

[TENDER IS OPEN FOR NRL'S PAP (PROJECT AFFECTED PEOPLE) GROUP ONLY]

Sealed item rate tenders in single -bid system are invited from PAP contractors having capabilities for the following work at Numaligarh:

Name of Work: UP-KEEPMENT SERVICES IN REFINERY PREMISES.

Tender No: NRL/COMM/PAP/2016

Group Details:

Group – I: Manpower supply for Up-keepment services in NRMT Group- (B)	Group –II: Manpower supply for Up-keepment services in NRMT Group- (A)
Group – III: Manpower supply for up- keepment services in P&A group (B).	Group – IV: Manpower supply for up-keepment services in P&A group (A).
Group – V: Manpower supply for up-keepment services in P&A group (C)	Group – VI: Manpower supply for up-keepment services in Work Shop & CCU Control Room
Group – VII: Manpower supply for up-keepment services in Site Office	Group – VIII: Manpower supply for up-keepment services in SRB Pump House Field Cabin
Group – IX: Manpower supply for up-keepment services in Occupation Health Center Fire & Safety and Quality Control	Group – X: Manpower supply for up-keepment services in CPP and Electrical
Group – XI: Manpower supply for up-keepment services in Central Control Room	
Due Date & Time of Submission	Earnest Money Deposit
21.07.2016 before 11:00 AM	Rs 8,000.00 (Eight Thousand only)

BRIEF SCOPE OF WORK: UP-KEEPMENT SERVICES IN REFINERY PREMISES

QUALIFICATION REQUIREMENT:

- The bidder should be a member of PAP family and he must submit document issued by the District Administration at the time of refinery and township construction indicating that bidders land has been acquired for the purpose of construction of refinery or township. The contractor should also submit his proof of identity along with photograph certified by the Village Headman recognized by the Govt. Agencies. The bidder should not be in employment with NRL or anywhere else. The proof of identity shall be duly endorsed by HR function of NRL.
- Bidder have to submit copy of PAN No., Service Tax registration certificate, PF Code allotment certificate & ESI registration certificate.
- For financial capability, his bank balance should show updated deposit equal to wages for 10 Semi skilled workers for 01 month. Documentary evidence shall be required at the time of bid submission.

COLLECTION OF TENDER DOCUMENT: Intending agencies may download the tender document from NRL website www.nrl.co.in FREE OF COST.

SUBMISSION AND OPENING OF TENDER: The tenders duly completed as per requirement of the tender document shall be submitted to the office of Commercial Dept., Numaligarh Refinery Limited, NRL Site, during the specified date and time. Tender shall be opened on the date of submission of bids after 11-00 hrs.

GENERAL: NRL takes no responsibility for delay, loss or non-receipt of tenders sent by post. NRL reserve the right to accept or reject any or all the tenders without assigning any reason thereof. TENDER WITHOUT EARNEST MONEY DEPOSIT WILL BE REJECTED. For Details please log on to www.nrl.co.in

Corrigendum / extension / addendum (if any) pertaining to this tender will be published in the website www.nrl.co.in as well as in notice board.

GM (Commercial & Legal)
Numaligarh Refinery Limited, Numaligarh

NUMALIGARH REFINERY LIMITED
A GOVERNMENT OF INDIA
ENTERPRISE



**TENDER DOCUMENT
FOR**

UP-KEEPMENT SERVICES IN REFINERY PREMISES

TENDER NO: NRL/COMM/PAP/2016

BIDDER OFFER REF: _____ DTD. _____

**PART – I
UNPRICE BID**

**PREPARED & ISSUED BY
NUMALIGARH REFINERY LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)**

LETTER INVITING TENDER

Contact person: CM (Commercial), Sri Prabir Talukdar; Phone : 03776-265758;
E-mail ID: prabir.talukdar@nrl.co.in

Our Reference: NRL/COMM/PAP/2016

Date: 15.07.2016

Sub: UP-KEEPMENT SERVICES IN REFINERY PREMISES.

Tender No. NRL/COMM/PAP/2016

Dear Sirs,

Sealed offer in **Single Bid** is invited by Numaligarh Refinery Ltd. for the work as detailed below:

1.	Name of the work	:	UP-KEEPMENT SERVICES IN REFINERY PREMISES	
			Groups	Units
			Group – I	Manpower supply for Up-keepment services in NRMT Group- (B)
			Group – II	Manpower supply for Up-keepment services in NRMT Group- (A)
			Group – III	Manpower supply for up-keepment services in P&A group (B).
			Group – IV	Manpower supply for up-keepment services in P&A group (A).
			Group – V	Manpower supply for up-keepment services in P&A group (C)
			Group – VI	Manpower supply for up-keepment services in Work Shop & CCU Control Room
			Group – VII	Manpower supply for up-keepment services in Site Office
			Group – VIII	Manpower supply for up-keepment services in SRB Pump House Field Cabin
			Group – IX	Manpower supply for up-keepment services in Occupation Health Center, Fire & Safety and Quality Control
			Group – X	Manpower supply for up-keepment services in CPP and Electrical
			Group – XI	Manpower supply for up-keepment services in Central Control Room
2.	Earnest Money Deposit	:	Rs. 8,000.00 (Considered based on six months contractual period with highest estimate value.) <u>ALL THE BIDDERS HAVE TO SUBMIT THE EMD IN FORM OF DRAFT.</u>	
3.	Contract Period	:	The contractual period shall be w.e.f 01.08.2016 to 31.07.2019 (36 months)	
4.	Last date & time for receipt of bid	:	Up-to 11.00 hours on <u>21.07.2016</u>	

5.	Date & time of Opening of bid	:	After 11.00 hours on <u>21.07.2016</u>
6	QUALIFICATION REQUIREMENT	:	• The bidder should be a member of PAP family and he must submit document issued by the District Administration at the time of refinery and township construction indicating that land has been acquired for the purpose of construction of refinery or township. The bidder should also submit his proof of identity along with photograph certified by the village Headman recognized by the Govt. agencies. The bidder should not be in employment with NRL or anywhere else. The proof of identity shall be duly endorsed by HR function of NRL. • Bidder have to submit copy of PAN No., Service Tax registration certificate, PF Code allotment certificate & ESI registration certificate. • For financial capability, his bank balance should show updated deposit equal to wages for 10 Semi skilled workers for 01 month. Documentary evidence shall be required at the time of bid submission.
7	Place of submission of Bid	:	GM (Commercial & Legal) Numaligarh Refinery Limited, NRL Complex, Numaligarh, <u>Dist : Golaghat, Assam – 785 699</u> Phone : 03776 – 265545 / Fax No.: 03776-265514
8.	Submission of Bid: Bids should be submitted in single parts, in sealed envelopes super-scribed with the Tender no., and as below Quotation for the job: “UP-KEEPMENT SERVICES IN REFINERY PREMISES” (Tender No. NRL/COMM/PAP/2016) If the last date of receipt of tender happens to be a non-working day, the last date will be the next working day at the aforesaid time. <u>Evaluation process shall be as under:</u> a. The bidders have to accept the NRL’s estimated rates. b. The successful bidder will be decided through lottery. Sequence of lottery : • 1st successful bidder will be allotted Gr1. • 2nd successful bidder will be allotted Gr2. • 3rd successful bidder will be allotted Gr3. • 4th successful bidder will be allotted Gr4. • 5th successful bidder will be allotted Gr5. • 6th successful bidder will be allotted Gr9. • 7th successful bidder will be allotted Gr8. • 8th successful bidder will be allotted Gr7. • 9th successful bidder will be allotted Gr6. • 10th successful bidder will be allotted Gr10. • 11th successful bidder will be allotted Gr11. Once a bidder is selected through lottery for one group, he will not be considered during lottery for other groups.		

c. **None of the bidders will get more than one group in the process.**

d. Once the contract is awarded, the responsibilities of getting all licenses, vendor registration, ESI and other statutory compliances lies with the bidder who gets the contract. This should be completed within minimum possible time but not later than 03 months, or submission of 1st RA bill, whichever is earlier.

e. All corrections and alterations in the entries of tender paper shall be signed in full by the tenderer with date. No erasures or over writing are permissible.

- The list of jobs (pool) and their respective number of workers as given below:
(Semi Skill – SS & Unskill – US)

Groups	Units	No of workers	
		SS	US
Group – I	Manpower supply for Up-keepment services in NRMT Group- (B)	10	02
Group – II	Manpower supply for Up-keepment services in NRMT Group- (A)	02	10
Group – III	Manpower supply for up-keepment services in P&A group (B).	10	00
Group – IV	Manpower supply for up-keepment services in P&A group (A).	07	03
Group – V	Manpower supply for up-keepment services in P&A group (C)	05	05
Group – VI	Manpower supply for up-keepment services in Work Shop & CCU Control Room	07	00
Group – VII	Manpower supply for up-keepment services in Site Office	07	00
Group – VIII	Manpower supply for up-keepment services in SRB Pump House Field Cabin	03	04
Group – IX	Manpower supply for up-keepment services in Occupation Health Center, Fire & Safety and Quality Control	04	03
Group – X	Manpower supply for up-keepment services in CPP and Electrical	06	00
Group – XI	Manpower supply for up-keepment services in Central Control Room	04	02

NOTE: The details rate against one work-man for each category is shown in Annexure-I for the year 2016, 2017 & 2018.

