

URANIUM CORPORATION OF INDIA LTD.  
JADUGUDA MINES, DIST:- SINGHBHUM EAST ,  
JHARKHAND- 832102

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TENDER DOCUMENT

FOR

**Maintenance  
Of  
PPn, Tailings, Magnetite & LSP**

URANIUM CORPORATION OF INDIA LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISES)  
PO-JADUGUDA MINES, DISTT-SINGHBHUM (EAST)  
JHARKHAND – 832 102.

TENDER DOCUMENT

FOR

Maintenance of PPn, Tailings, Magnetite & LSP

1. To be submitted on or before 12.00 Noon on 11/09/2014.
2. Tenders shall be opened in presence of tenderers who may present at 3.30PM on 11/09/2014 in the office of D.G.M. (Pers.) IRs.

Issued to M/s. \_\_\_\_\_  
(Contractor)

Signature of officer issuing  
the tender document : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

URANIUM CORPORATION OF INDIA LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISES)  
PO- JADUGUDA MINES, DISTT-SINGHBHUM (EAST)  
**JHARKHAND – 832102.**

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**URANIUM CORPORATION OF INDIA LIMITED**  
**(A Government of India Enterprise)**  
**P.O.: Jaduguda Mines, Dist: East Singhbhum, Jharkhand-832102**

Ref: UCIL/Mill/220/539/2014

11<sup>th</sup> August, 2014.NOTICE INVITING TENDER

Sealed item rate tender is invited from bonafide resourceful, reliable, experienced & reputed contractor for the execution of following work at Mill Division of Jadugoda.

Sl. No.	Name of the work	Earnest Money Deposit (Rs.)	Cost of Tender Document (Rs.)	Completion Time
1.	Maintenance of PPN, Tailings, Magnetite & LSP	26,000/-	1000/- (Rupees One thousand only)	12 months (Extendable further)

1. Date of sale of tender document from **11/08/2014 to 11/09/2014**.
2. The tender document for the above tender shall also be available in UCIL website ([www.ucil.gov.in](http://www.ucil.gov.in)) from where the tenderer may download the tender document, in which case, they will have to submit the **cost of tender document** along with bid document.
3. **Last Date & time of submission of filled tender document in the office of DGM (Pers.) IRs Jadugoda up to 12.00 Noon of 11/09/2014.**
4. Date & time of tender opening (only technical part) at **3.30 PM on 11/09/2014**.
5. The Validity of above work of Contract should be 12 Months with spill over of 3 months.
6. **Pre-qualification criteria:** The bidder should have experience of having successfully completed maintenance of such plant/equipment during last 2 years ending **on 31/03/2014** as at (a) or (b) below:
  - a. One similar completed work costing not less than 08.00 Lakhs.
  - b. Two similar completed work whose combined costing should not be less than 10.00 Lakhs.
  - c. For technical qualifying Party should have valid PF/EPF No, Service tax No, PAN No. (Applied cases for these numbers will not be considered)

This is a public tender, two parts – Full details, terms & conditions & other specification of work will be available in the tender document, which can be obtained from the office of the DGM (Pers.) IRS, Jaduguda on payment of cost of tender document (non-refundable) in cash on all working days except Sunday & Holiday between **9.30 AM to 11.30 AM & 2.30 PM to 4.30 PM from 26/08/2013 to 25/09/2013** on written request letter after obtaining clearance from Dy. Gen. Manager (Mech.) by giving written request letter (in duplicate) for issue of tender documents along with **sale tax, income tax, service tax registration & proof of financial resources /Annual turnover over past 02 years and required credentials mentioned above for pre-qualification criteria.**

For Chairman and Managing Director  
**URANIUM CORPORATION OF INDIA LIMITED**

Distribution (All Notice Boards) :

**S.O. (Mill) / Civil (Mill / Mines) / T.O.(Mill / Mines) /Admn. Bldg.(New / Old) / Estate Office / Narwapahar / Turamdih / Bhatin Mines / Relevant Subject File & Folder / File no.-420**  
**D.G.M. (Accounts) { For information and please depute your**  
**D.G.M.(Pers) IRs /Gen. Admn. { representative during tender opening.**  
**Engineer-Incharge/ Site Incharge**

(A) GENERAL CONDITION OF CONTRACT

1. Working Hours :-

From 7.00 A.M. to 5.00 P.M. on all working day(s) (including Sunday & Holidays). However, contractor shall be allowed to work beyond 5.00 P.M. or round the clock on working days or on Sunday & holidays depending upon the urgency but only after obtaining permission from the Engineer-Incharge, UCIL. For this contractor shall submit a letter in duplicate for permission to work beyond normal working hours. No extra claims shall be entertained for working beyond normal duty hours in such urgency.

2. Commencement of work :-

Work will commence within 01 (One) weeks from the date of issue of work order. Contractor will report to the Engineer In charge, UCIL immediately on receipt of work order for further instructions for carrying out the job. A letter duly signed under contractor's official seal as a token of acceptance of all terms & conditions of work order must reach in the office within 2 (two) days of receipt of the order. Contractor shall submit work commencement letter in duplicate to the Engineer In charge -UCIL within 2 (two) days of start of work at site as statutory requirement for onward transmission to the competent authority, Govt. of India, Ministry of Labour, Jharkhand. The work order no. & date as well as name of work must be quoted in all correspondences.

3. Completion period of contract:-

Period of contract will be applicable as mentioned in the N.I.T. / Enquiry Letter, special conditions of contract, scope of work, etc. of contract document (Date of commencement will be reckoned from the date of start of work at site).

4. Payment :-

Bill (s) will be paid as mentioned in clause "Payment Terms" of the special conditions of contract, scope of work etc. of contract document. Payment will be released after satisfactory completion of the work in all respect and certification by the Engineer Incharge, UCIL within 30 days of submission of clear bill(s) in 4 (Four) copies in tenderer's letter head. Contractor shall also mention work order no., date as well as name of work and actual date of commencement of work in their every bill (s). Final bill will be released only after submission of Labour Report / Annual Return ( in prescribed format ) (in the month of January & after completion of whole work) and work completion letter in duplicate by the contractor.

