



**Bharat Heavy Electricals Limited**  
**Electronics Division, Mysore Road, Bangalore-26.**

**NOTICE INVITING TENDER**

Sl.No	PARTICULARS	DETAILS
1	TENDER REFERENCE	EDN/JC/CE-MM/2009-11/02
2	NAME OF WORK	'Unloading, Opening of boxes, Collection & movement of materials, Cleaning of materials/ sub-assemblies & miscellaneous work'.
3	CONTRACT PERIOD	TWO YEARS, from the date of award of contract
4	ESTIMATED VALUE	Rs. 46,10,639/-
5	EARNEST MONEY DEPOSIT ( EMD)	Rs. 1,00,000/-
6	LAST DATE AND TIME FOR RECEIPT OF COMPLETED TENDER	18/12/2009, Friday @ 13.00 Hours
7	DATE AND TIME FOR TENDER OPENING	18/12/2009, Friday @ 13.30 Hours
8	PLACE OF SUBMISSION OF TENDER DOCUMENT WITH EMD	Tender Drop Box of CE-MM in Reception Area of BHEL-EDN , Bangalore
9	TENDER OPENING	At CE-MM conference Hall in 2 <sup>nd</sup> floor, New Engg. Bldg of BHEL-EDN, Bangalore



## Terms and Conditions

### JOB CONTRACT FOR CE-MM

**Tender Notice:** Sealed tenders are invited from reputed contractors having experience in works related to job contract of similar kind and magnitude with the provision of labourers complying with labour laws.

1.0. **Scope of Work:** `Unloading of materials from trucks, Opening of boxes, Collection, movement of materials, Cleaning of materials/ sub-assemblies and miscellaneous work' as per the schedule I & J enclosed.

1.1 **Estimated value of contract:** Rs 46.11 lakhs for Two year period.

1.2 **Duration of contract:** Proposed to award the contract for a **period of Two year** from the date of award of contract.

1.3 **It is proposed to award the contract to one contractor.**

1.4 **Earnest Money Deposit (EMD):** All the tenders must be submitted with an EMD of Rs.1,00,000/- (Rupees One lakh only) in the form of DD only, obtained from any nationalized or scheduled bank, drawn in favour of BHEL EDN Bangalore along with Techno-Commercial bid. Tenders without EMD or EMD in any form other than DD will not be considered.

EMD of unsuccessful tenderers will be refunded, without any interest, within a month of award of contract. EMD of successful tenderer can be adjusted towards Security Deposit.

1.5 **Last date and time of submission of tender: 18/12/2009, Friday @ 13.00 Hours**

1.6 **Date and time of opening of only techno-commercial bid: 18/12/2009, Friday @ 13.30 Hours**

1.7 **Price bid opening:** Shall be intimated subsequently to the tenderers whose techno-commercial bids are accepted.

1.8 **Terms used and their meaning:** a) Tenderer: Person (Individual or group of individuals) / Organisation (of any kind) who submits quotation against this tender. b) Contractor: Person (Individual or group of individuals) / Organisation (of any kind) on whom the contract is awarded based on this tender. c) BHEL EDN: Electronics Division of Bharat Heavy Electricals Limited, Bangalore 560026.

1.9 **Instructions to tenderers:**

Tender shall be submitted in two parts, i.e. (1) Techno-Commercial bid and (2) Price Bid.

**Techno-Commercial bid** shall be submitted confirming acceptance to all the clauses indicated in this tender **along with EMD** and enclosures as required by the tender and

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## Terms and Conditions

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any other which the tenderer wish to submit. Tenderers shall also sign each and every page of the tender document including the work instructions attached thereto and **Annexure 1** before submitting tender. Deviations / variations, if any, to the clauses of the tender shall be indicated clearly. These are to be put in one sealed envelope and superscribed with tender reference and 'Techno-Commercial Bid'.

**Price Bid** as per the schedule of rates indicated under Schedule I & J together as given in **Annexure 2** duly filled, must be submitted in another separate sealed envelope superscribed with tender reference and 'Price Bid'. Price bid envelope must contain only the rates.

**Sealed envelope of both (1) Techno-Commercial bid and (2) Price bid must be put in a single sealed envelope and superscribed with tender reference and due date and must be dropped in CE MM Tender box after identifying the box kept at the Reception area of BHEL EDN, Mysore Road, Bangalore 560026 within the specified date and time.**

Tenders should be addressed to:

**Deputy General Manager – CE/MM-GI ,**  
**Electronics Division , BHEL,**  
**Mysore Road , Bangalore 560026**

The full name and address of the person to whom all the correspondences are to be addressed should be indicated, with telephone number/ mobile number (both office & residence), fax number and preferably email identification.

