TENDER DOCUMENT

FOR

REFILLING AND MAINTENANCE
OF FIRE EXTINGUISHERS IN
TURAMDIH GROUP OF MINES, UCIL

NIT NO. –TMD/MIN - 961
URANIUM CORPORATION OF INDIA LIMITED
(A Govt. of India Enterprise)
TURAMDIH MINES

Ref: NIT NO.- TMD/MIN – 961

April 21, 2020

Open tenders in two part (Part-I Techno-Commercial Part & Part-II Price Part) in prescribed format are invited in a separate envelope from bonafide, reliable and resourceful contractors with credential of supply of trained manpower in the field of refilling and maintenance of fire extinguishers.

NOTICE INVITING TENDER

<table>
<thead>
<tr>
<th>Name of work</th>
<th>Refilling and maintenance of fire extinguishers in Turamdih group of mines, UCIL</th>
</tr>
</thead>
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<tr>
<td>Estimated value of work</td>
<td>9,21,099/- (Rupees Nine lakhs twenty-one thousand and ninety-nine only)</td>
</tr>
<tr>
<td>No. of manpower required per month</td>
<td>16(Sixteen) [i.e., 2 (two) manpower for 8 (eight) days/month]</td>
</tr>
<tr>
<td>Period of Completion</td>
<td>3 (three) years</td>
</tr>
<tr>
<td>Cost of Tender document</td>
<td>Rs. 300/- to be submitted through SBI challan or Demand Draft</td>
</tr>
<tr>
<td>Earnest Money Deposit</td>
<td>Rs. 10,000/- (Rupees Ten thousand only)</td>
</tr>
<tr>
<td>Date of issue of tender document</td>
<td>21.04.2020</td>
</tr>
<tr>
<td>Last date of submission of tender</td>
<td>20.05.2020 3.00 PM</td>
</tr>
<tr>
<td>Date of opening of tenders</td>
<td>20.05.2020 3.30 PM</td>
</tr>
</tbody>
</table>

Full details, specification, terms & conditions of work shall be available in the tender document for above NIT that can be downloaded from UCIL website www.uraniumcorp.in. Telex, telephonic, postal or e.mail bids will not be entertained. Cost of tender & EMD to be deposited in a separate envelope with the offer in the form of DD (drawn in favour of Uranium Corporation of India Limited, payable at SBI Jaduguda branch (Code – 0227). Copy of Pan No, P.F. Registration No. & Service Tax Registration No. has to be deposited with the offer, otherwise offer shall not be considered.

Minimum average turnover of Rs 5,00,000/- for last three financial years and submission of Profit &loss account and balance sheet of financial years i.e. 2016-17, 2017-18 & 2018-19. The bidder should have experience of successfully executed similar work of supply of qualified manpower for refilling and maintenance of fire extinguisher related to job in a reputed organization during one of the last 5 years. A document should be enclosed in support of the above credential.

The filled tender document in all respect to be submitted in the office of Addl. Manager (Pers.), UCIL, Turamdih Mines, PO- Sundernagar Dist: Singhbhum (East), Jharkhand 832107 to reach on or before the due date.

The Corporation reserves the right to accept or reject any or all Tender(s) either in full or part thereof or to split up the work, if necessary without assigning any reason whatsoever.

Tenders received without E.M.D. will be summarily rejected.

For CHAIRMAN & MANAGING DIRECTOR
URANIUM CORPORATION OF INDIA LIMITED

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<td></td>
<td>Annexure – I (Price format)</td>
<td>25</td>
</tr>
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I. **Scope of Work:**

To provide manpower for checking, testing and labeling of fire extinguishers in Turamdih Group of Mines, i.e., Turamdih Mines, Banduhurang Mines and Mohuldih Mines, and also refilling, maintenance, hydraulic testing and labeling, painting and other ancillary works of fire extinguishers and cartridges.

