

ANNEXURE-I

Scope of Work:

A. MCL Coal Movement:

- Agency shall ensure to deploy requisite number of manpower for all types of activities so that the services specified therein shall not be affected due to lack of manpower. Adequate number of manpower shall be maintained to cover leave, holidays and weekly off.
- Manpower deployed shall deal with concerned MCL Authorities for timely placement, loading and dispatch of rakes from Chharla siding.
- Agency representatives shall inform all concerned designated OPGC officials about each rake placement for loading and release from Chharla railway siding after loading through SMS along with weighment details. Dedicated Shift Mobile (Smart Phone) to be kept at all locations.
- Agency shall co-ordinate with MCL to arrange for fresh coal transportation / materialization from mines to Chharla siding and ensure loading of good quality coal in adequate quantity.
- Agency shall witness/participate on behalf of OPGC in collection, preparation and analysis of coal samples by Third Party Sampling Agency (CIMFR) at loading end.
- Agency shall ensure the strict adherence to the sampling procedure mentioned in schedule-IV of OPGC-I FSA. In case of any deviation, it shall bring the same to the notice of OPGC immediately.
- Agency shall coordinate with third party sampling agency engaged at loading end and ensure the proper sampling and analysis as per the procedure to enable minimum variance in coal quality between loading end and unloading end at OPGC.
- The Agency shall be responsible for correct weighment of coal at the loading point.
- The Agency shall be responsible to collect rake weighment slips from MCL and submit the same to OPGC. Supervisor /In charge shall be responsible to collect Coal Invoices, Debit/Credit Notes or any other documents from MCL Lakhanpur office and MCL HQ Burla on behalf of OPGC.
- The Agency shall be responsible for follow up of all necessary documents from MCL for quantity reconciliation.
- Agency shall ensure that boulders, stones & shales are not loaded on into rakes of OPGC.
- All resources such as manpower, vehicles etc. required for execution of job shall be in the Agency's scope.
- All reporting to be done on real time basis and dedicated mobile with data pack enabled sim card to be given at each location. Daily MIS to be sent to OPGC as per the required format before 8 am daily.
- Agency shall strictly adhere to all the "Safety, Health & Environment (SHE) Rules & Regulations for Contractors" as per OPGC rules.
- All statutory provisions like Contract Labour Acts, Employees Provident Fund Acts, Payment of Wage Act, Bonus Act, Minimum Wages Act, Workman Compensation Act, Factory Act, Tax/Income Tax Acts at the time of submission of Contract and any new Acts applicable to such Contract /Contract Labour during the contract period shall be liability of the Contractor and Contractor should comply all statutory provisions of Contract Labour (R&A) Acts 1970.

B. OCPL Coal Movement:

- Agency shall also ensure to deploy requisite numbers of manpower for all types of activities so that the services specified therein shall not be affected due to lack of manpower. Adequate number of manpower shall be maintained to cover leave, holidays and weekly off
- Manpower deployed shall deal with concerned OCPL/ACB Authorities for timely placement, loading and dispatch of rakes from ACB siding, Hemgir
- Agency representatives shall inform all concerned designated OPGC officials about each rake placement for loading and release from ACB railway siding after loading through SMS along with weighment details. Dedicated Shift Mobile (Smart Phone) to be kept at all locations.
- Agency shall witness/participate on behalf of OPGC in collection, preparation and analysis of coal samples by Third Party Sampling Agency at Manoharpur Mines dispatch point and shall ensure the strict adherence to the sampling procedure as per BIS. In case of any deviation it shall bring the same to the notice of OPGC immediately.
- Agency shall coordinate with Third Party Sampling Agency engaged by OCPL and ensure the proper sampling and analysis as per the procedure to enable minimum variance in coal quality between loading end and unloading end at OPGC.
- The Agency shall be responsible for correct weighment of coal at the OCPL dispatch point.
- The Agency shall be responsible to collect weighment details at ACB road w/b and rake weighment slips at ACB In -motion w/b from ACB and submit the same to OPGC.
- The Agency shall be responsible for follow up of all necessary documents from OCPL and ACB for quantity reconciliation. Supervisor /In charge shall be responsible to collect Coal Invoices, Debit/Credit Notes or any other documents from OCPL office or ACB office on behalf of OPGC.
- All resources such as manpower, vehicles etc. required for execution of job shall be in the Agency's scope.
- The Agency shall be responsible to collect RR copies, and rake weighment from ACB submit the same in OPGC. Agency shall ensure that under loading of the IR rakes is avoided and the wagons are loaded as per the permissible carrying capacity and minimize the dead freight.
- Agency shall ensure that no bulged IR wagons are dispatched to OPGC plant. Same to be informed to ACB representatives for smooth operation of the entire activity.
- All reporting to be done on real time basis and dedicated mobile with data pack enabled sim card to be given at each location. Daily MIS to be sent to OPGC as per the required format before 8 am daily.
- On operationalization of OPGC MGR for transportation of coal from OCPL, the manpower deployed at ACB siding shall be deputed at OCPL siding & In motion weighbridge or any other location as per requirement for smooth coal logistics function.
- Agency shall strictly adhere to all the "Safety, Health & Environment (SHE) Rules & Regulations for Contractors" as per OPGC rules.
- All statutory provisions like Contract Labour Acts, Employees Provident Fund Acts, Payment of Wage Act, Bonus Act, Minimum Wages Act, Workman Compensation Act, Factory Act, Tax/Income Tax Acts at the time of submission of Contract and any new Acts applicable to such Contract /Contract Labour during the Contract period shall be liability of the Contractor and Contractor should comply all statutory provisions of Contract Labour (R&A) Acts 1970.