



1. NOTICE INVITING TENDER

SL	PARTICULARS	DETAILS
1	TENDER REFERENCE	EDN/JC/SA&EM/11-13/01
2	NAME OF WORK	“JOB CONTRACT FOR MATERIAL MOVEMENT, CLEANING ETC IN SUB-ASSEMBLY & ENERGY METERS AREAS”,
3	CONTRACT PERIOD	TWO YEARS
4	ESTIMATED VALUE	Rs.1,04,00,000/-
5	EARNEST MONEY DEPOSIT	Rs.2,00,000/-.
6	LAST DATE AND TIME FOR RECEIPT OF COMPLETED TENDER	09-03-2011; 13.00 HRS. (WEDNESDAY)
7	DATE & TIME FOR TENDER OPENING	09-03-2011; 14.30 HRS. (WEDNESDAY)
8	PLACE OF SUBMISSION OF TENDER DOCUMENT ALONG WITH EMD	TENDER DROP BOX OF SUB ASSEMBLY (RESPECTIVE DAY) IN RECEPTION AREA OF BHEL – EDN, BANGALORE – 26. TENDERS WILL BE OPENED IN SA-MM CONFERENCE HALL.

Note :- The Tenderer shall return the duly filled in Tender document after affixing signature and seal on all the pages. Tender document contains 25 pages.

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Name of work:

“JOB CONTRACT FOR MATERIAL MOVEMENT, CLEANING ETC
IN SUB-ASSEMBLY & ENERGY METERS AREAS”

Tender Reference No.: EDN/JC/SA&EM/11-13/01.

1. Instructions to Tenderers

- 1.1 Sealed Tenders for the above work are hereby invited from the Contractors experienced in works of similar kind and magnitude.
- 1.2 Tender shall be submitted in two parts, i.e. (1) Techno-Commercial bid and (2) Price Bid.

Techno-Commercial bid shall be submitted confirming acceptance to all the clauses indicated in this Tender along with EMD and enclosures as required by the Tender and any other which the Tenderer wish to submit. Tenderers shall also sign each and every page of the Tender document including the Work Instructions attached thereto before submitting Tender. Deviations / variations, if any, to the clauses of the Tender shall be indicated clearly. These are to be put in one sealed envelope and superscribed with Tender reference and ‘Techno-Commercial Bid’.

Price Bid duly filled & signed with seal, must be submitted in another separate sealed envelope superscribed with Tender reference and ‘Price Bid’. Price bid envelope must contain only the rates. ie. Format – 1 and Format – 2 which are enclosed hereto.

Sealed envelope of both (1) Techno-Commerical bid and (2) Price bid must be put in a single sealed envelope superscribed with Tender reference and due date must be sent within the specified date and time.

In this regard, if any clarification is required, the Tenderers may contact the officer mentioned here below.

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Tenders should be addressed to:

**SR. MANAGER- Sub Assembly (Production),
BHEL, Electronics Division,
P.B. No.:2606, Mysore Road,
Bangalore – 560026.**

**Phone : 26998744, 9449869972
Email :- prasadjvvs@bheledn.co.in**

The full name and address of the Tenderer and the name of the work with Tender reference should be indicated on the sealed Cover.

- 1.3 Address of the Tenderer, the name of the person to whom all the correspondences are to be addressed should be indicated, with telephone number / mobile number (both Office & Residence), e-mail address and fax numbers.
- 1.4 All the entries in the Tender Documents should be in one ink. Erasures and over writings are not permitted. Cancellations and insertions if any, shall be authenticated by the tenderer by signing and affixing his seal .
- 1.5 Tenderer shall fill in all the required particulars in the blank spaces provided in the Tender documents and also sign at the bottom of each and every page of the Tender document before submitting the Tender.
- 1.6 Unit rate should be quoted in figures as well as in words in Indian Currency only, i.e Rupees and paise with reference to each and for all the items shown in the attached Tender Schedule ie. Format – 1 and additional amount quoted under Format – 2. These rates shall be for the finished work at site. The rates shall include all taxes and duties payable on account of octroi, sales tax, service tax and expenditure incurred on transportation or payment of any additional incentive to the workmen deployed on Works Contract etc and also expenses towards PF & ESI contributions. For the purpose of ascertaining the

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total cost under Format - 1, unit rate only will be considered and the same only will be multiplied by the number of units to arrive at total.

1.7 As a welfare measure towards his workers who may be deployed under this contract the Tenderer must consider Rs. 20/- per day per person for Transport Allowance and Rs. 10/- per day per person towards Attendance Bonus and take it into account for the purpose of Estimate and the quoted rate shall be inclusive of the above incentives as well. Further, the Tenderer can include Washing Allowance @ Rs.75 per month per person payable to his Workers deployed under this contract in the estimation and quote unit rate inclusive of such allowance.

