



Bhagyanagar Gas Ltd.

**Hiring of Project, Operations & Maintenance services for  
BGL at Hyderabad, Vijayawada and Kakinada.**

**Vol II of II**

**Bid Document No. BGL/453/2019-20**



**BHAGYANAGAR GAS LIMITED**

(A JOINT VENTURE OF HPCL & GAIL)

**BID DOCUMENT FOR**

**Hiring of Project, Operations & Maintenance  
Services for BGL at Hyderabad Vijayawada &  
Kakinada**

**UNDER OPEN DOMESTIC  
COMPETITIVE BIDDING**

**Bid Document No.: BGL/453/2019-20**

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## **SECTION-7**

### **SCOPE OF WORK**



Bhagyanagar Gas Ltd.

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### **1.0 INTRODUCTION:**

Bhagyanagar Gas Limited (“BGL” or “the Company”) is joint venture company promoted by GAIL (India) Limited and Hindustan Petroleum Corporation Limited in August 2003. BGL is operating CNG stations in Vijayawada, Hyderabad and Kakinada in the states of Telangana and Andhra Pradesh.

BGL is operating its CGD network including CNG stations and pipe lines (Steel & MDPE) in Hyderabad, Vijayawada and Kakinada.

### **2.0 SCOPE OF WORK:**

The scope of work is to provide services of projects, operation and maintenance of CGD network as per the requirement of BGL. However, final decision on handling of jobs rests with BGL.

2.1 The scope of Agency's Services shall be to provide different categories of Technically qualified outsourced services as and when requested by BGL, to assist BGL in its Project/ O&M/ Office activities in its Project sites / Offices at Hyderabad, Vijayawada and Kakinada or at any other location as required by BGL.

2.2 The scope of Services may be increased or decreased by BGL at any time in accordance with the provisions of this Contract.

2.3 Agency understands that BGL is not bound or committed to utilize any specific number of the Agency's services during the contract period, the requirements being purely on as and when required basis.

2.4 The tentative requirement of services required is mentioned in Annexure-A under different categories is indicative only and the actual services taken may vary from time to time as per the requirement of BGL.

### **2.5 Accommodation / transportation / medical:**

The contractor shall make his own arrangement for the accommodation of his work force at respective locations and subsequent transportation arrangement for them from their place of residence to work place or any other place as required and company shall have no obligation in this respect. The company shall not be responsible for providing any medical assistance to the contractor workforce. The Contractor workforce may be transferred to other locations on rotation basis at the sole discretion of BGL requirements; for which no extra payment shall be paid during the entire contract period.

### **2.6 Discipline:**

The Contractor shall be responsible for the discipline and good behaviour of all his work force deployed in the services contracted out and should any complaint be received against any of his employee; he shall arrange to replace such work force within 24 hours of notice issued by the Engineer-in-Charge. The decision of the Engineer-in-Charge in this matter shall be final and binding on the contractor.

### **2.7 Sub-letting of contract:**

No part of this contract nor any share or interest therein in any manner or extent, will be transferred or assigned or sub-let, directly or indirectly to any workforce / firm or Organization without prior permission of BGL.

### **2.8 Compliance of Laws:**



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The Contractor deploying 20 (twenty) or more workforce as contract labour shall have to obtain licence from appropriate licensing authority, if required. The Contractor (which shall include the contracting firm / company) shall be solely liable to obtain and to abide by all necessary licenses from the concerned authorities as provided under the various labour laws legislation's including labour license from the competent authority under the Contract Labour ("Regulation & Abolition") Act 1970 and Acts made thereafter.

The Contractor shall be responsible for necessary contributions towards PF, Family Pension, ESIC or any other statutory payments to Government agencies as applicable under the laws in respect of the contract and workforce deployed by the contractor for rendering services to BGL and shall deposit the required amount with the concerned statutory authorities on or before due dates. The contractor shall obtain a separate PF number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees as well as the employer's contribution to the Provident Fund.

The Contractor shall not engage / deploy any workforce of less than 18 years under this contract and the workforces to be deployed should be physically and mentally fit.

The installation where job is to be carried out are live and have hydrocarbon environment. Contractor shall comply with all safety and security rules and regulations and other rules laid down by BGL for its operation. It shall be the duty / responsibility of the Contractor to ensure the compliance of fire, safety, security and other operational rules and regulations by his workforce. Disregard to these rules by the contractor's workforce will lead to the termination of the contract in all respects and shall face penal / legal consequences.

The Contractor shall arrange for insurance of all this workers engaged on the job as per the relevant Acts, rules and regulations, etc. In case by virtue of provisions of worker's compensation Act, 1923 or any other law in force. BGL has to pay compensation for a workman employed by the Contractor due to any cause whatsoever the amount so paid shall be recovered from the dues payable to the Contractor and / or security deposit.

**2.9 General:**

The Support services shall be provided as per BGL requirement.

- i) The Contractor shall deploy required number of support services as per Scope of work in terms of the contract. In case required to meet BGL requirements, the Contractor shall augment the same as per direction of Engineer-in-Charge.
- ii) The Contractor is required to carry out all services as mentioned in the Scope of Services and
- iii) The Contractor shall allow weekly rest and daily working hours to his as per the Relevant Act / Law / and Rule made there under. However, no work shall be left incomplete / Unattended on any holiday / weekly rest.
- iv) Contractor shall provide Authorised representative to co-ordinate the services on daily basis And to interact with Engineer-in-Charge and deployed workforce.
- v) The deployed by the Contractor for O&M services at CNG installation shall be of Sound relevant technical professional expertise which is otherwise also essential from the safety point of view of the workforce of the Contractor as well as for the installation.



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- vi) Contractor has to ensure the safety of man and equipment all the times. Damages of Equipment due to negligence will be recovered as per the decision of Engineer-in-Charge, which will be final.
- vii) Regarding work completion, the decision of the Engineer-in-Charge will be final and binding.
- viii) The Contractor shall make his own arrangements to provide all facilities like boarding and transport etc. to his workman.
- ix) All workforce of the Contractor entering on work premises shall be properly and neatly dressed and shall wear uniform, ID cards, badges while working on premises of the company including work sites.
- x) Contractor shall maintain proper record of his working employee's attendance and payment made to them. The existing BGL's Biometric system at service deployed locations shall be used to cross check the attendance and for certification of bill etc.
- xi) The Contractor's representative / supervisor shall report daily to the BGL Shift-in-Charge or EIC for day to day working.
- xii) All the safety rules and regulations prevailing and applicable from time to time at the installations as directed by BGL will be strictly adhered to by the contractor.
- xiii) The rates quoted by the Contractor must be inclusive of all taxes, duties, Goods service tax, work contract tax and any other levies, contractor's share of P.F. and insurance charges, contractor's profit and any other expenditure etc.
- xiv) It will be the responsibility of the Contractor to pay as per the minimum wages as directed by RLC(Regional Labour Commissioner-Central) at any point of time in line with Minimum Wage Act 1948.
- xv) The services shall be provided in terms of shift pattern on the round the clock basis. The Contractor is responsible to provide effective and efficient services in all shifts and assure that there is no disruption in the services for want of any resources.
- xvi) All the jobs mentioned under scope of services shall be carried out as per sound engineering practices, work procedure documentation and as per the guidelines / direction of engineer- in-charge or authorized representative.

**3. DURATION OF CONTRACT**

The Agency shall provide the services for a period of twenty four months(24 Months) with effect from the date of issue of FOA or from the date specified in FOA / LOA, after which the term of services can be further extended up to one year, on the same rate, terms & conditions.

**4 PERFORMANCE OF SERVICES:**

- A) Agency warrants that the workforce offered by it under the Contract will be qualified, experienced and capable of doing work Services mentioned in the contract and as per BGL's requirement.
- B) The resources proposed to be deployed by the Agency should possess the requisite qualification and experience to the satisfaction of BGL. The contractor shall provide such credentials in proof of the same and obtain necessary permission before deployment.



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- C) In case the Agency is not in a position to provide resources of suitable expertise from its existing bench / resource-bank, they may augment their talent pool at its own cost to meet the contract obligation. While doing so, the contractor may select candidates from across the country (through newspaper advertisement) on the Agencies payroll.
- D) If any of the services provided is reported to be not up to the mark in respect of performance / behavior / conduct, the Agency shall immediately withdraw him from the office / site of BGL and arrange for a suitable replacement immediately so that the work is carried out un-interrupted. No additional payment shall be made to the Agency for such replacement of service.
- E) In order to meet the job requirement, the workforces deployed by the Agency may be required to proceed to any location as part of the contract obligation.
- F) Agency shall forward to BGL a copy of the appointment letter issued to its workforce for deploying them in BGL on contract basis
- G) The requirement is on need basis and shall be intimated from time to time. The period of deployment shall initially as required by BGL from the date of joining duty. This could be further extended / reduced depending upon the requirement of the job. Provided further that the deployment of workforce shall be co-terminus with the completion of the project for which the workforce is deployed on contract basis or on completion of the contract period whichever is earlier.

**5 HOLIDAYS AND WORKING HOURS:**

The Agency shall deploy the required workforce to provide the requisitioned Services on monthly basis, unless requisitioned for a shorter duration. These workforce shall be entitled to one weekly off; to be scheduled by the Agency in consultation with BGL. Further, off shall also be allowed on National Holidays / Gazette Holidays applicable in BGL. They shall observe 8 hours of working per day, to be scheduled by the Agency in consultation with BGL. Generally, the working hours would be in accordance with those applicable to employees of BGL.

**If required, the deployed work force sometimes, may have to work on holidays and / or for extended hours on working day on account of work exigencies. No extra compensation will be paid for such occasional additional work to work force posted at BGL Office(s). However, in case of deployment at Project/ O&M Sites, additional work on Holidays / off days will be compensated in commensurate with their monthly remunerations. For this purpose, month will be considered as 26 days and day will be considered as 8 Hours.**

**6 PAYMENT FOR LEAVE PERIOD**

Contractor to reimburse the payment of absence @ 1.25 days per calendar month on account of leave sanctioned by the Agency on Cumulative basis, a maximum of 15 days over a period of 12 months, at the end of which such cycle for payment of leave period shall start afresh) and to be considered during submission of bids.

- i) One day leave can be taken in two half day leaves.
- ii) Leave cannot be accumulated for more than a year.
- iii) The leave will be granted by the Agency after obtaining the consent of EIC. Unauthorized absence shall be taken very seriously.
- iv) Leaves cannot be encashed and are to be availed before the end of calendar year.



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BGL shall not be liable to make payment in respect of absence of any such deployed workforce for any reason whatsoever, save and except as provided in clauses 5&6 as above.

**7.0 Proposed services:**

The contractor has also to consider the financial liability towards special quarterly allowance while submitting the bid price. Such allowance to be released to work force on quarterly basis. These rates will remain fixed

No direct payment, whatsoever, shall be made to Agency's workforce by BGL.

| S. No     | Department               | Positions                         | Proposed No. of Services |
|-----------|--------------------------|-----------------------------------|--------------------------|
| <b>1.</b> | <b>O&amp;M</b>           |                                   |                          |
|           | Hyderabad                | Shift services- O&M               | 04                       |
|           | Vijayawada               | Shift services- O&M               | 04                       |
|           | Kakinada                 | Shift services-O&M                | 04                       |
|           | Hyderabad (CNG-O&M)      | O&M services (Retail)             | 03                       |
|           | Hyderabad(Pipeline-O&M)  | Pipeline O&M services             | 06                       |
|           | Vijayawada (CNG -O&M)    | O&M services (Retail)             | 02                       |
|           | Vijayawada(Pipeline-O&M) | Pipeline services O&M             | 01                       |
|           | Kakinada (CNG-O&M)       | O&M services (Retail)             | 01                       |
|           | Kakinada(Pipeline-O&M)   | Pipe line O&M services            | 02                       |
| <b>2.</b> | <b>PROJECTS</b>          |                                   |                          |
|           | Hyderabad                | Pipe line projects services       | 04                       |
|           |                          | CNG projects and O&M services     | 01                       |
|           | Vijayawada               | Pipe line projects services       | 02                       |
|           |                          | CNG projects and O&M services     | 01                       |
|           | Kakinada                 | Engineer Asst. Projects-Pipe line | 04                       |
|           |                          | CNG projects and O&M services     | 01                       |
| <b>3.</b> | <b>HSE</b>               |                                   |                          |
|           | Hyderabad                | Fire safety services              | 02                       |
|           | Vijayawada               | Fire safety services              | 01                       |
|           | Kakinada                 | Fire safety services              | 01                       |
| <b>4.</b> | <b>INVENTORY</b>         |                                   |                          |
|           | Hyderabad                | Inventory management services     | 01                       |
|           | Hyderabad                | Inventory management services     | 01                       |
|           | Vijayawada               | Inventory management services     | 01                       |
|           | Kakinada                 | Inventory management services     | 01                       |

7.1 Increment in monthly emoluments: The monthly emoluments indicated above services are based on Orders of Government of Andhra Pradesh (GoAP) & Government of Telangana (GoTS) on emoluments for outsourcing work force and minimum wages for Contract labour. Whenever GO's revises the applicable emoluments / wages, same shall be implemented by the Agency with effect from





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the date of issue of such Order by GO's .