All the tenderers may witness the opening of the bids with due authorization of the person witnessing from the authorized signatory of the tenderer.

- 1.10 After evaluation of techno-commercial bid, the price bid of only those tenderers whose techno-commercial bids are accepted will be opened on a subsequent date, which will be intimated to the tenderers concerned in advance for witnessing of Price bid opening.
  - 1.11 Tenderer shall fill in all the required particulars in the blank spaces provided for this purpose in this tender document and also sign each and every page of this tender document before submission.
  - 1.12 All the entries in this Tender Documents should be in one ink. Erasing and overwritings are not permitted. Changes in entry, if any, shall be neatly cut & re-written with the signature of authorized person of the tenderer.
  - 1.13 In quoting their rates, the tenderers are advised to take into account all factors including any fluctuation in market rates. **No claim for the enhanced rate will be entertained on any account after submission of tender, after acceptance of the tender or during the contract period.**
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## Terms and Conditions

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- 1.14 **The rates to be quoted by the tenderer shall be firm and shall cover all statutory levies payable by the tenderer including employer contributions such as ESI, PF etc** with respect to the employees who may be employed for the job and arising from various Acts passed by Parliament or by the State legislature and Rules framed thereunder. The rates shall further be deemed to include statutory levies arising from such Acts, Central or State, which may come into force, subsequent to submission of tenders. The tenderer shall note that **no claim for enhancement of rates will be entertained** on the ground that existing statutory levies have been increased or those new statutory levies have come into effect after submission of tender, or on any other ground.
- 1.15 The rates quoted shall remain valid for a period of three months from the date of opening of Techno-Commercial bid.
- 1.16 The rates in Schedule I & J should be quoted in figures as well as in words in Indian currency only, i.e Rupees and paise with reference to each item and for all the items shown. The rates shall include all taxes and duties payable on account of octroi, sales tax, service tax on works contract etc and also expenses towards PF & ESI contributions.
- 1.17 In case the rates quoted in figures differ from those quoted in words, the lower of the two will be taken as the tendered rate and shall be binding on the tenderers. In case if there is any difference in total amount and the multiplication of quantum of work /annum , the lower of the quoted unit rate shall prevail and be reckoned with.
- 1.18 The tenderer may consider Rs.30/- per day per person for Transport allowance and Attendance bonus and take it into account for the purpose of estimate and quoted rate shall be inclusive of the above incentives as well. Further, the tenderer may include washing allowance @ Rs.75 per month per person payable to his workers in the estimation and quote unit rate inclusive of washing allowance.
- 1.19 The tenderer must accept to carry out all the scope of work/activity as indicated in the schedule I&J and quote, which is essential criteria for evaluation of offers. Quote for partial activity will not be accepted.
- 1.20 For the purpose of ascertaining the total cost, unit rate only will be considered and the same is multiplied by the quantity against each activity to arrive at total. The lowest price bid (L1) would be arrived based on total amount of both the schedules I &J put together.
- 1.21 Before submission of tender, the tenderers are necessarily advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions including various best practices adopted by BHEL EDN with respect to position of the materials and labour. In the mutual interest, it is further
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## Terms and Conditions

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advised that before submitting their quotation, the tenderers should be well versed with Instruction to tenderers, Terms & Conditions of this tender, specifications and all other documents, which form part of the Agreement to be entered into subsequent to award of work. **The tenderer shall specifically note that it is tenderer's responsibility to provide any item, which is not specifically mentioned in the attached specification but necessary to complete the work.**

- 1.22 Details and quantities of each item of work in the attached schedule are only approximate and are liable to variation without entitling the contractor any compensation provided the total contract value does not vary by more than 20% (twenty percent). The work under each item as executed shall be measured and paid at the corresponding rates to be quoted by the tenderer in the tender schedule attached. It shall not be based on number of persons deployed or any other criteria.
- 1.23 Only those of the tenderers are eligible to quote who have carried out Job Contract satisfactorily one such job valued not less than 80% of estimated value per annum of this tender or two such jobs **each** valued not less than 50% of estimated value per annum of this tender or three such jobs **each** valued not less than 40% of estimated value per annum of this tender in the preceding 7 years.
- 1.24 Also, the average turnover of the tenderer of the last 3 years shall be not less than 30% of the estimated value per annum of this tender.
- 1.25 Tenderer shall note that normal working hours of BHEL EDN is from 07:30 A.M. to 04:36 P.M. from Monday to Friday & 07:30 A.M. to 12:30 P.M. on Saturdays. However, depending upon work load, the factory may operate on staggered shifts also. Weekly holiday is Sunday as on date. In case the normal working hours and weekly holiday changes during the contract period, the same shall be applicable to the contractor and his work force deployed.