a) Qualified manpower, supplied by the Bidder, for this job will require to check weight, valve, hose, horn and handle and labeling of fire extinguishers during mines visit or inspection in different locations in the all the 3 (three) mines, namely Turamdih Mines, Banduhurang Mines and Mohuldih Mines. The ledger will be maintained and records updated by them after every visit recording status and date of checking of the fire extinguishers in different locations with signature of the personnel checking the same. Vehicle will be provided during shifting of fire extinguishers for replacement of the used one with fresh one from Turamdih Mines Tool room to respective locations and vice versa. Refilling, hydraulic testing and maintenance of the used fire extinguishers and cartridges will be done by the bidder at their own plant after collection of the used fire extinguishers and cartridges from Turamdih Mines Tool room with their own vehicle, obtaining necessary gate pass to be issued by CISF In-charge at the main gate of Turamdih Mine, as well as delivery of refilled and tested fire extinguishers and cartridges to Turamdih Mines Tool Room. Refilling of the fire extinguishers and cartridges should be done as per IS norms. Hydraulic Certificate should be issued for every numbered fire extinguishers and cartridges tested. All refilled fire extinguishers should suitably be sealed and safety pins should properly be placed to prevent unauthorized operation.

b) Manpower is required for 8 (eight) hours in a day. Working hours is in A-shift with timing from 07:00 AM to 03:00 PM.

c) Manpower requirement is only for 8(eight) days in every month of the year for a period of 3 (three) years from the date of reckoning of this contract i.e., total of 288 working days.

d) Supplied manpower has to do the said job anywhere and at any place under Turamdih Mines, Banduhurang Mines and Mohuldih Mines premises as well as nearby areas as per the instruction of Engineer-in-charge.

e) The Bidder have to ensure the availability of required numbers of manpower with the required criteria without fail on the 8 (eight) days in a month, days to be decided by Engineer-in-charge, for the period of 3 (three) years from the date of reckoning of this contract.

f) Liaisoning with CISF for issue of necessary gate passes shall be carried out by the successful bidder. UCIL will only forward the documents for issue of gate pass after fulfilment of statutory requirement.

g) The Bidder shall maintain attendance records for manpower supplied as per the Performa mutually agreed with UCIL and get it certified with Engineer-in-charge daily. They will maintain records of wages, EPF, insurance etc. and shall produce as and when required.

h) Bidder shall provide required PPE and two (02) sets of uniform with logo of company to the employees deployed for the above job & ensure the use of it during the work at site.

i) The supplied manpower (1 firemen and 1 fire squad member/helper) would be tested by the UCIL on their professional competence by the Engineer-in-charge and only qualified persons shall be deployed for duty.

j) The bidder shall ensure refresher training and testing of the individuals every 6 months at their own cost.
II. **Tentative Manpower requirement**

The bidder shall depute supplied personnel for satisfactory execution of the work as mentioned in the aforesaid scope of work. Manpower requirement per day (days to be decided by the Engineer-in-charge) for 8 (eight) days in a month shall be as below:

<table>
<thead>
<tr>
<th>Manpower Required</th>
<th>General Shift</th>
<th>A Shift</th>
<th>B Shift</th>
<th>C Shift</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Men</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Firemen squad member/ Helper</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>0</strong></td>
<td><strong>2</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>

Duty timings, General Shift: (7.00AM-12.00PM, 2.00PM-5.00PM)

- **A Shift**: (7.00AM-03.00PM)
- **B Shift**: (3.00PM-11.00PM)
- **C Shift**: (11.00PM-07.00AM)

**PENALTIES:**

The Contractor will maintain the following standard of service:-

1. **Attendance**:
   a) The bidder shall provide the exact number of manpower per day (days to be decided by the Engineer-in-charge) for 8 (eight) days in a month, days to be decided by Engineer-in-charge, for the period of 3 (three) years as laid out in the contract. Attendance will be jointly certified by the bidder and the Engineer In-charge at the beginning of shift in the aforesaid days. Failure to do so will render penalty on the contractor which will be worked out as follows :-

   \[ \text{penalty} = \text{Number of fire person less x One day salary.} \]

   b) Late reporting in duty will not be accepted; Firemen of the Contractor will not be taken on duty in case they report late for duty and will be marked absent calling for penalty as mentioned in 1(a).
2. **Discipline**
   a) All the fire personnel provided by the contractor will follow all prevailing rules of the company. Failure to do so will attract disciplinary action on the fireman by the contractor with intimation to the company. However, it is one the discretion of the company to continue with the services of the firemen and take suitable legal action as deemed fit.
   b) All the fire personnel provided by the contractor will always be alert on duty. Laxity on the part of the firemen evident due to surprise checks and routine rounds by company representatives will render the firemen liable for either removal from duty or disciplinary action by the contractor depending upon the gravity of slackness. However circumstances leading to removal of firemen will call for penal deduction as in the case of absence as mentioned in 1(a).

