

**Request for Proposal
for
Hiring of agency for providing Operational and
Maintenance (O&M) Services
at
REPM, Vizag, Andhra Pradesh**



IREL (India) Limited
(A Government of India Undertaking)

Plot No.,1207, Veer Savarkar Marg, ECIL Building,
Prabhadevi, Mumbai-400028,
Tel No : 24220230/24211630
Website: www.irel.co.in

CIN No. U15100MH1950GOI008187

Schedule of Tender

1	Name of the work	Hiring of agency for providing Operational and Maintenance (O&M) Services at REPM, Atchutapuram, Andhra Pradesh
2	Type of Tender	Open Tender through GeM, Single Stage Two Bid System Two cover System
3	Tendering Mode: GEM Portal	Public tender (Two cover System- Two Stage) 1. Techno-commercial Bid 2. Financial Bid
4	Contract period	18 months
5	Estimated Cost	Rs. 96.95 lakhs (exclusive of GST)
6	Cost of Tender document	NIL
7	Earnest Money Deposit (EMD)	Rs. 1,93,900/-
8	Date of Starting of bid	10.03.2026
9	Last date submission of Pre-bid queries	16.03.2026, 17.00 hrs
10	Date of Pre-bid meeting	17.03.2026, 15.00 hrs VC Link: https://meet.mgovcloud.in/byLM3baS7D
9	Date of closing of online Tender submission	04.04.2026, 15.00 Hrs
10	Date & Time of opening of bid	04.04.2026, 15.30 Hrs
11	Validity of tender	90 days from bid due date
12	Contact Details	GM -Technical & I/c Purchase IREL (India) Limited Plot No. 1207, V.S.Marg, Opp. Siddhi Vinayak Temple, Prabhadevi, Mumbai-400 028 Email: purchase-ho@irel.co.in ; eswar.rao@irel.co.in Phone: 022- 24211630 (Ext. No. 266) 022-24316589

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The information contained in this tender document (the "TENDER") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of IREL or any of its employees, is provided to Bidder(s) on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided. The information provided is only for the information and reference of the Bidders.

This TENDER is not an agreement and is neither an offer by IREL to the prospective Bidder(s) or any other person. The purpose of this TENDER is to provide interested parties with information that may be useful to them in the formulation of their bid for participation in this TENDER. This TENDER includes statements, which reflect various assumptions and assessments arrived at by IREL in relation to the tender work. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This TENDER may not be appropriate for all persons, and it is not possible for IREL, or its employees to consider the investment objectives, financial situation and particular needs of each party who reads or uses this TENDER. The assumptions, assessments, statements and information contained in this TENDER may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this TENDER and obtain independent advice from appropriate sources.

Information provided in this TENDER to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IREL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

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The issue of this TENDER does not imply that IREL is bound to select and short-list qualified Bids for Price Bid stage or to appoint the Selected Bidder for the intended work, and IREL reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by IREL or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and IREL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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1. INTRODUCTION:

IREL (India) Limited (Formally Indian Rare Earths Limited) Rare Earth Permanent Magnet (REPM) Plant is a central PSU Category 1 organization deals in mining, mineral processing, production of minerals and RE and other value added products. The REPM facility is located at following address:-

BARC Campus, Atchutapuram, At/po : Maduthuru, Visakhapatnam -531011 (Andhra Pradesh).

IREL (India) Limited, invites competitive bids from the reputed Firms/Companies etc., having experience in providing manpower service to Industries for operation and maintenance at Rare Earth Permanent Magnet (REPM) Unit, Vizag, Andhra Pradesh.

Contract Period: Eighteen months from effective date of contract. Effective date will commence within 7 days of acceptance of order/ as mentioned in the order.

The scope of work involves the agency to provide indicative number of manpower along with tools, and tackles at REPM, Vizag. The payment shall be made on actual manpower deployed. Detailed scope of work, duties and responsibilities. are described elsewhere in this tender document.

2. Mode of bidding

The tender bids duly filled in all aspects and uploaded at GEM Portal on or before the scheduled time and date as mentioned in the tender enquiry will be considered for evaluation. It is recommended that bidders conduct a site visit to the plant in order to gain a comprehensive understanding of the site conditions, scope of work and assignment requirements.

The Bids shall be prepared in two parts viz. PQ cum Technical Bid (Part 1) and Price Bid (Part 2).

Technical bid(Part 1) and Price Bid (Part 2)shall be submitted be through GEM Portal. Bids submitted GEM portal shall only be considered.

Technical Bid will be opened at the first instance and evaluated by IREL's concerned authority. In the second stage, financial bids of only the technically eligible offers will be opened for further evaluation and ranking before awarding the contract.

PQ cum Techno-commercial bid (Part 1)

It contains documents in support of eligibility criteria, self-attested tender document and any other document specifically specified in this tender document.

i.	The complete Qualifying Data as required in Qualification Criteria (PQ)
ii.	Duly filled and signed all Annexures & Undertaking
iii.	Any other technical details/documents etc. required to be submitted by the bidder as contained in the bid document

Part 2 shall contain Price Bid (to be submitted electronically).

This part shall contain only Schedule of prices duly filled in as per the Bid Proposal Schedules. No physical submission of hard copy is permitted.

Method of selection:

Part I of the bid will be evaluated and bidders meeting the PQ criteria and other tender conditions will be qualified as eligible bidders for opening of the price bids. The price bids opened subsequently will be scrutinized for responsiveness and IREL shall consider placement of order on the qualified bidder, whose offer shall be overall lowest. However, IREL reserves the right to accept or reject all or any tender without assigning any reasons and does not bind itself to accept the lowest offer.

Note: To assist in the examination of documents submitted by the bidder in support of eligibility criteria (PQ), IREL may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

Bidders are encouraged to visit the REPM plant site to understand the scope of work, local condition etc prior to bid submission. The details of site address is :

IREL (India) Limited, REPM Project, BARC Facilities, AT/PO: Maduthuru, Atchutapuram, Dist: Anakapalli, Andhra Pradesh, Pin Code: 531011

Contact persons: Shri. Eswar Rao Ph .8924282905/9550824050

3. PRE-QUALIFICATION CRITERIA (PQ):

Sl.	Eligibility Criteria (PQ)	Documents to be submitted
1	The bidder should have a valid HT contract license upto 33kv issued by the state of Andhra Pradesh (Electrical Licensing board of Andhra Pradesh)	Valid HT upto 33Kv contract License issued by the state of Andhra Pradesh (Electrical Licensing Board of Andhra Pradesh). No Undertaking in this regard is acceptable.
2	The bidders must have successfully executed/completed engagement of manpower services contract for operation/ maintenance in any Process Industries of following values during last five (5) years ending Feb' 2026. i. One Similar Work in a single order of costing not less INR 80 lakhs OR ii. Two Similar Works in two (2) orders of each not costing less than INR 45 lakhs.	Signed copies of work order and satisfactory completion certificate from client to be submitted. OR The bidder along with copies of the Work Order(s) may submit certificate(s) from practicing chartered accountants stating the payments received and works completed, as the case may be, in respect of the works specified in Pre-Qualification Criteria. Ongoing works having more than the threshold

		value will also be considered provided the payment received from the said order is certified by the chartered account. Eg: for a work order value of Rs.1.6 crore, the contract is ongoing and party already receive an amount of Rs. 1.1 Cr as on target date, then based on the due certificate of CA for the receipt of payment, same will be considered as eligible.
2	The Bidder in its roll should have minimum 20 employees. Out of this at least 10 nos. should have been skilled manpower Skilled manpower means: Possessing ITI/Diploma/Engineer or higher Qualification	Name of the employee, qualification, experiences to be provide in the Company's letterhead.
3	Financial Capability: Minimum Average Annual Turnover for the last three years (2022-23, 2023-24 & 2024-25) should not be less than INR 30 lakhs.	Copies of audited balance sheet and profit & loss account duly certified by Chartered Accountant should be enclosed in proof of their creditworthiness and turnover for the last 3 financial years. In case, the audited balance sheet and Profit & Loss account is not available, a certificate from the Chartered Accountant on their letter head certifying the financial turnover for the above said financial year may be submitted.
4	Functional office in Andhra Pradesh	Bidder's Functional Office based at Andhra Pradesh (Signed and scanned copy of Shop & Establishment certificate/ electricity bill/ lease agreement/ GST/ utility bills not earlier than 3 months, etc.)

4. BID EVALUATION METHOD:

The contract will be awarded to eligible bidder quoting the lowest. However, IREL reserves the right, without being liable for any damages or obligation to inform the bidder to reject any or all the applications without assigning any reason.

Important: The Bidder is expected to examine all instructions, forms, terms and specifications in the bid document. The bid should be precise and complete as per requirement of the bid document. The bid should not be conditional. Failure to furnish all required information & documents in the bidding document will be at the Bidder's risk and may result to rejection of such incomplete bid.

5. SCOPE OF WORK:

The scope of work comprises of providing required number of manpower along with PPEs, tools, tackles and consumables for Operation and Maintenance of the complete Electrical Installation system, MRSS, maintenance of other ancillary facilities including work shop and welder for various repair and maintenance work. Bidder has to provide a competent supervisor to monitor and

completion of the various jobs effectively as mentioned here under. **Also required tools and tackles and consumables under point no 5.8 and 5.9 are also under the scope of work of bidder.**

REPM Plant is having Administrative Building, RE Metal Plant, REPM Plant, Quality Control Laboratory, Workshop, Stores, MRSS building, utilities, chiller, DM plant & chilled and raw pump house, Canteen etc.

Bidders are encouraged to visit the REPM plant site to understand the scope of work, local condition etc prior to bid submission. The details of site address is:

IREL (India) Limited, REPM Project, BARC Facilities, AT/PO: Maduthuru, Atchutapuram, Dist.: Anakapalli, Andhra Pradesh, Pin Code: 531011

Contact persons:

Engineer In-Charge (EIC):-Shri. A Eswar Rao Manager (Electrical), Ph 8924282905/9550824050,

Other Contact: Shri B. Yogesh, JTS (Electrical), Ph num: 8919254612

5.1 SCOPE OF WORK FOR OPERATION AND MAINTENANCE OF MRSS:

The Electrical Installation system installed at IREL, REPM Visakhapatnam site can be broadly classified into (i) Power Distribution System and (ii) equipment (iii) Shop Illumination system. (iv) cabling respectively

The 11kV power is being received from APEPDCL feeders at Achutapuram and further stepped down to 415V using 2nos 11kV/415V ONAN Distribution transformers. The equipment power is distributed through Power Control Centres (PCC's) and fed to individual equipment/motor through Motor Control centre (MCC's). Power for various ancillaries is fed through Power Distribution Boards (PDB's) and Power Panels (PP's). The company has also installed 750 KVA Diesel Generator for providing back-up power for Lighting and emergency operation of equipment.

The Shop Illumination system installed at REPM is fed through 1 nos of Dry-type Lighting transformers for Normal lighting and for all Emergency lighting through DG.

The scope of work primarily involves following:

- Operation and maintenance of 11 KV distribution network of MRSS, PCC and MCCs as per the electricity act, rules & relevant Central Electricity Authority (CEA) regulation.
- Operation of 750kVA, DG Set as per the electricity act, rules & relevant Central Electricity Authority (CEA) regulation.
- Supply of PPE (safety shoes, helmet, gloves, safety belts, torch lights, rain coat etc), Tools, Tackles & Consumables necessary for preventive maintenance/ Maintenance like insulation tape, anti rust spray, degreaser, log books, PM check list, safety permit book etc are in the scope of contractor.
- Operation & preventive maintenance of 11KV Capacitor banks as per the electricity act, rules & relevant Central Electricity Authority (CEA) regulation-
- Safe operation and maintenance of electrical installation

- Carrying out MRSS official works i.e maintaining log books, communicating operation details as per the requirement to concerned authorities
- Liaisoning with Government Electricity boards/APEPDCL/CEA,RIO and ensuring statutory compliance, power supply, shutdowns, Energy Meter Readings, calibration of meters and requisite statutory regulations as and when needed. Statutory payments will be reimbursed / paid by IREL upon receipt of relevant bills. In case of failure to ensure the statutory compliance within the specified limits, penalties if any imposed by them shall have to be borne by the contractor.
- Daily/Periodically checking of energy consumption in plant as per statutory/ design requirements.
- Daily visual checking of distribution panels in all areas to ascertain faulty/light fixture/ tripped MCBs and take necessary measures for rectification of the same.
- Operation and preventive maintenance of 110volts DUAL FLOAT cum Boost Charger-110v/20A.
- Spare parts, engine oil, transformer oil etc required for maintenance work will be supplied by IREL.

Details of the work:

- Operation and maintenance of 11kv Distribution Network:
- Switching ON and Switching OFF of 11KV Vacuum Circuit Breakers, incoming and outgoing breakers, HT Panel, street lights etc. as and when required according to load requirements, instructions from IREL officials.
- Maintaining records of all the operations, records of loads such as voltage, current, power factor, frequency, connected load, energy consumption on hourly/ daily/ weekly/ fortnightly/ monthly/ quarterly/half yearly and yearly basis as specified in the contract
- Maintaining records of power failures with reasons.
- Co-ordination with operators in APEPDCL Substation for efficient reliable operation of 11KV Distribution system.
- Attending the faults (minor) and restoration of the power supply without delay.
- Follow permit system and maintain a safety permit book to facilitate system maintenance without accident / mishaps.
- Taking preventive maintenance such as maintenance of defective insulators, lightning arrestors, cables, transformers, Isolators, Breaker, 11 KV panels, LT panels, Lightning Transformer, CT, PT, Battery charger, Battery bank, control room wiring defects, etc.
- Contractor has to maintain a check list for preventive maintenance & upkeep the system accordingly. However, contractor has to prepare a detailed check list covering all the required items and submit for IREL approval before being implemented.
- Observing all safety precautions and providing appropriate PPEs to all persons and ensure safety to men and material and equipment during the contract period and follow statutory regulations as and when needed.
- Attending to all emergencies which may arise during the contract period such as equipment

failures, fire accidents, etc., shall get acquainted with the operations all equipment's covered under the contract.

- Attending to all Telephone calls and convey received message to concerned IREL officials promptly.
- Preparing reports and periodic returns in the prescribed format in duplicate and submit to the concerned Engineer-in-Charge , MRSS.
- Any damages caused due to mal-operation of equipment by you / your manpower shall be rectified at your risk and cost & IREL will not be paid / responsible.
- To be alert and attending to all operations and events promptly without any delay.
- To maintain statutory records as required by IREL complying with the directions of APEPDCL, CEA Regulations.
- Supply of manpower having necessary statutory certificates necessary for round the clock operation & maintenance of the MRSS,REPM plant i.e 24 x 7 basis.
- The contractor having valid electrical contractor license shall engage adequate manpower with the direct supervision of valid supervisory certificate of competency and by a person holding valid workman permit issued by the state government of Andhra Pradesh Electricity Department
- Supply of tools & tackles necessary for operation and maintenance of MRSS, plant elect equipment & systems such as discharge rods, spanners, vacuum cleaner, blower , tong testers, multi meters, temperature gun, crimping tools, power supply extension boards with ELCB, portable pump for de-watering of trenches etc are in the scope of the contractor
- ACB/ VCB/ transformers - preventive maintenance under the supervision of qualified personnel and in accordance with the manual of the manufacturer under supervision of IREL
- 4 pole Structure paintings, Insulators, CT, PT's paintings to be done where ever it is rusted.

5.2 Operational Details

Hourly	Taking readings of all meters installed at control panel. ACDB, DCDB,
	Taking APEPDCL Energy Meter Readings hourly basis.
	Checking of Vacuum circuit breakers and its operations.
	Winding temperatures of Transformers & abnormalities, load current, voltage, PF, Visual check for overheating if any at terminal connections
Daily	Visual Checking contacts of Isolators are in proper position or not.
	Checking condition of DG set including its Fuel level and RUN DG in manually daily once and check for any abnormalities in DC batteries, Radiator water level etc.
	Checking DC voltage.
	Cleaning of Control relay panels, premises, etc.
	Maintaining log books and daily check list including DG set.
	Checking Deposition of dust and dirt on Insulators.