### **2.0 Terms and Conditions:**

- 2.1 If the tenderer, his partner or relative where the tenderer is a private company, is related to any of the Board of Directors of BHEL or any employee of BHEL-EDN, Bangalore, the fact shall be informed in writing at the time of submission of tender. Failure to disclose this information will make the tender liable for rejection with consequential damage. If such fact of non disclosure comes to light subsequently, the contract will be cancelled in accordance with the relevant provisions of terms and conditions of the contract.

### **2.2 Contract Agreement and Security Deposit:**

The successful tenderer should execute a contract agreement with all terms and conditions as per this tender document on a non-judicial stamp paper of Rs.100/- denomination for proper execution of the contract and furnish a **Security Deposit** for the **value of Rs. 3,71,000/- (Rupees Three lakh seventy one thousand only)**, valid for 30 months from the date of award of contract.

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## Terms and Conditions

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### 2.3 Security Deposit may be furnished in any one of the following forms:

- i) Cash (as permissible under the Income Tax Act)
- ii) Pay Order, Demand Draft in favour of BHEL EDN, Bangalore
- iii) Local cheques of scheduled banks, subject to realization
- iv) Securities available from Post Offices such as National Savings Certificates, Kissan Vikas Patras etc., (Certificates shall be held in the name of the contractor furnishing the security and duly pledged in favour of BHEL-EDN Bangalore and discharged on the back)
- v) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act subject to a maximum of 50% of the total security deposit value. The balance 50% shall be remitted either by cash or in the form of security. The Bank Guarantee format shall have the approval of BHEL EDN.
- vi) Fixed Deposit Receipt (FDR) issued by scheduled banks / Public financial institutions as defined in the Companies Act. The FDR should be in the name of the Contractor A/c BHEL EDN, duly discharged on the back.
- vii) Security Deposit can also be recovered at the rate of 10% from the running bills. However, in such cases, atleast 50% of the security deposit shall be paid before start of work and the balance 50% shall be recovered from the running bills.

Note: EMD of the successful tenderer shall be converted and adjusted against Security Deposit. The Security Deposit shall not carry any interest. Acceptance of Security Deposit against sl.no.iv) and vi) above shall be subject to hypothecation or endorsement on the documents in favour of BHEL EDN. However, BHEL EDN shall not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.

2.4 The Security deposit will be forfeited in the event of breach of any of the terms and conditions of this contract by the Contractor.

2.5 The Security deposit will be released after satisfactory completion of the contract if NO LIABILITIES are established and on the Contractor rendering a No Demand and No Due Certificate from ESI & PF authorities and after adjusting any sums due to BHEL EDN from the Contractor.

2.6 The payment will be made to the contractor on the basis of work carried out monthly basis on completion of job as per the quantity and unit of measurement. In case the same persons deployed by the contractor is permitted by contractor to continue to work beyond normal working hours, for any reason whatsoever, the payment to such persons shall be made by the contractor at the rate applicable under the Factories Act. In other words no overtime (OT) payment will be made by BHEL EDN as the payment is on 'Unit Rate Basis'.

2.7 The monthly bill amount will be payable on the basis of quantum of work done based on unit rates & as certified by executive concerned of CE-MM of BHEL EDN.

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## Terms and Conditions

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- 2.8 In the event of the tender being submitted by a partnership firm, the tender must be signed separately and legibly by each partner of the firm or by the person holding the power of attorney on behalf of the firm. In the later case, a copy of the power of attorney duly attested by notary, must accompany the tender.
- 2.9 If the tenderer backs out after submission of the tender or after acceptance of tender or fails to start the work as per contract terms, his EMD / Security Deposit will be forfeited and award of the contract will be cancelled.
- 2.10 The tenderer shall furnish a solvency certificate for an amount equal to 10% of estimated value (i.e. Rs.4,61,000/-, Rupees Four lakhs sixty one thousand only).
- 2.11 If any information furnished by the tenderer is found to be false or misleading for creating conditions favourable for acceptance of the tender, such quotation will be liable for rejection. Influencing in any form in connection with the tender is strictly prohibited and the quotations of such tenderers who resort in influencing will be liable for rejection.
- 2.12 BHEL EDN reserves the right to reject any tender in full or part or accept any tender in full or part without assigning any reasons.

