

**M/s DEEPAK FERTILISERS AND PETROCHEMICALS CORPORATION LTD. (DFPCL/  
Company)**

**Registered Office:** Opp. Golf Course, Shastri Nagar, Yerawada

**Works at:** PLOT K1, MIDC INDUSTRIAL AREA, TALOJA DIST : RAIGAD

**TENDER FOR MANPOWER FOR PLANT MAINTENANCE/ 2018-19/ Taloja K1 Plant**

**Tender Ref. 151/ 2018 Date: 29.09.2018**

Technical bids are invited in Sealed Envelope with EMD. The sealed envelope shall be super scribed with Tender Reference Number, Name of Work & content in it and addressed to Mr. Rajesh Shankaratti , Deepak Fertilisers And Petrochemicals Corporation Ltd. at Plot K – 1 MIDC Industrial Area, Taloja, 410 208, Dist. : RAIGAD

**Stage I Bidding**

- Sealed Envelop –I: General Terms and Conditions, Commercial Terms and Conditions Special Conditions and Scope of work (Excluding Price Bid).

Exceptions and deviations, which tendered may desire to stipulate. (Tenderers are advised to submit the Tender strictly on the conditions of the contract and specifications contained in the Tender documents and not to stipulate any deviations. However, if deviations become unavoidable, then it may be stipulated. The Company/ DFPCL reserve the right to reject such deviations or evaluate the Tenderers containing deviations having financial implication, by adding the cost for such deviations as may be determined by the Company/ DFPCL).

**Stage II Bidding**

Tenderer will submit the price bid online through the platform provided by Ariba, DFPCL Service Provider for online platform

**Submission & opening of the Bid:** The Bidders shall submit the duly filled in all the bid documents (Stage I) signing on each page & every component by the authorized signatory & send the documents in Purchase Department latest by 05.10.2018.

All the above documents should be handed over to Mr Rajesh M Shankaratti (Sr. Manager Purchase) Phone: 022-67684116 representative of DFPCL.

**E reverse Auction:**

After submission of Stage I bid documents and online price bid E auction will be conducted. The E auction will be governed by the Business Rules for Reverse Auction as per enclosed pages in Stage I bidding.

Technically acceptable Tenderers against the tender can only participate in further process.

The Tenderers who do not fulfill all or any of the conditions laid down in the tender document are liable to be ignored at the sole discretion of DFPCL. DFPCL also reserves the right to reject any/all the offers without assigning any reason thereof.

In case of any Technical queries you may contact our Job Controller Shri Mahesh Kalghatgi Phone No. : 022-67684383. For commercial queries you may contact Mr Rajesh Shankaratti Tel No 022 67684116

Thanking you,

Yours faithfully,

For Deepak Fertilisers And Petrochemicals Corporation Limited

Srikanta Behera  
General Manager (Commercial)

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## ANNEXURE I

### 1.0 GENERAL TERMS AND CONDITIONS:-

1. Earnest Money Deposit of Rs.25000/- in the form of Bank demand draft will have to be submitted in favour of Deepak Fertilisers And Petrochemicals Corporation Ltd payable at Mumbai along with tender document.. Tenders received without EMD will be disqualified.
2. All pages of the tender form and questionnaire must be signed and sealed by Tenderers.
3. Tenderers have to submit details along with documentary evidences for the following:
  - 1] Registration certificate as Proprietary/partnership firm/private ltd or Public ltd Company.
  - 2] Registration certificate with PF organization for allotment of PF code number.
  - 3] Registration certificate with GST Dept. for allotment of GST number.
  - 4] Allotment letter under ESIC Act
  - 5] Registration certificate under Maharashtra Labor Welfare Board.
  - 6] Registration certificate for professional Tax.
  - 7] Registration certificate under Maharashtra Labor Welfare Board.
  - 8] Registration certificate with Income Tax Dept for allotment of permanent income tax code number.
  - 9] Tenderers are advised to submit their bids strictly on the terms and conditions of the bid document and not to stipulate any deviation.
  - 10] ISO Certification holder: Name of certification: -----Validity : ----- (Attested Copy to be enclosed)
  - 11] Organization Chart: Executive -----, Technical Staff----- (Attested Copy to be Enclosed giving the details)
  - 12] List of requisite machinery, tools & tackles, equipment. (Attested Copy to be enclosed)
  - 13] Audited annual Turnover: for last three Financial Years.
  - 14] List of similar jobs carried out in other company.
  - 15] Client List:

Special Note: The contractors who are registered with DFPCCL need not to submit the documents mentioned above.

4. DFPCCL reserves the right to accept or reject any or all tenders at its sole discretion without assigning any reason.
5. Late tender will not be accepted / received.
6. Canvassing in any connection with the tender in any form is strictly prohibited. Tenders submitted by party who resort to canvassing will be liable for rejection and forfeiture of EMD

7. In case of any unscheduled holiday falling on the prescribed closing or opening day of the tender, the next working day will be treated as scheduled for opening or closing day of the tender as the case may be.

8. The bidders are advised to read carefully all the terms and conditions of the tender document which will form part of the contract.

9. If the Tenderers give wrong information deliberately to create conditions for acceptance of the tender, the DFPCL reserves the right to reject such tenders without assigning any reason.

10. Not more than one tender will be submitted by one Tenderer for the same work.

## **2.0. INSTRUCTIONS FOR SUBMISSION OF TENDER:**

(i) The Tenderers are advised to visit the site of work to acquaint themselves as to the nature and location of the work, access to the site, the general & local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labour, water, electric power, physical conditions etc. and shall be included on such account while quoting for the tender.

(ii) Tenderers shall quote the tender in the prescribed format of the tender document. Tenders should be free from overwriting. All corrections should be duly attested by the Tenderer. Tenders should be signed by person/s that are legally authorized to sign on behalf of the person or firm or company tendering and in case of firm / company tender should bear its seal or stamp.

(iii) Tender format should contain columns for amount in Rupees (if any),

(iv) The Tenderers shall not stipulate any additional conditions. Any tender containing such conditions will be summarily rejected. Canvassing in connection with tenders is strictly prohibited. Tenders submitted by the Tenderers, who resort to canvassing, will be rejected outright.

(v) The work may be split up between two or more Contractors or accepted in part and not in entirety, if considered expedient at the sole discretion of DFPCL Management.

(vi) Submission of a tender will be conclusive evidence to the fact that the Tenderer has fully satisfied himself as to the nature and scope of work to be done, procedures for issue or materials, conditions of contract,, local precautions to be ensured, security rules to be followed and all other factors affecting the performance of the contract and the cost thereof.

(vii) It will be obligatory on the part of Tenderer to sign the documents for all the component part on each and every page.

(viii) No Bidder is allowed to bid below the current minimum wages applicable.

### **3.0 AMENDMENT TO NIT (Notice Inviting Tender)**

At any time prior to the deadline for submission of bids, DFPCL or its nominee or its consultants may for any reason, whether at its own initiative or otherwise or in response to any clarification requested by a prospective Bidder, modify the NIT by amendment. The amendment will be notified in writing to all prospective Bidders who have received the NIT and the amendment will be binding on them. In order to afford prospective Bidders reasonable time to take the amendment into account in preparing their tenders, extension of time as may be reasonable, will be given for submission of tenders.

### **4.0 SUBMISSION OF TENDERS:**

The Bidder shall bear all costs associated with the preparation and submission of Bid and neither the company nor its nominee nor its consultants will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. Any clarification required by prospective bidder shall be furnished in writing soon after its receipt so as to ensure submission of bid on or before bid closing date. Metric measurement system shall be applied, wherever it is applicable.

### **5.0 EARNEST MONEY DEOSIT (EMD)**

The amount of earnest Money shall be deposited in the form of draft. The EMD should be in the name of M/s. Deepak Fertilisers And Petrochemicals Corpn. Ltd. The EMD will be forfeited in the event of the Contractor failing to commence the work within a 30 days period. The Earnest money deposited [E.M.D.] by the successful Tenderer's shall be Returned to the bidder after the commencement of the work and receipt of bank guarantee towards security deposit if applicable. The tenders without E.M.D. shall be liable for rejection. If for any reason the bidder withdraws his bid at any time prior to expiry of the validity period or refuses to execute the work after issue of the letter of intent/Work Order, the amount of Earnest Money is liable to be forfeited. Earnest Money Deposit will not carry interest. E.M.D. of the unsuccessful participated bidders will be refunded with-in one month.

### **6.0 RIGHT OF ACCEPTANCE & REJECTION OF TENDER:**

DFPCL reserves the right to accept at their sole discretion any tender in whole or part or split the work among two or more Contractors or reject any or all Bids without assigning any reason thereof. No claim for compensation etc. whatsoever will be entertained by DFPCL. If a Contractor whose past performance has not been found satisfactory in the opinion of DFPCL, then DFPCL reserves the right to refuse the tender documents or reject the tender while opening or evaluating the tenders. The decision of DFPCL regarding performance evaluation shall be final & binding on the Contractors.

### **7.0 VALIDITY OF BIDS:**

Bids shall be valid for at least 60 days after the date of price bid opening prescribed by the DFPCL. A bid valid for a shorter period may be rejected at the discretion of DFPCL. In exceptional circumstances, DFPCL may solicit the bidder's consent to an extension of the period of validity. The request and responses thereto shall be made in writing. The bids shall be suitably extended where it is necessary at the request of DFPCL. Where bidder is unwillingly to extend the validity period, his bid shall be deemed to be invalid and the EMD would be returned to the bidder. No bidder shall be permitted to modify his bid, after commercial bids have been opened unless asked by DFPCL due to change in specifications / scope or otherwise. . The Final concluding bid shall be valid for 6 months from date of auction and if any new requirement received shall be catered at same auction price.