1.8 *Further the tenderer may note that, if he is awarded the contract, he shall pay an Additional amount of Rs.2000/- per month for un-skilled worker, Rs. 2300/- per month for semi-skilled worker to his workmen deployed under the contract every month and claim reimbursement from BHEL. This shall be excluded in the unit rate as it is covered under Format – 2. The following method may be adopted for calculation of additional amount.*

CALCULATION METHOD

(Rate per day of addl.amount) X No of days present in a month (i.e. including paid holidays and paid leaves)

“Rate per day” may be arrived at by dividing above additional amount per month by 26.

The aforesaid additional amount payment is at the sole discretion of BHEL. BHEL reserves the right to change the rate of or cancel payment of Additional Amounts upon due intimation to contractor. Any change in rate on account of changes in value of Additional Amounts / any amounts becoming payable statutorily / any other reason the same shall be as communicated by BHEL and will be binding on the contractor and his workmen deployed for this contract without exception.

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The quote for additional amount may be submitted as per format – 2. It may also be noted that the quote submitted by format – 1 (refer point 1.16 of this NIT) and format – 2 will be added up to arrive at the lowest bidder.

- 1.9 *The tenderer shall take notice that workmen engaged under this contract shall be provided with 2 pairs of uniform per annum, 1 pair of shoes covering 2 years period, 2 pairs of socks covering 2 years period, 1 no of toilet soap per person per month by the contractor, as per BHEL norms & terms, which will be reimbursed by BHEL against proof of issue in line with BHEL instruction in this regard, which will be communicated in writing separately. Service charge @ 5% will be allowed towards the cost of above items. This shall be excluded in the unit rates. The cost towards the above item will be around 1.85 lakhs. This is only an indicative figure for information.*
- 1.10 In case the rates quoted in figures differ from those quoted in words, the lower will be taken as the Tendered rate and shall be binding on the Tenderers. The lowest price bid (L1) shall be arrived based on the total amount for all the activities under the “Schedule “ ie. Format – 1 and additional amount quoted under Format – 2 put together.
- 1.11 In quoting their rates, the Tenderers are advised to take into account all factors including any fluctuations in the market rates in the future. No claim for the enhanced rates will be entertained on this account after acceptance of the Tender or during the contract period of 2 years.
- 1.12 The rates to be quoted by the Tenderer shall be firm and shall cover and include all statutory levies and contribution such as ESI, PF etc payable by the contractor for the workers he may deploy to carry out the job. [Under various enactments passed by Parliament or by the State legislature and Rules framed thereunder]. The rates shall further be deemed to include statutory levies arising from such acts, central or state, which may come into force, subsequent to submission of Tender. The Tenderer shall note that no claim for enhancement of rates on the ground that existing statutory levies have been increased or those new statutory levies have come into effect after submission of Tender, or on any other ground, will be entertained.
- 1.13 The rates quoted in the Tender shall remain valid for a period of three months from the date of opening of the Tender.
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- 1.14 Tenderer shall not increase their quoted rates, once the Tenderer has submitted his quotation and during execution of the contract, in case his Tender is accepted.
- 1.15 Before submission of Tender, the Tenderers are necessarily advised to inspect the site of work and its environment and be well acquainted with the actual working and other prevailing conditions including various best practices adopted by BHEL with respect to position of the materials and labour. Pre bid meeting deliberating aspects involved in Job contract can be arranged on request to ensure proper understanding by the Tenderers who wish to participate. They should be well versed with BHEL General Conditions of Contract, Instructions to Tenderers, specifications and all other documents, which form part of the Agreement to be entered into subsequent to award of work. The Tenderer shall specifically note that it is Tenderer's responsibility to provide any item, which is not specifically mentioned in this specification but which is necessary to complete the work.
- 1.16 Details and quantities of each item of work shown in the Tender schedule – Format - 1, attached hereto are only approximate. They are given as a guideline for the purpose of Tendering only and are liable to variations and alterations at the discretion of the competent authority without entitling the contractor to any compensation throughout the contract period of two years from the date of commencement of work, provided the total value of the contract does not vary by more than 20%. The work under each item as executed shall be measured and paid at the corresponding rates to be quoted by the Tenderer in the Tender schedule - Format - 1, attached hereto. It shall not be based on number of persons deployed or on any other criteria.
- 1.17 Please note that our normal working hours are from 07.30 A.M. to 04.36 P.M. from Monday to Friday & 07.30 A.M. to 12.30 P.M. on Saturdays. However, depending upon work load, the factory may operate in staggered shift also and the Tenderer will be required to deploy their labour accordingly if so directed.

