



**ODISHA POWER GENERATION CORPORATION LIMITED**  
**IB THERMAL POWER STATION Unit # 3&4**  
**At/PO: BANHARPALI, DIST: JHARSUGUDA – 768 234 (ODISHA)**  
**TELEFAX: (06645) 222288**  
**Email: [bkmishra@opgc.co.in](mailto:bkmishra@opgc.co.in)**

**NOTICE INVITING TENDER**

**NIT No. [ITPS/Unit 3 & 4/18-19/161](#)**

**Date: [04/05/2018](#)**

Separate Sealed bids in the prescribed format are invited from bona fide and financially sound reputed Agencies/ Registered Firms/Companies for execution of the following works at [2X660 MW IB Thermal Power Station, Banaharpali](#).

S/N	Name of the work	Tender cost (Rs.)	EMD (Rs.)	Contract Period	Sale of Tender document	Date of receipt & submission /Opening of technical Bid
1.	“Material handling contract at warehouse at OPGC Unit 3&4 (Two Parts)”	5600/- (inclusive of GST)	20,000/-	6 Months	11/01/2019 to 21/01/2019 (Hard & Soft copy only)	Up to 3:00 PM on 21/01/2019 3:30 PM onwards on 21/01/2019

**NB: a) Bidders having the requisite qualifying requirements specified in the bid document shall only be considered for the work.**

**b) Further please note to submit your offer considering GST provision and its related input tax credit benefits to be passed on to OPGC**

Cost of bid document (non-refundable) shall be paid by Demand Draft in favour of OPGC Ltd. drawn on State Bank of India (Code-9510) / Andhra Bank (Code-0662) / Central Bank of India (Code-283899) payable at ITPS, Banharpali. Cost of bid document shall have to be submitted along with the bid and the DD towards the tender cost (separate from EMD) should be prepared on or before the last date of sale of tender, otherwise the bid shall be liable for rejection. In case of any discrepancy found between tender document submitted by the agency and the master copy in our office, the latter should prevail. No claim on this account shall be entertained. Complete and signed sealed bids in hard copy form only shall be received at Contract Cell, ITPS. Bids shall be opened at Contract Cell, ITPS in the presence of the bidders or their authorized representatives, if present at the time of opening. If the last date of issue / receipt / opening happens to be a HOLIDAY, the tender will be issued/ received / opened at the respective time on the next working day. The photocopies of all the supporting documents required for participating in the tender mentioned in NIT/Tender paper shall be submitted along with the bid; otherwise the bid is liable for rejection. Bids without EMD will be liable for rejection.

Bids received after stipulated date & time shall not be entertained. OPGC shall not take any liability on account of any postal/courier delay. OPGC reserves the right to accept / reject any or all tenders, seek additional clarifications, split up the scope among eligible bidders or cancel the tender altogether without assigning any reasons thereof.

**N.B: For further details & downloading of Tender documents, please visit our web site [www.opgc.co.in](http://www.opgc.co.in).**

**Important: Agenda/Corrigenda/ Extensions, if any, will be notified on the OPGC website only and will not be published in any other media. Bidders are requested to visit our website regularly for any amendment of the present bid till finalization of bidding process.**

Sd/  
AGM- SCM

***SAFE & CLEAN POWER IS OUR COMMITMENT***

## **QUALIFICATION CRITERIA**

**Bidders having the following criteria shall only be considered to be qualified in the Techno-commercial Bid:**

- 1.** Experience of having successfully completed similar work during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following:-
  - a) Three similar completed works costing not less than Rs. 5 Lakhs.

**OR**

  - b) Two similar completed works costing not less than Rs. 7 Lakhs.

**OR**

  - c) One similar completed work costing not less than Rs. 11 Lakhs.
- 2.** Average annual financial turnover during last three financial years immediately prior to the date of tendering should be Rs. 7 Lakhs or more. Audited Balance Sheet and profit & Loss A/C must be submitted along with the Techno-commercial Bid. In case the account is not audited, a certificate from a chartered accountant should be produced towards turnover.