## 8.0 Procedure for Auctioning

**8.1 [a] Auction:** DFPCL will declare its **Opening Price (OP)**, which shall be displayed to all Tenderers during the start of the Auction. The Tenderer will be required to start bidding after announcement of Opening Price and decrement amount. Opening Price displayed on screen is evaluated price to DFPCL for all the items mentioned in price bid. The first online bid and the subsequent bids, received in the system during the event shall be less than the Auction's opening bid price by one decrement or multiples of decrement.

**[b]** Reverse Auction shall be for a period of 30 minutes or as per DFPCL requirement. If a Tenderer places a bid in the last **3 minutes** of closing of the Reverse Auction and if that bid gets accepted, then the auction's duration shall get extended automatically for another **3 minutes**, for the entire auction (i.e. for all the items in the auction), from the time that bid comes in. The auto-extension will take place only if a bid is received & accepted in those last **3 minutes**. If the bid does not get accepted, the auto-extension will not take place. In case, there is no bid in the last **3 minutes** of closing of Reverse Auction, the auction shall get closed automatically without any extension. **However, Tenderers are advised not to wait till the last minute or last few seconds to enter their bid during the auto-extension period to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.**

Dutch Auction- Incremental auction. Auction will start with start price and bid value increase per minute in fixed interval. Bidder has to continuously watch the current bidding price and the bidder who accept the price will emerge as a successful bidder.

**[c]** After the completion of Auction, the **Closing / Final Price (CP)** shall be available on auction screen.

8.2. During Auction, if no bid is received within the specified time, DFPCL, at its sole discretion, may decide to reschedule / scrap the Reverse Auction process / proceed with conventional mode of tendering / or finalize the tender based on Prices Bid submitted in the envelope

8.3. Placement of order on the conclusion of Reverse Auction shall be at the discretion of DFPCL. Bids once made by Tenderer, cannot be cancelled or withdrawn. If bidder withdraws the bid then the EMD of the bidder will be forfeited.

8.4. It shall be the prerogative of DFPCL to offer the Final / Closing Price of Reverse Auction to the other bidders for matching in case DFPCL decides to have more than one supplier.

8.5. The Tenderer shall be assigned a **Unique User Name & Password** by DFPCL'S Service provider. The Tenderer are advised to change the Password and edit the information in the Registration Page after the receipt of initial Password from DFPCL Service provider. To ensure confidentiality. All bids made from the Login ID given to Tenderer will be deemed to have been made by them.

8.6. The Tenderer will be able to view the following on screen along with the necessary fields in the Reverse Auction:

- \_ Leading Bid in the Auction (Current Lowest Rate)
- \_ Opening Price & Decrement Value.

9. DFPCL'S decision for award of Contract shall be final and binding on all the Tenderers.

10. DFPCL shall not have any liability to Tenderers for any interruption or delay in access to the site irrespective of the cause.

**9.0. SUBMISSION OF TENDERS:**

The Bidder shall bear all costs associated with the preparation and submission of Bid and neither the company nor its nominee nor its consultants will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. Any clarification required by prospective bidder shall be furnished in writing soon after its receipt so as to ensure submission of bid on or before bid closing date. Metric measurement system shall be applied, wherever it is applicable

**10.0. RIGHT OF ACCEPTANCE & REJECTION OF TENDER:**

DFPCL reserves the right to accept at their sole discretion any tender in whole or part or split the work among two or more Contractors or reject any or all Bids without assigning any reason thereof. No claim for compensation etc. whatsoever will be entertained by DFPCL. If a Tenderer/ Contractor whose past performance has not been found satisfactory in the opinion of DFPCL, then DFPCL reserves the right to refuse the tender documents or reject the tender while opening or evaluating the tenders. The decision of DFPCL regarding performance evaluation shall be final & binding on the Tenderer/ Contractors.



**The following are Pre-qualification criteria to be submitted along with stage 1 Tender document.**

- [a] Annual Turnover of minimum Rs 1 Crore including group companies.
- [b] Compliances of statutory requirement like registration under ESIC act, PF act and statutory compliance to operate in India.
- [c] Similar work completed during last five years and details of similar ongoing works.
- [d] List of clients of the company/Firms.
- [e] Details of manpower owned technical and staff submitted along with the tender.

The tendered have to provide the supporting documents for above mentioned prequalification criteria.

The Tenderer has to provide the supporting documents for above mentioned prequalification criteria.

## **Special Terms and Conditions:**

### **SAFETY ASPECTS:**

1.01 Contractor to provide safety appliances like dust masks, ear plugs, Full body harness, ladder, safety shoes, helmet, hand gloves, safety goggles, PPE, rain gears, Boiler suit/overall made up from cotton cloths etc. to their personnel working inside the Complex at his cost and should adhere to safety codes as given in General Conditions of the contract.

Penalty for violation of Safety norms: Rs 500 for first instance per person, in multiple for next similar violations.

Penalty of Rs 10,000/- per incidence will be applicable for carrying mobile phone in DFPCL Compound.

1. The manpower shall be confirmed physically fit by Factory Medical Officer to carry out assigned job at DFPCL work site. Contractor has to report with manpower to factory medical officer on very first day of his contract or his worker's first day of duty.
2. No young and Minor Child labour shall be allowed to enter and work at site of DFPCL.
3. The Contractor shall ensure the safety training of their workman prior to start of the assignment/ job with the help of DFPCL Supervisor and Safety Officer.
4. Electrical hand tools, welding machines deployed for the job shall be confirmed for the provision of ELCB proper earthing. The same shall be inspected by DFPCL Safety Officer and Electrical department
5. Contractor shall deploy Safety Supervisor for the contracts valuing more than Rs. 1 Crore Per annum.
6. Contractor shall prepare Job Safety Analysis for daily activities and will get endorsed from DFPCL Safety Manager. Hazard Identification and Risk assessment shall be done for each activity and accordingly Risk control measures shall be taken to control every risk. Every contract workman at site will be using Safety Helmet, Boiler suit and safety shoes compulsorily. Ear, Eye, Nose and Hand as well as body protection equipment will be used time to time to protect body from each activity.
7. Safety Work Permit will be issued by Contract Safety Officer, who will be inspecting all jobs for safety procedures to be followed.
8. Safety Training, First Aid Training, shall be imparted to all workers on first day and for five minutes every day at the start of the day.
9. No person shall work under the control of liquor, Chewing of Tobacco or smoking is strictly prohibited on site.
10. Housekeeping at site is essence of the contract. Site will be cleaned at start and end of the work every day by the Contractor.
11. Every electrical supply shall be taken through closed socket and ELCB, every electrical hand tool will be having proper earthing arrangement.

- 12 Contractor shall prepare Job Safety Analysis for daily activities and will get endorsed from DFPCL Safety Manager. Hazard Identification and Risk assessment shall be done for each activity and accordingly Risk control measures shall be taken to control every risk. Every contract workman at site will be using Safety Helmet, Boiler suit and safety shoes compulsorily. Ear, Eye, Nose and Hand as well as body protection equipment will be used time to time to protect body from each activity.
- a) Safety Work Permit will be issued by Contract Safety Officer, who will be inspecting all jobs for safety procedures to be followed.
  - b) Safety Training, First Aid Training, shall be imparted to all workers on first day and for five minutes every day at the start of the day.
  - c) No person shall work under the control of liquor. Tobacco chewing or smoking is strictly prohibited at site.
  - d) Housekeeping at site is essence of the contract. Site will be done clean at start and end of the work everyday.
  - e) Every electrical supply shall be taken through closed socket and ELCB, every electrical handtool will be having proper earthing arrangement.

### **1.02. Safety Training**

- 1) Contractor has to deploy experienced trained and skilled manpower for the job assigned.
- 2) Safety training will be given by DFPCL Safety officer to all manpower reported on duty. Contractor's Safety Supervisor shall prepare job safety analysis with the help of the Maintenance Officer for the job to be carried out and the procedure which is going to be used for the job. On the basis of agreed procedure safety training will be given and adequacy of safety PPE's will be checked by Safety Officer.
- 3) Safety training certificate will be issued to all contractors' workers. Every contractor's workers will maintain safety certificate copy with him for the period of work inside the factory/ work site of DFPCL. The certificate will be valid for a period of six months from date of issue. After the validity, contractor and contract worker has to revalidate the certificate by acquiring additional certificate training from the Company.
- 4) Worker shall be aware of First Aid and using First Aid equipment and emergency procedures and assembly point at site.

### **1.03. Accidental Reporting**

- 1) Safety of the worker/s is essence of the contract.
- 2) Any unsafe condition noticed by the Contractor/Contract worker shall be notified to the DFPCL Supervisor and Safety Officer on duty.
- 3) Any near miss, minor injury, First Aid or major injury shall be reported to OHC & Safety Officer in writing by the Contractor within 4 hours, with cause of the incident.
- 4) First Aid treatment shall be made available at OHC. Any more treatment advised by OHC /Factory medical officer shall be made available by Contractor at ESIC recognized hospital/specialized hospital. It is sole responsibility of Contractor to make available in time the best treatment to its worker at his cost/insurance. DFPCL shall not be responsible for the same.

## **1.04 Safety performance**

- 1) Every contract shall be vetted for safety performance of previous contract and experience
- 2) Safety training to workers, proactive performance, availability of safety appliances, Attitude towards safety implementation, rewards to the worker/s will be evaluation parameters.

## **2. Labor law and Safety codes:**

All the matters concerned with labour management shall be as per the prevailing Labor laws. Contractor will obtain labour license/s on arrival at site before commencement of the job. The first RA bill shall be released only on submission of the copy of labour license duly attested by DFPCL Administration in the prescribed format. If labour license is not applicable, the Contractor shall obtain a confirmation to this effect from DFPCL Administration.