3. **Penalties for Non-Compliance of Fire related checks & drills given below.**

<table>
<thead>
<tr>
<th>Daily check of Turn Out in duty hours and record maintained</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire Extinguishers</strong></td>
</tr>
<tr>
<td>- Weight of fire extinguishers</td>
</tr>
<tr>
<td>- Nozzle and hose conditions</td>
</tr>
<tr>
<td>- Screwsed cap</td>
</tr>
<tr>
<td>- CO₂ Gas content</td>
</tr>
<tr>
<td>- Discharge horn</td>
</tr>
<tr>
<td>- Refilling of chemical extinguishers</td>
</tr>
<tr>
<td>- Painting</td>
</tr>
<tr>
<td>- Labeling</td>
</tr>
<tr>
<td>- Record keeping with signature</td>
</tr>
</tbody>
</table>

* Maintain records in specified registers as per the formats provided. Incomplete records or failure to carry out the required drills and checks at the fire station would evoke a penalty of 10% per day of the monthly amount payable.
### III. MINIMUM QUALIFICATION & EXPERIENCE OF PERSONNEL AND THEIR DUTIES:

Eligibility criteria of different categories of persons shall be as below. The Contractor will supply all the fire personnel, trained and physically fit men (Height not less than 171 cm. and weight not less than 56 kg) given below. It may be relaxed in case of highly experienced/deserving candidates:

<table>
<thead>
<tr>
<th>Position</th>
<th>Qualification</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firemen</td>
<td>Must have passed 10th Std. examination of 10+2 system or equivalent qualification &amp; passed Fireman course (for fresh candidates regular course of 6 months duration)</td>
<td>0-1 years</td>
</tr>
<tr>
<td></td>
<td>(i) National Fire Academy, Vadodara, Gujarat State under the Auspices of All India Institute of Local Self Govt., Mumbai</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Any Govt./ Govt. recognized Institute / CISF/ Defense Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) Any higher professional qualifications from Govt. recognized institutes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Preference should be given to candidates who passed additional qualification such as Fitter or Motor mechanic.</td>
<td></td>
</tr>
<tr>
<td>Note: Firemen shall be capable of performing all the scope of this tender, i.e., refilling, maintenance, hydraulic testing, labelling, painting and other ancillary works of fire extinguishers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire squad member/Helper</td>
<td>Matric or Non Matric</td>
<td>1-2 years</td>
</tr>
<tr>
<td>Note: Fire squad member shall be capable of performing all the scope of this tender, i.e., refilling, maintenance, hydraulic testing, labelling, painting and other ancillary works of fire extinguishers.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. **Duties of Fire men**
   a) He will perform any duty assigned to him by the Engineer-in-charge
   b) He will ensure that the Fire Station premises are kept clean and all the appliances and equipment are in efficient working condition for instant use.
   c) He will ensure that he is acquainted with the geographical lay out of the Mines so that he can carry out his work without any confusion.
   d) He will be responsible for proper accounting of all fire equipments. In case of damage or loss, he will report the matter to the Engineer-in-charge and will also initiate provisioning action.
   e) Additional job if any instructed by Engineer-in-charge

3. **Duties of Fire squad member/ Helper**
   a) While on duty, he will be smartly turned out and will keep himself in readiness to attend work without delay.
   b) He will carry out maintenance, checking and inspection of equipment along with Firemen.
   c) He will keep the station premises clean.
   d) He will ensure that he is acquainted with the geographical lay out of the Mines so that he can carry out his work without any confusion.
   e) He will assist the Firemen for the proper maintenance of fire equipments.
   f) Additional job if any instructed by Engineer-in-charge
IV. ESSENTIAL TERMS AND CONDITIONS FOR SUBMITTING THE OFFER

1. Before submission of tender, the tenderers are advised to make themselves fully conversant with the conditions of tendering, general conditions and Special conditions etc. They are also advised to physically visit the site to understand site working conditions, nature & mode of operation of jobs prior to submission of tender.