1.18 ESSENTIAL ELIGIBILITY CRITERIA FOR THE TENDER

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- A) The Tenderer should have experience of at least THREE (3) years in executing labour contracts, which is considered to be similar work, preferably in large organizations.
- B) The Tenderer should have successfully completed similar works during the last 7 (seven) years from submission of Tender as per the details hereunder (copy of the completion certificate to be enclosed)
- Three similar completed works (each not less than 40% of the estimated value of this Tender) or
 - Two similar completed works (each not less than 50% of the estimated value of this Tender) or
 - One similar completed works (not less than 80% of the estimated value of this Tender)
- C) The Tenderer should have a legal status such as that of a Proprietary concern, Partnership firm, Company etc. The Tenderer should have been registered under relevant Act for carrying out the nature of work for which this Tender is invited.
- D) The average annual turnover of the Tenderer for last three years from submission of Tender should be at least 30% of the estimated value of this Tender. You are requested to submit copy of IT returns for the last 3 year or statement of accounts certified by a qualified chartered accountant for the last 3 years along with the offer as evidence.
- E) The Tenderer should have PAN/TAN/TIN.
- F) The Tenderer should have ESI, PF and Service Tax registration number allotted in its name. The letters issued by the concerned authorities should be enclosed with the Technical Bid of the Tender to evidence such registration.
- G) The Tenderer should submit EMD along with Technical Bid. Offer/s without EMD is liable for rejection.

The Tenderers should have categorically confirmed acceptance of all the Tender terms and condition including the payment terms. On non-compliance / non- conformity of the above, offer is liable for rejection. BHEL reserves right to go in for reverse auction.

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2. Terms and Conditions

2.1 This Tender is for “JOB CONTRACT FOR MATERIAL MOVEMENT, CLEANING ETC IN SUB-ASSEMBLY & ENERGY METERS AREAS”, for a period of TWO YEARS from the date of awarding the Tender.

2.2 The Tenderer shall deposit Earnest Money Deposit (EMD) for the value as indicated in ‘NOTICE INVITING TENDER’ along with the Tender document. When the work is awarded to the lowest Tenderer the amount of EMD will be adjusted against the security deposit payable by the contractor. The EMD shall be in the form of demand draft from any nationalised bank or from a scheduled bank drawn in favour of Bharat Heavy Electricals Ltd, Electronics Division, Bangalore.

2.2.1 EMD by the Tenderer will be forfeited as per Tender Documents if

- i) After opening the Tender, the Tenderer revokes his Tender within the validity period or increases his earlier quoted rates.
- ii) The Tenderer does not commence the work within the period as per LOI / Contract. In case the LOI / contract is silent regarding such period then within 15 days after award of contract.
- iii) EMD given by all unsuccessful Tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful Tenderer.

2.2.2 EMD shall not carry any interest.

2.2.3 The contractor shall deposit an amount of Rs 6,70,000.00 (Rupees Six lakhs seventy thousand only) as Security Deposit with BHEL as per Works Policy valid for 30 months from the date of commencement of contract in the form of cash(as permissible under Income Tax Act) , pay order , Demad Draft , local cheque (subject to realization) from a nationalized bank in the name of BHEL, Fixed Deposit Receipt (FDR) issued by Scheduled Banks / Public Financial Institutions as defined under the Companies Act 1956. The FDR should be in the name of the “Contractor A/c BHEL”, duly

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discharged on the back. The contractor should deposit minimum 50% of the security deposit before start of the work and balance 50% may be recovered at the rate of 10% from the running bills. EMD of the successful Tenderer can be converted and adjusted against security deposit in case of payment of EMD is in the form of Cash, pay order or DD as mentioned above. However, in such cases the contractor shall make good of the deficit, so that 50% of the security deposit is ensured before commencement of the work.

- 2.3 The Security deposit will be forfeited and credited to BHEL in the event of breach of any of the terms and conditions of this contract by the Contractor.
- 2.4 The Security deposit will be refunded to the contractor by BHEL after adjusting any sums due to BHEL from the Contractor or under any other contract with this Division or any other sister division of BHEL, upon the fulfillment of the contract and the Contractor furnishing No Demand and No Due Certificate from ESIC, EPFO to the effect that there is no claim or demand in respect of the contract executed.
- 2.5 The Payment will be made to the Contractor on the basis of work carried out, keeping in view the Unit of measurement. In case, the same persons deployed by the contractor, are permitted by him to continue to work beyond normal working hours, for any reasons whatsoever, contractor in such cases shall pay them the wage rates applicable under the Factories Act at contractors cost. In other words no overtime (OT) payment will be made by BHEL, as the payment is on "Unit Rate Basis".
- 2.6 **Terms of Payment:** The payment will be made on the basis of Quantum of work done, based on Unit rate and within 30 days from the date of submission of bills, duly certified by BHEL Engineer-In-charge. Bills should be submitted along with all necessary documents, challans for ESI /PF and returns etc. as applicable under contractor's statutory liability and this contract.