Contractor will comply with all labour and other statutory laws applicable from time to time. All labour laws, such as Contract Labour (Regulation and Abolition) Act 1970 with Maharashtra and Central Rules, Employees State Insurance Act with Rules & Regulations, The Maharashtra Workmen's Minimum House Rent Allowance Act, 1983 with Rules 1990, The Payment of Bonus Act, 1965 with Rules 1975, Factories Act with Mah. Rules, The Employees Provident Funds and Miscellaneous Provisions Act, 1952, Minimum Wages Act 1948, Payment of Wages Act 1936, Maharashtra Labor Welfare Act, etc. and such other acts which are in force or which may come in force during the subsisting of the contract, should be adhered to by the Tenderer/ Contractor and such other rules/ regulations/ laws made applicable from time to time.

The Contractor shall be solely responsible for its employees. And always keep the DFPCL Indemnified from all losses, actions, penalties etc arising out of this Tender/ Contract.

### **2.01 Deployment of Medically Fit Manpower:**

For the due execution of this Contract, the Contractor shall deploy workers/supervisors who are at all times physically and mentally fit and are not disabled/handicapped and do not suffer from any chronic or contagious disease. It shall be the responsibility of the contractor to ensure that its Workers/Supervisors employed are medically fit. The Contractor shall give a written declaration as regards the fitness of the Workers/Supervisors employed at the time of applying for the Gate Pass. If any employee employed by the Contractor becomes or is declared medically unfit after the issuance of the Gate Pass, the DFPCL shall revoke the Gate Pass.

Failure to comply with this stipulation shall entail penalty as may be decided by the management apart from refusing entry to such Workers/Supervisors of the contractor. The decision of the DFPCL's Medical Officer in this regard shall be final.

### **2.02 MEDICAL EXAMINATION:**

Contractor should ensure that all its Workers/Supervisors deployed at DFPCL sites undergo pre employment fitness examination. The form No.33 (Prescribed under Rule 68T & 102) should be filled up for all its Workers/Supervisors deployed and should be submitted by Him/her to user department.

Contract Workers/Supervisors completing 12 months shall undergo annual medical examination. Such examination must include the following tests:-

- 1) Complete Physical Examination.
- 2) X-Ray chest PA view (Once in Pre-employment then once every three years)
- 3) Complete haemogram (T&D, Hb at minimum)
- 4) One urine examination using .Multistix.

All entries pertaining to the periodical examination must be made and maintained in form 32 (Bounded register) prescribed under Rule 68 T & 102.

Form No.32 must be maintained in bounded register & should be submitted to the OCCUPATIONAL HEALTH CENTER for records annually.

### **2.03 UNIFORM:**

The contractor staff shall wear uniform, Boiler suite, Rainy wear (During monsoon ) while working inside plant premises. They shall also wear badge/name plate while they are working at site. All labour laws/ regulations shall be strictly followed by contractor as per central/state govt. directives. Before executing the contract agreement, Contractor will ensure with DFPCL P&A dept. that they are maintaining necessary records as required under labour laws.

Penalty for violation for Not wearing uniform/Boiler suit/Rainy Wear : Rs 500 for first instance per person, in multiple for next similar violations.

### **(A) Documents required at the time of issuance of gate passes :**

Whenever the Contractor applies for gate passes to his worker/s to enter into DFPCL premises, they have to apply on its letter head (Format with HR Department) along-with following documents. The application should be recommended by authorised User Dept.

1. Copy of Work Order issued by DFPCL
2. Copy of Temporary or Regular ESIC Card of each worker (under ESIC Act) **or** Employees Compensation Policy (If contract worker drawing wages more than Rs.15000/-, required authentic proof i.e. appointment letter or last month payslip) or Group Personal Accident Policy along-with list of employees who is covered under the said GPA.
3. In case more than 19 persons are to be engaged, contractor has to apply and obtain Labour License under Contract Labour (R&A) Act from the State Labour authorities.
4. Copy of Allotment letter under ESIC Act
5. Copy of Registration certificate with PF organization for allotment of PF code number along with PF annual return submitted with the concern PF Commissioner.
6. Copy of Registration certificate under Maharashtra Labor Welfare Board.
7. Copy of Registration certificate for professional Tax.
8. Copy of Register of workmen employed by contractor (Form XIII) – Rule 74
9. Copy of Employment Card (Form XIV) - Rule 76

10. Copy of Application for employment, appointment letter issued by contractor to his workers.
11. Copy of Insurance coverage covering DFPCL, as work place, and for the number of persons to be deployed. The nature of work in the policy should be the same as per the work order issued by DFPCL.
12. Medical Examination and fitness reports in respect of all the contract labours from the designated/specified medical officers.
13. If the job is subcontracted then no objection certificate from Contract Cell, DFPCL regarding subcontracting the work, work order issued to subcontractor by the main contractor and all the documents mentioned at Sr. No.1 to 12 are also required in respect of the subcontractor.

**(B) Procedure to be followed by the contractors during the work period. Documents / Registers / Challans to be maintaining & photo copies of the same should be submitted to HR Department for verification on monthly basis on or before 28th of every month.**

- 1) Wage disbursement: Minimum wages as notified by State Govt. from time to time are required to be paid to the workers.
- 2) Monthly wage to all contract labours as per their actual attendance to be paid on or before 7<sup>th</sup> Day of every month in presence of authorized person from DFPCL. Wage slip will be issued to all Contract Labours while disbursement of wages.
- 3) PF is required to be deducted in respect of all the contract labours and deposited with PF authorities by 15<sup>th</sup> Day of the month and receipt of the same to be submitted with DFPCL.
- 4) ESIC is required to be deducted in respect of all the contract labours and deposited with concern authorities by 21<sup>st</sup> day of the month and receipt of the same to be submitted with DFPCL.
- 5) Labour Welfare Fund is required to be deducted in respect of all the contract labours and deposited with concern authorities for the wages of June & December of every year within stipulated time and receipt of the same to be submitted with DFPCL.
- 6) Professional Tax is required to be deducted in respect of all the contract labours and deposited with concern authorities as per act and receipt of the same to be submitted with DFPCL.
- 7) Following records under Contract Labour (R&A) Act & other acts will also be verified by Contract Labour Cell:
  1. Wage Register in form XVII. (Under the C.L Act)
  2. Muster Roll in Form XVI (under the C.L Act)
  3. Register of deductions (under the C.L Act)
  4. Register of Overtime (under the C.L Act)
  5. Register of Fines (under the C.L Act)

6. Register of advances (under the C.L Act)

7. Bonus Register in Form C (under the Payment of Bonus Act)

8. Leave register in Form 20 (under the Factories Act)

8) Copy of all the work orders (first two pages only -applicable only if not submitted earlier) for which clearance certificate is sought for.

9) Copy of Monthly Wage Register.

10) Copy of monthly PF challan along with receipted copy of monthly PF returns i.e. Form 12A, Form 5 and Form 10.

11) Site wise breakup of PF: If contractor is working for various other companies then the site wise breakup of Monthly PF challan/returns.

12) Copy of Labour License (if not submitted earlier).

13) In case work period is February/March, then the receipted copy of Annual PF return for that year is required.

14) Inspection report of PF and Labour authority.

Contractor should ensure that, he has complied all statutory compliances as per above said acts for that particular Month before raising wage bill. DFPCL has right to hold the bill for any particular month if the Contractor has not complied with the mandatory statutory compliances.

### **(C) Housekeeping:-**

Contractor shall do housekeeping and shall remove all unwanted materials from the work site immediately after completion of work. Housekeeping shall also be done in between the work to keep the work area clean & tidy. 25% of bill value will be deducted if housekeeping is not done properly.

### **(D) ASSIGNMENT OR SUB-LETTING OF CONTRACT:**

The Contractor shall not assign or sub-let the Contract or any part thereof or allow any person to become interested therein in any manner whatsoever without the previous consent in writing of DFPCL. Any breach of this condition shall entitle DFPCL to take such steps as may be necessary and also terminate Contract. Such termination shall also render the Contractor liable for payment to DFPCL in respect of any loss or damage arising or ensuing from such cancellation. The permitted subletting or work by the Contractor shall not establish any contractual relationship between the sub-contractor and DFPCL and shall not release the Contractor of any responsibility under the Contract.

### **(E) CONTRACTOR TO BE LIABLE FOR ALL THE TAXES ETC.-**

The Contractor shall be liable to pay all the taxes payable as per the prevailing laws made applicable or might come in force from time to time by the concerned authority. DFPCL shall not be responsible for the same.

**(F) INDEMNITY -**

Without prejudice to any other provisions in these conditions, the Contractor shall be bound to keep DFPCL or any representative or employee of DFPCL fully indemnified against any action, claim or proceedings under the provisions of any rules, regulations, bye-laws, notifications, directions or order having the force of law.

The Contractor in contravention of such provisions etc., for the infringement or violation thereof in the course of the execution or completion of the work under the Contract and if, as a result of any such action, claim or proceedings, the Contractor or such representative of the Contractor, as the case may be, adjudged to be liable to any penalties or to pay any penalties or to pay any compensation, such liability, the Contractor and if, DFPCL has to take-over the liability, DFPCL shall deduct all amounts arising out of such liabilities from the Security Deposit of the Contractor or from any other amount due and payable by DFPCL to the Contractor under this Contract or any other Contract and without prejudice to any other legal remedy available to DFPCL

**(G) CONTRACTOR TO COMPLY WITH ALL LAWS ETC. -**

The vendor shall be responsible to ensure compliance with all Central and State Laws as well as the Rules, Regulations, Bye-laws and Orders of the Local Authorities and Statutory Bodies as may be in force from time to time. The Tenderer/ Vendor shall give to the statutory bodies, local authorities, police and other relevant authorities all such notices etc. as may be required by law and obtain all requisite Licenses and pay all fees, Duties, Taxes, charges etc. in connection therewith as may be livable on account of his operations involved under this Contract.