2. The Tenderer shall submit his tender strictly in accordance with the tender specification and terms & conditions laid down in the tender document.

3. By submitting a tender for the work, a Tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work, if so required and that the rates quoted by him in the tender will be adequate to complete the work in all respect according to the specification and other working conditions.

4. The Tenderer shall mention their Price/ rates in figures as well as in words. In case of any dispute / ambiguity, the price/ rates mentioned in words shall be considered as final. No insertions, postscripts, additions and alterations shall be recognised unless confirmed by the Tenderer’s signature.

5. Tender bids (Technical as well as price) shall be submitted strictly in a manner asked, giving full details / information necessary for assessing their offer.

6. Canvassing in any form is strictly prohibited and any Tenderer found to have resorted to canvassing or influencing other Tenderer shall be liable to have his tender rejected summarily.

7. Tender documents are not transferable.

8. Submission of Tender:
   a. Quotations are to be submitted in ‘Duplicate’ and to be type written or printed on vendor’s letterhead. Any correction or over writing should be authenticated.
   b. The quotation should be in English language only.
   c. The tender will be on two part system

Part – I: Consisting of technical & commercial part (except price)

Part – II: Consisting of price only as per price format (as described in annexure – I).

After evaluation of the Techno-commercial offers the price part of the qualified parties will be opened.

(A) Part – I - Techno - Commercial Bid (Un-priced): It shall contain

a) Tender’s covering letter
b) Earnest money deposit document (without EMD offer will be rejected)
c) Tender Fee (In case the tender paper is downloaded from website)
d) Details of company profile
e) Acceptance of terms & conditions of NIT. (each page of NIT shall be signed & stamped by competent person)
f) Deviation, if any from tender scope and terms & conditions (As per annexure-H).
g) Commercial terms & conditions
h) Performance report by client for the jobs executed.
i) Details of Work orders executed during last 5 years which should include the
details like name of the job, name of the client, value etc along with documents
in support of successful execution of the work from the client (As per
Annexure- E of this tender document).

j) List of ongoing present work orders which should include the details like Name
of the job, Name of the client, Period of work, Value etc. along with supporting
documents from the client for satisfactory performance till date (As per
Annexure- F of this tender document).

k) Details of manpower to be deployed at site, which should include name, father’s
name & address of person, age, qualification, and experience in years, nature of
experience etc. (As per Annexure- G of this tender document).

l) Balance sheets/I.T. clearance certificate for the last three financial years.
m) Blank (Un-priced) Price bid proforma.

(B) Part II - Price part: This part shall contain price only. The rates are to be quoted
in Numerical and words also. In case of difference in the value, the value in
word will be final. List of documents to be submitted in Part-II

a) Tender’s covering letter
b) Filled in price/rate in duplicates
c) Any other document as deemed necessary

9. Mode of submission of Tender
   a. Both parts of the offer should be sealed and super scribe with NIT reference
      no., due date, part no. i.e. Part-I For Techno commercial and Part-II For
      price bid and bidder’s name & address. Both the envelopes should be sealed
      in a third envelope super scribing the NIT reference no. due date and
      enclosure as Part I & Part II on its top.
   b. Sealed Tenders are to be submitted to Addl. Manager (Personnel), UCIL,
      Turamdih, P.O. Sundernagar, District –Singhbhum (East), Jharkhand-
      832107. Incomplete offers or offer sent by E-mail/Fax shall be rejected.

10. Prequalification criteria for the Tenderers: The average annual financial turnover
during the last 3 years should be at least Rs 5.00 Lakhs. The bidder should have
experience of having successfully executed similar works of supply of qualified
manpower for handling, refilling and maintenance of fire extinguishers and any other
fire safety related job in a reputed organization during one of the last five years
ending on 31st March 2020.