**And**
- 3.** The bidder must not have been blacklisted or debarred to participate in tendering of similar jobs earlier by any Govt./Public Sector Utility / IPP/CPP.(Self certification required)

**And**
- 4.** The bidder must have own Provident Fund Code, GST Code, Income Tax PAN and valid VAT/Sales Tax Clearance certificate. Photocopies of these documents must be submitted along with Techno-commercial Bid.

**Definition of similar nature of work:** Similar nature of work means Supply of manpower (semiskilled or high skilled) for office work/Industrial Work/any organisation. Sufficient documentary proof in support of above of all the agencies must be submitted along with the Techno- Commercial Bid

**Note:**

- **For all qualification criteria all supporting documents to be provided.**
- **Owner reserves the right to obtain necessary documents and also to assess the qualification of the Bidder, subsequent to submission of bid, as deemed necessary by Owner to establish bidder's qualification.**
- **The bidders who are found qualified in above will be invited for the opening of the price bids.**
- **Tenders submitted without the above techno-commercial requirements shall be liable for rejection.**

**Owner reserves the right to obtain necessary documents and also to assess the qualification of the Bidder, subsequent to submission of bid, as deemed necessary by Owner to establish bidder's qualification.**



### **Information to Bidders**

- 1) The bids complete in all respect must be submitted in a sealed envelope super scribed with tender enquiry number, name of the work and due date of opening. Both the Techno-commercial & Price Bid in separate sealed cover shall be put in a sealed third envelope. **The bid documents are not transferable.** The bidder must submit the following along with the bid:
  - a) EMD of requisite amount as per NIT shall be put in a sealed envelope separately
  - b) Photocopies of Provident Fund Registration certificate, , Income Tax PAN and GST
  - c) Bid documents duly signed & stamped in all pages as a token of acceptance.
  - d) In case of bidders submitting the documents downloaded from OPGC web site, the cost of bid documents (as per NIT) must be submitted (separately from EMD) in the form of Demand Draft. **The draft towards cost of bid documents must be drawn on or before the last date of sale of bid documents.**
  - e) All Micro & Small Enterprises (MSEs) are exempted from payment of EMD & Tender cost subject to validity of the certificates as provided against the job as per the RFP.
  - f) Original price bid duly filled in, signed & stamped on each page shall be submitted. Any price breakup (if required) must be submitted separately. The rates offered by the bidder shall be clearly written in English (clearly hand written or typed) both in words and figures and shall be free from any aberrations, deletions, corrections and overwriting. In case of any illegibility of the offer submitted by bidder the interpretation by OPGC shall be final and binding on the bidder. Insertion, postscript, addition and alteration shall not be accepted after submission of the bid.

**Note: Tenders submitted without the above requirements shall be liable for rejection.**

- 2) Bidders are advised to submit the tender based strictly on the terms and conditions and specifications contained in the tender documents and not stipulate any deviations in normal case.
- 3) **OPGC will award the contract to the successful bidder whose bid (offered/evaluated) has been found the lowest i.e. on L-1 basis.**
- 4) OPGC reserves the right to evaluate the quotation on such deviations having financial implications by adding the cost determined by OPGC.
- 5) Wherever it is mentioned in the specification that the contractor shall perform certain work or provide certain facilities, it is understood that the contractor shall do so at his cost.
- 6) Before quoting the rates the Bidder should go through the specifications, scope of work, special condition of contracts etc. and get himself fully conversant with them. The bid should include cost

of mobilization and cost to adhere to all safety norms as described in the tender. No relaxation or request for revision of quoted/accepted rates shall be entertained subsequent to the opening of bid on account of mobilization or Safety costs.

- 7) The details of items in the price schedule shall be read in conjunction with the corresponding technical specifications. Items of work provided in the price schedule but not covered in the technical specifications shall be executed strictly as per instructions of Engineer in charge.
- 8) The Bidders shall quote rates inclusive of the complete cost towards consumables, tools and tackles, equipments, labour, levies, taxes and duties if any, **all safety PPE's as per OPGC norms to all workmen**, rectification, maintenance till handing over, supervision overheads, profits and all incidental charges not specifically mentioned but reasonably implied and necessary to complete the work according to contract.
- 9) OPGC reserves the rights of accepting the whole or any part of the tender and bidder shall be bound to perform the same at their quoted rates.