The Tenderer/ Vendor shall make good at his own cost any damage to the property of the Company or any other body, persons, local authorities etc due to or arising from operations involved under this Contract and the Company shall have the right to recover the cost of damage from dues payable from the Bank Guarantee or Security Deposit of the Tenderer/ Vendor.

**(H) CONFIDENTIALITY -**

Both during the continuance of this Agreement and 1 (one) year after termination of this Agreement, Vendor and/or his employees/ personnel shall keep all information, such as specifications, technical information, business data and other confidential information under this Agreement strictly confidential and shall not. Disclose it to any third party or Use it for other purpose than to perform its obligations under this Agreement. Tenderer/ Vendor and/or personnel may disclose the information to an employee of Vendor, or a government agency or other regulating authority

But only insofar as this is necessary either to carry out its duties under this Agreement or comply with any existing law, and under intimation to "Company". Where sub clause (b) applies Vendor and/or personnel shall ensure that the person who receives the information keeps it confidential and does not use it for any unauthorized purpose.

**(I) RELATIONSHIP -**

Each party understands that they are independent entities and this Agreement does not make it, its/ his employees, associates or agents, the legal representatives of the other



party for any purpose whatsoever. Either party has express or implied right or authority to assume or to undertake any obligation in respect of and on behalf of or in the name of the other party or to bind the other party in any manner in respect of any transaction, except the present agreement.

**(J) WAIVER -**

The failure of either party to enforce at any time any of the provisions of this agreement shall not be considered to be a waiver of the right of such a party thereafter to enforce each and every provision.

**(K) ENTIRE AGREEMENT -**

This Agreement supersedes all oral and written representations and agreements between the parties, including, but not limited to any earlier agreement relating to the subject matter thereof and/or any other agreement between the parties in relation to the subject matter thereof.

**(L) AMENDMENT -**

The parties to this Agreement may add, delete, amend or alter all or any of the terms & conditions of this Agreement as mutually agreed from time to time and such modifications and changes shall not be effective until the same are in writing and duly signed by the authorized representatives of both the parties.

**(M) DECLARATION OF TENDERERS/ CONTRACTORS RELATION WITH DFPCL EMPLOYEE(S):**

Should a Tenderers/ Contractors have a relation or in the case of a firm, one or more of its partners a relation or relations employed in DFPCL or in case of company any of its official or relations employed in DFPCL, the authority inviting tenders shall be informed in writing of the fact at the time of submission of the tender. If so, the name, designation, department and Employee Number of such employees be indicated failing which DFPCL may in its sole discretion reject the tender or rescind the contract. If any ex-employee(s) of DFPCL is/ are employed, with the Tenderers/ Contractors, name, designation, department and employee number of such employee(s) be indicated and if any ex-employee(s) of DFPCL is/ are employed after acceptance of tender, the said particulars shall also be intimated immediately in writing to DFPCL from time to time. If the Tenderer/ Supplier fails to inform the same, DFPCL shall at sole discretion may reject the tender or rescind the contract.

## Scope Of work

### INTRODUCTION:

Carrying out Miscellaneous Maintenance jobs such as Welding fabrication, rigging at our various Plants in K-1 plot Taloja.

The services will be provided in General shift of the day and for six days a week throughout the validity period. You will depute competent persons for carrying out the various maintenance jobs as per the advice of our job coordinator.

Sr No	Plant/Division
'01	Div-1 ( Ammonia, Methanol,IPA , Liq CO2 plant)
'02	Div-2 ( DNA, C'NA, Utilities,ETP plant)
'03	Div-3 (ANP,LDAN Plant-Bagging)
'04	CES Mechanical Workshop

### SCOPE OF JOB :

Requirement of competent contract workmen in General shift for attending to various mechanical maintenance jobs as under:

Sr No	Plant/Division	Category	Nos Required
1	Div-1 ( Ammonia, Methanol,IPA , Liq CO2 plant)	Riggers	2
		Helper	2
		Welder	1
2	Div-2 ( DNA, C'NA, Utilities,ETP plant)	Riggers	2
		Welder	1
		Fabricator	1
		Helper	2
3	Div-3 (ANP,LDAN Plant-Bagging)	Riggers	2
		Welder	1
		Fabricator	1
		Helper	1
4	CES Mechanical Workshop	Machinist	0
		Rigger	0
		Helper	1
<b>TOTAL</b>			<b>17</b>

A contract supervisor is also required to coordinate the activities as per instructions of job coordinator.

The detail scope of work is as per job description described as per category;

Contractor shall contact the EIC for detailed work instructions for all work categories and execute all work accordingly. Permit to work procedures shall be followed at all times.

Mobilization of the tools and tackles required for the job. To carry out rigging operation ensuring proper isolation and tagging of the equipment wearing PPE as per the job requirement carry out the rigging jobs assigned on daily basis ensuring proper quality of the job to avoid repetition. Timely completion of the job to ensure minimum down time of the equipment.

Check for lifting tools and tackles required for the job. Shifting of tools to site, positioning and fixing the tools ensuring proper centering and alignment. Prepare the list of tools required for the rigging and maintenance jobs; get them issued from the stores after authorization of the job coordinator.

Plan and carry out the maintenance jobs of lifting tools and tackles systematically, take all critical measurement using proper tools; fill the quality check list and high light the deviation from the standard / design requirement for suitable action. Compliance of all statutory requirements for lifting tools and tackles.

Maintenance Activities –

**A)**

**Flange Joint jobs -**

- 1) Opening all type of flanged joints by de-bolting or cold/Hot, gas cutting of fasteners wherever required, cleaning of flange faces, cleaning and lubrication of fasteners, fixing of gasket and boxing up of flange joint in steam, process, water lines and gland packing.
- 2) To carry out hot loosening for easy opening and hot bolting during/after start up wherever required.

**B)**

**Burner gun, Filters, Strainers, Soot blowers, Steam Traps, Demister Pads, and Oil tanks jobs-**

- 1) Removal of all auxiliary connections to burner, dropping complete assembly of the burner and cleaning for preliminary inspection, provisioning of air registers and testing of free movement of the system and finally boxing up the complete assembly and its auxiliary connections with proper alignment at all elevations.
- 2) Flushing, draining, cleaning and filling up of small hydraulic oil tanks of rotary equipment.
- 3) To remove and clean all type of filters and strainers.
- 4) Cleaning of all type of steam traps for proper functioning.
- 5) Greasing up of all type of Ladders of Floating roof Tank.
- 6) Dropping, cleaning by means of compressed air or water jet and re-fixing the de-mister pads after inspection.
- 7) Cleaning and lubrication of fasteners is to be done before box-up.
- 8) To carryout hot loosening, hot bolting during/after start up wherever required.

**C)**

**Heat Exchanger Jobs**

Thorough cleaning of heat exchangers, condensers, coolers and other plant equipment irrespective of their locations / elevations within the Complex, using wire brush, water, steam, compressed air and other related manual cleaning operation/s as per the instruction of Engineer-in-charge.

The job includes following:

- 1) Blinding, de-blinding, wedge opening of connected lines/equipment flange joints and making necessary connections/dis-connections of air, water and hoses for flushing and isolation.

- 2) Flushing, opening, dropping, cleaning, and boxing up of channel cover, channel section, floating head cover etc.
- 3) Pulling out tube bundle from shell, physical /manual cleaning of shell internally and tube bundle internally as well as externally by rodding /wire brush.
- 4) Insertion of tube bundle into shell, fixing back the channel section, fixing test Ring and carrying out hydro test as per prescribe pressure. (In case of re-boilers test shall be carried out in dummy shell).
- 5) Rolling and plugging of leaky tubes, if required. Removal and dropping of test ring, fixing back the floating head cover and channel carrying out tube test/ floating head test at prescribed pressure.
- 6) Partial replacement of the leaky tubes by cutting the tubes at both end, pulling out the tube, removing left out portion of the tube from the hole by grinding/ drilling, cleaning the holes by reaming, insertion of new tube, rolling tube at both the ends and seal welding if specified.
- 7) Finally boxing up of shell cover and carrying out shell side hydro-test at prescribed pressure.
- 8) Replacement of gaskets of all flanged joints (including channel cover, floating head cover, shell cover etc.) before box-up which were opened for maintenance.
- 9) To carryout hot loosening, hot bolting during/after start up wherever required.
- 10) Transportation of spare tube bundle, in case of replacement, from the place of storage to place of work.
- 11) Other related jobs like cleaning and lubrication of studs and nuts in connection with the heat exchanger.
- 12) Supply of required sizes of wire brushes, extension rods and other cleaning consumables, by DFPCL.

D)

**Rigging Jobs**

- 1) To carry out dismantling/erection of equipment as & when required as per the instructions of the Engineer-in-charge.
- 2) To ensure that no damage occurs to equipment or parts thereof, including flange facing or other property on site during rigging. If any damage is caused then the contractor shall repair such damage or replace damaged equipment after receipt of Eng.-In-Charges approval/ instruction in writing.
- 3) Clean threads of anchor bolts and coat with graphite.
- 4) To take utmost care in handling equipment with a non-metallic liner.

a) **Opening & Box Up Of Static Equipment / Vessel Man ways And Pipe Line Flanges-**

- 1) To open & box up the static equipment, vessel man ways and pipe line flanges as per instructions of engineer-in-charge.
- 2) To carryout hot loosening, hot bolting during/after start up wherever required.

b) **Opening And Re-Fixing of All Type Of Valves, Instruments from Pipe Line / Equipment at any Elevation Including Both Ways Transportation between Plant and Work Shop-**

- 1) Opening of all flange joints of all type of valves and instruments by de-bolting, cutting of fasteners whenever required, cleaning of flange facing and erection of valves in position and in correct direction and providing gasket, irrespective of material of construction from pipe line, equipment at any elevation including both ways transportation between

plant and work shop as per instructions of Engineer-in-charge.