**3.0 Contractor's Obligations:** On award of contract to the qualified and lowest tenderer, following are to be complied with.

Contractor shall decide the number of workmen to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner of carrying out the work as per the schedule of activities, specification and as directed by authorized personnel of CE-MM in BHEL EDN.

- 3.1 Contractor is fully responsible for the work awarded to him.
- 3.2 Contractor shall supervise the work allotted to him and to be carried out by his workmen. The work shall be executed as per work instruction & to the satisfaction of authorized personnel of CE-MM.
- 3.3 Contractor to ensure that the employees deployed in the premises of BHEL EDN are physically and mentally fit and do not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc. to carry out the job.
- 3.4 Contractor shall maintain appropriate records of his employees deployed to carry out the job.
- 3.5 Contractor to provide employment card / identity card with photograph duly verified and attested by the Contractor to his employees. Contractor shall indicate the name of the proprietary / partnership firm / Company, place of work, contact number and duration of validity of card.
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## Terms and Conditions

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- 3.6 Contractor will be responsible for the good conduct of his employees. In case of any misconduct / misbehaviour by any employee, the contractor will replace such employee(s) immediately.
- 3.7 Contractor will ensure that the job is executed through his employees on his rolls only and under no circumstances the contractor will deploy any other employees to carry out the job nor shall sub-contract the job without prior written permission from BHEL EDN.
- 3.8 Contractor will be liable for any pilferage / loss to BHEL EDN due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders & his employees on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with the contractor.
- 3.9 Contractor shall provide safety shoes and one toilet soap every month to his employees. Wherever required, upon request of the contractor, BHEL EDN will provide job specific PPE's like mask, gloves & goggles etc. The contractor shall be responsible for enforcing all safety regulations as applicable, while undertaking the work tendered inside BHEL EDN.
- 3.10 The contractor has to provide a distinct uniform for all of his employees deployed for executing the works, different from BHEL EDN employees. The uniform should have logo of the contractors firm / company. The uniform shall be kept in neat, tidy and wearable condition.
- 3.11 The workmen engaged by the contractor shall be provided with 4 sets of uniform, 1 pair of safety shoes covering 2 year period, 1 no of toilet soap per person per month.
- 3.12 Contractor to ensure that all precautions are taken for safety of his employees.
- 3.13 In the event of termination of contract for any reason whatsoever, the contractor shall be responsible to withdraw all his employees from the establishment of BHEL EDN. In case contractor decides to terminate services of his employees, he should settle all terminal dues including retrenchment compensation. Information on such termination of employee should be intimated to BHEL EDN immediately and permissions given to such employee to enter and work in BHEL EDN should be revoked immediately. In such case, contractor shall arrange alternate employees to ensure that job is not affected.
- 3.14 BHEL EDN will provide consumables, material handling equipments etc. wherever required.

### **4.0 Contractor's statutory liability:**

- 4.1 All statutory requirements under Minimum Wages Act 1948, Payment of Wages Act 1936, Workmen Compensation Act 1923, EPF & MP Act 1952, Payment of Gratuity Act 1972, ESI Act 1948, the Contract Labour, (R&A) Act 1970, Payment of Bonus Act 1965,
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## Terms and Conditions

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- Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the contractor.
- 4.2 Contractor shall comply with all statutory requirements, Rules, Regulations, and Notifications in relation to employment of his employees issued from time to time by the concerned authorities.
- 4.3 Contractor shall ensure payment of statutory prescribed minimum wages as applicable to his employees deployed in the work from time to time and maintain proper records of their timely disbursement.
- 4.4 Contractor to provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act 1952 to the RPFC.
- 4.5 Contractor shall ensure payment of ESI contribution under ESI Act 1948 and provide ESI membership No. card of each employee.
- 4.6 Contractor shall produce proof of deductions and remittances of PF, EDLI, Pension, ESI contribution, administrative charges etc., as applicable and shall maintain proper records. Contractor to issue wage slips to his employees.
- 4.7 Contractor shall furnish proper Returns to the concerned statutory authorities and provide a copy of the same to BHEL EDN.
- 4.8 Contractor shall be solely responsible for non payment / delayed payment of wages / DA, contributions under EPF & MP Act, ESI Act etc
- 4.9 In case, the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, and claim is made against BHEL EDN for whatsoever reason, the security deposit / other dues / running bills under the contract can be utilized by BHEL EDN to discharge the liability of the contractor.
- 4.10 Contractor shall indemnify BHEL EDN against all claims and losses under various labour laws, statutes or any civil or criminal law in connection with employees deployed by him.
- 4.11 The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor, as BHEL EDN is not the employer of such employee.
- 4.12 Contractor shall obtain insurance cover at his own cost to mitigate any risk of accident, loss, damages etc., to his employees and third party inside BHEL EDN premises caused by his employees. BHEL EDN shall not be responsible for any such loss, damage to his employees.
- 4.13 Contractor should ensure that his employees allowed entering BHEL EDN shall be covered with independent code numbers / exemptions under EPF & MP Act 1952 and
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## Terms and Conditions