7.2 The contractor has also to consider the financial liability towards special quarterly allowance while submitting the bid price. Such allowance to be released to work force on quarterly basis. These rates will remain fixed

No direct payment, whatsoever, shall be made to Agency's workforce by BGL.

7.3 SOR rates remain fixed and any escalation or changes in minimum wages shall not be borne by BGL.

7.4 The value of work under this contract shall be as per quantities mentioned in the SOR. Actual work may vary to any extent plus or minus to the attached quantities and the contractor must do so as per BGL's requirement. The quoted rates comply all applicable for Minimum wages revisions by Regional Labour Commissioner, statutory taxes and duties during the period of contract.

7.5 The Rates Quoted shall remain valid for the entire period of Contract and no escalation whatsoever shall be permissible after award of the contract except for the statutory variation due to GST. Any other taxes and duties are inclusive in the rates quoted by the party and it shall remain firm for the entire period of contract.

The contract may be terminated at any time during the contract period without assigning any reason and by giving **One Month notice** to the contractor by the engineer-in-charge as per the requirement Of **BGL**.

**8.0 ACCOMMODATION & CONVEYANCE:**

No extra expenses towards Accommodation and Conveyance will be borne by BGL.

**9.0 RELOCATION EXPENSE:**

Generally, relocations shall not be carried out upon deployment of Agency workforce in a particular location. BGL shall not pay any relocation expenses to its hired workforce, in case he / she is relocated to other locations as required by BGL.

**9.0 INITIAL MOBILIZATION / DEMOBILIZATION EXPENSES:**

Agency shall be responsible for meeting all the expenses for mobilization and demobilization of its workforce including rail fare up to the office/project site at the time of joining duty and back on completion of assignment.

**10.0 WORKFORCEAL PROTECTIVE EQUIPMENT:**

The Agency shall provide PPE at its own cost as below every year to its work force deployed in BGL within overall monetary ceiling of Rs. 2,000/- per service per year.

| Sr. No. | Item                     | Pairs / Nos. | Frequency        |
|---------|--------------------------|--------------|------------------|
| 1       | Cotton socks             | 03 pairs     | Every Year       |
| 2       | Safety Shoe              | 01 pair      | Every Year       |
| 3       | Hard Hat (Safety Helmet) | 01 no        | Every Year       |
| 4       | Rain Coat                | 01 pair      | Once in 02 Years |

However, if such work force is found not wearing the PPE provided, the said service shall be marked absent for that particular day by the Agency. A penalty shall be imposed on the Agency for non-supply of PPE to the service @ Rs.100/- per day per service..



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**11.0 SECRECY**

The work force deployed to work at any of the offices/ sites of BGL shall discharge their job with due sincerity & care and shall observe complete confidentiality in respect of all information, data, technical information/ knowledge pertaining to and / or owned by BGL and / or any party associated BGL in respect of the job in any capacity or relationship, and shall not disclose any such information, drawing, design, report, etc., in part or in full, to anybody without explicit authorization and / or instruction of Competent Authority / respective Controlling Officer of BGL. The Agency shall furnish an undertaking to this effect signed by each such deployed workforce, countersigned by the authorized representative of the Agency.

**12.0 COMPLIANCE BY THE AGENCY & AGENCY WORKFORCE:**

- 12.1 All drawings, documents, data, specifications, standards, manuals etc. issued or made available to Agency's workforce shall be used only for the performance of SERVICES as explained to the Agency's workforce and shall be returned by Agency's workforce to BGL without retaining any copies thereof.
- 12.2 Agency's workforce shall follow the applicable safety / security rules of BGL and be responsible for the security and protection of any of BGL's materials and equipment being used by Agency or its workforce in the performance of the SERVICES and shall take all reasonable precautions to protect such materials and equipment from loss or damage. AGENCY shall be held accountable for all such materials and equipment not consumed or used in providing the SERVICES.
- 12.3 Agency and its employees shall comply with BGL's health, safety & security rules and regulations including any subsequent changes or instructions whenever applicable as may be issued from time to time concerning health, safety & security.
- 12.4 Unless otherwise specified in the Contract or agreed between the parties, Agency shall be solely responsible for and, where applicable, shall provide at its own cost and expense all facilities as may be required for its workforce to perform the SERVICES. Without prejudice to Agency's responsibility to ensure that each of its employees satisfies all statutory and other requirements to perform SERVICES assigned by BGL. BGL will, upon written request, provide such assistance to Agency's workforce deployed in BGL as may be reasonably required by them for arranging such facilities.
- 12.5 All medical treatment or hospitalization of Agency's workforce including medical examinations, vaccinations and inoculations shall be provided by Agency at its own cost and expense. The Agency is required to take, at its own cost, Medical Insurance of minimum Rs.1,00,000/- for each of their workforce deployed in BGL. Agency shall submit copy of the documentary evidence to this effect (along with list of workforce) at the time of raising 1st invoice and whenever required by BGL. This provision shall be applicable for workforce not covered under Employee State Insurance Act, 1948.
- 12.6 Agency shall have no claim for extra payment nor shall be relieved from its obligation under the Contract as a result of any lack of knowledge as to the nature of the work site, local facilities, labour conditions and practices or similar matters affecting performance of the SERVICES.
- 12.7 If BGL so demands in writing, Agency shall promptly remove from the performance of SERVICES, at Agency's own cost, any of its workforce who are not cooperative, are careless or are not qualified to perform the work assigned to them or for any other reasonable cause. Agency shall, at its own cost,



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provide acceptable substitutes, if so requested by BGL. If Agency desires to remove any of its workforce for any reason whatsoever, they shall do so only with prior consent of BGL, at its own cost and only after providing suitable substitute acceptable to BGL.

12.8 If it is desired to discontinue the SERVICES of any of workforce deployed by the Agency in BGL it will be so by giving two week advance notice on either side or by mutual consent. However, if discontinuance of any of Agency workforce is considered necessary for reasons of unsatisfactory performance / misconduct / disciplinary grounds, no notice shall be required. BGL may require replacement of such workforce by a competent workforce at the cost of the Agency. No payment for travel for going back, etc. shall be payable.

12.9 Agency shall keep full and detailed accounts and records of costs and charges relating to the Contract. APGDC shall have the right to examine during business hours at all places where SERVICES are performed or relevant information is maintained, any document, accounts, records, reports etc., which pertain to SERVICES in order to satisfy itself that (a) the charges made by Agency are properly computed in accordance with the provisions of Contract and (b) Agency has complied with all agreed procedures.

### 13.0 PAYMENT TOWARDS SERVICES

13.1 In consideration of the SERVICES provided by Agency pursuant to the Contract, BGL shall pay to Agency such remuneration as is specified or computed in accordance with the provisions of Schedule of Rates.

13.2 The number of hours put in by Agency workforce shall be booked in BGL prescribed Time Sheets as instructed by BGL officers supervising the work who will approve the Time Sheets. Agency shall submit monthly invoice along with supporting documents including BGL approved time sheets, PF / ESI Challan (if applicable), GST payment Challan (if any), Proof of Payment made to the Agency's workforce. Payment shall be made by BGL within thirty (15) days after receipt of invoice with complete documents.

Payment for part of the month will be calculated on pro-rata basis depending upon the actual days-worked in particular calendar month.

13.3 All payments to Agency under the Contract will be made by direct transfer to a bank nominated by Agency and acceptable to BGL. Agency shall give the name of the bank and account number for the purpose of making payments by BGL.

13.4 The GST, as applicable, shall be reimbursed as per actual.

### 14.0 AGENCY'S REPRESENTATIVES, RECORDS AND REPORTS

14.1 Once the Contract comes into force, Agency shall designate a competent authorized representative acceptable to BGL to represent and act for and on behalf of Agency in all matters concerning performance of SERVICES and shall inform BGL in writing of the name and address of such representative. All notices, determinations, directions, instructions and other communications given to Agency's authorized representative by BGL shall be deemed to be given to Agency. Agency may change its authorized representative by so intimating BGL in writing.

14.2 Agency shall maintain a record of the SERVICES performed, as well as of the workforce assigned to carry out the relevant SERVICES.



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### 15.0 LIABILITY, INDEMNITY AND INSURANCE

15.1 Agency and its workforce shall exercise all reasonable skill, care and diligence in the discharge of their obligations under this Contract. Agency shall in any case of negligence or default on part of its workforce, be responsible for satisfactory performance or re-performance, as the case may be, of such SERVICES as are found to be defective, at no cost to BGL and without delay, whatever performance or re-performance of the SERVICE is required by BGL which is a result of error / default / negligence of its employees. Such liability / obligation shall remain in force for 6 months from the receipt of completion certificate from BGL.

15.2 Agency shall indemnify BGL, its employees and agents and hold them harmless from and against all claims, actions or proceedings brought or instituted against any of them by Agency's workforce or agents or any other party arising out or relating to the performance of the SERVICES by the Agency, for injury or death to its workforce and damage or loss to its property.

15.3 Agency shall indemnify BGL and hold it harmless from and against any liability for any accident, death or injury to Agency's employees or Agents and against any loss or damage to any property belonging to Agency, its employees or agents caused by BGL its employees or agents arising out of or in connection with the performance of the SERVICES and such indemnity and holding harmless shall extend to all costs, claims, demands and damages connected with such liability, loss or damage as aforesaid.

15.4 During the performance of SERVICES hereunder, Agency shall take out, carry and comply with the applicable laws, regulations, standards and safety rules prevailing at the place of deployment, some of them as listed below:- - Ensuring that appropriate insurance, as required by law exists for workman's compensation, employer's liability, public liability, motor-vehicle, third party and that adequate cover extending to the risk and events referred to in this clause covering all employees of Agency for statutory benefits as set out and required by local law in the area of operation or area in which Agency may become legally obliged to pay benefits for bodily injury or death. The Agency is required to take up Workforceal Accident Insurance (GPAI) for each of their workforce deployed in BGL. Agency shall submit copy of the documentary evidence to this effective (along with list of workforce) at the time of raising 1st invoice and whenever required by BGL.

BGL shall have no responsibility whatsoever for any loss of or damage to any property or workforce effects belonging to Agency's employees or agents. Without limitation to Agency's obligations and responsibilities for the period of contract, Agency shall cause its insurers to waive rights of subrogation against BGL and / or BGL's Clients.

15.5 Agency shall submit the copies of insurance policies and make available to BGL for examination the original policies issued in compliance with this requirement.

15.6 All deduction or liabilities in excess of the indemnities provided under the insurances arranged by Agency as required hereinabove shall be to the account of and be paid by Agency.

### 16.0 SPECIFIC JOB DESCRIPTION:

No. of services required for each location is mentioned in detail and responsibilities of the service is



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same as mentioned below .

### 16.1 (a) Services of Pipe line project related activities:

**No. of Services :**

For Hyderabad (Part-A) : 04 services

For Vijayawada (Part-B) : 02 services

For Kakinada (Part-C) : 04 services

**Following is the brief scope of work which is not limited to:**

- To coordinate with BGL Project team to lay steel pipeline and PNG network.
- Checking of Above Ground GI riser installation, LMC (last mile connectivity) for domestic conversion including changing nozzles.
- Erection, Commissioning MRS/DRS/ Service regulator units.
- Ensure the quality of Domestic/ industrial / Commercial installations.
- Erection and commissioning of all skids, checking set points, slam shutoff valves, RPD meter problems etc.
- Implementation of drawings provided by respective departments
- GIS/ smart metering related activities
- Execution of steel pipe line construction related activities like trenching, back filling , stringing , NDT, Hydrotesting, TCP, PCP, etc.
- Knowledge on safety aspects as per ASME, OISD, T4S, relevant standards required for CGD industry etc.
- Coordination with Local authorities and statutory bodies for getting necessary approvals for city gas pipe lines.
- handling of Emergency activities related to pipelines, any activities to related to CNG stations
- Inventory and material management control
- Timely issue of Material like MDPE pipe, steel pipe and other spares.
- Any other works which are not mentioned under scope but required for smooth operation and maintenance shall have to be carried out as per directions of EIC

To do the above mentioned job contractor has to provide a minimum work force of 01 no. of graduate engineer having minimum of 02 years' experience in laying activities of city gas pipe lines, natural gas pipe lines, petroleum product carrying pipe lines and these work force has to be paid in highly skilled category with additional 5% on highly skilled category.

### **Special quarterly allowance:**

In addition to ensuring the payment of applicable minimum wages to the work force deployed by him, the contractor is required to pay 'Special Quarterly Allowance' at the following rates



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for each work force at Rs.2,000/- per month.

The contractor has also to consider the financial liability towards special quarterly allowance while submitting the bid price. Such allowance to be released to work force on quarterly basis. These rates will remain fixed.