- c) 2) To carry out hot loosening, hot bolting during/after start up wherever required.
- Opening ,Cleaning, Re-Fixing And Replacement, If required of Gauge Glasses From Equipment at Any elevation including both ways Transportation between Plant & W/Shop**

- 1) To open, clean, re-fix and replace ( including replacement of gasket ) level gauge glass irrespective of material of construction , fixed on equipment at any elevation including bringing down to grade level if required and taking back to position and both ways transportation between plant and work shop as per instructions of Engineer-in-charge.
- 2) To carry out hot loosening, hot bolting during/after start up wherever required.

- d) **Spading & De-Spading of Equipment and Pipe lines**

Opening , wedge opening of flange joints of all type of valves, piping, orifice etc. by de-bolting, cold or gas cutting of fasteners, whenever required, cleaning of flange facing , cleaning and lubrication of fasteners, providing blind along with the gasket and boxing up of the Flange. After completion of job, same procedure is to be followed for removing the blind and boxing up the joint with new gasket as per instructions of the engineer-in-charge.

- 1) Opening of flange joints of piping by de-bolting, cold or gas cutting of fasteners, whenever required, dropping of spool piece if required, providing cardboard for cleaning the pipelines through cardboard blasting. Removing cardboard after blasting, cleaning of flange facing, Cleaning and lubrication of fasteners and box up of the flange/spool piece as per instructions of engineer-in-charge.
- 2) To carryout hot loosening, hot bolting during/after start up wherever required.
- 3)

E)

**Welding**

All welding work shall be executed by qualified and certified welders only. Contractor shall apply for welder qualification witness by authorized DFPCL personnel.

Welders shall be deployed only for the processes they have been qualified. Contractor shall maintain welder performance records in the formats specified in the codes and as provided by the EIC. All welding shall confirm to the standards and site specific specifications.

All welding consumables and gases in the scope of supply of DFPCL.

Carry out all drilling, filing, tapping, deburring required during the maintenance activity.

Provide necessary assistance to other departments for handling plant emergencies

**Contractors scope of work:**

A contract supervisor is also required to coordinate the activities as per instructions of job coordinator

To carry out the jobs in a manner as per the instruction of Engineer- in - charge. Job to be performed at all heights and locations.

To take due care of items while handling and shall be liable for recovery for the loss / damage occurred due to mishandling.

Jobs done by contractor shall be inspected by DFPCL as per Instructions of Engineer-In-Charge. If any non-conformance is observed, contractor will attend/ rectify/ repair the same free of cost.

To mobilize sufficient resources as required for the job based on the target date of completion.

To arrange for collection of the material as per the requisition made by the Engineer In-charge from the stores/ designated area including loading and unloading. Materials installed shall be strictly as per specification.

All other jobs covered in the tender document / scope of work

Contractor to follow all safety norms as per present S.H.E. norms indicated from time to time.

To ensure that the work planned by Engineer-in-charge is completed in schedule. In the event of back log, the contractor to increase the resources to make up for the unfinished work and to work during extended hours or round the clock without any extra cost

Contractor to provide safety appliances like dust masks, safety belt, ladder, safety shoes, helmet, hand gloves, safety goggles, PPE, rain gears, Overalls etc. to their personnel working inside the Complex at his cost and should adhere to safety codes.

CONTRACTOR shall mobilize required resources at job site within twenty one days of issue of WO/ LOC. Tools and Tackles will be provided by DFPCL

- 1) All safety rules, regulations & statutory regulations will be strictly followed by the party
- 2) In case of failure to comply with the regulations, appropriate deductions will be made from monthly bills by our job coordinator in addition to penalty deduction as agreed.
- 3) Normal working of 8 hrs. from 9.00 am to 5.30 pm for 6 days week or as Per DFPCL requirement. For emergency jobs after office hours or on holidays, party to mobilize the resources within 2 hours. Penalty deductions as per twice the prorata rate for unsatisfactory services from monthly bill.
- 4) Physical fitness will be by party & ensured medical test as prescribed by DFPCL will be undertaken for potential candidate.

**DFPCL scope of work:**

Tools and Tackles will be provided by DFPCL

All consumables will be provided by DFPCL.

**NOTE: -**

- 1) The job mentioned above are indicative and the list can be added /deleted as per M/s DFPCL requirement.
- 2) As already stated, the services need to be provided on all the 6 days of the week. You will not charge extra charges to DFPCL for providing the services on Public Holidays.
- 3) In case of laxity of efforts on your, resulting into failure to complete a job neatly &/or Timely the same can be completed by us departmentally/by appointing another Contractor for the same and such extra expenses incurred by DFPCL will be recovered from the monthly compensation payable to you.

**Role Title: Rigger**

**Reporting (Titles of roles to which this role reports):**

**Functional:** Manager/ Dy. Manager/ Asstt. Manager- Mechanical Maintenance.

**Purpose of this Role:**

The primary purpose of this role is to maintain lifting tools and tackles like chain pulley blocks, wire ropes, slings, D-shackles and using them for lifting and lowering the equipments/ jobs. To carry out the quality rigging jobs on pipe lines, rotating and stationary equipments on the need based as per the requirement of the jobs, avoiding repetition of the jobs, maximum availability of all mechanical equipment and piping system in the plant area through safe and quality rigging /maintenance/repair practices at minimal cost and with quick response to ensure minimum plant downtime.

## **CAPABILITY REQUIREMENTS OF THE ROLE**

### **Educational Qualification(s) and experience required:**

Metric ( 10<sup>th</sup> class ) with relevant experience.

### **Role Specific Skills/Capabilities Required:**

- Skills in rigging operations, skills to tie the jobs properly to avoid fall of the job during handling. Maintenance of lifting tools like chain pulley blocks and cranes.
- Technical skills for tying the jobs and precautions to be taken during lifting and lowering of equipment.
- Skills to carry out rigging jobs systematically with proper quality. Skills of different indications being followed for communication to crane operator.
- Time management and communication skills.
- Team working and proper coordination with production and other relevant department.
- Skills to write daily log book.
- Job hazards and job safety in his work area

## **IN-DEPTH INFORMATION ON THE ROLE**

### **Role Responsibilities**

#### **Responsibilities**

Mobilization of the tools and tackles required for the job. To carry out rigging operation ensuring proper isolation and tagging of the equipment wearing PPE as per the job requirement Carry out the rigging jobs assigned on daily basis ensuring proper quality of the job to avoid repetition. Timely completion of the job to ensure minimum down time of the equipment.

Check for lifting tools and tackles required for the job. Shifting of tools to site, positioning and fixing the tools ensuring proper centering and alignment. Prepare the list of tools required for the rigging and maintenance jobs; get them issued from the stores after authorization of the job coordinator. Write daily log book.

Plan and carry out the maintenance jobs of lifting tools and tackles systematically, take all critical measurement using proper tools; fill the quality check list and high light the deviation from the standard / design requirement for suitable action. Compliance of all statutory requirements for lifting tools and tackles.

Interact with various departments, like Process/Inst./Elect/Stores/Safety to execute jobs effectively with respect to quality, safety, cost and timely completion. Interact with manager maintenance and help him in identifying areas of improvement and identification of training needs.

Carry out all drilling, filing, tapping, deburring required during the maintenance activity. If it can not be done with the help of hand portable tools, it should be shifted to machine shop for necessary action.

Provide necessary assistance to other departments for handling plant emergencies.

Based on the observation during rigging and maintenance job, prepare the list of items that will be required for the future maintenance.. Hand over that list to concerned supervisor for suitable action.

Assist in failure analysis and implement recommendations to avoid repetitive failures or persistent problems in lifting tools and tackles /mechanical equipment/piping systems. Participation in identified SGA.

To attend training programs organized based on the identified needs for development

Suggest changes and modifications in the problematic systems / equipments for improving the over all equipments availability.

Inspection of chain pulley blocks, D- shackles, wire ropes and crane at defined intervals and highlighting the problems, if any for corrective action.

Any other job relevant to the role allotted by maintenance Engineer. To ensure proper house keeping after maintenance activity in the plant and workshop area.

**Decision-making by the Role**

Examples of Decisions that Can be Taken Independently	Examples of Decisions that Need Higher Approval
Check the isolation of the equipments in field before starting the job. To stop the job if permit conditions are not met.	.
Decide the sequence of rigging job based on job requirement.	Acceptance Criteria for completion of jobs with respect to Quality
Decide the suitability of contractor's personnel for job execution.	Issue of materials from the stores.
Measurements of critical dimensions and filling the QAP sheet...	Safety precautions to be taken during execution of job.
	Deployment of Contractor manpower for execution of job.
	Deviation from SOP during execution of job.

**Role Title: Fabricator**

**Reporting Functional:** Manager/ Dy. Manager/ Asstt. Manager- Mechanical Maintenance.

**Purpose of this Role:**

The primary purpose of this role is to carry out the quality fabrication jobs on pipe lines , rotating and stationary equipments on the need based as per the requirement of the jobs, avoiding repetition of the jobs, maximum availability of all mechanical equipment and piping system in the plant area through safe and quality fabrication /maintenance/repair practices at minimal cost and with quick response to ensure minimum plant downtime.

**CAPABILITY REQUIREMENTS OF THE ROLE**

**Educational Qualification(s) and experience required:**

ITI /NCTVT/ in fitter trade with relevant experience.