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ESI Act 1948 and shall cover his employees under the said codes. **The contractor should indicate ESI No., PF No., Service Tax No., in the techno-commercial bid.**

- 4.14 Contractor shall produce documentary evidence of being a Income Tax Assesee. Copy of Income Tax Clearance Certificate (ITCC) or Income Tax Permanent Account No (IT PAN No) and Tax Deduction Account No (TAN) **shall be enclosed with the techno-commercial bid.**
- 4.15 Payment of bonus under the Payment of Bonus Act, payment of gratuity under the Payment of Gratuity Act, and retrenchment compensation under Industrial Disputes Act will be the sole responsibility of the contractor.
- 4.16 Contractor shall observe provisions of Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employees deployed in BHEL EDN. No work shall be done by contractor on second / third shift, overtime, weekly holiday or on other declared holidays without written permission of BHEL EDN.
- 4.17 Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period and to ensure disbursement of wages in the presence of BHEL EDN official.
- 4.18 Contractor to obtain license under CL (R&A) Act, 1970.

### **5.0 General Terms and Conditions:**

- 5.1 The authorized personnel of CE-MM in BHEL EDN shall give overall instructions to the contractor or his authorized representative for the jobs to be carried out. BHEL EDN will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL EDN and the contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or on employer-employee relationship. Supervision of work shall be done by the contractor / his authorized Supervisor.
- 5.2 The contractor shall maintain regular contact with the designated employee(s) of CE MM, BHEL EDN and will interact on matters relating to the work awarded under this contract.
- 5.3 In case the contractor does not carry out the contractual / statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL EDN shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency / anomaly within three days time failing which, BHEL EDN reserves the right to terminate the contract without assigning any reason whatsoever. In such an event, no damages will be payable for short closure of the contract.
- 5.4 The decision of BHEL EDN regarding interpretation of any terms and conditions set forth in this agreement shall be final and binding on the contractor.
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## Terms and Conditions

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- 5.5 Notwithstanding anything contained in this agreement, the contract may be terminated by BHEL EDN without assigning any reason thereof by giving a notice of 30 days to the contractor.
- 5.6 Contractor shall commence the work immediately on receipt of the order and the contract shall remain valid for a period of TWO YEAR from the date of issue of Job contract. The parties reserve the right to extend the contract on mutually agreed terms and conditions.
- 5.7 Subject to the arbitration clause at 6.0 below, any matter arising out of or in connection with the agreement shall be under jurisdiction of Bangalore Court.

### **6.0 ARBITRATION AND GOVERNING LAW**

All disputes arising in connection with or arising out of the contract shall be settled by mutual consultation. If no such settlement is reached, the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the Rules made thereunder. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of unit, BHEL EDN. The award of the arbitrator shall be final and binding on both the parties. The venue of the arbitration shall be Bangalore. The award to be given by the arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Bangalore Courts.

#### Signature of the Parties

The contract agreement needs to be executed as per BHEL EDN format on non-judicial stamp paper of Rs 100/- to be purchased by the contractor. It should be signed with seal of the firm / company and witnessed.