3 Contractor's Obligations:

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Contractor shall decide the number of workmen to be deployed for execution of the work awarded to him and he or his authorized representative will be solely entitled to instruct such workers about the manner in which the awarded work is to be carried out as per the prescribed specifications and as directed by Engineer-In-charge. The Contractor shall be fully responsible for the work awarded to him.

- 3.1 Contractor shall depute a supervisor to supervise work to be carried out by his workmen. The work shall be executed as per work instructions and to the satisfaction of Engineer-In-charge.
 - 3.2 Contractor shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and do not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc. to carry out the work
 - 3.3 Contractor shall maintain appropriate records of his employees deployed to carry out the job(s).
 - 3.4 Contractor shall provide employment card / identity card with photograph duly verified and attested by the Contractor to his employees deployed to execute the work. Contractor shall also indicate the name of the proprietary / partnership firm / Company, place of work, contact number and duration of validity of the card etc. in such identity card.
 - 3.5 Contractor will be fully responsible for the good conduct of his employees deployed to execute the work. In case of any misconduct / misbehaviour by any employee, the contractor will replace such employee(s) immediately.
 - 3.6 Contractor will ensure that the job is executed through his employees on his rolls only and under no circumstances the contractor will deploy any casual employees to carry out the job; nor shall sub-contract the job without prior written permission from BHEL.
 - 3.7 Contractor will keep watch on his employees and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission
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by his employees. Similarly, liability for any compensation to outsiders & his employees on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with contractor.

- 3.8 The contractor shall be responsible for enforcing all safety regulations as applicable, strictly ensure wearing of safety equipments by them inside the factory. BHEL may provide hand gloves & consumables, material handling equipment etc. wherever required.
- 3.9 The contractor has to provide a distinct uniform different from BHEL employees. The uniform should have logo of the contractors firm / company. The uniform shall be in neat, tidy and wearable condition.
- 3.10 Contractor to ensure that all precautions are taken for safety of his employees. The contractor shall be responsible for enforcing all safety regulations as applicable, while undertaking the work Tendered inside the factory.
- 3.11 In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees and his equipments, if any; from the establishment of BHEL.
- 3.12 Contractor shall take necessary insurance policy for his workmen to cover workmen's compensation and accidental cover as may be applicable.
- 3.13 BHEL will provide consumables, material handling equipments etc. where ever applicable.

4 Contractor's statutory liability:

- 4.1 All statutory requirements under Minimum Wages Act 1948, Payment of Wages Act 1936, Workmen Compensation Act 1923, EPF & MP Act 1952, Payment of Gratuity Act 1972, ESI Act 1948, the Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act 1961, Service Tax rules and all other applicable Acts and rules shall be complied with by the contractor.

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- 4.2 Contractor shall comply with all statutory requirements, Rules, Regulations, and Notifications issued from time to time by the concerned authorities in relation to employment of his employees.
- 4.3 Contractor shall ensure payment of statutory prescribed minimum wages of Karnataka State Government as applicable from time to time and maintain proper records of their timely disbursement.
- 4.4 Contractor shall provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act 1952 to the RPFC.
- 4.5 Contractor shall ensure payment of ESI contribution under ESI Act 1948 and provide ESI membership No. card of each employee.
- 4.6 Contractor shall maintain proper records of PF, EDLI, Pension, ESI contribution, administrative charges etc., wherever applicable and shall produce proof of deductions as well as remittances. Contractor shall issue wage slips to his employees.
- 4.7 Contractor shall furnish proper Returns to the concerned statutory authorities and provide a copy of the same to BHEL.
- 4.8 Contractor shall be solely responsible for non payment / delayed payment of wages / DA, contributions under EPF & MP Act, ESI Act etc.
- 4.9 In case, the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities & a claim is made against BHEL for what so ever reason, the security deposit /other dues/ running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
- 4.10 Contractor shall indemnify BHEL against all claims and losses if it suffers under various labour laws, statutes or any civil or criminal law in connection with employees deployed by him.
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- 4.11 The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor, as BHEL is not the employer for him.
- 4.12 Contractor shall obtain necessary insurance cover at his own cost to mitigate any risk of accidents, losses, damages etc. BHEL shall not be responsible for any losses, damages to the contractor or to his employees.
- 4.13 Contractor should ensure that the employees allowed entering BHEL premises shall be covered under independent code numbers / exemptions under EPF & MP Act 1952 and ESI Act 1948.
- 4.14 Payment of bonus under the Payment of Bonus Act, payment of gratuity under the Gratuity Act, and retrenchment compensation under ID Act will be the sole responsibility of the contractors.
- 4.15 Over and above the daily wages rate, the contractor shall make payment to his employees deployed under this contract towards leave with wages also.
- 4.16 Contractor shall observe provisions of Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employees who may be deployed in BHEL premises. No work shall be done on second / third shift, overtime, Sundays or on other declared holidays without written permission from BHEL.
- 4.17 Contractor shall be responsible for making payment of wages before expiry of 7 (seven) days from the last day of wage period and to ensure disbursement of wages in the presence of the representative from BHEL.
- 4.18 Contractor shall obtain license under CL (R&A) Act, 1970.
- 4.19 All the Contractors will have to produce documentary evidence of being a Income Tax Assesse. Income Tax Permanent Account No (IT PAN No) and Tax Deduction Account No (TAN) or Income Tax Clearance Certificate (ITCC) shall be produced
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GENERAL TERMS & CONDITONS