**Role Specific Skills/Capabilities Required:**



Skills in taking proper measurement, preparing fit up for TIG ,manual arc and gas welding on various grades of materials like carbon steel, alloy steel, stainless steels and special materials at different positions maintaining quality of the job.

Technical skills for checking quality of fit up and precautions to be taken during grinding / cutting. Gas cutting of metals.

Skills to carry out grinding and fit up jobs systematically DP checking of weld joints to ensure proper quality.

Time management and communication skills.

Team working and proper coordination with production and other relevant department.

Basic Competence in working in SAP system- mainly notification related. Writing daily log book.

Job hazards and job safety in his work area

## **Role Responsibilities**

### **Responsibilities**

Mobilization of tools and tackles required for the job. Ensuring proper cable connection. Carry out the fabrication job ensuring proper isolation and tagging of the equipment, wearing PPE as per the job requirement Carry out the fabrication jobs assigned on daily basis ensuring proper quality of the job to avoid repetition. Timely completion of the job to ensure minimum down time of the equipment. Check for fit up requirement for the job, use proper quality of grinding tools , make proper supporting and alignment with suitable clits. Keep the gap as per the WPS/ job requirement and make the fit up as per the WPS / job requirement. Use special grinding / buffing tools for the special materials. Plan and carry out the assigned job systematically, take all critical measurement using proper tools; fill the quality check list and high light the deviation from the standard / design requirement for suitable action. Write daily log book.

Interact with various departments, like Process/Inst./Elect/Stores/Safety to execute jobs effectively with respect to quality, safety, cost and timely completion. Interact with manager maintenance and help him in identifying areas of improvement and identification of training needs.

Carry out all drilling, filing, tapping, deburring required during fabrication activity. If it can not be done with the help of hand portable tools, it should be shifted to machine shop for necessary action.

Provide necessary assistance to other departments for handling plant emergencies.

Based on the observation during fabrication job, prepare the list of items that will be required for the future maintenance.. Hand over that list to concerned supervisor for suitable action.

Assist in failure analysis and implement recommendations to avoid repetitive failures or persistent problems in mechanical equipment/piping systems. Participation in identified SGA.

To attend training programs organized based on the identified needs for development

Suggest changes and modifications in the problematic systems / equipments for improving the over all equipments availability.

Inspection of grinding machines, cables and other tools at defined intervals and highlighting the problems, if any for corrective action.

Any other job relevant to the role allotted by maintenance Engineer. To ensure proper house keeping after maintenance activity in the plant and workshop area.

Examples of Decisions that Can be Taken Independently	Examples of Decisions that Need Higher Approval
Check the isolation of the equipments in field before starting the job. To stop the job if permit conditions are not met.	Acceptance Criteria for completion of jobs with respect to Quality
Decide the sequence of fabrication job based on WPS.	Issue of materials from the stores.
Decide the suitability of contractor's personnel for job execution.	Safety precautions to be taken during execution of job.
Measurements of critical dimensions and filling the QAP sheet..	Deployment of Contractor manpower for execution of job.
	Deviation from SOP during execution of job.

**Role Title: Welder**

**Reporting Functional:** Manager/ Dy. Manager/ Asstt. Manager- Mechanical Maintenance.

**Purpose of this Role:**

The primary purpose of this role is to carry out the quality welding jobs on pipe lines , rotating and stationary equipments on the need based as per the requirement of the jobs, avoiding repetition of the jobs, maximum availability of all mechanical equipment and piping system in his concerned area through safe and quality welding /maintenance/repair practices at minimal cost and with quick response to ensure minimum plant downtime.

**CAPABILITY REQUIREMENTS OF THE ROLE**

**Educational Qualification(s) and experience required:**

ITI /NCTVT/ in welder trade with relevant experience.

**Role Specific Skills/Capabilities Required:**

Skills in TIG ,manual arc and gas welding on various grades of materials like carbon steel, alloy steel, stainless steels and special materials at different positions maintaining quality of the job.

Technical skills for checking quality of fit up and precautions to be taken during welding. Gas cutting of metals.

Skills to carry out welding jobs systematically with proper quality.

Time management and communication skills.

Team working and proper coordination with production and other relevant department.

Basic Competence in working in SAP system- mainly notification related. Writing daily log book.

Job hazards and job safety in his work area

**IN-DEPTH INFORMATION ON THE ROLE**

## Role Responsibilities

### Responsibilities

Mobilization of proper tools and tackles to carry out the job. Ensuring proper connection of power and earth cable, carry out the welding job ensuring proper isolation and tagging of the equipment wearing PPE as per the job requirement Carry out the welding jobs assigned on daily basis ensuring proper quality of the job to avoid repetition. Timely completion of the job to ensure minimum down time of the equipment.

Check for pre weld heating required for the job, proper heating of the electrode before carrying out the jobs, and post weld heating required for the job. Prepare the list of electrode/ filler wires required for the welding job get them issued from the stores after authorization of the job coordinator. Write daily log book.

Plan and carry out the assigned job systematically, take all critical measurement using proper tools; fill the quality check list and high light the deviation from the standard / design requirement for suitable action.

Interact with various departments, like Process/Inst./Elect/Stores/Safety to execute jobs effectively with respect to quality, safety, cost and timely completion. Interact with manager maintenance and help him in identifying areas of improvement and identification of training needs.

Carry out all drilling, filing, tapping, deburring required during the maintenance activity. If it can not be done with the help of hand portable tools, it should be shifted to machine shop for necessary action.

Provide necessary assistance to other departments for handling plant emergencies.

Based on the observation during welding job, prepare the list of items that will be required for the future maintenance.. Hand over that list to concerned supervisor for suitable action.

Assist in failure analysis and implement recommendations to avoid repetitive failures or persistent problems in mechanical equipment/piping systems. Participation in identified SGA.

To attend training programs organized based on the identified needs for development

Suggest changes and modifications in the problematic systems / equipments for improving the over all equipments availability.

Inspection of welding machines, cables, regulator and other tools at defined intervals and highlighting the problems, if any for corrective action.

Any other job relevant to the role allotted by maintenance Engineer. To ensure proper house keeping after maintenance activity in the plant and workshop area.

Examples of Decisions that Can be Taken Independently	Examples of Decisions that Need Higher Approval
Check the isolation of the equipments in field before starting the job. To stop the job if permit conditions are not met.	Acceptance Criteria for completion of jobs with respect to Quality
Decide the sequence of welding job based on WPS.	Issue of materials from the stores.
Decide the suitability of contractor's personnel for job execution.	Safety precautions to be taken during

	execution of job.
Measurements of critical dimensions and filling the QAP sheet...	Deployment of Contractor manpower for execution of job.
	Deviation from SOP during execution of job.

**Role Title: Machinist**

**Reporting Functional:** Manager/ Dy. Manager/ Asstt. Manager- Mechanical Maintenance.

**Purpose of this Role:**

The primary purpose of this role is to carry out the quality machining jobs on lathe , drilling , shaper, hacksaw cutter on fixed or mobile equipment. To carry out Preventive maintenance of machines and tools and assistance in major maintenance of the machines. To carry out machining jobs on pipe lines , rotating and stationary equipments on the need based as per the requirement of the jobs, avoiding repetition of the jobs, maximum availability of all mechanical equipment and piping system in the plant area through safe and quality machining /maintenance/repair practices at minimal cost and with quick response to ensure minimum plant downtime.

**CAPABILITY REQUIREMENTS OF THE ROLE**

**Educational Qualification(s) and experience required:**

ITI /NCTVT/ machinist trade with relevant experience.

**Role Specific Skills/Capabilities Required:**

Skills in various machining operations using machines like lathe, drilling, shaper and hacksaw cutter etc. on various grades of materials like carbon steel, alloy steel, stainless steels and special materials.

Technical skills for fixing and centering the job on machines. Knowledge of various jigs and fixtures required for holding and centering the job. Skills for the preventive / break down maintenance of the machines ensuring proper quality.

Skills to carry out machining jobs systematically with proper quality.

Time management and communication skills.

Team working and proper coordination with production and other relevant department.

Skills to write daily log book.

Job hazards and job safety in his work area

**IN-DEPTH INFORMATION ON THE ROLE**

1.

**Role Responsibilities**

**Responsibilities**

Mobilization of the tools and tackles required for the job. Carry out machining jobs in plant area ensuring proper ensuring proper isolation and tagging of the equipment wearing PPE as per the job requirement Carry out the machining jobs in the plant area or in the work shop assigned on daily basis ensuring proper quality of the job to avoid repetition. Timely completion of the job to ensure minimum down time of the equipment.

Check for proper fixing and centering of job, select the suitable tool required and set the speed of the machine as per job requirement. Prepare the list of tools / fixtures/ spares required for the machining

and maintenance jobs, get them issued from the stores after authorization of the job coordinator. Carry out the preventive maintenance of machines and write daily log book.

Plan and carry out the assigned job systematically, take all critical measurement using proper tools; fill the quality check list and high light the deviation from the standard / design requirement for suitable action.

Interact with various departments, like Process/Inst./Elect/Stores/Safety to execute jobs effectively with respect to quality, safety, cost and timely completion. Interact with manager maintenance and help him in identifying areas of improvement and identification of training needs.

Carry out all drilling, filing, tapping, deburring required during the machining and maintenance activity.

Provide necessary assistance to other departments for handling plant emergencies.

Based on the observation during machining and maintenance job, prepare the list of items that will be required for the future machining and maintenance. Hand over that list to concerned supervisor for suitable action.

Assist in failure analysis and implement recommendations to avoid repetitive failures or persistent problems in machines. Participation in identified SGA.

To attend training programs organized based on the identified needs for development

Suggest changes and modifications in the problematic systems / equipments for improving the over all equipments availability.

Inspection of tools and tackles at defined intervals and highlighting the problems, if any for corrective action.