11. Details of company profile : Details of company profile have to be provided as
below:
   A) Company profile
      (i) Name & Address of the firm
      (ii) Telephone nos. office & Residence, Email Address
      (iii) Contact person’s name and mobile no.
      (iv) Year of establishment
      (v) Annual turnover of last three financial years
   B) Areas of operation
C) Manpower details & organization structure
   (i) Organization structure
   (ii) No. of employees on permanent roll
        1. Qualification of fire personnel
        2. Skilled manpower
        3. Semiskilled manpower
        4. Unskilled manpower

D) P.F. code no.-
E) E.S.I. code no.-
F) Labour license no.-

12. AWARD OF CONTRACT: The price quoted in the price bid (as per price format as described in Annexure-I of this tender document) will be deciding factor for considering the L1 bidder.

13. VALIDITY OF OFFER: The offer should remain valid for a minimum period of six months from the date of opening of the tender. The Tenderers shall not be allowed to increase, amend or withdraw his tender within this period and if he does so, the earnest money deposit may be forfeited.

14. PERIOD OF CONTRACT: The contract period shall remain valid for a span of 3 (three) years from the date of actual commencement of work after successful site mobilization.

15. EXTENSION OF CONTRACT: The contract may also be extended up to 06 (six) months beyond the stipulated contract period, if so deemed fit by UCIL and agreed by the Contractor. If so happens contractor shall have to work on the same terms & conditions and price of the contract.

16. MOBILISATION TIME: Mobilization shall be done within 15 (Fifteen) days of issue of LOI / WO. For further instructions on execution of contracts, UCIL Turamdih Mines Engineer-in-charge will confirm the exact programme of start/execution of job(s). No mobilization advance is payable in the contract.

17. TAXES AND DUTIES: All Taxes including service tax, royalties, duties, octroi etc. and other taxes for execution the contract under the scope of work shall be borne by the contractor and shall not be payable extra. Bidders quoted rate shall be inclusive of all such charges. Any increase of the same at any stage during execution of the contract shall have to be borne by the contractor. Any new taxes imposed by Govt/statutory authority during the contract period also need to be borne by the contractor.

18. TERMS OF PAYMENT:

Payment will be made on monthly basis with 35 R.A. Bill and 01 Final Bill. The contractor shall submit the monthly bill in triplicate to UCIL, the payment for the completed work shall be released against monthly RA (running account). The contractor shall submit his bill immediately after completion of the month. UCIL will make payment to contractor within 30 days from the date of submission of bill.

Income tax shall be deducted as per I.T. Act. Income Tax & Work Contract Tax, if applicable, shall be deducted from the bill.
19. **Price Escalation**: Labour escalation will be paid as per formula mentioned below:

\[
\text{WEV} = R \times \left( \frac{W_1 - W_0}{W_0} \right) \times 0.70
\]

- **WEV** = Wages escalation value
- **R** = Original awarded value/work done value excluding material cost.
- **W_0** = Minimum labour wages based on Govt. notification as on the last date of submission of Price bid or revised Price Bid whichever is later.
- **W_1** = Revised Minimum labour wages based on Govt. notification during the period of Execution of work

Escalation shall be paid against this work. Contractor has to pay the increased labour rate with arrears payment, if any increase in minimum wages.

20. **Earnest Money**: Earnest money for Rs.10,000 (Ten thousand only) is to be deposited in form 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). No cash or cheque in any form will be accepted as earnest money. No interest will be paid on the earnest money deposit. **Tenders received without earnest money deposit will be summarily rejected**. The earnest money of unsuccessful Tenderers will be refunded on written request in duplicate to the Engineer-In-Charge after commencement of work under this contract.

**Return of earnest money of successful tenderer**: The earnest money of successful Tenderer will be adjusted into security deposit after signing of contract agreement.

21. **Security Deposit**: Security deposit equivalent to an amount of 5% (five percent) of the ordered value is required to be deposited under this contract in accounts department, UCIL in cash or demand draft before the signing of the contact agreement. Earnest money already deposited shall be adjusted against security deposit upon written request in duplicate. Security deposit of the contractor failed to carry out the awarded work shall be forfeited. Security deposit will be refunded without any interest on written request in duplicate to the Engineer-In-Charge after satisfactory completion of the work order.

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

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

24. **Jurisdiction**: Any action / dispute arises out of or from this work order shall be subject to the jurisdiction of court of law at Jamshedpur only, irrespective of anything to contrary mentioned in the tender / quotation.

