

Group- I:

Up-keepment and periodic Maintenance of HCU/ H2U

1. SCOPE OF WORK/ SUPPLY:

Part-I: SOR items

Following are SOR items under scope of work, against which payment shall be made against certification of qty.of each item by EIC:

Item no. : 10 UPKEEPMENT OF PAVED AREA:

QTY. - 924000.0 UOM - Sq. meter (M2).

Upkeepment of the entire paved area within the battery limit of HCU / H2U using suitable tools & tackles shall be carried out on daily basis. The job includes collection of debris scrap, oily material, soaked insulation, removed insulation material and all other unwanted materials, floor washing etc. The materials so collected should be kept in the designated area inside the Unit or as directed by Engineer In charge. As it is a running plant, the up-keepment should be maintained on round the clock basis. However, review and certification shall be done on weekly basis.

Approximate paved floor area in HCU/ H2U is 74000 Sq. M (M2).

Item no. 20 : UPKEEPMENT OF UNPAVED AREA

QTY.- 144000.0 ; UOM - Sq. meter (M2).

Upkeepment unpaved area of HCU/ H2U shall be carried out on regular basis. The job includes Cutting, removal of unwanted grass, dressing of grass surface, removing of unwanted weeds / vegetations etc using suitable tool & tackles and shifting these to dumping yard or as directed by EIL. Hand cart if required, to be used for this purpose. Contractor shall also plant seasonal/ permanent flower plant/ sapling etc as and when advised by EIC.

Item no. 30: UPKEEPMENT OF STRUCTURAL, LADDERS ETC.

QTY.: 54000.0 UOM: Sq. meter (M2).

The job includes cleaning of Structure & Ladder, platform technological structure etc. by removing cobweb, unwanted materials, spill oil etc using suitable tool & tackles. The materials so collected should be kept in the designated area inside the Unit or as directed by EIC.

ITEM NO. 40: UPKEEPMENT OF LARGE SIZE EQUIPT.

QTY. - 312 UOM - NOS

Upkeepment & periodic maintenance of rotary equipment Body, base plate & the Skid: Cleaning of the rotary equipment body, skid, base plate, equipment foundation and up to 1 meter floor on all sides etc by scrapping the oil, dust particle etc using jute (contractor to arrange jute for cleaning purpose). Also the area is to be washed by using Hot Water, steam etc.

Frequency - Once in a month. Nos. of Large Equipment in HCU/ H2U: 26 nos.

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ITEM NO. 50: UPKEEPMENT OF MEDIUM SIZE EQUIPT.

QTY. - 660 ; UOM - NOS.

Upkeepment and periodic maintenance of the rotary equipment body, base plate & skid: Cleaning of the rotary equipment body, skid, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping of oil, dust particle etc. using jute (contractor to arrange jute for cleaning at his own cost). Also area is to be washed by using hot water, steam etc.

Quantity of Medium size equipment in HCU/ H2U: 55 nos.

ITEM NO. 60: UPKEEPMENT OF SMALL SIZE EQUIPT.

QTY. : 780 ; UOM - NOS.

Upkeepment & periodic maintenance of rotary equipment body, base plate, skid: cleaning of the rotary equipment body, skid, base plate, equipment foundation and up to 1 meter floor all sides by scrapping of oil, dust particle etc. by using jute (contractor to arrange jute at his cost). Also, the area is to be washed by using hot water, steam etc. Quantity of small equipment in HCU/ H2U: 65 nos.

ITEM NO. 70: UPKEEPMENT OF PERIPHERAL DRAINS.

QTY.: 16200.0 UOM : Metre

Upkeepment and periodic maintenance of storm water channel, peripheral drains, other drains in the unit. Cleaning the drains using suitable tool to clean up dust ,debris and all unwanted materials. The materials so collected should be kept in the designated area inside the Unit. Frequency: Once in Month Approximate quantity in HCU/ H2U : 1000 Mts. Maximum Size drain channel: 1.5 X0.8 sq. Mts.

ITEM NO. 80: REPLACEMENT OF FURNACE BOTTOM SAND.

QTY. : 6 UOM : NOS

The Contractor has to remove the entire quantity of bound sand from furnace bottom bed as directed by SIC or EIC. Also the sand removed from the furnace bottom are to be disposed off to the nearby area as directed by SIC or EIC. Removal of sand, filling the furnace bottom with fresh brought sand to proper level and grade, transportation of removed sand as directed by EIC is under the scope of contractor.

Approx qty of sand to be removed : 20 m3.

ITEM NO.90 : ASST. IN LO/ CHEMICAL CHARGING/ PREPN.

QTY. : 540 UOM : NOS

Contractor shall provide assistance in filling Lube oil to rotary equipment, preparation of soln of chemical/ s as per direction of concern SIC or his representatives on day to day basis. Shifting & placement of filled drums of Chemicals , Lube oils as well as washing of empty drums(before returning to store) is also part of their scope. All the drums should always be properly stacked in unit area.

Gross wt. of each filled drum : 200 to 250 kg.

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ITEM NO.100 : TRANSPORT/ HANDLING OF LO,CHEM. DRUMS ETC.

QTY. : 540 UOM : EA

Contractor shall carry out for the transportation / Handling of LO/ ,Chemical drums, hoses & other store items, sracps/ debris generated in unit area etc. as and when required as i. Transportation of LO/ Chemicals, drums from Central Store shall be done by in Hand Cart/ tractor trolley or as directed by EIC and then stacking properly in the designated area in unit. Shifting of used chemical/ LO drums from plant area to NRL Store (Designated area) shall be also be required. Before returning to store drum washing is to be done by the contractor. The scope of the job also includes loading & unloading on or from Truck / Trailer/ hand trolley.

ITEM NO. 110: Payment against the extra man-hour deployed in shift.

QTY: 1376 UOM: HRS

Contractor shall engage extra manpower in the shift for assistance during start-up/ shut down in the unit or any other days, as per instruction of EIC. Payment shall made to contractor against the manhours deployed, on submission of original of payment wage sheet.

ITEM NO.120: UPKEEPMENT OF AREA ON EMERGENCY BASIS.

QTY. : 6 UOM : EA

Upkeepment of Unit area on emergency basis arising out of sudden spillage of oil, sludge, etc to clean up area strictly as per direction of SIC/ Unit IC or EIC by mobilizing required manpower and other resources immediately. The contractor may be required to execute the job at any time to maintain the plant in required condition. If such need for Upkeepment arises in the running Unit which cannot wait for the next day, then contractor will be required to mobilize immediately by deploying the adequate resources for the same. Minimum resource Deployment: 4 workmen on round the clock basis for 3 days i.e. 288 manhours for cleaning of area and shifting of debris / spillage to the designated location as per SIC or EIC instruction. Depending upon job requirement total man hours requirement may increase also. Frequency of job : As & when required

Part-II Additional items: Expenses made by contractor against the items like PPE for contractor workers, tools and tackles etc. as mentioned below shall be paid, against submission of challan, money receipt, bill etc. after verification by EIC.

ITEM NO. 200: Employer's contribution against PF, EDLI and Adm charges.

QTY: 12 UOM: EA

Contractor shall deposit the employee as well as employer's contribution against PF, EDLI and Adm charges, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC.

ITEM NO. 210: Employer's contribution against ESI.

QTY: 12 UOM: EA

Contractor shall deposit the employee as well as employer's contribution against ESI, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC

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ITEM NO. 220: Employer's contribution against WCI.

QTY: 12 UOM: EA

Contractor shall make an insurance policy for the workers engaged by him, valid for the contractual period one yr. He shall submit the copy of policy to EIC. He shall deposit the premium/s to the insurance company, as and when applicable as per terms of the policy. The employer's contribution against WCI (Workman Compensation Insurance) shall be paid against submission of for copy of the premium receipt and certified copy of insurance policy.

ITEM NO. 230: Supply of Safety shoes to the workers.

QTY: 11 UOM: PAA

Contractor shall supply the safety shoes to all the workers engaged by him. Safety shoe shall be of size 5/6/7/8/9 with ankle protection. The Safety shoe should be black in colour and have BIS/ UN/ DGCA marked. The shoe must confirm to IS 15298. The safety should also have the following properties. a) Oil, grease, Chemical Resistant injection moulded PU sole with double density b) Collar cushion c) Fully leather lined with steel toe cap d) Shoe sole to be antiskid and to provide adequate insulation e) The shoe shall be provided with lace of flat black f) No nail should be used. Colour -Black. Payment shall be made against the supply of shoe along with retailer's bill against purchase of shoes.

ITEM NO. 240: Supply of Safety Helmets to the workers engaged.

QTY: 11 UOM: NOS

Contractor shall supply safety Helmets for contractor's workers. The Safety Helmet shall be made of HDPE, complete with 4 point stag on suspension (adjustable head band) Colour gree and non elasic nylon chin trap with buckle for adjustment. Helmet shall have IS- 2925-84 Marked. Colour- Blue. Payment shall be made against the supply along with retailer's bill against purchase of Helmet.

ITEM NO. 250: Supply of Boiler Suits to the workers engaged.

QTY: 22 UOM: PAA

Contractor shall supply of boiler suits 2 pc in a year, for all his workers. The Boiler suit shall be of Medium/ Large/ Small size, made of 100% cotton fabric, GSQ not less than 2000 gram, count 20x20 and rid and pick 108 x 56 as per given sample having the following : Metallic chain starting below the waist going upto neckwith double zip- tow front covered pockets (15CMx 16.5 CM) at chests with metallic chain/ two down pockets near waist with side openings near side pockets to be provided to facilitate use of inner trousers Two flaps on shoulder on both sides of neck. Colour - Dark Grey. Payment shall be made against the supply and submission of money receipt/ bill against the purchase of Boiler's suit.

ITEM NO. 260: Supply of Cotton Hand Gloves to the workers engaged.

QTY: 528 UOM: PAA

Contractor shall issue 2 pair of hand gloves every month to all his workers. The gloves should be of Cotton & PVC dotted for grip, size - 18". Payment to contractor shall made against supply and submission of bill/ money receipt of purchases.

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ITEM NO. 270: Payment against the balance leave.

QTY: 363 UOM: NOS

Contractor shall be make payment to workers against the balance leave at the end of the contractual period i.e. one yr. Payment to contractor shall be made with 12th/ final bill against the submission of Leave record and original of payment wage sheet.

ITEM NO. 280: Supply of tools and tackles.

QTY: 1 UOM: LS

Contractor shall purchase and supply various tools& tackles (required for execution of various jobs in the unit as mentioned in part-I), flower plants, sapling, etc. as per instruction of EIC. Payment shall be made against supply and submission of bill/ money receipt.

ITEM NO. 290: Supply of Sand for furnaces.