Any other job relevant to the role allotted by maintenance Engineer. To ensure proper house keeping after maintenance activity in the plant and workshop area.

Examples of Decisions that Can be Taken Independently	Examples of Decisions that Need Higher Approval
Check the isolation of the equipments in field before starting the job. To stop the job if permit conditions are not met.	.
Decide the sequence of machining job based on the requirement..	Acceptance Criteria for completion of jobs with respect to Quality
Decide the suitability of contractor's personnel for job execution.	Issue of materials from the stores.
Measurements of critical dimensions and filling the QAP sheet...	Safety precautions to be taken during execution of job.
	Deployment of Contractor manpower for execution of job.
	Deviation from SOP during execution of job.

**Contractors scope of work:**

- 5) Party will accept all the requirements mentioned in the JD's given by DFPC for different categories un conditionally.

- 6) To Carryout the jobs in a manner as per the instruction of Engineer- in - charge. Job to be performed at all heights and locations.
- 7) To take due care of items while handling and shall be liable for recovery for the loss / damage occurred due to mishandling.
- 8) Jobs done by contractor shall be inspected by DFPCL as per Instructions of Engineer-In-Charge. If any non-conformance is observed, contractor will attend/ rectify/ repair the same free of cost.
- 9) To mobilize sufficient resources as required for the job based on the target date of completion.
- 10) To arrange for collection of the material as per the requisition made by the Engineer In-charge from the stores/ designated area including loading and unloading. Materials installed shall be strictly as per specification.
- 11) All other jobs covered in the tender document / scope of work
- 12) Lodging, boarding, transportation of contractor's employees.
- 13) Insurance of contractor's employees,
- 14) Contractor to follow all safety norms as per present S.H.E. norms indicated from time to time.
- 15) To ensure that the work planned by Engineer-in-charge is completed in schedule. In the event of back log, the contractor to increase the resources to make up for the unfinished work and to work during extended hours or round the clock without any extra cost
- 16) Contractor to provide safety appliances like dust masks, safety belt, ladder, safety shoes, helmet, hand gloves, safety goggles, PPE, rain gears, Overalls etc. to their personnel working inside the Complex at his cost and should adhere to safety codes
- 17) Contractor to maintain proper record of his tools & tackles, equipment, machinery and any other items issued to him from owner's stores, & shall provide access to Engineer In charge for its inspection as and when required.
- 18) CONTRACTOR shall mobilize required resources at job site within twenty one days of issue of WO/ LOC. Tools and Tackles will be provided by DFPCL
- 19) ALL SAFETY RULES,REGULATIONS & STATUTORY REGULATIONS WILL BE STRICLY FOLLOWED BY THE PARTY.
- 20) IN CASE OF FAILURE TO COMPLY WITH THE REGULATIONS, APPROPRIATE DEDUCTIONS WILL BE MADE FROM MONTHLY BILLS BY OUR JOB CO-ORDINATOR, IN ADDITION TO PENALTY DEDUCTION AS AGREED.
- 21) NORMAL WORKING OF 8 HRS FROM 9.00 am TO 5.30 pm FOR 6 DAYS WEEK OR AS PER DFPCL REQUIREMENT.THE EMERGENCY MANPOWER WILL BE AVAILABLE WITHIN 02 HRS AND HOUSED NEARBY TO OUR FACTORY.
- 22) MANPOWER TO BE ROTATED AS PER THE REQUIREMENT OF DFPCL.
- 23) PENALTY DEDUCTIONS AS PER TWICE THE PRORATA RATE FOR ABSENTEEISM & UNSATISFACTORY SERVICES FROM MONTHLY BILL.
- 24) PARTY WILL SUBMIT THE BIODATA OF SUITABLE CANDIDATE TO DFPCL & DFPCL ENGINEER WILL TAKE THE INTERVIEW OF ALL THE CANDIDATES BEFORE FINALISATION.
- 25) PHYSICAL FITNESS WILL BE BY PARTY & ENSURED MEDICAL TEST AS PRESCRIBED BY DFPCL WILL BE UNDERTAKEN FOR POTENTIAL CANDIDATE.

**DFPCL scope of work:**

Tools and Tackles will be provided by DFPCL

All consumables will be provided by DFPCL.

**NOTE: -**

- 1) The job mentioned above are indicative and the list can be added /deleted as per M/s DFPCL requirement.  
As already stated, the services need to be provided on all the 6days of the week. You will not charge extra charges to DFPCL for providing the services on Public Holidays.
- 2) In case of laxity of efforts on your, resulting into failure to complete a job neatly &/or Timely the same can be completed by us departmently/by
- 3) appointing another Contractor for the same and such extra expenses incurred by DFPCL will be recovered from the monthly compensation payable to you.

**VALIDITY OF THIS CONTRACT :-**

THIS CONTRACT IS VALID FOR A PERIOD OF ONE YEAR,WHICH MAY BE EXTENDED AT OUR DISCRETION.

During the contract period either party can terminate the contract by given 3 months notice to the other party. However, in case of unsatisfactory performance or breach of contract terms on your part, we reserve our right to terminate the contract forthwith.(total) against this contract and NO INTEREST will be payable by us on this amount and it will be refunded to you only after expiry of this contract.

**STATUTORY COMPLIANCE:-**

YOU WILL COMPLY WITH ALL STATUTORY REGULATIONS LIKE PAYMENT AS PER MINIMUM WAGES,PF,MAINTAINING REQUISITE RECORDS VIZ.VARIOUS REGISTRARS AND SUBMITTING THE SAME TO P&A DEPT.EVERY MONTH AS WELL AS WHENEVER ASKED FOR BY DFPCL.IN CASE OF FAILURE TO COMPLY WITH THE REGULATIONS,APPROPRITE DEDUCTIONS WILL BE MADE FROM MONTHLY BILLS,IN ADDITION TO PENALTY DEDUCTIONS AS AGREED.

**UNIFORM:**

The contractor staff shall wear uniform while working inside plant premises. They shall also wear badge/name plate while they are working at site. All labour laws/ regulations shall be strictly followed by contractor as per central/state govt. directives. Before executing the contract agreement, you will ensure with DFPCL P&A dept. that you are maintaining necessary records as required under labour laws.

**Payment Terms:**

The Contractor shall submit on or before the expiry of the 1st week of the following month Performa Running Bill of the last month in the format provided by Owner, in triplicate, to the Engineer-in-Charge of the work giving abstract and detailed measurements for the various items of work executed during the month.

The Contractor shall prepare final Running Account Bill based on the certified measurements and summary sheets and submit the same along with the enclosures mentioned herein to the person designated by the Owner.

Invoice shall be submitted exactly as per the original work order in line with the line items with actual quantity executed. Additional quantity (other than WO) shall be claimed only after the issue of amendment to the work order. Also where the rates are not available but the jobs are executed as per the instructions of E-I-C, contractor shall submit the invoice only after the issue of Amendment to original work order. Accordingly payment shall be released in two phases i.e. based on Original WO & based on Amendment to original WO.

The Owner shall effect payment within 60 days from the date of receipt of final Running Account Bill provided the same is complete in all respects & duly certified by the Engineer- in - charge.

The applicable TDS shall be deducted as per the existing provisions of the law in force.

The number of payments to be made to the Contractor shall be restricted to one in each month.

**Mode of Payment:**

Payment against monthly bills will be made within 30 days from the date of certification of your bill by EIC

**Labour law and Safety codes:**

All the matters concerned with labour management shall be as per the Labour laws. Contractor will obtain labour license on arrival at site before commencement of the job. The first RA bill shall be released only on submission of a copy of labour license duly attested by DFPCL Administration in the prescribed format. If labour license is not applicable, the contractor shall obtain a confirmation to this effect from DFPCL Administration.

**Deployment of Medically Fit Manpower**

For the due execution of this Contract, the Contractor shall deploy workers/supervisors who are at all times physically and mentally fit and are not disabled/handicapped and do not suffer from any chronic or contagious disease. It shall be the responsibility of the contractor to ensure that its Workers/Supervisors employed are medically fit. The Contractor shall give a written declaration as regards the fitness of the Workers/Supervisors employed at the time of applying for the Gate Pass. If any employee employed by the Contractor becomes or is declared medically unfit after the issuance of the Gate Pass, the Company shall revoke the Gate Pass.

Failure to comply with this stipulation shall entail penalty as may be decided by the management apart from refusing entry to such Workers/Supervisors of the contractor. The decision of the Company's Medical Officer in this regard shall be final.

**MEDICAL EXAMINATION:**

Contractor should ensure that all its Workers/Supervisors deployed at DFPCL sites undergo pre employment fitness examination. The form No.33 ( Prescribed under Rule 68T & 102) should be filled up for all its Workers/Supervisors deployed and should be submitted by Him/her at the time of getting the gate pass requisition signed without which issuance of new gate pass will not be allowed.

Contract Workers/Supervisors completing 12 months shall undergo annual medical examination. Such examination must include the following tests:-

- 1) Complete Physical Examination.
- 2) X-Ray chest PA view (Once in Pre-employment then once every three years)
- 3) Complete haemogram (T&D, Hb at minimum)
- 4) One urine examination using .Multistix.

All entries pertaining to the periodical examination must be made and maintained in form 32 (Bounded register) prescribed under Rule 68 T & 102.

Form No.32 must be maintained in bounded register & should be submitted to the OCCUPATIONAL HEALTH CENTER for records annually.

**UNIFORM:**



The contractor staff shall wear uniform while working inside plant premises. They shall also wear badge/name plate while they are working at site. All labour laws/ regulations shall be strictly followed by contractor as per central/state govt. directives. Before executing the contract agreement, you will ensure with DFPCL P&A dept. that you are maintaining necessary records as required under labour laws.

