such damage or injury to any property or person. The contractor shall make adequate insurance policy at their own cost so that the workmen employed by them are sufficiently covered against the risk of any accident.

18. The contractor shall be responsible for the compliance of all the rules and regulations of the land as detailed but not be limited to the following prevailing acts:

- a. Factory Act.
- b. Minimum Wages Act.
- c. Payment of Wags Act.
- d. Bonus Act.
- e. Contract Labors (Regulation & Abolition) Act as prevalent and the rules and regulations made therein from time to time and shall indemnify the hold harmless the UCIL / Purchaser against any claim arising out of compliance or any non-compliance and / to the third party.

Labour Employment Conditions for executing work: As given as clauses 1 to 12 and 1.1.1 to 1.1.2 in ANNEXURE-A

ANNEXURE – A

LABOUR

1. The contractor shall employ labour in sufficient number to maintain required rate of progress and of quality to ensure workmanship of the degree specified in the contract and to the satisfaction of the Engineer – in -charge. The contractor shall not employ in connection with the works any person who has not attained the age of eighteen years.
2. Contractors should employ only the persons with established identity.
3. Asst. 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. Commandant, SPF who will issue clearance certificate.
4. SPF control room will not allow any interstate labour as a contract labour in any case.
5. The contractor shall furnish to the Engineer–in-charge at the interval mentioned in schedule – F, 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
 - (ii) 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 labour 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 in charge 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, he 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.

MODEL RULES FOR LABOUR WELFARE:

- 1.1.1 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.
- 1.1.2 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 in charge 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.

1. 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.
2. Contractor shall have at least one person fully trained in First Aid to be present at the site of work all time.
3. 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.
- 3.1 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.
- 3.1.1 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)
- 3.1.2 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.
- 3.2 Monthly summary of accidents and cases of fire shall be prepared by each contractor in Form – B (see Appendix – 30 and be sent to the Safety officer (Mill) by the 7th of the next month.
- 3.2.1 Prime contractor reports shall include the man days lost and occurrence of accident under the jurisdiction of the sub contractors.
- 3.2.2 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

5. Minor injuries, which results in laceration, abrasion, contusion etc.
4. 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 –B)

SUMMARY OF ACCIDENT FOR THE MONTH OF

Name of the contractor :

Name of project :

Name of the sub – contractor :

Name of safety representative
Of the project :

Total nos. of persons	Male	Female
Working in the project.		

Engineers

Supervisors

Labours

Total nos. of accidents
(including Type A & B)

Disabling injuries

Non – disabling injuries

(Signature & stamp of Contractor)

cc: Engineer – in - charge
cc: Safety officer, UCIL (MILL)

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.	Tenderer's covering letter (in duplicate) mentioning the acceptance of all terms & conditions of tender document for executing the subject work along with	
2.	Earnest money deposit.	
3.	Details of company profile	
4.	Tender document in original (scope of work, special conditions, and general conditions of contract, UCIL's labour and safety rules) <i>duly signed and stamped on each page</i> by bidder.	
5.	Xerox copies of PAN Card	
6.	Copies of work orders for previous five years experience in the Annexure- A enclosed along with successful completion certificates,	
7.	statement of present on going jobs mentioning the value of work in detail as per Annexure-B	
8.	List of tools & tackles, transports and other equipments to be deployed for this job in Annexure-C	
9.	Details of technical personnel to be deployed in Annexure- D	
10.	Copies of balance sheet, income tax clearance certificate for last three financial years (2007-08,2008-09,2009-10)	
11.	Any deviation from the tender shall be clearly mentioned, if any, under the heading "Deviation".	
12.	Bank Unpriced price format	
13.	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 only	

STYLE OF ANNEXURE (Please use separate sheet for each annexure)

Annexure-A : Details of work orders in support of prequalification criteria for previous seven years experience

Sl.No	Work order No	Work Value	Name of concern/ client	Job details	Period: From- To

Copies of work order and work completion certificate to be enclosed

Annexure-B : statement of present on going jobs mentioning the value of work in detail as per

Sl.No	Work order No	Work Value	Name of concern/ client	Job details	Period: From- To

Copies of work orders to be enclosed

Annexure-C: List of tools & tackles, transports and other equipments to be deployed for this job

Sl.No	Details of tools & tackles and other equipments	Quantity: Available with bidder	Quantity: To be deployed for this job

Annexure-D: Details of technical personnel to be deployed

Sl.No	Name of Person and father's name	Address	Age	Qualification	Years of experience	Nature of experience

Annexure-E: Deviation, if any

Sl. No	Deviation list

Annexure –F, PRICE FORMAT: Tenderer will submit price in the format given below:

Manpower required for mech maintenance jobs

S.No	Category	Nos of persons required per day	Total Nos of Mandays required	Unit rate per manday including all taxes including service tax, duties and benefits		Total cost in Rs
				Rates in figure	Rates in words	
1.	Mechanic / Fitter (Highly Skilled)	12 nos.	4380			
2.	Welder cum gas cutter (Skilled)	7nos.	2555			
3.	Rigger (Skilled)	3 nos.	1095			
4	Helper (Unskilled)	14 nos.	5110			
	Total	36nos.	13140 Mandays			
	Cost for One Year [13140 mandays (4380+2555+1095+5110) man days)]					
	Total price in words :					