QTY: 6 UOM: EA

Contractor shall supply mud free river sand for putting it under the furnace bottom in the unit, as and when directed by EIC. Payment shall be made with running bill of the month after the sand replacement and submission of money receipt against the purchase of the sand.

2. CONTRACTUAL PERIOD: The contractual period of completion for this job, as per the provisions of the contract shall be 12 (twelve) months to be reckoned from the date of site hand over by respective Engineer-in-charge (EIC).

The contract may be extended for another 12 (twelve) months based on your performance during the contract period and certification by EIC. The nos of items and its qty for the next yr will remain same. The rate of various SOR item (part-I) shall be increased based on the increase in labour wages only. Contractor should accept the revised rate of SOR items for part-I & part-II, as given by EIC, for the extended period.

3. OTHER CONDITIONS OF CONTRACT:

- 3.1 Contractor shall submit their offer for all SOR items of Part-I of the scope of work / supply(i.e. item no. 10-120) only.
- 3.2 Contractor shall quote unit rate for the PPE items mentioned against the item no. 160,170, 180, 190.
- 3.3 Contractor shall not quote for item no. 130,140,150,200

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- 3.4 Payment against SOR items (part-I) shall be made, for the qty certified by EIC. Payment against items of part-II shall be made against the conditions mentioned above.
- 3.5 Contractor shall submit the required amount (employee as well as employer's contribution) against PF, ESI,WCI etc as per applicable rated to concern authority. Payment against employer's contribution shall be made to contractor on actual basis, on submission of proof like chalan etc. as mentioned above.
- 3.6 Contractor shall deposit the PF/ ESI(employee as well as employer's contribution) to concern authority against each worker engaged by him, on monthly basis. Contractor shall submit the copy of chalan along with the monthly RA bill.
- 3.7 Contractor shall maintain one register in the format given by EIC for deposition of PF, ESI etc for each worker and the register should be submitted along with the chalan, every month to EIC.
- 3.8 Contractor shall submit annual return along with PF, ESI etc. deposits to the concerned authority by 31st March. He has to submit the proof of submission of the Annual return to the EIC or his representative. No bill will be processed till the submission of the Annual return, from April onwards.
- 3.9 Contractor has to mobilize/deploy adequate resources manpower, materials, tools & tackles etc to carry out the various jobs as per the scope of work, as and when required.
- 3.10 The worker engaged should have valid gate pass against the against the awarded Work Order no. only.
- 3.11 Leave records to be maintained by the contractor against each worker. Contractor has to submit the leave records of the worker to the engineer in charge or his representative every month. Payment against Item no. 280 i.e. balance leave of worker shall be made with 12th/ final RA bill.
- 3.12 Contractor's supervisor shall report of EIC/ concern officer of the unit on daily basis, for planning& execution of day to day jobs.
- 3.13 A book to be maintained by the supervisor to keep records of the certification. It will be a part of duty of the supervisor to get the certification of the day to day jobs by field Personal as well as shift officers.
- 3.14 Contractor shall mobilize the additional manpower against the item No. ...& with in 24hrs, in case EIC inform to execute a job on priority/ emergency basis.

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- 3.15 All the jobs are to be executed as per the instruction of EIC. He shall deduct the bill, if the job is not executed to the satisfaction of EIC/ shift officer.
- 3.16 All working persons must use the PPE/ safety gadgets as per the job requirement. Without PPE no person will be allowed to work inside the refinery premises. Contractor must ensure that required PPE has been provided to for all his workmen, on daily basis, as required.
- 3.17 The contractor will have to abide by all safety and statutory regulation prevailing inside the refinery premises.

B. Other special condition of contract:

1. The contractor must have valid labour supply license.
2. The contractor will have to abide by all safety and statutory regulations and must provide all personnel protective equipment and other safety gadgets as per job requirement or as per the instruction of EIC. These include safety shoe, helmet, goggles, gum boot, hand gloves for chemicals, safety belt etc.
3. Since the contract is upkeepment and maintenance nature, adequate manpower shall have to be made available for carrying jobs efficiently and effectively. One supervisor is to be provided for job supervision on daily basis and he should be available during execution of job.
4. The contractor has to abide by the rules and regulations for security, safety etc. prevailing inside refinery premises.
5. The tenderer shall observe all the formalities regarding labour acts / rules.
6. Contract will be valid for one year and provision should be kept for extending up to two year upon the performance of the contractor.
7. Record of cleaning is to be maintained and certificate for the job attended is to be taken from the concern Field personal / sectional in charge or Shift in charges or EIC on day to day basis.
8. The tenderer will have to keep one supervisor at site to supervise the job and to co-ordinate the related job with the concern engineer.
9. Quantity of various items given in the contract may not be required to be executed on prorated basis. Depending on plant requirement executed quantity may vary month to month.
10. Work should be continued on Sunday and holidays without interruption.
11. If the performance of the tenderer is not found satisfactory, he will be given notice in writing for improvement of his performance. After serving three notices for poor performance, NRL may terminate the contract within 15 days notice.
12. Terms and conditions not covered above will be as per GCC of NRL.

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Group- II:

Upkeepment and periodic Maintenance of DCU unit

1. SCOPE OF WORK/ SUPPLY:

Part-I: SOR items

Following are SOR items under scope of work, against which payment shall be made against certification of qty. of each item by EIC:

Item no. : 10 UPKEEPMENT OF PAVED AREA:

QTY. - 6,00,000.0 UOM - Sq. meter (M2).

Upkeepment of the entire paved area within the battery limit of DCU using suitable tools & tackles shall be carried out on daily basis. The job includes collection of debris scrap, oily material, soaked insulation, removed insulation material and all other unwanted materials, floor washing etc. The materials so collected should be kept in the designated area inside the Unit or as directed by Engineer In charge. As it is a running plant, the up-keepment should be maintained on round the clock basis. However, review and certification shall be done on weekly basis. Approximate paved floor area in DCU is 18669 Sq. M (M2).

Item no. 20 : UPKEEPMENT OF UNPAVED AREA

QTY.- 96000.00 ; UOM - Sq. meter (M2).

Upkeepment unpaved area of DCU shall be carried out on regular basis. The job includes Cutting, removal of unwanted grass, dressing of grass surface, removing of unwanted weeds / vegetations etc using suitable tool & tackles and shifting these to dumping yard or as directed by EIL. Hand cart if required, to be used for this purpose. Contractor shall also plant seasonal/ permanent flower plant/ sapling etc as and when advised by EIC.

Item no. 30: UPKEEPMENT OF STRUCTURAL, LADDERS ETC.

QTY.: 48000.0 UOM: Sq. meter (M2).

The job includes cleaning of Structure & Ladder, platform technological structure etc. by removing cobweb, unwanted materials, spill oil etc using suitable tool & tackles. The materials so collected should be kept in the designated area inside the Unit or as directed by EIC. Frequency: once in a week

ITEM NO. 40 : UPKEEPMENT OF LARGE SIZE ROTARY EQUIPT.

QTY. - 288 ; UOM - NOS

Upkeepment & periodic maintenance of rotary equipment Body, base plate & the Skid : Cleaning of the rotary equipment body, skid, base plate, equipment foundation and up to 1 meter floor on all sides etc by scrapping the oil, dust particle etc using jute (contractor to arrange jute for cleaning purpose). Also the area is to be Washed by using Hot Water, steam etc. Frequency - Once in a month. Nos. of Large Equipment in DCU: 6 nos.

ITEM NO. 50: UPKEEPMENT OF MEDIUM SIZE ROTARY EQUIPT.

QTY. - 576 ; UOM – NOS.

Upkeepment and periodic maintenance of the rotary equipment body, base plate & skid: Cleaning of the rotary equipment body, skid, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping of oil, dust particle etc. using jute (contractor to arrange jute for cleaning at his own cost). Also area is to be washed by using hot water, steam etc. Quantity of Medium size equipment in DCU: 27 nos.

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ITEM NO. 60: UPKEEPMENT OF SMALL SIZE ROTARY EQUIPT.

QTY.: 600 ; UOM – NOS.

Upkeepment & periodic maintenance of rotary equipment body, base plate, skid: cleaning of the rotary equipment body, skid, base plate, equipment foundation and up to 1 meter floor all sides by scrapping of oil, dust particle etc. by using jute (contractor to arrange jute at his cost). Also, the area is to be washed by using hot water, steam etc. Quantity of small equipment in DCU- 42 nos.

ITEM NO. 70: UPKEEPMENT OF PERIPHERAL DRAINS.

QTY.: 10800.0 UOM: Metre

Upkeepment and periodic maintenance of storm water channel, peripheral drains, other drains in the unit. Cleaning the drains using suitable tool to clean up dust, debris and all unwanted materials. The materials so collected should be kept in the designated area inside the Unit. Frequency: Once in Month Approximate quantity in DCU: DCU 647 Mts. Maximum Size drain channel: 1.5 X 0.8 sq. Mts.

ITEM NO. 80: REPLACEMENT OF FURNACE BOTTOM SAND.

QTY.: 6 UOM: NOS

The Contractor has to remove the entire quantity of bound sand from furnace bottom bed as directed by SIC or EIC. Also the sand removed from the furnace bottom are to be disposed off to the nearby area as directed by SIC or EIC. Removal of sand, filling the furnace bottom with fresh brought sand to proper level and grade, transportation of removed sand as directed by EIC is under the scope of contractor. Approx qty of sand to be removed : 20 m3.

ITEM NO.90 : ASST. IN LO/ CHEMICAL CHARGING/ PREPN.

QTY.: 360 UOM: NOS

Contractor shall provide assistance in filling Lube oil to rotary equipment, preparation of soln of chemical/s as per direction of concern SIC or his representatives on day to day basis. Shifting & placement of filled drums of Chemicals, Lube oils as well as washing of empty drums (before returning to store) is also part of their scope. All the drums should always be properly stacked in unit area. Gross wt. of each filled drum : 200 to 250 kg.

ITEM NO.100 : TRANSPORT/ HANDLING OF LO, CHEM. DRUMS ETC.

QTY.: 360 UOM: EA

Contractor shall carry out for the transportation / Handling of LO, Chemical drums, hoses & other store items, scraps/ debris generated in unit area etc. as and when required as i. Transportation of LO/ Chemicals, drums from Central Store shall be done by in Hand Cart/ tractor trolley or as directed by EIC and then stacking properly in the designated area in unit. Shifting of used chemical/ LO drums from plant area to NRL Store (Designated area) shall be also be required. Before returning to store drum washing is to be done by the contractor. The scope of the job also includes loading & unloading on or from Truck / Trailer/ hand trolley.

ITEM NO.110: Payment against the extra manhour deployed in shift.