	Checking Locks and doors of substation are in good condition.
	Checking the prescribed safety aids are in place and in good order.
	Checking the earthing connections is unbroken.
	Checking the packing of cables entering and leaving the trenches or
	Trouble shooting and repair of Electrical circuit's components in case of
	Visual Checking contacts of Isolators are in proper position or not.
	Transformers- Checking the colour of silica gel in the breather, if required it is to be replaced
	Water level in trenches and its removal if available. Supply of sump pump for dewatering is in the scope of the contractor
	VCB/ACB - Check the operation of motors. Check timing and sound
	Control & relay panels - ReCheck for any tripping chattering in the electrical parts, abnormal noise, overheating
	Control & relay panels - Check indication lamps, annunciators' lights,
	Control & relay panels - Check all terminal cubicles for healthy contacts,
	Control & relay panels - Observe the annunciation window and taking
	11 KV panels- Visual inspection, Checking of indication lamps, selector
	LT panels- Visual inspection, Checking of indication lamps, selector
	415 V DBs - Visual inspection, checking & rectification of indication
	Switching ON/OFF total Plant Lighting System
weekly	Checking MRSS and plant lighting
Monthly	checking earthing points and their contact tighten wherever required.
	Preparation of monthly checklist and events log for the month
Misc	Logging the breakdown events with relay indications etc.
	Logging shut down events, log of operations during shut down period.
	Logging of on /off of feeders in the 11 kV and 415V distribution system.
	Maintaining visitors registers along with their comments and details of their visits
	Routine maintenance of elect systems on day to day requirements is to be carried out
DG Set	Switching ON and OFF the generator whenever power failure occurs and restored respectively.

	Checking of oil level, fuel level, top up of oil, etc maintaining records of generator operation in prescribed format, (log book)
	checking of loads connected to avoid any over loading, checking connections to generator periodically for tightness, over heating etc., reporting abnormalities.
	Maintain all the necessary Log Books, Registers and records for future checks and audits.

5.3 Maintenance Details:

Maintenance scope includes both breakdown and preventive maintenance. Breakdown maintenance shall be provided as and when situation warrants with a failure/fault in the system. The breakdown maintenance shall be attended at the highest priority so to make good the faulted system and putting into operation. For breakdown maintenance the contractor shall coordinate/liaison with Engineer In-charge and the original equipment manufacturer for replacement parts and services as necessary. Infrastructure, tools and tackles and site support shall be provided by the contractor for such jobs with priority and without unnecessary delays. For routine maintenance the contractor shall coordinate/liaison with Engineer Incharge for replacement parts and services as necessary Spares necessary for replacement of defective parts / items will be supplied by IREL. During the preventive /routine maintenance the contractor shall carryout the following as listed for various system components: Though the list contains several individual jobs they could be executed in a combined scope as in servicing or overhauling of the component. Separate manpower shall be engaged for preventive maintenance works as per the scope

transformer	M	Measurement of IR values of transformer with suitable megger based on the rating of the transformer & its recording along with temperature at which measurements are taken
		Checking of temperature alarms by shorting contacts by operating the knob
	A	Measurement of DC winding resistance
VCB/ACB	M	Air cleaning with blower.
		Cleaning of circuit breaker body and bushings.
		Auxiliary contacts cleaning.
		Tightening of nuts and bolts.
		Checking breaker Operation (Local/Remote operation).
		Check anti-condensation protection.
		Checking of motor control
	Use of anti-corrosion spray where required.	
Q	Oiling and greasing of all moving parts.	

		Functional check of trip circuit.
		Checking the settings of switches.
	H	Checking ON/OFF Timings of Circuit breaker poles.
		Complete servicing, oiling and greasing of all moving parts.
		Operation and control of Auxiliary circuits.
		Recharge time of operating mechanism after specified sequence.
		Checks on specific operations.
		Control Circuit Insulation Checking.
		Checking contact resistance of Breaker main contact.
		Checking of circuit breaker level with spirit level.
		Mechanism checking and lubrication to all moving parts.
		Operating circuits power consumption during operations.
Verification of correct rated operating sequence.		
Control & Relay Panels	M	Check for the proper working of all ammeters, voltmeters, relays, contactor's malfunction etc.
		Clean the panels from inside with the help of the blower/ vacuum cleaners.
		Check all the cables for overheating, tightness of the glands, lugs & crimping. Supply of glands, lugs are in the scope of the contractor
		Check the fuse-link & fuse holders.
		Check the control wiring of the panel along with the controls for the proper functioning and tripping at the preset parameters.
	Tightening of all earthing connections.	
A	Check the operation of MCB, relays	
11 KV panels	H	Visual inspection of panels, doors & its meters
		Checking of control scheme for healthiness.
		Checking of heater circuit & rectification if required.
		Checking and ensuring the closing of all the panels/panel doors etc
		Checking and sealing of cable entry holes.
		Tightening of all earthing connections.
	A	Measurement and recording of IR values for Main Bus bar.
		Checking of all terminations for tightness.
		Checking of CT, PT and Relays connections for tightness.
		Measurement of insulation resistance value of circuit breaker.
		Measurement of breaker closing and tripping time.

		Visual inspection of earth connections and checking of tightness
		Checking of mechanical and electrical interlocks, interlocks within the switch board to ensure proper functioning of the same.
LT panels	H	Checking & rectification sealing of cable entry holes.
		Checking & rectification of D.C. supply & control switchgear.
		Checking & rectification of Indication Meter and rectification/replacement if,
		Checking & rectification of fuses
		Checking & rectification of Bus bar connection, tightening of nut bolts, cleaning of bus bar
		Tightening of all earthing connections.
		Cleaning of panels using blowers and vacuum cleaner.
	A	Checking & ensuring the closing of the wall panels/panel doors
		Cleaning of circuit breakers, lubricating the moving parts as per maintenance
		Checking & rectification of alignment in racking mechanism of breakers for its free and smooth movement
		Checking & rectification of contact erosion of circuit breakers
		Checking & rectification of mechanical/ electrical interlocks for its proper functioning
		Functional operations check of limit switches, auxiliary contacts
		Measurement of insulation resistance value of circuit breakers
		Measurement of contact resistance of circuit breaker poles
		Measurement of circuit breaker closing and tripping time
		Functional operations check of circuit breaker
		Replacement of items found malfunctioning .
		Measurement and recording of IR values for Main Bus bar.
		Checking of all terminations for tightness.
Checking & rectification of CT, PT and Relays connections for tightness.		
Testing & rectification of all panel Relays and Meters CT & PT		
415 V DB	Q	Checking & rectification of panels for ingress protection.
		Checking & rectification of termination of incoming and outgoing cables
		Routing of cables for new loads (only flexible cables and indoor) along with identification
		Cleaning of the panels.
		Tightening of all earthing connections.

Cable network	M	Visual inspection of cables.
		Checking & rectification all cable terminals & joins for overhauling /loose connections and tightening, terminating, rejoining, if required.
		Checking and recording of IR values of cables with Insulation tester (megger) of suitable range. (if required)
Earth pits	M	Checking of all earthing connections, joints and cleaning and tightening thereof.
	A	Ensuring earth pit values as per standards by charging quality & required quantity of charcoal, water & salt . Supply of charcoal & salt is in the scope of the contractor
		Checking and recording of earth resistance and taking corrective action in case of deviation and record to be maintained yearly and painting to be done on all Earth Pits yearly once and to be checked on dry day. Paintings in scope of contractors
meters	A	Checking of each meter (analog/digital) for its correctness.
Protection relays	Q	Visual inspection and cleaning from outside.
	A	Cleaning of relay contacts by non-CTC contact cleaner. Supply of cleaners is in the scope of the contractor
		Checking & rectification of current/voltage setting as per recommended settings.
		Checking & rectification of time characteristic as per recommended settings.
Inst maint		Checking and rectification of instrument systems as per the requirement
Mech Maint		Checking and rectification of mech systems as per the requirement
		M = monthly, W=weekly, Q=quarterly, H=half early, A=annual

5.4 SCOPE OF WORK FOR WORKSHOP:

Workshop at REPM is having Lathe machine, shaping machine, Bench Drilling machine, Milling machine, Power saw, Bench grinding and Plate bending machine.

Scope of work includes

- Identify the materials / spares for repair & machining work
- The repaired items are to be delivered at the designated place.
- Tools, tackles, fixtures, welding electrodes, cutting gas, grinding etc will be under the scope of the contractor.
- Preventive maintenance and up-keeping of workshop machines.
- Upkeep of stores. Verification and receipt of the material, inventory management.
- Any other work as per the direction of EIC

5.5 SCOPE OF WORK FOR MAINTENANCE CREW:

- To prepare preventive maintenance planner as per OEM.
- To carry out preventive maintenance of plant and utilities as per requirement and as per schedule.

- To carry out preventive maintenance of Instruments in entire plant and their periodic calibrations
- To carry out breakdown maintenance.
- To incorporate additional requirements from the Process and Maintenance Engineer into the Maintenance schedule.
- Any other work as per the direction of EIC

5.6 SCOPE OF WORK FOR WELDER:

- To carry out welding/gas cutting required for routine maintenance, breakdown maintenance of pipelines/spares/ equipment as per requirement.
- To weld retorts of SS310 material.
- Party has to provide welding machines for carrying out welding work. Welding rod to be provided by IREL.
- To carry out fabrication/ repairing work of plant and utilities as per requirement and as per schedule.
- Any other work as per the direction of EIC

5.7 MAN POWER REQUIREMENT

The manpower required to accomplish the operation and maintenance of REPM shall include:

Sl.No.	Description of Personnel	Nos.
1.	Electrical supervisor	1
2.	Electrician	8
3.	Maintenance crew comprising of i) Fitters, ii) Instrument mechanic	3
4.	Machinist	1
5.	Welder	1
	Total	14

The relevant experience and qualification of the personnel to be deployed is given herewith:

(i) **Electrical supervisor:** 1 no.

Should have relevant experience in operation and maintenance of industrial electrical system.

Qualification:

- Degree in electrical engineering with minimum 3 years' experience/ Diploma in electrical engineering with minimum 5 years' experience.
- Experience should be in a process plant electrical maintenance /repair work
- Should have valid supervisor certificate of Supervisor Electricity utilization with valid HT permit up to 33kv issued by Electrical Licensing Board of Andhra Pradesh.
- Should have working Knowledge of computer (MS Word document, Excel, Power

- point)
- (ii) **Electrician:** 8 no's (2 no's in each shift) (should work round the clock in 8 hr shifts).

Qualification: ITI Electrician with minimum 1-year industrial experience

- (iii) **Maintenance crew** comprising of Fitters Instrument mechanic: 3 no's (1 no's in each shift) (i.e. 24x7 duty)

Qualification: ITI in respective disciplines with min. 1-year Industrial experience. In addition, one fitter shall have minimum one year's rigging experience in handling heavy equipment

- (iv) **Machinist:** 1 no.

Qualification: ITI in Machinist discipline with min. 1-year Industrial experience

- (v) **Welder:** 1 no.

Qualification: ITI in Welder discipline with min. 1-year Industrial experience

Sl.No.	Description	A	B	C	G	Reliever	Total	No: of Days/ month
1	Electrical supervisor (highly skilled)	-	-	-	1	-	1	26
2	Electrician (Skilled)	2	2	2	-	2	8	26
3	Maintenance crew (Fitters, Instrument mechanic) (Skilled)	1	1	1	-	-	3	26
4	Machinist (Skilled)	-	-	-	1	-	1	26
5	Welder (Skilled)	-	-	-	1	-	1	26
Total							14	

- The contractor shall depute staff to ensure round-the-clock operation & maintenance of services of 11KV substation (MRSS) and distribution networks as enumerated in the scope of works on all days in a Month and other maintenance work as per the list given above.
- The contractor having valid electrical contractor license along with outsourcing of manpower who shall engage adequate manpower with the direct supervision of valid supervisory certificate of competency and by a person holding valid workman permit issued by the state government of Andhra Pradesh, so that manpower required for the shift operation shall be maintained.
- The contractor shall be responsible for all the operation & maintenance and safety of 11KV/415V, MRSS as per the scope, which includes coordination and witnessing of MRSS renovation, Extension activities carried by other agencies.
- At least one person in a shift should have first Aid training certificate or training within one month of commencement of work
- For carrying out maintenance activity in the respective address of 11 KV/415V installations only qualified personnel should be engaged.
- The contractor should authorize/ designate the personnel's engaged by him for the purpose to operate & carryout the works on electrical lines and apparatus as per CEA regulation 2010 regulation no.3, 29.
- The duty hours should not exceed eight hours at a stretch. Continuous shifts by the same person should be avoided and no post should remain unmanned.

- The agency shall ensure that the manpower deployed in IREL, REPM, are physically fit, well trained and the age of the personnel shall not be less than 18 years.
- The contractor shall provide necessary uniform dress to the contract work men engaged under him.
- The bidder at own cost shall take necessary insurance cover in respect of the aforesaid service rendered to IREL. IREL shall not be responsible for payment of any compensation for death /injury or accident to any of the person deployed by agency arise out of course of duties and deployment. It is agreed and understood that bidder shall alone be liable to pay such damages or compensation to such personnel deployed by him.
- The knowledge/ Information of availability of manpower on daily basis shall be responsibility of contractor and the same shall be communicated to the Engineer /Officer in-charge. The Contractor should ensure availability through his representative throughout the contract period who shall be responsible for manpower availability and their record keeping.
- Items of Electrical tools tackle, torches, batteries, uniforms including rain coats, jerseys etc. for efficient conduct of duty by the agency personnel shall be provided by the selected agency and must be in good working condition
- The successful bidder shall furnish the following documents in respect of the individual manpower who will be deployed at IREL, before the commencement of work:
 - (i) List of Manpower short listed by agency for deployment at IREL, containing full details i.e. date of birth, marital status, address, Aadhar card etc;
 - (ii) Bio-data of the persons.
 - (iii) Certificate of verification of antecedents of persons by the local police authority

5.8 TOOLS & TACKLES

All tools and tackles required for safe and satisfactory operation and maintenance including preventive and breakdown maintenance of the substation and related equipment shall be provided by the contractor. The careful maintenance and management of these tools will be the responsibility of the agency. The following are the mandatory tools to be supplied by the contractor during the tenancy of contract. (preferably new): -

Table num: 01

Sr No	Tools Description	Make (preferable)	Qty
1	Ratchet Box (6 to 32 Size)	Tapparia	2
2	multimeter (digital)	fluke	2
3	clamp meter (digital)	fluke	2
4	Temperature gun	fluke	2
5	1 KV merger(digital)	Rishab	1
6	Earth Tester (digital)	metravi	1
7	hydrilla crimping tool 16 to 300 sq mm	bosch	1

8	battery machine (auto bolt realse,solo tool loosen and tighten robust nots	bosch	1
9	Hot air gun	bosch	1
10	toolbox full set	Tapparia	2
11	Adjustable Spanner Size:18 mm	Tapparia	2
12	Pipe Wrench	Tapparia	2
13	6 to 36 ring spanners set	Tapparia	1 set
14	6 to 36 D/E spanner set	Tapparia	1 set
15	Cutting Plier	Tapparia	5
16	Torch light	Everyday	4
17	Air Blower	bosch	1
18	Extension power supply board single phase with ELCB industrial switch board		2nos
19	torque wrench	Taparia	1no
20	Soldering machine with kit	Tapparia	1
21	earth discharge rods		2sets
22	digital vernier calipers		2
23	Surface Gauge with dial test indicator		1no
24	grinding machine	bosch	1
25	hammer set	bosch	1
26	drilling machine set (small:01 num, 10 kg:01 num)	bosch	1
27	oxygen cylinder regulator		1
28	DA cylinder regulator		1
29	gas cutting torch		2
30	TIG welding torch		1
31	Dial Gauge	Taparia	1
32	Filler Gauge	Taparia	1
33	Hight Gauge	Taparia	1
34	Depth Gauge	Taparia	1
35	File Set	Taparia	1
36	Cross Cut	Taparia	1
37	Tapes and dies complete set	Taparia	1
38	Pipe threading Dia with handle	Taparia	1
39	Pully	Taparia	1
40	Miscellaneous tools		As required

5.9 Consumables /Stationery/PPE to be provided by bidder :

Table num :02

Consumables need to be provided quarterly once. (as when required on the need basis)