5. Earnest Money Deposit / Security Money Deposit :-

Earnest Money or Security Money shall be deposited by way of demand draft drawn in favour of "URANIUM CORPORATION OF INDIA LIMITED" payable at Jaduguda Branch of State Bank of India [Jaduguda Branch Code no 0227] or in cash in Accounts Department, UCIL, if applicable. Tenders received without E.M.D. will be summarily rejected. Earnest Money Deposit shall be converted and adjusted into Security Deposit in the case of successful tenderer. Security Money shall be deposited by the contractor (as mentioned in special conditions of contract) before commencement of work at site. E.M.D. and S.D. shall not bear any interest. The earnest money of unsuccessful

tenderers will be refunded on written request (in duplicate) to the Engineer Incharge after commencement of work under this contract. Security Deposit will be refunded on written request in duplicate to the Engineer Incharge after satisfactory completion of the work or defect liability / guarantee period as applicable. Failure to carry out the awarded work shall entail forfeiture of the earnest money and security money entirely.

6. **Insurance :-**

The contractor shall ensure & maintain insurance against his liability for accident or injury to workmen or machineries used for the work and shall submit 2 (two) copies of the policy & receipt (s) of premiums paid or satisfactory evidence of insurance coverage at their own cost valid for whole contract period at a time for all the persons to be engaged to the Engineer Incharge, UCIL before the commencement of work. Contractor shall also submit the proof of renewal of the same policy at least 2 (two) days before the expiry date of the previous policy to the Engineer Incharge, UCIL. The contractor will not be allowed to carry out any activity without necessary insurance coverage (mentioning working height depend upon the job requirements and as per insurance rules) of their persons. Insurance policy shall also indemnify UCIL against any claim raised by the injured / affected workmen or his family.

7. **Safety Rules & Regulations for contractor's employees :-**

UCIL's Safety Rules & Regulations for contractor's employees as given in the Annexure-B will be complied strictly during the execution of various works at site. Contractor has to follow the Safety Rules & Regulations as per Indian Electricity Rules to do the electrical works. UCIL shall not provide any safety appliances and tools & tackles under any circumstances. Contractor shall ensure the use of safety appliances during the work at site. Contractor will take full safety measures and arrange the necessary safety gadgets / appliances, tools & tackles, helmet (Yellow colour), gumboot, safety belt, shockproof shoe, safety suit / uniform, goggles, gloves, apron, safety net, nose guard, ladders, trolley, wheel borrow etc. at their own expense approved by the Safety Officer (Mill), UCIL so as to ensure that no damage, loss or injury to corporation's personnel, contractors' personnel, third party or equipment are caused due to the work being carried out by contractor. Contractor must report in writing (duplicate) to the Engineer-Incharge or Safety Officer (Mill)-UCIL immediately on becoming aware of any accident at their site. Safety Officer(Mill) will be the competent authority to stop the work or remove the persons from job, if contractor fails to provide personal protective equipments before the commencement of work at their own cost during work execution period.

8. **Security Rules & Regulations and Entry Passes :-**

Contractor shall strictly abide by the prevailing security rules and regulations and also to be enforced by UCIL time to time. Entry to the works premises is strictly restricted and only bonafide pass (permission) holders are allowed. The contractor will have to submit the details of the persons to be employed for this work within two days of award of work. The contractor will be allowed to start the work only after submission of the details in prescribed verification forms (in duplicate) along with passport size photographs for each labourer separately to the Competent Authority, UCIL. Contractor will make necessary Entry Passes from concerned officials of CISF Unit, UCIL sufficiently in advance.

**9. Safe Transportation / Storage of Materials :-**

Contractor will have to make their own arrangement for to and fro transportation of men, material and machine, etc. including loading & unloading / lifting / shifting at their own expense under this contract. Contractor will also be responsible for safe keeping of materials at their own cost issued by UCIL either free of cost or chargeable basis. The contractor shall build a suitable stores at his own cost for safe keeping of materials as per instruction of the Engineer Incharge -UCIL, if required or UCIL will provide the same subject to availability. In case contractor is allowed to construct any structure, contractor shall have to demolish and clear the same before handing over the completed work. On completion of work or during the course of work all materials issued to the tenderer should be accounted for. A statement of material issued / consumed during the month & record of job done during a day are to be submitted by the party to the Engineer -Incharge, UCIL.

For this contractor will maintain a register (record) at his own cost as per direction. Tenderer will issue & transport all material from UCIL – Stores / Godown to work site in safe custody. Contractor shall have to return / store all material including surplus / dismantled material from their work site to a specified place in UCIL premises and cut the unused dismantled materials in small pieces as per direction / instruction of the Engineer Incharge, UCIL and a material reconciliation statement to be submitted alongwith the final bill. If contractor fails to remove the scrap or materials within 7 (seven) days, it will be done through any other agency at contractor's risks & costs. And work place should be kept clean and all dismantled, left out material should be disposed properly every day as per instruction of the Engineer Incharge, UCIL. Corporation have the right to retain the final bill till site clearance is completed.

**10. Material (s) Supply by UCIL and Contractor :-**

The corporation will not provide any accommodation, tools and tackles, men, material, machineries, transport, forklift, stationery (writing materials), scaffolding / shuttering etc. for this work. No facility / supply other than mentioned in special conditions of contract, scope of work and schedule of items will be provided by UCIL as free or on chargeable basis. *If any other materials / facilities that are not covered under this tender but are required to complete the work will have to be arranged by the contractor at their own expense.* No extra claim shall be entertained against the materials that are not covered under this contract. But contractor shall submit free samples (materials) for approval, if required and materials approved by the Engineer Incharge, UCIL shall only be used. UCIL reserves the right to reject goods which are not as per specification and in case of rejection contractor shall have to replace material free of cost.

**11. Tax & Duties :-**

The quoted rate(s) should be inclusive of all taxes, duties, insurance charges and personnel protective equipments charges including service tax, if applicable. And imposition of any new taxes / duties by the State Govt. or Central Govt. during the contract execution period will also be paid by the contractor. Hence, no other taxes, duties and royalty, etc. would be paid extra. Offers with price variation clause will be outrightly rejected.

12. **Price Escalation** :-

No escalation on any account shall be payable and price quoted shall be firm till completion of the work under this contract.

13. **Labour Licence** :-

Labour Licence for the workmen to be engaged for this work shall be obtained by the contractor as per provision of Contract Labour (Regulation and Abolition) Act, 1970 as may be applicable and as amended from time to time.