**16.1 (b) Services for CNG project and O&M related activities:**

|                         |          |
|-------------------------|----------|
| <b>No. of Services</b>  | <b>:</b> |
| For Hyderabad (Part-A)  | : 01     |
| For Vijayawada (Part-B) | : 01     |
| For Kakinada (Part-C)   | : 01     |

**Following is the brief scope of work which is not limited to:**

- Execution of Civil, mechanical and electrical related activities of New and existing CNG stations
- Erection and commissioning of compressors, cascades and Dispensing units at BGL locations as per the EIC instructions.
- Maintenance of equipment at CNG stations at RTC bus depots and CNG Retail Outlets at Hyderabad/Vijayawada/ Kakinada as per the O&M maintenance plan.
- Knowledge on safety aspects as per OISD, T4S, relevant standards required for CGD industry etc.
- Any other works which are not mentioned under scope but required in project execution shall have to be carried out as per directions of EIC.
- Coordination with Local authorities and statutory bodies for getting necessary approvals for construction and maintenance of CNG stations.
- Knowledge of maintenance of CNG stations and its related equipment's like compressors, engines, cascades, dispensers, ss-tubing, etc. any other activities which require for the smooth execution of works.
- handling of Emergency activities related to pipelines, any activities to related to CNG stations
- Any other works which are not mentioned under scope but required for smooth operation and maintenance shall have to be carried out as per directions of EIC.

To do the above mentioned job contractor has to provide a minimum work force of 01 no. of graduate engineer having minimum of 02 years' of experience in construction of online , Daughter and daughter booster CNG stations, preparation of Auto CAD drawings of installations and maintenance of equipment in oil and gas industry and these work force has to be paid in highly skilled category with additional 5% on highly skilled category .

**Special quarterly allowance:**

In addition to ensuring the payment of applicable minimum wages to the work force deployed by him, the contractor is required to pay 'Special Quarterly Allowance' at the following rates



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for each work force at Rs.2,000/- per month.

The contractor has also to consider the financial liability towards special quarterly allowance while submitting the bid price. Such allowance to be released to work force on quarterly basis. These rates will remain fixed.

**16.2. Operation maintenance- shift services on round the clock basis (24X7) at CGS cum Mother station's at following locations:**

**No. of Services :**

|  |   |             |
|--|---|-------------|
| Hyderabad (PART-A) (Shamirpet)           | : | 04 Services |
| Vijayawada (PART-B) (Vidyadharapuram MS) | : | 04 services |
| Kakinada (PART-C) ( Vakalapudi)          | : | 04 Services |

**Following is the brief scope of work which is not limited to:**

- Safe filling of LCV's with CNG and dispatch to the CNG stations.
- Ensure the smooth operation of CNG equipment.
- Execution of monthly maintenance schedules.
- Ensuring that daily checks of compressors are carried by AMC team.
- Resolving operational problems, ensuring safe operation.
- Checking of Calculation of Natural Gas stock value in mobile and storage cascades.
- Taking care of control room operations .
- Issuance of Work permits.
- Ensuring the DNQ is completed, follow-up of LCVs for optimization of trips and logging the breakdowns. Preparing list of PSVs in CGS and maintaining their calibration reports
- Checking and Signing of Daily reports, break down reports, log sheets of compressors submitted by AMC team.
- Updating of breakdown reports pertaining to compressors, Dispensers at Mother Station. Including their maintenance reports.
- Signing of Excise Gate passes for LCV dispatches.
- Ensuring that, compressor reading, Cascade pressure, Industry sale, Domestic sales, CNG sales are obtained and recorded.
- Preparing of DPR's, Accruals, SRRs, MRRs, GRV, Inspection reports.
- Safety and leak checks of LCVs in month and complying with the same and Preparation of reports.
- Correspondence with Service Providers in case of deficiency of Services and resolving the issues.
- Preparing outlet wise variation sheet on monthly basis.



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- Preparing CGS reconciliation sheet and compressor inlet vs outlet variation sheet.
- Monthly checking of fire extinguishers, co2 flooding system, pump house motors, MCP and sprinklers and generating reports.
- Monthly maintenance of MRS, DRS, SV stations and generating report.
- PNG complaints received and resolved in a month – generate report monthly.
- Checking fuel consumption, flow, emergency trip points of compressors.
- Taking USM readings and comparing it with reliance readings and check variation.
- Handling of Emergency activities related to pipelines, any activities to related to CNG stations.
- Coordination with Local authorities and statutory bodies for getting necessary approvals for city gate station operations.
- Knowledge on safety aspects as per ASME, OISD, T4S, relevant standards required for CGD industry etc.
- Any other works which are not mentioned under scope but required for smooth operation and maintenance shall have to be carried out as per directions of EIC.

To do the above mentioned job contractor has to provide a minimum work force of 01 no. of graduate engineer having minimum of 03 years' experience in control room operations or operation and maintenance activities in City gas distribution companies or oil & gas, power plants, chemical industries and these work force has to be paid in highly skilled category with additional 5% on highly skilled category.

#### **Special quarterly allowance:**

In addition to ensuring the payment of applicable minimum wages to the work force deployed by him, the contractor is required to pay 'Special Quarterly Allowance' at the following rates for each work force at Rs.2,000/- per month.

The contractor has also to consider the financial liability towards special quarterly allowance while submitting the bid price. Such allowance to be released to work force on quarterly basis. These rates will remain fixed.

#### **16.3(a) Services of Pipe line operation and maintenance activities – (Pipe line- O&M)**

##### **No of Services :**

|                    |   |             |
|--------------------|---|-------------|
| Hyderabad (PART-A) | : | 06 Services |
| Vijayawada(PART-B) | : | 01 Services |
| Kakinada (PART-C)  | : | 02 Services |

##### **Following is the brief scope of work which is not limited to:**

- Daily Patrolling of Steel, MDPE Pipeline, Meter & Flow Readings of Industrial, Commercial establishments. Responding to all emergency situations related to BGL assets. Onsite maintenance of MDPE, GI/Cu Installations, Service regulators, Meters and Regulators.
- Cleaning of DRS, DRS area, SV, SV area & maintaining it neat and clean.





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- Regular leak checks and up keeping of DRS, MRS & SERVICE REGULATOR.
- Contractor Scope shall be limited up to burner of stove in customer's kitchen
- Periodic cleaning of establishment, Leak Detection of all domestic, Industrial & Commercial Connections on need base.
- Checking of all filters, PRV (Active/Monitor), SSV, SRV, PCV etc. & monitoring of Diff Pressure of Skids etc.
- If leakage is found in any of the PNG network flange joint, contractor team has responsibility to arrest the same. Work should be carried by non-sparking tools & tackles through flange-joint then attend the leak by tightening the bolts with torque wrench (non-sparking tools) suitable for the flange size and its pressure rating. If this does not rectify the leak replace the gasket.
- If there is leakage from the isolation valves, make arrangements for positive isolation by using blind flange.
- Checking & Maintenance of gas geyser installations as per the BGL gas geyser guidelines is in the scope of contractor.
- If contractor has to install the gas geyser installations in the customer premises, It should be installed as per the BGL guidelines. Further, only after getting the authorization from BGL, Contractor should install the gas geyser in the customer premises as per the BGL Guidelines. If contractor is installing the gas geysers without BGL authorization, contractor should get penalize for each incident. Separate Authorization letter will be issued to the contractor for gas geyser installations work.
- Collection of cheque to carry out the job related to PNG n/w is in the scope of contractor. Cheques should be deposited on fortnight basis to BGL. Any changes in the process will be communicated to the bidder time to time.
- For any additional work after post commissioning of PNG connections, amount should be collected as per the BGL rate card only
- Maintenance of underground and above ground pipe lines of city gas distribution pipe lines.
- Maintenance of steel line ball valves , greasing and sealant injection of valves.
- Monitoring of PCP , TCP and maintenance of TR Units .
- Calibration of Pressure relief valves, pressure gauges, Pressure transmitters and Temperature gauges
- Maintenance of Sectionalized valve (SV) stations.
- Line walk patrolling of steel and MDPE Pipe lines.
- Leak detection and rectification.

Contractor has to provide a minimum work force required for execution of above mentioned jobs with minimum qualification of Diploma having minimum 02 years of experience or ITI having 04 years of experience in operation and maintenance of natural gas pipe lines( steel) , MDPE pipe lines in City gas distribution companies or oil & gas / power plants / chemical industries and these work force has



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to be paid at highly skilled category.

**Special quarterly allowance:**

In addition to ensuring the payment of applicable minimum wages to the work force deployed by him, the contractor is required to pay 'Special Quarterly Allowance' at the following rates for each work force at Rs.2,000/- per month.

The contractor has also to consider the financial liability towards special quarterly allowance while submitting the bid price. Such allowance to be released to work force on quarterly basis. These rates will remain fixed.

**16.3 (b) services of CNG stations operation and maintenance – (CNG- O&M)**

**No of services:**

|                     |               |
|---------------------|---------------|
| Hyderabad (PART-A)  | : 03 Services |
| Vijayawada( PART-B) | : 01 Services |
| Kakinada ( PART-C)  | : 01 Services |

**Following is the brief scope of work which is not limited to:**

- Preventive and breakdown maintenance of Dispensers at Mother Station, RTC depots and retail outlets
- Assistance in Breakdown of compressors at Mother Station and resolving operational problems, ensuring safe operation.
- Preventive and breakdown maintenance of Compressor packages and close monitoring of operations
- Calibration of dispensing equipment , pressure gauges , PT's , TT's , PSV's .. etc .
- Inventory control and updating the necessary documents.
- Emergency handling related to CNG stations
- Safety and leak checks of LCVs in month and complying with the same and Preparation of reports.
- Checking fuel consumption, flow, emergency trip points of compressors.
- Any other works which are not mentioned under scope but required for smooth operation and maintenance shall have to be carried out as per directions of EIC.

Contractor has to provide a minimum work force required for execution of above mentioned jobs with minimum qualification of Diploma having minimum 02 years of experience or ITI having min. 04 years of experience in operation and maintenance of CNG dispensers , CNG compressors and these work force has to be paid at highly skilled category.

**Special quarterly allowance:**

In addition to ensuring the payment of applicable minimum wages to the work force deployed by him, the contractor is required to pay 'Special Quarterly Allowance' at the following rates



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for each work force at Rs.2,000/- per month.

The contractor has also to consider the financial liability towards special quarterly allowance while submitting the bid price. Such allowance to be released to work force on quarterly basis. These rates will remain fixed.

**16.4 services of fire & safety related activities in projects and O&M of BGL :**

**No. of Services :**

For Hyderabad (PART-A) : 02 Services

For Vijayawada(PART-B) : 01 Services

For Kakinada(PART-C) : 01 Services

**Following is the brief scope of work which is not limited to:**

- Ensure the zero accidents / safety incidents by following the safety systems and procedures.
- Daily inspection of vehicles, construction machinery, tools and equipment's and according to the checklist. Ensuring all documentation is in place prior to commencement of works.
- Ensure Permit systems. Daily site inspections and reporting issues in a timely manner.
- Conduct daily tool box talk at site
- Daily inspection of vehicles, construction machinery, tools and equipment and according to the checklist
- Supervision of usage of proper safety equipment/ methods required for particular job tasks / activities
- Recording of the correct/ incorrect safety practices followed at site and action taken for rectification of the same.
- Assistance in periodic safety training, safety induction, daily tool box meeting for labors, Staff and Visitors.
- Monitored hygiene, cleanliness, Supervised proper house keeping
- Check Fire extinguishers periodically

Contractor has to provide a minimum work force required for execution of above mentioned jobs with minimum qualification of Diploma in Industrial Safety or Fire safety after plus 2 (intermediate) and 2 year experience in City Gas distribution network or Oil & Gas sector and these work force has to be paid at highly skilled category.

**Special quarterly allowance:**

In addition to ensuring the payment of applicable minimum wages to the work force deployed by him, the contractor is required to pay 'Special Quarterly Allowance' at the following rates for each work force at Rs.2,000/- per month.

The contractor has also to consider the financial liability towards special quarterly allowance while submitting the bid price. Such allowance to be released to work force on quarterly basis. These rates will remain fixed.



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**16.5 services of inventory control related activities**

No. of Services :  
For Hyderabad (PART-A) : 02 Services  
For Vijayawada (PART-B) : 01 Services  
For Kakinada (PART-C) : 01 Services

**Following is the brief scope of work which is not limited to:**

- Issue of steel pipe lines, MDPE pipes, MRS, DRS, regulators and domestic meters.. etc.
- Proper stacking of steel pipe lines and MDPE pipe lines
- Proper storage of MRS, DRS, regulators and domestic meters and MDPE fittings., etc.
- Unloading/ loading of material at store yard/ ware house.
- Issue of GRV, MRV, checking of test reports, .. etc .
- Preparation of material inspection notes, stock issue vouchers, material received reports, material transfer notes.. etc.
- Preparation of material reconciliation reports
- Knowledge on SAP implementation procedures.
- Manages inventory accuracy with the support of Projects and operations team.
- Manages and controls inventory and stock counting accuracy checks
- Assists in the inventory control process along with quality department
- Manages day to day relationship with projects and Operation team in order to best fulfil customer needs
- Maintains a warehouse management inventory system
- Maintains adequate inventory levels and appropriate control
- Ensures inventory department is well organised and controlled to sufficiently support
- Ensures inventory updates are provided to key staff members and customers where appropriate regular & controlled stock takes.
- Ensures that all set Inventory KPIs per customer are met and overviews clear/comprehensive records
- Ensures all inventory and claims related activities are been completed and reported on time
- Schedules daily activities, organizes and directs operation and job responsibilities within the warehouse to ensure effective management of resources

To do the above mentioned job contractor has to provide a minimum work force of 01 no. of graduate engineer having minimum of 02 years' experience in inventory management of City gas distribution companies or oil & gas, power plants, chemical industries and these work force has to be paid in highly skilled category with additional 5% on highly skilled category .