S No	Consumables description	Make (preferable)	Qty
1	Teflon Tape (Set box)		10
2	Measuring Tapes 3meter		5
3	Insulation Tape (Set Box)		5
4	2.5 sq mm 3core fluxble cable		60 Meters
5	Sea Salt 10 mm size		100 Kg Bag
6	Char Coal		300 Kg Bag
7	First Aid Box		3 Box
8	Pu Fome (750ml)		10nos
9	Cable Ties (all size)	Bosch	1
10	Electrical insulation Tape		15 Boxes
11	CRC Contact Cleaner		50nos
12	Wd 40 Rust Cleaner		50nos
13	Paint Remover		10nos
14	Teflon Tape		10 boxes
15	Tig Tung a tune size 2.4*150mm length		5boxes
16	Tig Filler wires-(ss) 70S2(2.4mm.1.5) -(MS) 70S2[2.5mm.1.5]		6 boxes
17	Tig Collet body kit (ceramic cups, nozzles, back caps, collet)		2
18	Welding Rods ER6013 / 3.15mm		40 pkts
19	cutting nozzle cleaner set		1
20	Reflection Jackets Green		15
21	ARC welding rods -[ER] 7018 3.15mm size	ESAB	8 pkts
22	Earth pits consumables		1
23	cable straight joint kits		1
24	welding suite (dongry)		1
25	fire blanket		3
26	wire brush		20
27	black glass/white glass/googles		3
28	ARC gloves		4 pairs
29	welding helmets / hand shield		2
30	measurement tape. 30 meters	Stanley	3
31	measurement tape. 5 meters	Stanley	3
32	grinding wheels		1box
33	cutting wheels		200
34	buffing wheels		100
35	oxygen cylinder		1
36	cutting nozzle (gas cutting)		4
37	TIG gloves		2 pairs

38	cotton cloth		100 kgs
39	de watering pump 5 hp		1
40	extension board s with cales		100 mts
41	HT grease		10kg box
42	petroleum gelly		5 kg
43	logbooks		As required
44	ASV Cleaner		50
45	Safety Shoes	Karam	14
46	Safety Helmets	Karam	14
47	Raincoat		5
48	Gum Boots		5
49	Goggles		40
50	Earmuffs		1box
51	Nose Masks		100
52	Safety Belts	Karam	5
53	Hand Gloves		1000 pairs
54	Uniforms		2 per person
55	Miscellaneous consumables		As required

5.10 ADDITIONAL CONDITIONS OF CONTRACT

- 1) Spares/consumables , except those mentioned in the scope of work(point no 5.9), for the work will be supplied by IREL and the contractor/ his authorized representative will collect the materials as per procedure laid down and should carry them to the work spot at his own expenses.
- 2) Tools and tackles provided by contractor(point no 5.8, Table 01) are to be in good working condition. In case of any damage/defect same to be repaired/replaced during the tenancy contract. Upon completion of the contract and based on certification of EIC, bidder will be allowed to take back the tools and tackles. Safe custody of these tools is responsibility of contractor.
- 3) The defective/unserviceable items are to be returned to IREL stores by the contractor within reasonable time.
- 4) The work has to be carried out as per relevant standards/ norms, codes and sound standards of engineering.
- 5) Only IREL approved quality/make of tools & tackles shall be used by contractor and should be confirmed to relevant standards. The contractor should submit the necessary test certificate, if required.
- 6) No subletting of the work shall be allowed by IREL. The contract shall be liable for termination in the event it comes to the notice that the contractor has sublet the work.
- 7) All tools and gauges, etc. as required for the works are to be arranged by contractor at his own cost.
- 8) The contractor is liable for any consequence of lapses, errors, or omissions due to negligence on his part or on the part of his employee.
- 9) The contractor will be responsible for such failure due to any faulty maintenance,

defects attributable to the contractor or any negligence by the contractor leading to monetary losses to IREL or substandard performances of the said scope of work under this work order.

- 10) The contractor is responsible for any accident, derailment and losses arising out due to substandard maintenance and negligence. Such losses shall be to the contractor's account including rectification and restoration work involved after such incidents.
- 11) Bids offering rates which are lower than the minimum wages for the pertinent category would be rejected.
- 12) The contract may be terminated before the contract period owing to deficiency in service or substandard quality of the service provided by the selected Company / Firm /Agency. Further, IREL reserves the right to terminate this contract at any time after giving two months' notice to the successful bidder.
- 13) The selected agency will be bound by the details furnished by him / her to IREL, while submitting the bid or at subsequent stage. In case any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract without notice.
- 14) In case, any person employed by the successful bidder/selected agency commits any act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks, the selected agency will be liable to take appropriate disciplinary action against such persons, including their removal from work, immediately after being brought to notice, failing which it would be assumed as breach of contract which may lead to termination of contract.
- 15) The selected agency shall provide identity cards to the personnel deployed at IREL carrying photographs of the personnel along with personal information such as name, date of birth, age and identification mark etc.
- 16) The selected agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed at the company.
- 17) The selected agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, pawn, smoking, loitering without work, etc.
- 18) The selected agency shall designate a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the EIC at IREL, REPM, so that the services of the persons deployed by the selected agency could be availed without any disruption.
- 19) The selected agency shall immediately provide a substitute in the event of any person leaving the job due to any reason.
- 20) It will be the responsibility of the contractor/selected agency to meet transportation, food, medical and any other requirement of contractor's manpower for carrying out the contract work. IREL will have no liability in this regard at any stage.
- 21) The selected agency undertakes to comply with all statutes, rules, regulations, and bylaws, as applicable, during the entire period of this contract.
- 22) IREL reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any

- notice or assigning any reason.
- 23) If the agency fails to provide services to the satisfaction of the IREL, the same will be communicated to the agency in writing. If three such notices are issued to the agency, the contract will be terminated, and the agency shall forfeit the Performance Security Deposit.
 - 24) The Electrician/operator/ Helper/supervisor deployed by the agency shall ensure that the Company properties are protected from theft/pilferage/damage. After necessary investigations, if proved that the selected agency/their personnel are responsible for the incident, the agency is liable and will be penalized to the extent of the value of the loss and additional charges for each incident as decided by IREL.
 - 25) All maintenance and repair works involved during the execution of work, including all tests, shall be borne by the selected agency. Spares for the work shall be provided by IREL, but has to be intimated to IREL with sufficient lead for procurement
 - 26) All major faults and problems shall be reported to Engineer-in-Charge immediately of occurrence through a memo. After inspection by Engineer-in-Charge, procedures for rectification must be sent for approval by the agency.
 - 27) Any damage or loss due to failure to carry out prescheduled maintenance work shall be at risk and cost of the agency.
 - 28) All materials used including oils, lubricants for replacement, topping, testing etc., will be supplied by IREL.
 - 29) The annual service maintenance of the accessories shall be carried out as per the respective manufacturers' manuals applicable from time to time. The work shall be carried out through authorized personnel for such service maintenance and shall be intimated in advance to IREL for arrangement of the work.
 - 30) The Contractor/selected agency shall note that they shall have to carry out their work in close co- ordination with other contractors" agencies working in the same premises.
 - 31) In the event of contractor showing lack of attendance, negligence to work or under-performance in the opinion of Engineer-in-Charge, then the contract may be terminated at any stage, without prejudice to the other rights available with the Company under any other relevant clauses of the contract.
 - 32) The contractor shall follow all security rules framed by IREL from time to time.
 - 33) The Contractors" personnel shall not disclose any information or drawings furnished to him by Engineer-in-Charge. Any drawings, records and other information's prepared by the contractor or by Engineer-in-Charge or jointly by both for the execution of the works shall not be disclosed without the prior approval of the Engineer-in-Charge. No photograph of the substation or any other place within the premises of Engineer-in-Charge shall be taken without the prior approval of the Engineer-in-Charge.
 - 34) The contractor shall keep his work spot, site office and surroundings neat, clean and tidy. It should be free from dust, rubbish, scrap, surplus materials and unwanted tools and equipment. All scaffolding and temporary structure including the tools and equipment shall be removed as soon as the job for which they are intended are completed. All equipment and material to be taken inside the plant building shall be cleaned thoroughly before taking them inside. The Engineer-in-charge has right to stop the work, if the contractor fails to improve upon the cleanliness after having been notified

- 35) Engineer-in-Charge will have the right to withdraw the work-permit for any of the workmen for reasons of misconduct, incompetence in work, violation of safety and fire rules, negligence on duty etc.
- 36) Bidders before submitting their tenders, are advised to inspect and examine site, its condition, the surroundings and satisfy themselves regarding the nature of the job, ground, the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information with regard to risks, contingencies and other circumstances which may influence or affect their tender including security and safety regulations in vogue, at work site/sites. Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra claim consequent on any misunderstanding or otherwise shall be allowed.
- 37) The contractor is deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for work and of the rates and prices quoted and cover all his obligations under the contract apart from all matters and things necessary for the proper completion of the work. The rate quoted shall be inclusive of all the cost of materials to be procured by the contractor and also labour, tools, plants, consumables, etc.
- 38) Workmen's compensation policy, if required as rule, also to be taken by successful bidder.

5.11 Price Schedule:

Total Price = As per GeM. **PI note all bidders to submit the price bid online only and excel sheet break up (in pdf format) also to be uploaded along with the price bid.**

5.12 IREL's Obligations:

- a) IREL shall provide a small room/space for manpower & storage of tools/materials etc. to the agency free of cost during the period of contract. Nobody will be allowed to stay in the office unnecessarily after office hours without permission.
- b) For the execution of work at site, electricity and water will be made available to the successful bidder free of charge at a single point within 50 m of the work site. The successful bidder shall arrange for further distribution at his own cost. The successful bidder shall ensure that these are not misused or wasted.
- c) Power and water will be supplied as and when available and IREL will not be responsible for the consequence of any unintentional interruptions to the continuity of the power and water supply.
- d) Necessary work permit / safety permit / shut down required or any other clearances will be given.
- e) Instructions will be provided, oral/written regarding the details of the job content.

5.13 SERVICE PROVIDER's RESPONSIBILITIES:

- a) Contractor must employ adult, reliable personnel after proper character and police verification only.
- b) The Contractor shall be responsible for payment of minimum wages as notified by the Andhra Pradesh state Govt. or Central govt. whichever is higher from time to time during the currency of the contract.
- c) The contractor must maintain separate log book for all sections. Log book must be certified by any employee of the concerned section with his/her signature and name in each working day.
- d) It is the contractor's responsibility to make suitable arrangement for making attendance of the contact persons. The attendance shall be submitted to EIC as and when asked to do so.
- e) The contractor must submit in writing the names of engaged personnel's or enclosing their photo Identity Card such as Voter ID Card, Aadhaar Cards, police verification etc.
- f) In the event of absence of any personnel from the duty, the contractor must engage suitable substitute personnel for filling his absent period.
- g) The Service Provider shall employ manpower in specified numbers from local areas (as specified by the EIC) to carry out its Services at the required rate of progress and of quality to ensure workman ship, of the degree specified in the Contract for timely fulfilling of the Service Provider's obligations under the Contract and to the satisfaction of the Competent Authority.
- h) The personnel deployed shall be employees of the Service Provider and all statutory liabilities such as ESI, EPF as per relevant statutory Act, etc. shall be paid by the Contractor. The list of personnel to be deployed shall be made available to the IREL and if

any change is required on part of IREL a fresh list of personnel shall be made available by the Contractor after each and every change. The Contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws under Labour Acts as applicable from time to time with regard to the personnel engaged by the Contractor for this work. Contractor shall provide IP number allotted by ESI authorities for each and every employee deployed by the Contractor against the contract.

5.14 Statutory Liabilities

1. The personnel deployed shall be employees of the Service Provider.
2. Bidder has to comply with labour code as applicable including payment of following entioned percentage.

Employee contribution as per attendance	Employer/ Contractor Contribution /liabilities as per attendance
-	Minimum wage as per notification of CCLC(Central)
EPF: 12%	EPF + Admin Charges: 12.5%
ESI: 0.75%	ESI: 3.25%,
	Gratuity, Bonus, etc : As applicable

Mandatory Payment to the manpower deployed by the contractor:

The contractor shall comply the following rates of payment to the staff engaged by him on monthly basis during the contract period besides the escalated wages from time to time as notified in the month of April & October of every year by the Chief Labour Commissioner (CLC).

SI. No.	Description	Nos	Days/ month	Minimum Wages* (per day) Rs	Monthly gross wage (Rs)
A	Electrical supervisor (highly skilled)	1	26	-	60,000 (Consolidated excluding Gratuity payment as per rule)
B	Electrician (Skilled)	8	26	919.00	23894.00
C	Maintenance crew (Skilled)	3	26	919.00	23894.00
D	Machinist (Skilled)	1	26	919.00	23894.00
E	Welder (Skilled)	1	26	919.00	23894.00
	Total	14			

*Note: Min. Wages are as per Oct'25. However, actual payment of wages to be made based on govt notified min wages in April, , Oct of every year by the Chief Labour Commissioner (CLC). Other wages (EPF, Leave, Gartuity, Bonus, etc.) and statutory payments by Labour Code shall be applicable for Sr.No. B to F. For all personnel from sl no A to E, gratuity payment as applicable under govt guidelines is to be paid.

The employees drawing more than the Rs: 21,000/- will not covered under the ESIC. The selected agency need to provide the medical insurance to the manpower deployed at IREL who are not covered under the ESI Scheme within fifteen days of the deployment of the individual manpower. The cost of premium of such insurance(s) shall be borne by the selected agency.

The minimum coverage to be provided under the medical insurance

Medical Insurance	➤ Coverage limit: 2 lakhs for employee.
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The above rate may be changed based on notification by the Chief Labour Commissioner (CLC) from time to time. The contractor will be responsible for payment enhanced minimum wages from May, 2026 onwards. IREL will not reimburse the enhanced minimum wage under any circumstances. By taking into account above aspect bidder has to quote their price accordingly. Rate quoted by the bidder will remain firm over the period of contract.

Note : Bidders are advised to carefully go through the scope of work and consider the minimum wages payable to its employees(revision in rates if any during the tenancy of contract) and cost towards tools and tackles, PPE equipment etc while filling up of the price bid. Strict compliance of terms and conditions will be ensured during the tenancy of the contract.

Monthly payment to be disbursed to the engaged manpower by 7th of month subsequent month.

6 SPECIAL TERMS AND CONDITIONS

6.1 Earnest Money Deposit

Bidders shall remit EMD (Rs.1,93,900/-) through NEFT/RTGS in favour of M/s IREL (India) Limited as mentioned in the schedule of tender or alternatively, EMD can be remitted by way of 'demand draft' or 'BG' in favour of IREL. BG should be from Indian scheduled Banks excluding co-operative banks. Details of payment shall be uploaded in the portal as a separate PDF document. In case of payment through DD/BG, the original should be submitted offline within 7 days of opening of bid date. However, if the details of the payment of EMD through DD/NEFT/RTGS/BG are not uploaded in the bid, the bid will be summarily rejected.

EMD if any is liable to be forfeited if:

- i. The tenderer changes the terms and conditions or prices or withdraw his quotation subsequent to the date of opening.
- ii. The tenderer fails to accept the order when placed or fails to commence supplies/works/services after accepting the order.
- iii. In case bidder submits false/fabricated documents.

6.2 Security Deposit:

The selected engaged agencies are required to deposit a Security Deposit of 5% (five percent) of the contract value in the form of demand draft/ Bank Guarantee from only Nationalized Bank, drawn in favour of the IREL (India) Limited, Mumbai within 14 days of placement of order covering the period of the contract plus three months. In case, the contract is further extended beyond the initial period, the Demand draft/ RTGS/NEFT/Bank Guarantee will have to be accordingly renewed by the successful bidder. The amount of security deposit will be determined by IREL, taking into account the contractual obligation of the agency. The SD shall not bear any interest and is liable to be forfeited for unsatisfactory completion or on abandonment of the service contract.

In case of revision of SD to any other higher percentage by any Govt. Notification, the same

shall be applicable.

Refund of SD:

- a) Before releasing SD, a “No Due Certificate” shall be issued by Officer-in- Charge (OIC) duly countersigned by head of the department after ensuring that no amounts are recoverable from the agency.
- b) EIC shall recommend release of SD money after compliance of all the obligations under the contract by the Agency and on submission of formal claim by them.
- c) On receipt of “no dues certificate” from EIC, SD money retained in the form of B.G and/ or cash shall be refunded within 30 days, if agency is not liable to pay any money to IREL under any other contract.

Forfeiture of SD:

- a) The Security deposit is liable to be forfeited if Any failure whatsoever on the part of the agency at any time during performance of his part of the contract, where notice is given and time for rectification allowed.
- b) If the agency indulges at any time in any subletting/ sub- contracting of any portion of the work without approval of IREL.

6.3 PAYMENTS TERMS:

The rates shall be firm and fixed and shall not be subject to any change on any case or condition whatsoever, and shall hold well till completion of contract at IREL (India) Limited. Bills for Services supplied under this contract shall be prepared and submit by the Contractor in succeeding month. The payment of bills will be made through Electronic Clearing System (E.C.S.). It may be noted that under the provision of the Indian Income Tax Act, IREL (India) Limited will deduct TDS at source at applicable rates from the gross amount of each bill.