14. **License for engaging Inter-State Migrant Workmen** :-

Contractor shall obtain licence under the Inter - State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979, if they engage on any day of the preceding 12 months ( as defined under section 2 (e) of the said act ), 5 or more inter state migrant workmen for execution of the contract. Contractor shall have to submit declaration also, in case they have not engaged inter state migrant workmen.

15. **Labour Acts & Rules** :-

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

- i) Workmen Compensation Act-1923,
- ii) Payment of wages Act-1936
- iii) Employees Liability Act,1938
- iv) Industrial Dispute Act,1947
- v) Minimum Wages Act,1948
- vi) Employees State Insurance Act,1948
- vii) Mines Act, 1952
- viii) EPF & MP Act, 1952
- ix) Maternity Benefit Act,1961
- x) Contract Labour (Regulations & Abolition) Act, 1970
- xi) Inter - State Migrant Workmen (Regulation of Employment and Conditions of Service Act, 1979
- xii) All statutory provisions of Atomic Energy Regulatory Board

16. **Annual Labour Return** :-

Contractor shall have to submit a letter of work commencement / completion **IMMEDIATELY** in duplicate in prescribed format and shall also deposit labour report / annual return in Format No.XXV in the first week of January every year (*Format to be obtained from Site Office - Mill*) to the Engineer Incharge- UCIL as statutory requirement for onward transmission to the Competent Authority, Govt. of India, Ministry of Labour, Jharkhand.



17. **Labour Employment Conditions for executing work :-**  
As given in clauses 1 to 13 in Annexure-A.
18. **Work Measurement & Inspection / Work Instructions :-**  
It is to be done jointly as per schedule of items & scope of work etc. by the Engineer-Incharge, UCIL and the contractor or his authorised representative. The measurement thus taken will be final and acceptable to both parties. In case contractor's representative is not available for measurement, the concerned Engineer Incharge-UCIL will carry out measurement and that will be binding to the contractor. Weighment recorded at UCIL weigh-bridge or estimated quantity duly certified before the start of work on daily basis by the Engineer Incharge, UCIL will be final. Contractor will submit copy of weighment cards, slips, material gate passes etc. to the Engineer Incharge on daily basis and maintain registers of record at their own cost and shall also submit record register on periodic basis for verification and signature. Time to time Engineer Incharge, UCIL shall inspect the site, tools & tackles of the contractor and detailed work instructions will also be given by the Engineer - Incharge, UCIL.
19. **Jurisdiction / Dispute :-**  
Any action / dispute arisen out of or from this work order shall be subject to the jurisdiction of court of law at Jamshedpur only, irrespective of anything to the contrary mentioned in the tender / quotation. Any statutory obligation has to be made by the contractor. Tenderer will extend all help.
20. **Penalty ( Liquidated Damage ) :-**  
If the progress of work is not found satisfactory or the contractor fails to complete the works within the time frame of completion, the corporation reserves the right to impose penalty / liquidated damage @ 0.5% per week maximum upto 5% on the awarded / contract value for each complete week between the time for completion and actual date of completion. The amount of penalty / compensation may be adjusted or set of against any sum payable to the contractor under this or any other contract with the corporation. And after ten week from the actual date of completion of whole work if the contractor fails to complete the work, corporation reserves the right to terminate the contract and get the balance work done through any other agency at contractor's risks and costs.
21. **Force Majeure :-**  
In case of closure / breakdown / strike / lockout or any other causes beyond control of the corporation preventing normal operation, the corporation shall be at liberty to extend the time for completion or cancel the order without any financial liability whatsoever.
22. **Visit of site and locality prior to quote rate (s) :-**  
Before submission of tender, the tenderer are advised to make themselves fully conversant with the SCHEDULE OF ITEMS, SCOPE OF WORK, SPECIAL CONDITIONS OF CONTRACT, GENERAL CONDITIONS OF CONTRACT, ANNEXURE-A (LABOURERS) & ANNEXURE-B (SAFETY OF CONTRACTOR'S EMPLOYEES), if any. Contractor shall keep one copy of these tender documents for reference purpose

before submission of tender. They are also advised to physically visit the site to understand the site working conditions, nature of jobs prior to quote for the same. Also request to inspect the motor / machine / fans / AC and other equipments etc.

23. **Submission and opening of Tender / Bid :-**

Tender / quotation / bid shall be submitted in a manner asked strictly in accordance with the tender terms & conditions laid down in the Enquiry / Tender document giving full details necessary for assessing their offer. Contractor shall sign and stamp on each pages of this tender documents. Canvassing in any form is strictly prohibited and disqualify the tenderer for the tender submitted for. Tenders will be rejected, if sealed tender envelopes are not superscribed on the top as per instructions given. Tenders will not be received after due date and time. Tenders will not be accepted by Fax. Tenders submitted without earnest money deposit will be summarily rejected. If any of the date under this contract is declared holiday, the event scheduled on that day will be automatically shifted on the next working days. Sealed tenders / quotations in triplicate should be submitted in two parts / envelopes as given below ( or as mentioned in our enquiry letter ) to the Competent Authority- UCIL. The above envelopes shall be superscribed on the top as Part-I (Techno Commercial Bid and E.M.D.) and Part-II (Price Bid) respectively with NIT / Enquiry No. & Date / full name of the work / Tender Opening Date / Name & Address of the tenderer. No two or more concerns in which an individual as a proprietor or partner shall submit tender for the execution of the same works, if they do so, all such tenders shall be liable to be rejected.

1) *Part-I (Techno Commercial Bid and E.M.D.)* envelope shall contain papers / proof of earnest money deposit along with tenderer's covering letter (in duplicate) mentioning the acceptance of all terms & conditions of tender document for executing the subject work. Contractor shall also attach tender document in original (scope of work, special conditions of contract, general conditions of contract, UCIL's labour and safety rules), zerox copies of PAN Card, TIN (Tax Identification Number) Registration Certificate, work orders regarding previous three years experience, successful completion certificates, statement of present status mentioning the value of work in detail, list of tools & tackles, technical personnel, transports and other equipments, balance sheet, income tax clearance certificate for last three financial years, if any & any other documents as deemed necessary (*duly signed and stamped on each page*).