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**GENERAL CONDITIONS OF CONTRACT**



**ODISHA POWER GENERATION CORPORATION LIMITED**

**7<sup>TH</sup> FLOOR, ZONE – A, FORTUNE TOWERS,**

**CHANDRASEKHARPUR, BHUBANESWAR – 751 023**

**(ODISHA)**

**ODISHA POWER GENERATION CORPORATION LTD**  
**IB THERMAL POWER STATION, BANHARPALI**  
**NOTICE INVITING TENDER**

1. Tenders are invited on behalf of the OPGC Ltd. for the work “[Material handling contract at warehouse at OPGC Unit 3&4 \(Two Parts\)](#)”.
2. The Tender & rates shall be in the prescribed form provided by OPGC.
3. The works are required to be carried out for [06 months](#).
4. Normally Bidders having corresponding class of license, PF Code, Service Tax code, valid IT PAN & GST IN, expertise for the work required to be executed and financial capacity will be considered.
5. The person who floats the NIT shall be the Accepting Authority herein after referred to as such for the purpose of this Tender.
6. Applications for issue of tender documents shall be submitted to Accepting Authority so as to reach his office not later than [dt.21/01/2019](#).
7. A Bidder shall possess IT PAN, PF Registration certificate and GST IN.
8. Tender documents consisting of plans, drawings, specifications, Schedule(s) of Quantities / Price Schedule of various classes of work to be done, the Conditions of Contract and other necessary documents.
9. A Bidder should quote his rates in figures as well as in words. The amount for each item should be worked out and the requisite totals given. Special care shall be taken to write rates in figures as well as in words, and the amounts in figures only in such a way that interpolation is not possible. The total amount shall be written both in figures and in words. In case of figures, the words ‘Rs.’ should be written before the figure of rupees and the words ‘Paise’ after the decimal figures, e.g. Rs.2.15 P. In case of words, the words ‘Rupees’ should precede and the words ‘Paise’ should be written at the end. Unless the rate is in whole rupees and followed by the word ‘Only’ it should invariably be up to two places of decimal.
10. In the case of item rate Tenders, only rates quoted shall be considered. Any tender containing percentage below / above the schedule of rate quoted is liable to be rejected. In case of lump sum tenders, only quoted amount shall be considered.
11. Any Bidder for the works shall not be witness in the Bid of any other Bidder for the same works. Failure to observe this condition shall render the Tender of the Bidder tendering as well as of those witnessing the Tender liable for rejection.
12. Tender shall be received up to [3.00 P.M](#) of [dt.21.01.2019](#) and shall be opened at [3.30 P.M on the same day](#) in presence of those Bidders or their duly authorized representatives who may like to be present.
13. The Tender shall be accompanied by Earnest Money @ [Rs 20000.00](#). The Earnest Money offered shall be in shape of Demand Draft / Pay Order in favor of ODISHA Power Generation Corporation Ltd. drawn on State Bank of India (Code-9510) / Andhra Bank (Code-0662) / Central Bank of India (Code-283899) payable at ITPS, Banharpali.
14. The Tender shall be accompanied with letter of undertaking on non-judicial stamp paper of appropriate value in the prescribed format.
15. The Earnest Money shall be made payable without any condition/demure to the Owner on demand. The Earnest Money shall be valid for a period of 03 (Three) calendar months from the date of opening of the bid
16. In consideration of the Owner opening and considering the Tender for purpose of award of Contract, the Bidder shall keep his Tender valid for a period of [Ninety \(90\) days](#) from the date of opening of the Tender, during which period the Bidder agrees not to vary, alter or revoke his Tender either in whole or in part. If the Bidder however, fails to keep his Tender valid for [Ninety \(90\) days](#) or varies its terms and conditions during the said period then the Owner shall be entitled to forfeit the Earnest Money amount without any notice or proof

of damages etc. The Bidder shall submit his Tender as required in the Tender documents along with letter of undertaking in the proforma enclosed herewith.

