

IDCOL FERRO CHROME & ALLOYS LIMITED JAJPUR ROAD

(A Wholly Owned Subsidiary of IDCOL)

(A Govt. of Orissa Undertaking)

Regd. Office & Works: Ferro Chrome Project-755020

Jajpur Road, Dist: Jajpur (ODISHA)-755020

Tel. No. 06726-220212, 220516, FAX-06726-220524

Email – ifcal@nic.in / ifcal.electrical2019@gmail.com

Website: www.ifcal.nic.in / www.idcorissa.com

TENDER DOCUMENT FOR

**ELECTRICAL MAINTENANCE AT IFCAL COLONY INCLUDING
33/11KV,1x5MVA SUB-STATION, IFCAL PLANT INCLUDING 33/11KV,2X20
MVA SUB-STATIONS, ELECTRICAL INSTALLATIONS AT IFCAL PLANT &
COLONY, OPERATION & MAINTENANCE OF APC PLANT, BOREWELL
PUMP ETC.ON ANNUAL CONTRACT BASIS.**

Signature and seal of
Issuing Officer
IFCAL

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Signature of tenderer with seal

Date

**IDCOL FERRO CHROME & ALLOYS LIMITED
JAJPUR ROAD**

(A Wholly Owned Subsidiary of IDCOL)

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P.O: Ferro Chrome Project,

Jajpur Road, Dist: Jajpur-755020

Phone- 06726-220212, 220516, FAX-06726-220524

Email – ifcal@nic.in / ifcal.electrical2019@gmail.com

Website: www.ifcal.nic.in / www.idcorissa.com

Tender Notice: IFCAL/ELECT/ 19-20/1124

Date: 09.09.2019

TENDER NOTICE

FOR

ELECTRICAL MAINTENANCE AT IFCAL COLONY INCLUDING 33/11KV,1x5MVA SUB-STATION, IFCAL PLANT INCLUDING 33/11KV,2X20 MVA SUB-STATIONS, ELECTRICAL INSTALLATIONS AT IFCAL PLANT & COLONY, OPERATION & MAINTENANCE OF APC PLANT, BOREWELL PUMP ETC.ON ANNUAL CONTRACT BASIS.

Period of Downloading of Tender document : 11.09.2019 to 20.09.2019

Last date & time of submission of tender : 23.09.2019 (5 P.M)

For details, please visit our website www.idcorissa.com or www.ifcal.nic.in

**Sd/-
MANAGING DIRECTOR**

IMPORTANT INFORMATION FOR THE TENDERERS

1. Name of the work : ELECTRICAL MAINTENANCE AT IFCAL COLONY INCLUDING 33/11KV,1x5MVA SUB-STATION, IFCAL PLANT INCLUDING 33/11KV,2X20 MVA SUB-STATIONS, ELECTRICAL INSTALLATIONS AT IFCAL PLANT & COLONY, ,OPERATION & MAINTENANCE OF APC PLANT, BOREWELL PUMP ETC.ON ANNUAL CONTRACT BASIS
2. Contract Period : One year
(from the date as mentioned in the work order)
3. Contractor's license required : The tenderer has to submit valid electrical contractor's license issued by ELBO or licensing Board of any other state / Central Govt under Indian Electricity Act –2003.
4. Date of downloading of tender paper from website : **From 11.09.2019 To 20.09.2019**
5. Mode of submission of tender document : **By Regd. Post / Speed Post / Courier.**
6. Last date and time of receipt of sealed tender : **23.09.2019 (5 P.M)**
7. Address where sealed tender to be submitted : The Managing Director,
IDCOL Ferro Chrome & Alloys Ltd.,
P.O: Ferro Chrome Project,
Jajpur Road,
Dist: Jajpur – 755 020 (Orissa)
8. Date, time and place of opening of tender. : **11AM on dtd-24.09.2019**
Place : IFCAL, Jajpur Road
9. Cost of tender document : Rs. 1000.00
(Rupees One Thousand)
10. Amount of earnest money : In Figures : Rs. 1,00,000.00
In Words : (Rupees One Lakh only)

(Should be deposited in shape of Bank Draft / Banker's Cheque / pay order in favour of "IDCOL Ferro Chrome & Alloys Ltd.," drawn on any Nationalized Bank payable at Jajpur Road. Earnest Money will not be received in cash.)

Signature of tenderer with seal

Date

**INSTRUCTION TO TENDERERS
AND**

GENERAL DIRECTION AND CONDITIONS OF CONTRACT

1. DEFINITION AND INTERPRETATION:

The following words and expression shall have the meanings hereby assigned to them except where the context otherwise requires:

- (a) Employer means the Managing Director, IDCOL Ferro Chrome & Alloys Ltd, A Wholly Owned Subsidiary of Industrial Development Corporation of Orissa Ltd.
- (b) Management means, Managing Director, IDCOL Ferro Chrome & Alloys Ltd. or his authorized representative.
- (c) The Company or the Corporation wherever mentioned shall mean, IDCOL Ferro Chrome & Alloys Ltd., A Wholly Owned Subsidiary of Industrial Development Corporation of Orissa Ltd. The abbreviation IFCAL wherever used shall mean the company IDCOL Ferrochrome & Alloys Ltd.
- (d) Authorized representative shall mean the Officers / Supervisors or in-charge of the work which shall be communicated to the Contractor in course of execution of the work from time to time.
- (e) The tender shall mean the tender submitted by the tenderer for acceptance by IDCOL Ferrochrome & Alloys Ltd. The tender may also be called the bid and tenderer as bidder.
- (f) Contractor shall mean the person, firm or company who is awarded with the contract or Work Order/ LOI by IDCOL Ferro Chrome & Alloys Ltd., Jajpur Road and shall include their executors, administrators, successors and permitted assignees.
- (g) Contract shall mean and include the tender schedule duly filled in and signed by the successful and the tender papers comprising, the cover page, index, the short tender notice information sheet, instructions to tenderers and General Conditions of Contract, Special Conditions of Contract, credentials and documents received from the successful tenderer, scope of work, any other terms and conditions mutually agreed, Letter of Intent and Work Order..
- (h) Month means, English Calendar month.
- (i) Words incorporating the singular only also include the plural and vice versa where the context requires.
- (j) HOD (E) means Head of Electrical Deptt or any authorized representative like officer/supervisor in the Electrical Deptt, IDCOL FERROCHROME & ALLOYS LTD.

Signature of tenderer with seal

Date

2. CONTRACTOR TO STUDY TENDER DOCUMENTS CAREFULLY:

The tenderer shall study the tender document carefully. Before submission of tender, he/she/they should visit the site and satisfy himself/ herself/ themselves as to the local conditions, the volume and nature of work, the conditions of working, effective labour to be involved, statutory requirements to be complied with, which will help the bidders to consider all such factors during estimation for performing services as indicated in this Tender Document. No claim on grounds of want of knowledge in such respect will be entertained. After opening of the tender, if a tenderer expresses his unwillingness / inability to accept the contract at the quoted / negotiated rate and / or terms and conditions of the contract, then the earnest money of the tenderer will be forfeited and the tenderer will be black-listed.

3. REQUIREMENTS

The Tenderer shall supply manpower for the job of ELECTRICAL MAINTENANCE AT IFCAL COLONY INCLUDING 33/11KV,1x5MVA SUB-STATION, IFCAL PLANT INCLUDING 33/11KV,2X20 MVA SUB-STATIONS, ELECTRICAL INSTALLATIONS AT IFCAL PLANT & COLONY,OPERATION & MAINTENANCE OF APC PLANT, BOREWELL PUMP ETC.ON ANNUAL CONTRACT BASIS The Contractor is responsible to provide Services from qualified and experienced persons as listed below, who can independently handle, Operate and maintain electrical installation as per the guidelines of IFCAL (Electrical Deptt.).

The CONTRACT LABOURS to be supplied by the Contractor is as under.

Electrician- The LABOURS to be engaged as Electrician duty should have Electrical Trade ITI certificate holder from Govt. approved or Govt. recognized institution. He should have practical experience of not less than 1 (One) years. He should also have valid electrical license issued by local authorized Electrical Inspectorate, for the operation and maintenance of the said electrical equipment's & voltage level.

Signature of tenderer with seal

Date

Helper to Electrician: The LABOURS to be engaged as Helper to Electrician duty should have minimum 1 years working experience with electrician in repairing & maintenance of LT electrical system. Should have minimum qualification up to class 7th pass and should be capable of reading & writing and capable of expressing clearly in local language.

The work force to be deployed will be screened for technical capability by the Electrical Department to ensure the deployment of suitable candidates by the contractor prior to commencement of job.