QTY: 2016, UOM: HRS

Contractor shall engage extra manpower in the shift for assistance during start-up/ shut down in the unit or any other days, as per instruction of EIC. Payment shall made to contractor against the manhours deployed, on submission of original of payment wage sheet.

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ITEM NO. 120: TPM standard upkeepment and Regular maintenance

Quantity: 300000, Unit: M2

Total Productive Maintenance standard upkeepment of all rotary equipments as well as stationery equipments. Immediate cleaning and properly keeping the used material like water, steam hose, LO bottles, nut-bolts as and when required. Painting of equipment, line no. etc. as per advice of engineer-in charge. As required in TPM, recovering and disposing spilled oil in drums, cleaning oil spilled area by washing using proper detergent, wire brushing, spider net removal etc. using contractor's own tools, tackles, detergents etc to the satisfaction of Engineer-in charge. Also recovery and disposing of overflowing RPC towards PA-11 & PA-26 area as and when advised by engineer in charge.

Qty: 300000, unit: m2

ITEM NO. 130: Coke yard/ Coke sump/ pavement outside drain coke removal

Coke yard/ Coke sump/ pavement outside drain coke removal; RPC shifting status as instructed by SIC or EIC as and when required. Coke removal from Intermediate sump and areas nearer to it .

Qty: 7700, Unit:m2

ITEM NO. 140: UPKEEPMENT OF AREA ON EMERGENCY BASIS.

QTY. : 4 UOM: EA

Upkeepment of Unit area on emergency basis arising out of sudden spillage of oil, sludge, etc to clean up area strictly as per direction of SIC/ Unit IC or EIC by mobilizing required manpower and other resources immediately. The contractor may be required to execute the job at any time to maintain the plant in required condition. If such need for Upkeepment arises in the running Unit which cannot wait for the next day, then contractor will be required to mobilize immediately by deploying the adequate resources for the same. Minimum resource Deployment: 4 workmen on round the clock basis for 3 days i.e. 288 manhours for cleaning of area and shifting of debris / spillage to the designated location as per SIC or EIC instruction. Depending upon job requirement total man hours requirement may increase also. Frequency of job : As & when required.

Part-II :

Additional items: Expenses made by contractor against the items like PPE for contractor workers, tools and tackles etc. as mentioned below shall be paid, against submission of challan, money receipt, bill etc. after verification by EIC.

ITEM NO. 200: Employer's contribution against PF, EDLI and Adm charges.

QTY: 12 UOM: EA

Contractor shall deposit the employee as well as employer's contribution against PF, EDLI and Adm charges, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC.

ITEM NO. 210: Employer's contribution against ESI.

QTY: 12 UOM: EA

Contractor shall deposit the employee as well as employer's contribution against ESI, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC

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ITEM NO. 220: Employer's contribution against WCI.

QTY: 12 UOM: EA

Contractor shall make an insurance policy for the workers engaged by him, valid for the contractual period one yr. He shall submit the copy of policy to EIC. He shall deposit the premium/ s to the insurance company, as and when applicable as per terms of the policy. The employer's contribution against WCI (Workman Compensation Insurance) shall be paid against submission of for copy of the premium receipt and certified copy of insurance policy.

ITEM NO. 230: Supply of Safety shoes to the workers.

QTY: 10 UOM: PAA

Contractor shall supply the safety shoes to all the workers engaged by him. Safety shoe shall be of size 5/ 6/ 7/ 8/ 9 with ankle protection. The Safety shoe should be black in colour and have BIS/ UN/ DGCA marked. The shoe must confirm to IS 15298. The safety should also have the following properties. a) Oil, grease, Chemical Resistant injection moulded PU sole with double density b) Coller cussion c) Fully leather lined with steel toe cap d) Shoe sole to be antiskid and to provide adequate insulation e) The shoe shall be provided with lace of flat black f) No nail should be used. Colour -Black. Payment shall be made against the supply of shoe along with retailer's bill against purchase of shoes.

ITEM NO. 240: Supply of Safety Helmets to the workers engaged.

QTY: 10 UOM: NOS

Contractor shall supply safety Helmets for contractor's workers. The Safety Helmet shall be made of HDPE, complete with 4 point stag on suspension (adjustable head band) Colour gree and non elasic nylon chin trap with buckle for adjustment. Helmet shall have IS- 2925-84 Marked. Colour- Blue. Payment shall be made against the supply along with retailer's bill against purchase of Helmet.

ITEM NO. 250: Supply of Boiler Suits to the workers engaged.

QTY: 20 UOM: PAA

Contractor shall supply of boiler suits 2 pc in a year, for all his workers. The Boiler suit shall be of Medium/ Large/ Small size, made of 100% cotton fabric, GSQ not less than 2000 gram, count 20x20 and rid and pick 108 x 56 as per given sample having the following : Metallic chain starting below the waist going upto neckwith double zip- tow front covered pockets (15CMx 16.5 CM) at chests with metallic chain/ two down pockets near waist with side openings near side pockets to be provided to facilitate use of inner trousers Two flaps on shoulder on both sides of neck. Colour - Dark Grey. Payment shall be made against the supply and submission of money receipt/ bill against the purchase of Boiler's suit.

ITEM NO. 260: Supply of Cotton Hand Gloves to the workers engaged.

QTY: 480 UOM: PAA

Contractor shall issue 2 pair of hand gloves every month to all his workers. The gloves should be of Cotton & PVC dotted for grip, size - 18". Payment to contractor shall made against supply and submission of bill/ money receipt of purchases.

ITEM NO. 270: Payment against the balance leave.

QTY: 330 UOM: NOS

Contractor shall be make payment to workers against the balance leave at the end of the contractual period i.e. one yr. Payment to contractor shall be made with 12th/ final bill against the submission of Leave record and original of payment wage sheet.

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ITEM NO. 280: Supply of tools and tackles.

QTY: 1 UOM: LS

Contractor shall purchase and supply various tools&tackles (required for execution of various jobs in the unit as mentioned in part-I), flower plants, sapling, etc. as per instruction of EIC. Payment shall be made against supply and submission of bill/ money receipt.

ITEM NO. 290: Supply of Sand for furnaces.

QTY: 6 UOM: EA

Contractor shall supply mud free river sand for putting it under the furnace bottom in the unit, as and when directed by EIC. Payment shall be made with running bill of the month after the sand replacement and submission of money receipt against the purchase of the sand.

2. CONTRACTUAL PERIOD: The contractual period of completion for this job, as per the provisions of the contract shall be 12 (twelve) months to be reckoned from the date of site hand over by respective Engineer-in-charge (EIC).

The contract may be extended for another 12 (twelve) months based on your performance during the contract period and certification by EIC. The nos of items and its qty for the next yr will remain same. The rate of various SOR item (part-I) shall be increased based on the increase in labour wages only. Contractor should accept the revised rate of SOR items for part-I & part-II, as given by EIC, for the extended period.

3. OTHER CONDITIONS OF CONTRACT:

- 3.1 Contractor shall submit their offer for all SOR items of Part-I of the scope of work / supply(i.e. item no. 10-120) only.
- 3.2 Contractor shall quote unit rate for the PPE items mentioned against the item no. 1600,170,180, 190.
- 3.3 Contractor shall not quote for item no. 130,140,150,200.
- 3.4 Payment against SOR items (part-I) shall be made, for the qty certified by EIC. Payment against items of part-II shall be made against the conditions mentioned above.
- 3.5 Contractor shall submit the required amount (employee as well as employer's contribution) against PF, ESI,WCI etc as per applicable rate to concern authority. Payment against employer's contribution shall be made to contractor on actual basis, on submission of proof like chalan etc. as mentioned above.
- 3.6 Contractor shall deposit the PF/ ESI(employee as well as employer's contribution) to concern authority against each worker engaged by him, on monthly basis. Contractor shall submit the copy of chalan along with the monthly RA bill.
- 3.7 Contractor shall maintain one register in the format given by EIC for deposition of PF, ESI etc for each worker and the register should be submitted along with the chalan, every month to EIC.

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- 3.8 Contractor shall submit annual return along with PF, ESI etc. deposits to the concerned authority by 31st March. He has to submit the proof of submission of the Annual return to the EIC or his representative. No bill will be processed till the submission of the Annual return, from April onwards.
- 3.9 Contractor has to mobilize/ deploy adequate resources manpower, materials, tools & tackles etc to carry out the various jobs as per the scope of work, as and when required.
- 3.10 The worker engaged should have valid gate pass against the against the awarded Work Order no. only.
- 3.11 Leave records to be maintained by the contractor against each worker. Contractor has to submit the leave records of the worker to the engineer in charge or his representative every month. Payment against Item no. 280 i.e. balance leave of worker shall be made with 12th/ final RA bill.
- 3.12 Contractor's supervisor shall report of EIC/ concern officer of the unit on daily basis, for planning & execution of day to day jobs.
- 3.13 A book to be maintained by the supervisor to keep records of the certification. It will be a part of duty of the supervisor to get the certification of the day to day jobs by field Personal as well as shift officers.
- 3.14 Contractor shall mobilize the additional manpower against the item No. ...& with in 24hrs, in case EIC inform to execute a job on priority/ emergency basis.
- 3.15 All the jobs are to be executed as per the instruction of EIC. He shall deduct the bill, if the job is not executed to the satisfaction of EIC/ shift officer.
- 3.16 All working persons must use the PPE/ safety gadgets as per the job requirement. Without PPE no person will be allowed to work inside the refinery premises. Contractor must ensure that required PPE has been provided to for all his workmen, on daily basis, as required.
- 3.17 The contractor will have to abide by all safety and statutory regulation prevailing inside the refinery premises.

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Group- III

Upkeepment and periodic Maintenance of CDU/ VDU unit

1. SCOPE OF WORK/ SUPPLY:

Part-I: SOR items

Following are SOR items under scope of work, against which payment shall be made against certification of qty.of each item by EIC

Item no. : 10 UPKEEPMENT OF PAVED AREA:

QTY. - 552000.0 UOM- Sq. meter (M2).

Upkeepment of the entire paved area within the battery limit of CDU/ VDU using suitable tools & tackles shall be carried out on daily basis. The job includes collection of debris scrap, oily material, soaked insulation, removed insulation material and all other unwanted materials, floor washing etc. The materials so collected should be kept in the designated area inside the Unit or as directed by Engineer In charge. As it is a running plant, the up-keepment should be maintained on round the clock basis. However, review and certification shall be done on weekly basis.

Item no. 20 : UPKEEPMENT OF UNPAVED AREA

QTY.- 86400.0 ; UOM- Sq. meter (M2).