**17.** The Earnest Money of all unsuccessful Bidders will be returned within thirty (30) days after the award of the Contract.

**18.** Any Tender not accompanied with Earnest Money in accordance with aforesaid provisions shall be rejected by the Owner as non-responsive Bid.

**19.** No interest will be payable by the Owner on the said amount covered under Earnest Money / other security deposits.

**20.** On finalization of Tender, Earnest Money of successful Bidder will be treated as part of the initial security at the option of the said Contractor or shall be returned to the successful bidder at his option.

**21.** A Bidder shall submit the Tender which satisfies each and every condition laid down in this notice and other tender documents, failing which the Tender will be liable to be rejected.

**22.** The ODISHA Power Generation Corporation Ltd. do not bind themselves to accept the lowest or any tender or to give any reasons for their decision. The Owner reserves the right to allow the Public Sector Undertakings price preference facilities as admissible under existing Govt. policy. The prospective Bidders may apprise themselves of the relevant Govt. notification in this regard before submission of their bid. The ODISHA Power Generation Corporation Ltd. reserves the right of accepting the whole or any part of the Tender or split the total scope of work among eligible Bidders and Bidder (s) shall be bound to perform the same at his/their quoted rates.

**23.** Except GST, Work Contract Tax or any other tax on materials in respect of this Contract shall be payable by the Contractor except service tax which shall be extra as applicable.

**24.** The right to accept the Tender rests with the Owner. The Owner further does not bind himself to accept the lowest tender and reserves the authority to reject any or all the Tenders received without assigning any reason whatsoever. The whole work may be split up between two or more Contractors or accepted in part (not entirely) if considered expedient. The rates shall be the lowest/negotiated for such eventualities. Tenders in which any of the particulars and prescribed information is missing or incomplete in any respect and/or the prescribed conditions are not fulfilled are liable to be rejected. The decision of the Owner in respect of the above shall be final and binding on the Bidders.

**25.** In case Contractor's labour go on strike with advance notice as per rule, it is responsibility of the Contractor to mobilize such manpower from their other sites or otherwise and continue the work so that execution of Contract is not affected. In such an event, the failure to perform shall lead the Owner to get the work done by any other agency, but at the cost & risk of the Contractor. Further, the Contract shall be terminated with seven (7) days notice in O&M Contract and the Contractor may be debarred from participating in any future Bid in OPGC Ltd. In case of construction work, non-adherence to schedule shall lead to cancellation of Contract or imposition of penalty at the discretion of the Engineer-in-charge. If the labours go on strike without prior notice, the situation shall be treated as force majeure provided nonperformance is for a reasonable period only. If the situation is beyond reasonable control of the Contractor but has taken appropriate steps as a man of common prudence would have taken in his own case, Owner may consider in case to case basis to either terminate the Contract or otherwise get the work done by other means but at the cost & risk of the Contractor. Only events of such illegal strike, which make the performance impossible at the time of occurrence and for a considerable time period for mobilization, shall be considered as force majeure.

The period of Contract shall be specified in the Special Conditions of Contract. The Contract period shall reckon from the date of issue of LOI. OPGCL reserves the right to withdraw any item(s) of works from the scope by serving a 7 days notice to the Contractor without giving any reason for the same and take up the job departmentally or otherwise if performance of Contractor is found to be unsatisfactory. Value for the items of

work thus withdrawn shall not be payable by the Owner. The Contractor shall not claim any compensation on this account.

The period of Contract may be extended with mutual consent if the delay is beyond the control of Contractor at the discretion of the Engineer-in-charge.

**26. SUSPENSION OF WORKS:**

The Contractor shall, on receipt of the order in writing of the Engineer-in-charge, suspend the progress of the works or any part thereof for such time and in such manner, as the Engineer-in-charge may consider necessary for any of the following reasons:

i) On account of any default on part of the Contractor; or

ii) For proper execution of the works or part thereof for reasons other than the default of the Contractor;

In any of the above cases the Contractor shall properly protect and secure the works to the extent necessary and carry out the instructions given on that behalf by the Engineer-in-charge during such suspension period.