- 5 Engineer-In-charge shall give overall instruction to the contractor or his authorized representative for the jobs to be carried out. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or on employer-employee relationship. Supervision of work shall be done by the contractor / his authorized Supervisor exclusive for this work only.
- 5.1 The contractor shall maintain regular contact with the designated Engineer – In – Charge of BHEL and will interact on matters relating to the work awarded under this contract.
- 5.2 In case the contractor does not carry out the contractual / statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency / anomaly within three days time failing which, BHEL reserves the right to terminate the contract without assigning any reason what so ever. In such an event, no damages will be payable for short closure of the contract.
- 5.3 The decision of BHEL regarding interpretation of any terms and conditions set forth in this agreement shall be final and binding on the contractor.
- 5.4 Notwithstanding anything contained in this agreement, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 30 days to the contractor.
- 5.5 The contractor shall commence the work immediately on receipt of the order and the contract shall remain valid for a period of TWO YEARS from the date of issue of Job contract. The parties reserve the right to extend the contract on mutually agreed terms and conditions.
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- 5.6 Tenderer shall furnish a solvency certificate for Rs. 10,00,000.00 (Rupees Ten Lakhs only).
- 5.7 Penalty at the rate of 0.5 % per week will be levied, upto a maximum of 10% of the unexecuted portion of contract value; for the delay in execution of work.
- 5.8 Successful Tenderer executing work in BHEL for the first time shall be required to furnish a bank guarantee for Rs. 1,00,000/- (Rs. One Lakhs only) towards anti-desertion valid for a period of two years.

6. ARBITRATION AND GOVERNING LAW

All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached, the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the Rules made thereunder. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of unit of BHEL-EDN. Job with the BHEL will not be a disqualification for appointment as arbitrator. The award of the arbitrator shall be final and binding on both the parties. The venue of the arbitration shall be Bangalore. The award to be given by the arbitration shall be a speaking award.

7. Signature of the Parties

A contract agreement needs to be executed as per BHEL format on non-judicial stamp paper of Rs 100/- to be purchased by the contractor. It should be signed with seal of the firm / company and witnessed.

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WORK PROCEDURE / INSTRUCTION (QUALITY STANDARD)		
I.	<u>SUB ASSEMBLY PRODN. & TESTING</u>	
Sl.No	Activity	QUALITY STANDARD
1	Cleaning of PCBs	Cleaning of PCBs to be carried out without damaging components. Proper cleaning to be ensured (No residues of flux on the PCBs). Iso Propyl Alcohol (IPA) should not be spilled while using / cleaning PCBs.
2	Movement of Mat. From holding stores.	The bins loaded with components are to be moved carefully without spillage of components during transportation.
3	Cleaning of Machines, Jigs, fixtures	All the machineries are to be cleaned for dust by using cheese cloth, Collin spray etc.
a	SMT line	All the machineries are to be cleaned for dust by using cheese cloth, Collin spray etc.
b	Wave sold machines, cleaning machines, conformal coating M/Cs	All the machineries are to be cleaned for dust by using cheese cloth, Collin spray etc.
c	Racks Power Modules Assly and Test	All test jigs & fixtures are to be cleaned for dust using vacuum cleaner
d	Desp., Prep. area, final assy area	To be cleaned for dust using vacuum cleaner
e	Temp. Cy. Chambers, Test Jigs at EAST Annex Ground Flr	To be cleaned for dust using vacuum cleaner
f	Test Jigs at EAST Annex First Flr, ICT, Annex II Floor	To be cleaned for dust using vacuum cleaner
g	Cleaning of Jigs Fixtures at Valve set Assembly/Test	To be cleaned for dust using vacuum cleaner
h	Cleaning of Jigs Fixtures at Repair Cell	To be cleaned for dust using vacuum cleaner
4	Movement of Matl. from Prep. To Assembly	Proper trolleys are to be used for specific jobs
5	Movement of Mat From Assly to WS, ICT, Functional Test	Bins along with the PCBs / components to be moved without damaging PCBs and components
6	Movement of Mat from Stores to Racks, Power Module Assembly	Material should be moved carefully without damages.
6a	Movement of Surface mount assembled PCB's from SMT line to other floors	Bins along with the PCBs / components to be moved without damaging PCBs and components