The supplied manpower should be competent enough to execute the Electrical Maintenance work assigned to the Contractor. The Contract labour shall be engaged for the following type of jobs:-

To attend to all types of electrical repairing & maintenance work assigned to them by the concerned sectional in charge which may include A, B , C Shifts and General Shift work of Electrical Installations at IFCAL Residential colony including Residential Quarters, 11/0.4 KV Sub-Station, HT/LT Overhead lines, HT/LT underground Cables, Colony Pump House, TATA Fabrication yard, Bore well installations other operational areas and street lighting & Electrical installations at IFCAL Plant like CBO (Control Board Operator) duty in 33/11 KV Control Room, Electrician Duty at Electrical Control Room, maintenance of LT (Low Tension) electrical equipments as well as HT(High Tension) equipments from qualified and experienced persons listed below, who can independently handle, Operate and maintain electrical installation as per the guidelines of IFCAL (Electrical Deptt.) .

Further the contractor has to maintain a good housekeeping like cleaning of bushes inside the colony substation premises, DP structures, outdoor transformers, tree & bush cutting which are hindrances to LT & HT over head lines in a regular way.

4. NATURE AND DESCRIPTION OF JOB

ELECTRICAL MAINTENANCE AT IFCAL COLONY INCLUDING 11/0.4KV SUB-STATION, IFCAL PLANT INCLUDING 2X20 MVA SUB-STATIONS, IFCAL PLANT & ELECTRICAL INSTALLATIONS AT FABRICATION YARD, BOREWELL ETC. **(The details of scope of work are at Annexure -B).**

Signature of tenderer with seal
Date

5. TENDER SUBMITTED BY PARTIES OTHER THAN INDIVIDUALS:

When the tenderer is a party other than an individual (as stated in the General Bid format) the tenderer shall disclose the nature, constitution and registration of the tendering firm and the tender papers shall be signed by a person or persons duly authorized by the said firm by means of a legally valid document which shall be attached with the tender.

6. TENDERS LIABLE FOR REJECTION:

The following tenders are liable to be rejected summarily.

- (j) Tenders submitted by contractors who resort to canvassing.
- (ii) Tenders, which do not fulfill any or all of the conditions laid down in the tender documents or are incomplete in any respect.
- (iii) Tenders which contain uncalled for remarks or any alternative / additional conditions.
- (iv) Any person / firm / company who had been previously awarded any work but have failed to execute the work satisfactorily due to reasons attributable to him/her/them or have past records of unruly conduct and misbehavior inside or outside the plant premises pertaining to his/ her/ their work / contract or otherwise shall not be eligible to participate in the tender. If such a person / firm / company submit a tender and the same is received by mistake or oversight, the same would be liable for rejection.

7. DOCUMENTS TO BE FURNISHED ALONGWITH THE SUBMITTED BID:

For submission of tender, the tenderers are required to return the set of tender documents comprising the "General Bid", the "Price Bid" and the remaining part of the tender documents such as cover page, index, short tender notice, information sheet, pages containing the instructions & General Conditions of Contract, pages containing the Special Conditions of Contract, annexure to the tender document, as well as the credentials, documents, EMD & the cost of tender document asked for in the tender. The tender is likely to be ignored if complete information is not given therein or the particulars asked for in the "General Bid" format and the "Price Bid" format are not duly filled in. The tenderer or his/ her/ their authorized person who signs the bids has to put his / her full signature and affix his/ her seal on all pages of tender paper submitted as a token of acceptance of the terms and conditions stipulated in the tender.

Signature of tenderer with seal

Date

(A) INSTRUCTIONS REGARDING SUBMISSION OF BIDS

This tender document has prescribed a two-bid format for submitting the bids. The “General Bid” format and the “Price Bid” format shall be detached from the set of tender documents and then duly filled in. These filled in bids shall be kept in separate covers one of which shall be super scribed as “General Bid” & the other as “Price Bid” as the case may be. The covers, thereafter, should be duly sealed. The list of enclosures to be furnished with the General Bid is given at Clause no: 7 of the General Conditions of Contract. Both the above said sealed covers should be kept inside a bigger cover which shall be duly sealed thereafter and then sent to the addressee as given below by Regd. post/ Speed post/ Courier service.

Each of the sealed covers, i.e., the sealed cover for General Bid, the sealed cover for Price Bid and the bigger sealed cover containing both the aforesaid sealed covers should be super scribed with the “Tender Notice No. and should bear the name and address of the tenderer.

The Managing Director,

IDCOL Ferro Chrome & Alloys Ltd,

P.O: Ferro Chrome Project, Jajpur Road,

Dist. Jajpur – 755020 (Odisha).

- (B) The tenderer should use separate piece of paper where the space provided in the formats attached to this tender document set is not sufficient for submission of information.
- (C) The bidders should send tenders by Regd. post/ Speed post/ Courier service only. The tenders received by any other means will not be taken into consideration. IDCOL Ferro Chrome & Alloys Ltd shall not be responsible for postal and any other kind of delay in receipt of the tender(s).
- (D) If the last date of receipt of the tenders/bids turns out / is declared to be a holiday, it will automatically be extended to the next working day.
- (E) Any or all of the tenders (or bids) received can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the loss suffered by the bidders on account of such rejection. The management is not bound to accept the lowest rate in deciding the tender.

Signature of tenderer with seal

Date

8 LIST OF ENCLOSURES TO BE FURNISHED WITH GENERAL BID

- (i) Instrument for Earnest Money deposit
- (ii). Instrument for cost of tender paper
- lii) Documentary evidence towards legal status in case the tenderer is not an individual (Copy of Memorandum & Articles of Association in case of company limited by shares, copy of partnership deed in case of partnership firm, evidence of proprietorship in case of proprietary concern, for example, GST registration certificate or any other proof mentioning the tenderer as the proprietor).
- iv) Copy of proof of experience and eligibility credentials in line with the eligibility criteria mentioned at clause no.1 of the Special Conditions of Contract.
- (ii) Copy of valid HT Electrical Contractors License issued by Electrical Licensing Board of Orissa or licensing Board of any other state / Central Govt.
- (iii) Copy of valid Labour License issued by the state labour Department.
- (iv) Copy of EPF registration document
- (v) Copy of ESI registration document
- (vi) Copy of income tax PAN Card.
- (vii) Copy of GST registration certificate/document

9. (a) QUOTING THE RATE

The tenderer shall quote monthly service charges in lump sum rupees. The monthly service charges shall be quoted in Indian rupees. The monthly service charges shall be written in figures as well as in words. The break-up of the quoted monthly service charges is to be submitted in the prescribed format with the Price Bid. Prior to submitting the bid, the bidder should visit our site and assess the quantum and nature of work.

The bidder shall bear all the cost associated with preparation and submission of bid. Prior to submitting the bid, the bidder should visit our site and assess the quantum and nature of work. The required tools & tackles for cleaning work and the materials for sanitation work shall be provided by IFCAL to the contractor.

Signature of tenderer with seal

Date

(b) PRICE VARIATION FORMULA

In case IDCOL Ferrochrome & Alloys Ltd., enhances the wages of labours, then the price (i.e., the monthly service charges payable to the contractor) will be enhanced as per the following formula and this revision will be applicable from the effective date of the implementation of enhanced wages as declared by IDCOL Ferrochrome & Alloys Ltd.

For this revision, 90% of the monthly service charges originally mentioned in the Work Order/Contract shall be taken as the base labour cost component and the percentage increase in labour wages will be calculated by taking the labour wages prevailing on the date of issue of tender notice as the base wages for labour.

Let, the Work Order rate (i.e., the monthly service charges mentioned in the Work Order) be A,

Then, the labour cost component in the Work Order rate = (0.9) A

Let, the increase in labour wage = P% (with respect to the base labour wages)

Then, the revised rate (i.e., the revised monthly service charge) will be =

$$(0.1) A + (0.9) A \times (1 + P/100)$$

10. EARNEST MONEY:

The tenderer is required to deposit the earnest money as specified in the “Information Sheet” of the tender document. The earnest money should be deposited in shape of Demand Draft / Banker’s Cheque / Pay Order issued in favour of “IDCOL Ferro Chrome & Alloys Ltd.,” by any nationalized bank payable at Jajpur Road. The instrument of the earnest money should be enclosed with the General Bid and detail particulars should be mentioned in the relevant place. Tenders without earnest money or with partial earnest money will be summarily rejected. No interest is payable on earnest money. Earnest money of the successful tenderer will be converted to initial security deposit. Earnest money of unsuccessful tenderers will be refunded within 15 days from the date of acceptance of letter of intent / work order by the successful tenderer.

Signature of tenderer with seal

Date

11. SECURITY DEPOSIT:

On the acceptance of the tender, the earnest money deposited by the successful tenderer shall be converted to initial security deposit. No interest is payable on security deposit at the time of refund to the contractor. However, refund of security money is subject to satisfactory execution of the contract.

12. VALIDITY OF TENDER:

The tender shall remain valid for a period of 180 days from the date of issue of tender notice. During the period of validity, if a tenderer wants to withdraw from the bidding process, then his Earnest Money shall be forfeited.