**27.** The Contractor shall employ labour in sufficient numbers to maintain the required rate of progress / attend the repair-maintenance on it's occurrence and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Engineer-in-charge. The Contractor shall not employ in connection with the works any person who has not completed his/her eighteen years of age.

**28.** The Contractor shall in respect of labour employed by him or his subcontractors comply with or cause to be complied with the Contractors Labour Regulations.

**29.** At present Employees State Insurance (ESI) Act is not applicable to IB TPS but may be extended at any time. In case of enforcement of the scheme, the Contractor shall be liable to pay his contribution and the employees contribution to the State Insurance Scheme in respect of all labour employed by him for the execution of the Contract, in accordance with the provision of "The Employees State Insurance Act, 1948" as amended from time to time. 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 Contractor an amount of contribution as assessed by him. The amount so recovered shall be adjusted against the actual contribution payable for Employees State Insurance.

**30.** The Engineer-in-charge shall on a report having been made by an Inspecting Officer as defined in the Contractor Labour Regulations have been the power to deduct from the money due to the Contractor any sum required or estimated to be required for making good the loss suffered by a worker or worker by reason of non-fulfillment 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 terms of the Contract or non-observance of the said Contractors Labour Regulations.

**31.** In the event of the Contractor committing a default or breach any of the provisions of the aforesaid Contractors Labour Regulations as amended from time to time or furnishing any information or submitting or filling any Form/Register/Slip under the provisions of these Regulations which is materially incorrect, then on the report of the Inspecting Officers as defined in the Contractors Labour Regulations the Contractor shall without prejudice to any other liability pay to the Owner a sum not exceeding Rs.500.00 as liquidated damages for every default, breach or furnishing, making, submitting, filling materially incorrect statement as may be fixed by the Engineer-in-charge and in the event of the Contractor's default continuing in this respect the liquidated damages may be enhanced to Rs.500.00 per day for each day of default subject to a maximum of ten percent of the contract value. The Engineer-in-charge shall deduct such amount from bills or security deposit of the Contractor and credit the same to the Welfare Fund constituted under Contract Labour (R&A) Act 1970. The decision of the Engineer-in-charge in this respect shall be final and binding.

**32. Model Rules for Labour Welfare:** The Contractor shall at his own expense comply with or cause to be complied with Model Rules for Labour Welfare. 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.

**33. Safety code:** The Contractor shall at his own expense arrange for the safety provisions.



**34. REMOVAL OF WORKMEN:**

The Contractor shall employ in and about the Execution of the works only such persons as are skilled and experienced in their several trades and the Engineer-in-charge shall be at liberty to object to and require the Contractor to remove from the works any person employed by the Contractor in or about the execution of the works who in the opinion of the Engineer-in-charge misconducts himself or is incompetent or negligent in the proper performance of his duties and such person shall not be again employed in the work without permission of the Engineer-in-charge.

**35. WORK DURING NIGHT SUNDAYS AND HOLIDAYS:** Subject to any provisions to the contrary contained in the Contract, none of the permanent works except emergency maintenance work & operation shall be carried out during night or on Sundays or on authorized holidays without the permission in writing of the Engineer-in-charge. But in case of maintenance Contract, the Contractor shall be required to work any time any day as required by Engineer-in-charge.

**36. NEGOTIATION OF RATES:**

In case Owner finds the lowest price to be at higher side in consideration of market price of various inputs including labour component, may call the lowest Bidders for negotiation of price based on analysis of their rate etc.

**37. Payment of running bill:**

- a. 90% payment will be made within 30 days after completion of the job.
- b. Balance 10% will be made after 12 months from the date of completion of the job.

**38.** The rate shall remain firm irrespective of any changes in minimum wages of labour by the Government of Odisha.

**39. LABOUR LAWS**

Contractor shall comply with all laws, ordinances, regulations and notification / instruction of Govt. concerning the health, wages, welfare, safety and employment and non-employment of his workers and shall exclusively bear the consequences of failure to comply therewith.

The following points are to be observed strictly by the Contractor.