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WORK PROCEDURE / INSTRUCTION (QUALITY STANDARD)		
Sl.No.	Activity	QUALITY STANDARD
7a	Movement of Finished Modules from Desp and to Holding Store	Modules in suitable packing should be moved without damaging the modules.
7b	Movement of mat from Functional test (FT1) to Burn-in	Bins along with the PCBs / components to be moved without damaging PCBs and components
7c	Movement of mat from Burn-in to Functional test (FT2)	Bins along with the PCBs / components to be moved without damaging PCBs and components
8	Movement of Mat from Test to Assembly	Bins along with the PCBs to be moved without damaging PCBs / components
9	Movement of Finished Valve Set Modules from Test to Oil Circulation	Proper trolleys are to be used for specific jobs. The valve sets are to be moved without damaging the Valve Sets / Assemblies.
9a	Movement of tested valve set modules from oil circulation back to test	Proper trolleys are to be used for specific jobs. The valve sets are to be moved without damaging the Valve Sets / Assemblies.
10	Movement of Mat from MRC to dispatch / SA-test etc	Modules should be moved carefully without damages.
11	Unpacking of material received at MRC	Materials should be unpacked without damaging the materials received and relevant documents and accessories received should be carefully handed over to the Engineer in charge.
12	Movement of Documents	Documents are to be moved to the respective areas as indicated ,properly
13	Movement of material within holding stores	Materials to be moved using proper bins without spillage
14	Module Packing	Modules are to be packed in antistatic covers and boxed in antistatic box provided without damaging the modules
15	Movement of MAX Rack material from Store 11 to work area.	Materials for racks assembly are to be moved carefully from store 11 in trolley without damaging the components

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WORK PROCEDURE / INSTRUCTION (QUALITY STANDARD)		
Sl.No.	Activity	QUALITY STANDARD
II		
SA - MM STORES		
1,2,3	Shifting of materials which are unloaded by GI outside the holding store. (Bldg 6, Bldg 12, Bldg 13)	Materials to be moved using proper bins without spillage
4,5,6	Loading the heavy items/packets into the racks (Bldg 6, Bldg 12, Bldg 13)	Heavy items are to be loaded carefully without damages.
7,8,9	Unloading the heavy items/packets from the racks & Shifting/Relocating of the items (Bldg 6, Bldg 12, Bldg 13)	Heavy items are to be loaded carefully without damages.
10,11,12	Maintaining general cleanliness of racks. (Bldg 6, Bldg 12, Bldg 13)	Racks are to be cleaned properly with collin and cheese cloth for dust
13,14,15	Washing of bins (Bldg 6, Bldg 12, Bldg 13)	Bins are to be cleaned with water and to be wiped with cheese cloth
III		
<u>ENERGY METERS PRODN. & TESTING</u>		
1	Unloading of S/Ph and P/Ph defective meters etc.	Job to be carried out without breaking the meters during handling. Meters to be arranged in Bins as per instructions of Meters Production department personnel.
2	Movement of materials, equipments with in shop floors	Job to be carried out properly without any damages to equipments or materials.
3	Segregating, cleaning of equipments etc.	Job to be carried out without breaking the meters during handling. Segregation, cleaning of equipments, arrangement of meters to be made as per instructions of Meters Production department personnel.
4	Movement of meters to packing area etc.	Job to be carried out without breaking the meters during handling. Meters to be arranged in Bins before packing as per instructions of Meters Production department personnel.

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GENERAL SAFETY PRECAUTIONS WHILE ON WORK

Do:

1. Use proper hand gloves, masks, goggles while handling chemicals such as Iso-propyl alcohol, thinner, flux, conformal coating (lacquer), solder paste.
2. Use heat resistant gloves while cleaning near wave solder machine, temperature cycling Machines(dry chambers).
3. Use safety goggles while cleaning near wave solder bath.
4. Wash thoroughly with water, the affected part of the body in case of splashes of chemicals.
5. Open cautiously a container, be alert for sprays or splashes of acids/alkalies.
6. Treat all liquids as dangerous, until you know that they are safe.
7. Handle very carefully the bottles / containers which have no labels.
8. Always wash hands and other exposed skin areas after using chemicals, upon exiting the chemical use area, and before eating or drinking.
9. When cleaning, use nonflammable solvents.
10. Before handling any chemical check with MSDS for the safety precautions required.
11. Store chemicals in stable racks in clearly marked containers and in designated areas.
12. Always leave gangways between stacks, between stacks and walls.
13. Keep all combustible materials away from any kind of heat source.
14. Make sure that your route is clear of obstacles.
15. When going down a ramp, keep the load in front.
16. Keep gangways clear and unobstructed.
17. Keep your work area clean and dry.