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**Terms and Conditions**

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<b>WORK PROCEDURE / INSTRUCTION (QUALITY STANDARD)</b>		
<b>I.</b>	<b>CE-MM ( GI Store, Holding stores &amp; MM office )</b>	
<b>Sl.No.</b>	<b>Activity</b>	<b>QUALITY STANDARD</b>
<b>1</b>	Unloading of materials/equipments from trucks manually or loading on to material handling equipments for moving into unloading area or other places.	Picking and placing manually the wooden cases/ carton boxes, bundles, loose materials from the trucks and loading on material handling equipments or moving into unloading area or any other places.
<b>2</b>	Opening of wooden boxes, counting and moving of materials to GI locations or arranging into the pallets.	Boxes shall be opened with your tool kits viz. crow bar, scissors/ cutting pliers, hammers. After opening, the nails / screws, bale patty / plastic strips, wooden boxes, ply boards wooden planks etc., shall be neatly collected and dropped in the metal bins placed behind store complex building. Count the materials and move them into locations at GI area or arrange in the pallets.
<b>3</b>	Opening of carton boxes / gunny bags, counting and moving of materials to the GI locations or arranging into the pallets.	Boxes shall be opened with your tool kits viz. Knife/ scissors/ cutting pliers. After opening, cello tapes, bale patty / plastic strips, plastic sheets, bubble packs, carton boxes, corrugated sheets etc., shall be neatly collected and dropped in the metal bins placed behind store complex building. Count the materials and move them into locations at GI area or arrange in the pallets.
<b>4</b>	Moving of material from GI to QC area or to any other place for inspection.	Adequate care shall be taken to carry the materials by hand or trolleys or loading / unloading on material handling equipments without dropping or damaging the materials.
<b>5</b>	Collecting all QC cleared items back to GI and moving into GI locations	Adequate care shall be taken to collect back the materials by hand or trolleys without dropping or damaging the materials.
<b>6</b>	Loading of all QC cleared Materials on material handling equipments, unloading at holding store or any other place.	Loading and unloading of materials on the platform truck / forklift vehicles shall be done with utmost care without damaging the materials. Never over load the truck beyond the rated capacity. No materials shall be placed in hanging / unstable position during movement of vehicles.
<b>7</b>	Removing of various scrap materials from the pallets/ any other eqpt, moving into the locations inside scrap area.	All scrap materials shall be picked up from the metal bins / pallets, segregated category-wise and moved into various locations inside scrap area. Labelling / display board for each category shall be placed promptly.

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## Terms and Conditions

Sl.No.	Activity	QUALITY STANDARD
8	Receiving materials from GI cells, shop return, site return . Moving into bin locations.	All QC cleared materials are required to be picked manually or moved with trolleys and placed in the earmarked locations at holding stores & rejection store without dropping or damage to the materials. Never handle any material manually whose weight exceeds 20 kgs. Before placing the materials in the bin the quantity available in the bin must be checked for correctness of bin balance.
9	Issuing of materials from holding stores to production shops or to vendors	Materials are required to be collected from the locations at holding store & rejection store, cleaned with cheese cloth, carried and handed over to the point of issue at these stores.
10	Re-arranging materials from one location to another location inside stores or moving to any other building.	Shifting the materials from one location to another manually handpicked or with trolleys provided at these stores. Never load any Material handling equipment beyond their rated capacity. Before leaving the place ensure that the material is placed correctly and that there is no danger of the material falling down
11	Cleaning of materials, sub-assemblies, equipments, racks & bin locations.	Dust, bird droppings shall be removed on the materials, bins, racks and materials be carried manually till the point of issue. The vacuum cleaner has to be used wherever required.
12	Stock verification.	To help in picking and placing of materials for stock verification purpose. Material has to be picked from the location and the quantity has to be verified in front of the Stock Verification Cell and safely put back in the location from where it was retrieved.
13	Office work of moving the documents & files from and to various locations.	Papers, files, documents shall be personally carried and delivered only to the right persons / departments as indicated or marked.
14	Maintenance of office cleaning of tables & other items, photo copying, filing of documents, serving beverages and miscellaneous works.	Tea / coffee, water, snacks have to be served at the meeting places without any spill or breakage of crockeries or bottles. The leftover items like empty container, cups, etc have to be removed after the meeting and dropped in the waste bins provided at these floors.
15	Supervision covering the above activities	To supervise the above activities , inspect and measure the work at all specified locations in job schedule I & J.