- i) No labour below the age of 18 (eighteen) years shall be employed on the work.
- ii) The Contractor shall not pay less than the notified wages by the appropriate government towards minimum wages from time to time and must comply with Minimum Wages Act. The payment has to be made to the labours in the presence of authorized representative of the Owner / Engineer-in-charge.
- iii) The Contractor shall at his expense comply with all labour laws and keep the Owner indemnified in respect thereof.
- iv) The Contractor shall pay equal wages for men & women in accordance with Equal Remuneration Act 1976.
- v) The Contractor under the Contract Labour (Regulation and Abolition) Act, shall have a valid Labour license from appropriate licensing authority prior to starting / within 15 days of commencement of the work under the Contract. Validity of the license shall be maintained till expiry of Contract period & its extension, if any.
- vi) The Contractor shall employ labour in sufficient numbers to maintain the schedule of work and of quality to ensure workmanship of the degree specified in the Contract and to the satisfaction of the Engineer-in-charge.
- vii) The Contractor shall furnish to the Engineer-in-charge at the interval of every 15 days a statement of the workmen employed on the works and also furnish information under rule 73 of ODISHA Contract Labour (R&A) Rule, 1975 or rules made there under.

**40. PREPARATION OF BID:**

The Bidder(s) shall submit the bid in two part, namely-

I) Techno commercial Bid and

II) Price bid

**PART-I: TECHNO-COMMERCIAL BID**

A complete set of original Tender documents as issued to the Bidder duly filled in as prescribed in different clauses of the Tender documents with signature & stamp in all pages as token of unconditional acceptance shall constitute Techno-commercial Bid.

The Bidder shall enclose the following documents in this Bid.

a) Crossed Demand Draft for requisite amount drawn in favor of ODISHA Power Generation Corporation Ltd. in the manner prescribed above towards the Earnest Money and Tender cost without which the Tender will be summarily rejected.

b) Details of work of similar nature and magnitude executed by the Bidder as per the qualifying criteria.

Note: If required additional sheet may be used to furnish all above information but in the format provided in General Conditions of Contract.

The techno-commercial bid with all its enclosures as mentioned should be put in an envelope, sealed & super scribed as "TECHNO-COMMERCIAL BID". This envelope must contain Name of the work, NIT No., Due date of opening and Name & Address of the Bidder on bottom left hand corner of the cover.

**PART-II: PRICE BID**

Kindly submit the Price bid in a different envelope as per BOQ.

Price bids of only those bidders will be opened who meet as per qualification criteria given below. The Owner shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Price Bid.

For and on behalf of ODISHA Power Generation Corporation Ltd.

Signature...Sd/-

Designation: Addl GM-SCM – Contract Cell Unit 3&4, ITPS.

Date:

## **“Material handling contract at warehouse ITPS for OPGC 3&4”**

### **Scope of Work: - semi-skilled workers (18 NOS.)**

#### **Nature of Job done by the semi-skilled workers**

1. The scope of work covers the following nature of job throughout the contract period.
  - a. Loading & unloading of Lubricants procured in Barrels inside the Oil shed.
  - b. Loading & Unloading of Gas cylinder at Gas Shed.
  - c. Loading & Unloading of High chrome Grinding Ball in 210 litre Drum from Truck to warehouse06.
  - d. Unloading of Packed material in a small wooden box, Cardboard Box, HDPE packet.
  - e. Shifting of Various Material from inspection bay to different Store Zone.
  - f. Counting of different type of Fasteners from time to time.
  - g. Loading & Unloading of Batteries.
  - h. Loading & Unloading of Different type of structural Steel and Pipes from Trailer to Yard and Yard to Truck.
  - i. Cleaning of Different Zone and material in Different stores.
  - j. Shifting of Scrap material from one place to Lot area.
  - k. Shifting of Test weight during the time of Stamping and also during the time of any Problem arises in the Weigh Scale.
  - l. Handling of Cables during the time of Receive and Issue.
  - m. Loading, unloading & shifting of materials in Bundle likes Gasket, Ropes.
  - n. Cleaning of Oil Sheds, Open yard and Steel yard.
  - o. Any other handling works as per the direction of Officers in Charge from time to time.
  - p. Material handling activities beyond the office hours subject the urgency of work occasionally during the day to day activities and during the time of AOH/COH.
  - q. To assist the physical verification team (Auditor) in verifying different materials at different locations.
  - r. Semi-skilled labour will also assist at the time of Loading and Unloading of Heavy Material by Forklift and Crane.
  - s. At least one man power should have knowledge of carpentry to prepare the wooden box and opening of new arrival box for inspection.
  - t. Taking dip at MGR Filling Station and Tankers.