13. OPENING OF TENDER:

The “General Bid” of the tenders received within the due date shall be opened first and scrutinized. The date, time and place of opening of the General Bids is mentioned in the “Information Sheet” (Page no:4 of the tender documents). If the number of tenders received within the last date of submission as mentioned in the Information Sheet is not enough in the opinion of the Management, then the Management has the discretion to extend the due date of submission in which case the opening of the General Bid will be deferred. No claim shall be admissible for any consequential loss suffered by the tenderer. However, the tenderer or his/ her/ their representative may attend the “General Bid” opening on the latest prescribed date. The Price Bids of those tenderers who qualify in the General Bid evaluation or are otherwise found suitable shall be opened on a subsequent date. After the General Bid opening but prior to Price bid opening, the management may call for any other credentials / documents not specifically mentioned in the tender document to test the eligibility. The bid which is found to have not fulfilled the conditions stipulated in the tender document or found failed in eligibility scrutiny shall be rejected.

Due to any eventuality, if the tender (Technical bid / Price bid) opening is not completed on the scheduled date, then the same shall be continued on the next working day.

Signature of tenderer with seal

Date

14. DECIDING BY LUCKY DRAW IN CASE OF TIE FOR L1 PRICE

In the event of quoting of the same L₁ price by more than one tenderer, the successful tenderer for the job shall be decided by the 'Lucky Draw' procedure to be conducted by the tender committee. The 'Lucky Draw' may be witnessed by the L₁ tenderers who will be given prior intimation regarding the date, time & venue of the 'Lucky Draw' event. The 'Lucky Draw' procedure adopted by the Management for selecting the successful bidder is final and binding for all purposes and no complaint in this regard will be entertained.

15. MANAGEMENT WILL NOT ASSIGN ANY REASON FOR REJECTION OF TENDER:

The acceptance of tender will rest with the Managing Director, IDCOL Ferro Chrome & Alloys Ltd., Jajpur Road who does not bind himself to accept the lowest tender and reserves the right to reject any or all tender.

16. ADDITIONAL SECURITY MONEY:

Three percent value of each monthly bill of the contractor shall be deducted for the entire period of contract including the extended period, if any and shall be retained by IFICAL till completion of the work as "Additional Security Deposit". No interest is payable on the above mentioned "Additional Security Deposit" amount. This amount shall be refunded after satisfactory execution of the contract and clearance of all dues of workmen engaged by the contractor after obtaining no objection certificate from the concerned departments / authorities. The contractor is to deposit the full amount of GST in due time as certified against the bill. The contractor should produce proof of deposit of statutory dues for every month by the 20th day of the succeeding month failing which release of payment may be held up.

17. ACCEPTANCE OF LOI :

Finalization of the tender shall be intimated to the successful tenderer by means of a **Letter of Intent (LOI)** which shall be sent by registered post/ speed post/ courier service/ hand delivery to the address submitted by the tenderer in the bid document. The successful tenderer may also be telephonically instructed by the HRD Deptt. to collect the same. The tenderer has to submit the acceptance of the LOI by signing the duplicate copy of LOI within five days of issue of LOI after which work order shall be issued in their favour in due course.

Signature of tenderer with seal

Date

The subject work shall be commenced from the date which will be mentioned in the LOI. In the event of non delivery of LOI for any reason whatsoever, i.e., either due to delay / lapse by postal / courier service or absence of addressee at his/ their place, Management will not be responsible for the same. It is the responsibility of the L1 tenderer to visit our Works everyday or once every two days during the period post opening of Price Bid to collect information or correspondences or intimations regarding finalization of tender / receipt of LOI. If the successful tenderer fails to receive/ obtain/ collect intimations / correspondences / letters / LOI within seven days from the date of issue then IFCAL management reserves the right to forfeit his / her / their EMD and in such case of forfeiture, the LOI will be cancelled. Also, in such case, IFCAL has the option to blacklist the tenderer.

18. **SERVICE NOTICE OF CONTRACT:**

The contractor shall furnish to the management name and address of his authorized representatives for necessary communication of day-to-day instruction/information. However, management will not be responsible for non-delivery of letters due to non-availability of the addressee for long absence or any other reasons. In case of award of contract in favour of a partnership firm, any change in the constitution of the firm shall be forthwith notified by the contractor to the management and management may at its discretion allow or disallow the changed firm to continue the contract.

19. (i). **CONTRACT PERIOD:**

The work order shall initially be valid for a period of one year. The validity period may be extended in phases for two years each time for a period of one year subject to mutually consent between both the parties, i.e. the Sanitation Contractor and the Company IDCOL Ferrochrome & Alloys Ltd. If the sanitation contractor is not willing for one year extensions, then the validity will be extended by three months. The contractor is to accept/abide by such three months extension failing which his security deposit will be forfeited.

Signature of tenderer with seal

Date

(ii). PREMATURE TERMINATION OF CONTRACT

If it is deemed necessary by the management to terminate the contract at any point of time, then the management shall intimate this decision to the contractor with at least 30 (thirty) days' prior notice to stop engagement of his / her/ their labour. The contractor has to abide by and carry out such decision of the management unconditionally and without any complaint. Also he/ she/ they cannot claim any damages / compensation on account of such termination of contract.

(iii) During the contract period, in the event of detection of any fraudulent documents submitted by the contractor along with the tender at any stage under any circumstances/ at any point of time during the period the contract, the contract shall be terminated with issue of a rescission notice addressed to the contractor at his/ her/ their own cost and risk. Accordingly the security deposit lying with the management thereof shall be forfeited.

20. WORKING HOURS:

Labours supplied by the contractor will be required to do their normal duty in various shifts as per requirement of the management. In this regard, the contractor shall abide by the instruction of the Officer-in-charge and engage his staff accordingly.

The work may continue round the clock at the time of need and the contractor should arrange adequate labourers to continue the work in three shifts.

- | | |
|--------------|---------------------------|
| a. "A" Shift | 7AM to 3 PM |
| b. "B" Shift | 3 PM to 11PM |
| c. "C" Shift | 11PM to 7AM |
| d. "G" Shift | Timing 9.00 AM to 5.00 PM |

N.B- The contractor is to engage his staff (in A/B/C Shift) on holidays i.e. Sunday / National Holidays / Festival Holidays.

Signature of tenderer with seal

Date

21. CONTRACTOR LIABLE FOR HIS EMPLOYEES:

The contractor shall engage such labours who are suitable as well as physically and mentally fit for the awarded job detailed under scope of work. The labours so employed shall be the employees of the contractor, for all purposes whatsoever and shall not be deemed to be in the employment of IDCOL Ferro Chrome & Alloys Ltd. for any purpose whatsoever. The contractor shall abide by all rules, laws and regulations that may be in force from time to time regarding the employment or conditions of service of his employees and shall be responsible for their conduct. For any disorderly conduct of the labours of the contractor, any unfair practice of inciting violence, instigation of wrongful behavior / conduct, raising of subscription, offering / taking bribes or other gratification, any other practice for fomenting labour unrest or otherwise affecting the working condition in the factory the contractor shall be held responsible and penalized with a penalty as deemed proper or forfeiture of the security money, or any action at the discretion of management which will be binding on the contractor

22. PAYMENT:

Monthly bill shall be raised by the contractor towards execution of work and submitted to the HRD department within a week in the subsequent month along with the proof of wages paid, statutory deposits made. Bills should be submitted in quadruplicate. Payment will be made after due verification of payment sheet with the attendance record and approval of the same. The contractor shall attach proof of deposit of statutory / other dues, if any, of the previous month.

23. RETURN OF SECURITY DEPOSIT:

The security deposit & the additional security deposit shall remain at the entire disposal of IDCOL Ferrochrome & Alloys Ltd towards satisfactory performance of the contractor and his/ her/ their conformance to the terms and conditions of contract. IF CAL shall be at liberty to deduct and appropriate from the security deposit such penalties and dues as may be payable by the contractor under the contract. On due and satisfactory performance and completion of the contract in all respect, the security deposit will be returned to the contractor free of interest on presentation of an absolute no demand certificate from HRD department.

Signature of tenderer with seal

Date

24. DISPUTE AND ARBITRATION:

Settlement of dispute: In the event of any dispute / differences between the parties arising under or in connection with the contract / agreement or any associated agreement entered into pursuant to this contract / agreement, they shall use all reasonable endeavors to resolve the matter on an amicable basis. If one party serves formal written notice on the other than a dispute / difference of such a description has arisen and the parties are unable to resolve the dispute within a period of [thirty (30)] days from the service of such notice, then the dispute shall be referred to an Arbitrator to be appointed by the parties with their mutual consent for arbitration of the dispute.

25. LEGAL JURISDICTION

A legal dispute, if arises, shall be settled within the jurisdiction of Hon'ble High Court of Odisha.

26. FORCE MAJEURE

This tender is subject to force majeure clauses and the performance of the work order / contract either wholly or in part will be governed by the standard force majeure clauses. For any failure of the work order/ contract due to public strike, natural calamity, labour unrest, riot etc. and all other causes beyond the control of the management of IDCOL Ferro Chrome & Alloys Ltd, the management shall not be responsible for the same in any manner whatsoever.

Signature of tenderer with seal

Date

SPECIAL CONDITIONS OF CONTRACT

The Special Conditions stated hereafter shall prevail over the General Conditions stated here before in case of any repugnancy.