The payment against bills shall be made every month by IREL (India) Limited. The bill has to be accompanied by the exact data of personnel employed plus other charges as per rates quoted in Financial Bid, which should be certified by authorized officer of IREL The contractor shall disburse the wages/salary to its personnel deployed in REPM, Vizag every month through ECS in their respective bank accounts. IREL reserves the right to verify the payment details made to the personnel engaged by the bidder. These payment are If the contractor fails to pay wages/salary including statutory liabilities to its employee as deployed at IREL, within stipulated time; IREL reserves the right to pay the deployed manpower from their performance guarantee/Security deposits and necessary action as deemed necessary shall be taken against the contractor.

The contractor will have to deposit the proof of deposits of each employee contribution towards EPF/ESI etc. in every month and has to submit documentary evidence to IREL. The contractor shall submit a certificate along with each bill that the payment has been made to its personnel as per acquaintance roll and all labour laws obligations have been complied with. All relevant documents, certificates, affidavits and verification etc. as required being attached/enclosed with the bills submitted for payment.

The monthly bill of the contractor shall be accompanied with

- I. Salary slip and salary transaction details of the engaged manpower.
- II. Attendance record of the manpower.
- III. Delivery challan of consumables.
- IV. ESIC and EPF transaction acknowledgement.
- V. Any other document as required by IREL's EIC.
- VI. Salary Slip of engaged manpower shall contain the following details:
 - a) Basic Pay
 - b) ESI
 - c) EPF
 - d) Bonus (if applicable)

6.4 PENALTY:

As per Gem SLA .

6.5 BREACH OF CONTRACT AND TERMINATION:

The contract shall be come to an end either on completion of the Contract Period or shall be terminated for the following reasons by either party:

- a) Mutual consent: The contract may be terminated based on mutual consent in case the services are no longer required by IREL by providing reasonable notice period as per the term of the contract or minimum of 30 days. Termination based on mutual consent will not attract any penalties or shall not be liable for any extra payments other than payment of invoices raised till the time of termination including notice period.
- b) Breach of contractual obligations: Any incidents considered as the breach of contract will result in immediate termination of services. IREL shall have the right to terminate the Contract effective immediately by giving written notice to the agency if, the agency breaches any provision of this Contract where that breach is not capable of remedy; or if the agency breaches any provision of this Contract and fails to remedy the breach within 14 days after receiving notice requiring it to do so.
- c) Breach of service obligations: The agency shall be responsible for faithful compliance of the terms and conditions of this agreement. In case of noncompliance of Service obligations, penalty per default will be imposed as per contract agreement. Non delivery of service in time, not starting work in time, violation of existing laws and statutory requirements, committing fraud etc will be considered as a major default and the contract will be canceled immediately without giving any further notice.

For any technical queries, site visit, contact details of site officials are as under:

- Engineer In Charge (EIC):Mr. Eswar Rao, Manager (Electrical), Email: eswar.rao@irel.co.in, Ph No. 9550824050
- Plant Address: IREL (India) Limited, REPM Project, BARC Facilities, AT/PO: Maduthuru, Atchutapuram, Dist: Anakapalli, Andhra Pradesh, Pin Code: 531011
- GST No: 23AAACI2799F1ZM

6.6 Payment of minimum wage:

Rates quoted by the bidder will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R & A) Act, 1970 as amended from time to time, cost of uniform of personnel deployed by the contractor, all kinds of taxes, services charges etc. of the agency. Minimum wages for all purposes of tendering and execution should be quoted as per Central labour Rules specified by the Central Labour Commissioner, Ministry of Labour & Employment, Govt. of India (GOI), as applicable to Andhra Pradesh and shall vary according to the Amendments/Increments enforceable by the Govt. of India from time to time.

6.7 CONTRACTOR- FURNISHED INSURANCE Cover for Workmen:

The contractor shall obtain adequate Insurance Policy in respect of his workmen to be engaged for the work compulsorily towards compensations as admissible under the Workmen's Compensation Act 1923, and Rules framed there under upon death/disablement of a worker and the same has to be produced before start of the work. All workers whose salary is more than Rs 15,000/- per month need not to be covered by ESI. However, contractor to take insurance policy to cover the risk towards temporary disablement and permanent disablement for the workmen.

CONTRACTOR shall at his cost and expense take out from a suitable insurance company acceptable to owner and maintain for the entire period until completion of work or until such time thereafter as the CONTRACTOR may consider appropriate the following insurances.

(1) Workmen's Compensation Insurance (WCI) : This insurance shall conform to and satisfy all the requirements of the applicable laws and regulations of the country, state territory or province having jurisdiction over the contractor's employees engaged in the WORKS.

(2) Employer's Liability Insurance (ELI) The insurance shall cover the liability of the CONTRACTOR as employer, for compensation beyond the coverage of the Workmen's Compensation Insurance for bodily injury to or loss of life the contractor's employees while engaged in the WORKS.

(3) Third Party Liability Insurance (TPL) This insurance shall cover legal liability for bodily injury to loss of life of and/or damage to and loss of properties of the third person party arising out of the performance by the contractor of the works.

(4) Automobile Liability Insurance (ALI) This insurance shall cover all the contractor's liabilities in connection with use by the contractor for the WORKS of any mobile equipment and automobile and when used which are owned, non-owned hired and otherwise placed under the contractor's administration and control, for bodily injury to loss of life of and/or property damage of any person or party.

Inclusion of such insurance requirements in such contracts as aforementioned however, shall not release the contractor from any of his responsibilities and liabilities under the contract.

6.8 Safety :

The contractor shall abide with all the safety regulations required to execute the instant work. The contractor shall comply with all applicable provisions of the safety regulations and other

precautionary measures which the Officer-in-Charge has in effect at the site. The contractor shall comply with all the instructions given by the Officer-in-Charge regarding safety precautions, protective measures and all other practices which in the opinion of the Shift-in-Charge might be hazardous. The contractor shall at his own expense arrange for the safety provisions as appended to these conditions (Safety codes) or as required by the Shift-in-charge in respect of all labour directly or indirectly employed for performance of the works and shall provide all facilities in connection therewith. In case the contractor fails to make arrangements and provide necessary facilities as aforesaid, the Officer-in-Charge shall be entitled to do so and recover the cost from the Contractor Fitness certificate of the manpower deployed by the contractor shall be submitted along with the qualification and experience certificates.

6.9 Operation & Maintenance:

- a) All persons who work with electrical installation/equipment shall be aware of the electrical hazards, use of protective devices and safe operational procedures. They shall be given training in firefighting, first aid and artificial resuscitation techniques.
- b) The supervisor shall instruct the proper procedure, specify and enforce the use of necessary protective equipment such as adequately insulated pliers, screw drivers, fuse pullers, testing lamps and similar hand tools. Only wooden ladders shall be used to reach the heights in electrical work.
- c) No material or earth work shall be allowed to be dumped below or in the vicinity of the bare overhead line conductors.
- d) Separate work permits shall be issued for individual group leaders working on the same system which shall be returned after the completion of the work to Safety Supervisor and no system shall be energized without the clearance of Safety supervisor.
- e) Before any maintenance work is commenced on electrical installations/equipment, the circuits shall be de-energized and ascertained to be dead by positive test with an approved voltage testing device. Switches shall be tagged or the fuse holders withdrawn before starting the work. Adequate precautions shall be taken in two important aspects viz. I) That there shall be no danger from any adjacent live parts and II) That there shall be no chances of re-energization of the equipment on which the persons are working

6.10 DPE instructions

IREL (India) Limited is on board with TReDS platform of M/s RXIL and M/s KredX for facilitating Bill Discounting for MSME's.

As per DPE/7(4)/2007-Fin dt 21/08/2020, it is mandatory to get all the MSME vendors registered on the platform.

Vendors can get themselves registered at: <https://onboarding.rxil.in/customerapp/home>. The registration fees of MSMEs on TReDS Platform is Free of Cost as per the new guidelines provided by SIDBI.

DEFINITIONS & INTERPRETATIONS**1.1 Definition of Terms:**

In this Contract (as defined here-in-after), save where the context otherwise requires, the following words and expressions shall have the meanings respectively assigned to them:

"Approved" means approval in writing including subsequent written confirmation of previous verbal approval(s).

The "Bid /Tender/Offer" means the proposal along with required supporting documents submitted by the Bidder/Service Provider for consideration by the Employer.

The 'Bidder/Tenderer" means the person(s) / Firm / company /Corporation /Organization/entity, who participated in the Tender.

"Completion Certificate" means the certificate to be issued by the Engineer In-charge (EIC) when the Services have been completed entirely in accordance with Contract.

"Completion Date" means the date of actual completion of the services by the Service Provider as certified by the Employer.

"Contract" means an agreement between Employer and the Service Provider/Supplier for execution of the Service(s) as per Contract Documents and its subsequent amendment(s), if any in writing thereto.

"Contract Documents" means collectively the Tender Documents, Designs, Drawings, Scope of Services, Specifications, Schedule of Rates (SOR), Letter of Acceptance and agreed variations if any, and such other documents constituting the tender and acceptance thereof.

"Day" means a calendar day of 24 hours from midnight to midnight irrespective of the number of hours serviced in that day.

"Demobilization" means removal of all equipment, machinery, manpower from the site after completion of the services with the due permission of EIC.

"Drawings" means and include all Engineering sketches, general arrangements/ layout drawings, sectional plans, all elevations, etc. related to the Contract together with

modification and revision thereto.

The "Employer/Service Receiver/ Company/Owner" means IREL (India) Limited , a Public Sector Undertaking, incorporated under the Company's Act 1956 and having its Registered office at Plot No. 1207, Veer Savarkar Marg, Prabhadevi, Mumbai, Maharashtra-400086 and includes its successors, assigns and Units.

The "Engineer-In-Charge" (EIC) means the person designated from time to time by Employer and shall include those who are expressly authorized by him to act for and on his behalf for operation/execution of this Contract for Services.

"Equipment/Materials/Goods" means and include all equipment, machinery, stores, goods which are required under the Contract for satisfactory performance of Services by the Service Provider.

"Fax of Acceptance" means intimation regarding notification of award by the Employer to the successful Bidder/Service Provider through a Fax/ Letter conveying that the Tender/Bid/Offer has been accepted in accordance with the provisions contained therein.

"Guarantee/Warranty/ Defect Liability Period (DLP)" means the period and other conditions governing the warranty/guarantee/defect liability period of the services as provided in the Contract.

"Metric System": All technical documents are given in the metric system and all service should be carried out according to the metric system. All documents concerning the service shall also be maintained in the metric system.

"Mobilization" means stabilizing adequate infrastructure at designated Site comprising of Equipment, aids, tools, tackles, instruments, Goods & Materials, experienced manpower, supported with supervising personal in order to provide services as per the provision of Contract document.

"Negligence" means any act or failure to act (whether sole, joint or concurrent) by a person or an entity which was intended to cause, or which was reckless disregard of or wanton indifference to, avoidable and harmful consequences such person or entity knew, or should have known, would result from such act or failure to act. Notwithstanding the foregoing, negligence shall not include any action taken in good faith for the safeguard of life or property.

The "Service(s)" means and include all services and activities/jobs to be performed by the Service Provider in pursuant to and in accordance with Contract or part thereof as

the case may be and shall include all extra, additional, altered or substituted services and approvals from any agency/third party & license(s)/permissions from statutory authorities (if any), as required for purpose of the Contract.

The "Service Provider" means Bidder/Tenderer whose tender has been accepted by the Employer and includes the Service Provider's legal representative(s), his successor(s) and permitted assign(s).

"Service Provider's/ Bidder's Representative" means such person(s) duly authorized by the Bidder/Service Provider in writing to the Employer as having authority to act for and on behalf the Bidder /Service Provider in matters affecting the Services and to provide the requisite services to Employer.

"Site" means the place(s) provided by the Employer where the Services are to be carried out/executed and any other place(s) as may be specifically designated in the Contract as forming part of the site.

"Specifications" means and include detailed description, statements to technical data, performance characteristics, and standards (Indian as well as International) as applicable and as specified in the Contract.

The "Sub-Service Provider" means any person / firm / Organization / company /entity (other than the Service Provider) and it's legal representatives, successors and permitted assigns named in the Contract as a Sub-Service Provider for a part of the Services or to whom a part of the Services has been sub-Contracted with the written prior consent of the Employer.

"Value of Contract" or "Total Contract Price" means the sum accepted or the sum calculated in accordance with the prices accepted in the Contract as payable to the Service Provider for the entire execution and full completion of the service, including Amendment(s) to Contract, if any.

"Week" means a period of any consecutive seven Days.

"Willful Misconduct" means intentional disregard of good and prudent standards of performance or proper conduct under the Contract with knowledge that it is likely to result in any injury to any person or loss or damage of property.

"Working Day" means any Day which is not declared by the Employer to be holiday or off-day.

1.2 INTERPRETATIONS & PRIORITY OF CONTRACT DOCUMENTS

- 1.2.1 The documents forming the Contract are to be read together and interpreted as mutually explanatory of one another. If there is a direct inconsistency in specific

obligation(s), then for the purposes of interpretation, and unless otherwise provided in the Contract, the priority of the Contract Documents shall be in accordance with following sequence:

- i) The Contract Agreement
- ii) Detailed Letter of Acceptance along with its enclosures
- iii) Fax of Acceptance
- iv) Scope of Works/ Job Specifications (specific to particular job only, wherever provided)
- v) Drawings
- vi) Special Conditions of Contract (SCC)
- vii) Technical Specifications (wherever applicable)
- viii) Instructions to Bidders (ITB)
- ix) General Conditions of Contract (GCC)
- x) Other Documents

Works shown in the Drawing but not mentioned in the Specifications or described in the Specifications without being shown in the Drawings shall nevertheless be deemed to be included in the same manner as if they had been specifically shown upon the Drawings and described in the Specifications.

Any amendment/change order issued by Employer upon signing of formal Contract shall take precedence over respective clauses of the formal Contract and its annexures.

The higher priority interpretation shall be adopted only to the extent required to deal with an inconsistency. Specific term(s) agreed take priority over general statement(s) and terms in Contract Document created at a later date govern over terms in earlier Contract Document. Subject to foregoing, the terms of the groups of documents set out above have equal importance within their group.

1.2.2 Headings and Marginal Notes: All headings and marginal notes to the clauses of these General Conditions of Contract or to the Specifications or to any other Tender Document are solely for the purpose of giving a concise indication and not a summary of the contents thereof, and they shall never be deemed to be part thereof or be used in the interpretation thereof the Contract.

1.2.3 Singular and Plural: In Contract Documents unless otherwise stated specifically, the singular shall include the plural and vice versa wherever the context so requires.

1.2.4 Gender: Where the context so requires, words imparting the masculine gender shall also include the feminine gender and the neuter gender and vice versa.

1.2.5 Severability: Should any provision of this Contract be found to be invalid, illegal or otherwise not enforceable by any court of law, such finding shall not affect the remaining provision(s)/clause(s) hereto and they shall remain binding on the parties hereto.

1.3 SPECIAL CONDITIONS OF CONTRACT:

1.3.1 Special Conditions of Contract consisting of scope of services, specification of Services & items etc. shall be read in conjunction with the General Conditions of Contract, and any other documents forming part of this Contract wherever the context so requires.

- 1.3.2 Notwithstanding the sub-division of the documents into these separate sections and volumes every part of each section/volume shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the Contract so far as it may be practicable to do so.
- 1.3.3 Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears the provisions of the Special Conditions of Contract shall be deemed to override the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail.
- 1.3.4 Wherever it is mentioned in the Specifications that the Service Provider shall perform certain Service or provide certain facilities, it is understood that the Service Provider shall do so at his cost and the Value of Contract shall be deemed to have included cost of such performance and provisions, so mentioned.
- 1.3.5 The materials, design and services shall satisfy the relevant Standards, the Job Specifications contained herein and Codes referred to. Where the job specification stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied.

2.0 GENERAL INSTRUCTIONS & OBLIGATIONS

2.1 FORMATION OF CONTRACT:

- 2.1.1 Employer will be the sole judge in the matter of award of Contract and the decision of Employer shall be final and binding.
- 2.1.2 The acceptance of tender will be intimated to the successful Bidder by the Employer either by Fax / E - mail /Letter or like means defined as Service Contract (SC)
- 2.1.3 The Contract shall come into force on the date of SC and the same shall be binding on Employer and Service Provider.

2.2 SIGNING OF AGREEMENT:

- 2.2.1 The successful Tenderer/Service Provider shall be required to forward their acceptance of the SC within 15 days. In the event of failure on the part of the Service Provider to furnish their acceptance within the aforesaid stipulated period, the Earnest Money Deposit or initial Security Deposit/Performance Security Deposit (as available, preferably the later) will be forfeited and Employer may consider the Contract as terminated..