With the above Nature of Job **18** no's of semi-Skilled should be deployed in the Warehouse throughout the contract period per day.

### **Scope of Work: - Skilled workers (3 NOS.)**

**The scope of work covers the following nature of job throughout the contract period.**

#### **Nature of Job done by the skilled workers**

1. Out of three skilled worker, two skilled workers will be engage in the lifting and shifting job of the warehouse. They must possess Rigger Certificate to assist the Crane operator to handle the equipment in safe manner. During the working hour safety will be top most priority. Apart from the

rigger job any other job allotted to them must be performed by them as per the discretion of the TL warehouse.

2. The third skilled workmen must have knowledge of carpentering. Whenever require he must be able to open the box for the physical inspection of the material. He must have knowledge to build up new box as per the requirement of the equipment from the resources available at warehouse .To complete the job the tools and tackles must be supplied by the contractor

**Scope of Work: - High-Skilled workers (5 NOS.)**

**The scope of work covers the following nature of job throughout the contract period.**

**Nature of Job done by the High-Skilled workers**

1. The Nature of job must be Clerical & supervisory type .As per the direction of the TL warehouse they must perform their duty inside the Office and Outside the office. They must have knowledge of Computer like Excel and word. Minimum 2-3 year work experience in the field of warehouse material handling is required to complete the job. Man power to carry any assigned jobs but all work must be performed with full safety.

**Special Terms and Condition**

- a) Agency is required to send the suitable profiles of candidates within 7 (Seven) working days of receipt of LOI/Order.
- b) Agency is required to submit quarterly performance report for placed candidates to OPGC.
- c) A penalty of Rs.1,000/-per day will be levied for delay in responding beyond 7 working days. This penalty would be Rs.2,000/-per day beyond 10 working days. The penalty will be deducted from your monthly bill OR from the PBG/Security deposit submitted for performance of the contract.
- d) Delay in responding for more than 20 days may attract penal action like termination of contract or forfeiting of PBG or blacklisting the bidder.
- e) In case of unsatisfactory performance i.e. frequent delay in response for more than Five times, OPGC carries all the rights to terminate the contract and forfeit the security deposit.
- f) In case of absenteeism for more than 15 days at a stretch (authorized or unauthorized), agency has to depute suitable, equivalent or better replacement.
- g) In case of replacement of candidate deployed by agency, there should be minimum 30 days of notice period and 10 days of knowledge transfer with substitute.
- h) The agency shall be liable to pay penalty for breach of any conditions of the Contract/ Tender terms & conditions. The Penalty amount shall be decided by EIC (OPGC) and shall be binding to the agency. The penalty amount shall be recovered from the agency from the pending amount of the Bills/security deposit.

- i) Sick Leave/ any other absenteeism for unseen reasons replacement to be at once without hampering the duty.

Penalty Clause:

- a) If any loss or theft occurs due to negligence of duty of your personnel authenticated by a joint enquiry, the agency will compensate the loss so incurred by OPGC.
- b) For non-deployment of requisite number of manpower by the agency as specified in the work order, an amount equal to one time of the unit charges of that particular category of manpower shall be deducted from the very next bill submitted by the agency. However the owner's Representative has the discretion to consider the cushion up to 10% in each category depending upon the reason against such shortfall of deployment.
- c) Owner is empowered to hold or deduct the amount from agency's bill for its non-performance or part performance with regard to any deficiency or negligence in warehouse operation, training and test, indiscipline / disobedience of any nature by any of its personnel, theft / loss of owner's property or failure of the agency to discharge obligations under the terms and conditions of contract agreement.
- d) In case of violation of clauses/non-performance / continuous poor performance / abandonment of work, the contract shall be terminated and the work shall be continued by any other means at your cost and risk. In this case all your security deposit shall be forfeited.