1. Eligibility criteria

- i. The bidder should have executed any type of Electrical maintenance work of any plant/colony/office complex or carried out labour supply job for Electrical maintenance work during the last five years (i.e. 2014-15 to 2018-19). Copy of at least one work order should be enclosed towards proof of experience with the General Bid. If the labour supply job mentioned in the above said work order do not pertain to any Electrical maintenance work then the work order is not acceptable and the offer will be rejected out rightly.
- ii. The bidder should have Valid HT Electrical Contractors License issued by Electrical Licensing Board of Orissa or licensing Board of any other state / Central Govt. to undertake HT & LT work with proof of documents.
- iii. The bidder should have a valid Labour License for minimum 20 No's of labour, P F Code No & E. S. I. Registration No with proof of documents.
- iv. The tenderer must possess Income Tax PAN.

NB:

- a. In case the tenderer is an individual, the PAN must have been issued in favour of the individual.
 - b. In case the tenderer is a proprietary concern, the PAN must have been issued in favour of the proprietor.
 - c. In case the tenderer is a partnership firm, the PAN must have been issued in favour of the firm.
 - d. In case the tenderer is a Public Limited company / Private Limited Company, then the PAN must have been issued in favour of the company.
- v. The tenderer must possess GSTIN which should have been linked to the income tax PAN

Note: Copy of GST registration certificate need to be enclosed along with the General Bid.

- vi. Copy of at least one satisfactory completion certificate issued by the client whose copy of Work Order/Contract, the bidder encloses with the General Bid.

Signature of tenderer with seal

Date

2. **Labour Laws.**

The contractor shall abide by all labour legislation including Contract Labour (Regulation & Abolition) Act 1970, the Factories Act 1948, the Payment of Wages Act, 1936, the Orissa Industrial Establishment (National & Festival) Holidays Act, 1969, Minimum Wages Act, 1948, Employees Provident Fund and Miscellaneous Provisions Act, 1952, Employees State Insurance Act, 1948, Industrial Employment Standing Orders Act, 1946, the Payment of Bonus Act, 1965, the payment of Bonus (Amendment) Act. 2015 the Workmen's Compensation Act, 1923, the Industrial Dispute Act, 1947, the Maternity Benefit Act, 1961 & all other labour laws and rules framed there under and / or the certifications / directions and orders passed by the Government or the appropriate authorities and as amended from time to time. It is the responsibility of the contractor to comply and fulfill all statutory obligations in respect of his workmen as their immediate employer and if necessary he has to obtain necessary guidance from concerned statutory authorities under various acts for implementation of the related provisions.

3. **Fringe Benefits.**

The contractor has to extend to his/ her/ their labours all the prevailing facilities (i.e., wages, benefits, allowances and other facilities) which are applicable to the contractor workers being engaged under various contractor establishments in IDCOL Ferro Chrome & Alloys Limited.

The management under no circumstances whatsoever shall take any financial liability on any score whether on statutory dues payable to the workmen of the contractor or otherwise. The management shall also not take any responsibility in the event of levying of any damage, penalty, interest etc. by any statutory authorities due to non compliance / violation of any provisions of any act and rules / settlement by the contractor.

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4. Maintenance of Records & Registers.

The contractor is duty bound and responsible for maintenance of all statutory records, prescribed registers, returns, information and / or statement etc. as per the various statutory rules, regulations and preserve them at such place for such period as may be prescribed for easy access for verification / inspection by the authorized officer of the company and / or various statutory inspecting authorities. The contractor shall deposit the registers and records with the company on termination of his contract.

The contractor has to issue the following to his labourers:

- i) Service Certificate
- ii) Employment Card
- iii) Wages Slip
- iv) Notice of periods of work
- v) Identity Card
- vi) Gate Pass-cum-Attendance Card
- vii) Notice of payment etc.

5. Payment of Bonus.

The contractor is liable to make payment of bonus to all his eligible labours under the Payment of Bonus Act & the Payment of Bonus (Amendment) Act. 2015 as per profit & loss account of his establishment subject to a minimum bonus of 8.33% (Eight point three three percent). The contractor shall make payment of this minimum bonus to each of his/her/ their workmen every month along with the wages towards the duty performed by the concerned workman in the preceding month. Any enhanced amount of bonus beyond this minimum value will be paid by the contractor to his workmen before Durga Puja holidays within the time limit prescribed under the Act / stipulated by the management of IFCAL. Also the contractor will be reimbursed this enhanced amount. In case a revision in the bonus is made by the management or any gift / special benefit is granted to workmen, then these benefits will be passed on to the workmen. In such cases, the contractor shall release these benefits to his workmen and he will be reimbursed the equivalent amount on submission of the proof of payment / release of the benefit by him to his workmen.

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6. **THE E.P.F & M.P ACT,1952**

The contractor has to enroll all his workmen under the EPF & M.P Act and Scheme. The contractor has to abide by the provisions under the above Act and Scheme and has to deposit the employee's share and the employer's share together with other charges as applicable towards the monthly contribution before the EPF authorities concerned within the stipulated date under his proper code number and furnish the statutory returns, maintain the required records. In case of any non-compliance on this score and / or penalty imposition by the EPF authorities, the contractor shall be solely responsible for the same and under no circumstances, the Management as the Principal employer will be made liable in any manner including payment thereof. However, if the contractor fails to deposit the EPF contributions within the stipulated date, the Management as Principal employer shall have the right to recover such amount as may be claimed by the EPF authorities, from the contractor's running bill / security deposit/ any other dues that are payable to the contractor for compliance of the statutory provisions and the contractor shall have no objection for such recovery.

7. **THE E.S.I ACT :**

The contractor has to abide by all the provisions under the above Act and enroll all his workmen under the ESI scheme before his workmen are allowed entry into the plant. The contractor has to deposit both the employer's share and the employee's share of contribution within the stipulated time period before the authority concerned. The contractor has to maintain the required records and report all accidents occurring to his workmen to the ESI authorities as well as the Inspector of Factories on the day of occurrence of the accident endorsing a copy to HRD Department and the Safety Officer of IFCAL. If the contractor defaults in any manner to comply with the provisions under the ESI Act & regulations and on that score if the Management as the Principal Employer is made liable, then all such amount as may be claimed shall be recovered from the contractor's bill for necessary statutory compliance and the contractor shall have no objection for such recovery.

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8. Paid Holidays.

The contractor has to make payment to his/ her/ their labourers for the national holidays, festival holidays and other declared holidays as may be declared by IFCAL from time to time. Holidays declared by the Government on account of election to the Lok Sabha, the State Legislative Assembly, Gram Panchayat and Urban local bodies shall also be regarded as holiday & the contractor shall make payment of wages for above holidays & such amount will be reimbursed on submission respective payment sheet. The paid holidays which will be declared by the management of IDCOL Ferro Chrome & Alloys Ltd. for its regular employees will also be applicable to the contractor establishment also and the contractor shall declare the said holidays as paid holiday. In such case, he/ she/ they shall make payment to his/ her/ their labourers wages / extra wages as applicable during the same month.

9. Attendance Card.

The contractor shall issue Attendance card-cum-Gate Pass to each of his workmen each month under the name of his establishment in a printed format duly approved by the HRD Department. The workmen will be required to produce such cards before the Officer-in-charge at the beginning of duty for recording of attendance as well as for inspection and checking during the course of work inside the factory/colony.

The contractor shall maintain an attendance register where daily attendance will be recorded. The contractor shall furnish a copy of the attendance record for each month to HRD Deptt.

The authorized Officials of IFCAL shall have the right to verify the attendance register of the contractor and the register shall be signed by the contractor in each shift.

In case of dispute regarding attendance of a particular labour the attendance recorded by the Officer-in-charge shall be final and binding on the contractor.

In the event of termination of service/resignation/voluntary abandonment of duties by any of the contractor's workman, the contractor shall surrender the gate pass of such workman at HRD Deptt. and will make necessary entries in the attendance register/adult register under intimation to HRD Deptt. In such cases, the contractor has to pay the terminal dues to such workman as per rule.

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10. SAFETY:

- i) Health and safety being the prime responsibility of the contractor for the workmen employed by him, he must provide safety appliances to his workmen specified in the enclosed sheet. He must maintain a Register showing the details of issue of the Safety appliances to his work men.
- ii) The contractor must ensure that none of his workmen should enter the plant without prescribed safety appliances as specified in the enclosed sheet. In case, any deviation observed the concerned workman shall be provided with prescribed safety appliances by IFCAL and the cost of which shall be recovered from the concerned contractor's bills, without taking any consent from the contractor or the workmen shall be refused for entry to plant at the entire discretion of IFCAL depending upon importance of the job.
- iii) **If personal injury is caused for a workman by an accident arising out of and in the course of employment or the accident which is resulted either in death of the workman or his total or partial disablement arising out of and in course of employment, the contractor shall be liable for payment of compensation under the Workmen Compensation Act, 1923. IFCAL shall not be responsible to make payment of compensation under such AMC and the compensation amount shall be borne by the contractor.**

11. Terminal Dues.

Immediately after completion / termination of the contract period, the contractor has to issue notice informing his/ her/ their workmen to collect their final dues if any, from him/ her/ them. The copies of such notices should be endorsed to the HRD Dept. After paying all terminal dues to his/ her/ their workmen, the contractor should deposit all registers, payment sheets etc. in the HRD Dept. before applying for release of security deposit.