2.3 ADDENDA/CORRIGENDA:

- 2.3.1 Addenda/ Corrigenda to the Tender Documents incorporating modification(s) and clarification(s) to the Tender Document issued prior to the due date of bid submission shall become integral part of the Contract.

2.4 SITE VISIT

The Bidder/Service Provider shall be deemed to have visited the Site(s)/work

centre(s) and familiarized itself while submitting the Tender. Non-familiarity with the Site conditions by the Bidder/ Service Provider will not be considered a reason either for extra claim(s) or for any delay in performance or any other claim in this regard.

2.5 CONFLICT OF INTEREST

During the currency of Contract and after its termination, the Service Provider and its affiliates, shall be disqualified from providing any goods, works or services for any project resulting from or closely related to the Services.

2.6 ABNORMAL RATES:

The Tenderer is expected to quote rate for each item after careful analysis of cost involved for the performance of the completed item considering all specifications and Conditions of Contract. In case, it is noticed that the rates quoted by the Tenderer for any item are unusually higher or unusually lower, it will be sufficient cause for the rejection of the tender/bid unless the Employer is convinced about the reasonableness after scrutiny of the analysis for such rate(s) to be furnished by the Tenderer (on demand). In case of Abnormally High Rated (AHR) item(s), the same shall be dealt as deemed fit.

2.7 GENERAL OBLIGATIONS OF SERVICE PROVIDER:

Service Provider shall, in accordance with and subject to the terms and conditions of this Contract:

- 2.7.1 Perform the services in accordance with the Scope of Services /Specifications and Activity Schedule of the Tender Document and carry out its obligations with all due diligence and efficiency, in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advance technology and safe methods. When completed, the job/services shall be fit for the purpose for which the services are intended as specifically defined in the Contract.
- 2.7.2 Provide all labour as required to provide the Service unless otherwise provided in the Scope of Services or Special Conditions of the Contract.
- 2.7.3 Perform all other obligations, jobs / services which are required by the terms of this Contract or which reasonably can be implied from such terms as being necessary for providing necessary service as per the Contract.
- 2.7.4 Be deemed to have satisfied himself before submitting his bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the Contract.
- 2.7.5 Give or provide all necessary supervision during the performance of the services and as long thereafter within the warranty period/DLP as Employer may consider necessary for the proper fulfilling of Service Provider's obligations under the Contract.
- 2.7.6 Not disrupt the Services of the Employer being carried out by the Service Provider / and shall provide access for carrying out job/services to:

- Employer's personnel(s), and /or
- any other Contractor(s) / Service Provider(s) employed by Employer, and /or
- personnel of public authority(ies)/third party(ies)

2.7.7 Further, the Service Provider shall execute the job carefully without causing damage to the existing facility(ies) and facility(ies) of third party(ies) and in case of such happening shall immediately bring to the notice of EIC..

2.7.8 Further, the coordination and inspection of the day-to-day job under the Contract shall be the responsibility of the Engineer-in-Charge (EIC). The EIC or his authorized representative including any statutory authority shall at all reasonable times, have full power and authority to access and inspect the Services wherever in progress either on the Site or at the Service Provider's premises/workshops and the Service Provider shall afford or procure every facility and assistance to carry out such inspection. Such Inspection shall not release the Service Provider from any obligation under the Contract.

2.8 SERVICE PROVIDER'S REPRESENTATIVE & PERSONNEL:

2.8.1 Service Provider shall appoint a person ("*Service Provider's Representative*") who shall be responsible for and authorized to represent it at all times during the progress of the Service and to receive and to act on any request made by Employer in the performance of the Service pursuant to the terms of this Contract.

2.8.2 Service Provider's Representative shall have full authority to represent and bind the Service Provider in relation to any matter concerning the Service Provider's performance of the services under the Contract and Employer shall be entitled to rely on all the decisions of the Service Provider's Representative as if they were the decisions of the Service Provider.

2.8.3 Service Provider's Representative shall supervise, coordinate and ensure the quality of all aspects of his obligations under this Contract. Service Provider shall not change its Representative without the prior approval of Employer.

2.8.4 Service Provider's Representative shall liaise with Employer for the proper coordination and timely completion of the Services and on any matter pertaining to the same.

2.8.5 Service Provider's Representative shall extend full cooperation to Employer's representatives/inspector in the manner required by them for supervision /inspection/ observation of equipment, material, procedures, performance, reports and records pertaining to Services.

2.8.6 Service Provider's Representative shall have complete charge of his personnel engaged in the performance of the Service and to ensure compliance of rules and regulations and safety practice.

2.8.7 If the Service Provider's Representative is found not acceptable to the EIC, the Service Provider shall, as soon as practicable, having regard to the requirement of replacing him, after receiving notice of such withdrawal, remove the representative and shall not thereafter employ him again on the Services in any capacity and shall replace him by another representative acceptable to the EIC.

2.9 SERVICE PROVIDER'S EMPLOYEES / PERSONNEL:

The Service Provider in connection with performing the Services and remedying of any defects, shall provide:

- (a) only such skilled and experienced personnel(s) in their respective areas; and
- (b) such skilled, semi-skilled and un-skilled labour as is necessary for the proper and timely fulfilling of the Service Provider's obligations under the Contract.

The Service Provider shall provide skilled / qualified /experienced personnel, if specified in the SCC /Scope of Work.

While engaging the contractual manpower, Service Provider is required to make effort to provide opportunity of employment to the people belonging to Scheduled Castes and weaker sections of society also in order to have a fair representation of these sections.

2.10 CONTRACT PERFORMANCE SECURITY (CPS):

2.10.1 The Service Provider shall provide Contract Performance Security (CPS) to the Employer, within the scheduled date specified in the notification of award for an amount mentioned therein. The CPS shall be returned/refunded three months after Contract completion period and Defects Liability Period (DLP), if any. All costs associated with CPS shall be borne by the Service Provider. No charges or interest shall be payable by the Employer even if the CPS is in the form of a Demand Draft.

2.10.2 If the Service Provider or their employees /agents / representatives or Sub-Service Provider (if authorized by Employer) shall damage, break, deface or destroy any property /equipment belonging to the Employer or third party(ies) during the execution of this Contract, the same shall be made good by the Service Provider at his own expenses and in default thereof, the EIC may cause the same to be made good by other agencies and recover expenses from the Service Provider. The decision of EIC in this matter shall be final and binding on the Service Provider.

2.10.3 All compensation, claim or other sums of money payable by the Service Provider to the Employer under terms of this Contract may be deducted from or paid by the encashment of a sufficient part of his Contract Performance Security or from any sums which may be due or may become due to the Service Provider by the Employer on any account whatsoever and in the event of his CPS being reduced by reasons of any such deductions or sale of aforesaid, the Service Provider shall within ten days thereafter make good in form of bank draft(s)/BG (as the case may be) as aforesaid any sum or sums which may have been deducted from or realised by encashment of his CPS, or any part thereof. The Service Provider shall pay to the Employer on demand without protest any balance remaining due. In this regard no interest shall be payable by the Employer to Service Provider for such sum deposited as CPS.

2.10.4 The CPS deposit shall cover the entire Contract value including extra jobs/ services. As long as the CPS submitted at the time of award take care the extra jobs/ services executed and total executed value are within the awarded Contract price, there is no need for additional CPS . As soon as the total executed value is likely to exceed the ceiling of awarded Contract Value, the Service Provider should furnish additional CPS through DD or submit amendment to existing BG to effect the enhancement of CPS.

2.10.5 Failure of the successful bidder to comply with the requirements of Clause 2.10 shall

constitute sufficient grounds for the annulment of the award, the forfeiture of CPS and any other actions or remedies available to the Employer.

2.11 FAILURE BY THE SERVICE PROVIDER TO COMPLY WITH THE PROVISIONS OF THE CONTRACT:

2.11.1 If the Service Provider refuses or fails to provide the Service or any part thereof with such diligence as will ensure its performance within the time specified in the Contract or extension thereof or fails to perform any of his obligation under the Contract or in any manner commits a breach of any of the provisions of the Contract it shall be open to the Employer at its option by written notice to the Service Provider:

- a) TO DETERMINE THE CONTRACT in which event the Contract shall stand terminated and shall cease to be in force and effect on and from the date appointed by the Employer on that behalf, whereupon the Service Provider shall stop forthwith any of the Service then in progress, except such Service as the Employer may, in writing, require to be done to safeguard any property or work or installations from damage, and the Employer, for its part, may take over the Service remaining unfinished by the Service Provider and complete the same through another service provider or by other means, at the risk and cost of the Service Provider, and any of his sureties if any, shall be liable to the Employer for any excess cost occasioned by such service having to be so taken over and obtained by the Employer over and above the cost at the rates specified in the schedule of quantities and rate/prices.

WITHOUT DETERMINING THE Contract to take over the Service of the Service Provider or any part thereof and complete the same through other service provider or by other means at the risk and cost of the Service Provider. The Service Provider and any of his sureties are liable to the Employer for any excess cost over and above the cost at the rates specified in the Schedule of Quantities/ rates, occasioned by such services having been taken over and completed by the Employer.

2.11.2 In such events of Clause 2.11.1(a) or (b) above, the following shall be applicable:-

- a) The whole or part of the Contract Performance Security furnished by the Service Provider is liable to be forfeited without prejudice to the right of the Employer to recover from the Service Provider the excess cost referred to in the sub-clause aforesaid. The Employer shall also have the right of taking possession and utilising in completing the services or any part thereof, such as materials, equipment and plants available at service site belonging to the Service Provider as may be necessary and the Service Provider shall not be entitled for any compensation for use or damage to such materials, equipment and plant.
- b) The amount that may have become due to the Service Provider on account of service already executed by him shall not be payable to him until after the expiry of Six (6) calendar months reckoned from the date of termination of Contract or from the taking over of the Service or part thereof by the Employer as the case may be, during which period the responsibility for faulty material or workmanship in respect of such service shall, under the Contract, rest exclusively with the Service Provider. This amount shall be subject to deduction of any amounts due from the Contract to the Employer under the terms of the Contract authorised or required to be reserved or retained by the

Employer.

- 2.11.3 Before taking any action as per Clause 2.11.1(a) or (b) if in the judgment of the Employer, the default or defaults committed by the Service Provider is/are curable and can be cured by the Service Provider if an opportunity given to him, then the Employer may issue Notice in writing calling the Service Provider to cure the default within such time specified in the Notice.
- 2.11.4 The Employer shall also have the right to proceed or take action as per 2.11.1(a) or (b) above, in the event that the Service Provider becomes bankrupt, insolvent, compounds with his creditors, assigns the Contract in favour of his creditors or any other person(s) or being a company or a corporation goes into voluntary liquidation, provided that in the said events it shall not be necessary for the Employer to give any prior notice to the Service Provider.
- 2.11.5 Termination of the Contract as provided for in sub- clause 2.11.1(a) above shall not prejudice or affect their rights of the Employer which may have accrued upto the date of such termination.

2.12 SERVICE PROVIDER REMAINS LIABLE TO PAY COMPENSATION IF ACTION NOT TAKEN UNDER CLAUSE 2.11

If in any case in which any of the powers conferred upon the Employer by clause 2.11 thereof shall have become exercisable and the same had not been exercised, the non-exercise thereof shall not constitute a waiver of any of the conditions hereof and such powers shall notwithstanding be exercisable in the event of any further case of default by the Service Provider for which by any clause or clauses hereof he is declared liable to pay compensation amounting to the whole of his Contract Performance Security, and the liability of the Service Provider for past and future compensation shall remain unaffected. In the event of the Employer putting in force the power under above sub-clause 2.11 (a) or 2.11 (b) vested in him under the preceding clause he may, if he so desired, take possession of all or any tools and plants, materials and stores at the site thereof belonging to the Service Provider or procured by him and intended to be used for the execution of the Service or any part thereof paying or allowing for the same in account at the Contract rates or in case of these not being applicable, at current market rates to be certified by the EIC whose certificate thereof shall be final, otherwise the EIC may give notice in writing to the Service Provider or Service Provider's Representatives requiring him to remove such tools, plant, materials or stores from the premises (within a time to be specified in such notice).

Failure of any action by the Service Provider for removal of material/tools/plant/store etc. within the period mentioned in notice of EIC, the Employer shall also be entitled to recover handling and storage charges @5% of the estimated value of material tools/plant/store for each month or part of a month without relieving the Service Provider from any other related liability.

In the event of the Service Provider's failure to remove the same within a period of 6 months or as decided by the EIC, the EIC may take action for removal through auction or private sale on behalf of the Service Provider and at his risk in all respects. The Service Provider shall be liable to pay the Employer the handling & storage charges per month or a part of the month from the date of serving the notice by the EIC to the date of removal of the materials by the Employer plus overhead charges @ 15% of

sale value of such materials. In case of negative or zero sale value, the overhead charges shall be applicable on the handling & storage charges. The decision of EIC w.r.t. such removal and the amount of the proceeds shall be final and binding on the Service Provider.

2.13 CHANGE IN CONSTITUTION:

Where the Service Provider is a partnership firm, the prior approval of the Employer shall be obtained in writing, before any change is made in the constitution of the firm. Where the Service Provider is an individual or a Hindu undivided family business concern, such approval as aforesaid shall, likewise be obtained before such Service Provider enters into any agreement with other parties, where under, the reconstituted firm would have the right to carry out the service hereby undertaken by the Service Provider. In either case if prior approval as aforesaid is not obtained, the Contract shall be deemed to have been allotted in contravention of clause 2.20 hereof.

2.14 TERMINATION OF CONTRACT:

2.14.1 TERMINATION OF CONTRACT FOR DEATH

If the Service Provider is an individual or a proprietary concern and the individual or the proprietor dies or if the Service Provider is a partnership concern and one of the partner dies then unless, the Employer is satisfied that the legal representative of the individual or the proprietary concern or the surviving partners are capable of carrying out and completing Contract, the Employer is entitled to cancel the Contract for the uncompleted part without being in any way liable for any compensation payment to the estate of the deceased Service Provider and/or to the surviving partners of the Service Provider's firm on account of the cancellation of Contract. The decision of the Employer/EIC in such assessment shall be final & binding on the parties. In the event of such cancellation, the Employer shall not hold the estate of the deceased Service Provider and/or the surviving partners of Service Provider's firm liable for any damages for non-completion of the Contract.

2.14.2 TERMINATION OF CONTRACT IN CASE OF LIQUIDATION / BANKRUPTCY, ETC.

If the Service Provider shall dissolve or become bankrupt or insolvent or cause or suffer any receiver to be appointed of his business or any assets thereof compound with his Creditors, or being a corporation commence to be wound up, not being a member's voluntary winding up for the purpose of amalgamation or reconstruction, or carry on its business under a Receiver for the benefits of its Creditors any of them, Employer shall be at liberty to terminate the Contract forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the Service Provider or to give the Receiver or Liquidator or other person, the option of carrying out the Contract subject to his providing a guarantee up to an amount to be agreed upon by the Employer for due and faithful performance of the Contract.

2.14.3 TERMINATION OF CONTRACT FOR CORRUPT / FRAUDULENT / COLLUSIVE / COERCIVE PRACTICES AND NON-PERFORMANCE

If the Bidder/Service Provider is found to have indulged in Corrupt/ Fraudulent /Collusive/Coercive practices, the Contract shall be terminated and the Bidder/ Service Provider shall be banned for future business with IREL.

2.14.4 TERMINATION FOR CONVENIENCE

Notwithstanding anything contained in the Contract, the Employer may, by 30 (Thirty) days written notice, terminate the Contract in whole or in part.

In case of such termination, the obligation of the Employer to pay, shall be limited to the extent of work/job completed by the Service Provider as per provision of the Contract upto the date of termination, subject to the Service Provider complying with other terms of the Contract.

Notwithstanding the termination of the Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

2.15 AMOUNT PAYABLE IN CASE OF TERMINATION:

In all cases of termination herein set forth, the obligation of the Employer to pay, shall be limited to the extent of service rendered by Service Provider as per provision of the Contract upto the date of termination, subject to the Service Provider complying with other terms of the Contract. Notwithstanding the termination of the Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

2.16 MEMBERS OF THE EMPLOYER NOT INDIVIDUALLY LIABLE:

No Director, or official or employee of the Employer shall in any way be personally bound or liable for the acts or obligations of the Employer under the Contract or answerable for any default or omission in the observance or performance of any of the acts, matters or things which are herein contained.