2) *Part-II (Price Bid)* envelope shall contain papers of duly signed and stamped price / rate proposal only in triplicate along with tenderer's covering letter in duplicate. Offers with price variation clause will be out rightly rejected. Tenderer shall quote rates(s) / price(s) as per price format (schedule of items and quantities) enclosed along with tender document. Otherwise, offers of parties quoting without this price format will be out rightly rejected.

The tenders after receipt shall be opened on the stipulated date and time by the Chairman and Managing Director or his representative in presence of the intending

bidders. The price part of the tender will be opened only after evaluation and scrutiny of Techno- Commercial Bid & E.M.D, if required and incomplete offers are likely to be rejected.

24. **Deviation** :-

Any deviation from the tender shall be clearly mentioned in the Part-I (Techno Commercial Bid ) under the heading “Deviation”.

25. **Rate (s) in figures and words** :-

The tenderer should mention their price / item rates in figures as well as in words. In case of any dispute / ambiguity, the price / rate mentioned in words shall be considered as final. Insertions, postscripts, additions and alterations shall not be recognised unless confirmed by the tenderer’s signature. Tenderer shall quote rates(s) / price(s) in triplicate duly signed and stamped on each page as per price format (schedule of items and quantities) enclosed alongwith tender document. Otherwise, offers of parties quoting without this price format will be outrightly rejected. Contractor shall have to submit price / rate proposal in a separate sealed cover marked Part-II (Price Bid ).

26. **Validity** :-

The offer should remain valid for a minimum period of 3 (three) months from the date of opening of the final price part. The Tenderers shall not be allowed to increase, amend or withdraw his tender within this period and if he does so the earnest money deposit and security deposit may be forfeited.

27. **Documents not transferable** :-

Tender documents are not transferable. These tender documents are the property of corporation. **Contractor shall keep one copy of this documents at site in good condition for inspection and use by the Engineer Incharge, UCIL or his representative or by other inspecting officer. None of these documents shall be used by the contractor for any purpose other than that of this contract.**

28. **Variation in Quantity of items** :-

The quantity mentioned under the “schedule of item (s) and quantities” of this tender is tentative. The actual quantity may vary from that indicated in the tender document due to actual conditions of the site or due to other reasons. The contractor shall carry out all additional work upto the total variation of  $\pm 10\%$  of the awarded value. The other terms & conditions and rate (s) shall remain firm within this limit.

29. **Indemnity** :-

Contractor will fully indemnify the corporation against all responsibility and whatsoever arising out of accident / injury to contractor’s workmen, third party or to corporations’ personnel and properties.

30. **Muster Roll** :-

The contractor has to submit a copy of the muster roll every week to the Engineer Incharge /Site Incharge , UCIL after making minimum rate of wages payable to different categories of workmen covered under Minimum Wages Act,1948 in presence of the representative of UCIL & contractor will also make arrears payment if any, under intimation to the Engineer Incharge-UCIL.

31. **Temporary work closure** :-

If the work site is required to be suspended for some days / period because of non-availability of shutdown or any reason, contractor may close the site temporarily under written intimation *in triplicate* to the Engineer-Incharge, UCIL. During the above period, the contractor will be in touch with the Engineer Incharge- UCIL for further instructions, if any & contractor will provide their contact address with phone numbers. No extra claim against any idling of contractor's site crew / staff & machineries, etc. will be entertained.

32. **Welfare and Health of Contract Labour** :-

The contractor shall have to provide the facilities under the provision of "Contract Labour (Regulation and Abolition) Act, 1970 – Section – 16,17,18 and 19,Chapter -V , Welfare and Health of Contract Labour".

33. **Contract Agreement** :-

Contract Agreement should be executed in prescribed format on a non-judicial stamped paper within 2 (two) weeks from the date of issue of work order / L.O.I. However, no payment will be made without execution of contract agreement.

34. **Training , etc.** :-

Contractor shall have to bring all their labourers for necessary training & guidance in *Mill Training Centre* at their own cost before actual commencement of the work. The work shall be carried out with the help of experienced / skilled persons or ITI with NCVT certificate holders or equivalent, etc. And Supervisor having Supervisory Certificate of Competency is to be engaged for supervision or as per direction of the Engineer-In-charge. Persons holding H.T. Licence of relevant section as per I.S. will be allowed to do the job of electrical works. Contractor shall have to submit a letter of authorisation (in duplicate) in favour of his experience / qualified and responsible representative as "Site Supervisor" to look after the work site and receive official letters and instructions or to issue / receive materials from stores in absence of main contractor at site.

35. **Award of Contract** :-  
The Corporation reserves the right to accept or reject any or all tender either in full or part or to split up the work, if necessary, without assigning any reasons therefore. Also corporation may extend the contract for another one year at the same rate after mutual consent between contractor and Engineer incharge on behalf of UCIL.
36. **Medical facilities** :-  
The contractor shall be fully responsible for any first aid / emergency treatment or serious medical treatment to his employees. UCIL will provide medical facilities on chargeable basis to contractor's employees.
37. **Defects Liability Period** :-  
The defect liability period / guarantee period for this job shall be from the certified date of handing over of job, if applicable. The contractor shall rectify the defects, if any, detected / reported during the guarantee period under this tender from the certified date of completion of work. The contractor shall be responsible to make good and remedy at his own expense within such period, as may be stipulated by the Engineer-Incharge before the expiry of the guarantee period.
38. **NOTE** :-  
In addition to above conditions, the other terms & conditions shall be applicable as per enclosed special conditions of contract & scope of work under this tender document.
39. **Manpower distribution (except One technical supervisors):**
- i) **Skilled Manpower – Fitter (02 nos.)**
    - Fabricator (01 nos.)
    - Welder (02nos.)
    - Rigger (01 no)
  - ii) **Unskilled Helper- 04 nos.**