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ANNEXURE – A**PERSONAL PROTECTIVE EQUIPMENTS TO BE USED BY THE CONTRACTOR'S WORKMEN (CONTRACTOR TO ENSURE)**

Sl. No.	Name of the Safety Appliances	For Male Workmen
		Specification of Safety Appliances
1.	LEATHER SHOES	Industrial Safety Leather Shoe conforming to IS: 1989 - 1986 [Part-II]
2.	SAFETY HELMET	F R P safety helmet for Industrial use conforming to IS – 2925 & DGMs approved.
3.	NOSE MASK	Cotton Nose Mask
4.	INDUSTRIAL SAFETY GLOVES FOR ELECTRICAL PURPOSE	Leather & Cotton Gloves with good quality conforming to IS: 6994 - 1973 [Part-I]
5.	SAFETY GOGGLES	Leather cup goggles with elastic head band and with lenses conforming to IS: 5983 - 1978
6.	INDUSTRIAL SAFETY BELTS	Good quality safety belts for electrical purpose conforming to IS: 3521 - 1983

N.B: -

- ❖ Safety appliances mentioned in Sl. No. 1, 2, 4 & 6 above must be provided to all workmen.
- ❖ At Sl. No. 3 & 5 shall only be provided to the workmen conforming to nature of their jobs as would be decided by the management.

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ANNEXURE-B**(A). THE CONTRACTOR'S SCOPE OF RESPONSIBILITY WITH REGARD TO JOBS**

1. The contractor shall engage contract labours as per following:-

The contract labours (Electrician) should have Electrical Trade ITI certificate holder from Govt. approved or Govt. recognized institution. He should have practical experience of not less than 1 (One) years in electrical maintenance of any plant/electrical equipment/colony. **He should also have valid electrical license issued by local authorized Electrical Inspectorate, for the operation and maintenance of the said electrical equipment's & voltage level.**

The contract labours(Helper to Electrician) should have **minimum 1 years working experience** with Electrician in the field of electrical systems & should have minimum qualification up to class 7th passed, and should be capable of reading & writing and capable of expressing clearly in local language

The labours may be engaged in maintenance jobs inside the plant premises as well as outside (i.e. for maintenance of colony water supply system / colony quarters/ street lighting/fabrication yard etc.)

2. The **LABOURERS** who are physically fit and found to have required experience / training shall be allowed for working in the above said maintenance jobs.

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3. **Tools & tackles**

The contractor is to arrange the following tools and tackles in sufficient quantity at his / her / their own cost for use by his / her / their labours in the maintenance activity and ensure that the maintenance work is not hampered due to want of these tools and tackles. After issue of the LOI, contractor will bring into the Colony/Plant his / her / their tools and tackles and deposit the same in the Electrical Deptt. within the date mentioned in the LOI (preferably within Three days of issue of LOI). The contractor shall start labour engagement on the date mentioned in the LOI. In our presence, the contractor shall take back the tools & tackles deposited by him / her / them and distribute the same among his / her / their labours as per our instruction.

- a. Megger 1000 V: 2 No.
- b. Multimeter: 2 No.
- c. Earth Tester: 2 No.
- d. Tong Tester: 2 No.
- e. Crimping tool: 2 No.
- f. Necessary T & P for maintenance of electrical appliance
 - i) Pliers (nose & cutting) and screw driver/connector.
 - ii) Screw - driver set.
 - iii) Spanner set "Ring type"
 - iv) Spanner set "D type"
 - v) Spanner set "Box type"
 - vi) Pulleys suitable for stringing of conductor. As required
 - vii) Manila rope 1" dia
 - Viii). Crow bar
 - ix) Spade
 - x) Hammer 10 lb
 - xi) Torch
 - xii) Balance ladders
 - xiii) Ladders (Aluminum / Bamboo)
 - xiv) Hand gloves, safety belt & discharge rod

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NOTE:-

1. Battery charging for batteries of emergency lights/inverter will be done by the contractor with contractor's battery charger.
2. All safety appliances must be provided by the contractor.

In case of breakage or damage or wear of any of the above said tools & tackles, the contractor shall repair or replace them immediately. In case the contractor does not deposit the required tools & tackles within the aforesaid time frame, then the LOI / work order will be cancelled and the contractor's EMD will be forfeited. In such case, IFCAL has the option to negotiate with the L2 tenderers and award the annual contract to him / her/ them if found suitable.

(B). NATURE & DESCRIPTION OF WORK

The contractor shall engage his labours in the Electrical maintenance of the following equipments and any other equipment that may be installed in future. The list is not exhaustive. The labours can also be engaged in Electrical maintenance of any other systems as well as good **housekeeping activity**.

1) ELECTRICAL INSTALLATIONS AT IFCAL RESIDENTIAL COLONY including residential Qtrs, other operational areas and street lighting

- a) Residential Quarters: MD Bunglow, MC types, C types, D types, & E types, F types, DF types Qtrs in total -400 Nos. in IFCAL colony complex
- b) Other operational area : IFCAL dispensary & ESI Hospital, Market Complex, Transit house, Club, Temple Complex, Bank & Post Office, Union office, Security Gate, Security Barrack, Sweepers Barrack, Schools etc.
- c) Street lighting: Street lighting along main road and branch roads of IFCAL Colony complex, length approx.10 KM.
- d) Bush & trees cutting which are coming across the LT & HT overhead conductors, near the electric poles, DP structures, A/B switch boards etc. in the IFCAL areas.
- e) Digging, making of LT cable trench & laying of underground LT cable during the rectification of faults.

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Scope of work covers the following nature of jobs to be carried out during the maintenance period for colony complex.

a) Residential & other operational Buildings:-

- i) Checking, testing, rectification of ceiling fans & exhaust fans circuits at IFCAL colony; including dismantling & refixing of fans & accessories after repair as mentioned area in sl no 1.
- ii) Attending the phone calls from township, detect the fault and rectify.
- iii) Providing temporary connections of buildings and other installation, if necessary during social function.
- iv) Providing services as per instruction of HOD (E) or his authorized representative.
- v) Rectification/Replacement of defective switches, light fixtures and fans etc.
- vi) Rectification/Replacement of defective wiring in the buildings.
- vii) Replacement of bulbs, tubes, chokes, starters, condensers, holders of the electrical fixtures installed in the buildings.
- viii) Maintaining the complaint register.
- ix) Fixing of Geysers, repairing of geysers for the replacement of defective thermostat, rectification of major leaks of the geyser in our Guest House & MD's bungalow.
- x) Up keeping, recording and monitoring of energy meters of colony qtrs.
- xi) Checking, testing, rectification of total earthing system at colony including up keeping & testing measurement of earth pit resistance both at sub-station and residential quarters.
- xii) Domestic wiring : wiring & fault finding of PVC insulated copper wire in PVC Conduit / M.S conduit & casing capping connections on the both ends including its necessary terminations in following sizes: 3/20, 3/22, 3/18, 7/20, 7/22 in the 400 No's residential type quarters and operational areas as mentioned at Sl. No. 1.
- xiii) The work allotted shall be attended to, within 8 hours and reported to HEAD (Elect.) for its progress. However, the complains received from the residences like fuse call etc. should be attended within 2 hours.

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b) Street - Lighting:-

- i) Checking of street-lighting along main/branch road of colony and public places.
- ii) Replacement of defective parts of street-light such as holder, bulbs, tubes, chokes etc.
- iii) Regular switching "ON" and "OFF" street-lights.
- iv) Periodical maintenance of light fittings & street light fittings with replacement of defective street-light fitting/fitting cover/ lamp, if necessary.
- v) Painting of street lighting pole if necessary.
- vi) Operation of streetlights including approach road to colony, Temple complex, Market complex, ESI Dispensary, etc.and other areas as per requirement.

c) Bush & Tree cutting and digging of cable trench

- i) Bush & trees branches cutting which are coming across the LT overhead conductors and near the electric poles, obstacle to lights, A/B switch boards etc. in the IFCAL areas.
- ii) Bush & trees cutting which are coming across the HT overhead conductors near the DP structures, A/B switch boards etc. in the IFCAL areas.
- iii) Digging, making of LT cable trench & laying of underground LT cable during the rectification of faults.

2) OPERATION OF 33/11 KV Sub-Station at Fabrication Yard, 11/ 0.4 KV Sub-Station AT IFCAL RESIDENTIALCOLONY including HT Over head line,LT Over head line,HT/LT Cables and colony pump house

- a) 33 KV /11. KV sub-stations: 4 sub-stations
 - Sub-station 1: 11 KV/440V, 630KVA Transformer
 - Sub-station 2: 11 KV/440V, 500KVA Transformer
 - Sub-station 3: 11 KV/440V, 750KVA Transformer
 - Sub-station 4: 33 KV/11KV, 5 MVA Transformer
- b) HT overhead lines: IFCAL Fabrication Yard, Sub-station to IFCAL Colony Complex, length approx.8 KM.
- c) LT overhead lines: In colony complex, length approx 10 KM
- d) HT / LT Cables: Main feeding/Tie cables, service connecting cables, street lighting cables, pump cables etc. at IFCAL Colony, Jajpur Road.
- e) Colony Pump House including submersible pumps bore well pump and water supply pumps.