**Special quarterly allowance:**

In addition to ensuring the payment of applicable minimum wages to the work force deployed



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by him, the contractor is required to pay 'Special Quarterly Allowance' at the following rates for each work force at Rs.2,000/- per month.

The contractor has also to consider the financial liability towards special quarterly allowance while submitting the bid price. Such allowance to be released to work force on quarterly basis. These rates will remain fixed.

**3.0 RESPONSIBILITY OF THE AGENCY/SERVICE PROVIDER/CONTRACTOR:**

1. The contractor shall be responsible for smooth operation of the services as indicated above through deployment of workforce who are physically & mentally fit and below 40 years of age having good track record. However retired workforce can be engaged for liaisoning related activities subject to intimation of EIC.
2. Qualification, Age and experience are relaxable to the exceptionally deserving candidates at the discretion of the Head of the Department. The candidates to be deployed shall be interviewed by a committee comprising of EIC or workforce nominated by EIC, Head of the HR Department of BGL and authorized workforce from the Outsourcing Agency.
3. BGL reserves the right to utilize the above category services, if required at any locations of BGL, i.e. Hyderabad, Vijayawada and Kakinada depending upon the operational need of the respective departments.
4. The wages quoted shall be paid against each category and reimbursed accordingly along with contractor's service charges and taxes extra as applicable. Kick off meeting with the successful bidder would be conducted after award of work to ensure smooth working of the contract.
5. No. of workforces deployed may be increased/decreased as per the requirement of BGL.
6. Contract workforces deployed shall be transferred to other locations/ departments in every 6 months as per the work load and requirement of BGL.
7. In case of additional requirement the contractor/service provider/agency has to deploy the workforces with short notice within the maximum rate of the particular category of workforce so deployed.
8. The workforces deployed should strictly follow all the security norms applicable to the particular category of the employee or as and when directed by the officers under whom he/she will be working.
9. Any dispute arising out of the employment in BGL be the workforce shall be between the contract employees and the Agency and BGL should not be held responsible for any grievances of the employees. If in case any dispute arises which warrants interface by BGL, the decision of the Arbitrator appointed by the BGL shall be final and is to be accepted by both the parties.
10. The successful bidder has to execute an agreement containing terms and conditions and additional conditions if any that may be added at the discretion of the BGL before awarding the contract has to be executed by the agency.
11. Contractor/ services provider should be comply with all statutory norms as per the factory act and labor act.



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12. The contractor must provide the group insurance to his service providers to support the health of the employees under this contract.



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## **SECTION-8**

# **SPECIAL CONDITIONS OF CONTRACT**



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**SPECIAL CONDITIONS OF CONTRACT (SCC)**

**1.0 GENERAL INFORMATION:-**

BGL is in the business of inter alia of petroleum products & natural gas has emerged as a national leader in natural gas and as an international player in its field and has today achieved a profile & stature which have placed extraordinary demand on service requirements in order to meet which it is desirable that COMPANY engages a specialized agency to provide specialized services unconnected to its core activities of business.

**1.1 In case of an irreconcilable conflict between Indian or other applicable standards, General**

Conditions of Contract, Special Conditions of Contract, Specification, Drawings or Schedule of Rates, the following shall prevail to the extent of such irreconcilable conflict in order of precedence:

- i. Letter of Acceptance/ LOI along with Statement of Agreed Variations.
- ii. Schedule of Rates as enclosures to Letter of Acceptance
- iii. Special Conditions of Contract
- iv. Service descriptions
- v. Instruction to Bidder
- vi. General Conditions of Contract
- vii. Indian Standards
- viii. Other applicable standards

1.2 The Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Schedule of rates, specifications, drawings and any other documents forming part of contract whatsoever context so requires. Notwithstanding the sub-division of the documents into these separate sections and volumes. Every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the CONTRACT so far as it may be practicable to do so.

1.3 Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears, the provisions of the special Conditions of Contract shall be deemed to over-ride the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail.

1.4 Wherever it is mentioned in the specifications that the CONTRACTOR shall perform certain WORK or provide certain facilities, it is understood that the CONTRACTOR shall do so at his cost and the VALUE OF CONTRACT shall be deemed to have included cost of such performance and provisions, so mentioned.

1.5 The materials, design, and workmanship shall satisfy the relevant INDIAN STANDARDS, the JOB SPECIFICATIONS contained herein and CODES referred to. Where the job specification stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied.

1.6 Non-familiarity with site condition and unawareness of General Condition of contract will not be considered a reason either for extra claim or for not carrying out work in strict conformity with drawings and specifications.





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**2.0 SITE INFORMATION:-**

**FOR SOR PART-A: Any where in Hyderabad CGD as per the BGL requirements.**

**FOR SOR PART-B : Any where in Vijayawada CGD as per the BGL requirements.**

**FOR SOR PART-C: Any where in Kakinada CGD as per the BGL requirements.**

**3.0 WORK SPECIFICATION:-**

All the specifications for the work shall be as per scope of work & schedule of rates which are self explanatory. However, whenever required Modifications / Alterations will be done as per the Site / Operation requirement and the decision of the Engineer-In-Charge shall be final and binding on the Contractor.

**4.0 CONTRACT VALUE:-**

The value of work under this contract shall be as per quantities mentioned in the **SOR**. Actual work may vary to any extent plus or minus to the attached quantities and the contractor must do so as per BGL's requirement. The Minimum value of work will be as mentioned in the **SOR**. The quoted rates comply all applicable for Minimum wages revisions by Regional Labour Commissioner, statutory taxes and duties during the period of contract.

**5.0 CONTRACT PERIOD:-**

**The Contract shall be Valid for a Period of Two years from the date of Issue of work order (or) the letter for deployment from BGL's EIC.**

**6.0 EXTENSION OF CONTRACT:-**

The contract may be extended for a maximum period of 3 months at same rates, terms and conditions subject to discretion of BGL after completion of contract period.

**7.0 DEPLOYMENT SCHEDULE/ MOBILIZATION:-**

7.1 The contractor shall mobilize the services within 07 days from the date of issue of work order or intimation from EIC; at this own expenses and no extra payment on such expenses shall be entertained.

7.2 List of persons employed by Contractor for the subject work mentioning qualifications, experience and residential address shall be submitted to BGL. In case of any change, the same shall be informed to BGL from time to time.

**8.0 VALIDITY OF QUOTED RATES:-**

The Rates Quoted shall remain valid for the entire period of Contract and no escalation whatsoever shall be permissible after award of the contract except the substantial increase in any component of wages for the statutory variation due to GST or any other G.O's. Any other taxes and duties are inclusive in the rates quoted by the party and it shall remain firm for the entire period of contract.



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The contract may be terminated at any time during the contract period without assigning any reason and by giving **One Month notice** to the contractor by the engineer-in-charge as per the requirement Of **BGL**.

**9.0 TAXES AND DUTIES:-**

- 9.1 Income tax at the prevailing rate as applicable from time to time shall be deducted from contractor's bills as per Income tax Act, and quoted rates shall be deemed to include this.
- 9.2 The contractor agrees to and does hereby accept full and exclusive liability for the payment of any and all taxes, duties etc now in force and hereafter increased, imposed or modified from time to time in respect of works and materials. The prices shall also be inclusive of Sales tax but exclusive of Service Tax on works contract / Trade tax / turnover tax as applicable. Owner shall make from contractors bills such tax deductions as are required as per rules and regulations in force from time to time.

**10.0 PAYMENT TERMS:-**

- 10.1 Monthly running account bills in triplicate along with the proof of deposition of employee & Employer's PF contribution, ESI, Goods & Service Tax payments to be submitted by the contractor for certification by Engineer-In- Charge. The bills are to be duly certified by Engineer-In-Charge or a person authorized by him. Payment would be released by our Finance Department within 15Days from the date of submission of acceptable & duly signed (by EIC) Bills.
- 10.2 All taxes, duties levies shall be deducted from the bill as per the applicable rules, regulations and Amendments of the Government
- 10.3 The Final Bill shall be submitted by the contractor within a month from the date of completion of the contract and payment of final bill shall be made to the contractor within 30 days of submission of the bill.
- 10.3 **Contract Performance Security (SECURITY DEPOSIT)**  
The Contractor shall furnish to the Employer, within 30 days from the date of notification (FOI, LOI, LOA, WO) of award, a security of 10% of Order/ Contract Value excl. of taxes & duties.

OR

The Contract Performance Security shall be with Initial Security Deposit (ISD) @ 2.5% of annualized basic contract value and deduction @ 7.5% of the RA bill subsequently from RA bills till the total amount of security deposit (including ISD and deducted amount) reaches 10% of annualized basic contract value (without GST therein) towards faithful performance of the contractual obligations.

Contract Performance Security which will be valid for 90 days beyond the contract expiry date shall be refunded after the Defect Liability Period. GCC clause 2.13of Contract Performance Security shall be followed.

Defect Liability Period (DLP) is 3 months from the date of completion of the contract.

**11.0 PRICE REDUCTION SCHEDULE (PRS)**

- 11.1 The Contractor shall Provide Minimum number of services per month as specified in SOR & any additional services over and above normal number of services as per the



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instructions of **EIC**. In case the contractor fails to provide the number of services as per the time schedule specified by the **EIC**, The Contractor shall be liable to pay compensation to **BGL @ 0.5%** of the contract Price of that many services per week for the delayed period.

11.2 However the total liquidation damage charged on account of above shall not be more than 5% of the total contract value. The LD amount is not a penalty but a pre-determined compensation for Delay in work.

**12.0 RECOVERY:-**

Cost Of any Damage /loss of the property of **BGL**, by the contractor shall be recovered from the Bill / security deposit of the contractor and decision of the **BGL / EIC** in this regard shall be final Binding and conclusive.

**13.0 SAFETY & SECURITY**

The contractor shall provide proper cotton dresses (Uniform), safety shoes and to provide safety kit as per requirement. No contractor's personnel shall be allowed on duty without wearing applicable Safety gears. Contractor should also ensure police verification of the personnel before deploying them. The same is to be submitted along with the Bio-data.

The contractor shall provide signed photo identification cards for his personnel to be deployed with in **BGL'S** premises. The contractor shall obtain proper gate passes for men/ materials from BGL's Security department.

**14.0 THE ENGINEER -IN-CHARGE/ OFFICER IN CHARGE SHALL HAVE POWER TO**

- i) Issue the Contractor from time to time during the running of the contract such further instructions as shall be necessary for the purpose of proper and adequate execution of the contract and the Contractor shall carry out and bound by the same.
- ii) During the currency of this contract, BGL can increase and/or decrease the number of the services to meet the work requirements.
- iii) Order the Contractor to remove or replace any workman whom the company considers incompetent or unsuitable and opinion of the company representative as to the competence of any workman engaged by the Contractor shall be final and binding on the contractor.

**15.0 REJECTION OF TENDER**

15.1 BGL reserves the right to accept or reject any or all tenders and to waive irregularities and Formalities at its own discretion.

15.2 Any attempt for canvassing shall debar the tender resulting in summarily rejection of the tender.

**16.0 COMPLIANCE OF LAWS**

The Contractor shall comply with the provisions of" all the applicable labour laws, particularly following Acts and any amendments /modifications thereto or any other law relating thereto and Rules made thereunder from time to time and comply with all



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provisions applicable there in and/or make all the payments specified therein.

- I. Payment of Wages Act, 1936.
- II. Workmen's Compensation Act, 1923
- III. Industrial Disputes Act, 1947
- IV. Minimum Wages Act, 1948
- V. Employees' State Insurance Act, 1948
- VI. Maternity Benefit Act, 1961
- VII. Mines Act, 1952
- VIII. Employees' Provident Funds and Miscellaneous Provisions Act, 1952
- IX. Contract Labour (Regulation and Abolition) Act, 1970
- X. Payment of Bonus Act 1965
- XI. Factories Act, 1948
- XII. Shops and Establishments Act
- XIII. Child Labour (Prohibition & Regulation) Act, 1986.

The Contractor shall be fully responsible for complying with the provisions (including documentation, maintenance of registers and submission of Reports / returns under the above Acts to the concerned authorities) and shall indemnify the Corporation from any such lapses for which the Government / Statutory authorities there under may take action against the Contractor and / or the Corporation.

The Contractor shall be liable to pay his contribution and his employee's contribution to the State Insurance Scheme, Provident Fund Authorities. etc., in respect of all his employees for the performance of his obligations under this Agreement in accordance with the provisions of the Employee's' State insurance Act, 1948, Employees Provident Fund and Miscellaneous Provisions Act, 1952 as amended from time to time.

The Contractor shall pay the wages to his workmen in presence of the competent persons engaged by the management and his records can be verified by the management as required under the law and shall furnish details/records to the management of the following month that he has paid wages (not less than the min. wages as fixed and/or revised) to his workers and complied with the statutory provisions pertaining to the Employees State Insurance Act, 1948, Employees Provident Funds and Misc. Provisions Act, 1952, as amended from time to time. In case the Contractor fails to submit and/or pay full details of his labour employed and the contributions payable, the BGL shall recover from the monthly bills of the Contractor the amount of the shortfall in contribution accessed by the concerned authorities. The amount so recovered shall be paid to the concerned authorities against the actual contribution payable for Employees State Insurance or Employees Provident Fund, etc.