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

26. **Safety**: Contactor will take full safety measures and arrange the necessary safety gadgets /appliances etc. by your own so as to ensure that no damage, loss or injury to corporation’s personnel, your personnel, third party or equipment are caused due to the work being carried out by you.
V. GENERAL TERMS AND CONDITIONS OF THE CONTRACT

i) No claim shall be entertained for idle labour due to strike, lockout, legal proceedings etc.

ii) The contractor shall have to arrange local transportation for his staff and labours, deployed for the tendered scope of work without any additional cost to UCIL.

iii) The contractor shall furnish power of attorney in favour of his authorized site-in-charge before start of work.

iv) The said contract may be terminated at point of time (due to non-performance / poor performance of contractor / any other reasons) and payment shall be made to the contractor on pro-rata basis. UCIL’s decision shall be final and binding on contractor.

v) The contractor shall engage proper authorized / skilled / qualified personnel and ensure the expected quality of work. If any of their personnel is found to be unsuitable, by UCIL, the contractor shall withdraw them and provide suitable replacement immediately, failing which UCIL reserves full rights to get the job done by alternate suitable persons at risk and cost of the contractor.

vi) Daily attendance sheet of personnel shall be submitted to the UCIL. In case of absenteeism, suitable replacement shall be made without fail. This shall be intimated to UCIL office in writing. Failing to these shall call for hold up of processing of RA Bill.

vii) The contractor shall be responsible to comply with all laws of the land including labour rules and acts in vogue or as may come into vogue during the validity of the contract and shall indemnify UCIL against any claim arising out of any non-compliance including accident to third party.

viii) EPF provision shall have to be made by the contractor as per rules. EPF remittance for the workers engaged shall be done on monthly basis.
VI. SPECIAL CONDITIONS OF THE CONTRACT

1. Contractor must ensure the supply of manpower throughout the year even on Sundays and holidays round the clock. No extra claim for Holiday and Sunday will be entertained.

2. The contractor will have to maintain accountability of materials issued to them in a register which include description of materials, date of issue, quantity and purpose. A statement of materials issued/consumed during the month to be forwarded to Engineer-In-charge before 10th of next month.

3. The contractor will have to give Name, father’s name, age, qualification detail, address of fire member to be engaged along with recent passport size photograph duly attested by a class- 1 govt. officer within 7 (seven) days before actual commencement of work for issue of permanent gate pass.

4. **Safety & security of UCIL’ materials**: Tenderer will be responsible for safe keeping of materials issued by UCIL on free of cost / chargeable basis and on completion of work or during the course of work all materials issued to the Tenderer should be accounted for.

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

6. **Insurance**: The contractor shall be solely and wholly responsible for any accident that may occur during execution of the work and also for injury to person / persons or damage to the property of any description what so ever caused during the execution of the work. In the event of any such accident the contractor shall be responsible and shall pay proper compensation for the same as per workmen’s compensation Act. The contractor shall keep the purchaser (UCIL) safe and harmless and indemnified against all claims and expenses, for any such damage or injury to any property or person. The contractor shall make adequate insurance policy at their own cost so that the workmen employed by them are sufficiently covered against the risk of any accident.

7. Working under this contract will not qualify or give any additional claim to any contract employee for employment in UCIL. All statutory rules and regulations applicable as per workmen’s Compensation Act shall be followed by the contractor while engaging and disengaging the Workers / Employees.

8. The contractor has to tackle all labour related issues and maintain smooth IR relation at site so that the job can progress uninterruptedly.

9. **Medical facilities**: The contractor shall be fully responsible for any first aid/emergency treatment or serious medical treatment to his employees. UCIL will provide medical facilities in serious cases only on chargeable basis to contractor’s employees.

10. **Manpower details**: The contractor will have to submit the details of the persons to be employed for this work within seven days of award of work. The contractor will be allowed to start the work only after submission of the details. Proforma of Attestation Forms (02 nos.) may be obtained from mines office for necessary verification of every labourer separately and submission to the Engineer-in-charge, UCIL for onward transmission to the competent authority, UCIL

11. **UCIL’s safety Rules & Regulation** for contractor’s employees (as per annexure-A) will be complied strictly during the execution of various works at site. All safety
gadgets & appliances as required for carrying out awarded jobs shall be supplied by the contractor without any extra cost. Regular health checks (as per UCIL norms /instruction) of the staffs / workmen at the contractor’s cost are essential part of this contract.