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Scope of work covers the following nature of jobs to be carried out during the maintenance period for colony complex.

a) Sub-Station Equipment :-

- 1) Routine cleaning of transformer, breaker, distribution boards etc. with blower and cloth.
- 2) Oil filtration/Oil changing of transformers whenever required.
- 3) Replacement of Parts/fuses of fuse units/breakers etc. as required excluding capital/Preventive maintenance /repairs of breakers.
- 4) Attending the break downs.
- 5) Cleaning of trenches.
- 6) Operation of breakers, G.O. switch, fuses units etc.
- 7) Maintenance of log -book and history sheet of sub -Station equipment.
- 8) Cleaning of Sub-stations premises in side of buildings and equipments.
- 9) Up-keeping of Sub-stations and Sub- Stores maintained in colony sub station.
- 10) Regular watering of earth pits as and when required.
- 11) The contractor and his workmen shall keep the fencing protected and keep the constant watch on the gate of the sub-station to prohibit entry of stray cattle in the premises.
- 12) Checking, monitoring, rectification of faults in Colony Sub-station panel & other distribution panels inside the colony including meters, lamps, switches, breaker etc.

b) HT and LT overhead lines:-

- 1) Patrolling of HT lines whenever required.
- 2) Attending breakdown of lines i.e. changing of insulators, conductors, replacement of poles etc.
- 3) Operation of GO switches, replacement/rectification of GO switches & DO fuse etc.
- 4) Preventive maintenance of overhead lines, such as checking of bindings, jumpers, guarding etc.
- 5) Cutting of trees/tree branches as and when required with the help of IFCAL HRD Deptt.
- 6) Checking, testing, rectification of LDB, PDB ckts, including replacement of MCBs, wire, fuses etc as mentioned area in sl. no1.

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c) **HT/ LT Cables:** -

- 1) Temporary laying of a fresh or existing HT/LT cables on ground, air, conduits etc. Primarily to restore power supply in case of a breakdown or to provide temporary power supply connection as required.
- 2) Attending all sorts of defects in the main service cables such as straight through joints termination's and other joints etc.
- 3) Checking, testing fault finding, rectification / termination of PVC insulated armored underground cables including fixing of glands, lugs, drilling of holes etc.

d) **Colony Pump House:-**

- 1) Operation of bore well pumps, water supply pumps, Sub-mersible Pumps, as per the direction of the department.
- 2) Routine cleaning of motor control board with blower and cloth whenever required.
- 3) Overhauling of motors such as greasing, cleaning of bearing, changing of bearing in cases of emergency and tightening or connection re-termination etc. excluding rewinding of motors.
- 4) Rectification of faults and rectification/ replacement of defective parts, changing of fuses, tightening of cable lead, re-jointing/ changing of defective cables etc.
- 5) Maintenance of log-book and history sheets of all the equipment installed at IFCAL colony Pump House
- 6) Recording the water supply arrangement to plant daily.
- 7) To assist the pump operator for electrical maintenance as and when required.
- 8) The service provider should ensure proper interaction with IFCAL pump operators for effective regulating of water supply.
- 9) Any type of repair including rewinding of the Pump motor, Sub-mersible pump motors, etc. if it requires to be done by externally agency, party should get the repair work done after getting clearance from Head Electrical. The payment for the same will be reimbursed by IFCAL to the contractor after verification & certification by Head Electrical. Additional 10 % of the bill amount submitted against repair work will be paid to the contractor as service charges

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3) ELECTRICAL INSTALLATIONS AT IFCAL PLANT including all LT electrical equipments, Administrative Building and other offices, other operational areas and plant lighting

- a) LT / HT switches /starters / VCBs, electrical installations of IFCAL Plant, Administrative office, workers canteen and other offices etc.
- b) Other operational area : Such as EOT Cranes, Compressors, Furnace Auxiliary, Pump House, Briquetting Plant, Screen Station, Chrome Ore Dryer, Jigging Plant MRP I & MRP II, Crusher, APC Plant, Charging Car, Mono Rail Crane, Lift, Workshop etc.
- c) Street lighting: Street lighting, plant boundary lighting and common lighting facilities in the Plant round the clock.
- d) Bush & Tree branches cutting which are coming across the LT over head conductors of boundary street lighting system & obstacles to boundary street lights.

Scope of work covers the following nature of jobs to be carried out during the maintenance period for Plant.

- i) Condition monitoring of all the vital equipments like HT/LT Transformers and switchgears, EOT Cranes, Compressors, Screen Station, Furnace Auxiliary equipments etc.
- ii) Co-ordinate with various operational areas inside the plant, attending the phone calls, detects the fault and rectify.
- iii) Shift Maintenance including overhauling and up keeping of HT equipments & LT equipments.
- iv) Providing services as per instruction of HOD (E) or his authorized representative.
- v) Rectification of faults during production process and replacement of defective switches/spares if required in order to maintain smooth production.
- vi) To maintain all electronic measuring and indicating instruments, Electronic weighing batching controllers of Screen Station for furnaces and laboratory.
- vii) To prepare the daily and monthly power consumption report of the plant.
- viii) Maintaining the Shift Log Book/ register for both 33/11 KV Control Room & LT Control Room.

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- ix) To maintain plant and office lighting, Plant earthing system and Battery Room.
- x) Up keeping, recording and monitoring of energy meters inside the plant.
- xi) Checking, testing, rectification of total earthing system at plant including up keeping & testing measurement of earth pit resistance both at sub-station and other operational area.
- xii) The work allotted shall be attended to, within 8 hours and reported to HEAD (Elect.) for its progress. However, the complains received from other operational areas inside the plant like non functioning of auxiliary equipments directly linked with production process etc. should be attended immediately.
- xiii) Regular switching "ON" and "OFF" Plant-lights.
- xiv) Periodical maintenance of light fittings & Plant light fittings with replacement of defective light fitting/fitting cover/ lamp, if necessary.

4) OPERATION OF 2X20 MVA, 33/11 KV Sub-Station AT IFCAL PLANT including 11 KV Control Room, HT Switch Gears, 11/0.4 KV Auxiliary Transformers

a) 33KV /11KV, 2X20 MVA sub-stations

Sub-station 1:	33/11 KV, 20 MVA Transformer
Sub-station 2:	33/11 KV, 20 MVA Transformer
Sub-station 3:	11/0.4 KV, 1 MVA Transformer
Sub-station 4:	11/0.4 KV, 1 MVA Transformer
Sub-station 5:	11/0.4 KV, 1 MVA Transformer
Reduction Furnace	11/0.08 KV, 9 MVA Transformer
Reduction Furnace	11/0.1 KV, 6.5 MVA Transformer

b) 625 KVA & 75 KVA DG Set

c) HT/LT overhead lines: IFCAL Plant Sub-station to JK Road Grid Sub-station, length approx. 7KM

d) HT/LT Cables: Main feeding / Tie cables, service connecting cables, street lighting cables, pump cables etc. at IFCAL Plant, Jajpur Road.

e) Plant Pump House including submersible pumps bore well pump and water supply pumps.

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Scope of work covers the following nature of jobs to be carried out during the maintenance period for Plant.

a) Sub-Station Equipments

- 1) Routine cleaning of transformer, breaker, distribution boards, Lighting Arrester etc. with blower and cloth.
- 2) Oil filtration/Oil changing of transformers whenever required.
- 3) Replacement of Parts/fuses of fuse units/breakers etc. as required excluding capital/Preventive maintenance /repairs of breakers.
- 4) Attending the break downs.
- 5) Cleaning of trenches.
- 6) Operation of breakers, G.O. switch, fuse units etc.
- 7) Maintenance of log -book and history sheet of sub -Station equipment.
- 8) Cleaning of Sub-stations premises in side of 11 KV Control Room, LT Control Room and 33/11 KV Switch Yard.
- 9) Up-keeping of Sub-stations and Sub- Stores maintained in Control Room.
- 10) Regular watering of earth pits as and when required.
- 11) The contractor and his workmen shall keep the fencing protected and keep the constant watch on the gate of the sub-station to prohibit entry of unauthorized personnels in the premises.
- 12) Checking, monitoring, rectification of faults in Sub-station panel & other distribution panels inside the Plant including meters, lamps, switches, breaker etc.
- 13) To maintain all the electrical equipments of 9 MVA & 6.5 MVA Furnace and its auxiliary, 20 MVA Transformers, 1 MVA Auxiliary transformers, ASEA and Jessop crane, monorail crane, Charging car, 33 KV outdoor S/s and its auxiliary, HT and LT Control room etc