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## Terms and Conditions

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### **GENERAL SAFETY PRECAUTIONS WHILE ON WORK**

#### **MANUAL MATERIAL HANDLING - Precautions**

- Wear leather gloves to protect against cuts, scratches or punctures.
- Wear safety shoes to protect toes from falling objects.
- Ensure that you know the approximate weight of the load before lifting.
- Do not attempt to lift alone any load that is too heavy, too large or awkward.
- See that there are no obstructions in the direction you will be going.
- Take up position, feet hip with apart, one foot slightly advanced pointing in direction. It is intended to move.
- Bend the knees; back muscles should be relaxed.
- Get a secure grip of the load.
- Lift, keeping the back straight, arms close to body, leg muscles taking the strain.
- Step off in direction advanced foot is pointing, load held close to body.
- Do not carry a load which obscures the vision.
- When lifting to a height from the floor do it in two stages.
- Avoid twisting the trunk while lifting or carrying a load.
- Do not pull a hand truck, but push it.
- When going down a ramp, keep the load in front.
- Use equipment (dollies, carts, two-wheelers, hydraulic/electrical hoists or lifts) to move loads whenever possible.
- Make sure work levels are at waist height when standing and elbow height when sitting whenever possible.
- If you have to work in one position for a long period of time, take stretching breaks.

#### **WIRE ROPE SLINGS- Precautions**

- Do not overload
  - Minimise shock loading
  - Protect wire ropes from sharp corners and edge with padding
  - Avoid dragging the ropes from under the loads or over obstacles
  - Avoid rolling loads with ropes
  - Lubricate regularly according to rope manufacturers recommendations
  - Store in a clean and dry place.
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## Terms and Conditions

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Sec 34 of Factories Act 1948 and Rule 66 of Karnataka Factories Rules 1969 specifies the following.

**Permissible weight for manual handling for Adult male: 50 Kg**

### **SAFETY PRECAUTIONS DURING CHEMICAL HANDLING**

- Before handling any chemical, check with Material Safety Data Sheet (MSDS) for the safety precautions required
  - Never smell or taste a hazardous chemical.
  - Know the location of safety equipment: emergency shower, eye wash, fire extinguisher, fire alarm station.
  - Do not work alone in the department if you are working with hazardous materials.
  - Avoid direct contact with any chemical. Keep chemicals off hands, face and clothing.
  - Use good hygiene. Keep your hands and face clean. Wash thoroughly with soap and water after handling any chemical.
  - Smoking, drinking, eating, and the application of cosmetics is forbidden in areas where hazardous chemicals are in use.
  - Do not store food or drink for human consumption, or utensils or equipment for preparing food or drink, in the same cabinet, drawer, refrigerator or freezer with chemicals or equipment used with chemicals.
  - Garments contaminated with hazardous materials should not be taken home by staff for laundering. They should be laundered on-site or by a commercial laundry which has been appraised of potential hazards.
  - Ensure all containers are in good condition and properly labeled.
  - Do not store incompatible chemicals in close proximity to each other.
  - Acids and bases should be stored separately from each other. Organic acids should be stored with flammable materials, separate from oxidizers and oxidizing acids.
  - Eye protection and rubber gloves should always be used when handling corrosive materials. A face shield, rubber apron, and rubber boots may also be appropriate, depending on the work performed.
  - When material is being transferred, keep chemical containers tightly closed.
  - Always wear goggles or safety glasses with side shields when handling compressed gases.
  - Never drag, slide or roll the cylinder - get a cylinder cart or truck and use it.
  - Make sure the cylinder is secured to the cart during transport.
  - Cylinders should be segregated in hazard classes while in storage, at the minimum, oxidizers (such as oxygen) must be separated from flammable gases, and empty cylinders should be isolated from filled cylinders.
  - For specific information regarding chemical handling, contact your supervisor.
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## Terms and Conditions

### **Annexure -1 (Techno-Commercial Bid) Format for Technical & Commercial terms**

Sl.	Description	If yes, furnish details
1	As per Constitution : <ul style="list-style-type: none"><li>- If you are a Company , furnish the Certificate of Incorporation</li><li>- If you are a Firm , furnish the Partnership Deed</li><li>- If you are a proprietary, furnish IT return with PAN card</li></ul>	
2	Have you executed Job Contract with the provision of labourers complying with Labour laws in the preceeding 7 Years? <ul style="list-style-type: none"><li>- One such job valued not less than Rs. 18.44 lakhs. <b>OR</b></li><li>- Two such jobs each valued not less than Rs. 11.53 lakhs <b>OR</b></li><li>- Three such jobs each valued not less than Rs.9.22 lakhs.</li></ul>	
3	Was your average Turnover in the previous 3 years equal or more than Rs.6.92 lakhs as evidenced by Balance Sheet & Profit and Loss account statement filed with IT authority?	
4	You are required to indicate <ul style="list-style-type: none"><li>- ESI No</li><li>- PF No</li><li>- Service Tax No</li></ul>	
5	If you are a Income Tax assessee, indicate <ul style="list-style-type: none"><li>- Income Tax Permanent Account No ( PAN No)</li><li>- Tax Deduction Account No ( TAN No)</li></ul>	
6	Whether you are registered under Contract Labour Act 1970? If so, furnish details .....	
7	Is Solvency Certificate attached here with? <ul style="list-style-type: none"><li>- A Certificate by Banker for an amount equal to 10 % of estimate value ( i.e. Rs. 4,61,100 /-)</li></ul>	

Note: The documentary evidence shall be furnished for verification.