The BGL shall also have the power to deduct any sum required / estimated to be deducted from the amounts due to the Contractor for the following:-

- i) Making good the loss suffered by his employees due to non-fulfilment of contract Labour (R&A) Act, 1970.
- ii) Non payment of wages / minimum wages under the applicable statutes.



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- iii) Deductions from the wages of his employees which cannot be justified under the Contract Labour (R&A) Act, 1970.
- iv) Non observance of any of the provisions of the Contract Labour (R&A) Act, 1970.

Such deductions mentioned in Clause 5 above will only be made based on a report from the local Labour Commissioner / Inspecting Officer in accordance with Contract Labour (R&A) Act, 1970.

The Contractor deploying 20 (twenty) or more workmen as contract labour shall have to obtain licence from appropriate licensing authority, if required. The Contractor (which shall include the contracting firm / company) shall be solely liable to obtain and to abide by all necessary licenses from the concerned authorities as provided under the various labour laws legislation's including labour license from the competent authority under the Contract Labour ("Regulation & Abolition") Act 1970 and Acts made thereafter.

The Contractor shall be responsible for necessary contributions towards PF, Family Pension, ESIC or any other statutory payments to Government agencies as applicable under the laws in respect of the contract and personnel deployed by the contractor for rendering services to BGL and shall deposit the required amount with the concerned statutory authorities on or before due dates. The contractor shall obtain a separate PF number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees as well as the employer's contribution to the Provident Fund.

The Contractor shall not engage / deploy any person of less than 18 years under this contract and the persons to be deployed should be physically and mentally fit.

The installation where job is to be carried out are live and have hydrocarbon environment. Contractor shall comply with all safety and security rules and regulations and other rules laid down by BGL for its operation. It shall be the duty / responsibility of the Contractor to ensure the compliance of fire, safety, security and other operational rules and regulations by his personnel. Disregard to these rules by the contractor's personnel will lead to the termination of the contract in all respects and shall face penal / legal consequences.

The insurance for the following will be covered and paid for by the Contractor and he shall indemnify the BGL and hold the BGL harmless in respect of all any expense arising from any injury and or damage in respect of:

- i) Workmen's compensation and risk of accidents to Contractor's own employees, if applicable.
- ii) Risk of accident to third parties through acts of Contractor's own employee's, representatives and the risk of damage to the property of third parties arising out of the acts of Contractor's employees, representatives and agents, and
- iii) Risk of damage to the property of the BGL through the acts of Contractor's employees, representatives and agents.

**17.0 CONTRACT TERMINATIONS AND REPATRIATION**



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BGL shall reserves the right at any time during the currency of the contract, to terminate it by giving 30 days notice to contractor, and upon expiry of such notice period the Contractor shall vacate the site / office occupied by him immediately.

BGL shall reserves the right at any time during the currency of the contract, to stop/suspend the services under abnormal circumstances by giving one week notice to contractor. Payment shall not be payable for such period of suspension.

On normalisation, BGL may ask for resumption of services in week's period.

**18.0 PRICE BASIS:**

The quoted rate shall be deemed to be including of all taxes including work contract tax, octroi, levies, over head charges, GST etc till completion of the contract and contractor shall not be eligible for any compensation on this account, shall be firm and valid till the complete execution of the order. No escalation on what-so-ever account shall be paid under this contract except variation in Service Tax during the currency of the contract.

**19.0 COMPENSATION FOR NON-FULFILMENT OF OBLIGATION UNDER CONTRACT**

If the Contractor fails to provide the required services, penalty at double the pro-rate charges (100%) for particular service per day will be applicable.

**20.0 CONTRACTOR'S RESPONSIBILITY**

The Contractor shall at his own cost employ suitably qualified persons for all the jobs required to be carried out by him under this Agreement. However, the contractor shall not deploy any woman / children for carrying out the contractual job within the BGL premises.

The Contractor shall depute his Supervisor for supervision of the services to receive instructions from Engineer-in-Charge or his representative.

**21.0 Failure in mobilizing resources:**

If Service Provider fails to timely commence provision of all or any of the Services on the date specified by COMPANY (INDIA) LTD for such commencement, COMPANY (INDIA) LTD shall, without prejudice to any other right or remedy available to COMPANY (INDIA) LTD, be entitled to recover from the Service Provider by deduction from the invoice(s) of the Service Provider or Security Deposit or otherwise with respect to the Service(s) which are not commenced, liquidated damages as specified below which have been worked out and are acknowledged by the parties to be a genuine pre-estimate of the damage likely to be caused to COMPANY (India) LTD for each week of delay in commencement of any Service(s) :

- |    |   |  |
|----|---|--|
| 1. | For the first week of delay or part thereof in commencement of any service(s)   | ½% (half per cent) of the annualized price(s) of the relative service(s) which have not been commenced worked out on the basis of the price(s) thereof as specified in Scope of Work hereof. |
| 2. | For the second week of delay or part thereof in commencement of any service(s). | 1% (one per cent) of the annualized price(s) of the relative service(s) which have not been commenced worked out on the basis of the price(s) thereof as specified in Scope of Work hereof.  |



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3. For the third week of delay or part thereof in commencement of any service(s). 1 ½% (one and one-half per cent) of the annualized price(s) of the relative service(s) which have not been commenced worked out on the basis of the price(s) thereof as specified in Scope of Work hereof.
4. For the fourth week of delay or part thereof in commencement of any service(s). 2% (two per cent) of the annualized price(s) of the relative service(s) which have not been commenced worked out on the basis of the price(s) thereof as specified in Scope of Work hereof.

If the contractor is still not able to mobilise its resources then the contract will be terminated by giving a notice to this effect to the contractor without stipulating requirement of 30 day notice period to the contractor.

3. The total liquidated damages payable by and recoverable from the Service Provider for the delay in commencing any Service(s) shall not exceed 5% (five per cent) of the annualized price of Service(s) as specified in Scope of Work hereof in relation in which the delay has occurred.
4. It is recognized that there may be Deficiency in the performance by the Service Provider with regards to one or more of the Services required to be performed under the Scope of Work, the consequences whereof may not be quantifiable. With a view to discourage such deficiency in the performance of any Service(s) by the Service Provider, it is agreed that for each Deficiency as determined by COMPANY in any Service(s) to be performed by the Service Provider, COMPANY shall be entitled to a discount of Rs. 5,000/- (Rupees One Thousand only) per day in the price during the period of the contract subject to a maximum of 10% of total value of the contract. In addition, in case, there is any shortfall in services in terms of minimum requirement of man-days as mentioned in Scope of Work/SCC, based on the actual deployment of manpower, proportionate deduction towards wages shall be effected from the bills of the contractor.
5. Expression "**Deficiency**" shall mean a deficiency in the availability of services including deployment of minimum number of manpower as mentioned in the Scope of Work, quality or the efficiency of any Service (s) at any time as determined by COMPANY (whose decision shall be final and binding on the Service Provider), provided that prior to arriving at such a decision, COMPANY shall give the Service Provider a show-cause notice setting out the Deficiency or Deficiencies observed, and give the Service Provider an opportunity of 7 (seven days) within which to make a representation in respect thereof. If any such representation is made, COMPANY shall take cognizance of the same before taking a final decision.
6. The Service Provider shall maintain all the Reports, Returns, proforma and other prescribed documents as prescribed under all the applicable Labour Legislations and COMPANY shall have the right to satisfy itself in this regard at any point of time. Each default by the Service



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Provider shall entitle the COMPANY to recover from the Service Provider by deduction in the invoice(s) of the Service Provider or from the Security Deposit or otherwise a sum of Rs. 5,000/- (Rupees Five Thousand Only) per default.

7. If the Deficiency with respect to any Service(s) (but not in respect of all the Services), shall continue for such period or in such manner as to cause COMPANY to decide (COMPANY's decision in this behalf being final and binding on the Service Provider), COMPANY may, without prejudice to its right to price discount in respect thereof as provided herein above and without prejudice to its right to terminate the Contract hereof, terminate the Service(s) in respect of which the Deficiencies have occurred and get such Service(s) performed at the risks and costs of the Service Provider for a period equivalent to the unexpired period of the Contract hereof if COMPANY has given a written notice to the Service Provider of such deficiency (ies), and the Service Provider has not within 7 (seven) days of receipt of such notice taken steps satisfactory to COMPANY to rectify the Deficiency (ies).
8. "Service" shall comprise Scope of Work as attached.
9. "Location(s) shall be as defined in the Scope of Work.
10. **ENGAGEMENT:** COMPANY hereby engages Service Provider to provide the Services at the Locations and for the Period from **dd/mm/yyyy to dd/mm/yyyy** subject to the terms and conditions hereinafter specified.
11. **MANDAYS:**
- a) Minimum requirement of mandays: "*number of mandays to be defined as per requirement and Scope of Work.*"
- b) Qualification and experience of manpower deployed: "*to be defined as per requirement and Scope of Work.*"
- c) Service Provider shall ensure that his personnel deputed for or in connection with the provision of the Services shall be: trained, experienced and competent to do the jobs for which they are assigned. well dressed, well groomed, neat and tidy and presentable to a standard reasonably required for the particular Service(s) for which they are assigned, and where required, shall be equipped with and wear distinctive uniforms in keeping with their positions as will identify and distinguish them, polite, respectful and courteous to all persons with whom they deal/interact.
- d) Service Provider shall provide at all times such supervisory personnel as are required to ensure observance of and compliance with the provisions of sub-clause (a) above by the Service Provider's personnel deputed to the Location(s) for and/or in connection with providing Services pursuant thereto, for the distribution of work/ job amongst such personnel and for controlling and supervising the performance of the works/ jobs by them, and for ensuring deployment of substitutes (if and when necessary), and to gauge and understand on a continuous basis the requirements of COMPANY in relation to the Services and to communicate with COMPANY's Personnel for the purpose, and to ensure due, timely and proper performance of the Services.
12. **GATE/ ENTRY PASS OR AUTHORISATION:**  
Entry to the offices is restricted and is subject to appropriate entry authorization in the





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prescribed format of a Gate Pass or any other entry authorization w.r.t police verification as per instruction of Security department from time to time. Similarly entry for material/ equipment's/ tools/ tackles etc. is restricted & subject to entry authorization by security department.

13. **UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT:**

Service Provider shall ensure adequate supply of uniform and personal protective equipment as mentioned in the Scope of Work to all such personal deployed.

**STANDARD CONDITIONS OF SCC: PART I**

a) **Compliances under various Labour Laws:**

The contractor has to fully comply with all applicable laws and regulations passed, modified and notified from time to time by the central, state and local government agencies/authorities. Specific attention of the contractor is drawn to the following obligations:

i. **The Minimum Wages Act 1948:**

a) During the tenure of the contract, the Contractor must ensure the payment of wages as per the Minimum Wages including any revision as notified by the Central Government or State Government whichever is higher.

b) **Wage period and monthly wages:** Wage period shall be monthly and wages for a month will be calculated by multiplying daily rate of Minimum Wages by 26. The monthly wages include the wages of the weekly days of rest as applicable to the office/establishment of COMPANY. Deduction in case of any days of absence other than weekly days of rest shall be calculated using the following formula:

**Deduction** = days of absence x (monthly wages / number of days in the relevant month)

c) *Unless otherwise specifically mentioned in the Special Conditions in the Contract, the contractor shall bear any upward revision in the rate of Minimum Wages, including but not limited to any kind of unprecedented or steep hike over and above the half yearly revisions of variable dearness allowance from time to time at its own cost during the Contract Period.*

ii. **Special quarterly allowance:**

In addition to ensuring the payment of applicable minimum wages to the contractor labour deployed by him, the contractor is required to pay 'Special Quarterly Allowance' at the following rates for each contract labour:

Each category- Rs.2,000/- per month

The contractor has also to consider the financial liability towards special quarterly allowance while submitting the bid price. Such allowance to be released to contract labour on quarterly basis. These rates will remain fixed.

iii. **Weekly off and Gazetted Holiday (GH):**

Weekly off and GH shall be observed as applicable to the office/establishment of COMPANY.

iv. **Leaves:**

The Contractor has to comply with all the applicable provisions of Casual Leaves/ Earned leaves/ Leave with wages/ or any other kind of paid leave in terms of applicable labour legislations. The contractor has to consider the financial liability towards such leaves while



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submitting the bid price.

v. **The Payment of Wages Act 1936:**

The contractor should disburse monthly wages **through e-banking / digital mode through cashless transaction only**, and avoid illegitimate deductions and maintained records /returns as prescribed. The contractor shall be solely responsible for the payment of wages and other dues to the personnel, if any, deployed by him latest by 7<sup>th</sup> day of the subsequent month in the presence of Engineer In-Charge or authorized representative. After disbursement of wages, the representative of the contractor and Engineer In-Charge/authorised representative have to certify the payment of wages to the contract workers and sign the Wage Register - Form B (under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017) with specific seal detailing name/designation/Company.