2.17 EMPLOYER NOT BOUND BY PERSONAL REPRESENTATIONS:

2.17.1 The Service Provider shall not be entitled to any increase on the scheduled rates or any other right or claim whatsoever by reason of any representation, explanation statement or alleged representation, promise or guarantees given or alleged to have been given to him by any person.

2.18 FORCE MAJEURE:

2.18.1 Force majeure is an event beyond the control of contractor and not involving the contractor's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to acts of the purchaser/contractor either in its sovereign or contractual capacity, wars or revolution, hostility, acts of public enemy, civil commotion, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts and freight embargoes or any other event which IREL may deem fit to consider so. The decision about force majeure shall rest with IREL which shall be final and binding.

2.18.2 If there is delay in performance or other failures by the contractor to perform obligations under its contract due to event of a Force Majeure, the Service Provider shall not be held responsible for such delays/failures.

2.18.3 If a Force Majeure situation arises, the Service Provider shall promptly notify the purchaser in writing of such conditions and the cause thereof within fifteen days of occurrence of such event. Unless otherwise directed by the EMPLOYER in writing, the Service Provider shall continue to perform its obligations under the contract as far as reasonable/practical and shall seek all reasonable alternative means for

performance not prevented by the Force Majeure event.

2.18.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period of exceeding 120 days, IREL may at its option terminate the contract without any financial repercussion on either side.

2.19 LIQUIDATED DAMAGES FOR DELAYED EXECUTION OF CONTRACT:

If the Service Provider fails to perform the services within the time period(s) specified in the CONTRACT, the EMPLOYER shall, without prejudice to his other remedies under the CONTRACT, levy Liquidated damages from the CONTRACT PRICE, a sum calculated on the basis of the CONTRACT PRICE, including subsequent modifications.

Deductions shall apply as per following formula:

Half percent (0.5%) of the contract value per week of delay subject to a maximum of ten percent (10%) of contract value.

EMPLOYER may deduct the amount so payable by Service Provider, from any amount falling due to the Service Provider or by recovery against the Performance Guarantee. Both Service Provider and EMPLOYER agree that the above percentages of price reduction are genuine pre-estimates of the loss/damage which the EMPLOYER would have suffered on account of delay/breach on the part of the Service Provider and the said amount will be payable on demand without there being any proof of the actual loss/or damage caused by such breach/delay. A decision of the EMPLOYER in the matter of applicability of price reduction shall be final and binding.

2.20 ASSIGNMENT/SUBLET:

2.20.1 The Service Provider shall not, save with previous written consent of the Engineer-in-charge, sublet, transfer or assign the Contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever. Provided, nevertheless, that any such consent shall not relieve the Service Provider from any obligation, duty or responsibility under the Contract.

2.20.2 The basic scope of Services cannot be sublet. However, on specific request of the Service Provider and subject to written consent of Employer, the Service Provider may sublet allied/incidental jobs related to the Services. Such consent shall not relieve the Service Provider from any obligation, duty or responsibility under the Contract and Service Provider shall be fully responsible for the Services hereunder and the execution and performance of the Contract.

2.20.3 Sub-letting of whole Contract is prohibited. An undertaking to this effect will be given by Service Provider along with each invoice/ bill.

2.21 DELAYS BY EMPLOYER OR HIS AUTHORISED REPRESENTATIVE:

2.21.1 In case the Service Provider's performance is delayed due to any act or omission on the part of the Employer or his authorized Representative, then the Service Provider shall be given due extension of time for the completion of the Service, to the extent such omission on the part of the Employer has caused delay in the

Service Provider's performance of his Services.

2.21.2 No adjustment in Contract Price shall be allowed for reasons of such delays and extensions granted except as provided in Tender Document, where the Employer reserves the right to seek indulgence of Service Provider to maintain the agreed Time Schedule of Completion. In such an event the Service Provider shall be obliged to provide Service for additional time beyond stipulated time including Off-days / Holidays or by enhancing resources to achieve the completion date/interim targets.

2.22 NO WAIVER OF RIGHTS:

2.22.1 None of the terms and conditions of this Contract shall be deemed waived by either party unless such waiver is executed in writing by the duly authorized representative of both the parties.

2.23 CERTIFICATE NOT TO AFFECT RIGHT OF EMPLOYER AND LIABILITY OF SERVICE PROVIDER:

2.23.1 No interim payment certificate(s) issued by the EIC of the Employer, nor any sum paid on account by the Employer, nor any extension of time for execution of the service granted by Employer shall affect or prejudice the rights of the Employer against the Service Provider or relieve the Service Provider of his obligations for the due performance of the Contract, or be interpreted as approval of the Service done and no certificate shall create liability for the Employer to pay for alterations, amendments, variations or additional services not ordered, in writing, by Employer or discharge the liability of the Service Provider for the payment of damages whether due, ascertained, or certified or not or any sum against the payment of which he is bound to indemnify the Employer.

2.24 LANGUAGE AND MEASURES:

2.24.1 All documents pertaining to the Contract including Specifications, Schedules, Notices, Correspondence, operating and maintenance Instructions or any other writing shall be written in English/Hindi language. The Metric System of measurement shall be used in the Contract unless otherwise specified.

2.25 RELEASE OF INFORMATION:

The Service Provider shall not communicate or use in advertising, publicity, sales releases or in any other medium, photographs, or other reproduction of the Service under this Contract or description of the site dimensions, quantity, quality or other information concerning the Service unless prior written permission has been obtained from the Employer.

2.26 COMPLETION PERIOD, CONTRACT PERIOD AND COMPLETION OF CONTRACT:

The Completion Period of Service and Contract Period shall be as mentioned in Special Conditions of Contract. Unless terminated under the provisions of any other relevant clause, this Contract shall be deemed to have been completed at the expiration of the Defect Liability Period as provided for under the Contract.

2.27 INDEPENDENT CAPACITY

The parties intend that an independent Service Provider relationship will be created by this Contract. The Service Provider and his/her employees or agents performing

under this Contract are not employees or agents of the Employer. The Service Provider will neither hold himself/herself out as nor claim to be an officer or employee of the Employer by reasons hereof, nor will the Service Provider make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of work will be solely with the Service Provider.

2.28 NOTICE

2.28.1 TO THE SERVICE PROVIDER: Any notice to be given to the Service Provider or his duly authorised representative at the job Site under the terms of the Contract may be served by the Employer by facsimile / e-mail or through registered post/Courier at the address/contact information furnished by the Service Provider. Proof of issue of any such notice could be conclusive of the Service Provider having been duly informed of all contents therein.

2.28.2 TO THE EMPLOYER: Any notice to be given to the EIC of the Employer under the terms of the Contract may be served by the Service Provider, by facsimile / e-mail or delivering the same through registered post /Courier at the concerned site office.

2.28.3 Either party may change a nominated address to another address in the country where the Services are being provided by prior notice to the other party, with a copy to EIC and the EIC may do so by prior notice to both the parties. The decision of EIC in this regard shall be final and binding on the parties.

2.29 CONFIDENTIALITY:

The Service Provider, its Sub-Service Provider and their personnel shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information related to Service/project, this Contract, or Employer's business or operations without the prior written consent of the Employer.

2.30 INTELLECTUAL PROPERTY RIGHT:

The Service Provider shall retain the copy right and other intellectual property rights in the Service Provider's document and other design documents made by (or on behalf of) the Service Provider.

Subject to the confidentiality obligations, by signing the Contract, within the Contract Price, the Service Provider shall be deemed to give to the Employer a non-terminable, transferable, non-exclusive and royalty-free right to copy, use and communicate the Service Provider's documents for the operation, maintenance, repair of the Service and Statutory purposes, but not for any other purpose. Such documents of the Service Provider shall not be used, copied or communicated to a third party by or on behalf of the Employer for the purposes other than those permitted, without the Service Provider's Consent.

3.0 PERFORMANCE OF SERVICE

3.1 EXECUTION OF SERVICES:

3.1.1 All Services shall be provided in strict conformity with the provisions of the Contract Documents and with such explanatory detailed specification and instruction as may be furnished from time to time to the Service Provider by EIC. The Service Provider

shall undertake to perform all Services under this Contract with all reasonable skill, diligence and care in accordance with sound industry practice or international / national standards, wherever applicable (as the case may be) to the satisfaction of the Employer and accept full responsibility for the satisfactory quality of such services as performed by them.

3.2 CHANGES IN SERVICES:

3.2.1 During the performance of the Services, EIC / Employer may make a change in the Services within the general scope of this Contract including, but not limited to, changes in methodology and minor additions to or deletions from the Services and Service Provider shall render the service as changed. Changes of this nature will be affected by a written order (i.e. Amendment) by the Employer. The time of completion of the said job may be extended for the part of the particular job at the discretion of Engineer-In-Charge, for only such alterations or substitutions of the Services, as he may consider just and reasonable.

3.2.2 If any change result in an increase in compensation payable to Service Provider or in terms of a credit to be passed on to Employer, Service Provider shall submit to EIC an estimate of the amount of such compensation or credit in a form prescribed by Employer. Such estimates shall be based on the rates shown in the Schedule of Rates. Upon review of Service Provider's estimate, Employer shall establish and set forth in the written order the amount of the compensation or credit for the change or a basis for determining a reasonable compensation or credit for the change.

3.3 ACTION AND COMPENSATION IN CASE OF POOR SERVICE:

If it shall appear to the EIC that any service has been rendered with unsound, imperfect or unskilled way, or with materials /manpower of any inferior description, or that any materials / manpower provided by the Service Provider for the execution of the Service are unsound, or of a quality inferior to that Contracted for, or otherwise not in accordance with the Contract, the Service Provider shall on demand in writing from the EIC or his authorized representative specifying the Service, materials or manpower complained of notwithstanding that the same may have been inadvertently passed, certified and paid for, forthwith rectify the service so specified and at his own cost.

3.4 SUSPENSION OF SERVICES:

3.4.1 Subject to the provisions of sub-para 3.4.2 of this clause, the Service Provider shall, if ordered in writing by the EIC, temporarily suspend the Services or any part thereof for such written order and not proceed with the Service therein ordered to be suspended until, he shall have received a written order to proceed therewith. The Service Provider shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the Services aforesaid. An extension of time for completion, corresponding with the delay caused by any such suspension of the Services as aforesaid will be granted to the Service Provider should he apply for the same provided that the suspension was not consequent to any default or failure on the part of the Service Provider.

3.4.2 In case of suspensions of entire Service, ordered in writing by EIC, for a period of more than two months, the Service Provider shall have the option to terminate the Contract.

3.5 DEFECTS LIABILITY PERIOD: NA

~~3.5.2~~

3.6 LIMITATION OF LIABILITY

Notwithstanding anything contrary contained herein, the aggregate total liability of Service Provider to Employer under the Contract shall not exceed the Total Contract Value, except that this clause shall not limit the liability of the Service Provider for following:

- (a) In the event of breach of any Applicable Law;
- (b) In the event of fraud, willful misconduct or illegal or unlawful acts, or gross Negligence of the Service Provider or any person acting on behalf of the Service Provider; or
- (c) In the event of acts or omissions of the Service Provider which are contrary to the most elementary rules of diligence which a conscientious Service Provider would have followed in similar circumstances; or
- (d) In the event of any claim or loss or damage arising out of infringement of Intellectual Property; or
- (e) For any damage to any third party, including death or injury of any third party caused by the Service Provider or any person or firm acting on behalf of the Service Provider in executing the Works/Services.

However, neither party shall be liable to the other Party for any indirect nor consequential loss or damage like loss of use, loss of profit, loss of production or business interruption which is connected with any claim arising under the Contract.

3.7 INDEMNITY:

If any action is brought before a Court, Tribunal or any other Authority against the Employer or an officer or agent of the Employer, for the failure, omission or neglect on the part of the Service Provider to perform any acts, matters, covenants or things under the Contract, or damage or injury caused by the alleged omission or negligence on the part of the Service Provider, his agents, representatives or his Sub- Service Provider's, or in connection with any claim based on lawful demands of Sub-Service Provider's servicemen suppliers or employees, the Service Provider, shall in such cases indemnify and keep the Employer and/or their representatives harmless from all losses, damages, expenses or decrees arising out of such action.

3.8 DAMAGES TO PROPERTY, ANY PERSON AND THIRD PARTY

- i) Service Provider shall be responsible for making good to the satisfaction of the Employer any loss or any damage to structures and properties belonging to the Employer or being executed or procured or being procured by the Employer or of other agencies within in the premises of the Employer, if such loss or damage is due to fault and/or the Negligence or Willful Misconduct or omission of the Service Provider, his employees, agents, representatives or Sub-Service Providers.
- ii) The Service Provider shall take sufficient care in moving his equipments and materials from one place to another so that they do not cause any damage to any person or to the property of the Employer or any third party including overhead and underground cables and in the event of any damage resulting

to the property of the Employer or of a third party during the movement of the aforesaid equipment or materials the cost of such damages including eventual loss of production, operation or services in any plant or establishment as estimated by the Employer or ascertained or demanded by the third party shall be borne by the Service Provider. Third party liability risk shall be Rupees One lakh for single accident and limited to Rupees Ten lakhs.

- iii) The Service Provider shall indemnify and keep the Employer harmless of all claims for damages to property other than Employer's property arising under or by reason of this agreement, if such claims result from the fault and/or Negligence or Willful Misconduct or omission of the Service Provider, his employees, agents, representative of Sub-Service Provider.

4.0 PAYMENT, INSURANCE AND TAXES

4.1 DEDUCTION FROM THE CONTRACT PRICE:

4.1.1 All costs, damages or expenses which Employer may have paid or incurred, which under the provisions of the Contract, the Service Provider is liable to pay to the Employer. All such claims shall be claimed by the Employer from the Service Provider regularly as and when they fall due. Such claims shall be paid by the Service Provider within 15 (fifteen) days of the receipt of the corresponding bills/claims and if not paid by the Service Provider within the said period, the Employer may, then, deduct the amount from any immediate moneys due to the Service Provider like R.A Bills, Final Bills, Contract Performance Security or any payment becoming due to the Service Provider under the Contract or may be recovered by actions of law or otherwise, if the Service Provider fails to satisfy the Employer of such claims.

4.2 SCHEDULE OF RATES AND PAYMENTS:

4.2.1 SERVICE PROVIDER'S REMUNERATION:

The price to be paid by the Employer to Service Provider for the whole of the Service to be done and for the performance of all the obligations undertaken by the Service Provider under the Contract Documents shall be ascertained by the application of the respective Schedule of Rates (the inclusive nature of which is more particularly defined by way of application but not of limitation, with the succeeding sub-clause of this clause) and payment to be made accordingly for the Services actually executed and approved by the Engineer-in-Charge. The sum so ascertained shall (except only as and to the extent expressly provided herein) constitute the sole and inclusive remuneration of the Service Provider under the Contract and no further or other payment whatsoever shall be or become due or payable to the Service Provider under the Contract.

4.2.2 SCHEDULE OF RATES TO BE INCLUSIVE:

The prices/rates quoted by the Service Provider shall remain firm till the issue of Final Certificate and shall not be subject to escalation. Schedule of Rates shall be deemed to include and cover all costs, expenses and liabilities of every description and all risks of every kind to be taken in rendering the services to the Employer by the Service Provider. The Service Provider shall be deemed to have known the nature, scope, magnitude and the extent of the service though the Contract

Document may not fully and precisely furnish/specify them. The Tenderer shall be deemed to include the requisite services as may be required to complete the Services properly including remedying of any defect therein.

4.2.3 SCHEDULE OF RATES TO COVER CONSTRUCTION EQUIPMENTS, MATERIALS, LABOUR ETC.:

Without in any way limiting the provisions of the preceding sub-clause the Schedule of Rates shall be deemed to include and cover the cost of all construction equipment, temporary work (except as provided for herein), pumps, materials, labour, insurance, fuel, consumables, stores & appliances and such other items / equipments / materials as required for carrying out the services by the Service Provider and all other matters in connection with each item in the Schedule of Rates and the execution of the Service or any portion thereof finished, complete in every respect and maintained as shown or described in the Contract Documents or as may be ordered in writing during the continuance of the Contract.

4.2.4 SCHEDULE OF RATES TO COVER ROYALTIES, RENTS AND CLAIMS:

The Schedule of Rates (i.e., Value of Contract) shall be deemed to include and cover the cost of all royalties and fees for the articles and processes, protected by letters, patent or otherwise incorporated in or used in connection with the Service, also all royalties, rents and other payments in connection with obtaining materials of whatsoever kind for the Service and shall include an indemnity to the Employer which the Service Provider hereby gives against all actions, proceedings, claims, damages, costs and expenses arising from the incorporation in or use in the Service of any such articles, processes or materials, octroi or other municipal or local Board Charges, if levied on materials, equipment or machineries to be brought to site for use for Services shall be borne by the Service Provider.