12. The contractor shall be responsible for the compliance of all the rules and regulations of the land as detailed but not be limited to the following prevailing acts:
   c. Payment of Wages Act.
   d. Bonus Act.
   e. Contract Labour (Regulation & Abolition) Act as prevalent and the rules and regulations made therein from time to time and shall indemnify the hold harmless the UCIL / Purchaser against any claim arising out of compliance or any non-compliance and / to the third party.
VII. **Labour Employment Conditions for executing work**

1. The contractor shall employ labour in required number to maintain quality of work to the satisfaction of the Engineer-in-charge. The contractor shall not employ any person who has not attained the age of eighteen years.

2. Contractors should employ only the persons with established identity.

3. Asstt. 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 Asstt. Commandment, CISF who will issue clearance certificate.

4. The contractor shall pay wages not less than fair wages as defined in the Contract Labour (Regulation & Abolition) Act 1970 and rules made there under.

5. 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.


7. 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.

8. The Engineer in charge shall on a report having been made by an inspection staff as defined under the Contract Labour (Regulation & Abolition) Act 1970, and rules made there under have the power to deduct from the money due to the contractor any sum required or estimated to be required for making the good the loss suffered by a worker or workers by reason of non - fulfilment of the conditions of the contract for the benefit of workers, non-payment of wages or of deductions made from his or their wages which are not justified by the contract or non – observance of the said Act.

9. 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.

10. In the event of the contractor committing a default or breach of any of the provisions of aforesaid Act and Rules made there under / amended from time to time, or furnishing any information or submitting or filling any Forms / Register / Slip under the provisions of the law which is materially incorrect, then on the report of the Inspecting Officer, he contractor shall without prejudice pay to the Corporation a sum not exceeding liabilities for such defaults including liquidated damages etc. for every default, breach or furnishing, making, submitting, filling materially incorrect statement as may be fixed by the Labour Department and the contractor should indemnify the Corporation against all such liabilities.
MODEL RULES FOR LABOUR WELFARE:

1. The Contractor shall at his own expenses comply with or cause to be complied with Model Rules for Labour Welfare as provided under the rules framed by the appropriate Government from time to time for protection of health and making sanitary arrangements for workers directly or indirectly on the works. In case the contractor fails to make arrangements as aforesaid, the Engineer in charge shall be entitled to do so and recover the cost thereof from the Contractor.

2. Failure to comply with Model Rules for Labour Welfare, Safety Code or the provisions relating to report on accidents and to grant Maternity Benefit to Female workers shall make the contractor liable to the Corporation as liquidated damages an amount not exceeding Rs. 50.00 for each default or materially incorrect statement. The Decision of the Engineer in charge in such matters based on reports from the Inspecting Officers shall be final and binding and deducting officers shall be final and binding and deductions for recovery of such liquidated damages may be from any amount payable to the contractor.
ANNEXURE - A

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 contractor shall include the SAFETY requirements as RECOMMENDED by the Health Physics Unit, Turamdih for a specified contract.

In the event that contractor fails to comply with these provisions, the contractor 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 contractor. The contractor shall make no reason of or in connection with such stoppage.

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

3. Contractor must report to the safety officer (Mines) – in 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 (Mines) immediately on becoming aware of any accident of Type - A (see Annexure – B) giving the following information:
   - Name of the informant
   - Nature and location of incident being reported
   - Name of supervisor / Engineer – in – charge, location and telephone no. where he can be reached.

4.1.1 Contractor shall submit their investigation reports to the Safety officer (Mines) immediately but not later than 3 (three) working days after the occurrence of accident in the Form – A (see Annexure - C)

4.1.2 In the case of type – B accidents (see Annexure – B), Contractors shall submit their investigating reports, to the Safety officer (Mines) immediately but not later than 3 (three) working days after the occurrence of accident in the Form – A.
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.
ANNEXURE-C

(FORM – A)

ACCIDENT INVESTIGATION REPORTS

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

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

What was injured person doing at the time of accident : 
Description of accident (in detail) : 

Nature of injuries : 

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

What was wrong with working Methods / instructions : 

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

Name of witness : 1. 
2. 