vi. **The Employees Provident & Miscellaneous Provisions Act 1952:**

- a) The contractor shall have his own PF code no. with the RPFCL as required under Employee PF & Miscellaneous Provisions Act, 1952.
- b) The contractor has to ensure compliance and extend benefits under Employees' Provident Fund Scheme 1952, Employees' Pension Scheme 1995 & Employees' Deposit Linked Insurance Scheme 1976 to the contract workers deployed by him.
- c) The contractor should submit copies of *separate e-Challans / ECR*, in respect of contract workers engaged through this contract only, with acknowledgement from PF office, on a monthly basis. **Common challans would not be acceptable in COMPANY.**
- d) PF is mandatory irrespective of number of contract labour deployed by him under this contract. PF is also mandatory even if the wage payment to the contract labour is exceeding the prescribed monthly wage ceiling under EPF Act and in such case the liability of the contractor towards his contribution shall be limited to the prescribed monthly wage ceiling notified from time to time.
- e) In case the contractor deploys any "International Worker", the contractor should also make compliance under para 83 of EPF Scheme, 1952 i.r.o the "**International Workers**" and must register on the *International Worker Portal of EPFO*.

vii. **The Employees State Insurance Act 1948:** (If applicable)

- a) The contractor shall have his own ESI code No. allotted by Employee State Insurance Corporation (ESIC) as required under Employee State Insurance Act 1948.
- b) The contractor has to arrange **Smart Cards (i.e. ESI Identity Card) /e-Pehchan Card** to contract labours engaged by him from the Corporation.

viii. **A) The Employees Compensation Act 1923 and Medical Policy in lieu of ESI:**

In case the WORK PLACE is out of the notified coverage area under ESIC i.e. ESIC is not implemented in the area **or** in case of excluded employees under ESIC, the Contractor is required to take:

- a) a **POLICY** from IREDA approved Insurance Company taking into consideration the maximum **compensation liability** as per provisions of Employee Compensation Act, 1923 (present maximum compensation liability is Rs. 10.86 Lakhs per contract labour) **and**
- b) additional **Group Medi-claim Policy** towards **medical expenses liability** to provide coverage to beneficiaries as applicable under ESI Act.



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The contractor has to provide coverage for the entire period of contract and the insurance premium charges for obtaining the above policies shall be borne by the contractor from the employer's contribution which is 4.75 % of minimum wages of the for the period of contract.

**B) Group Personal Accident Insurance Policy:**

The contractor to take a group personal accident insurance policy for the entire period of contract covering all contract labour deployed under the contract. The insurance premium charges for obtaining such policy shall be borne by the contractor with an annual premium @ 4% of monthly minimum wages (applicable at the start of contract).

**ix. The Payment of Bonus Act, 1965**

Contractor to ensure payment of bonus as per the provisions of the Act

- x. The contract should also fully comply with all applicable laws and regulations including, but not limited to the following legislations:
- The Factories Act, 1948 and The Shops & Establishment Act, 1948;
  - The Maternity Benefit Act, 1961;
  - The Building and Other Construction Workers(Regulation of Employment and Conditions of Service ) Act 1979 & Building and Other Construction Workers Welfare Cess Act, 1996
  - The Inter State Migrant Workmen (RECS) Act 1979: (if applicable) ;
  - The Payment of Gratuity Act 1972.
  - In case of Death or permanent disablement of a Contract worker during execution of work under the contract, Contractor has to pay the GRATUITY as per provision under the Payment of Gratuity Act 1972 and submit proof of disbursement to claim reimbursement from COMPANY.

**xi. Contract Labour (R&A) Act, 1970 :**

- a. The contractor is required to obtain Labour license under the provisions of *Contract Labour (R&A) Act, 1970* from the office of Licensing Officer, Central Labour Authority, Ministry of Labor and Employment, Govt. of India having jurisdiction of the Region.
- b. The contractor shall discharge obligations as provided under Contract Labor (R&A) Act, 1970 rules and regulations framed under the same and enforced from time to time.
- c. The Contractor shall ensure regular and effective supervision and control over the deployed contract workers and give suitable direction for undertaking the Contractual Obligations and meeting all the required statutory obligations.
- d. The contractor is solely responsible for payment of wages to each worker employed by him as contract labour and such wages shall be paid before the expiry of such period as may be prescribed.
- e. It shall be the duty of the contractor to ensure the disbursement of wages in the presence of the authorized representative of COMPANY i.e. Principal Employer.
- f. In case the contractor fails to make payment of wages within the prescribed period or makes short payment, then COMPANY, as Principal Employer, will make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the contractor



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and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor.

- g. Registers/document to be maintained by the contractor:
- i. Employee Register in FORM A
  - ii. Wage Register in FORM B
  - iii. Register of Loan / Recoveries in FORM C
  - iv. Attendance Register in FORM D
  - v. Register of rest/leave/leave wages in FORM E
  - vi. Copies of Wage Slips in FORM XIX.
  - vii. Copies of Employment Card in FORM XII
  - viii. Online Returns

***b) Additional Responsibilities of the Contractor:***

- i. The contractor shall be solely responsible and indemnify the COMPANY against all charges, dues, claim etc. arising out of the disputes relating to the dues and employment of personnel, if any, deployed by him.
- ii. The contractor shall indemnify COMPANY against all losses or damages, if any, caused to it on account of acts of the personnel deployed by him.
- iii. The contractor hereby agrees to indemnify owner / COMPANY and harmless from all claims, demands, actions, cost and charges etc. brought by any court, competent authority / statutory authorities against owner/COMPANY.
- iv. The contractor shall also indemnify COMPANY for any action brought against him for violation, non-compliance of any act, rules & regulation of center / state / local statutory authorities.
- v. All personnel deployed by the contractor should be on the rolls of the contractor.
- vi. No contract worker below the age of 18 years and above age of 58 years shall be deployed on work.
- vii. The personnel to be deputed by the contractor shall observe all security, fire and safety rules of COMPANY while at the site/work. His Work/Services will be supervised by the supervisors of contractor. Contractor has to be strictly adhering to guidance, instruction whenever required. A copy of the work order should be with the Security Department for facilitating the movement of men, machine and materials involved in the contract. At no point of time COMPANY official should issue requisition to the Gate for movement of labour.
- viii. **Police verification :**
  - a) The Contractor/Agency (including his sub-contractors/Petty Contractors etc) will undertake police verification in respect of the contract workers engaged by him in COMPANY'S premises. Such verification will have to be carried out from concerned police station of their permanent place of residence/present place of residence.
  - b) Further, the Contractor/agency is advised not to deploy any person having past criminal record in the establishment/premises of COMPANY under this contract awarded to him.



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- c) In the event of violation of above clauses at (a) and (b), the contractor/agency will be solely responsible for this.
- d) If any such worker having criminal record is deployed by the Contractor/Agency in the premises of COMPANY and has come to the notice of COMPANY at any point of time, he will be removed by the Contractor/Agency forthwith, failing which that particular worker of the Contractor/Agency will not be allowed to enter into the premises of COMPANY.
- ix. While confirming to any of these conditions, the contractor should ensure that no law of state regarding labor, their welfare, conduct etc is violated.
- x. All existing and amended safety / fire rules of COMPANY are to be followed at the work site.
- xi. In case of accident, injury or death caused to the contract workers while executing the Work under the contract, the contractor shall be solely responsible for payment of adequate compensation, insurance money etc. to the next kith & kin of injured / diseased. Contractor shall indemnify COMPANY from such liabilities.
- xii. The contractor shall not employ or permit to be employed any person suffering from any contagious, loathsome or infectious disease. The contractor shall get examined the deployed contract workers from a civil Govt. doctor.
- xiii. No contract workers or person of contractor (including contractor) be allowed to consume alcoholic drinks or any narcotics within the plant premises. If found under the influence of above, the owner / COMPANY will terminate the contract immediately and may refer the case to police.
- xiv. While engaging the contractual manpower, the contractor is required to make efforts to provide opportunity of employment to persons belonging to Schedule Caste, Schedule Tribe and Other Backward Caste in order to have a fair representation of these sections.
- xv. The Contractor to maintain all Registers and other records in an office within the precincts of the work place or at a place **within a radius of three kilometers**.
- xvi. Contractor shall provide proper **Bio-metric Employment cards (FORM XII)** for the contract labour to be deployed by him for Work/Services, duly signed by the contractor or authorized person on behalf of contractor.
- xvii. Contractors are required to install **Access Control System** at their own cost to regulate the entry and exit of the contract labour deployed by them as a security measure only.

**c) Compliance of Government of India directives:**

**i. Pradhan Mantri Suraksha Bima Yojna (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojna (PMJJBY)**

Contractor shall, ensure that all its manpower deployed under this contract have obtained additional insurance coverage under the Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) through the participating banks and submit the proof of such insurance coverage to the satisfaction of COMPANY. The cost of the insurance premium amount for both the above schemes shall be borne by the contractor giving evidence / proof to COMPANY in this respect and Contractor shall suitably consider the same in his bid.



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Both the schemes are to be regulated continuously on yearly basis and the same should be renewed on each successive relevant date in subsequent years.

ii. **Payment through Aadhaar Payment Bridge and Employment of Aadhaar Card Holder:**

As per communication received from Ministry of Petroleum and Natural Gas vide letter dated 03.06.2013, Contractors are required to give preference to those contract worker who either have Aadhaar Card or have applied for Aadhaar Card or agreed to apply for Aadhaar Card to establish their genuineness and payments may be made to them through Aadhaar Payment Bridge to the extent possible.

iii. **Labour Identification Number (i.e. LIN) Registration(Mandatory):**

The Unified Shram Suvidha Portal, developed by Government of India, facilitates reporting of Inspections & submission of Returns and has also been envisaged as a single point of contact between employer, employee/ contract worker and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement Agencies, the Contractor, as an inspectable unit, is required to register and obtain Labour Identification Number (i.e. LIN) from Shram Suvidha Portal and submit the same in COMPANY.

iv. **Pradhan Mantri Rojgar Protsahan Yojna (PMRPY):**

In order to support the Govt. of India's Initiative on Employment Generation, the contractor must register for Pradhan Mantri Rojgar Protsahan Yojna (PMRPY) Scheme. Compliance made under this scheme and any benefits drawn may be informed to COMPANY so as to derive the legitimate Employer's PF Contribution and adjustment thereon.



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**STANDARD CONDITIONS OF SCC: PART II**

**A. Maintenance of records and registers:**

The Contractor is required to maintain statutory records and registers for applicable labour laws as prescribed under the following rules:

- (i) Ease of Compliance to Maintain Registers under the various Labour Laws, 2017
- (ii) Rationalization of Forms and Reports under Certain Labour Laws Rules, 2017

**B. Documents to be submitted by the Agency/contractor to Engineer In- Charge at various stages during the currency of the contract:**

**1. Immediately after issuance/receiving of Letter of Intent (LOI):**

- a) Details as required for issuance of **FORM - VII (Notice of Commencement of Work)**
- b) Application for issuance of **FORM –III (Form of Certificate by Principal Employer )** for obtaining Labour License from Licensing Authority for engaging 20 or more contract workers
- c) Copy of **FORM - VI (License)** before commencement of work if 20 or more contract workers are engaged.
- d) Copy of Provident Fund Registration Certificate issued by concerned Regional Provident Fund Commissioner.
- e) Copy of Employee State Insurance Registration Certificate issued by concerned ESIC. Where ESI Act is not applicable, copy of Insurance Coverage under Employee Compensation Act, 1923 of appropriate value.
- f) Copy of **Labour Identification Number (i.e. LIN)** Registration done in **Shram Suvidha Portal** of Govt. of India.

**2. At the time of submission of monthly bills:**

- a) Copy of **Employee Register in FORM – A** (under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017)
- b) Copy of **Wage Register in FORM – B** (under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017) duly certified by **authorized representative** of the contractor and **authorised person** in COMPANY certifying as “*Certified that the amount shown in the column No. ---- has been paid to the workman concerned in my presence on-- ----(date) at -----(place)*” along with copy of bank statement duly certified by bank as proof of **Cashless Transaction / Payment of wages through e-banking/digital mode.**
- c) As a part of compliance and proof of depositing Provident Fund, EDLI and ESI contributions the contractor shall submit copies of the **Separate eChallans / ECR**, bank receipts/bank statement in respect of contract workers deployed by them in COMPANY in the previous month in this contract. The documents should also contain details of contract workers, PF account No., ESI No., contributions of contract workers and employer etc.
- d) Dully filled in “**Proforma-PFD**”, as per **Annexure-I**

**3. At the time of closure of contract:**



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- a) **Indemnity Bond** of Rs. 100/- duly notarized from Notary indemnifying COMPANY from all liabilities w.r.t. the contract labour engaged by the contractor regarding payment of wages, Provident Fund/ESI contributions, Insurance and other statutory payments. Performa Indemnity Bond is enclosed at ***Annexure-II***.
- b) Copy of the **Wage Register** in **FORM - B** for the last month.
- c) Copies of **Service Certificates** issue to contract labour in **FORM VIII**
- d) Copy of the ECR related to EPF and ESIC Compliance in respect of Contract labour.
- e) Details as required for issuance of **FORM - VII (Notice of Completion of Work)**
- C. Verifications of bills and documents submitted by the Contractor:**

Before making payment of the bill/invoice of the Contractor, the appropriate authority (i.e. Payment Making Authority etc.) in COMPANY, shall verify from the ECRs of PF/ESI, through respective web portals, the detail/status of the payment made by the Contractor. In case the information furnished by the Contractor is found to be incorrect COMPANY shall take appropriate action against the Contractor.