CONTRACT LABOURER EMPLOYMENT ACT & RULES

1. The contractor shall employ labour in sufficient number to maintain required rate of progress and quality to ensure workmanship of the degree specified in the contract and to the satisfaction of the Engineer – Incharge . The contractor shall not employ in connection with the works any person who has not attained the age of fifteen years.
2. Contractors should employ only the persons with established identity.
3. Dy. Commandant , CISF 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 Dy. Commandment, CISF.
4. CISF control room / Contractor will not allow any inter-state labourer as a contract labour in any case.
5. The contractor shall furnish to the Engineer–in-charge, a distribution return of the number description by trades of work people employed on the works. The contractor shall also submit on the 4th and 19th of every month to the Engineer In-Charge a true statement showing in respect of second half of the preceding month and the first half of current month (i) the accident that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (ii ) the number of female workers who have been allowed Maternity Benefit as provided in the Maternity Benefit Act 1961 or rules made there under and the amount paid to them.
6. The contractor shall pay to labourers employed by him wages not less than fair wages as defined in the Contract Labour (Regulation & Abolition) Act 1970 and rules made there under.
7. The contractor shall in respect of labour employed by him comply with or cause to be complied with the Contract Labour (Regulation & Abolition ) Act 1970 and Rules made there under in regard to all matters provided therein.
8. The contractor shall comply with the provisions of the payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen' s Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, and Mines Act 1952 or any modifications thereof or any other law relating thereto and rules made there under from time to time.
9. The contractor shall be liable to pay his contribution and the employee's contribution to the Employees State Insurance Scheme in respect of all labour employed by him for the execution of the contract, in accordance with the provision "The Employees State Insurance Act 1948 as amended from time to time and as applicable in this case. In case the contractor fails to submit full details of his account of labour employed and

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

**SAFETY OF CONTRACTOR'S EMPLOYEES**

1. The contractor shall at all times, take all reasonable precaution for the safety of employee, including those of sub – contractors in the performance of his contract and shall comply with all applicable provisions of both Central as well as the State Safety Laws. In addition to the safety provisions, the contracting officer shall include the SAFETY requirements as RECOMMENDED by the Health Physics Unit, Jaduguda for a specified contract.

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

2. Contractor shall have a full time Safety Officer / Engineer when the contractor employ 500 or more persons or when engaged specifically in hazardous work.. In the case of contractors employing fewer than 500 persons , his safety representative shall be an employee in a high supervisory capacity and his safety duties may be in addition to his other technical / administrative duties.

3. Contractor shall have at least one person fully trained in First Aid to be present at the site of work all time.

4. Contractor must report to the Safety Officer (Mill) – through their contracting officer every accident involving \_\_\_\_\_

\*Their personnel

\*UCIL property or personnel.

\*Property or personnel of other contractors working at the site.

4.1 Contractor must report to the Safety Officer (Mill) immediately on becoming aware of any accident of Type - A (see Appendix –1) giving the following information :-

- Name of the informant

- Nature and location of incident being reported

- Name of Supervisor / Engineer – Incharge, location and telephone no. where he can be reached



**4.1.1 Contractor shall submit their investigation reports, through their contracting officer, to the Safety officer (Mill) immediately but not later than 3 (three) working days after the the occurrence of accident in the Form – A (see Appendix - 2)**

**4.1.2 In the case of Type – B accidents ( see Appendix – 1) , Contractors shall submit their investigating reports, through their contracting officer, to the Safety officer (Mill) immediately but not later than 3 (three) working days after the occurrence of accident in the Form – A .**

**4.2 Monthly summary of accidents and cases of fire shall be prepared by each contractor in Form – B ( see Appendix – 3) and be sent to the Safety officer (Mill) by the 7<sup>th</sup> of the next month.**

**4.2.1 Prime contractor reports shall include the man days lost and occurrence of accident under the jurisdiction of the Sub -Contractors.**

**4.2.2 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

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

( FORM – A)

**ACCIDENT INVESTIGATION REPORTS**

Name of contractor and project :  
Nature of contract :  
Name of Engineer Incharge :  
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 working in the project. : Male Female  
Engineers :  
Supervisors :  
Labours :  
Total nos. of accidents  
(including Type A & B) :  
Disabling injuries :  
Non – disabling injuries :

( Signature & stamp of Contractor)

cc: Engineer – Incharge  
cc: Safety officer, UCIL (MILL)

**(B) SPECIAL CONDITION OF CONTRACT**

The contractor should have experience in the jobs related to Mechanical equipment including Chemical House equipment, Fabrication, Installation, erection & commissioning of pump, compressor, Magnetite mill, Lime stone mill etc., as per attached scope of work.

The contractor has to work on all working days of Jaduguda Mill including paid holidays & Sundays under direction of Engineer-in-Charge / Engineer Representative.

The job has been evaluated based on 10 manpower daily (including Sunday and National holiday) & 10% urgent work (O.T) and tentative minimum manpower break-up shall be as under:

1) Fitter	- 02 nos.
2) Fabricator	- 01 nos.
3) Welder	- 02 nos.
4) Rigger	- 01 nos.
5) Unskilled	- <u>04 nos.</u>
Total:- <u>10 nos.</u>	

Contractor has to ensure the attendance of the above workmen on regular basis i.e minimum 10 workman everyday including Sunday and National holiday.

## Scope of Work:-

- 6.a. Pipeline Work (Group-a:From 15nb & upto 40nb)-F+E+D
- 6.b. Pipe Work (Group-b:From 50nb & upto 80nb)-F+E+D
- 6.c. Pipe Work (Group-c:From 100nb & upto 125nb)-F+E+D
- 6.d. Pipe Work (Group-d:From 150nb & upto 300nb)-F+E+D
  
7. Miscellaneous pipe Fittings(Valves, strainers, short piece/Reducer)-F+E+D
  
8. Stainless Steel Work(Selective replacement of damaged/worn out items-F+E+D
  
9. Replacement in Drum filter, Magnetite & Agitated Tanks
  - 9.1. U-400 Gearbox
  - 9.2. Propellers of Agitated Tanks
  - 9.3. Distribution Box
  - 9.4. Agitator GB of Agitated Tanks
  - 9.5. Launderers
  
10. Magnetic Separator & Product Drum-E+D
  
11. Magnetite Mill Roller (Drive End)-E+D
  
12. Magnetite Mill Roller (Non Drive End)-E+D
  
13. Liner replacement of Magnetite Mill-E+D
  
14. Gearbox Replacement of Magnetite Mill-E+D
  
15. Pump replacement in chemical house, Tailing plant, Magnetite & lime stone area-E+D
  
16. Magnetite Mill-E+D
  
17. Chain & Sprocket Changing of Magnetite Drum with Motor-E+D
  
18. Tailing Pump maintenance complete/Impeller, sleeve, Liner, packing change- E+D
  
19. Conveyor belt changing-E+D
  
20. Pulley changing in Belt area-E+D
  
21. Agitator assembly of Lime stone plant-E+D
  
22. Lime Stone Mill Liner changing-E+D
  
23. Lime stone rotor assembly changing-E+D
  
24. Lime stone Mill drive Gearbox-E+D
  
25. Counter Shaft of Lime Stone Mill-E+D
  
26. Trunion Bearing/Liner of Lime Stone Mill-E+D
  
27. Liner/Plate changing of Lime Stone Crusher-E+D

## Job Description

### 6.a. Pipeline Work (Group-a:From 15nb & upto 40nb)-F+E+D

It will involve erection and dismantling of pipes of size mentioned above. Also it may be required to repair the pipe of non standard sizes and patching with Araldite repair.