9. **Earnest Money:**

The bidder shall deposit Earnest Money Deposit in the form of Demand draft of **STATE BANK OF INDIA** in favour of **Numaligarh Refinery Limited**, payable at **SBI, Numaligarh Refinery Complex Branch** (Code : 5377). Tender without earnest money will be summarily rejected. Tender without Earnest Money deposit shall not be considered for evaluation.

10. **Scope of work and Supply:**

The scope of work & supply of this work will be in accordance with the **Tender Document** and as per the direction of Engineer-in-charge.

11. **Selection Criteria, Scope of Contract, Terms & Conditions of Contract etc.:**

As per Tender Document.

12. **Rate:**

- **NRL'S ESTIMATED RATES ARE DISPLAYED IN THE SCHEDULE OF RATES.**
- **BIDDERS HAVE TO ACCEPT NRL'S ESTIMATED RATE.**

13. **Security deposit:** Not Applicable

14. **Defect Liability Period:** Not Applicable subject to clearance of all statutory dues.

15. **Measurement of work:**

Payment will be made on the basis of joint measurements, taken by the contractor and certified by Engineer-in-charge.

16. **Terms of payment:**

Payment will be made against submission of monthly RA bill and on certification of bill by Engineer-in-charge.

The above payments are subject to deductions towards security deposit, income tax, works contract tax and other recoveries as applicable as per terms of the contract.

Special Site Conditions :

1. Working time for the contract workers will be 48 hours a week.
2. Mandays imply :
 - a. All working day.
 - b. All paid leave days.
 - c. All holidays as per NRL.
 - d. All weekly offdays.
3. Overtime will be as per the existing law.
4. Leave reimbursement will be done against EL only.
5. Contractor should submit the attendance statement along with the bill.

Special Note Related to Payment Terms:

- i. Contractor shall pay the monthly wages of the workmen for the previous calendar month within 10 days of the following month, failing which contractor shall be liable to be penalized.
- ii. Contractor should not link payment of monthly RA bills with the payment of wages to workmen.

- iii. All payments should be made through Bank Account of the workmen.
- iv. **Contractor should submit the following documents along with the bills.**

- a) **Workers Payment:** Wage sheet with bank transfer document duly endorsed by the banker of the previous month.
- b) **Provident Fund Document for previous month**
 - ECR with TRRN.
 - Challan endorsed by Bank.
 - Payment confirmation slip.
- c) **Employee State Insurance for previous month:**
 - Monthly contribution details.
 - Payment confirmation slip.
 - Bank Transfer confirmation.

17. **Price, Taxes, Duties:**

- **NRL'S ESTIMATED RATES ARE DISPLAYED IN THE SCHEDULE OF RATES.**
- **BIDDERS HAVE TO ACCEPT NRL'S ESTIMATED RATE**

However, the quoted price will be exclusive of Service Tax. Service Tax as applicable will be loaded by NRL.

18. **Penalty Clause:**

In case the contractor fails to comply with provisions of tender and requirement, monetary penalty as deemed fit by the Officer-in-charge will be levied, subject to a maximum penalty of 10% of the contract value and the same shall be final and binding on the contractor.

In addition to the above, the penalty clauses as mentioned in Technical tender document shall also be applicable.

19. **Other terms and conditions:**

- (a) Transfer of tender documents issued to one short-listed bidder to another is not permissible. Further, tender containing uncalled for remarks or any additional conditions are liable to be rejected.
- (b) ***Short-listed Bidders not participating in the bid, should return the bid document immediately on receipt***, stating the reasons for non-participation in the '**REGRET FORM**' enclosed, failing which tender may not be issued in the future to the bidder
- (c) The management of NRL reserves the right to reject any or all the tenders received without assigning any reason thereof.
- (d) Variation in the value of the work will not vitiate the tender agreement.
- (e) The contractor will have to abide by the existing laws applicable to contract works and co-operate with other contractors working at site and will not cause hindrance to other works.
- (f) The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force including the Safety and Environmental rules &

regulations. In case of any violations of such laws, rules & regulations, the cost involvement thereof shall exclusively be borne by the contractor and the company shall have no liability whatsoever on this account.

- (g) The contractor should engage labourers preferably from the families of displaced persons to the extent available.
- (h) Engineer-in-charge of the work will be mentioned in the work order and the contractor will have to abide by the instructions of Engineer-in-charge as given from time to time.
- (i) The General Conditions of contract of NRL will be applicable for this contract also. Intending tenderer may see the General Conditions of Contract of NRL at the Commercial Department of NRL site office on any working day during office hours or may visit our website www.nrl.co.in .
- (j) **Tenderer will fill up the all annexure attached to this Detailed Tender Notice clearly and sign every page of this Detailed Tender Notice before submission of the tender. Tender in which any of the required particulars and prescribed information are missing or are incomplete, are liable to be rejected.**
- (k) One authorized representative of the vendor/contractor may remain present during the tender opening/lottery on the due date, time and venue.
- (l) No escalation of contract value, in any form whatsoever will be entertained during the contract period. In case of wage revision, incremental amount w.r.t. present wage will be paid as per actual on the basis of wage sheet.
- (m) The contractor will not engage minor labour below 18 (eighteen) years of age under any circumstances. The contractor will further comply with the provisions of the following act and indemnify the company against all claims, which may arise out of the following Acts, & Rules framed there-under:
 - i) The Contract Labour (Regulation and Abolition) Act,
 - ii) The Minimum Wages Act.
 - iii) The Workman's Compensation Act.
 - iv) The Payment of Wages Act,
 - v) The Payment of Bonus Act,
 - vi) The Employees Provident Fund & Misc. Provisions Act,
 - vii) Family Pension Scheme,
 - viii) Inter State Migrant Workmen (Regulation of Employment & Condition of Service) Act, or any other acts or statute not hereinabove specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work.
- (n) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder will be kept in holiday list apart from other penal actions as deemed fit by NRL.
- (o) Agencies who are already blacklisted or against whom there is adverse report on committing criminal offence, their offers will be rejected.

SPECIAL CONDITIONS OF CONTRACT

In addition to the General Conditions of Contract (GCC) of NRL, the following Special Conditions of Contract (SCC) will be applicable against the contract:

A. Job related conditions:

It is envisaged that un-skilled/Semi-Skilled manpower will be required to execute the subject job as per the scope of the work mentioned below and as per detailed in the tender document against the job.

Experience criteria of the manpower engaged are as below.

1. Worker should be able to read at least local language.
2. The contractor has to provide the necessary PPEs as per the contract. No Worker will be allowed to work without necessary PPE. Each worker has to be equipped with PPEs e.g. helmet, safety shoe, and boiler suit.
3. Official duty time will be as per general duty hours or as decided by Engineer-In-Charge. For general information the duty time will be 08(eight) hours excluding break-over time. The arrangement has to be made accordingly. Contractor has to fix duty time of each worker. The break over time shall be maximum 01 (One) Hour and minimum 40 (Forty) Minutes.

B. Scope of work: The scope of work shall be as per the tender document and as attached.

C. Payment terms:

Payment shall be made monthly for the preceding month on prorated basis based on certification made for payment by Engineer In – Charge.

1. However from the RA bills amount will be kept on hold towards provident fund and ESI fund against the workers engaged by the contractor and the same will be released only against documentary evidence.
2. Service Tax as applicable will be paid extra.

Further breakup of the payment terms if deemed necessary shall be decided by EIC. The above payment terms are subject to deductions towards security deposit, income tax and other recoveries as appropriate as per the terms of the contract.

Mandatory documents to be submitted along with the RA bills for processing:

- a. Wage Sheet.
- b. Proof of PF as mentioned in PF column of above.
- c. Proof of ESI as mentioned in ESI column.
- d. Leave record as mentioned in Leave column.

Procedure for release of payment against reimbursable items:

- i. Provident fund: For Provident fund, Employers' contribution, Administration charge, insurance and inspection charge will be reimbursed on submission of documents mentioned in PF column in other terms & conditions of tender.
- ii. Employee state insurance (ESI). ESI employers contribution will be reimbursed on submission of documents mentioned in ESI column in other terms & conditions of tender.

- iii. Balance Leave against per worker: Contractor has to submit leave record of each worker every month to the E.I.C. thru area in charge. Balance leave will be calculated and reimbursed after completion of each calendar year.
- iv. PPE (Safety) items: For dress/ safety items contractor has to submit challan of the materials brought duly endorsed by CISF at NRL's material gate.
- v. Payment against off day & holiday: Contractor has to submit record of working hours during off day & holiday against each worker on monthly basis to E.I.C thru area in charge.