#### **Requirement of Contract Labour Cell for compliance of various labour laws**

##### **(A) Documents required at the time of issuance of gate passes :**

- 1 Copy of work order issued by DFPCL.
- 2 Copy of PF Registration Certificate along with original for verification.
- 3 Copy of last year's PF Annual Return submitted to the concerned PF Commissioner.  
Copy of Insurance coverage under Workmen Compensation Act covering DFPCL, as work place, and for the no. of persons to be deployed.
- 4 nature of work in the policy should be the same as per the work order issued by DFPCL. (Not required in case workmen to be engaged are covered under ESI. In that case ESI No., etc. will be required)
- 5 PF Nomination forms in Form No. IV in respect of workers/supervisors to be engaged.  
In case more than 9 persons are to be engaged, contractor has to apply
- 6 and obtain Labour License under Contract Labour (R&A) Act from the State Labour authorities.  
Medical Examination and fitness reports in respect of all the contract
- 7 labours from the designated/specified medical officers.
- 8 If the job is subcontracted then no objection certificate from Contract Cell, DFPCL regarding subcontracting the work, work order issued to subcontractor by the main contractor and all the documents mentioned at Sr. No.1 to 6 are also required in respect of the subcontractor.

##### **(B) Procedure to be followed by the contractors during the work period :**

- 1 Wage disbursement: Minimum wages as notified by State Govt. from time to time are required to be implemented.  
Monthly wage to all contract labours as per their actual attendance to be paid on or before 7th of every month in presence of authorized person
- 2 from RIL. Wage slip to all contract labours are to be issued during the disbursement of wages.
- 3 PF is required to be deducted in respect of all the contract labours and deposited with PF authorities by 15th of the month.
- 4 Following records under Contract Labour (R&A) Act will also be verified by Contract Labour Cell:
  - 1 Wage Register in form XVII.
  - 2 Muster Roll in Form XV
  - 3 Employment Card in Form XIV
  - 4 Register of workmen in Form XIII.

##### **(C) Documents required for issuance of Clearance Certificate : Clearance will be issued on monthly basis upon submission of following:**

- 1 Copy of all the work orders (first two pages only -applicable only if not submitted earlier) for which clearance certificate is sought for.

- 2 Copy of Monthly Wage Register.  
Copy of monthly PF challan along with receipted copy of monthly PF
- 3 returns i.e. Form 12A, Form 5 and Form 10.
- 4 Site wise breakup of PF: If contractor is working for various other companies then the site wise breakup of Monthly PF challan/returns.
- 5 Copy of Labour License (if not submitted earlier).
- 6 In case work period is February/March, then the receipted copy of Annual PF return for that year is required.
- 7 Inspection report of PF and Labour authority

**CORRESPONDENCE:**

For any Payment/TDS Certificate/Security Deposit, Guarantee Money Refund/ Accounts related matters, Please make correspondence with the Accounts Department at DFPCL Talaja.

Contractor to comply with all statutory obligations prevalent and applicable as per Law. For further guideline on statutory related matters, contact Personal Department at DFPCL Talaja

For any job related instruction and guidelines, working, turn up of workmen, Tools & Tackles, Contact - Engineer-in-charge / Representative of plant

For all matters related to Entry/Movement of persons, material and Vehicle within complex, Contact the Security Department at DFPCL Talaja.

**JOB CO ORDINATOR: Sr General Manager- Planning, SAP**

**Schedule of Rates.**

Sr No	Description	UOM	Rate (Rs) per UOM
1	Supply of Riggers	EA	
2	Supply of Fabricator	EA	
3	Supply of Welder	EA	
4	Supply of Machinist	EA	₹
5	Supply of Riggers (Bet 5.30PM-9AM)	PHP	
6	Supply of Fabricator (Bet 5.30PM-9AM)	PHP	
7	Supply of Welder (Bet 5.30PM-9AM)	PHP	
8	Supply of Machinist(Bet 5.30PM-9AM)	PHP	₹

## PRICE BID FORMAT

### Normal

Category	Nos	Qty	UOM
Riggers	6	1884	MD
Helpers	6	1884	MD
Fabricators	2	628	MD
Welders	3	942	MD

### Overtime

Category	Nos	Qty	UOM
Riggers	6	4774.5	Hrs
Helpers	6	7119.993	Hrs
Fabricators	2	1281	Hrs
Welders	3	1809	Hrs

Price to be quoted online and should include Uniform and PPE.

## **Commercial Terms and Conditions**

1. Mobilization: Within 1 week from the date of receipt of PO.

2. Payment Terms: Monthly one R.A (Running Bill) Bill within 30 days from date of receipt of invoice.

3. Validity of the contract: 1 Year from the date of receipt of PO. The contract may be extended by another 3 months with the same rates if the quantities are not fully utilized. Even after extension of the contract if the quantities are still not fully utilized then the contract will be terminated by DFPCL.

4. Security Deposit: :- 10% of basic order value will be retained by DFPCL or equal amount of Bank Guarantee will be submitted by the contractor or will be deducted from Tenderers First 3 Monthly Bills against this contract and NO INTEREST will be payable by DFPCL on this amount and it will be refunded to you only after expiry of the contract.

5. Force Majeure condition:

The term force Majeure as employed herein shall mean acts of God, War, Revolt, Terrorist Act, Accident, Fire, Flood and Acts and Regulations of respective Governments of the two parties. Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 72 hours, the full particulars and satisfactory evidence support of his claim. Time for purpose of the relative obligations suspended by the force majeure shall then stand extended by the period of delay, which is directly caused by force majeure event.

6) Jurisdiction:

The Court at Panvel, Maharashtra shall have exclusive Jurisdiction to deal with and decide any legal matter whatsoever arising out of this Tender/ Purchase order or any agreement entered between the Vendor/ Supplier and Company.

7) Arbitration:

Any dispute, difference, claim or question of interpretation of any nature arising between the parties with regard to this Tender/ Purchase Order/ Work Order/ Agreement regarding the meaning, respective rights, claims, liabilities and obligations under this Tender/ Purchase Order/ Work Order/ Agreement, including any question regarding its existence, validity or termination which is not resolved by amicable settlement shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration (ICA) or any enactment or amendment thereof. Award passed shall be final and binding on both the parties. The venue of such arbitration proceedings shall be at Mumbai (India) and for interim relief under the Act, courts at Panvel shall have the exclusive jurisdiction over this Agreement.

8) Termination: A. The contract/ tender can be terminated by either party i.e. DFPCL or the Contractor/ Tenderer, after giving three (3) month's notice to the other party. However, DFPCL reserves the right to terminate the contract without giving any notice in case of the contractor commits breach of any of the terms of the contract. DFPCL's decision in such a situation shall be final and binding on the Contractor/ Tenderer without any objection or resistance.

B. On termination of the contract, the Contractor/ Tenderer will hand over all the equipment's/furniture/article etc. supplied by DFPCL (if any) in good working condition back to DFPCL except normal wear and tear.

C. If the successful bidder/ Contractor withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge /Job contract, DFPCL reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements. The Contractor shall continue till such time DFPCL finds alternative arrangement.

In case it is found that any information furnished by the Tenderer/ Vendor/ Supplier is false or incorrect, the Company at its sole discretion may terminate the Contract/ Order without giving any notice. The Company shall reserve its right to seek appropriate damages from the Tenderer/ Vendor/ Supplier.

Any loss incurred by the Company in this respect will be on Suppliers/ vendor's account.

9) Job Controller – Mr. Mahesh Kalghatgi of DFPCL shall be the job controller.

10) The rates quoted by the suppliers shall remain firm till the completion of contract period and also during extended period if any. No escalation on any other ground shall be allowed.

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On Contractor's letterhead)

**DETAILS OF BLACKLISTING / DISQUALIFICATION / FORFEITURE OF B.G. / S.D.**

- 1) Whether your Firm/Company is blacklisted by DFPCL or any other Public Sector / Govt. / Quasi-Govt Organisation / any other client : **Yes / No.** If yes please mention details.
- 2) Whether your Contract was terminated before expiry of Contract period or Security Deposit / E.M.D forfeited by our Company or any other Public Sector/Govt./Quasi Govt Organization / Any other client : **Yes / No.** If yes please mention details.
- 3) Whether Proprietor/Partner/Director (as applicable) has been prosecuted by any judicial court for any criminal breach of trust : **Yes / No.** If yes please mention details.

(Signature of the Contractor & Seal)

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(On Contractor's letterhead)

**INFRASTRUCTURE / RESOURCES :**

1. Total number of resources employed : \_\_\_\_\_
2. No. of branch offices : \_\_\_\_\_ (details of address, Telephone No., Fax No. etc.)
3. No. of FMS Contracts engaged in Mumbai with Avg value of Contract:

(Signature of the Contractor & Seal)

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(On Contractor's letterhead)

**GENERAL INFORMATION:**

1. Name & address of the Tenderers Firm / Company : \_\_\_\_\_
2. Office Telephone No. : \_\_\_\_\_
3. Office Fax No. : \_\_\_\_\_
4. Year of Establishment : \_\_\_\_\_
5. Constitution of the Firm : Proprietorship/Partnership/Pvt. Ltd./ Pub Ltd. Co./Co-operative .
6. Name, Address of Partner / Directors : \_\_\_\_\_
7. Name of contact person : \_\_\_\_\_
8. Telephone no. of contact person: Office \_\_\_\_\_  
Residence \_\_\_\_\_  
Mobile \_\_\_\_\_
9. Name & Designation of Authorized Signatory : \_\_\_\_\_
10. Details of sister concerns
  - a) Name & Address:
  - b) Activities engaged in by Sister Concern:
  - c) Names, Addresses & Telephone Nos. of Proprietors/Directors/Partners of Sister concerns.

(Signature of the Contractor & Seal)