**SCHEDULE ' I&J'**

**Terms & Conditions**

**Annexure-2 (Price Bid )**

Doc.No. EDN/JC/CE-MM/2009-11/02

**DEPT: CE-MM ( GI Store , Holding stores & MM office)**

Page 16 of 17

Sl.No.	Activity	Category	Location	Frequency	Quantu m of work/Fr equency	Unit of work	Unit of Measure ment	Quantu m of Work / annum	Rate per unit of work (Rs.in Fig.)	Rate per unit of work (Rs.in words.)	Total amount( Rs)
1	2	3	4	5	6	7	8	9	10	11	12
											Col.(9)x(10)
1	Unloading of materials/equipments from trucks manually or loading on material handling equipments for moving into unloading area or other places.	USW	GI Cells	Daily	2	truck	1.00	604			
2	Opening of wooden boxes ,counting and moving of materials to the GI locations or arranging into the pallets.	USW	GI Cells	Daily	52	box	1.00	15704			
3	Opening of carton boxes / gunny bags , counting and moving of materials to the GI locations or arranging into the pallets.	USW	GI Cells	Daily	222	box	1.00	67044			
4	Moving of sample qty from GI cells to QC labs or to system testing area or to NEB or any other place for inspection.	USW	GI Cells	Daily	77	item	1.00	23254			
5	Collecting all QC cleared items from the QC labs and other areas back to GI and moving into GI locations	USW	GI Cells	Daily	77	item	1.00	23254			
6	Loading of all QC cleared Materials on material handling equipments, unloading at holding store or at production shops or at system testing and or any other place.	USW	GI Cells	Daily	60	item	1.00	18120			
7	Removing of metal scrap and other scrap materials from the pallets, moving into the locations insidet scrap yard .	USW	Scrap Yard	Daily	1000	kg	1.00	302000			
8	Receiving materials from GI cells,shop return,site return . Moving into bin locations.	USW	RMS ,IMS,HS31,HS32 & Rejection store	Daily	82	item	1.00	24764			
9	Issuing of materials from holding stores to production shops or to vendors	USW	RMS, IMS , HS31& HS32, Rejection store	Daily	650	item	1.00	196300			
10	Re arranging the materials from one location to another locations inside stores or moving to anv other building.	USW	RMS, IMS , HS31& HS32, Rejection store	Daily	10	item	1.00	3020			
11	Cleaning of materials,sub-assemblies,equipmens , racks & bin locations.	USW	RMS, IMS , HS31& HS32, Rejection store	Daily	86	bin	1.00	25972			

**SCHEDULE ' I&J'**

**Terms & Conditions**

**Annexure-2 (Price Bid )Contd...**

Doc.No. EDN/JC/CE-MM/2009-11/02

**DEPT: CE-MM ( GI Store , Holding stores & MM office)**

Page 17 of 17

Sl.No.	Activity	Category	Location	Frequency	Quantum of work/Fr	Unit of work	Unit of Measurement	Quantum of Work / annum	Rate per unit of work (Rs.in words.)	Rate per unit of work (Rs.in words.)	Total amount( Rs)
1	2	3	4	5	6	7	8	9	10	11	12
											Col.(9)x(10)
12	Stock verification.	USW	RMS, IMS , HS31& HS32	Daily	38	item	1.00	11476			
13	Office work of moving the documents & files to Engg , Finance,Purchase,Stores,Despatch section of HR or to any other departments.	USW	CE-MM office	Daily	8	No. of movement	1.00	2416			
14	Maintenance of office cleaning of tables & other items ,photo copying ,filing of documents, serving beverages and miscellaneous work.	USW	CE-MM office	Daily	8	No.of times	1.00	2416			
15	Supervision covering the above activities	SSW	All the above locations	Daily	2		1.00	604			

**GrandTotal amount ( Rs. In words) \_\_\_\_\_**