4.2.5 SCHEDULE OF RATES TO COVER TAXES AND DUTIES:

No exemption or reduction of Customs Duties, GST, Works Contract Tax or any port dues, transport charges, stamp duties or Central or State Government or local Body or Municipal Taxes or duties, taxes or charges (from or of any other body), entry tax, whatsoever, will be granted or obtained, all of which expenses shall be deemed to be included in and covered by the Schedule of Rates, unless mentioned specifically elsewhere in the Tender Document. The Service Provider shall also obtain and pay for all permits/licenses or other privileges necessary to complete the Service.

4.2.6 SCHEDULE OF RATES TO COVER RISKS OF DELAY:

The Schedule of Rates shall be deemed to include and cover the risk of all possibilities of delay and interference with the Service Provider's conduct/performance of Services which occurs from any causes including orders of the Employer in the exercise of his power and on account of extension of time granted due to various reasons and for all other possible or probable causes of delay.

4.2.7 SCHEDULE OF RATES CANNOT BE ALTERED:

For Service under unit rate basis, no alteration will be allowed in the Schedule of Rates by reason of services or any part of them being modified, altered, extended, diminished or committed. The Schedule of Rates are fully inclusive of rates which

have been fixed by the Service Provider and agreed to by the Employer and cannot be altered. For lumpsum Contracts, the payment will be made according to the Service actually carried out, for which purpose an item wise, or work wise Schedule of Rates shall be furnished, suitable for evaluating the value of Service provided and preparing running account bill. Payment for any additional Service which is not covered in the Schedule of Rates shall only be released on issuance of Amendment to LOA/Contract by the Employer.

4.3 PROCEDURE FOR BILLING OF SERVICES:

4.3.1 BILLING PROCEDURE:

Following procedures shall be adopted for billing of services executed by the Service Provider.

The Bill(s) complete in all respect with details and enclosure(s) is to be submitted by Service Provider in line with terms of the Contract. Employer shall make all endeavor to release payments of undisputed amount of the bills submitted within 30 (Fifteen) days from the date of receipt of Bills by the Engineer-in-Charge.

4.3.2 MODE OF MEASUREMENT:

The payment shall be made based on the mode of measurement as specified in the Contract. Otherwise, the mode of measurement shall be adopted as per latest Indian Standard Specifications.

4.4 NOTICE OF CLAIMS FOR ADDITIONAL PAYMENTS:

4.4.1 Should the Service Provider consider that he is entitled to any extra payment for any extra/additional Job(s)/Service(s) or material change in original Specifications carried out by him in respect of job, he shall forthwith give notice in writing to the Engineer-in-Charge that he claims extra payment. Such notice shall be given to the Engineer-in-Charge upon which Service Provider bases such claims and such notice shall contain full particulars of the nature of such claim with full details of amount claimed. Irrespective of any provision in the Contract to the contrary, the Service Provider must intimate his intention to lodge claim on the Employer within 10 (ten) days of the commencement of happening of the event and quantify the claim within 30 (thirty) days, failing which the Service Provider will lose his right to claim any compensation/ reimbursement/ damages etc.. Failure on the part of Service Provider to put forward any claim without the necessary particulars as above within the time above specified shall be an absolute waiver thereof. No omission by Employer to reject any such claim and no delay in dealing therewith shall be waiver by Employer of any of these rights in respect thereof.

4.4.2 Engineer-in-Charge shall review such claims within a reasonable period of time and cause to discharge these in a manner considered appropriate after due deliberations thereon. However, Service Provider shall be obliged to carry on with the Jobs/services during the period in which his claims are under consideration by the Employer, irrespective of the outcome of such claims, where additional payments for Services considered extra are justifiable in accordance with the Contract provisions, Employer shall arrange to release the same in the same manner as for normal job payments. Such of the extra services so admitted by Employer shall be governed by all the terms, conditions, stipulations and specifications as are applicable for the Contract. The rates for extra services shall generally be the unit rates provided for in the Contract. In the event unit rates for extra services so

executed are not available as per Contract, payments may either be released on day work basis for which daily/hourly rates for workmen and hourly rates for equipment rental shall apply, or on the unit rate for Services executed shall be derived by interpolation/ extrapolation of unit rates already existing in the Contract. In all the matters pertaining to applicability of rate and admittance of otherwise of an extra service claim(s) of Service Provider, the decision of Engineer-in-Charge shall be final and binding on the Service Provider.

4.5 INSURANCE:

4.5.1 Service Provider shall, at his own expense, arrange appropriate insurance to cover all risks assumed by the Service Provider under this Contract in respect of its personnel deputed under this Contract as well as Service Provider's equipment, tools and any other belongings of the Service Provider or their personnel during the entire period of their engagement in connection with this Contract. Employer will have no liability on this account. The Personnel covered must be covered to meet the liability under Employee Compensation Act.

4.5.2 The provisions of this Clause shall in no way limit the liability of the Service Provider under the Contract.

4.5.3 If the Service Provider neglects, fails, or refuses to obtain or maintain insurances required to be effected, or fails to provide certification etc., the Employer has the right to procure and maintain policies at Service Provider's expense plus administrative cost of 10% of the amount of Insurance premium.

4.5.4 INSURANCE TYPES:

Service Provider shall at all time during the currency of the Contract provide, pay for and maintain the following insurance amongst others:

- a. Employee Compensation and Employer's common law liability insurance covering liability to employees of the Service Provider under the laws of their place or employment or place or injury, arising out of injury sustained in connection with any of the services. This insurance will be extended where submitted by law, to indemnify the Employer against any statutory liability which it may incur towards injured employees of the Service Provider. A proof of the same should be submitted to EIC for liability in line with Employees Compensation Act.
- b. General Public Liability Insurance covering liabilities including contractual liability for bodily injury, including death of persons, and liabilities for damage of property. This insurance must cover all operations of Service Provider required to fulfill the provisions under this Contract.
- c. Service Provider's Equipment/Materials/Goods used for execution of the work hereunder shall have an insurance cover with a suitable limit (as per international standards).
- d. Automobile Public Liability Insurance covering owned, non-owned and hired automobiles used in the performance of the work hereunder, with bodily injury limits and property damage limits as governed by Indian Insurance regulations.

4.5.5 Service Provider shall obtain additional insurance or revise the limits of existing

insurance as per Employer's request in which case additional cost shall be to Service Provider's account. Further, the Service Provider shall ensure the adequacy of Insurance at all time in accordance with the nature of the Service(s), terms of the Contract and Statutory requirements.

4.5.6 CERTIFICATE OF INSURANCE:

Before commencing performance of the services, Service Provider shall on request furnish EIC/Employer with certificates of insurance indicating:

- i) type and amounts of insurance as required herein;
- ii) insurance company or companies carrying the aforesaid coverage;
- iii) effective and expiry dates of policies;
- iv) that the Employer may give advance notice for any material change in the policy. waiver of subrogation endorsement has been attached to all policies; and
- v) the territorial limits of all policies.

4.5.7 If any of the above policies expire or are cancelled during the terms of the service, and Service Provider fails for any reason to renew such policies, the Employer may replace same and recover the charges towards premium plus administrative charges from Service Provider. Should there be a lapse in any insurance required to be carried out by the Service Provider hereunder for any reason, losses & penalty, if any resulting there from shall be to the sole account of the Service Provider.

4.5.8 Service Provider shall require all its Sub-Service Providers to provide such foregoing insurance cover as the Service Provider is obligated to provide under the Contract.

4.5.9 WAIVER OF SUBROGATION: All insurance policies of the Service Provider with respect to the operations conducted hereunder, shall be endorsed by the underwriter in accordance with the following policy wording: "The insurers hereby waive their rights of subrogation against any individual, Employer, affiliates or assignees for whom or with whom the assured may be operating to the extent of the Contractual indemnities undertaken by the Service Provider".

4.5.10 Deductible: That portion of any loss not covered by insurance provided for in this article solely by reason of deductible provision in such insurance policies shall be to the account of the Service Provider.

4.6 TAXES AND DUTIES:

4.6.1 The Service Provider, unless specified otherwise elsewhere in the Contract agrees to and does hereby accept full and exclusive liability for the payment of any and all Taxes, Duties, including GST now or hereafter imposed, increased, modified from time to time in respect of Services and materials and all contributions and taxes for unemployment compensation, insurance and old age pensions or annuities now or hereafter imposed by any Central or State Government authorities which are imposed with respect to or covered by the wages, salaries, or other compensations paid to the persons employed by the Service Provider and the Service Provider shall be responsible for the compliance of all Sub-Service Providers, with all applicable Central, State, Municipal and local law and regulation and requirement of any Central, State or local Government agency or authority. Service Provider further agrees to defend, indemnify and hold Employer harmless from any liability or penalty which may be imposed by the Central, State or Local authorities by reason or any violation by Service Provider or Sub- Sub-Service Provider of such laws, suits or proceedings that may be brought against the Employer arising under, growing out of, or by reason of the service provided for by this Contract, by third parties, or by

Central or State Government authority or any administrative sub-division thereof. Tax deductions will be made as per the rules and regulations in force in accordance with acts prevailing from time to time.

- 4.6.2** Service Provider shall ensure timely submission of correct invoice(s) with all required supporting document(s) as per Contract within a period specified in Contracts to enable Employer to avail Input Tax Credit.

If Input Tax credit with respect to GST is not available to Employer for any reason which is not attributable to Employer, then Employer shall not be obligated or liable to pay or reimburse GST charged in the invoice(s) and shall be entitled to / deduct/ setoff / recover the such GST together with all penalties and interest if any, against any amounts paid or payable by Employer to Service Provider.

- 4.6.3** Where Employer has the obligation to discharge tax liability under reverse charge mechanism and Employer has paid or is /liable to pay GST to the Government on which interest or penalties becomes payable as per rules (as amended from time to time) for any reason which is not attributable to Employer or Input Tax credit with respect to such payments is not available to Employer for any reason which is not attributable to Employer, then Employer shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by Employer to Service Provider.

4.7 INCOME TAX:

Income Tax deduction shall be made from all payments of the Service Provider as per rules and regulation in force in accordance with the Income Tax Act prevailing from time to time.

4.8 STATUTORY VARIATIONS:

- 4.8.1** All duties, taxes (except where otherwise expressly provided in the Contract) as may be levied / imposed in consequences of execution of the Jobs/Services or in relation thereto or in connection therewith as per the Acts, Laws, Rules, Regulations in force on the due date of submission of Bid for this Contract shall be to Service Provider's account. Any increase / decrease in such duties, taxes after the due date of submission of bid but within the Contractual completion date as stipulated in the Contract will be to the account of Employer subject to submission of documentary proof to the satisfaction of Employer.

- 4.8.2** Any increase in the duties and taxes after the Contractual completion period will be to the Service Provider's account, where delay in completion /mobilization period is attributable to the Service Provider and the taxes & duties are not cenvatable (i.e. Input Tax Credit (ITC) not available). In case of applicability of ITC / cenvatable taxes & duties, payment shall be made as per the prevailing rates during the currency of the Contract. However, any benefit of decrease in duties and taxes after the Contractual completion will be passed on to the Employer.

In the event of introduction of any new legislation or any change or amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government(s) or Public Body which becomes effective after the due date of

submission of Bid for this Contract but within the Contractual completion period (including extended period allowed due to reasons attributed to Employer) and which results in increased cost of the jobs/services under the Contract through increased liability of taxes, (other than personnel and Corporate taxes), duties, the Service Provider shall be indemnified for any such increased cost by the Employer subject to the production of documentary proof to the satisfaction of the Employer to the extent which directly is attributable to such introduction of new legislation or change or amendment as mentioned above and adjudication by the competent authority & the courts wherever levy of such taxes / duties are disputed by Employer.

- 4.8.3** Similarly, in the event of introduction of new legislation or any change or amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government(s) or Public Body which becomes effective after the due date of submission of Bid for this Contract and which results in any decrease in the cost of the services/ jobs through reduced liability of taxes, (other than personnel and Corporate taxes) duties, the Service Provider shall pass on the benefits of such reduced cost, taxes or duties to the Employer, to the extent which is directly attributable to such introduction of new legislation or change or amendment as mentioned above.

LAWS, HEALTH, SAFETY & ENVIRONMENT

5.0 LABOUR LAWS:

- i) No labour below the age of 18 (eighteen) years shall be employed on the Job.
- ii) The Service Provider shall not pay less than what is provided under law to labourers engaged by him on the Job.
- iii) The Service Provider shall at his expense comply with all labour laws and keep the Employer indemnified in respect thereof.
- iv) The Service Provider shall pay equal wages for men and women in accordance with applicable labour laws.
- v) If the Service Provider is covered under the Contract labour (Regulation and Abolition) Act, he shall obtain a license from licensing authority (i.e. office of the labour commissioner) by payment of necessary prescribed fee and the deposit, if any, before starting the Job under the Contract. Such fee/deposit shall be borne by the Service Provider.
- vi) The Service Provider shall employ labour in sufficient numbers either directly or through Sub- Service Provider's to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the Contract while also ensuring that workman is not stressed due to long hour of working and to the satisfaction of the EIC.

- vii) The Service Provider shall furnish to the EIC the distribution return of the number and description, by trades of the service people employed on the services. The Service Provider shall also submit to the EIC a true statementshowing in respect of the second half of the preceding month and the first half of the current month (1) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused bythem and (2) the number of female workers who have been allowed Maternity Benefit as provided in the Maternity Benefit Act 1961 on Rules made thereunder and the amount paid to them.
- viii) The Service Provider shall comply with the provisions of the payment of Wage Act 1936, Employee Provident Fund Act 1952, Minimum Wages Act 1948. Employers Liability Act 1938. Servicemen's Compensation Act 1923, Industrial Disputes Act 1947, the Maternity Benefit Act 1961 and Contract Labour Regulation and Abolition Act 1970, Employment of Children Act 1938 or any modifications thereof or any other law relatingthereto and rules made thereunder from time to time.
- ix) The EIC shall on a report having been made by an Inspecting Officer as defined in Contract Labour (Regulation and Abolition) Act 1970 have the power to deduct from the money due to the Service Provider any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non- fulfilment of theConditions of the Contract for the benefit of workers, non-payment of wages or of deductions made from his or their wages which are not justified by the terms of the Contract or non-observance of the said regulations.
- x) The Service Provider shall indemnify the Employer against any payments to be made under and for the observance of the provisions of the aforesaid Acts without prejudice to his right to obtain indemnity from his Sub-Service Provider's.

5.1 SAFETY REGULATIONS:

- i) In respect of all labour, directly employed in the Service for the performance of Service Provider's part of this agreement, the Service Provider shall at his own expense arrange for all the safety provisions as per safety codes of acts as applicable.
- ii) The Service Provider shall observe and abide by all fire and safety regulations of the Employer. Before starting service, Service Provider shall consult with Employer's safety Engineers or EIC and must make good to the satisfaction of the Employer any loss or damage due to fire to any portion of the service done or to be done under this agreement or to any of the Employer's existing property.

5.2 FIRST AID AND INDUSTRIAL INJURIES:

- i) Service Provider shall maintain first aid facilities for its employees and those of its Sub- Service Provider.
- ii) Service Provider shall make outside arrangements for ambulance service and for the treatment of industrial injuries. Names of those providing these services shall be furnished to Employer prior to start and their telephone numbers shall be prominentlyposted in Service Provider's field office.
- iii) All critical industrial injuries shall be reported promptly to Employer, and a copy of

Service Provider's report covering each personal injury requiring the attention of a physician shall be furnished to the Employer.

5.3 GENERAL RULES:

5.4.1 Smoking within the battery area, tank farm, dock limits or any such area identified by EIC or mentioned in SCC or any guideline, is strictly prohibited. Violators of the no smoking rules shall be discharged immediately after imposing the applicable penalty(ies). Decision of EIC in the matter shall be final and binding on the Service Provider.

5.4 CARE IN HANDLING INFLAMMABLE GAS:

5.5.1 The Service Provider has to ensure all precautionary measures and exercise utmost care in handling the inflammable gas cylinder/inflammable liquids/paints etc. as required under the law and/or as advised by the fire Authorities of the Employer.