Safety representative’s remarks with signature and date
# CHECK LIST FOR DOCUMENTS TO BE SUBMITTED

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

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Required documents</th>
<th>Enclosed: Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tenderer’s covering letter (in duplicate) mentioning the acceptance of all terms &amp; conditions of tender document for executing the subject work along with</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Earnest money deposit.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Details of company profile</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td><strong>Tender document in original</strong> (scope of work, special conditions, and general conditions of contract, UCIL’s labour and safety rules) <strong>duly signed and stamped on each page</strong> by bidder.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Copy of PAN Card</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Copies of work orders for previous five years’ experience as per <strong>Annexure-E</strong> enclosed along with successful completion certificates.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Statement of present ongoing jobs mentioning the value of work in detail as per <strong>Annexure-F</strong></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Details of technical personnel to be deployed as per <strong>Annexure-G</strong></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Copies of balance sheet, income tax clearance certificate for last two financial years (2017-18, 2018-19)</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Any deviation from the tender shall be clearly mentioned, if any, under the heading “Deviation” (As per annexure –H).</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Bank Unpriced price format (As per Annexure – I)</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Any other documents as deemed necessary</td>
<td></td>
</tr>
</tbody>
</table>

## 2) Part-II (Price Bid)

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Required documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tenderer’s covering letter in duplicate</td>
</tr>
<tr>
<td>2.</td>
<td>Duly signed and stamped price / rate proposal in triplicate in the prescribed price format (Annexure – I) only</td>
</tr>
</tbody>
</table>
STYLE OF ANNEXURE
(Please use separate sheet for each annexure and add extra rows if applicable)

**Annexure-E**
Details of work orders in support of prequalification criteria for previous five years experience

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Work order No</th>
<th>Work Value</th>
<th>Name of concern/ client</th>
<th>Job details</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>From</td>
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<td></td>
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<td></td>
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<td></td>
<td>To</td>
</tr>
</tbody>
</table>

Copies of work order and work completion certificate to be enclosed

**Annexure-F**
Statement of present ongoing jobs mentioning the value of work in detail as per

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Work order No</th>
<th>Work Value</th>
<th>Name of concern/ client</th>
<th>Job details</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>From</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>To</td>
</tr>
</tbody>
</table>

Copies of work orders to be enclosed

**Annexure-G**
Details of technical personnel to be deployed

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of Person and father’s name</th>
<th>Address</th>
<th>Age</th>
<th>Qualification</th>
<th>Years of experience</th>
<th>Nature of experience</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Annexure-H**
Deviation sheet: Deviations, if any from the tender specification shall be mentioned

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Deviation list</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PRICE FORMAT:** Tenderer will submit price in the format given below:

**Manpower for maintenance jobs**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category</th>
<th>Manpower requirement</th>
<th>Unit rate including duties and benefits (Rates shall be in figure &amp; words)</th>
<th>Total cost including all taxes (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Firemen</td>
<td>1 no.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Fire squad member/ Helper</td>
<td>1 no.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>2 nos.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cost for one year [96 working days (8 days/month)]=

Total Price for three year period [288 working days] (in Figures) =

Total Price for three year period (in Words) : Rupees__________________________
___________________________________________________________________________
___________________________________________________________________________

**Unit rate of different type of fire extinguishers**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Description of Items</th>
<th>Rs/Unit</th>
<th>Rate for 3 years (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hydraulic testing, refilling and labeling of CO₂ type fire extinguisher (22Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hydraulic testing, refilling and labeling of CO₂ type fire extinguisher (6.5Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hydraulic testing, refilling and labeling of CO₂ type fire extinguisher (4Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Hydraulic testing, refilling and labeling of CO₂ type fire extinguisher (2Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Hydraulic testing, refilling and labeling of ABC type fire extinguisher (2Kg)</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Hydraulic testing, refilling and labeling of ABC type fire extinguisher (5Kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Hydraulic testing, recharging of CO₂ Cartridges of (60/120/200gm) capacity</td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>Replacement of Wheel Valve</td>
<td></td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>GST @ 18%</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total (Round off)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>