Upkeepment unpaved area of CDU/ VDU shall be carried out on regular basis. The job includes Cutting, removal of unwanted grass, dressing of grass surface, removing of unwanted weeds / vegetations etc using suitable tool & tackles and shifting these to dumping yard or as directed by EIL. Hand cart if required, to be used for this purpose. Contractor shall also plant seasonal/ permanent flower plant/ sapling etc as and when advised by EIC.

Item no. 30: UPKEEPMENT OF STRUCTURAL, LADDERS ETC.

QTY.: 36000.0 UOM: Sq. meter (M2).

The job includes cleaning of Structure & Ladder, platform technological structure etc. by removing cobweb, unwanted materials, spill oil etc using suitable tool & tackles. The materials so collected should be kept in the designated area inside the Unit or as directed by EIC.

ITEM NO. 40 : UPKEEPMENT OF LARGE SIZE EQUIPTS.

QTY. - 72 ; UOM - NOS

Upkeepment & periodic maintenance of Large size equipment viz. pumps, comprs, fans, column & vessels etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

ITEM NO. 50: UPKEEPMENT OF MEDIUM SIZE EQUIPT.

QTY. - 300 ; UOM - NOS.

Upkeepment & periodic maintenance of Medium size equipment viz. pumps, Comprs, fans, column & vessels etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

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ITEM NO. 60: UPKEEPMENT OF SMALL SIZE EQUIPT.

QTY.: 480 ; UOM - NOS.

Upkeepment & periodic maintenance of small size equipment viz. pumps, comprs, fans, column & vessels etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

ITEM NO. 70: UPKEEPMENT OF PERIPHERAL DRAINS.

QTY.: 14400.0 UOM : Metre

Upkeepment and periodic maintenance of storm water channel, peripheral drains, other drains in the unit. Cleaning the drains using suitable tool to clean up dust, debris and all unwanted materials, as per instruction of EIC. The materials so collected should be kept in the designated area inside the Unit.

ITEM NO. 80: REPLACEMENT OF FURNACE BOTTOM SAND.

QTY. : 6 UOM : NOS

The Contractor has to remove the entire quantity of bound sand from furnace bottom bed as directed by SIC or EIC. Also the sand removed from the furnace bottom are to be disposed off to the nearby area as directed by SIC or EIC. Removal of sand, filling the furnace bottom with fresh brought sand to proper level and grade, transportation of removed sand as directed by EIC is under the scope of contractor. Approx qty of sand to be removed : 20 m³.

ITEM NO.90 : ASST. IN LO/ CHEMICAL CHARGING/ PREPN.

QTY. : 540 UOM : NOS

Contractor shall provide assistance in filling Lube oil to rotary equipment, preparation of soln of chemical/ s as per direction of concern SIC or his representatives on day to day basis. Shifting & placement of filled drums of Chemicals , Lube oils as well as washing of empty drums(before returning to store) is also part of their scope. All the drums should always be properly stacked in unit area. Gross wt. of each filled drum : 200 to 250 kg.

ITEM NO.100 : TRANSPORT/ HANDLING OF LO,CHEM. DRUMS ETC.

QTY. : 540 UOM : EA

Contractor shall carry out for the transportation / Handling of LO/ ,Chemical drums, hoses & other store items, sraps/ debris generated in unit area etc. as and when required as i. Transportation of LO/ Chemicals, drums from Central Store shall be done by in Hand Cart/ tractor trolley or as directed by EIC and then stacking properly in the designated area in unit. Shifting of used chemical/ LO drums from plant area to NRL Store (Designated area) shall be also be required. Before returning to store drum washing is to be done by the contractor. The scope of the job also includes loading & unloading on or from Truck / Trailer/ hand trolley.

ITEM NO. 110: DEPLOYMENT OF EXTRA MANPOWER IN SHIFT DURING S/ U ETC.

QTY: 832 UOM: HRS

Contractor shall engage extra manpower in the shift for assistance during start-up/ shut down in the unit or any other days, as per instruction of EIC. Payment shall made to contractor against the manhours deployed, on submission of original of payment wage sheet.

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ITEM NO.120: UPKEEPMENT OF AREA ON EMERGENCY BASIS.

QTY. : 4 UOM: EA

Upkeepment of Unit area on emergency basis arising out of sudden spillage of oil, sludge, etc to clean up area strictly as per direction of SIC/ Unit IC or EIC by mobilizing required manpower and other resources immediately. The contractor may be required to execute the job at any time to maintain the plant in required condition. If such need for Upkeepment arises in the running Unit which cannot wait for the next day, then contractor will be required to mobilize immediately by deploying the adequate resources for the same. Minimum resource Deployment: 4 workmen on round the clock basis for 3 days (36 mandays) for cleaning of area and shifting of debris / spillage to the designated location or any other job as per EIC instruction. EIC shall intimate about the job 24 hrs before the start of executing the job.

Part-II Additional items: Expenses made by contractor against the employer' contribution against PF, ESI, etc. and supply of PPE items for workers, tools and tackles etc. as mentioned below shall be paid, against submission of challan, money receipt, bill etc. after verification by EIC.

ITEM NO. 200: Employer's contribution against PF, EDLI and Adm charges.

QTY: 12 UOM: AU

Contractor shall deposit the employee as well as employer's contribution against PF, EDLI and Adm charges, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC.

ITEM NO. 210: Employer's contribution against ESI.

QTY: 12 UOM: AU

Contractor shall deposit the employee as well as employer's contribution against ESI, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC.

ITEM NO. 220: Employer's contribution against WCI.

QTY: 12 UOM: AU

Contractor shall make an insurance policy for the workers engaged by him, valid for the contractual period one yr. He shall submit the copy of policy to EIC. He shall deposit the premium/ s to the insurance company, as and when applicable as per terms of the policy. The employer's contribution against WCI (Workman Compensation Insurance) shall be paid against submission of for copy of the premium receipt and certified copy of insurance policy.

ITEM NO. 230: Supply of Safety shoes to the workers.

QTY: 7 UOM: PAA

Contractor shall supply the safety shoes to all the workers engaged by him. Safety shoe shall be of size 5/ 6/ 7/ 8/ 9 with ankle protection. The Safety shoe should be black in colour and have BIS/ UN/ DGCA marked. The shoe must confirm to IS 15298. The safety should also have the following properties. a) Oil, grease, Chemical Resistant injection moulded PU sole with double density b) Coller cushion c) Fully leather lined with steel toe cap d) Shoe sole to be antiskid and to provide adequate insulation e) The shoe shall be provided with lace of flat black f) No nail should be used. Colour -Black. Payment shall be made against the supply of shoe along with retailer's bill against purchase of shoes.

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ITEM NO. 240: Supply of Safety Helmets to the workers engaged.

QTY: 7 UOM: NOS

Contractor shall supply safety Helmets for contractor's workers. The Safety Helmet shall be made of HDPE, complete with 4 point stag on suspension (adjustable head band) Colour gree and non elasic nylon chin trap with buckle for adjustment. Helmet shall have IS- 2925-84 Marked. Colour- Blue. Payment shall be made against the supply along with retailer's bill against purchase of Helmet.

ITEM NO. 250: Supply of Boiler Suits to the workers engaged.

QTY: 14 UOM: NOS

Contractor shall supply of boiler suits 2 pc in a year, for all his workers. The Boiler suit shall be of Medium/ Large/ Small size, made of 100% cotton fabric, GSQ not less than 2000 gram, count 20x20 and rid and pick 108 x 56 as per given sample having the following : Metallic chain starting below the waist going upto neck with double zip- tow front covered pockets (15CMx 16.5 CM) at chests with metallic chain/ two down pockets near waist with side openings near side pockets to be provided to facilitate use of inner trousers Two flaps on shoulder on both sides of neck. Colour - Dark Grey. Payment shall be made against the supply and submission of money receipt/ bill against the purchase of Boiler's suit.

ITEM NO. 260: Supply of Cotton Hand Gloves to the workers engaged.

QTY: 336 UOM: PAA

Contractor shall issue 2 pair of hand gloves every month to all his workers. The gloves should be of Cotton & PVC dotted for grip, size - 18". Payment to contractor shall made against supply and submission of bill/ money receipt of purchases.

ITEM NO. 270: Payment against the balance leave.

QTY: 231 UOM: NOS

Contractor shall be make payment to workers against the balance leave at the end of the contractual period i.e. one yr. Payment to contractor shall be made with 12th/ final bill against the submission of Leave record and original of payment wage sheet.

ITEM NO. 280: Supply of tools and tackles.

QTY: 1 UOM: LS

Contractor shall purchase and supply various tools& tackles (required for execution of various jobs in the unit as mentioned in part-I), flower plants, sapling, etc. as per instruction of EIC. Payment shall be made against supply and submission of bill/ money receipt.

ITEM NO. 290: Supply of Sand for furnaces.

QTY: 6 UOM: EA

Contractor shall supply mud free river sand for putting it under the furnace bottom in the unit, as and when directed by EIC. Payment shall be made with running bill of the month after the sand replacement and submission of money receipt against the purchase of the sand.

2. CONTRACTUAL PERIOD: The contractual period of completion for this job, as per the provisions of the contract shall be 12 (twelve) months to be reckoned from the date of site hand over by respective Engineer-in-charge (EIC).

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The contract may be extended for another 12 (twelve) months based on your performance during the contract period and certification by EIC. The nos of items and its qty for the next yr will remain same. The rate of various SOR item (part-I) shall be increased based on the increase in labour wages only. Contractor should accept the revised rate of SOR items for part-I & part-II, as given by EIC, for the extended period.

3. PRE QUALIFICATION CRITERIA: As per Tender.

4. SPECIAL CONDITIONS OF CONTRACT:

- 4.1 Contractor shall submit their offer for all SOR items of Part-I of the scope of work / supply(i.e. item no. 10-120) only.
- 4.2 Contractor shall quote unit rate for the PPE items mentioned against the item no. 230, 240, 250, 260.
- 4.3 Contractor shall not quote for item no. 200, 210, 220 & 270. It shall paid per per std rate as applicable.
- 4.4 Payment against SOR items (part-I) shall be made, for the qty certified by EIC. Payment against items of part-II shall be made against the conditions mentioned above.
- 4.5 Contractor shall submit the required amount (employee as well as employer's contribution) against PF, ESI,WCI etc as per applicable rated to concern authority. Payment against employer's contribution shall be made to contractor on actual basis, on submission of proof like chalan etc. as mentioned above.
- 4.6 Contractor shall deposit the PF/ ESI(employee as well as employer's contribution) to concern authority against each worker engaged by him, on monthly basis. Contractor shall submit the copy of chalan along with the monthly RA bill.
- 4.7 Contractor shall maintain one register in the format given by EIC for deposition of PF, ESI etc for each worker and the register should be submitted along with the chalan, every month to EIC.
- 4.8 Contractor shall submit annual return along with PF, ESI etc. deposits to the concerned authority by 31st March. He has to submit the proof of submission of the Annual return to the EIC or his representative. No bill will be processed till the submission of the Annual return, from April onwards.
- 4.9 Contractor has to mobilize/ deploy adequate resources manpower, materials, tools & tackles etc to carry out the various jobs as per the scope of work, as and when required.
- 4.10 The worker engaged should have valid gate pass against the against the awarded Work Order no. only.