Validity:

- a) This agreement is valid initially for a period of six months from 01.09.2018 to 28.02.2019 which may be extended with mutual consent of both the parties.
- b) During the period of this agreement and for six months thereafter both parties agree not to recruit any employee who has resigned or has been retrenched by either party, except under explicit written consent.
- c) No amendment to this Contract shall be effective unless it is in writing and signed by duly authorized representative of both parties

Security Deposit:

Agency will have to deposit Rs.1,00,000/- as security deposit within 7 days from the receipt of LOI/Order

## BILL OF QUANTITY

Name of work: **“Material handling contract at warehouse ITPS for OPGC 3&4”**

**(During Price Tender opening, only total amount will be read out and not unit rates/amounts of individual items)**

The quoted price shall be all-inclusive basis (Taxes, duties, other government levies including Service Tax etc.) and shall remain firm during entire tenure of contract and shall not be revised under any circumstances for whatsoever reason except as described at (a) to (f) below. GST applicability and rate of GST should be shown separately. If nothing is mentioned by the bidders regarding GST, it will be presumed that the GST is extra and the same will be added to the quoted rates.

(a) Any increase / decrease in the GST thereon will be reimbursed / adjusted as per actual against documentary evidence.

(b) Any change in Income Tax rate will be borne by the Contractor.

(c) The rate as quoted and finalized will be fixed for the entire period of contract.

(d) Quoted rate (valid on the date of opening of tender) shall be treated as base price and all-inclusive basis.

(e) The rate quoted should be for the entire period of contract. No escalation on what so ever reason will be considered.

<b>Details of Manpower required for the work "Material Handling contract at warehouse ITPS"2018-19(SIX MONTH)</b>			
<u>No of Man power</u>	<u>Wages/Day for Semi-Skilled</u>	<u>Wages/Day for Skilled</u>	<u>Wages/Day for Highly-Skilled</u>
<b>Total no of person</b>	<b>18</b>	<b>3</b>	<b>5</b>

**BOQ:-Handling of material at warehouse for loading and unloading of material approximate qty 1.6 MT per day, Annually 500 MT(SIX MONTH)**

SL NO	Nature of Job done by the workers	Unit	QTY	Rate Per Day	AMOUNT in Rs.
1	<p>Loading &amp; unloading of Lubricants in Drum/Full Gas cylinder/High chrome Grinding Ball in steel Drum/Packed material in small wooden box/ Cardboard Box/Gasket/ Ropes/ HDPE packet/Batteries/Different type of structural Steel and Pipes. Shifting of Various Material from inspection bay to different Store Zone/Counting of different type of Fasteners from time to time/Cleaning of Different Zone and material in Different stores/Shifting of Scrape material from one place to Lot area/Shifting of Test weight During the time of Stamping and also during the time of any Problem aeries in the Weigh Scale/Handling of Cables during the time of Receive and Issue/Cleaning of Oil Sheds/ Open yard and Steel yard/Any other Handling works as per the direction of Officers in Charge from time to time/Material Handling activities Beyond the office hours subject the urgency of work occasionally during the day to day activities and during the time of AOH/COH/To assist the physical verification team in verifying different materials at different locations/Unskilled Labour is also acting as the rigger of Fork lift and Crane during the time of Loading and Unloading of Heavy Material/Material Handling contact labour is also working as the Material Chaser of the warehouse/Besides this they are maintaining vendor file day to day work/Grass cutting activity also done by the people as and when required. <b><u>CONTACT LABOUR IS THE MAIN ASSTES OF THE WAREHOUSE.</u></b></p>	Days	166		
	<b>Yearly :-</b> <b>Approximately 500.00 MT</b>				
	<b>Monthly:-</b> <b>41      MT</b>				
	<b>Daily :-</b> <b>1.6      MT</b>				

Note: Rate for the contract will be fixed for the entire period of contract and no escalation will be entertained by OPGC for the period of contract (6 months).