5.5 PRESERVATION OF PLACE:

5.6.1 The Service Provider shall take requisite precautions and use his best endeavors to prevent any riotous or unlawful behavior by or amongst his worker / personnel employed for the services and for the preservation of peace and protection of the inhabitants and security of property in the neighborhood of the Site. In the event of the Employer requiring the maintenance of a Special Police Force at or in the vicinity of the site during the tenure of services, the expenses thereof shall be borne by the Service Provider and if paid by the Employer shall be recoverable from the Service Provider.

5.6 ENVIRONMENT:

5.7.1 Employer acknowledges their commitment to conduct their respective operations in a manner which not only complies with all relevant environmental protection and pollution control legislation but also such operations do not cause environmental damage or pollution and in a manner which acknowledges other cultural and associated considerations. In recognition of this commitment, the Service Provider shall perform the services in such a way as to avoid or minimize environmental damage or pollution and fully recognize the special aspects of the environment as communicated by Employer or as applicable. Service Provider shall comply with, and the Service Provider shall ensure compliance with all applicable environmental protection and pollution control legislation as it relates to the services.

RESOLUTION OF DISPUTES/ ARBITRATION:

6.1 The EMPLOYER and the CONTRACTOR shall make every effort to resolve amicably by direct informal, good faith negotiations any disagreement or dispute arising between them under or in connection with the Contract.

6.2 If, after thirty days from the commencement of such informal, good faith negotiations, the EMPLOYER and the CONTRACTOR have been unable to resolve the disagreement or dispute, the same shall be referred for resolution as per the formal mechanism as specified hereunder shall be applicable.

6.3 LEGAL CONSTRUCTION: The Contract shall be, in all respects be construed and operated as an Indian Contract and in accordance with Indian Laws as in force for

the time being.

6.4 ARBITRATION:

- a) All disputes and differences of any kind whatsoever arising out of or in connection with the contract or carrying out of the works (whether during the course of works or after their completion and whether before or after determination, abandonment or breach of contract) shall be referred to and settled by the person authorized and notified in writing by IREL who shall state his decision in writing. Such a decision may be in the form of a final certificate or otherwise and shall be made within a period of 30 days from the date of receipt of such reference to them.
- b) If the CONTRACTOR is dissatisfied with the decision of such authorized person, then he may within 30 days of receipt of such decision send a written appeal to PURCHASER, represented by the Chairman and Managing Director at the registered office, Mumbai for the same to be referred to Arbitration by a Sole Arbitrator to be appointed by mutual consent and after due approval of CMD, IREL. The Arbitration proceedings shall be conducted as per the provisions of the Arbitration and Conciliation Act, 1996. It is made clear that this Arbitration Clause shall be applicable to any and all disputes and differences between the Parties arising out of and/or relating to this CONTRACT and the Parties shall be bound to refer the same to arbitration in accordance with the procedure contemplated herein.
- c) If the period of 30 days under Clause (b) has expired at any stage, stipulated in the preceding paras without any response from the CONTRACTOR before such expiry, the CONTRACTOR is deemed to have communicated his satisfaction to the decision of IREL at the relevant stage and all his rights of further appeal or as the case may be, adjudication are deemed to have been waived once and for all.
- d) The seat of arbitration will be at Mumbai and the language thereof shall be English.
- e) Notwithstanding the invocation, commencement and/or pendency any dispute resolution proceedings under this Clause including arbitration under Clause 6.4, the CONTRACTOR shall continue to be bound by the provisions of the CONTRACT, if not terminated by the EMPLOYER, and shall be obligated to discharge its obligations under the CONTRACT including continuation of the WORK under the CONTRACT.
- f) The CONTRACTOR shall not in any way delay or default or cause to delay or default the carrying out of the works by reason of the fact that any matter has been agreed to be referred to and / or referred to dispute resolution under Clause 6.3 including Arbitration under Clause 6.4.

6.5 JURISDICTION:

The courts only at Mumbai shall, subject to Arbitration Clause, have exclusive jurisdiction to deal with and decide any matter arising out of this contract.

**FORMAT FOR CORRESPONDENCE WITH BIDDERS ON
“ Ethics in tendering & other business dealings”**

Dear Sir,

IREL (India) Limited, a Government of India undertaking under the administrative control of Department of Atomic Energy is doing its business as per the rules and regulation of the Public Sector Undertaking and other statutory agencies. The business is done in an ethical, rational & impartial manner with good corporate governance.

In our endeavour to be more transparent in our dealings and to support our ideology all **Vendors, Customers and Business Partners** are requested not to provide any gift and / or inducement to any of our employees for securing / being granted favour in dealings with our Company. In assurance of your commitment to the aforesaid, it will be highly appreciated if you fill up, sign and abide by the attached undertakings.

Report of any gifts and / or inducements sought by any employee of the company should be immediately reported to any one of the following:

Chairman & Managing Director IREL (India) Limited 1207, V.S. Marg, Prabhadevi Mumbai 400 028. Ph: 022-24225778 Email: cmd@irel.co.in	Chief Vigilance Officer IREL (India) Limited 1207, V.S. Marg, Prabhadevi Mumbai 400 028 Ph:022-24221068 Email: cvo@irel.co.in
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We assure you that complaints if any made by you on the subject will be kept confidential and fair investigation will be conducted and appropriate action will be taken. Similarly, we except your commitment to the undertaking and its violation will have consequences as per prevailing rule of the Company.

Thanking you,

For IREL (India) Limited

Name -----

Designation -----

Date

**FORMAT FOR UNDERTAKING TO BE SUBMITTED BY BIDDERS FOR ADOPTING
ETHICAL PRACTICES**

Date:

To,
M/s IREL (India) Limited,
1207, V.S. Marg, Prabhadevi
Mumbai 400 028.

I / We am / are a Vendor / Customer of
IREL (India) Limited (now onwards to be referred as Company).

I / We agree and undertake:

Not to provide any gift and / or inducement to any employee of the Company in connection with securing / being granted favour (s) in my / our dealings with the Corporate office of the company and / or its any field units namely MK, Chavara, OSCOM, RED, IRERC, RETTP & REPM.

To immediately report any gift and / or inducement sought by any employee of the Company granting favour(s) to me / us in my / our dealings with the Company and / or its field units.

Signature.....

Name.....

Title.....

Name of the Company and Address (with Seal).....

Tender Acceptance Letter

(To be given on Company Letter Head)

Date:

To,

**GM -Technical & I/c Purchase
IREL (India) Limited
Corporate Office Mumbai
PLOT NO. 1207, VEER SAVARKAR MARG
NEAR SIDDHIVINAYAK TEMPLE
PRABHADEVI
MUMBAI-400028**

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender/Work: - Hiring of agency for providing Operational and Maintenance (O&M) Services at REPM, Atchutapuram, Andhra Pradesh

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

GeM Portal as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to ____ (including all documents like annexure(s), schedule(s), drawings etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken in to consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in its totality/ entirety and agreed

5. We have confirmed that the price quoted by us covers the scope work including requisite manpower, tools tackle, specified consumables as mentioned under clause no 5 and price will remain firm over the period of contract.

6. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.

7. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**FORMAT FOR CERTIFICATE FROM PRACTICING CHARTERED ACCOUNTANT FOR
ELIGIBLE WORKS**

Certificate from the practicing chartered accountant

Based on its books of accounts and other published information authenticated by it, this is to certify that (name of the Bidder) was awarded by (title of company) for (name of supply/work).

The total fees received by the Bidder for the supply/work is

We further certify that the said supply/work was completed on (date).

Name of the audit firm:

Seal of the audit firm:

Date:

License/registration no:

UDIN NO.

(Signature, name, designation of the authorized signatory of the audit firm)

Signature of Authorised Signatory with seal

Annexure V

Particulars of the bidder

Sl.	Particulars	Details
1.	a) Name of Bidder b) Legal status (e.g. incorporated private company, unincorporated business, partnership etc.): c) Date of incorporation and/ or commencement of business d) Brief details about main line of business.	
2.	Bank details:- The payments to be released from IREL will be made through e-payments. The contractor has to provide the following details: <ul style="list-style-type: none"> • Beneficiary name: • Account Number: • Name of the bank: • IFSC: • Nature of Account (Savings/Current/CC/OD): Branch Code 	
3.	Types of Organization	MSE/MSE (SC/ST)/ MSE (WOMEN Entrepreneur) /Non MSE
4.	Treds on boarding status #	Yes/No, if yes Treds ID/Ac No.
5.	Particulars of the Authorized Signatory of the Bidder <ul style="list-style-type: none"> a) Name b) Designation c) Company d) Address e) Telephone Number f) Email address 	
6.	GST, PAN, ESIC and EPF no details:	

#(As per Govt guideline for for MSE bidders on boarding in TReDs platform is mandatory, if not onboarded pl do the needful immediately)

Requirement details of tender documents

Note: The complete bid document submitted by the bidder as technical bid (Part 1) shall be duly numbered in each page. Based on the numbering done, the following table should be filled up by the bidder.

Sl.	Required Documents	(bidder should correctly fill the following column)	(Indicate page number of the bid document where related information is shown/available, so that it can be verified by IREL)
1	Pre-qualification criteria		
1.1	Valid HT upto 33 KV Contract License issued/endorsed by the state of Andhra Pradesh (Electrical Licensing Board of Andhra Pradesh)		
1.2	Copies of work order and satisfactory completion certificate of bidders must have successfully executed /completed engagement of manpower services contract for operation/ maintenance in any Process Industries as per PQ.		
1.3	The bidders in its roll should have minimum 20 employees. Out of this at least 10 nos. should have been skilled manpower. Name of the employees, qualification, exp details to be provided in Company's letter head.		
1.4	Annual turnover for last three financial years (as per PQ)		
1.5	Address proof of having functional office in Andhra Pradesh		
2	Particulars of the bidder		
3	Annexures I to VII duly filled by the bidder		
4	Earnest Money Deposit (EMD)		
5	Bidders has agreed to supply tools and tackles mentioned under Table num.01 Clause 5.8		Yes/No

	Supply consumables, PPE, log books, etc as per Table num.02 Clause 5.9		
6	Bidder has understood the complete scope of and agreed to supply tools and tackles, PPE and requisite qualified manpower as per tender	Complied	Y/N
7	Agreed to pay the monthly wages by 7 th subsequent month	Complied	Y/N
8	Price bid along with excel breakup submitted online	Complied	Y/N

ANNEXURE VII

EMD Declaration

I have furnished a sum of Rs. 1,93,900/- (Rupees one lakh ninety-three thousand nine hundred only) towards EMD vide NEFT/RTGS/DD/BG No..... dated.....

Place:

Signature of tenderer:

Full Address:

IREL Bank Details

Name of the Bank	HDFC Bank Limited, V S Marg, Opp. Siddhivinayak Temple, Prabhadevi, Mumbai – 400028
Account Type	Current Account
Account Number	00122320000135
IFSC Code	HDFC0000012

Details of payment to be uploaded to purchase-ho@irel.co.in

Email should contain the following details

- 1) Name of the company
- 2) Transaction ID with details Bank and Branch

PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(To be issued by approved Scheduled Banks)

In accordance with Bid No. _____ Dated _____ for the work of _____ (herein after referred to as “the said Works”) for Rs. _____ (Rupees _____ only), under _____ (Corporate Office) of M/s IREL (India) Limited, a company incorporated under Indian Companies Act, having its registered office at Plot No.1207, ECIL building, Opp. to Siddhivinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai – 400028, India (herein after referred to as IREL), M/s _____ Address _____ [Herein after referred to as Contractor (s)] wish /wishes to participate in the said tender and a Bank Guarantee for the sum of Rs. _____ (in words) valid for a period of _____ days (in words) is required to be submitted by the Bidder towards the Bid Security.

We the _____ Bank (hereinafter called the said Bank) do hereby undertake to pay to IREL, the sum of Rs. _____ (Rupees _____ only) by reason of the said tenderer’s failure to enter into an agreement of contract on intimation of acceptance of his tender and/or to commence the contract works and/or failure to deposit the security deposit within the stipulated period as per the terms and conditions relating to and/or governing the contract and/or specified in the Bid. We also agree that any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. We also agree that notwithstanding any dispute or difference or any litigation in respect of or arising from the said contract and/or the acceptance of the tender of the tenderer afore stated by IREL including the question as to the tenability of the claim of the IREL for forfeiting the Earnest Money being the Bank Guarantee herein, we shall forthwith pay the said amount to IREL on demand being made as aforesaid.

We _____ Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for entering into an Agreement of contract and that it shall continue to be enforceable till all the dues of the IREL under the terms and conditions of the Bid for the work have been fully paid and its claims satisfied or discharged or till IREL certifies, that the terms and conditions of the bid have been fully and properly carried out by the said tenderer and accordingly discharges the guarantee.

We _____ Bank further agree with the IREL that the IREL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the Bid and/or terms and conditions governing the contract or to extend the time of validity of the offer from the said tenderer from time to time or to postpone for any time or from time to time any of the powers exercisable by the IREL against the said tenderer and to forbear or enforce any of the terms and conditions of the Bid and we shall not be relieved from our liability hereunder by reason of any such variation, or extension being granted to the said tenderer or for any forbearance, act or omission on the part of the IREL or any indulgence by the IREL to the said tenderer or by any such matter or thing whatsoever which under the law relating to surety/guarantee would but for this provision have effect of so relieving us.

We _____ Bank do hereby further agree that any change in the Constitution of the said tenderer or the Bank will not affect the validity of this guarantee.

We _____ Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the IREL in writing.

Notwithstanding anything to the contrary contained herein before :

- (i) Our Liability under this Bank Guarantee shall not exceed and restricted to Rs _____ (in words)
- (ii) This Bank Guarantee shall be valid upto _____, unless extended on demand.

(iii) The bank is liable to pay the guaranteed amount or any part thereof under this bank Guarantee only if IREL serve a written claim or demand on or before
(Three months from the expiry of Guarantee period)

Dated the _____ day of _____ 20--
_____Bank

(Signature with name in Block letters with designation,
Attorney as per power of Attorney No. _____ dt. _____)

Bank's Common seal

PROFORMA FOR BANK GUARANTEE FOR SECURITY DEPOSIT (to be issued from a scheduled bank)

WHEREAS on or about the _____ day of _____ M/s _____ (Tenderer's name & address), having its registered office situated at _____ (Postal address) (herein after referred to as 'The Tenderer') entered into a contract bearing reference no. _____ dtd. _____ with (MK unit/Chavara unit/OSCOM unit/ RED unit/Corporate Office) of M/s IREL (India) Limited, a company incorporated under Indian Companies Act having its registered office at Plot No.1207, ECIL building, Opp. to Siddhivinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai – 400 028, India (herein after referred to as IREL), for _____ (details of order) (herein after referred to as 'The Contract').

AND WHEREAS under the terms and conditions of the contract the tenderer is required to keep with IREL a security deposit of Rs. _____ (Rupees _____ only) or submit a Bank Guarantee in lieu of cash deposit for the fulfillment of the terms and conditions of the contract, and whereas the supplier has chosen to submit a Bank Guarantee till completion of the guarantee period.

We _____ Bank do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from IREL stating that the amount claimed is due by way of loss or damage caused to or that would be caused to or suffered by IREL by reason of breach of any of the terms and conditions of the said contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. The payment will be released within three working days from the date of demand for payment.

We undertake to pay to IREL any money so demanded notwithstanding any dispute or disputes raised by the tenderer in any suit or proceeding pending before any court or tribunal relating thereto, our liability under these present being absolute and unequivocal.

The payment so made by us under this guarantees shall be valid discharge of our liability for payment thereunder and the tenderer shall have no claim against us for making such payment.

We _____ Bank further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of IREL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till IREL certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said tenderer and accordingly discharges this Guarantee. Our Guarantee shall remain in force until _____ and unless a demand or claim under this guarantee is made on us in writing within three months from the expiry of the Guarantee period, we shall be discharged from all liability under this Guarantee thereafter.

We _____ Bank, further agree that IREL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extent time of performance by the said tenderer from time to time or to postpone for any time or from time to time any of the powers exercisable by IREL against the said tenderer and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contract or for any forbearance, act or omission on the part of IREL or any indulgence by IREL to the said tenderer or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant.

We _____ Bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of IREL in writing.

Notwithstanding anything to the contrary contained herein before :

- (i) Our Liability under this Bank Guarantee shall not exceed and restricted to Rs (in words)
- (ii) This Bank Guarantee shall be valid upto, unless extended on demand.
- (iii) The bank is liable to pay the guaranteed amount or any part thereof under this bank Guarantee only if IREL serve a written claim or demand on or before (Three months from the expiry of Guarantee period)

Dated the _____ day of _____ 20____
_____ Bank

(Signature with name in Block letters with designation, Attorney as per power of attorney No. _____ dt _____)

Bank's Common seal