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- 4.11 Leave records to be maintained by the contractor against each worker. Contractor has to submit the leave records of the worker to the engineer in charge or his representative every month. Payment against Item no. 280 i.e. balance leave of worker shall be made with 12th/ final RA bill.
- 4.12 Contractor's supervisor shall report of EIC/ concern officer of the unit on daily basis, for planning & execution of day to day jobs.
- 4.13 A book to be maintained by the supervisor to keep records of the certification. It will be a part of duty of the supervisor to get the certification of the day to day jobs by field Personal as well as shift officers.
- 4.14 Contractor shall mobilize the additional manpower against the item No. 110 & 120, within 24hrs, in case EIC inform to execute a job on priority/ emergency basis.
- 4.15 All the jobs are to be executed as per the instruction of EIC. He shall deduct the bill, if the job is not executed to the satisfaction of EIC/ shift officer.
- 4.16 All working persons must use the PPE/ safety gadgets as per the job requirement. Without PPE no person will be allowed to work inside the refinery premises. Contractor must ensure that required PPE has been provided to for all his workmen, on daily basis, as required.
- 4.17 The contractor will have to abide by all safety and statutory regulation prevailing inside the refinery premises.

Group- IV

Upkeepment and periodic Maintenance of SRB Unit

1. SCOPE OF WORK/ SUPPLY:

Part-I: SOR items

Following are SOR items under scope of work, against which payment shall be made against certification of qty. of each item by EIC:

Item no.: 10 UPKEEPMENT OF PAVED AREA:

QTY. - 480000.0 UOM- Sq. meter (M2).

Upkeepment of the entire paved area within the battery limit of SRB using suitable tools & tackles shall be carried out on daily basis. The job includes collection of debris scrap, oily material, soaked insulation, removed insulation material and all other unwanted materials, floor washing etc. The materials so collected should be kept in the designated area inside the Unit or as directed by Engineer In charge. As it is a running plant, the up-keepment should be maintained on round the clock basis. However, review and certification shall be done on weekly basis.

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Item no. 20 : UPKEEPMENT OF UNPAVED AREA

QTY.- 78000.0 ; UOM- Sq. meter (M2).

Upkeepment unpaved area of SRB shall be carried out on regular basis. The job includes Cutting, removal of unwanted grass, dressing of grass surface, removing of unwanted weeds / vegetations etc using suitable tool & tackles and shifting these to dumping yard or as directed by EIL. Hand cart if required, to be used for this purpose. Contractor shall also plant seasonal/ permanent flower plant/ sapling etc as and when advised by EIC.

Item no. 30: UPKEEPMENT OF STRUCTURAL, LADDERS ETC.

QTY.: 42000.0 UOM: Sq. meter (M2).

The job includes cleaning of Structure & Ladder, platform technological structure etc. by removing cobweb, unwanted materials, spill oil etc using suitable tool & tackles. The materials so collected should be kept in the designated area inside the Unit or as directed by EIC.

ITEM NO. 40 : UPKEEPMENT OF LARGE SIZE EQUIPTS.

QTY. - 24 ; UOM - NOS

Upkeepment & periodic maintenance of Large size equipment viz. pumps, blowers, fans, column & vessels etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

ITEM NO. 50: UPKEEPMENT OF MEDIUM SIZE EQUIPT.

QTY. - 180 ; UOM - NOS.

Upkeepment & periodic maintenance of Medium size equipment viz. pumps, blowers, fans, column & vessels etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

ITEM NO. 60: UPKEEPMENT OF SMALL SIZE EQUIPT.

QTY. : 240 ; UOM - NOS.

Upkeepment & periodic maintenance of small size equipment viz. pumps, blowers, fans, column & vessels etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

ITEM NO. 70: UPKEEPMENT OF PERIPHERAL DRAINS.

QTY.: 12300.0 UOM : Metre

Upkeepment and periodic maintenance of storm water channel, peripheral drains, other drains in the unit. Cleaning the drains using suitable tool to clean up dust, debris and all unwanted materials, as per instruction of EIC. The materials so collected should be kept in the designated area inside the Unit.

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ITEM NO. 80: PREPARATION OF SULPHUR YARD IN SRB

Occasional preparation of sulphur yard for sulphur pump out. Making of dyke of sulphur for pumping out of molten sulphur.

Qty : 98 UOM : Each occasion

Certification : Field Operator (A book should be maintained by the supervisor to keep records of the certification. It will be a part of duty of the supervisor to get the certification from field personnel after completion of job on each occasion.

Penalty : The EIC will deduct the payable amount based on the certification record maintained by field personnel by 10% of running bill if labours are found without PPE.

ITEM NO.90 : ASST. IN LO/ CHEMICAL CHARGING/ PREPN.

QTY. : 540 UOM : NOS

Contractor shall provide assistance in filling Lube oil to rotary equipment, preparation of soln of chemical/ s as per direction of concern SIC or his representatives on day to day basis. Shifting & placement of filled drums of Chemicals , Lube oils as well as washing of empty drums(before returning to store) is also part of their scope. All the drums should always be properly stacked in unit area. Gross wt. of each filled drum : 200 to 250 kg.

ITEM NO.100 : TRANSPORT/ HANDLING OF LO,CHEM. DRUMS ETC.

QTY. : 540 UOM : EA

Contractor shall carry out for the transportation / Handling of LO/ ,Chemical drums, hoses & other store items, sracps/ debris generated in unit area etc. as and when required as i. Transportation of LO/ Chemicals, drums from Central Store shall be done by in Hand Cart/ tractor trolley or as directed by EIC and then stacking properly in the designated area in unit. Shifting of used chemical/ LO drums from plant area to NRL Store (Designated area) shall be also be required. Before returning to store drum washing is to be done by the contractor. The scope of the job also includes loading & unloading on or from Truck / Trailer/ hand trolley.

ITEM NO. : 110 ASSISTANCE IN FLUSHING OF SULPHUR LOCKS IN SRB.

To provide assistance in flushing of 6 nos. of Sulphur locks and associated Sulphur lines, cross pieces as per direction of SIC or EIC.

Certification : Field Operator (A book should be maintained by the supervisor to keep records of the certification. It will be a part of duty of the supervisor to get the certification from field personnel after completion of job on each occasion.

Penalty : The EIC will deduct the payable amount based on the certification record maintained by field personnel by 10% of running bill if labours are found without PPE.

Qty : 240

UOM : Each occasion

ITEM NO. 120: DEPLOYMENT OF EXTRA MANPOWER IN SHIFT DURING S/ U ETC.

QTY: 832 UOM: HRS

Contractor shall engage extra manpower in the shift for assistance during start-up/ shut down in the unit or any other days, as per instruction of EIC. Payment shall made to contractor against the manhours deployed, on submission of original of payment wage sheet.

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ITEM NO.130: UPKEEPMENT OF AREA ON EMERGENCY BASIS.

QTY. : 4 UOM: EA

Upkeepment of Unit area on emergency basis arising out of sudden spillage of oil, sludge, unloading of spent catalyst(skimming) and / or dust from inside the converter and lowering the same from working platform to the ground level, screening of catalyst, lifting of fresh catalyst to the working platform (20mtrs. Height) and loading the same inside the converter, spent catalyst to be screened, packed in drum, & transported back to the store as per instruction of EIC by mobilizing required manpower and other resources immediately. Approximate qty to be unloaded/ loaded on each occasion : 5700 kg. The job must be completed within the specified time as directed by EIC. The required manpower and tools & tackles should be deployed accordingly. Minimum resource Deployment: 4 workmen on round the clock basis for 3 days (36 mandays) for cleaning of area and shifting of debris / spillage to the designated location or any other job as per EIC instruction. EIC shall intimate about the job 24 hrs before the start of executing the job.

Part-II Additional items: Expenses made by contractor against the employer' contribution against PF, ESI, etc. and supply of PPE items for workers, tools and tackles etc. as mentioned below shall be paid, against submission of challan, money receipt, bill etc. after verification by EIC.

ITEM NO. 200: Employer's contribution against PF, EDLI and Adm charges.

QTY: 12 UOM: AU

Contractor shall deposit the employee as well as employer's contribution against PF, EDLI and Adm charges, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC.

ITEM NO. 210: Employer's contribution against ESI.

QTY: 12 UOM: AU

Contractor shall deposit the employee as well as employer's contribution against ESI, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC

ITEM NO. 220: Employer's contribution against WCI.

QTY: 12 UOM: AU

Contractor shall make an insurance policy for the workers engaged by him, valid for the contractual period one yr. He shall submit the copy of policy to EIC. He shall deposit the premium/ s to the insurance company, as and when applicable as per terms of the policy. The employer's contribution against WCI (Workman Compensation Insurance) shall be paid against submission of for copy of the premium receipt and certified copy of insurance policy.

ITEM NO. 230: Supply of Safety shoes to the workers.

QTY: 7 UOM: PAA

Contractor shall supply the safety shoes to all the workers engaged by him. Safety shoe shall be of size 5/ 6/ 7/ 8/ 9 with ankle protection. The Safety shoe should be black in colour and have BIS/ UN/ DGCA marked. The shoe must confirm to IS 15298. The safety should also have the following properties. a) Oil, grease, Chemical Resistant injection moulded PU sole with double density b) Coller cushion c) Fully leather lined with steel toe cap d)Shoe sole to be antiskid and to provide adequate insulation e)The shoe shall be provided with lace of flat black f)No nail should be used. Colour -Black. Payment shall be made against the supply of shoe along with retailer's bill against purchase of shoes.

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ITEM NO. 240: Supply of Safety Helmets to the workers engaged.

QTY: 7 UOM: NOS

Contractor shall supply safety Helmets for contractor's workers. The Safety Helmet shall be made of HDPE, complete with 4 point stag on suspension (adjustable head band) Colour gree and non elasic nylon chin trap with buckle for adjustment. Helmet shall have IS- 2925-84 Marked. Colour- Blue. Payment shall be made against the supply along with retailer's bill against purchase of Helmet.

ITEM NO. 250: Supply of Boiler Suits to the workers engaged.