### 6.b. Pipe Work (Group-b:From 50nb & upto 80nb)-F+E+D

It will involve fabrication, erection and dismantling of pipes of size mentioned above. Also it may be required to repair the pipe of non standard sizes and patching with Araldite repair.

### 6.c. Pipe Work (Group-c:From 100nb & upto 125nb)-F+E+D

It will involve fabrication, erection and dismantling of pipes of size mentioned above. Also it may be required to repair the pipe of non standard sizes and patching with Araldite repair.

### 6.d. Pipe Work (Group-d:From 150nb & upto 300nb)-F+E+D

It will involve fabrication, erection and dismantling of pipes of size mentioned above. Also it may be required to repair the pipe of non standard sizes and patching with Araldite repair.

### 7. Miscellaneous pipe Fittings(Valves, strainers, short piece/Reducer)-F+E+D

It will involve fabrication of above items, its erection and dismantling.

### 8. Stainless Steel Work(Selective replacement of damaged/worn out items)-F+E+D

It will involve fabrication of above items, its erection and dismantling.

### 9. Replacement in Drum filter, Magnetite & Agitated Tanks

#### 9.1. U-400 Gearbox

It involves replacement of U-400 Gearbox with coupling/sprocket.

#### 9.2. Propellers of Agitated Tanks

It involves removal of propeller from its mounting shaft and taking it out with help of chain pulley. Then again fitting new propeller in place of old one.

#### 9.3. Distribution Box

It involves diversion of armour hoses & launder fitted with it. Then removal of platforms, discharge pipes. After that replacing old box by new one & consequently refitting platforms and its armour hose, launders and discharge pipes.

#### 9.4. Agitator GB of Agitated Tanks

It involves decoupling of coupling from gearbox. Then removal of gearbox from platform. After that coupling & pulley of old gearbox to be removed and to fit in new gearbox. Then new gearbox to be refitted in place of old one and couple it to the coupling.

#### 9.5. Launderers

It involves replacement old launder by new one with help of chain blocks.

### 10. Magnetic Separator & Product Drum-E+D

It involves replacement of equipment with its accessories.

**11. Magnetite Mill Roller (Drive End)-E+D**

It involves replacement of equipment with its accessories.

**12. Magnetite Mill Roller (Non Drive End)-E+D**

It involves replacement of equipment with its accessories.

**13. Liner replacement of Magnetite Mill-E+D**

It involves replacement of equipment with its accessories.

**14. Gearbox Replacement of Magnetite Mill-E+D**

It involves replacement of equipment with its accessories.

**15. Pump replacement in chemical house,Tailing plant,Magnetite & lime stone area-E+D**

It involves replacement of equipment with its accessories.

**16. Magnetite Mill-E+D**

It involves replacement of equipment with its accessories.

**17. Chain & Sprocket Changing of Magnetite Drum with Motor-E+D**

It involves replacement of equipment with its accessories.

**18. Tailing Pump maintenance complete/Impeller,sleeve,Liner,packing change-E+D**

It involves replacement of equipment with its accessories.

**19. Conveyor belt changing-E+D**

It involves replacement of equipment with its accessories.

**20. Pulley changing in Belt area-E+D**

It involves replacement of equipment with its accessories.

**21. Agitator assembly of Lime stone plant-E+D**

It involves replacement of equipment with its accessories.

**22. Lime Stone Mill Liner changing-E+D**

It involves replacement of equipment with its accessories.

**23. Lime stone rotor assembly changing-E+D**

It involves replacement of equipment with its accessories.

**24. Lime stone Mill drive Gearbox-E+D**

It involves replacement of equipment with its accessories.

**25. Counter Shaft of Lime Stone Mill-E+D**

It involves replacement of equipment with its accessories.

**26. Trunion Bearing/Liner of Lime Stone Mill-E+D**

It involves replacement of equipment with its accessories.

**27. Liner/Plate changing of Lime Stone Crusher-E+D**

It involves replacement of equipment with its accessories.



## Schedule of Rates:-

Sl No	Job Description	Unit	Qty.	Rate(Rs)	Amount(Rs)
1.	Pipeline Work (Group-a:From 15nb & upto 40nb)				
1.a.1	Fabrication	Meter	90		
1.a.2	Erection	Meter	90		
1.a.3	Dismantling	Meter	90		
	Pipe Work (Group-b:From 50nb & upto 80nb)				
1.b.1	Fabrication	Meter	180		
1.b.2	Erection	Meter	180		
1.b.3	Dismantling	Meter	180		
	Pipe Work (Group-c:From 100nb & upto 125nb)				
1.c.1	Fabrication	Meter	240		
1.c.2	Erection	Meter	240		
1.c.3	Dismantling	Meter	240		
	Pipe Work (Group-d:From 150nb & upto 300nb)				
1.d.1	Fabrication	Meter	120		
1.d.2	Erection	Meter	120		
1.d.3	Dismantling	Meter	120		
2.	Miscellaneous pipe Fittings(Valves,strainers,short piece/Reducer)				
2.1	Fabrication	MT	08		
2.2	Erection	MT	08		
2.3	Dismantling	MT	08		
3.	Stainless Steel Work(Selective repllacement of damaged/worn out items likes pipes, reducer,shortpiece,trays,samplers etc of s.s sheet or plate of thickness 03mm to 06 mm angles of 25mm to 75 mm for drum filter,precoat filter,magnetite area)				
3.1	Fabrication	MT	04		
3.2	Erection	MT	04		
3.3	Dismantling	MT	04		
4.	Replacement in Drum filter,Magnetite & Agitated tanks				
4.1	U-400 Gearbox	No	24		
4.2	Propellers of Agitated Tanks	No	10		
4.3	Distribution Box	No	8		
4.4	Agitator GB of Agitated Tanks	No	10		
4.5	Launders	No	30		
5.	Magnetic Separator & Product Drum				
5.1	Erection	No	9		
5.2	Dismantling	No	9		
6	Magnetite Mill Roller (Drive End)				
6.1	Erection	No	9		
6.2	Dismantling	No	9		