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Terms and Conditions

Don't:

1. Do not eat, drink, chew gum, or store food, beverages, or medications in areas where chemicals are used or stored.
 2. Do not smell or taste chemicals.
 3. Do not keep materials / tools / components projecting into gangways / aisles.
 4. Do not store / stack materials in front of electrical control panels/ switches and fire extinguishers.
 5. Do not store inflammable near any electrical switch boards/ cubicles.
 6. Do not throw cotton waste soaked with inflammable liquids/ solvents/ chemicals in drains or room corners.
 7. Do not use solvents to clean hands after work.
 8. Do not use thinner to clean floors.
 9. Do not block exits, fire extinguishers.
 10. Do not store projecting material near gangways.
 11. Do not carry a load, which is too heavy for you. Get help if the load is too heavy.
 12. Do not carry a load that obstructs the view ahead.
 13. Do not pull a hand truck, but push it.
-

Note : The above list is only indicative and not exhaustive.

Regarding various safety precautions to be taken, follow your Superior's instructions.

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FORMAT - 1

Date :-											
Duration of contract is for 2 years from 01/04/2011 to 31/03/2013											
Sl. No.	Activity	Category	Location	Frequency	Quantum of work frequency	Unit of work	Std.time per unit (in Min)	Quantum of work / Annum	Rate Per Unit Work In Rs. (Fig)	Rate Per Unit Work In Rs. (words)	Total Amount In Rupees / Annum
1	2	3	4	5	6	7	8	9	10	11	12
-	SUB ASSEMBLY PRODN. & TESTING										
1	Cleaning of PCBs	USW	Bldg 14	Daily	420	No. of PCBS	5	126840			
2	Movement of Mat. From holding stores.	USW	Bldg 14	Daily	28	No. of trips	30	8456			
3	Cleaning of Machines, Jigs, fixtures										
a	SMT line	USW	Bldg 14	Daily	50	No.of Machines	25	15100			
b	Wave Sold Machines, Cleaning Machines, Conformal coating M/C's	USW	Bldg 14	Daily	95	No. of Jigs, Fixtures	10	28690			
c	Racks Power Modules Assly and Test	USW	Bldg 14	Daily	90	No. of PCBs, Jigs, fixtures, Housings	10	27180			
d	Disp, Prep- Area, Final Assy Area	USW	Bldg 14	Daily	50	No. of PCBs, Jigs, fixtures, Housings	5	15100			
e	Temp. Cy. Chambers, Test Jigs at EAST Annex Ground Flr	USW	Bldg 14	Daily	125	No. of PCBs, Jigs, fixtures, Housings	5	37750			
f	Test Jigs at EAST Annex First Flr, ICT, ANNEX II FLOOR	USW	Bldg 14	Daily	60	No. of PCBs, Jigs, fixtures, Housings	5	18120			
g	Cleaning of Jigs Fixtures at Valve set Assembly/Test	USW	Bldg 14	Daily	50	No. of PCBs, Jigs, fixtures, Housings	5	15100			
h	Cleaning of Jigs Fixtures at Repair Cell	USW	Bldg 14	Daily	60	No. of PCBs, Jigs, fixtures, Housings	5	18120			
4	Movement of Mat from Prep. To Assembly	USW	Bldg 14	Daily	60	No of trips	10	18120			
5	Movement of Mat From Assly to WS, ICT, Functional Test	USW	Bldg 14	Daily	35	No of trips	10	10570			
6	Movement of Mat from Stores to Racks, Power Module Assembly	USW	Bldg 14	Daily	10	No of trips	60	3020			
6A	Movement of Surface mount assembled pcb's from SMT line to other floors.	USW	Bldg 14	Daily	11	No of trips	30	3322			