QTY: 14 UOM: NOS

Contractor shall supply of boiler suits 2 pc in a year, for all his workers. The Boiler suit shall be of Medium/ Large/ Small size, made of 100% cotton fabric, GSQ not less than 2000 gram, count 20x20 and rid and pick 108 x 56 as per given sample having the following : Metallic chain starting below the waist going upto neck with double zip- tow front covered pockets (15CMx 16.5 CM) at chests with metallic chain/ two down pockets near waist with side openings near side pockets to be provided to facilitate use of inner trousers Two flaps on shoulder on both sides of neck. Colour - Dark Grey. Payment shall be made against the supply and submission of money receipt/ bill against the purchase of Boiler's suit.

ITEM NO. 260: Supply of Cotton Hand Gloves to the workers engaged.

QTY: 336 UOM: PAA

Contractor shall issue 2 pair of hand gloves every month to all his workers. The gloves should be of Cotton & PVC dotted for grip, size - 18". Payment to contractor shall made against supply and submission of bill/ money receipt of purchases.

ITEM NO. 270: Payment against the balance leave.

QTY: 231 UOM: NOS

Contractor shall be make payment to workers against the balance leave at the end of the contractual period i.e. one yr. Payment to contractor shall be made with 12th/ final bill against the submission of Leave record and original of payment wage sheet.

ITEM NO. 280: Supply of tools and tackles.

QTY: 1 UOM: LS

Contractor shall purchase and supply various tools& tackles (required for execution of various jobs in the unit as mentioned in part-I), flower plants, sapling, etc. as per instruction of EIC. Payment shall be made against supply and submission of bill/ money receipt.

2. CONTRACTUAL PERIOD: The contractual period of completion for this job, as per the provisions of the contract shall be 12 (twelve) months to be reckoned from the date of site hand over by respective Engineer-in-charge (EIC).

The contract may be extended for another 12 (twelve) months based on your performance during the contract period and certification by EIC. The nos of items and its qty for the next yr will remain same. The rate of various SOR item (part-I) shall be increased based on the increase in labour wages only. Contractor should accept the revised rate of SOR items for part-I & part-II, as given by EIC, for the extended period.

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3. PRE QUALIFICATION CRITERIA: Experience In Upkeepment nature of jobs in refinery / Hydrocarbon handling area with safety awareness.
4. SPECIAL CONDITIONS OF CONTRACT:
- 4.1 Contractor shall submit their offer for all SOR items of Part-I of the scope of work / supply(i.e. item no. 10-130) only.
- 4.2 Contractor shall quote unit rate for the PPE items mentioned against the item no. 230, 240, 250, 260.
- 4.3 Contractor shall not quote for item no. 200, 210, 220 & 270. It shall paid per per std rate as applicable.
- 4.4 Payment against SOR items (part-I) shall be made, for the qty certified by EIC. Payment against items of part-II shall be made against the conditions mentioned above.
- 4.5 Contractor shall submit the required amount (employee as well as employer's contribution) against PF, ESI,WCI etc as per applicable rated to concern authority. Payment against employer's contribution shall be made to contractor on actual basis, on submission of proof like chalan etc. as mentioned above.
- 4.6 Contractor shall deposit the PF/ ESI(employee as well as employer's contribution) to concern authority against each worker engaged by him, on monthly basis. Contractor shall submit the copy of chalan along with the monthly RA bill.
- 4.7 Contractor shall maintain one register in the format given by EIC for deposition of PF, ESI etc for each worker and the register should be submitted along with the chalan, every month to EIC.
- 4.8 Contractor shall submit annual return along with PF, ESI etc. deposits to the concerned authority by 31st March. He has to submit the proof of submission of the Annual return to the EIC or his representative. No bill will be processed till the submission of the Annual return, from April onwards.
- 4.9 Contractor has to mobilize/ deploy adequate resources manpower, materials, tools & tackles etc to carry out the various jobs as per the scope of work, as and when required.
- 4.10 The worker engaged should have valid gate pass against the against the awarded Work Order no. only.
- 4.11 Leave records to be maintained by the contractor against each worker. Contractor has to submit the leave records of the worker to the engineer in charge or his representative every month. Payment against Item no. 280 i.e. balance leave of worker shall be made with 12th/ final RA bill.
- 4.12 Contractor's supervisor shall report of EIC/ concern officer of the unit on daily basis, for planning & execution of day to day jobs.

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- 4.13 A book to be maintained by the supervisor to keep records of the certification. It will be a part of duty of the supervisor to get the certification of the day to day jobs by field Personal as well as shift officers.
- 4.14 Contractor shall mobilize the additional manpower against the item No. 120& 130, within 24hrs, in case EIC inform to execute a job on priority/ emergency basis.
- 4.15 All the jobs are to be executed as per the instruction of EIC. He shall deduct the bill, if the job is not executed to the satisfaction of EIC/ shift officer.
- 4.16 All working persons must use the PPE/ safety gadgets as per the job requirement. Without PPE no person will be allowed to work inside the refinery premises. Contractor must ensure that required PPE has been provided to for all his workmen, on daily basis, as required.
- 4.17 The contractor will have to abide by all safety and statutory regulation prevailing inside the refinery premises.

Group - V

Up-keepment and periodic Maintenance of MSP

1. SCOPE OF WORK/ SUPPLY:

Following are SOR items under scope of work, against which payment shall be made against certification of qty.of each item by EIC:

ITEM NO. : 10 UPKEEPMENT OF PAVED AREA:

QTY. - 540000, UOM - Sq. meter (M2).

Upkeepment of the entire paved area within the battery limit of CDU/VDU using suitable tools & tackles shall be carried out on daily basis. The job includes collection of debris scrap, oily material, soaked insulation, removed insulation material and all other unwanted materials, floor washing etc. The materials so collected should be kept in the designated area inside the Unit or as directed by Engineer In charge. As it is a running plant, the upkeepment should be maintained on round the clock basis. However, review and certification shall be done on weekly basis.

Item no. 20 : UPKEEPMENT OF UNPAVED AREA

QTY.- 86400 ; UOM - Sq. meter (M2).

Upkeepment unpaved area of CDU/VDU shall be carried out on regular basis. The job includes Cutting, removal of unwanted grass, dressing of grass surface , removing of unwanted weeds/ vegetations etc using suitable tool & tackles and shifting these to dumping yard or as directed by EIL. Hand cart if required, to be used for this purpose. Contractor shall also plant seasonal/permanent flower plant/ sapling etc as and when advised by EIC.

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Item no. 30: UPKEEPMENT OF STRUCTURAL, LADDERS ETC.

QTY.: 45600, UOM : Sq. meter (M2).

The job includes cleaning of Structure & Ladder, platform technological structure etc. by removing cobweb, unwanted materials, spill oil etc using suitable tool & tackles. The materials so collected should be kept in the designated area inside the Unit or as directed by EIC.

ITEM NO. 40 : UPKEEPMENT OF LARGE SIZE EQUIPTS.

QTY. - 72 ; UOM - NOS

Upkeepment & periodic maintenance of Large size equipment viz. pumps, comprs, fans, column & vessels etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

ITEM NO. 50: UPKEEPMENT OF MEDIUM SIZE EQUIPT.

QTY. - 300 ; UOM – NOS.

Upkeepment & periodic maintenance of Medium size equipment viz. pumps, Comprs, fans, column & vessels etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

ITEM NO. 60: UPKEEPMENT OF SMALL SIZE EQUIPT.

QTY. : 480 ; UOM – NOS.

Upkeepment & periodic maintenance of small size equipment viz. pumps, comprs, fans, column & vessels etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

ITEM NO. 70: UPKEEPMENT OF PERIPHERAL DRAINS.

QTY.: 15600 UOM : Metre

Upkeepment and periodic maintenance of storm water channel, peripheral drains, other drains in the unit. Cleaning the drains using suitable tool to clean up dust, debris and all unwanted materials, as per instruction of EIC. The materials so collected should be kept in the designated area inside the Unit.

ITEM NO.80 : ASST. IN LO/ CHEMICAL CHARGING/ PREPN.

QTY. : 540 UOM : EA

Contractor shall provide assistance in filling Lube oil to rotary equipment, preparation of soln of chemical/s as per direction of concern SIC or his representatives on day to day basis. Shifting & placement of filled drums of Chemicals, Lube oils as well as washing of empty drums (before returning to store) is also part of their scope. All the drums should always be properly stacked in unit area. Gross wt. of each filled drum : 200 to 250 kg.

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ITEM NO.90 : TRANSPORT/ HANDLING OF LO,CHEM . DRUM SETC.**QTY. : 540 UOM : EA**

Contractor shall carry out for the transportation /Handling of LO/ ,Chemical drums, hoses & other store items, sraps/ debris generated in unit area etc. as and when required as i. Transportation of LO/ Chemicals, drums from Central Store shall be done by in Hand Cart/ tractor trolly or as directed by EIC and then stacking properly in the designated area in unit. Shifting of used chemical/ LO drums from plant area to NRL Store (Designated area) shall be also be required. Before returning to store drum washing is to be done by the contractor. The scope of the job also includes loading & unloading on or from Truck / Trailer/ hand trolly.

ITEM NO. 100: DEPLOYM ENT OF EXTRA M ANPOWER IN SHIFT DURING S/ U ETC.**QTY: 832 UOM : HRS**

Contractor shall engage extra manpower in the shift for assistance during start-up/shut down in the unit or any other days, as per instruction of EIC. Payment shall made to contractor against the manhours deployed, on submission of original of payment wage sheet.

ITEM NO.110: UPKEEPM ENT OF AREA ON EM ERGENCY BASIS.**QTY. : 4 UOM : EA**

Upkeepment of Unit area on emergency basis arising out of sudden spillage of oil, sludge, etc to clean up area strictly as per direction of SIC / Unit IC or EIC by mobilizing required manpower and other resources immediately. The contractor may be required to execute the job at any time to maintain the plant in required condition. If such need for Upkeepment arises in the running Unit which cannot wait for the next day, then contractor will be required to mobilize immediately by deploying the adequate resources for the same. Minimum resource Deployment: 4 workmen on round the clock basis for 3 days (36 mandays) for cleaning of area and shifting of debris / spillage to the designated location or any other job as per EIC instruction. EIC shall intimate about the job 24 hrs before the start of executing the job.

Part-II Additional items: Expenses made by contractor against the employer' contribution against PF, ESI, etc. and supply of PPE items for workers, tools and tackles etc. as mentioned below shall be paid, against submission of challan, money receipt, bill etc. after verification by EIC.

ITEM NO. 200: Employer's contribution against PF, EDLI and Adm charges.**QTY: 12 UOM : EA**

Contractor shall deposit the employee as well as employer's contribution against PF, EDLI and Adm charges, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC.