7.	Magnetite Mill Roller (Non Drive End)				
7.1	Erection	Set	18		
7.2	Dismantling	Set	18		
8.	Liner replacement of Magnetite Mill				
8.1	Erection	Set	2		
8.2	Dismantling	Set	2		
9.	Gearbox Replacement of Magnetite Mill				
9.1	Erection	No	10		
9.2	Dismantling	No	10		
10.	Pump replacement in chemical house,Tailing plant,Magnetite & lime stone area				
10.1	KSB/Vacseal	No	36		
10.2	Warman/Denver	No	60		
11.	Magnetite Mill				
11.1	Erection	No	1		
11.2	Dismantling	No	1		
12.	Chain & Sprocket Changing of Magnetite Drum with Motor				
12.1	Erection	Set	25		
12.2	Dismantling	Set	25		
13.	Tailing Pump maintenance complete/Impeller,sleeve,Liner,packing change				
13.1	Erection	No	60		
13.2	Dismantling	No	60		
14.	Conveyor belt changing				
14.1	Erection	Meter	90		
14.2	Dismantling	Meter	90		
15.	Pulley changing in Belt area				
15.1	Erection	MT	2		
15.2	Dismantling	MT	2		
16.	Agitator assembly of Lime stone plant				
16.1	Erection	MT	2		
16.2	Dismantling	MT	2		
SI No	Job Description	Unit	Qty.	Rate(Rs)	Amount(Rs)
17.	Lime Stone Mill Liner changing				
17.1	Erection	Set	1		
17.2	Dismantling	Set	1		
18.	Lime stone rotor assembly changing				
18.1	Erection	Set	4		
18.2	Dismantling	Set	4		
19.	Lime stone Mill drive Gearbox				
19.1	Erection	No	4		
19.2	Dismantling	No	4		
20.	Counter Shaft of Lime Stone Mill				

20.1	Erection	No	4		
20.2	Dismantling	No	4		
21.	Trunion Bearing/Liner of Lime Stone Mill				
21.1	Erection	No	1		
21.2	Dismantling	No	1		
22.	Liner/Plate changing of Lime Stone Crusher				
22.1	Erection	Set	2		
22.2	Dismantling	Set	2		

Total in words:-

Uranium Corporation of India Limited

## **VIII. Important Instructions to Contractors**

1. After getting work order, contractor will have to submit their Site In-charge contact number to the following officials of UCIL for better co-ordination.
  - a) Respective Section-In-charge,
  - b) Safety officer (Mill),
  - c) Respective Site In-charge and
  - d) Mill In-charge.
2. The contractors will have also to collect contact numbers of all above mentioned personnel for proper co-ordination during execution of any job.
3. Before starting up any work against work order issued by UCIL to the contractor, contractor will have to submit **medical fitness certificate** of their workmen to the Safety Officer (Mill).
4. After receiving medical fitness certificate, Safety officer shall sign the request letter for preparation of gate pass of their workers.
5. All workers of contractor shall report to the Mill Training Centre for their **safety induction training**.
6. Only after safety induction training, they shall be engaged for any job.
7. ***The contractor shall inform in writing to UCIL's Site-In-charge & a copy to Safety Officer (Mill) in one day advance about the work taken up next day & safety precautions taken up during execution of work and PPE's to be provided to their workmen.***
8. Before starting any job, a **safety pep-talk** shall be given by their experienced supervisor/ site in-charge.
9. Before starting critical jobs, contractor shall have to fill Job Hazard Analysis form as per the format attached as **Annexure 'X'**. They shall have to prepare **Specific Safety Job Procedure** before starting any critical jobs such as dismantling & erection jobs at height etc. Also a checklist (**as Annexure 'Y'**) for the same shall be prepared and implemented.
10. For critical jobs they shall be given **Safety Work Permit**.
11. After issue of safety work permit, safety personnel shall check all the safety related aspect as per the checklist prepared by the contractor and then only allow them to carry out the work.
12. During execution of critical job, site in-charge / safety personnel of the contractor and site in-charge of UCIL shall be present.
13. For bigger contract, contractor will have to engage **Qualified Safety Personnel** (having qualification diploma in industrial safety) for assessment of safety related issues.
14. After completion of job safety permit shall be handed over to the respective section-in-charge.

**URANIUM CORPORATION OF INDIA LIMITED, JADUGUDA  
JOB HAZARD ANALYSIS**

1. Description of Job: \_\_\_\_\_

2. Exact location of Job: \_\_\_\_\_

3. Job Performed by:

S.No.	Date	Name of allocated person (s)	Time	Sign (Supervisor)