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1	2	3	4	5	6	7	8	9	10	11	12
7	a) Movement of Finished Modules from Desp and to Holding Store	USW	Bldg 14	Daily	10	No of trips	60	3020			
	b) Movement of Mat From Functional Test(FT1) to Burn-in	USW	Bldg 14	Daily	20	No of trips	30	6040			
	c) Movement of Mat From Burn-in to Functional Test(FT2)	USW	Bldg 14	Daily	20	No of trips	30	6040			
8	Movement of Mat from Test to Assembly	USW	Bldg 14	Daily	20	No of trips	30	6040			
9	Movement of Finished Valve Set Modules from Test to Oil Circulation	USW	Bldg 14	Daily	15	No of trips	60	4530			
9a	Movement of Tested Valve Set Modules from Oil Circulation back to Test	USW	Bldg 13	Daily	15	No of trips	60	4530			
10	Moment of Mat from MRC to dispatch / SA-test etc	USW	Bldg 14	Daily	10	No of trips	30	3020			
11	Unpacking of Material received at MRC	USW	Bldg 13	Daily	3	No of Packages	15	906			
12	Movement of Documents	USW	Bldg 14	Daily	12	No of trips	20	3624			
13	Movement of material within holding stores	USW	Bldg 14	Daily	18	No of trips	30	5436			
14	Module Packing	USW	Bldg 14	Daily	410	No of PCB's	2	123820			
15	movement of MAX Rack materials from store 11 to work area	USW	Bldg 13	Daily	25	No of trips	40	7550			

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1	2	3	4	5	6	7	8	9	10	11	12
II	SA-MM HOLDING STORES										
1	Shifting of materials which are unloaded by GI outside the holding store.	USW	Bldg 6	Daily	31	No. of packets	5	9362			
2	Shifting of materials which are unloaded by GI outside the holding store.	USW	Bldg 12	Daily	25	No. of packets	5	7550			
3	Shifting of materials which are unloaded by GI outside the holding store.	USW	Bldg 13	Daily	20	No. of packets	5	6040			
4	Loading the heavy items/packets into the racks	USW	Bldg 6	Daily	30	No. of packets	10	9060			
5	Loading the heavy items/packets into the racks	USW	Bldg 12	Daily	30	No. of packets	10	9060			
6	Loading the heavy items/packets into the racks	USW	Bldg 13	Daily	20	No. of packets	10	6040			
7	Unloading the heavy items/packets from the racks & Shifting/Relocating of the items	USW	Bldg 6	Daily	20	No. of packets	5	6040			
8	Unloading the heavy items/packets from the racks & Shifting/Relocating of the items	USW	Bldg 12	Daily	30	No. of packets	5	9060			
9	Unloading the heavy items/packets from the racks & Shifting/Relocating of the items	USW	Bldg 13	Daily	20	No. of packets	5	6040			
10	Maintaining general cleanliness of racks.	USW	Bldg 6	Daily	1	Entire Store	110	302			
11	Maintaining general cleanliness of racks.	USW	Bldg 12	Daily	1	Entire Store	80	302			
12	Maintaining general cleanliness of racks.	USW	Bldg 13	Daily	1	Entire Store	80	302			
13	Washing of bins	USW	Bldg 6	Daily	30	No. of Bins	10	9060			
14	Washing of bins	USW	Bldg 12	Daily	20	No. of Bins	10	6040			
15	Washing of bins	USW	Bldg 13	Daily	10	No. of Bins	10	3020			

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1	2	3	4	5	6	7	8	9	10	11	12
III	ENERGY METERS PRODN. & TESTING										
1	Unloading of S/Ph and P/Ph defective meters ETC.	USW	Bldg 13	Daily	30	No of meters	15	9060			
2	Movement of materials, equipments with in shop floors	USW	Bldg 13	Daily	15	No of meters	30	4530			
3	Segregating, cleaning of equipments Etc.	USW	Bldg 13 & 1st Floor	Daily	20	No of meters	20	6040			
4	Movement of meters to packing area Etc.	USW	Bldg 13 & 1st Floor	Daily	28	No of meters pre-packed	5	8456			
1	Supervision	SSW	1	Daily							

TOTAL for One Year _____

TOTAL IN FIGURES
for Two Years

TOTAL IN WORDS
for Two Years

USW - Un Skilled Worker

SSW - Semi Skilled Worker

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FORMAT - 2QUOTATION FOR ADDITIONAL AMOUNT AGAINST NIT NO. EDN/JC/SA&EM/11-13/01

Category of labour	Rate per day per manday*	Total days / Annum	Total Amount**
a. Un Skilled worker	Rs.76.92	328	RS.....
b. Semiskilled worker	Rs. 88.46	328	RS.....
Sub Total (1): a+b			RS.....
Add Service charge			RS.....
Sub Total (2)			RS.....
Add: service tax @ 10.3% on Sub Total (2)			RS.....
Total per Annum i.e, sub total (2) + service tax			RS.....
Grand Total for 2 years (total per annum X 2) (In figures)			RS.....
Grand Total for 2 years (total per annum X 2) (In words)		

Note:

* Refer point 1.8 in NIT

** Total amount may be arrived taking into account rate/day, total days/annum & total mandays/day

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