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ITEM NO. 210: Employer's contribution against ESI.

QTY: 12 UOM : EA

Contractor shall deposit the employee as well as employer's contribution against ESI, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC

ITEM NO. 220: Employer's contribution against WCI.

QTY: 12 UOM : EA

Contractor shall make an insurance policy for the workers engaged by him, valid for the contractual period one yr. He shall submit the copy of policy to EIC. He shall deposit the premium/s to the insurance company, as and when applicable as per terms of the policy. The employer's contribution against WCI (Workman Compensation Insurance) shall be paid against submission of for copy of the premium receipt and certified copy of insurance policy.

ITEM NO. 230: Supply of Safety shoes to the workers.

QTY: 7 UOM : PAA

Contractor shall supply the safety shoes to all the workers engaged by him. Safety shoe shall be of size 5/6/7/8/9 with ankle protection. The Safety shoe should be black in colour and have BIS/ UN/ DGCA marked. The shoe must confirm to IS 15298. The safety should also have the following properties. a) Oil, grease, Chemical Resistant injection moulded PU sole with double density b) Coller cushion c) Fully leather lined with steel toe cap d) Shoe sole to be antiskid and to provide adequate insulation e) The shoe shall be provided with lace of flat black f) No nail should be used. **Colour -Black.** Payment shall be made against the supply of shoe along with retailer's bill against purchase of shoes.

ITEM NO. 240: Supply of Safety Helmets to the workers engaged.

QTY: 7 UOM : NOS

Contractor shall supply safety Helmets for contractor's workers. The Safety Helmet shall be made of HDPE, complete with 4 point stag on suspension (adjustable head band) Colour gree and non elastic nylon chin trap with buckle for adjustment. Helmet shall have IS 2925-84 Marked. **Colour- Blue.** Payment shall be made against the supply along with retailer's bill against purchase of Helmet.

ITEM NO. 250: Supply of Boiler Suits to the workers engaged.

QTY: 14 UOM : PAA

Contractor shall supply of boiler suits 2 pc in a year, for all his workers. The Boiler suit shall be of Medium/ Large/ Small size, made of 100% cotton fabric, GSQ not less than 2000 gram, count 20x20 and rid and pick 108 x 56 as per given sample having the following : Metallic chain starting below the waist going upto neck with double zip- tow front covered pockets (15CM x 16.5 CM) at chests with metallic chain/ two down pockets near waist with side openings near side pockets to be provided to facilitate use of inner trousers Two flaps on shoulder on both sides of neck. **Colour - Dark Grey.** Payment shall be made against the supply and submission of money receipt/ bill against the purchase of Boiler's suit.

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ITEM NO. 260: Supply of Cotton Hand Gloves to the workers engaged.

QTY: 336 UOM : PAA

Contractor shall issue 2 pair of hand gloves every month to all his workers. The gloves should be of Cotton & PVC dotted for grip, size - 18". Payment to contractor shall be made against supply and submission of bill/money receipt of purchases.

ITEM NO. 270: Payment against the balance leave.

QTY: 231 UOM : NOS

Contractor shall be make payment to workers against the balance leave at the end of the contractual period i.e. one yr. Payment to contractor shall be made with 12th/ final bill against the submission of Leave record and original of payment wage sheet.

ITEM NO. 280: Supply of tools and tackles.

QTY: 1 UOM : LS

Contractor shall purchase and supply various tools& tackles (required for execution of various jobs in the unit as mentioned in part-I), flower plants, sapling, etc. as per instruction of EIC. Payment shall be made against supply and submission of bill/ money receipt.

- 2. CONTRACTUAL PERIOD:** The contractual period of completion for this job, as per the provisions of the contract shall be **12 (twelve)** months to be reckoned from the date of site hand over by respective Engineer-in-charge (EIC).

The contract may be extended for another 12 (twelve) months based on your performance during the contract period and certification by EIC. The nos of items and its qty for the next yr will remain same. The rate of various SOR item (part-I) shall be increased based on the increase in labour wages only. Contractor should accept the revised rate of SOR items for part-I & part-II, as given by EIC, for the extended period.

- 3. PRE QUALIFICATION CRITERIA: As per tender.**

- 4. SPECIAL CONDITIONS OF CONTRACT:**

- 4.1 Contractor shall submit their offer for all SOR items of Part-I of the scope of work /supply(i.e. item no. **10-120**) only.
- 4.2 Contractor shall quote unit rate for the PPE items mentioned against the item no. 230, 240, 250, 260.
- 4.3 Contractor shall not quote for item no. **200, 210, 220 & 270**. It shall paid per per std rate as applicable.
- 4.4 Payment against SOR items (part-I) shall be made, for the qty certified by EIC. Payment against items of part-II shall be made against the conditions mentioned above.

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- 4.5 Contractor shall submit the required amount (employee as well as employer's contribution) against PF, ESI, WCI etc as per applicable rates to concerned authority. Payment against employer's contribution shall be made to contractor on actual basis, on submission of proof like chalan etc. as mentioned above.
- 4.6 Contractor shall deposit the PF/ESI (employee as well as employer's contribution) to concerned authority against each worker engaged by him, on monthly basis. Contractor shall submit the copy of chalan along with the monthly RA bill.
- 4.7 Contractor shall maintain one register in the format given by EIC for deposition of PF, ESI etc for each worker and the register should be submitted along with the chalan, every month to EIC.
- 4.8 Contractor shall submit annual return along with PF, ESI etc. deposits to the concerned authority by 31st March. He has to submit the proof of submission of the Annual return to the EIC or his representative. No bill will be processed till the submission of the Annual return, from April onwards.
- 4.9 Contractor has to mobilize/deploy adequate resources manpower, materials, tools & tackles etc to carry out the various jobs as per the scope of work, as and when required.
- 4.10 The worker engaged should have valid gate pass against the awarded Work Order no. only.
- 4.11 Leave records to be maintained by the contractor against each worker. Contractor has to submit the leave records of the worker to the engineer in charge or his representative every month. Payment against **Item no. 280** i.e. balance leave of worker shall be made with 12th/final RA bill.
- 4.12 Contractor's supervisor shall report to EIC/ concerned officer of the unit on daily basis, for planning & execution of day to day jobs.
- 4.13 A book to be maintained by the supervisor to keep records of the certification. It will be a part of duty of the supervisor to get the certification of the day to day jobs by field Personnel as well as shift officers.
- 4.14 Contractor shall mobilize the additional manpower against the item No. 110 & 120, within 24 hrs, in case EIC informs to execute a job on priority/ emergency basis.
- 4.15 All the jobs are to be executed as per the instruction of EIC. He shall deduct the bill, if the job is not executed to the satisfaction of EIC/ shift officer.
- 4.16 All working persons must use the PPE/ safety gadgets as per the job requirement. Without PPE no person will be allowed to work inside the refinery premises. Contractor must ensure that required PPE has been provided to for all his workmen, on daily basis, as required.
- 4.17 The contractor will have to abide by all safety and statutory regulation prevailing inside the refinery premises.

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Group- VI

Upkeepment and periodic Maintenance of OMS Site

1. SCOPE OF WORK/ SUPPLY:

Part-I: SOR items

Following are SOR items under scope of work, against which payment shall be made against certification of qty.of each item by EIC:

Item no. : 10 UPKEEPMENT OF PAVED AREA:

QTY. - 552000.0 UOM- Sq. meter (M2).

Upkeepment of the entire paved area in OMS including PH - 1, 2 & 3 and flare area using suitable tools & tackles shall be carried out on daily basis. The job includes collection of debris scrap, oily material, soaked insulation, removed insulation material and all other unwanted materials, floor washing etc. The materials so collected should be kept in the designated area inside the Unit or as directed by Engineer In charge. As it is a running plant, the up-keepment should be maintained on round the clock basis. However, review and certification shall be done on weekly basis. Approximate paved floor area in OMS including PH - 1, 2 & 3 and flare area is 46000 Sq. M (M2).

Item no. 20 : UPKEEPMENT OF UNPAVED AREA

QTY.- 86400.0 ; UOM- Sq. meter (M2).

Upkeepment unpaved area of OMS shall be carried out on regular basis. The job includes Cutting, removal of unwanted grass, dressing of grass surface, removing of unwanted weeds / vegetations etc using suitable tool & tackles and shifting these to dumping yard or as directed by EIL. Hand cart if required, to be used for this purpose. Contractor shall also plant seasonal/ permanent flower plant/ sapling etc as and when advised by EIC.

Item no. 30: UPKEEPMENT OF TANKS, STRUCTURAL, LADDERS ETC.

QTY.: 36000.0 UOM: Sq. meter (M2).

The job includes cleaning of Tanks, Structural & Ladder, platform technological structure etc. by removing cobweb, unwanted materials, spill oil etc using suitable tool & tackles. The materials so collected should be kept in the designated area inside the Unit or as directed by EIC. Frequency

ITEM NO. 40 : UPKEEPMENT OF LARGE SIZE EQUIPTS.

QTY. - 48 ; UOM - NOS

Upkeepment & periodic maintenance of Large size equipment viz. pumps, turbine, vessels etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

ITEM NO. 50: UPKEEPMENT OF MEDIUM SIZE EQUIPT.

QTY. - 380 ; UOM - NOS.

Upkeepment & periodic maintenance of Medium size equipment viz. pumps, turbine, vessels etc. etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

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ITEM NO. 60: UPKEEPMENT OF SMALL SIZE EQUIPT.

QTY.: 240 ; UOM - NOS.

Upkeepment & periodic maintenance of small size equipment viz. pumps, turbine, vessels etc. etc. Cleaning of the equipment means cleaning of body, skid, skirt, base plate, equipment foundation and up to 1 meter floor on all sides etc. by scrapping the oil, dust particle etc as per instruction of EIC. Also the nearby the area is to be washed by using Hot Water, steam etc.

ITEM NO. 70: UPKEEPMENT OF PERIPHERAL DRAINS & VALVE PITS.

QTY.: 13800.0 UOM : Metre

Upkeepment and periodic maintenance of storm water channel, peripheral drains and valve pits in the offsite and within tank dyke as directed by EIC or SIC. Cleaning of the drains is to be carried out by using suitable tools & tackles for removing sand, dust debris and all other unwanted materials. Material so collected is to be segregated as metal scrap, insulation material and bio- degradable material and are to be kept separately at the designated area. After accumulation of adequate quantity of unwanted material the same is to be disposed within 1.5 km as directed by EIC.

Approximate length of peripheral drain & 100m

Maximum size drain channel : 1.5 x 0.8 sq.Mts.