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**Annexure-I**

Proforma - "PFD"

**Sub: PARTICULARS OF CONTRIBUTION FOR THE MONTH OF \_\_\_\_\_, 20**

- (1) Name of the Firm/Agency/Contractor \_\_\_\_\_
- (2) Nature of Contract: Job/Service\_\_\_\_\_
- (3) Postal address of the Contractor : \_\_\_\_\_
- (4) Phone No. of the Contractor : \_\_\_\_\_
- (5) Fax No. of the Contractor : \_\_\_\_\_
- (6) Address of PF office from where EPF Code No. has been allotted:  
\_\_\_\_\_
- (7) EPF Code No. allotted by PF office : \_\_\_\_\_
- (8) Address of ESIC office from where ESI Code No. has been allotted:  
\_\_\_\_\_
- (9) ESI Code No. allotted by ESIC office : \_\_\_\_\_
- (10) Period of Contract: From \_\_\_\_\_ to \_\_\_\_\_
- (a) Extension Period of Contract, if any From \_\_\_\_\_ to \_\_\_\_\_
- (b) Place where contract workmen are working
- (11) Labour License No. \_\_\_\_\_ dtd. \_\_\_\_\_
- (12) Validity period of Labour License From \_\_\_\_\_ to \_\_\_\_\_
- (13) Details of Deposition of contribution towards EPF
- (a) EPF Challan No. \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_
- (14) Details of Deposition of contribution towards ESI
- (a) ESI Challan No. \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_
- (15) Detail of Contract labour engaged by the contractor:

| Category       | No. of Workers | Prevailing Minimum Wages |
|----------------|----------------|--------------------------|
| Unskilled      |                |                          |
| Semi-skilled   |                |                          |
| Skilled        |                |                          |
| Highly skilled |                |                          |
| Total          |                |                          |

- (16) Whether any arrangement / agreement has been entered with any contract worker for extending benefits under Inter-state Migrant Workmen (RE&CS) Act, 1979: \_\_\_\_ (Yes / No)  
If yes, No. of such Inter-state Migrant Workers: \_\_\_\_\_

**SIGNATURE OF CONTRACTOR/AUTHORIZED REPRESENTATIVE**

Place:

Date:



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**Annexure-II**

**INDEMNITY BOND**

WHEREAS M/s Bhagyanagar Gas Ltd (hereinafter referred to as COMPANY) which expression shall, unless repugnant to the context include their legal representatives, successors and assigns, having their Registered Office at 2<sup>nd</sup> Floor, Parisrama Bhavan, TSIDC Buildin, Basheerbagh, Hyderabad - 04 has entered into a CONTRACT with '**name of the contractor**' Incorporated (hereinafter referred to as the ('CONTRACTOR') which expression shall unless repugnant to the context include their legal representatives, successors and assigns, having their Registered Office ----- for Rs. -----for "**NAME OF THE CONTRACT**" ---- for a period of-----" and on the terms and conditions as set out, inter-alia in the Work Order No. -----and various documents forming part thereof hereinafter collectively referred to as the 'CONTRACT' which expression shall include all amendments, modifications and / or variations thereto.

COMPANY has also advised the CONTRACTOR to execute an Indemnity Bond in favour of COMPANY indemnifying it from all consequences which may arise out of any Case filed by any workers / Labours / vendors/ sub- contractors /partner etc. who may have been engaged by the CONTRACTOR directly or indirectly with or without consent of COMPANY for above works , which may be pending before any court of Law including Quasi-Judicial Authority , Competent Authority, Labour Court , Arbitrator , Tribunal etc..

NOW, THEREFORE, in consideration of the promises aforesaid; the CONTRACTOR hereby irrevocably and unconditionally undertakes to indemnify and keep indemnified COMPANY from any loss, which may arise out of any such contract/Case. The CONTRACTOR undertakes to compensate to COMPANY forthwith, on demand, without protest the loss suffered by COMPANY together direct / indirect expenses.

AND THE CONTRACTOR hereby agrees with COMPANY that:

- (i) This Indemnity Bond shall remain valid and irrevocable for all claims of COMPANY arising from any such contract/case for which COMPANY has been made party until now or here-in-after.
- (ii) This Indemnity Bond shall not be discharged / revoked by any change / modification / amendment / deletion in the constitution of the firm / contractor or any conditions thereof including insolvency etc. of the CONTRACTOR but shall be in all respects and for all purposes binding and operative until any claims for payment are settled by the contractor.

The under signed has full power to execute this Indemnity Bond on behalf of the CONTRACTOR and the same stands valid.

**SIGNATURE OF CONTRACTOR/AUTHORIZED REPRESENTATIVE**

Place:

Date:



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**SECTION-9**

**SERVICE REQUISITION**



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**Service requisition:**

| S. No     | Department               | Positions                         | Proposed No. of Services |
|-----------|--------------------------|-----------------------------------|--------------------------|
| <b>1.</b> | <b>O&amp;M</b>           |                                   |                          |
|           | Hyderabad                | Shift services- O&M               | 04                       |
|           | Vijayawada               | Shift services- O&M               | 04                       |
|           | Kakinada                 | Shift services-O&M                | 04                       |
|           | Hyderabad (CNG-O&M)      | O&M services (Retail)             | 03                       |
|           | Hyderabad(Pipeline-O&M)  | Pipeline O&M services             | 06                       |
|           | Vijayawada (CNG -O&M)    | O&M services (Retail)             | 02                       |
|           | Vijayawada(Pipeline-O&M) | Pipeline services O&M             | 01                       |
|           | Kakinada (CNG-O&M)       | O&M services (Retail)             | 01                       |
|           | Kakinada(Pipeline-O&M)   | Pipe line O&M services            | 02                       |
| <b>2.</b> | <b>PROJECTS</b>          |                                   |                          |
|           | Hyderabad                | Pipe line projects services       | 04                       |
|           |                          | CNG projects and O&M services     | 01                       |
|           | Vijayawada               | Pipe line projects services       | 02                       |
|           |                          | CNG projects and O&M services     | 01                       |
|           | Kakinada                 | Engineer Asst. Projects-Pipe line | 04                       |
|           |                          | CNG projects and O&M services     | 01                       |
| <b>3.</b> | <b>HSE</b>               |                                   |                          |
|           | Hyderabad                | Fire safety services              | 02                       |
|           | Vijayawada               | Fire safety services              | 01                       |
|           | Kakinada                 | Fire safety services              | 01                       |
| <b>4.</b> | <b>INVENTORY</b>         |                                   |                          |
|           | Hyderabad                | Inventory management services     | 01                       |
|           | Hyderabad                | Inventory management services     | 01                       |
|           | Vijayawada               | Inventory management services     | 01                       |
|           | Kakinada                 | Inventory management services     | 01                       |



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## **SECTION-10**

### **SCHEDULE OF RATES**



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**SCHEDULE OF RATES (SOR)****SOR PART - A: HYDERABAD****SUBJECT: Hiring of Projects, Operation and maintenance services for BGL in Hyderabad for  
the period of 02 years**

| <i>Sl.No</i> | <i>Description of Item</i>  | <i>QTY</i> | <i>UOM</i> | <i>Unit Rate<br/>(Rs.)</i> | <i>Total<br/>Amount<br/>(Rs.)</i> |
|--------------|---|------------|------------|----------------------------|-----------------------------------|
| 1.0          | Lump sum charges to carry out the Pipe line project related activities like laying , testing , commissioning of steel & MDPE pipe line network, Erection and commissioning of MRS/ DRS, Checking of GI riser installations, domestic conversions, handling of Emergency activities related to pipelines, coordination with BGL officials, statutory / govt. authorities, any activities to related to pipe line connectivity to CNG stations, detailed scope of the work is described in SCOPE OF WORK Cl no: 16.1(a).<br><b>Contractor shall have to carry out the above jobs simultaneously at 4 different locations.( total 04 no. of services required ).</b>         | 12.00      | MONTH      |                            |                                   |
| 2.0          | Lump sum charges to carry out the CNG projects , operation and maintenance related activities like Execution of Civil, mechanical and electrical related activities of New and existing CNG stations , Erection and commissioning of CNG equipment at BGL locations as per the EIC instructions. Maintenance of equipment at CNG stations a at Hyderabad as per instructions of BGL, coordination with BGL officials, local/ govt./statutory authorities, detailed scope of the work is described in <b>SCOPE OF WORK Cl no: 16.1(b).</b><br><b>Contractor shall have to carry out the above jobs by as per direction of EIC/SIC. ( Total 01 no. of service required)</b> | 24.00      | MONTH      |                            |                                   |
| 3.0          | Lump sum charges to provide the Operation maintenance services of CGS cum Mother station at Shamirpet on round the clock basis (24X7) i.e. in three shifts, this comprises the services like coordination with BGL officials to Ensure that the smooth operations of CNG equipment, LCV operations , preparation of necessary reports , detailed scope of the work is described in SCOPE OF WORK.Cl.no:16.2.  | 24.00      | MONTH      |                            |                                   |



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|     |   |       |              |  |  |
|-----|---|-------|--------------|--|--|
|     | <b>Job will be carried out round the clock in 3 shifts in 24 hours as per direction of EIC.</b>   |       |              |  |  |
| 4.0 | <p>Lump sum charges to carryout the pipe line operation and maintenance activities like on site maintenance of steel and MDPE pipe lines , DRS , MRS in Industrial, Commercial establishments. Responding to all emergency situations related to BGL assets. Maintenance of steel line ball valves , greasing and sealant injection of valves, Monitoring of PCP , TCP and maintenance of TR Units ,Calibration of Pressure relief valves, pressure gauges, Pressure transmitters and Temperature gauges,Maintenance of Sectionalized valve (SV) stations, Line walk patrolling of steel and MDPE Pipe lines, Leak detection and rectification, detailed scope of the work is described in SCOPE OF WORK Cl no: 16.3(a)</p> <p><b>Contractor shall have to carry out the above jobs simultaneously at 3 different locations. Each location shall have minimum 02 no. of services in execution of work &amp; work shall be done under supervision and as per direction of EIC/SIC.</b></p> | 24.00 | <b>MONTH</b> |  |  |
| 5.0 | <p>Lump sum charges to carryout the maintenance of CNG stations equipment, Preventive and breakdown maintenance of Dispensers at Mother Station, RTC depots and retail outlets, Assistance in Breakdown of compressors at Mother Station and resolving operational problems, Calibration of dispensers , pressure gauges , PT's , TT's , PSV's .. etc ., Emergency handling related to CNG stations, dispensers , detailed scope of the work is described in SCOPE OF WORK Cl no: 16..3(b).</p> <p><b>Contractor shall have to carry out the above jobs simultaneously at 3 different locations. Each location shall have minimum 01 no. service in execution of work &amp; work shall be done under supervision and as per direction of EIC/SIC.</b></p>   | 24.00 | <b>MONTH</b> |  |  |
| 6.0 | <p>Lump sum charges to carry out the services in fire &amp; safety related activities in projects and O&amp;M of BGL like coordination with BGL officials , Daily inspection of vehicles, construction machinery, tools and equipment's and according to the checklist. Ensuring all documentation is in place prior to commencement of works, Ensure Permit systems, Daily site inspections and reporting issues in a timely manner, Conduct daily tool box talk at site, Daily</p>  |       |              |  |  |



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|  |  |       |              |  |  |
|--|--|-------|--------------|--|--|
|  | <p>inspection of vehicles, construction machinery, tools and equipment and according to the checklist, Maintenance of daily labour record, data maintenance, data security, Supervision of usage of proper safety equipment/ methods required for particular job tasks / activities ,Recording of the correct/ incorrect safety practices followed at site and action taken for rectification of the same, Assistance in periodic safety training, safety induction, daily tool box meeting for labors, Staff and Visitors, Monitored hygiene, cleanliness, Supervised proper house keeping, Check Fire extinguishers periodically , detailed scope of the work is described in SCOPE OF WORK CI no: 16.4</p> <p><b>Contractor shall have to carry out the above jobs simultaneously at 2 different locations. Each location shall have minimum 01 no. of fire and safety supervision service in execution of work &amp; work shall be done under supervision and as per direction of EIC/SIC.</b></p> | 24.00 | <b>MONTH</b> |  |  |
| 7.0  | <p>Lump sum charges to carryout the services of inventory management like receiving of steel, MDPE pipe line, regulators, DRS, MRS , domestic meters and any other equipment of CGD industry , proper statcking of materials preparation of MRV, material inspection notes, coordination with BGL officials , preparation monthly spares / stock reconciliation statements , checking of material test reports , day to day relationship with Operations, projects team in order issue the required spares , detailed scope of the work is described in SCOPE OF WORK CI no: 16.5.</p> <p><b>Contractor shall have to carry out the above jobs at 02 different locations in Hyderabad as per the directions of EIC. Contractor shall have minimum 01 no. of service to execute the job.</b></p>  | 24.00 | <b>MONTH</b> |  |  |
| <b>Sub total amount incl. of all taxes &amp; duties other than GST, Rs.</b>  |  |       |              |  |  |
| <b>GST.....%, Rs.</b>  |  |       |              |  |  |
| <b>Total amount incl. of all taxes &amp; duties and GST for Part -A, Rs.</b> |  |       |              |  |  |