D. Other terms and conditions of contract:

- i. The successful bidder has to attend a kick off meeting with E.I.C before the start of the contract.
- ii. E.I.C will appoint one Area-In-Charge in the respective sites for monitoring day to day activities of the job, such as attendance record/job done record etc.
- iii. The successful bidder has to keep attendance & day-to day job record of the workers engaged in the job.
- iv. Area-In-Charge has to monitor the day to day activities related to the job, along with the attendance & leave on day to day basis.
- v. On completion of one month period the record will be forwarded to EIC thru Area-In-Charge for necessary action.
- vi. **Provident Fund:**
 - a. Contractor should not quote for PF.
 - b. Contractor should obtain PF registration after getting the firmed Work Order.
 - c. PF to be deposited against each worker engaged by the contractor .The worker should have valid gate pass against the particular contract. The contractor should submit system generated ECR, deposit challan, acknowledgement slip along with bill.
 - d. No bills will be processed without above documents.
- vii. **ESI Fund:**
 - a. Contractor should not quote for ESI
 - b. Contractor should register with ESI after getting the firmed Work Order.
 - c. ESI to be deposited against each worker engaged by the contractor .The worker should have valid gate pass against the particular contract. Contractor has to maintain one register the register should be submitted along with the Challan for the reimbursement.
 - d. No bills will be processed without above documents.
- viii. **Leave records & reimbursement:**
 - a. Contractor should not quote for Leave.
 - b. Balance leave will be reimbursed at the end of the year.
 - c. Contractor has to maintain leave record of each worker and submit the same to the EIC thru area-In Charge along with the RA bills of every month.
 - d. EIC will not process the RA bill without Leave record.

ix. Safety Items

- a. Contractor should not quote for the safety items.
- b. Materials should be as per specification otherwise it will be rejected. Contractor has to supply with proper Challan & CISF gate pass entry and inspection will be done at E-I-C. Every bona-fide worker against the particular contract should get the PPE as per spec.
- c. The number of PPE supplied will be reimbursed to the contractor at actual on submission of documents.
 - i. **Specification of Boiler Suit:** Boiler suit of sizes Small-Medium-Large, made of 100% cotton fabric , GSQ not less than 200 gram, Count 20x 20 and rid and Pick 108x 56 as per given sample having the following : Metallic chain starting below the waist going up to neck with double zip - Two front covered pockets (15 CMx 16.5 CM) at chests with metallic chain / Two down pockets near waist with side openings - one box type back pockets - Elbow and knee guards - Two side openings near side pockets to be provided to facilitate use of inner trousers - Two flaps on shoulder on both sides of neck . Colour Green.
 - ii. **Specification of Safety Shoe:** Safety shoe of sizes 5/6/7/8/9 with ankle protection. The safety shoe should be black in colour and have Bis/ UN/DGCA marked. The shoe must confirm to IS 15298. The safety should also possesses the following properties. A) Oil, Grease , Chemical Resistant injection moulded PU sole with double density b) collar Cushion c) Fully leather lined with steel toe cap d) Shoe sole to be antiskid and to provide adequate insulation e) The shoe shall be provided with lace of flat black f) No nail should be used.
 - iii. **Specification of Safety Helmet:** Safety helmet made of HDPE complete with 4 point stag on suspension (adjustable head band) colour green and non elastic nylon chin trap with buckle for adjustment. Helmet shall have IS-2925-84 marked.

x. FACILITIES SHALL BE PROVIDED BY NRL AS PER SITE REQUIRMENT OF THE GROUPS:

- a. Supply of flower saplings, cow dung and good earth along with tools and tackles will be under NRL scope.
 - b. Supply of consumables and Tools and Tackles will be provided by NRL.
 - c. NRL will provide adequate number of tools and tackles like broom, brush, bucket, scraper etc. to carry out the works daily.
 - d. Disinfectant will be supplied by NRL to carry out day to day activity of the job.
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WAGE RATES			
APPLICABLE RATE FOR ONE WORKER			
IN - 2016			
Manpower Category		Unskilled	Semi Skilled
SI No	Particulars		
1	Basic	253.00	292.00
2	Statutory Allowance @13.13% basic	33.22	38.34
3	Non Stat allowance@24% of basic	60.72	70.08
4	Fixed Special Allowance	62.50	63.00
5	Total	409.44	463.42
6	Gross Wage Round off	409.00	463.00
7	Contractor Profit 15%	61.35	69.45
8	Total Paid to the contractor	470.35	532.45
9	Rate with profit Round off	470.00	532.00

IN - 2017			
Manpower Category		Unskilled	Semi Skilled
SI No	Particulars		
1	Basic	273.00	312.00
2	Statutory Allowance @13.13% basic	35.84	40.97
3	Non Stat allowance@24% of basic	65.52	74.88
4	Fixed Special Allowance	62.50	63.00
5	Total	436.86	490.85
6	Gross Wage Round off	437.00	491.00
7	Contractor Profit 15%	65.55	73.65
8	Total Paid to the contractor	502.55	564.65
9	Rate with profit Round off	503.00	565.00

IN - 2018			
Manpower Category		Unskilled	Semi Skilled
SI No	Particulars		
1	Basic	273.00	312.00
2	Statutory Allowance @13.13% basic	35.84	40.97
3	Non Stat allowance@24% of basic	65.52	74.88
4	Fixed Special Allowance	62.50	63.00
5	Total	436.86	490.85
6	Gross Wage Round off	437.00	491.00
7	Contractor Profit 15%	65.55	73.65
8	Total Paid to the contractor	502.55	564.65
9	Rate with profit Round off	503.00	565.00

(SIGNATURE OF BIDDER)

Declaration by Bidder**Name of Work: UP-KEEPMENT SERVICES IN REFINERY PREMISES.****Tender No: NRL/COMM/PAP/2016****Name of Bidder:**

We hereby declare that we have not defaulted PF and ESI during last one year against any contract of NRL. In case at any stage of contract if the declaration and documents furnished by us is found to be false, the contract may be terminated.

(SIGNATURE OF BIDDER)

ANNEXURE-III

Workers Payment**Name of Work: UP-KEEPMENT SERVICES IN REFINERY PREMISES.****Tender No: NRL/COMM/PAP/2016****Name of Bidder:**

1. Contractor shall pay the monthly wages of the workmen for the previous calendar month within 10 days of the following month, failing which contractor shall be liable to be penalized.
2. Contractor should not link payment of monthly RA bills with the payment of wages to workmen.
3. All payments should be made through Bank Account of the workmen.
4. Contractor should submit the following documents along with the bills.
 - a) Workers Payment: Wage sheet with bank transfer document duly endorsed by the banker of the previous month.
 - b) Provident Fund Document for previous month
 - ECR with TRRN.
 - Challan endorsed by Bank.
 - Payment confirmation slip.
 - c) Employee State Insurance for previous month:
 - Monthly contribution details.
 - Payment confirmation slip.
 - Bank Transfer confirmation.

(SIGNATURE OF BIDDER)

COMPLIANCE TO BID REQUIREMENTS

Name of Work : UP-KEEPMENT SERVICES IN REFINERY PREMISES.
Tender No. NRL/COMM/PAP/2016

Name of Bidder:

We confirm that our bid complies to the total techno-commercial requirements of bidding document without any deviation.

(SIGNATURE OF BIDDER)

ANNEXURE - V

BID VALIDITY

Name of Work : UP-KEEPMENT SERVICES IN REFINERY PREMISES.
Tender No. NRL/COMM/PAP/2016

Name of Bidder :

We hereby undertake that our bid for the above stated work shall remain valid for a period of 6 (six) months from the date of opening. In case of our revoking or canceling the bid within the validity period, NRL is entitled to forfeit the Earnest Money Deposit paid by us along with the bid.

(SIGNATURE OF BIDDER)

SCHEDULE OF RATE

NAME OF WORK: UP-KEEPMENT SERVICES IN REFINERY PREMISES.

TENDER NO: NRL/COMM/PAP/2016

S1 No:	Group No:	Area Description	Total Amount
1.	GROUP - I.	Manpower supply for Up-keepment services in NRMT Group- (B)	94,16,529.37
2.	GROUP - II.	Manpower supply for Up-keepment services in NRMT Group- (A)	86,56,530.99
3.	GROUP - III.	Manpower supply for up-keepment services in P&A group (B).	79,79,590.80
4.	GROUP - IV.	Manpower supply for up-keepment services in P&A group (A).	77,44,069.46
5.	GROUP - V.	Manpower supply for up-keepment services in P&A group (C)	75,87,061.81
6.	GROUP - VI.	Manpower supply for up-keepment services in Work Shop & CCU Control Room	59,10,273.56
7.	GROUP - VII.	Manpower supply for up-keepment services in Site Office	58,11,233.55
8.	GROUP - VIII.	Manpower supply for up-keepment services in SRB Pump House Field Cabin	56,27,799.83
9.	GROUP - IX.	Manpower supply for up-keepment services in Occupation Health Center, Fire & Safety and Quality Control	55,97,892.65
10.	GROUP - X.	Manpower supply for up-keepment services in CPP and Electrical	52,41,114.48
11.	GROUP - XI.	Manpower supply for up-keepment services in Central Control Room	50,84,582.89

SCHEDULE OF RATE

GROUP - I

AREA: MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN NRMT GROUP- (B)

Item no	Item Description	UOM	QTY	Rate	Amount
10	Manpower supply for up-keepment services in NRMT group (B)				
10.1	Up-keepment services with Unskilled persons NRMT Group B for the year 2016	MDY	306	470.00	143,820.00
10.2	Up-keepment services with Unskilled persons NRMT Group B for the year 2017	MDY	730	503.00	367,190.00
10.3	Up-keepment services with Unskilled persons NRMT Group B for the year 2018	MDY	730	503.00	367,190.00
10.4	Up-keepment services with Unskilled persons NRMT Group B for the year 2019	MDY	424	503.00	213,272.00
10.5	Up-keepment services with semiskilled persons NRMT Group B for the year 2016	MDY	1530	532.00	813,960.00
10.6	Up-keepment services with semiskilled persons NRMT Group B for the year 2017	MDY	3650	565.00	2,062,250.00
10.7	Up-keepment services with semiskilled persons NRMT Group B for the year 2018	MDY	3650	565.00	2,062,250.00
10.8	Up-keepment services with semiskilled persons NRMT Group B for the year 2019	MDY	2120	565.00	1,197,800.00
10.9	Contribution of PF	LS	747002.93	1.00	747,002.93
10.10	Contribution of ESI/WCI	LS	298398.44	1.00	298,398.44
10.11	Reimbursable Safety Items	LS	145800.00	1.00	145,800.00
10.12	Reimbursable shift allowance	LS	60096.00	1.00	60,096.00
10.13	Reimbursable OT	LS	88704.00	1.00	88,704.00
10.14	Reimbursable Leave after Completion of the Contract	LS	179196.00	1.00	179,196.00
10.15	Contract Handling Charge	OCC	36	18,600.00	669,600.00
TOTAL					94,16,529.37

SIGNATURE OF BIDDER

SCHEDULE OF RATE

GROUP - II

AREA: MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN NRMT GROUP- (A)

Item no	Item Description	UOM	QTY	Rate	Amount
10	Manpower supply for Up-keepment services in NRMT group(A)				
10.1	Up-keepment services with Unskilled persons NRMT Group A for the year 2016	MDY	1530	470.00	719,100.00
10.2	Up-keepment services with Unskilled persons NRMT Group A for the year 2017	MDY	3650	503.00	1,835,950.00
10.3	Up-keepment services with Unskilled persons NRMT Group A for the year 2018	MDY	3650	503.00	1,835,950.00
10.4	Up-keepment services with Unskilled persons NRMT Group A for the year 2019	MDY	2120	503.00	1,066,360.00
10.5	Up-keepment services with semiskilled persons NRMT Group A for the year 2016	MDY	306	532.00	162,792.00
10.6	Up-keepment services with semiskilled persons NRMT Group A for the year 2017	MDY	730	565.00	412,450.00
10.7	Up-keepment services with semiskilled persons NRMT Group A for the year 2018	MDY	730	565.00	412,450.00
10.8	Up-keepment services with semiskilled persons NRMT Group A for the year 2019	MDY	424	565.00	239,560.00
10.9	Contribution of PF	LS	701393.98	1.00	701,393.99
10.10	Contribution of ESI/WCI	LS	275929	1.00	275,929.00
10.11	Reimbursable Safety Items	LS	145800	1.00	145,800.00
10.12	Reimbursable Leave after Completion of the Contract	LS	179196	1.00	179,196.00
10.13	Contract Handling Charge	OCC	36	18,600.00	669,600.00
TOTAL					86,56,530.99

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SCHEDULE OF RATE

GROUP - III

AREA: MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN P & A GROUP (B).

Item no	Item Description	UOM	QTY	Rate	Amount
10	Manpower supply for up-keepment services in P&A group (B)				
10.1	Up-keepment services with semiskilled persons P&A Group B for the year 2016	MDY	1,530.00	532.00	813,960.00
10.2	Up-keepment services with semiskilled persons P&A Group B for the year 2017	MDY	3,650.00	565.00	2,062,250.00
10.3	Up-keepment services with semiskilled persons P&A Group B for the year 2018	MDY	3,650.00	565.00	2,062,250.00
10.4	Up-keepment services with semiskilled persons P&A Group B for the year 2019	MDY	2,120.00	565.00	1,197,800.00
10.5	Contribution of PF	LS	632,004.30	1.00	632,004.30
10.6	Contribution of ESI/WCI	LS	253,346.50	1.00	253,346.50
10.7	Reimbursable Safety Items	LS	121,500.00	1.00	121,500.00
10.8	Reimbursable Leave after Completion of the Contract	LS	166,880.00	1.00	166,880.00
10.9	Contract Handling Charge	OCC	36.00	18,600.00	669,600.00
TOTAL					79,79,590.80

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SCHEDULE OF RATE

GROUP - IV

AREA: MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN P & A GROUP (A).

Item no	Item Description	UOM	QTY	Rate	Amount
10	Manpower supply for up-keepment services in P&A group(A)				
10.1	Up-keepment services with Unskilled persons P&A Group A for the year 2016	MDY	459.00	470.00	215,730.00
10.2	Up-keepment services with Unskilled persons P&A Group A for the year 2017	MDY	1,095.00	503.00	550,785.00
10.3	Up-keepment services with Unskilled persons P&A Group A for the year 2018	MDY	1,095.00	503.00	550,785.00
10.4	Up-keepment services with Unskilled persons P&A Group A for the year 2019	MDY	636.00	503.00	319,908.00
10.5	Up-keepment services with semiskilled persons P&A Group A for the year 2016	MDY	1,071.00	532.00	569,772.00
10.6	Up-keepment services with semiskilled persons P&A Group A for the year 2017	MDY	2,555.00	565.00	1,443,575.00
10.7	Up-keepment services with semiskilled persons P&A Group A for the year 2018	MDY	2,555.00	565.00	1,443,575.00
10.8	Up-keepment services with semiskilled persons P&A Group A for the year 2019	MDY	1,484.00	565.00	838,460.00
10.9	Contribution of PF	LS	614,897.00	1.00	614,897.00
10.10	Contribution of ESI/WCI	LS	244,920.46	1.00	244,920.46
10.11	Reimbursable Safety Items	LS	121,500.00	1.00	121,500.00
10.12	Reimbursable Leave after Completion of the Contract	LS	160,562.00	1.00	160,562.00
10.13	Contract Handling Charge	OCC	36.00	18,600.00	669,600.00
TOTAL					77,44,069.46

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SCHEDULE OF RATE

GROUP - V

AREA: MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN P & A GROUP (C).

Item no	Item Description	UOM	QTY	Rate	Amount
10	Manpower supply for up-keepment services in P&A group(C)				
10.1	Up-keepment services with Unskilled persons P&A Group C for the year 2016	MDY	765.00	470.00	359,550.00
10.2	Up-keepment services with Unskilled persons P&A Group C for the year 2017	MDY	1,825.00	503.00	917,975.00
10.3	Up-keepment services with Unskilled persons P&A Group C for the year 2018	MDY	1,825.00	503.00	917,975.00
10.4	Up-keepment services with Unskilled persons P&A Group C for the year 2019	MDY	1,060.00	503.00	533,180.00
10.5	Up-keepment services with semiskilled persons P&A Group C for the year 2016	MDY	765.00	532.00	406,980.00
10.6	Up-keepment services with semiskilled persons P&A Group C for the year 2017	MDY	1,825.00	565.00	1,031,125.00
10.7	Up-keepment services with semiskilled persons P&A Group C for the year 2018	MDY	1,825.00	565.00	1,031,125.00
10.8	Up-keepment services with semiskilled persons P&A Group C for the year 2019	MDY	1,060.00	565.00	598,900.00
10.9	Contribution of PF	LS	603,498.71	1.00	603,498.71
10.10	Contribution of ESI/WCI	LS	239,303.10	1.00	239,303.10
10.11	Reimbursable Safety Items	LS	121,500.00	1.00	121,500.00
10.12	Reimbursable Leave after Completion of the Contract	LS	156,350.00	1.00	156,350.00
10.13	Contract Handling Charge	OCC	36.00	18,600.00	669,600.00
				TOTAL	75,87,061.81

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SCHEDULE OF RATE

GROUP - VI

AREA: MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN WORK SHOP & CCU CONTROL ROOM.

Item no	Item Description	UOM	QTY	Rate	Amount
10	Manpower supply for up-keepment services in Work Shop& CCU Control Room				
10.1	Up-keepment services with semiskilled persons Work Shop& CCU Control Room for the year 2016	MDY	1,071.00	532.00	569,772.00
10.2	Up-keepment services with semiskilled persons Work Shop& CCU Control Room for the year 2017	MDY	2,555.00	565.00	1,443,575.00
10.3	Up-keepment services with semiskilled persons Work Shop& CCU Control Room for the year 2018	MDY	2,555.00	565.00	1,443,575.00
10.4	Up-keepment services with semiskilled persons Work Shop& CCU Control Room for the year 2019	MDY	1,484.00	565.00	838,460.00
10.5	Contribution of PF	LS	442,403.01	1.00	442,403.01
10.6	Contribution of ESI/WCI	LS	177,342.55	1.00	177,342.55
10.7	Reimbursable Safety Items	LS	85,050.00	1.00	85,050.00
10.8	Reimbursable shift allowance	LS	30,048.00	1.00	30,048.00
10.9	Reimbursable OT	LS	93,632.00	1.00	93,632.00
10.10	Reimbursable Leave after Completion of the Contract	LS	116,816.00	1.00	116,816.00
10.11	Contract Handling Charge	OCC	36.00	18,600.00	669,600.00
TOTAL					59,10,273.56

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SCHEDULE OF RATE

GROUP - VII

AREA: MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN SITE & FIELD OFFICE.

Item no	Item Description	UOM	QTY	Rate	Amount
10	Manpower supply for up-keepment services in Site Office				
10.1	Up-keepment services with semiskilled persons Site Office and Field office for the year 2016	MDY	1,071.00	532.00	569,772.00
10.2	Up-keepment services with semiskilled persons Site Office and Field Office for the year 2017	MDY	2,555.00	565.00	1,443,575.00
10.3	Up-keepment services with semiskilled persons Site office and Field Office for the year 2018	MDY	2,555.00	565.00	1,443,575.00
10.4	Up-keepment services with semiskilled persons Site Office and Field Office for the year 2019	MDY	1,484.00	565.00	838,460.00
10.5	Contribution of PF	LS	442,403.00	1.00	442,403.00
10.6	Contribution of ESI/WCI	LS	177,342.55	1.00	177,342.55
10.7	Reimbursable Safety Items	LS	85,050.00	1.00	85,050.00
10.8	Reimbursable Over Time	LS	24,640.00	1.00	24,640.00
10.9	Reimbursable Leave after Completion of the Contract	LS	116,816.00	1.00	116,816.00
10.10	Contract Handling Charge	OCC	36.00	18,600.00	669,600.00
TOTAL					58,11,233.55

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SCHEDULE OF RATE

GROUP - VIII

AREA: MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN SRB PUMP HOUSE FIELD CABIN.

Item no	Item Description	UOM	QTY	Rate	Amount
10	Manpower supply for up-keepment services in SRB Pump House Field Cabin				
10.1	Up-keepment services with Unskilled persons SRB Pump House and Field Cabin for the year 2016	MDY	612.00	470.00	287,640.00
10.2	Up-keepment services with Unskilled persons SRB Pump House and Field Cabin for the year 2017	MDY	1,460.00	503.00	734,380.00
10.3	Up-keepment services with Unskilled persons SRB Pump House and Field Cabin for the year 2018	MDY	1,460.00	503.00	734,380.00
10.4	Up-keepment services with Unskilled persons SRB Pump House and Field Cabin for the year 2019	MDY	848.00	503.00	426,544.00
10.5	Up-keepment services with semiskilled persons SRB Pump House and Field Cabin for the year 2016	MDY	459.00	532.00	244,188.00
10.6	Up-keepment services with semiskilled persons SRB Pump House and Field Cabin for the year 2017	MDY	1,095.00	565.00	618,675.00
10.7	Up-keepment services with semiskilled persons SRB Pump House and Field Cabin for the year 2018	MDY	1,095.00	565.00	618,675.00
10.8	Up-keepment services with semiskilled persons SRB Pump House and Field Cabin for the year 2019	MDY	636.00	565.00	359,340.00
10.9	Contribution of PF	LS	419,596.00	1.00	419,596.00
10.10	Contribution of ESI/WCI	LS	166,107.83	1.00	166,107.83
10.11	Reimbursable Safety Items	LS	85,050.00	1.00	85,050.00
10.12	Reimbursable OT	LS	155,232.00	1.00	155,232.00
10.13	Reimbursable Leave after Completion of the Contract	LS	108,392.00	1.00	108,392.00
10.14	Contract Handling Charge	OCC	36.00	18,600.00	669,600.00
TOTAL					56,27,799.83

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SCHEDULE OF RATE

GROUP - IX

AREA: MANPOWER SUPPLY FOR UPKKEPMENT SERVICES IN OCCUPATION HEALTH CENTER, FIRE & SAFETY AND QUALITY CONTROL.

Item no	Item Description	UOM	QTY	Rate	Amount
10	Manpower supply for up-keepment services in OHC , F&S and QC				
10.1	Up-keepment services with Unskilled persons OHC , F&S and QC for the year 2016	MDY	459.00	470.00	215,730.00
10.2	Up-keepment services with Unskilled persons OHC , F&S and QC for the year 2017	MDY	1,095.00	503.00	550,785.00
10.3	Up-keepment services with Unskilled persons OHC , F&S and QC for the year 2018	MDY	1,095.00	503.00	550,785.00
10.4	Up-keepment services with Unskilled persons OHC , F&S and QC for the year 2019	MDY	636.00	503.00	319,908.00
10.5	Up-keepment services with semiskilled persons OHC,F&S &QC for the year 2016	MDY	612.00	532.00	325,584.00
10.6	Up-keepment services with semiskilled persons OHC,F&S &QC for the year 2017	MDY	1,460.00	565.00	824,900.00
10.7	Up-keepment services with semiskilled persons OHC,F&S &QC for the year 2018	MDY	1,460.00	565.00	824,900.00
10.8	Up-keepment services with semiskilled persons OHC,F&S &QC for the year 2019	MDY	848.00	565.00	479,120.00
10.9	Contribution of PF	LS	425,299.65	1.00	425,299.17
10.10	Contribution of ESI/WCI	LS	168,917.00	1.00	168,917.00
10.11	Reimbursable Safety Items	LS	85,050.00	1.00	85,050.00
10.12	Reimbursable OT	LS	46,816.00	1.00	46,816.00
10.13	Reimbursable Leave after Completion of the Contract	LS	110,498.00	1.00	110,498.00
10.14	Contract Handling Charge	OCC	36.00	18,600.00	669,600.00
TOTAL					5,597,892.17

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SCHEDULE OF RATE

GROUP - X

AREA: MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN CPP AND ELECTRICAL

Item no	Item Description	UOM	QTY	Rate	Amount
10	Manpower supply for up-keepment services in CPP and Electrical				
10.1	Up-keepment services with semiskilled persons CPP & Electrical for the year 2016	MDY	918.00	532.00	488,376.00
10.2	Up-keepment services with semiskilled persons CPP & Electrical for the year 2017	MDY	2,190.00	565.00	1,237,350.00
10.3	Up-keepment services with semiskilled persons CPP & Electrical for the year 2018	MDY	2,190.00	565.00	1,237,350.00
10.4	Up-keepment services with semiskilled persons CPP & Electrical for the year 2019	MDY	1,272.00	565.00	718,680.00
10.5	Contribution of PF	LS	379,202.58	1.00	379,202.58
10.6	Contribution of ESI/WCI	LS	152,007.90	1.00	152,007.90
10.7	Reimbursable Safety Items	LS	72,900.00	1.00	72,900.00
10.8	Reimbursable shift allowance	LS	45,072.00	1.00	45,072.00
10.9	Reimbursable OT	LS	140,448.00	1.00	140,448.00
10.10	Reimbursable Leave after Completion of the Contract	LS	100,128.00	1.00	100,128.00
10.11	Contract Handling Charge	OCC	36.00	18,600.00	669,600.00
TOTAL					52,41,114.48

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SCHEDULE OF RATE

GROUP – X

AREA: MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN CENTRAL CONTROL ROOM

Item no	Item Description	UOM	QTY	Rate	Amount
10	Manpower supply for up-keepment services in Central Control Room				
10.1	Up-keepment services with Unskilled persons Central Control Room for the year 2016	MDY	306.00	470.00	143,820.00
10.2	Up-keepment services with Unskilled persons Central Control Room for the year 2017	MDY	730.00	503.00	367,190.00
10.3	Up-keepment services with Unskilled persons Central Control Room for the year 2018	MDY	730.00	503.00	367,190.00
10.4	Up-keepment services with Unskilled persons Central Control Room for the year 2019	MDY	424.00	503.00	213,272.00
10.5	Up-keepment services with semiskilled persons Central Control Room for the year 2016	MDY	612.00	532.00	325,584.00
10.6	Up-keepment services with semiskilled persons Central Control Room for the year 2017	MDY	1,460.00	565.00	824,900.00
10.7	Up-keepment services with semiskilled persons Central Control Room for the year 2018	MDY	1,460.00	565.00	824,900.00
10.8	Up-keepment services with semiskilled persons Central Control Room for the year 2019	MDY	848.00	565.00	479,120.00
10.9	Contribution of PF	LS	367,800.35	1.00	367,800.35
10.10	Contribution of ESI/WCI	LS	146,390.54	1.00	146,390.54
10.11	Reimbursable Safety Items	LS	72,900.00	1.00	72,900.00
10.12	Reimbursable shift allowance	LS	75,120.00	1.00	75,120.00
10.13	Reimbursable OT	LS	110,880.00	1.00	110,880.00
10.14	Reimbursable Leave after Completion of the Contract	LS	95,916.00	1.00	95,916.00
10.15	Contract Handling Charge	OCC	36.00	18,600.00	669,600.00
TOTAL					50,84,582.89

SIGNATURE OF BIDDER

CLAUSES RELATED TO ARBITRATION SHALL BE AS PER THE AMENDMENT BELOW
WHEREVER THE TERM GCC APPEARS:

110.0 ARBITRATION:

a) Any dispute or difference of any nature whatsoever, any claim, cross-claim, counter-claim or set off of the COMPANY against the Contractor or regarding any right, liability, act, omission on account of any of the parties hereto arising out of or in relation to his agreement shall be referred to the sole Arbitration of the Managing Director of the COMPANY or of some officer of the COMPANY who may be nominated by the Managing Director. The Contractor will not be entitled to raise any objection to any such arbitrator on the ground that the arbitrator is an Officer of the COMPANY or that he has dealt with the matters to which the contract relates or that in the course of his duties as an Officer of the COMPANY he had expressed views on all or any other matters in dispute or difference. In the event of the arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, the Managing Director as aforesaid at the time of such transfer, vacation of office or inability to act may in the discretion of the Managing Director designate another person to act as arbitrator in accordance with the terms of the agreement to the end and intent that the original Arbitrator shall be entitled to continue the arbitration proceedings notwithstanding his transfer or vacation of office as an Officer of the COMPANY if the Managing Director does not designate another person to act as arbitrator on such transfer, vacation of Office or inability of original arbitrator. Such persons shall be entitled to proceed with the reference from the point at which it was left by his predecessor. It is also a term of this contract that no person other than the Managing Director or a person nominated by such Managing Director of the COMPANY as aforesaid shall act as arbitrator, hereunder. The award of the arbitrator so appointed shall be final conclusive and binding on all parties to the agreement subject to the provisions of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof any the rules made thereunder for the time being in force shall apply to the arbitration proceedings under this clause.

b) The award shall be made in writing and published by the Arbitrator within two years after entering upon the reference or within such extended time not exceeding further twelve months as to sole Arbitrator shall by a writing under his own hands appoint. The parties hereto shall be deemed to have irrevocably given their consent to the Arbitrator to make an publish the award within the period referred to hereinabove and shall not be entitled to raise any objection or protest thereto under any circumstances whatsoever.

c) The arbitrator shall have power to order and direct either of the parties to abide by, observe and perform all such directions as the arbitrator may think fit having regard to the matters in difference i.e. dispute before him. The arbitrator shall have all summary powers and may take such evidence oral and / or documentary, as the arbitrator in his absolute discretion thinks fit and shall be entitled to exercise all powers under the Arbitration Act, 1940 including admission of any affidavit as evidence concerning the matters in difference i.e. dispute before him.

d) The parties against whom the arbitration proceedings have been initiated, that is to say, the Respondents in the proceedings, shall be entitled to prefer a cross-claim, counter-claim or set off before the Arbitrator in respect of any matter an issue arising out of or in relation to the Agreement without seeking a formal reference of arbitration to the Managing Director for such counter-claim, cross or set off and the Arbitrator shall be entitled to consider an deal with the same as if the matters arising there from has been referred to him originally and deemed to form part of the reference made by the Managing Director.

e) The arbitrator shall be at liberty to appoint, if necessary any accountant or engineering or other technical person to assist him and to act by the opinion so taken.

f) The arbitrator shall have power to make one or more awards whether interim or otherwise in respect of the dispute and difference and in particular will be entitled to make separate awards in respect of claims or cross-claims of the parties.

g) The arbitrator shall be entitled to direct any one of the parties to pay the costs of the other party in such manner and to such extent as the arbitrator may in his discretion determine and shall also be entitled to require one or both the parties to deposit funds in such proportion to meet the arbitrators expenses whenever called upon to do so.

h) The parties hereby agree that the courts in the town of Golaghat alone shall have jurisdiction to entertain any application or other proceedings in respect of anything arising under this agreement and any award or awards made by the Sole Arbitrator hereunder shall be filed in the concerned courts in the town of Golaghat only.

TENDERS FROM NSIC / SSI UNITS

The following procedures are applicable in regard to invitation of tenders from NSIC /SSI Units:

- I. Earnest Money / Security Deposit need not be taken from these Units.
- II. Tender sets may be given free of cost.

The above are subject to the fulfilling of under mentioned conditions, which should be clearly indicated in the tender conditions:.

- a) SSI Units should be registered with National Small Scale Industrial Corporation Limited (NSIC).
- b) The Unit should be registered for the item tendered.
- c) The monetary limit indicated in NSIC registration certificate should cover value of items ordered.
- d) Registration Certificate is valid as on date of order.
- e) Photostat copy of valid NSIC registration certificate should be submitted in support. Registration with DGS&D will not entitle a Tenderer to claim exemption from Security Deposits.

SCOPE OF WORK

Group – I:

MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN NRMT GROUP- (B)

Scope of the work and Job Related Conditions

Scope of the work is to maintain the areas described under brief description of the system.

Contractor has to provide the PPE to the workers. It is envisaged **10(ten) semi skill & 02(two) unskilled numbers of manpower** will be required to execute the subject job as per the scope of the work mentioned below.

1. Up-keepment and Maintenance of the following area as per instruction of EIC:
 - i. Administrative Building, (1600 M2),
 - ii. Dispatch Building, (800 M2)
 - iii. Control Room, (700 M2),
 - iv. Railway Office building
 - v. LPG Bottling field cabin.
 - vi. NRMT CISF Main Gate,(150 M2) and scale Rooms (2 Nos.) Including Up-keepment and clearing of rain water drains in and around the buildings and maintaining them in desired condition Supply of consumables and Tools and Tackles will be under NRL's scope.
 - vii. Car, Scooter Parking, Work-shop and Store Building.
 - viii. Black Oil & White Oil loading Gantry (9500 M2),
 - ix. LPG Truck Loading Gantry (4000 M2),
 - x. Rail loading Gantry (24000M2),
 - xi. Sphere Operator room (100 M2),
 - xii. LPG Pump House ;
 - xiii. All transfer pump houses. (1500 M2), Including Up-keepment and clearing of rainwater drains in and around the buildings and maintaining them in desired condition.
 - xiv. Some other miscellaneous jobs as instructed by EIC.

The job includes the following activities:

- a. NRL will Supply consumables like Towels, (medium size), phenol, harpic, cleaning acid, anti-moth, air freshner, colin, duster, moper, markin cloth, bleaching powder, Naphthalene balls, Urinal Cake, Air Freshener Cake, Hand Soap Solution etc.
- b. Sweeping of floor, roof, ceiling, false ceiling etc. cleaning doors, windows, window glasses, window curtains, vanishing blinds, sofa sets, wall panels, almirahs, file cabinets, tables, chairs, electrical fans, telephones, computers, fittings etc. manually using markin cloth and/ or using vacuum cleaner including removal of cob webs / debris to nearby waste collection box / designated location.
- c. Washing of office floor using disinfectant and /or detergent.
- d. Cleaning and clearing of rain water drains in and around the buildings and maintaining them in desired condition including scraping and clearing of algae etc. formed and disposal of removed earth, waste etc. to nearby waste collection box/yard. Supply and spreading of bleaching powder etc. in and around peripheral drains.
- e. Cleaning, washing and wiping of washroom floor/wall tiles, wash basin etc. with detergent and disinfectant to maintain them Spic and span and in hygienic

- condition. Replacement of hand towels in the washrooms, Naphthalene balls, Urinal Cake, Air Freshener Cake, Hand Soap solution etc periodically.
- f. Debris and sludge generated / collected from cleaning should be disposed off at designated location in proper manner or as indicated by Engineer-in-charge up to the satisfaction of EIC.
 - g. Cleaning and maintaining of flower/ show plant tubs, in and around the buildings including removal of unwanted vegetation, their disposal etc.
 - h. Periodical running of Sanitary pump for transferring to ETP.
 - i. The job also involves opening/closing the oily water diversion gates at the drains of rail loading gantry as per direction of EIC.
 - j. Debris and sludge generated / collected from cleaning should be disposed off at designated location in proper manner or as indicated by Engineer-in-charge.
2. Manual assistance in transportation of debris , scrap, dust, soil, sludge, dead insects, weeds and dumping the same in one place as directed by Shift-in-charge or Engineer-in-charge. The material so collected are to be shifted to the garbage or scrap yard as soon as the amount become six cubic meter or as directed by Shift-in-charge or Engineer-in-charge. Contractor is to ensure that the material disposed in the garbage area or scrap yard are properly maintained without blocking the approach road. The Truck for the same would be provided by NRL from time to time.
 3. Manual assistance in Chemical handling and dozing at Road/Rail gantry. The job involves activities like Manual shifting/handling of chemical drums etc. from store or as directed to the designated locations and topping up of additive dosing system at NRMT along with assistance in doping of dye etc. in road gantry or other locations as required as per direction of E.I.C.
 4. The removal of vegetations from both side of tracks, removal garbage/debris dropped during security checking and keep the rail tack side clean up to the extent as required for security checking of wagons as directed by EIC. The collected debris to be disposed off at designated places as per instruction of E-I-C within a lead distance of 1.5 KM within NRMT/NRL/Green Belt.

Group – II

AREA: MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN NRMT GROUP- (A)

Scope of the work and Job Related Conditions

Scope of the work is to maintain the areas described under brief description of the system. Contractor has to provide the PPE to the workers. It is envisaged **02 (two) Semi skill & 10 (ten) unskilled numbers of manpower** will be required to execute the subject job as per the scope of the work mentioned below.

1. Up-keepment and Maintenance of the following area as per instruction of EIC:
 - a. Storm water Drain, Rain water drain, surface water drain.
 - b. Channels, Pits, basins.

- c. And connected piping and disposal of the debris collected, and maintaining them as per requirement and as per instruction of the Engineer In- charge. (This item does not include building drains, drain between oil catchers).
 - d. Approximate length of small surface open drain (300 x 750 mm) and trapezoidal (2500 x 2000 mm): 23 Km.
 - e. The job includes activities like surface dressing including removal of vegetations, weeds, stones, digging holes, preparation of lawns, forking, watering etc as required and as per the direction of Engineer-in-charge. Mixing of good earth, manure (cow dung), fertilizer, and at right proportion to maintain the garden in desired condition. (Supply shall be paid separately)
 - f. Planting healthy seasonal flower saplings free from disease and pests of specified type and replacement of any causality /defective plants during the maintenance period complete as directed by EIC.
 - g. Stacking of well decayed cow dung manure and good earth at site including assistance in unloading.
 - h. Area of operation shall be around Adm. Bldg., Control Room, Dispatch bldg., Car & scooter parking and Roadside plantations.
 - i. Some other miscellaneous jobs as instructed by EIC.
2. Manual assistance in Handling samples /Maintaining sample retention room. The job includes activities like Collection of sample from road and rail gantry, or collected sample from control room; handling and shifting of the same to the designated location etc. QC Lab/ retention room, maintaining retention room along with arrangement of samples etc.; destroying of sample by decanting in sick tank and cleaning of sample can/ bottle for reusing the same as directed by E.I.C.
 3. Manual assistance in Chemical handling and dozing at Bulk LPG area. The job includes activities like manual shifting/handling of chemical drums etc. from store or as directed to the designated locations and topping up of additive dosing system at NRMT. This job may involve operation of valves or tightening of flanges, fixing hoses, taking samples etc. and also maintaining LPG pump house and sphere drains as required for safe operation of LPG Horton sphere/pump house etc.

The List showing the Drains in NRMT area:

ROAD No. Direction Remarks RM drain
ROAD No. 111-1 S-N Side of Rail gantry/SS/ 1390
ROAD No. 111-2 S-N Side of Rail gantry/TT-006A & TT-001A/B/C 600
ROAD No. 113 S-N ADM /STORE/Control; room to Road Gantry 680
ROAD No. 117 S-N Car Parking back Side to 004A/B/C -005A/B/C 1990
ROAD No. 119-1 S-N LPG Bottling plant front to ATF TAnk003C 980
ROAD No. 119-2 S-N 003C front to 004A back 1010
ROAD No. 109 S-N West Side of Rail gantry 1990
ROAD No. 107 S-N East Side of CPC WARE HOUSE 1990
ROAD No. 105/3 S-N Road in front of CPC ware house/East side LPG gantry 865
ROAD No.115 S-N In front of 008A/B/C +Road PH 1002
ROAD No. 103 S-N back side of cpc ware house 560
ROAD No. 105 E-W Back side of LPG gantry(ROAD103) 356
ROAD No. 102-1 E-W Near Boundary wall in front of NRMT /LPG gantry to Road 109 622

ROAD No. 102-2 E-W Near Boundary wall in front of NRMT /Dispatch/LPG Bottling 814
ROAD No. 104 E-W Front Side of B/O weigh Bridge +Back side of CR 696
ROAD No. 104A E-W Front Side of Road & Bo gantry 486
ROAD No. 106 E-W Back Side of Road & Bo gantry/Front side of sick tank 736
ROAD No. 106A E-W Road loading PH to ATF tank front 500
ROAD No. 108 E-W Front of FO tank to open area through side of 5C/4C 1282
ROAD No. 108A E-W Side of 001C & 008C 250
ROAD No. 110 E-W From OIL to W/T 08 main drain to Oil catcher 1702
ROAD No. 106B-1 E-W & N-S Near east side wall from WT-9 438
ROAD No. 106B-2 E-W & N-S Near west side wall -CISF Colony 603
ROAD No. ----- S-N from Rd108 -WT-8(parallel to road 119) 600
ROAD No. 101 S-N Left side of LPG gantry 292

4. Road Cleaning: Up-keepment & maintenance of roads up to the side berm, Cleaning of the existing black topped surfaces with brooms, removal of vegetations/debris etc on black topped surface, cleaning debris etc. up to 1.5m on both side, maintaining the edge, prevent water clogging on road top by diverting to nearest drain, and disposal of the debris collected to the designated location, diverting water from leaked hydrant/monitor to nearest drain etc. as requirement for up-keepment of roads and as per instruction of the Engineer In- charge. The job also includes maintenance of roadside plantation dressing, removal of vegetation growths, weeds, stones and maintenance of drums, cutting, forking, watering etc as required and as per EIC.
5. Providing manual assistance on requirement basis to collect/shifting/placement for testing/returning CI weights etc. as required for calibration of 3 Numbers of Weigh bridges etc. as required as directed by EIC.

The List showing the Roads in NRMT area:

ROAD No. Direction Remarks Road RM

ROAD No. 111-1 S-N Side of Rail gantry/SS/ 695

ROAD No. 111-2 S-N Side of Rail gantry/TT-006A & TT-001A/B/C 300

ROAD No. 113 S-N ADM /STORE/Control; room to Road Gantry 340

ROAD No. 117 S-N Car Parking back Side to 004A/B/C -005A/B/C 995

ROAD No. 119-1 S-N LPG Bottling plant front to ATF TAnk003C 490

ROAD No. 119-2 S-N 003C front to 004A back 505

ROAD No. 109 S-N West Side of Rail gantry 995

ROAD No. 107 S-N East Side of CPC WARE HOUSE 995

ROAD No. 105/3 S-N Road in front of CPC ware house/East side LPG gantry 432.5

ROAD No.115 S-N In front of 008A/B/C +Road PH 501

ROAD No. 103 S-N back side of CPC ware house 280

ROAD No. 105 E-W Back side of LPG gantry(ROAD103) 178

ROAD No. 102-1 E-W Near Boundary wall in front of NRMT /LPG gantry to Road 109 311

ROAD No. 102-2 E-W Near Boundary wall in front of NRMT /Dispatch/LPG Bottling 407

ROAD No. 104 E-W Front Side of B/O weigh Bridge +Back side of CR 348

ROAD No. 104A E-W Front Side of Road & Bo gantry 243

ROAD No. 106 E-W Back Side of Road & Bo gantry/Front side of sick tank 368

ROAD No. 106A E-W Road loading PH to ATF tank front 250

ROAD No. 108 E-W Front of FO tank to open area through side of 5C/4C 641

ROAD No. 108A E-W Side of 001C & 008C 125

ROAD No. 110 E-W From OIL to W/T 08 main drain to Oil catcher 851

ROAD No. 106B-1 E-W & N-S Near east side wall from WT-9 219
ROAD No. 106B-2 E-W & N-S Near west side wall -CISF Colony 301.5
ROAD No. ----- S-N from Rd108 -WT-8(parallel to road 119) 300
ROAD No. 101 S-N Left side of LPG gantry 146

Group – III

MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN P & A GROUP (B).

Scope of the work and Job Related Conditions

Scope of the work is to maintain the areas described under brief description of the system.

Contractor has to provide the PPE to the workers. It is envisaged **10(ten) semi skill numbers of manpower** will be required to execute the subject job as per the scope of the work mentioned below.

Cleaning and up-keepment of Admin Building & Periphery, Main Gate, CISF Building,(All the office cabin, dinning room, pantry room, corridors, conference room, Board room, basement, driver's rest room, lobby, lifts, staircases etc) in all respect including cleaning of the washroom blocks, cleaning of floor, ceiling, doors, windows, partitions, office furniture, cleaning of office surroundings, building drains, cutting and removal of unwanted grass & vegetation from the office surroundings, nominal gardening works in the premise, collection and disposal of debris and waste generated from the offices and all other miscellaneous cleaning jobs required to maintain the premise neat and clean to the satisfaction of Engineer-in-charge.

Group – IV

MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN P & A GROUP (A).

Scope of the work and Job Related Conditions

Scope of the work is to maintain the areas described under brief description of the system.

Contractor has to provide the PPE to the workers. It is envisaged **7(seven) semi skill & 03(three) unskilled numbers of manpower** will be required to execute the subject job as per the scope of the work mentioned below.

Cleaning and up-keepment of Admin Building & Periphery, Main Gate, CISF Building,(All the office cabin, dinning room, pantry room, corridors, conference room, Board room, basement, driver's rest room, lobby, lifts, staircases etc) in all respect including cleaning of the washroom blocks, cleaning of floor, ceiling, doors, windows, partitions, office furniture, cleaning of office surroundings, building drains, cutting and removal of unwanted grass & vegetation from the office surroundings, nominal gardening works in the premise, collection and disposal of debris and waste generated from the offices and all other miscellaneous cleaning jobs required to maintain the premise neat and clean to the satisfaction of Engineer-in-charge.

Group – V

MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN P & A GROUP (C).

Scope of the work is to maintain the areas described under brief description of the system.

Contractor has to provide the PPE to the workers. It is envisaged **05(five) semi skill & 05(five) unskilled numbers of manpower** will be required to execute the subject job as per the scope of the work mentioned below.

Cleaning and up-keepment of Admin Building & Periphery, Main Gate, CISF Building,(All the office cabin, dinning room, pantry room, corridors, conference room, Board room, basement, driver's rest room, lobby, lifts, staircases etc) in all respect including cleaning of the washroom blocks, cleaning of floor, ceiling, doors, windows, partitions, office furniture, cleaning of office surroundings, building drains, cutting and removal of unwanted grass & vegetation from the office surroundings, nominal gardening works in the premise, collection and disposal of debris and waste generated from the offices and all other miscellaneous cleaning jobs required to maintain the premise neat and clean to the satisfaction of Engineer-in-charge.

Group – VI

MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN WORK SHOP & CCU CONTROL ROOM

Scope of the work is to maintain the areas described under brief description of the system.

Contractor has to provide the PPE to the workers. It is envisaged **07(seven) semi skill numbers of manpower** will be required to execute the subject job as per the scope of the work mentioned below.

Cleaning and Up-keepment of all amenities at Central Workshop & CCU Office cum Control Room & premises , including its periphery and extending messenger services to NRL offices at Site in all respect including cleaning of the washroom blocks, cleaning of floor, ceiling, doors, windows, partitions, office furniture, cleaning of office surroundings, building drains, cutting and removal of unwanted grass & vegetation from the office surroundings, nominal gardening works in the premise, collection and disposal of debris and waste generated from the offices and all other miscellaneous cleaning jobs required to maintain the premise neat and clean to the satisfaction of Engineer-in-charge.

Group – VII

MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN SITE OFFICE

Scope of the work is to maintain the areas described under brief description of the system.

Contractor has to provide the PPE to the workers. It is envisaged **07(seven) semi skill numbers of manpower** will be required to execute the subject job as per the scope of the work mentioned below.

- a. Up-keepment of all amenities at Site Office, field office, including its periphery and extending messenger services to NRL offices at Site.

Cleaning and up-keepment of field work stations in all respect including cleaning of the washroom blocks, cleaning of floor, ceiling, doors, windows, partitions, office furniture, cleaning of office surroundings, building drains, cutting and removal of unwanted grass & vegetation from the office surroundings min 5M nominal gardening works in the premise, collection and disposal of debris and waste generated from the offices to designated places as advised by EIC and all other miscellaneous cleaning jobs required to maintain the premise neat and clean to the satisfaction of Engineer-in-charge.

Group – VIII

MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN SRB PUMP HOUSE FIELD CABIN

Scope of the work is to maintain the areas described under brief description of the system. Contractor has to provide the PPE to the workers. It is envisaged **03(three) semi skill & 04(four) unskilled numbers of manpower** will be required to execute the subject job as per the scope of the work mentioned below.

Cleaning and upkeepment of field work stations including all washroom facilities in the following locations of process units.

- i. CDU/VDU field workstation with CDU/VDU washroom.
- ii. DCU Field workstation with DCU washroom.
- iii. HCU Field workstation with HCU washroom.
- iv. H2U Field Workstation with H2U washroom.
- v. MSU Field workstation with MSU washroom.
- vi. SRB workstations With Washrooms washroom.
- vii. PH-I Field Workstation with PH-I washroom.
- viii. PH-II Field Workstation with PH-II washroom.
- ix. PH-III Field Workstation with PH-III washroom
- x. Wax Field workstation with washroom.

Cleaning and up-keepment of field work stations in all respect including cleaning of the washroom blocks, cleaning of floor, ceiling, doors, windows, partitions, office furniture, cleaning of office surroundings, building drains, cutting and removal of unwanted grass & vegetation from the office surroundings min 5M nominal gardening works in the premise, collection and disposal of debris and waste generated from the offices to designated places as advised by EIC and all other miscellaneous cleaning jobs required to maintain the premise neat and clean to the satisfaction of Engineer-in-charge.

Group – IX

MANPOWER SUPPLY FOR UPKEEPMENT SERVICES IN OCCUPATION HEALTH CENTER, FIRE & SAFETY AND QUALITY CONTROL

Scope of the work is to maintain the areas described under brief description of the system. Contractor has to provide the PPE to the workers. It is envisaged **04(four) semi skill & 03(three) unskilled numbers of manpower** will be required to execute the subject job as per the scope of the work mentioned below.

Cleaning & up-keepment of Fire Station , Lab Building & OHC (All the cabin ,dining Room, pantry Room, Fire Station Bay, Stores etc) in all respect including cleaning of washrooms, ceiling, doors, windows, partition, office furniture, cleaning of office surroundings, building drains, cutting & removals of unwanted grass & vegetations, from the office surroundings, normal gardening works of premises, collection & disposals of debris and waste generation from offices and other miscellaneous cleaning job required to maintain the premises neat and clean to the satisfaction of Engineer - in - Charge.

Group – X

MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN CPP AND ELECTRICAL Scope of the work is to maintain the areas described under brief description of the system. Contractor has to provide the PPE to the workers. It is envisaged **06(six) semi skill numbers of manpower** will be required to execute the subject job as per the scope of the work mentioned below.

a) Cleaning and up-keepment of Electrical Sub-Stations & MCC room in all respect including cleaning of the washroom blocks, cleaning of floor, cleaning & oiling of Workshop machinery surfaces, removal of machine debris & sending it to scrape yard ,ceiling, doors, windows, partitions, office furniture's, cleaning of office surroundings, building drains, cutting and removal of unwanted grass & vegetation from the office surroundings, nominal gardening works in the premise, collection and disposal of debris and waste generated from the workshop building and all other miscellaneous cleaning jobs required to maintain the premise neat and clean to the satisfaction of Engineer-in-charge.

b) Cleaning and up-keepment of CPP control room, Office buildings , Utility site control room buildings at DM, Nitrogen plant, cooling tower, Raw water treatment plant, fire water pump house, in all respect including cleaning of the washroom blocks, cleaning of floor, ceiling, doors, windows, partitions, office furniture, cleaning of office surroundings, building drains, cutting and removal of unwanted grass & vegetation from the office surroundings, nominal gardening works in the premise, collection and disposal of debris and waste generated from the offices and all other miscellaneous cleaning jobs required to maintain the premise neat and clean to the satisfaction of Engineer-in-charge.

c) Cleaning and up-keepment of ETP control room, Office buildings in all respect including cleaning of the washroom blocks, cleaning of floor, ceiling, doors, windows,

partitions, office furniture, cleaning of office surroundings, building drains, cutting and removal of unwanted grass & vegetation from the office surroundings, nominal gardening works in the premise, collection and disposal of debris and waste generated from the offices and all other miscellaneous cleaning jobs required to maintain the premise neat and clean to the satisfaction of Engineer-in-charge.

Group – XI

MANPOWER SUPPLY FOR UP-KEEPMENT SERVICES IN CENTRAL CONTROL ROOM

Scope of the work is to maintain the areas described under brief description of the system.

Contractor has to provide the PPE to the workers. It is envisaged **04(four) semi skill**

& 02(two) unskilled numbers of manpower will be required to execute the subject job as per the scope of the work mentioned below.

Cleaning and up-keepment of Central control Room(All the office cabin, dining room, pantry room, corridor between CCR & UP/Instrument technician room) in all respect including cleaning of the washroom blocks, cleaning of floor, ceiling, doors, windows, partitions, office furniture, cleaning of office surroundings, building drains, cutting and removal of unwanted grass & vegetation from the office surroundings, nominal gardening works in the premise, collection and disposal of debris and waste generated from the offices and all other miscellaneous cleaning jobs required to maintain the premise neat and clean to the satisfaction of Engineer-in-charge.

Paste This Slip On the Envelope of the Offer:

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Quotation for the job of:

Name of Work: UP-KEEPMENT SERVICES IN REFINERY PREMISES.

Tender No.: NRL/COMM/PAP/2016

Due date & Time : 21.07.2016 up to 11:00 AM

To,

**GM (Commercial & Legal)
Numaligarh Refinery Limited,
NRL Complex, Numaligarh,
GOLAGHAT – 785 699**

Assam

Phone: 03776 – 265409/265758

Fax No.: 03776-265514

From:

M/s.....

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