Unit of Measurement : Meter

No. of Valve Pits : 37

ITEM NO. 80: UPKEEPMENT OF OIL CATCHERS

Upkeepment and periodic maintenance of oil catchers located in offsite area by removing of oil and other floating unwanted material. Oil so collected are to be accumulated in drums are to be disposed off in nearest OWS or other location as directed by EIC or SIC. Upkeepment of nearby area up to 10 meters on all side is to be maintenance as directed by EIC. Contractor to mobilize the resource for disposing of collected material, if NRL resource is used deduction as applicable will be deducted from running bill. Contractor shall provide adequate resource to assists operation of sluice gates as and when required.

Size of the catcher : 10 M x 4M

No. of oil catcher : 4

Frequency of maintenance : Twice a week

Unit of Measurement : Each time.

Total jobs / Qty per year : 24 times

ITEM NO.90 : ASST. IN LO/ CHEMICAL CHARGING/ PREPN.

QTY.: 600 UOM : EA

Contractor shall provide assistance in filling Lube oil to rotary equipment, preparation of soln of chemical/ s as per direction of concern SIC or his representatives on day to day basis. Shifting & placement of filled drums of Chemicals , Lube oils as well as washing of empty drums(before returning to store) is also part of their scope. All the drums should always be properly stacked in unit area. Gross wt. of each filled drum : 200 to 250 kg.

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ITEM NO.100 : TRANSPORT/ HANDLING OF LO/ CHEM. DRUMS ETC.

QTY. : 600 UOM : NOS

Contractor shall carry out for the transportation / Handling of LO/ ,Chemical drums,hoses & other store items, sracps/ debris generated in unit area etc. as and when required as i. Transportation of LO/ Chemicals, drums from Central Store shall be done by in Hand Cart/ tractor trolley or as directed by EIC and then stacking properly in the designated area in unit. Shifting of used chemical/ LO drums from plant area to NRL Store (Designated area) shall be also be required. Before returning to store drum washing is to be done by the contractor. The scope of the job also includes loading & unloading on or from Truck / Trailer/ hand trolley.

ITEM NO. 110: DEPLOYMENT OF EXTRA MANPOWER IN SHIFT DURING S/ U ETC.

QTY: 832 UOM: HRS

Contractor shall engage extra manpower in the shift for assistance during start-up/ shut down in the unit or any other days, as per instruction of EIC. Payment shall made to contractor against the manhours deployed, on submission of original of payment wage sheet.

ITEM NO.120: UPKEEPMENT OF AREA ON EMERGENCY BASIS.

QTY. : 4 UOM : EA

Upkeepment of Unit area on emergency basis arising out of sudden spillage of oil, Tank sludge, etc to clean up area strictly as per direction of SIC/ Unit IC or EIC by mobilizing required manpower and other resources immediately. The contractor may be required to execute the job at any time to maintain the plant in required condition. If such need for Upkeepment arises in the running Unit which cannot wait for the next day, then contractor will be required to mobilize immediately by deploying the adequate resources for the same. Minimum resource Deployment: 4 workmen on round the clock basis for 3 days (36 mandays) for cleaning of area and shifting of debris / spillage to the designated location or any other job as per EIC instruction. EIC shall intimate about the job 24 hrs before the start of executing the job.

Part-II Additional items: Expenses made by contractor against the employer' contribution against PF, ESI, etc. and supply of PPE items for workers, tools and tackles etc. as mentioned below shall be paid, against submission of challan, money receipt, bill etc. after verification by EIC.

ITEM NO. 200: Employer's contribution against PF, EDLI and Adm charges.

QTY: 12 UOM: AU

Contractor shall deposit the employee as well as employer's contribution against PF, EDLI and Adm charges, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC.

ITEM NO. 210: Employer's contribution against ESI.

QTY: 12 UOM: AU

Contractor shall deposit the employee as well as employer's contribution against ESI, for nos. of workers engaged, to statutory body, on monthly basis. He will submit the challan along with monthly wage sheet to EIC. Payment shall be made against the submission of the challan after verification by EIC

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ITEM NO. 220: Employer's contribution against WCI.

QTY: 12 UOM: AU

Contractor shall make an insurance policy for the workers engaged by him, valid for the contractual period one yr. He shall submit the copy of policy to EIC. He shall deposit the premium/s to the insurance company, as and when applicable as per terms of the policy. The employer's contribution against WCI (Workman Compensation Insurance) shall be paid against submission of for copy of the premium receipt and certified copy of insurance policy.

ITEM NO. 230: Supply of Safety shoes to the workers.

QTY: 7 UOM: PAA

Contractor shall supply the safety shoes to all the workers engaged by him. Safety shoe shall be of size 5/ 6/ 7/ 8/ 9 with ankle protection. The Safety shoe should be black in colour and have BIS/ UN/ DGCA marked. The shoe must confirm to IS 15298. The safety should also have the following properties. a) Oil, grease, Chemical Resistant injection moulded PU sole with double density b) Collar cushion c) Fully leather lined with steel toe cap d) Shoe sole to be antiskid and to provide adequate insulation e) The shoe shall be provided with lace of flat black f) No nail should be used. Colour -Black. Payment shall be made against the supply of shoe along with retailer's bill against purchase of shoes.

ITEM NO. 240: Supply of Safety Helmets to the workers engaged.

QTY: 7 UOM: NOS

Contractor shall supply safety Helmets for contractor's workers. The Safety Helmet shall be made of HDPE, complete with 4 point stag on suspension (adjustable head band) Colour gree and non elasic nylon chin trap with buckle for adjustment. Helmet shall have IS- 2925-84 Marked. Colour- Blue. Payment shall be made against the supply along with retailer's bill against purchase of Helmet.

ITEM NO. 250: Supply of Boiler Suits to the workers engaged.

QTY: 14 UOM: NOS

Contractor shall supply of boiler suits 2 pc in a year, for all his workers. The Boiler suit shall be of Medium/ Large/ Small size, made of 100% cotton fabric, GSQ not less than 2000 gram, count 20x20 and rid and pick 108 x 56 as per given sample having the following : Metallic chain starting below the waist going upto neck with double zip- tow front covered pockets (15CMx 16.5 CM) at chests with metallic chain/ two down pockets near waist with side openings near side pockets to be provided to facilitate use of inner trousers Two flaps on shoulder on both sides of neck. Colour - Dark Grey. Payment shall be made against the supply and submission of money receipt/ bill against the purchase of Boiler's suit.

ITEM NO. 260: Supply of Cotton Hand Gloves to the workers engaged.

QTY: 336 UOM: PAA

Contractor shall issue 2 pair of hand gloves every month to all his workers. The gloves should be of Cotton & PVC dotted for grip, size - 18". Payment to contractor shall made against supply and submission of bill/ money receipt of purchases.

ITEM NO. 270: Payment against the balance leave.

QTY: 231 UOM: NOS

Contractor shall be make payment to workers against the balance leave at the end of the contractual period i.e. one yr. Payment to contractor shall be made with 12th/ final bill against the submission of Leave record and original of payment wage sheet.

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ITEM NO. 280: Supply of tools and tackles.

QTY: 1 UOM: LS

Contractor shall purchase and supply various tools& tackles (required for execution of various jobs in the unit as mentioned in part-I), flower plants, sapling, etc. as per instruction of EIC. Payment shall be made against supply and submission of bill/ money receipt.

2. CONTRACTUAL PERIOD: The contractual period of completion for this job, as per the provisions of the contract shall be 12 (twelve) months to be reckoned from the date of site hand over by respective Engineer-in-charge (EIC).

The contract may be extended for another 12 (twelve) months based on your performance during the contract period and certification by EIC. The nos of items and its qty for the next yr will remain same. The rate of various SOR item (part-I) shall be increased based on the increase in labour wages only. Contractor should accept the revised rate of SOR items for part-I & part-II, as given by EIC, for the extended period.

3. PRE QUALIFICATION CRITERIA: Experience In Upkeepment nature of jobs in refinery / Hydrocarbon handling area with safety awareness.

4. SPECIAL CONDITIONS OF CONTRACT:

4.1 Contractor shall submit their offer for all SOR items of Part-I of the scope of work / supply(i.e. item no. 10-120) only.

4.2 Contractor shall quote unit rate for the PPE items mentioned against the item no. 230, 240, 250, 260.

4.3 Contractor shall not quote for item no. 200, 210, 220 & 270. It shall paid per per std rate as applicable.

4.4 Payment against SOR items (part-I) shall be made, for the qty certified by EIC. Payment against items of part-II shall be made against the conditions mentioned above.

4.5 Contractor shall submit the required amount (employee as well as employer's contribution) against PF, ESI,WCI etc as per applicable rated to concern authority. Payment against employer's contribution shall be made to contractor on actual basis, on submission of proof like chalan etc. as mentioned above.

4.6 Contractor shall deposit the PF/ ESI(employee as well as employer's contribution) to concern authority against each worker engaged by him, on monthly basis. Contractor shall submit the copy of chalan along with the monthly RA bill.

4.7 Contractor shall maintain one register in the format given by EIC for deposition of PF, ESI etc for each worker and the register should be submitted along with the chalan, every month to EIC.

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- 4.8 Contractor shall submit annual return along with PF, ESI etc. deposits to the concerned authority by 31st March. He has to submit the proof of submission of the Annual return to the EIC or his representative. No bill will be processed till the submission of the Annual return, from April onwards.
- 4.9 Contractor has to mobilize/ deploy adequate resources manpower, materials, tools & tackles etc to carry out the various jobs as per the scope of work, as and when required.
- 4.10 The worker engaged should have valid gate pass against the awarded Work Order no. only.
- 4.11 Leave records to be maintained by the contractor against each worker. Contractor has to submit the leave records of the worker to the engineer in charge or his representative every month. Payment against Item no. 280 i.e. balance leave of worker shall be made with 12th/ final RA bill.
- 4.12 Contractor's supervisor shall report of EIC/ concern officer of the unit on daily basis, for planning & execution of day to day jobs.
- 4.13 A book to be maintained by the supervisor to keep records of the certification. It will be a part of duty of the supervisor to get the certification of the day to day jobs by field Personal as well as shift officers.
- 4.14 Contractor shall mobilize the additional manpower against the item No. 110 & 120, within 24hrs, in case EIC inform to execute a job on priority/ emergency basis.
- 4.15 All the jobs are to be executed as per the instruction of EIC. He shall deduct the bill, if the job is not executed to the satisfaction of EIC/ shift officer.
- 4.16 All working persons must use the PPE/ safety gadgets as per the job requirement. Without PPE no person will be allowed to work inside the refinery premises. Contractor must ensure that required PPE has been provided to for all his workmen, on daily basis, as required.
- 4.17 The contractor will have to abide by all safety and statutory regulation prevailing inside the refinery premises.

SIGNATURE OF BIDDER