4. Name of stand-by person (if req.): \_\_\_\_\_

5. Name of Fire person (if req.): \_\_\_\_\_

6. Name of competent person (if req.): \_\_\_\_\_

A. Atmosphere Monitoring required:    Yes                                            

    If Yes, mention frequency: \_\_\_\_\_ Oxygen concentration reading: \_\_\_\_\_

B. Safety Checklist

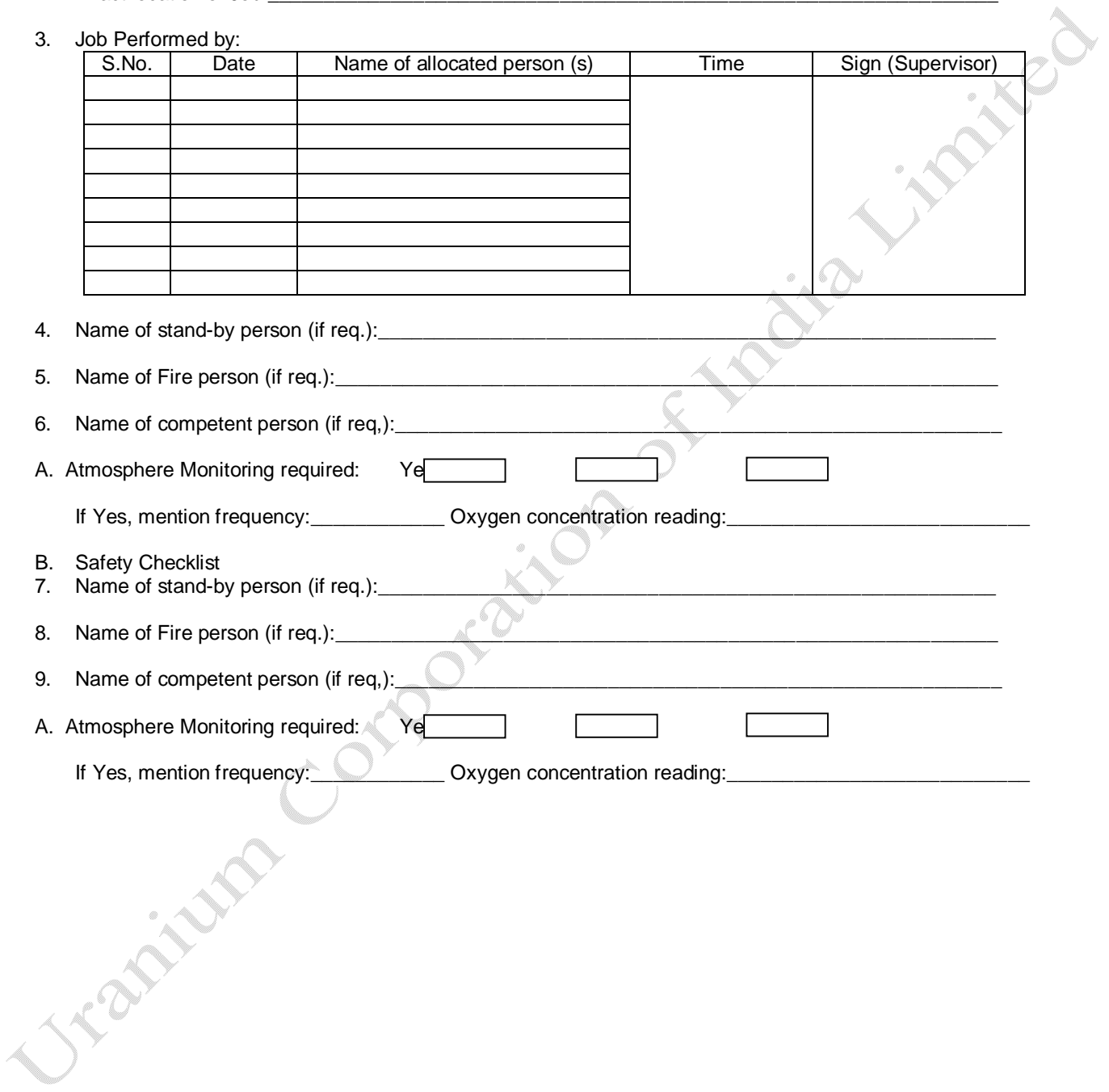
7. Name of stand-by person (if req.): \_\_\_\_\_

8. Name of Fire person (if req.): \_\_\_\_\_

9. Name of competent person (if req.): \_\_\_\_\_

A. Atmosphere Monitoring required:    Yes                                            

    If Yes, mention frequency: \_\_\_\_\_ Oxygen concentration reading: \_\_\_\_\_



B. Safety Checklist

B1. Access	B2. Electrical isolation	B3. Emergency Equipment Locations	B4. Hazards (Body)
Scaffold (properly inspected) <input type="checkbox"/>	Locked and tagged <input type="checkbox"/>	Fire extinguisher located <input type="checkbox"/>	Working surface condition <input type="checkbox"/>
Ladder (wooden/Aluminium) <input type="checkbox"/>	Disconnected <input type="checkbox"/>	Fire hydrant valve located <input type="checkbox"/>	Pinch point/ Sharp object <input type="checkbox"/>
Walkway & handrail <input type="checkbox"/>	Properly grounded <input type="checkbox"/>	First aid box located <input type="checkbox"/>	Flying particle <input type="checkbox"/>
Floor level <input type="checkbox"/>	Not required <input type="checkbox"/>	Eye wash located <input type="checkbox"/>	Electric shock <input type="checkbox"/>
		Safety shower located <input type="checkbox"/>	Housekeeping <input type="checkbox"/>
		Emergency phone no. _____	Thermal burns <input type="checkbox"/>
			Fall potential <input type="checkbox"/>

B5. hazard (Environment)	B6. Lifting device being used	B7. PPE to be used	B8. Hazards on body from work
Airborne particles <input type="checkbox"/>	TIL <input type="checkbox"/>	Helmet / Gumboot <input type="checkbox"/>	Skin contamination <input type="checkbox"/>
Heat stress <input type="checkbox"/>	Forklift <input type="checkbox"/>	Goggles / Hand gloves <input type="checkbox"/>	Hygiene <input type="checkbox"/>
Inadequate light <input type="checkbox"/>	Hoist / EOT Crane <input type="checkbox"/>	Ear plug / ear muff <input type="checkbox"/>	Chemical burn <input type="checkbox"/>
Noise <input type="checkbox"/>	Chain pulley. Rope pulley <input type="checkbox"/>	Face shield <input type="checkbox"/>	Skin / eyes <input type="checkbox"/>
Radiation <input type="checkbox"/>	Not required <input type="checkbox"/>	Respirator <input type="checkbox"/>	Flammable <input type="checkbox"/>
Not applicable <input type="checkbox"/>		Acid apron <input type="checkbox"/>	Inhalation <input type="checkbox"/>
		Safety belt <input type="checkbox"/>	

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C. Permit required:

(Including electrical shut down)      Work permit       Confined space       Height pass

Others (if any): \_\_\_\_\_

D. Potential Hazards:

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E. Action taken to eliminate hazards & Pep Talk:

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F. Tools, materials and safety equipments required:

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G. Any other special precautions:

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(Signature of supervisor / site –in-charge)

1.

2.

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