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- b) 625 & 75 KVA DG Set
- 1) Routine cleaning of both the DG set, breaker, distribution boards, etc. with blower and cloth.
 - 2) Oil checking/Oil changing of DG set whenever required.
 - 3) Replacement of Parts/fuses of fuse units/breakers etc. as required excluding capital/Preventive maintenance /repairs of breakers.
 - 4) Attending the break downs and operation of DG during emergency power failure.
 - 5) Cleaning of DG set and panels.
 - 7) Maintenance of log -book and history sheet of DG set.
 - 9) Up-keeping of DG Room maintained in Control Room.
 - 10) Regular watering of earth pits as and when required.
- f) **HT and LT overhead lines:-**
- 1) Patrolling of HT lines whenever required.
 - 2) Attending breakdown of lines i.e. changing of insulators, conductors, replacement of poles etc.
 - 3) Operation of GO switches, replacement/rectification of GO switches & DO fuse etc.
 - 4) Preventive maintenance of overhead lines, such as checking of bindings, jumpers, guarding etc.in both HT and LT lines
 - 5) Cutting of trees/tree branches as and when required with the help of IFCAL HRD Deptt.
 - 6) Checking, testing, rectification of LDB, PDB ckts, including replacement of MCBs, wire, fuses etc as mentioned area in sl. no1.
- g) **HT/ LT Cables: -**
- 1) Temporary laying of a fresh or existing HT/LT cables on ground, air, conduits etc. Primarily to restore power supply in case of a breakdown or to provide temporary power supply connection as required.
 - 2) Attending all sorts of defects in the main service cables such as straight through joints termination's and other joints etc.

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3) Checking, testing fault finding, rectification / termination of PVC insulated armored underground cables including fixing of glands, lugs, drilling of holes etc.

h) **Plant Pump House:-**

- 2) Routine cleaning of motor control board with blower and cloth whenever required.
- 3) Overhauling of motors such as greasing, cleaning of bearing, changing of bearing in cases of emergency and tightening or connection re-termination etc. excluding rewinding of motors.
- 4) Rectification of faults and rectification/ replacement of defective parts, changing of fuses, tightening of cable lead, re-jointing/ changing of defective cables etc.
- 5) Maintenance of log-book and history sheets of all the equipment installed at IFCAL plant Pump House
- 6) Recording the water supply arrangement to plant operation and Furnace transformer and furnace cooling daily.
- 7) To assist the pump operator for electrical maintenance as and when requirement arises.
- 8) The service provider should ensure proper interaction with IFCAL pump operators for effective regulating of water supply.
- 9) Any type of repair including rewinding of the Pump motor, Sub-mersible pump motors, etc. if it requires to be done by externally agency, party should get the repair work done after getting clearance from Head Electrical. The payment for the same will be reimbursed by IFCAL to the contractor after verification & certification by Head Electrical. Additional 10 % of the bill amount submitted against repair work will be paid to the contractor as service charges.

5) MAINTENANCE & OPERATION OF 9 MVA & 6.5 MVA furnace APC Plant

- a) 160 KW Blower motor with VVFD panel for 9 MVA Furnace operation
- b) 132 KW Blower motor with VVFD panel for 6.5 MVA Furnace operations.

The APC Plant is a semi automatic with VVFD control panels for 132 KW and 160 KW blower motors to control the frequency, voltage, air pressure etc..and to be inspected and checked periodically on every 1 to 2 hours duration. The person engaged is a APC plant experienced with minimum 10 years experience and highly qualified personnel's with adequate expertise in VVFD control panels.

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Scope of work covers the following nature of jobs to be carried out during the maintenance period for Plant.

- 1) Routine cleaning of VVFD panels, Blower motors, breaker, distribution boards, etc. with blower and cloth.
- 2) Lubrication/Oil changing of various valves whenever required.
- 3) Replacement of Parts/bag filters etc. as required excluding capital/Preventive maintenance /repairs of breakers.
- 4) Attending the break downs.
- 5) Cleaning of APC Control room.
- 6) Operation of APC Plant, VVFD breakers, fuses units etc.
- 7) Maintenance of log -book and history sheet of APC Plant equipment.
- 8) Cleaning of APC Plant premises in side of Control Room, and APC Plant Yard.
- 9) Regular watering of earth pits as and when required.
- 11) Checking, monitoring, rectification of faults in VVFD panel & other distribution panels inside the APC Plant including meters, lamps, switches, breaker etc.
- 13) To maintain all the electrical equipments of 9 MVA & 6.5 MVA Furnace in conjunction with APC Plant operation.

The contractor will have no objection to engagement his labours in any area as will be decided by the HOD (Electrical) or his representative.

(C). **SCOPE OF IFCAL**

IFCAL may provide one no two room quarters in the IFCAL colony to the contractor for rest / accommodation of his / their labours / staff subject to availability. The monthly rent of the quarters shall be the same as applicable to employees of IFCAL. The quarter monthly rent charges shall be debited from the contractor's bill amount. However the contractor's labours may avail the facility of subsidized meals and Tiffin at the Works canteen of IFCAL. In case any machining, fitting / assembly and special welding is required for jobs for which there is no facility at IFCAL works, then the same will be arranged by IFCAL at local workshops at its own cost. The spares, consumables, power supply and other materials required for the maintenance jobs will be arranged by IFCAL at its own cost.

Signature of tenderer with seal

Date

D. GENERAL

(a) All jobs of electrical nature shall be carried out by the approved license holder electrician suitable for working in HT/LT electrical panel.

(b) **The Electricians & Helpers shall report for their duties at IFCAL Plant and the job allotment of IFCAL residential colony are to be done by IFCAL Electrical Department.**

The contractor has to provide labours round the clock in the colony having License to work in HT/LT lines. The details of working times and details of workmen engaged by the contractor in each shift on everyday are given below.

a. "A" Shift 7AM to 3 PM

b. "B" Shift 3 PM to 11PM

c. "C" Shift 11PM to 7AM

d. "G" Shift 9AM to 5PM

(c) All the rules and regulations prevailing and applicable from time to time at the installations as directed by IFCAL will be strictly adhered to by the contractor.

(d) The HOD (E) or his authorized representative shall approve the quality of all the materials used by contractor from time to time.

(e) IFCAL will supply the spares required for the work and test & measurement instruments if any and any other special tools.

(f) It shall be presumed that bidder have understood the quantum and type of jobs to be carried out under this AMC contract. All the maintenance jobs mentioned under contract shall be carried out as per the work procedure and as per guidelines / directions of. HOD (E) or his authorized representative to the contractor from time to time. In general, the work performed by the contractor shall conform to relevant standard and good engineering practice.

(g) Spare parts will be supplied by IFCAL and damaged parts to be returned to the HOD (E) / Main Store. (All Consumables required for day to day maintenance shall be supplied by IFCAL). All consumables spares etc. will be supplied by IFCAL. The consumables are fuses, switch, socket, plug, holder, wiring materials, PVC tapes, Black Tapes, Wires, nails, screws etc.

Signature of tenderer with seal

Date

- (h) Contractor has to ensure the safety of man and machine all the times. Damage of equipments due to bad workmanship /negligence will be recovered as per the decision of HOD (E) which will be final.
- (i) The contractor shall ensure that the equipment to be attended is dismantled carefully without damaging to any part/parts etc. However, if there is any such damage before dismantling of the equipment, the same is to be shown to the Engineer who is supervising the Job.
- (j) The recovery in respect or any spare which is damaged due to negligence on the part of contractor will be done at the rates mentioned in the price catalogue of the manufacturer or any other source plus overheads also.
- (k) Carrying / striking of matches, lighters or smoking or other such acts which may cause fire hazards in the residential colony is strictly prohibited.
- (l) All tools/tackles required to carry out preventive maintenance/breakdown maintenance as per the list in Annexure 3 is in the scope of the contractor.

Signature of tenderer with seal

Date

ANNEXURE – C

The Rate of Wages and related charges are given below for engagement of different category labour prevailing as on date in IDCOL Ferro Chrome & Alloys Ltd, Jajpur Road.