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**SOR PART - B: VIJAYAWADA**

**SUBJECT: Hiring of Projects, Operation and maintenance services for BGL in Vijayawada for the period of 02 years.**

| <i>Sl.No</i> | <i>Description of Item</i>   | <i>Qty</i> | <i>UOM</i> | <i>Unit Rate (Rs.)</i> | <i>Total Amount (Rs.)</i> |
|--------------|--|------------|------------|------------------------|---------------------------|
| 1.0          | Lump sum charges to carry out the Pipe line project related activities like laying , testing , commissioning of steel & MDPE pipe line network, Erection and commissioning of MRS/ DRS, Checking of GI riser installations, domestic conversions, handling of Emergency activities related to pipelines, coordination with BGL officials, statutory / govt. authorities, any activities to related to pipe line connectivity to CNG stations, detailed scope of the work is described in SCOPE OF WORK Cl no: 16.1(a)<br><b>Contractor shall have to carry out the above jobs simultaneously at 2 different locations.( total 02 no. of services required )</b>    | 12.00      | MONTH      |                        |                           |
| 2.0          | Lump sum charges to carry out the CNG projects , operation and maintenance related activities like Execution of Civil, mechanical and electrical related activities of New and existing CNG stations , Erection and commissioning of CNG equipment at BGL locations as per the EIC instructions. Maintenance of equipment at CNG stations a at Hyderabad as per instructions of BGL, coordination with BGL officials, local/ govt./statutory authorities, detailed scope of the work is described in SCOPE OF WORK Cl no: 16.1(b).<br><b>Contractor shall have to carry out the above jobs by as per direction of EIC/SIC. ( Total 01 no. of service required)</b> | 24.00      | MONTH      |                        |                           |
| 3.0          | Lump sum charges to provide the Operation maintenance services of CGS cum Mother station at Shamirpet on round the clock basis (24X7) i.e. in three shifts, this comprises the services like coordination with BGL officials to Ensure that the smooth operations of CNG equipment, LCV operations , preparation of necessary reports , detailed scope of the work is described in SCOPE OF WORK Cl no: 16.2.<br><b>Job will be carried out round the clock in 3 shifts in 24 hours as per direction of EIC.</b>   | 24.00      | MONTH      |                        |                           |



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|     |   |       |       |  |  |
|-----|---|-------|-------|--|--|
| 4.0 | <p>Lump sum charges to carryout the pipe line operation and maintenance activities like on site maintenance of steel and MDPE pipe lines , DRS , MRS in Industrial, Commercial establishments. Responding to all emergency situations related to BGL assets. Maintenance of steel line ball valves , greasing and sealant injection of valves, Monitoring of PCP , TCP and maintenance of TR Units ,Calibration of Pressure relief valves, pressure gauges, Pressure transmitters and Temperature gauges, Maintenance of Sectionalized valve (SV) stations, Line walk patrolling of steel and MDPE Pipe lines, Leak detection and rectification, detailed scope of the work is described in SCOPE OF WORK Cl no: 16.3(a)</p> <p><b>Contractor shall have to carry out the above jobs simultaneously at 01 location . Each location shall have minimum 01 no. technician services in execution of work &amp; work shall be done under supervision and as per direction of EIC/SIC.</b></p> | 24.00 | MONTH |  |  |
| 5.0 | <p>Lump sum charges to carryout the maintenance of CNG stations equipment , Preventive and breakdown maintenance of Dispensers at Mother Station, RTC depots and retail outlets, Assistance in Breakdown of compressors at Mother Station and resolving operational problems, Calibration of dispensers , pressure gauges , PT's , TT's , PSV's .. etc ., Emergency handling related to CNG stations, dispensers , detailed scope of the work is described in SCOPE OF WORK Cl no: 16.3(b).</p> <p><b>Contractor shall have to carry out the above jobs simultaneously at 2 different locations. Each location shall have minimum 01 no. assistance services in execution of work &amp; work shall be done under supervision and as per direction of EIC/SIC.</b></p>   | 24.00 | MONTH |  |  |
| 6.0 | <p>Lump sum charges to carry out the services in fire &amp; safety related activities in projects and O&amp;M of BGL like coordination with BGL officials , Daily inspection of vehicles, construction machinery, tools and equipment's and according to the checklist. Ensuring all documentation is in place prior to commencement of works, Ensure Permit systems, Daily site inspections and reporting issues in a timely manner,Conduct daily tool box talk at site, Daily inspection of vehicles, construction machinery, tools and equipment and according to the checklist, Maintenance of daily labour record, data</p>  | 24.00 | MONTH |  |  |



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|     |  |       |              |  |  |
|-----|--|-------|--------------|--|--|
|     | <p>maintenance, data security,Supervision of usage of proper safety equipment/ methods required for particular job tasks / activities ,Recording of the correct/ incorrect safety practices followed at site and action taken for rectification of the same,Assistance in periodic safety training, safety induction, daily tool box meeting for labors, Staff and Visitors,Monitored hygiene, cleanliness, Supervised proper house keeping, Check Fire extinguishers periodically , detailed scope of the work is described in SCOPE OF WORK Cl no: 16.4.</p> <p><b>Contractor shall have to carry out the above jobs simultaneously at various locations . Each location shall have minimum 01 no. of fire and safety supervision service in execution of work &amp; work shall be done under supervision and as per direction of EIC/SIC.</b></p> |       |              |  |  |
| 7.0 | <p>Lump sum charges to carryout the services of inventory management like receiving of steel, MDPE pipe line, regulators, DRS, MRS , domestic meters and any other equipment of CGD industry , proper statcking of materials preparation of MRV, material inspection notes, coordination with BGL officials , preparation monthly spares / stock reconciliation statements , checking of material test reports , day to day relationship with Operations, projects team in order issue the required spares , detailed scope of the work is described in SCOPE OF WORK Cl no: 16.5.</p> <p><b>Contractor shall have to carry out the above jobs at Vijayawada as per the directions of EIC. Contractor shall have minimum 01 no. of Service to execute the job.</b></p>   | 24.00 | <b>MONTH</b> |  |  |
|     | <b>Sub total amount incl. of all taxes &amp; duties other than GST, Rs.</b>  |       |              |  |  |
|     | GST.....%, Rs.   |       |              |  |  |
|     | <b>Total amount incl. of all taxes &amp; duties and GST for Part -B, Rs.</b>   |       |              |  |  |



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**SOR PART - C: KAKINADA**

**SUBJECT: Hiring of Projects, Operation and maintenance services for BGL in Kakinada for the period of 02 years.**

| <i>Sl.No</i> | <i>Description of Item</i>   | <i>Qty</i> | <i>UOM</i> | <i>Unit Rate (Rs.)</i> | <i>Total Amount (Rs.)</i> |
|--------------|--|------------|------------|------------------------|---------------------------|
| 1.0          | Lump sum charges to carry out the Pipe line project related activities like laying , testing , commissioning of steel & MDPE pipe line network, Erection and commissioning of MRS/ DRS, Checking of GI riser installations, domestic conversions, handling of Emergency activities related to pipelines, coordination with BGL officials, statutory / govt. authorities, any activities to related to pipe line connectivity to CNG stations, detailed scope of the work is described in SCOPE OF WORK Cl no: 16.1(a) .<br><b>Contractor shall have to carry out the above jobs simultaneously at 4 different locations.(total 04 no. of services required ) .</b> | 12.00      | MONTH      |                        |                           |
| 2.0          | Lump sum charges to carry out the CNG projects , operation and maintenance related activities like Execution of Civil, mechanical and electrical related activities of New and existing CNG stations , Erection and commissioning of CNG equipment at BGL locations as per the EIC instructions. Maintenance of equipment at CNG stations a at Hyderabad as per instructions of BGL, coordination with BGL officials, local/ govt./statutory authorities, detailed scope of the work is described in SCOPE OF WORK Cl no: 16.1(b).<br><b>Contractor shall have to carry out the above jobs by as per direction of EIC/SIC. ( Total 01 no. of service required)</b> | 24.00      | MONTH      |                        |                           |
| 3.0          | Lump sum charges to provide the Operation maintenance services of CGS cum Mother station at Shamirpet on round the clock basis (24X7) i.e. in three shifts, this comprises the services like coordination with BGL officials to Ensure that the smooth operations of CNG equipment, LCV operations , preparation of necessary reports , detailed scope of the work is described in SCOPE OF WORK Cl no: 16.2.<br><b>Job will be carried out round the clock in 3 shifts in 24 hours as per direction of EIC.</b>   | 24.00      | MONTH      |                        |                           |



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|     |  |       |              |  |  |
|-----|--|-------|--------------|--|--|
| 4.0 | <p>Lump sum charges to carryout the pipe line operation and maintenance activities like onsite maintenance of steel and MDPE pipe lines , DRS , MRS in Industrial, Commercial establishments. Responding to all emergency situations related to BGL assets. Maintenance of steel line ball valves , greasing and sealant injection of valves, Monitoring of PCP , TCP and maintenance of TR Units ,Calibration of Pressure relief valves, pressure gauges, Pressure transmitters and Temperature gauges,Maintenance of Sectionalized valve (SV) stations, Line walk patrolling of steel and MDPE Pipe lines, Leak detection and rectification, detailed scope of the work is described in SCOPE OF WORK CI no: 16.3(a)<br/> <b>Contractor shall have to carry out the above jobs simultaneously at 2 different locations . Each location shall have minimum 01 no. technician service in execution of work &amp; work shall be done under supervision and as per direction of EIC/SIC.</b></p> | 24.00 | <b>MONTH</b> |  |  |
| 5.0 | <p>Lump sum charges to carryout the maintenance of CNG stations equipment , Preventive and breakdown maintenance of Dispensers at Mother Station, RTC depots and retail outlets, Assistance in Breakdown of compressors at Mother Station and resolving operational problems, Calibration of dispensers , pressure gauges , PT's , TT's , PSV's .. etc ., Emergency handling related to CNG stations, dispensers , detailed scope of the work is described in SCOPE OF WORK CI no: 16..3(b).<br/> <b>Contractor shall have to carry out the above jobs simultaneously at various locations in kakinada Each location shall have minimum 01 no. assistance services in execution of work &amp; work shall be done under supervision and as per direction of EIC/SIC.</b></p>  | 24.00 | <b>MONTH</b> |  |  |
| 6.0 | <p>Lump sum charges to carry out the services in fire &amp; safety related activities in projects and O&amp;M of BGL like coordination with BGL officials , Daily inspection of vehicles, construction machinery, tools and equipment's and according to the checklist. Ensuring all documentation is in place prior to commencement of works, Ensure Permit systems, Daily site inspections and reporting issues in a timely manner,Conduct daily tool box talk at site,Daily inspection of vehicles, construction machinery, tools and equipment and according to</p>  | 24.00 | <b>MONTH</b> |  |  |



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|     |   |       |       |  |  |
|-----|---|-------|-------|--|--|
|     | <p>the checklist, Maintenance of daily labour record, data maintenance, data security, Supervision of usage of proper safety equipment/ methods required for particular job tasks / activities ,Recording of the correct/ incorrect safety practices followed at site and action taken for rectification of the same, Assistance in periodic safety training, safety induction, daily tool box meeting for labors, Staff and Visitors, Monitored hygiene, cleanliness, Supervised proper house keeping, Check Fire extinguishers periodically , detailed scope of the work is described in SCOPE OF WORK Cl no: 16.4.<br/> <b>Contractor shall have to carry out the above jobs simultaneously at different locations in Kakinada.</b><br/> <b>Each location shall have minimum 01 no. of safety officer in execution of work &amp; work shall be done under supervision and as per direction of EIC/SIC.</b></p> |       |       |  |  |
| 7.0 | <p>Lump sum charges to carryout the services of inventory management like receiving of steel, MDPE pipe line, regulators, DRS, MRS , domestic meters and any other equipment of CGD industry , proper statching of materials preparation of MRV, material inspection notes, coordination with BGL officials , preparation monthly spares / stock reconciliation statements , checking of material test reports , day to day relationship with Operations, projects team in order issue the required spares , detailed scope of the work is described in SCOPE OF WORK Cl no: 16.5.<br/> <b>Contractor shall have to carry out the above jobs at Kakinada as per the directions of EIC.</b><br/> <b>Contractor shall have minimum 01 no. of service to execute the job.</b></p>  | 24.00 | MONTH |  |  |
|     | <b>Sub total amount incl. of all taxes &amp; duties other than GST, Rs.</b>   |       |       |  |  |
|     | GST.....%, Rs.  |       |       |  |  |
|     | <b>Total amount incl. of all taxes &amp; duties and GST for Part -C, Rs.</b>  |       |       |  |  |

**Note:**

- 1. The Rates quoted shall remain valid for the entire contract period of Two years and no escalation, what so ever shall be permissible after award of contract.**
- 2. Bidder should quote exactly as per the format specified in Schedule of Rates.**
- 3. Evaluation shall be done separately for SOR- PART-A, SOR-PART- B & SOR-PART- C and will be awarded accordingly.**