Sl. no.	Description	Un-skilled (Rs)	Semi Skilled (Rs)	Skilled (Rs)
1	Minimum Wages	345.00	385.00	435.00
2	Employer share of Provident Fund @ 12% of wages	41.40	46.20	52.20
3	Administrative charges of Provident Fund @ 0.5% of wages	1.72	1.92	2.17
4	EDLI of P.F @ 0.5% of wages	1.72	1.92	2.17
5	Employers share of contribution @3.25% on wages & allowance	11.72	13.02	14.64
6.	Bonus @ 8.33% subject to calculation under the payment of Bonus Act 1965	19.17	19.17	19.17
7	Conveyance Allowance per day	3.00	3.00	3.00
8	Washing Allowance per day	3.15	3.15	3.15
9	Other Allowance per day	1.50	1.50	1.50
10	Molasses and banana per day	8.00	8.00	8.00
11	Safety appliances per day	2.00	2.00	2.00
12	Picnic allowance per day	0.16	0.16	0.16
13	Leave wages @ 5% of wages	17.25	19.25	21.75
14	National and Festival holiday wages @ 2% of wages	6.90	7.70	8.70
15	Retrenchment benefit @ 4.81% of wages	16.59	18.51	20.92
16	Income Tax @ 1% of wages	3.45	3.85	4.35
17	Cost of dress per day	3.28	3.28	3.28
	Total	486.01	537.63	602.16

Signature of tenderer with seal

Date

ADDITIONAL TERMS & CONDITIONS

- i) The contractor shall keep the appropriate category of manpower for the job as mentioned in GCC.
- ii) The contractor shall keep sufficient stock of stores as per the instructions of HOD(E) and the maintenance work should not suffer on account of non availability of stores.
- iii) The contractor shall ensure the "round-the clock" maintenance of the area covered in the scope of work.
- iv) The contractor shall submit the manpower roaster (daily, weekly, monthly) to deptt. The roaster shall be made in consultation with the HOD (E).
- v) The contractor shall keep the attendance of workers (shift wise) engaged in the job and shall submit periodically for checking to the HOD (E).
- vi) The contractor and his workers shall work as per the guidelines of HOD (E).
- vii) The workmen employed by the contractor shall be well-versed with the type of equipment to be handled and shall have adequate knowledge in the line. The contractor shall generate best working condition and wage-structure to attract such workmen.
- viii) The contractor shall ensure the correct discipline of the workmen deployed by him.
- ix) All damaged/replaced materials shall be kept in safe custody and shall be returned to Deptt. as per instruction of HOD(E).
- x) The workmen deployed by the contractor attend to the fire hazards to the area covered in the scope of work. The contractor & his workmen shall keep the fencing protected and keep the constant watch on the gate of the exchange to prohibit the entry of cattles and unauthorized persons in the premises.
- xi) The contractor shall keep the log book to get the instruction from supervisor/ Engineer and shall follow the instructions accordingly.
- xii) All the works shall be executed as directed by HOD (E).
- xiii) Contractor has to provide the necessary T&P as mentioned in an indicative list in Annexure-3 to each Shift.
- xiv) Any sort of mis-happening or damage to the equipment caused by the contractor's omission & IFCAL is the responsibility of the contractor and shall be made good by him at no extra cost.
- xv) The contractor can be asked to deploy man power anywhere in the campus in emergency.
- xvi) The manpower to be deployed for general shift as well as in shifts shall be as per instruction of HOD (E) in line with as mentioned in GCC. However, during actual execution if the same is found insufficient, the contractor may be required to deploy more man power as per instruction direction of HOD (E) for successful management of maintenance work. Nothing extra shall be payable to the contractor for such deployment. Further even for emergencies or in case of breakdown, the contractor shall do so to attend the same and no extra payment will be made to the contractor on this account.

Signature of tenderer with seal

Date

**IDCOL FERRO CHROME & ALLOYS LIMITED
JAJPUR ROAD, JAJPUR**

TECHNO-COMMERCIAL BID FORMAT (PART I)

1.	Name of the Tenderer & Full address, Telephone Number (Land & Mobile), Fax, E-mail, Voter ID etc.	
2.	Father's Name of the Tenderer (in case the Tenderer is an individual)	
3.	Legal status of the Tenderer (In case of the Firm) (Attested copies of Memorandum & Articles of Association or deed as the case may be to be enclosed)	
4.	Name of the Managing Director / each partner / individual as the case may be.	
5.	Organization Chart indicating the number & category of professionals with skilled / unskilled workmen with their qualification and valid electrical license in their pay roll as their permanent employee. (To be enclosed in a separate sheet)	
6.	GSTIN (Enclose copy of GST Registration certificate)	
7.	Income Tax PAN to which GSTIN is linked (Enclose copy of above PAN Card)	
8.	EPF Registration & Code Number	
9.	ESI Registration & Code Number	
10.	Labour License number & date	
11.	Whether the tenderer was awarded any contract job at IFCAL in the past two years 2017-18 & 2018-19 and had failed to execute the same (Mention Yes or No)	
12.	EMD Details	
	In Figure	
	In Words	
	D.D / Bankers Cheque No	
	Name of the Bank Date	
13.	Cost of Tender paper	
	In Figure	
	In Words	
	D.D / Bankers Cheque No	
	Name of the Bank Date	

N.B: All Xerox copies of the certificates enclosed should be duly signed by the tenderer.

The tenderer is to put his/her signature and the seal of the firm/company/individual on all the documents submitted as well as the copies of credentials/certificates furnished.

Signature of tenderer with seal

Date

**IDCOL FERRO CHROME & ALLOYS LIMITED
JAJPUR ROAD, JAJPUR**

TECHNO COMMERCIAL BID (Eligibility Criteria) (PART II)

Sl. No	Description	Submitted	
		Yes	No
(a)	Deposit of Earnest Money of Rs.1,00,000.00 as per tender document	Yes	No
(b)	Details of Labour License for minimum 20 No's of labour (Xerox copy of the Valid Labour License issued by concerned DLO to be enclosed)	Yes	No
(c)	P F Code No (Xerox copy of proof of document to be enclosed)	Yes	No
(d)	E. S. I. Registration No (Xerox copy of proof of document to be enclosed)	Yes	No
(e)	PAN issued by Income Tax Authority (Xerox copy of the certificate to be enclosed)	Yes	No
(f)	GSTIN Regd No		
(g)	Valid HT Electrical Contractors License issued by Electrical Licensing Board of Orissa or licensing Board of any other state / Central Govt. to undertake HT & LT work. (Xerox copy of proof of document to be enclosed)	Yes	No
(h)	Proof of work executed any type of Electrical maintenance work of any plant/colony/office complex or carried out labour supply job for Electrical maintenance work during the last five years (i.e. 2014-15 to 2018-19). Copy of at least one work order should be enclosed	Yes	No
(i)	Copy of at least one satisfactory completion certificate issued by the client whose copy of Work Order/Contract. (To be enclosed as a proof of document)	Yes	No

Certificate to be given by the Tenderer/ Bidder:

Certified that the above particulars are true to the best of my/our knowledge. In case any statement above is found to be false, I / we shall have no objection to forfeiture of EMD and cancellation of Work Order at our risk and cost issued if any.

I / we also certify that I / we have visited the site and assessed the working system and local conditions. My/our bid is based on the basis of our full understanding about the job.

I / we also authorize IFCAL to forfeit my/our earnest money and cancel the work order at any stage in case I / we fail to take up the job in accordance with the terms & conditions agreed.

N.B: All Xerox copies of the certificates enclosed should be duly signed by the tenderer.

Signature of tenderer with seal

Date

IDCOL FERRO CHROME & ALLOYS LIMITED

(A Wholly Owned Subsidiary of IDCOL)

(A Govt. of Orissa Undertaking)

P.O: Ferro Chrome Project-755 020

Jajpur Road, Dist: Jajpur.

PRICE BID FORMAT

TENDER CALL NOTICE NO.

Name of the Tenderer / Bidder

The bidder shall visit the IDCOL Ferro Chrome & Alloys Ltd., Jajpur Road on any working day during working hours, assess the requirement of persons to undertake the job of Electrical installations at IFCAL Plant and IFCAL Residential Colony including Sub-station and quote the service charges taking into account of his liabilities towards the labours to be engaged by him and his commission/profit.

Description of work	Service charges per month
<p>As stated details in the scope of work at Clause no.(B) of the GCC (Annexure -B)</p> <ol style="list-style-type: none"> 1) ELECTRICAL INSTALLATIONS AT IFCAL RESIDENTIAL COLONY including residential Qtrs, other operational areas and street lighting 2) OPERATION OF 33/11 KV Sub-Station at Fabrication Yard, 11/ 0.4 KV Sub-Station AT IFCAL RESIDENTIALCOLONY including HT Over head line,LT Over head line,HT/LT Cables and colony pump house 3) ELECTRICAL INSTALLATIONS AT IFCAL PLANT including all LT electrical equipments, Administrative Building and other offices, other operational areas and plant lighting 4) OPERATION OF 2X20 MVA, 33/11 KV Sub-Station AT IFCAL PLANT including 11 KV Control Room, HT Switch Gears,11/0.4 KV Auxiliary Transformers 5) MAINTENANCE & OPERATION OF 9 MVA & 6.5 MVA furnace APC Plant 	<p>In figures.....</p> <p>(In words</p>

N.B:

- (1) GST will be paid extra as per rule on the sum total of service charges.
- (2) If there is any discrepancy / ambiguity in the rate quoted in figures and the rate quoted in words, then the rate quoted in words shall be taken into consideration for bid evaluation / price negotiation purpose.
- (3) The rate quoted in words should be clear and legible. If the same is found to have been erased and re-written / over written/ corrected / altered otherwise, then the tender shall be rejected.
- (4) The work order rate (i.e. the service charges per month) is subject to revision in line with the clause No.8 (b) of the GCC.

Signature of the Tenderer with official seal

Date:

**IDCOL FERRO CHROME & ALLOYS LIMITED**

JAJPUR ROAD

Break-up of the quoted service charges.

No. of persons to be deployed	Description	Amount (Rs. in figure & words)
	TOTAL	

Signature of the Tenderer with official seal

Date: