



Bhagyanagar Gas Ltd.

BHAGYANAGAR GAS LIMITED

(A JOINT VENTURE OF HPCL & GAIL)

BID DOCUMENT FOR

**HIRING OF OUTSOURCED MANPOWER SUPPORT
SERVICES FOR BGL AT HYDERABAD, VIJAYAWADA
AND KAKINADA.**

**UNDER LIMITED DOMESTIC
COMPETITIVE BIDDING IN TWO BID SYSTEM**

Bid Document No.: BGL/337/2016-17

VOLUME-II of II



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Bid Document No. BGL/337/2016-17

**Vol II of
II**

CONTENTS

Sl. No.	DESCRIPTION
SECTION-7	SCOPE OF WORK
SECTION-8	SPECIAL CONDITIONS OF CONTRACT (SCC)
SECTION-9	SCHEDULE OF RATES/ PRICE SCHEDULE



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

**Vol II of
II**

Bid Document No. BGL/337/2016-17

SECTION-7

SCOPE OF WORK



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

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 having its existing CNG Mother Station at Vijayawada first of its kind in South India and at Shamirpet, Hyderabad.

2.0 SCOPE OF WORK:

The scope of work is to provide services on contract basis at O&M and other related departments at various locations of BGL as per the requirement. Designation of the posts and brief description of duties and responsibilities are as given below. However, final decision on handling of jobs rests with BGL.

2.1 Services of Engineering Assistant for Project related works

No. of Services : 4

For Hyderabad : 2

For Vijayawada : 1

For Kakinada : 1

Qualifications : BE/B.Tech in Mechanical//Electrical /Instrumentation with 2 Years of experience I in oil and gas projects

Duties and Responsibilities

- To coordinate with BGL Project team to lay steel pipeline/PNG network.
- Above Ground GI riser installation, LMC (last mile connectivity) for domestic conversion including changing nozzles.
- Commissioning MRS/DRS units.
- Erection and commissioning of all skids , checking set points, slam shutoff valves, RPD meter problems etc.
- Erection and commissioning of Dispensing units at RTC bus depots and CNG Retail Outlets at Hyderabad/Vijayawada/ Kakinada as per the project plan.
- Knowledge on safety aspects as per OISD, T4S 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.

2.2 Services of Shift In-charge - (O&M)

No. of Services : 05

Hyd (Shamirpet) : 03

Vijayawada : 01

Kakinada : 01

Qualifications: BE/B.Tech in Mechanical//Electrical /Instrumentation with 2 years of experience in O&M activities of oil and gas companies.



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

Duties and Responsibilities:

- Ensuring that daily checks of compressors are carried by AMC team.
- Checking and Signing of Daily reports, break down reports, log sheets of compressors submitted by AMC team.
- Resolving operational problems, ensuring safe operation.
- Updating of breakdown reports pertaining to compressors, Dispensers at Mother Station. Including their maintenance reports.
- 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.
- Signing of Excise Gate passes for LCV dispatches.
- Ensuring that, compressor reading, Cascade pressure, Industry sale, Domestic sales, CNG sales are obtained and recorded.
- Checking of Calculation of Natural Gas stock value in mobile and storage cascades.
- Issuance of Work permits.
- Emergency handling related to pipelines.
- 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.
- 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.
- 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.

2.3 Services of Technician – (O&M)

No of Services : 5
Technician for Shamirpet MS : 1

Technicians for Retail O&M : 4
Hyderabad : 2



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

Vijayawada : 1
Kakinada : 1

Qualification: Diploma/ ITI (For Diploma Min 2 years of experience / for ITI Min. 4 Years of oil and gas experience)

Duties and Responsibilities:

- Maintenance and repair of steel pipeline in the Mother station/ cross country pipeline
- Maintenance and repair of MDPE pipeline in the Mother station/ cross country pipeline
- Leak detection and rectification
- Assistance in Breakdown of compressors at Mother Station and resolving operational problems, ensuring safe operation.
- Preventive and breakdown maintenance of Dispensers at Mother Station, RTC depots and retail outlets.
- Calibration of dispensing equipment
- Inventory control and updation.
- Emergency handling related to pipelines.
- Safety and leak checks of LCVs in month and complying with the same and Preparation of 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.

2.4 Services of HSE Supervisor Project and O&M related works

No. of Services : 02
For Hyderabad : 01
For Vijayawada : 01
& Kakinada

Qualification : Diploma in Industrial Safety or Fire safety after plus 2 (intermediate) and 2 year experience in City Gas distribution network or Oil & Gas sector

Duties and Responsibilities

- 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



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

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

Due to nature of the job, the Fire & Safety supervisor has to visit Retail outlet network on regular basis. No separate vehicle will be given to him. However, fixed conveyance of Rs.1500/- and mobile charges of Rs. 500/- shall be payable in a month and BGL will reimburse the certified expenses through PCD on monthly basis (on prorated basis if he absents from duty during the month).

2.5 Services of Finance & Accounts Assistant

No. of Posts	:	03
BGL Hyderabad	:	01
Vijayawada	:	01
Kakinada	:	01

Qualifications : M.Com with 2 years of experience

Duties and Responsibilities:

- Reconciling finance accounts
- Maintaining spreadsheets
- Credit control
- Preparing statutory accounts
- Sales order processing
- Managing daily post in and out
- Handling and writing cheques
- Receiving and processing all invoices, expense forms and requests for payment.
- Verifying calculations working with the Accounts system.
- Reconciliation of Direct Debit mandates.
- Managing petty cash transactions and as other works assigned by the reporting officer/ HOD.
- Assistant assigned to COCO/Mother station will do Cash collections in General shift and liaison with Banks for depositing cash on daily basis.

2.6 Services of Secretarial Staff



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

No. of Posts : 01
BGL HO,Hyderabad : 01

Qualifications : Any Degree with 2 years of experience

Duties and Responsibilities:

- Using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases.
- Booking rooms and Air travel conference facilities.
- Management of systems to maintain and update internal databases.
- Taking minutes and keeping notes.
- Liaising with staff in other departments and with external contacts.
- Organizing and storing paperwork, documents and computer-based information.
- Photocopying and printing various documents, sometimes on behalf of other colleagues and other related works as directed by reporting officers.

2.7 Services of Marketing Assistants

No. of Posts : 05
BGL HO,Hyderabad : 02
Vijayawada : 01
Kakinada : 02

Qualifications : Degree with 2 years of experience in the relevant Field

Duties and Responsibilities:

- Collection of cash from PNG customers in various location.
- Collecting and compiling meter readings of PNG connections in various locations.
- Collection of cash/ cheques from PNG/CNG dealers or customers and vendors.
- Depositing cash or cheques in various banks.
- Preparing invoices and pay sheets and other related PNG/ CNG works.
- Attending to the PNG / CNG customers telephone calls and resolving their issues.
- Posting necessary entries in system software.
- Update records and correspondences.
- Maintain all necessary documents related to PNG/CNG
- Assist Sr. Management team as and when required
- Carrying out Marketing related jobs as directed by marketing division etc.

Due to nature of the job, the Marketing Assistant has to visit potential areas for domestic connections/collections on regular basis. No separate vehicle will be given to him. However, fixed conveyance of Rs.1500/- and mobile charges of Rs. 500/- shall be payable in a month and BGL will reimburse the certified expenses through PCD on monthly basis (on prorata basis if he absents from duty during the month).

2.8 Services of Marketing Officer

No. of Posts : 03



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

BGL HO,Hyderabad : 01
Kakinada : 01
Vijayawada : 01
Qualifications : Degree with 2 years of experience in the relevant field

Duties and Responsibilities:

- Maintaining data bank of all PNG customers (domestic, commercial and Industrial). The details include CRN No, Address, Ph no, security deposit paid along with details of the security deposit.
- Keeping track of all the payments received against each CRN number
- Depositing the payments received (registration amount) in the respective bank accounts. Monthly bank reconciliation.
- Suppose there are return cheques, same to be returned to the DMA for further action.
- Follow up with DMA for receiving the fresh cheques.
- Follow up with the DMA for new registrations and receipt of registration forms and the registration amount.
- Coordination with project department for Meter job cards and informing the same to metering billing contractor for raising the invoices.
- Billing:
- Sending the conversion details to metering, billing contractor for raising the invoices.
- Coordination with metering, billing contractor for raising bi monthly invoices which includes meter readings, updating payments received.
- Online bill payment reconciliation.
- HDFC bank CMS reconciliation.
- Receipt books reconciliation

Monthly MIS:

- Proving necessary information to the reposting officer.
- Marketing:
- Door to door marketing, door to door payment collation even on holidays.
- Any other work as assigned by the reporting officer.

Due to nature of the job, the Marketing officer has to visit potential customers on regular basis. No separate vehicle will be given to him. However, fixed conveyance of Rs.1500/- and mobile charges of Rs. 500/- shall be payable in a month and BGL will reimburse the certified expenses through PCD on monthly basis (on prorated basis if he absents from duty during the month).

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 workmen who are physically & mentally fit and below 40 years of age having good track record. However retired personnel can be engaged for office/administrative functions subject to approval of HR department.
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 person



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

nominated by EIC, Head of the HR Department of BGL and authorized person 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 person so deployed may be increased/decreased as per the work load and requirement of BGL.
6. Contract persons so deployed shall be rotated 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 persons with short notice within the maximum rate of the particular category of person so deployed.
8. The persons 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 personnel 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.
12. The service provider must provide the group insurance to his employees to support the health of the employees under this contract.
13. Increments to the contract employees shall be paid @ 5% every year. Hence the contractor must bear this in mind while quoting his charges.
14. The increments will be applicable to the employees to those whose employment period completes 365 days from the date of joining.
15. The eligibility of the employee for getting increment will be consider based on working period and not from the date of award of the contract.



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

**Vol II of
II**

Bid Document No. BGL/337/2016-17

SECTION-8

SPECIAL CONDITIONS OF CONTRACT



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

SPECIAL CONDITIONS OF CONTRACT

1.0 GENERAL INFORMATION:-

The special conditions of contract shall be read in conjunction with general condition of contract(GCC), Schedule of rates, scope of work and any other document forming part of contract, wherever Context so Requires. GCC is available at tender issuing office and same shall be referred to by Tendered. Notwithstanding, the subdivisions of the documents in to separate sections every part of each shall be deemed to be supplementary of every other part and shall be read with and into the Contract so for as it may be practicable to do so. Where any portion of the special conditions of the Contract (SCC) is repugnant to or At variance with any provisions of the GCC then provision of SCC Shall be deemed to override the provision of GCC only to the extent of each repugnance or variations. In case of any contradictions the Decision of the Officer- In-Charge will be final and binding on the Contractor.

2.0 DEPLOYMENT LOCATION INFORMATION:-

The desired manpower may be deployed at different locations of BGL's operations, i.e. Hyderabad, Vijayawada and Kakinada as per the EIC under intimation.

3.0 WORK SPECIFICATION:-

All the specifications for the services 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 BGL's 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.

5.0 CONTRACT PERIOD:-

The Contract shall be Valid for Period of two years from the date of issue of work order or the letter for deployment from BGL's EIC.

6.0 VALIDITY OF QUOTED RATES:-

The Rates Quoted for services shall remain valid for the entire period of Contract and no escalation whatever shall be permissible after award of the contract except for the statutory variation. Rise in minimum wages as per RLC (Central) shall be included in the rates by the contractor.

7.0 TAXES AND DUTIES:-

- 7.1 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.
- 7.2 The contractor agrees to and does hereby accept full and exclusive liability for the payment of any and all taxes and duties 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.



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

7.2.1 SERVICE TAX:

THE QUOTED RATES SHALL BE INCLUSIVE OF ALL TAXES AND DUTIES APPLICABLE DURING THE CONTRACT PERIOD **EXCEPT FOR SERVICE TAX & EDUCATION CESS THEREON**. SERVICE TAX & CESS THEREON SHALL BE PAID EXTRA, IF APPLICABLE, ON SUBMISSION OF DOCUMENTARY EVIDENCE/ INVOICE(S).

THE BIDDER SHALL INDICATE IN THE BID THE SERVICE TAX REGISTRATION NUMBER AND IN CASE THE SERVICE TAX REGISTRATION NUMBER IS NOT AVAILABLE, THE BIDDER WILL GIVE CONFIRMATION FOR OBTAINING REGISTRATION WITH A COPY OF APPLICATION FOR REGISTRATION.

THE CONTRACTOR LIABLE TO PAY SERVICE TAX FOR THE WORK/ SERVICES RENDERED TO BGL, SHALL SPECIFICALLY MENTION THE SERVICE TAX REGISTRATION NUMBER IN THEIR INVOICES. FURTHER, THE AMOUNT AND RATE OF SERVICE TAX SHALL BE SEPARATELY AND DISTINCTLY SPECIFIED IN THE INVOICE.

FOR PAYMENT OF SERVICE TAX, SERIALY NUMBERED INVOICE/ BILL SHALL BE ISSUED BY SERVICE PROVIDER AND SHOULD ALSO SPECIFY THE FOLLOWING:

- (I) THE NAME, ADDRESS AND REGISTRATION NUMBER OF THE SERVICE PROVIDER.
- (II) THE NAME AND ADDRESS OF THE RECIPIENT OF THE TAXABLE SERVICE
- (III) DESCRIPTION, CLASSIFICATION & VALUE OF TAXABLE SERVICE PROVIDED AND;
- (IV) THE SERVICE TAX PAYABLE ON SUCH SERVICES.

THE ABOVE DETAILS ARE REQUIRED TO ENABLE BGL TO AVAIL CENVAT CREDIT FOR THE SERVICE TAX PAYMENTS.

Please note that responsibility of payment of Service tax lies with service provider only.

Reverse charge- Service tax applicability for this tender.

A) In respect of the Services covered by this tender, *where the bidder is Individual /HUF/Partnership Firm/Association of Persons*, service tax liability will be discharged by buyer (BGL). Hence bidder should mention his entity status along with necessary proof supporting the same. **The bidder has to indicate the details under “PARTICULARS & DECLARATION OF BIDDER”. Bidder should also indicate BGL’s service tax portion in his invoice, as payable by the recipient (BGL). However, the same will not be added in bill amount.**

B) Bidder should quote his applicable service tax rate clearly under “taxes & extra” in price bid.

C) In the evaluation, the total service tax i.e. the liability by Bidder & Buyer towards service tax shall be considered as under.

i) For Individual / HUF / Partnership Firm / Association of Persons Bidder:

- a)** The bidder should quote his applicable service tax rate as NIL separately and not as inclusive under “Taxes and Extras” in price bid.



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

- b) In case, if the bidder quotes the rate, 'Inclusive of Taxes / Service Tax', it would be considered as if the bidder has included his service tax liability alone i.e. NIL in this case. Accordingly BGL's liability of ST (15% in this case) on basic value would be loaded for evaluation purposes and the evaluation shall be carried out accordingly.
- c) Even if the bidder quotes inclusive of taxes, please provide break up of Bidder's portion of service tax as **NIL** clearly in "**PARTICULARS & DECLARATION OF BIDDER**".
- d) **In this case, service tax liability of bidder will be 0 % & buyer's (BGL) service tax liability will be 15 %. (i.e. Full Reverse Charge).**

ii) For Corporate Bodies (Pvt / Public Limited etc.):

- a) In case of Corporate Bodies, discharging of Service Tax liability will be by the Bidder. No addition/ adjustment will be made by the buyer (BGL) for evaluation purpose.
- b) In case, if the Corporate Body Bidder quotes the rate, 'Inclusive of Taxes / Service Tax', it would be considered that the bidder has included the total Service Tax liability. The evaluation shall be carried out accordingly.
- c) **In this case, service tax liability of bidder will be 15 % & buyer's (BGL) service tax liability will be 0%.**

iii) For bidders where service tax is not applicable (i.e. turnover less than the threshold limit which is currently Rs 10 Lakhs):

In case of such bidders, BGL portion of service tax under reverse charge will be added for evaluation purpose.

IMPORTANT NOTES FOR "EXTRA TAXES AND DUTIES":

1) Please indicate the exact charges applicable as on the date of submission of bids in % terms clearly. **DO NOT specify "At Actual", "by BGL" etc.**

2) It is the responsibility of the bidder to ascertain the exact charges applicable towards various Duties & Taxes (including charges towards Octroi, entry tax etc. if any applicable) prevailing at the time of submission of bids.

3) In case any of the charges being Not applicable, Nil, or inclusive in the rates quoted by you, the same may be indicated clearly against the space provided for the same.

4) In case any of the above boxes are left blank, the same will be construed as "NIL" for the purpose of evaluation, and PO will be placed accordingly.

The invoice / documents raised by the Contractor shall enable the Corporation to avail Set Off from the Statutory Authorities (VAT, Service Tax etc.) The unpriced bid documents of the tender to be submitted with copy of the relevant registration certificates.



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

PARTICULARS & DECLARATION OF BIDDER

Please furnish the following details

1. Name of the Bidder :
 2. Address - Office :
 3. Factory :
 4. Tel No. & Mobile No. (Office) :
(Factory):
 5. Fax. No. (Office) :
(Factory):
 6. E-mail ID :
 7. PAN (copy to be furnished/uploaded) :
 8. Tax Registration particulars :
(State - Central Sales / VAT / Service Tax)
 - a) State Sales Tax /VAT/CST :
(Copies to be furnished / uploaded)
 - (b) Service tax Registration :
(Copy to be furnished / uploaded)
 - (c) Entity Status for Service Tax :
(Copies to be furnished / uploaded)
(Viz., Prop / partner / Ltd)
 9. In case turnover of bidder is less than Threshold limit (currently Rs 10 Lakhs), : Yes/ NO
(Please specify)
 10. Remarks :
(Please specify)-
- Bidder's (Bidder) Share of Service Tax (in %) :
- Buyer's (BGL) Share of Service Tax (in %) :



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

8.0 BILLING:-

- 8.1 All the Services in Progress shall be jointly certified by Representative of BGL and Contractor.
- 8.2 The Contractor will submit monthly bill in triplicate in approved format to the Engineer-In-Charge giving abstract and detailed measurement of services executed.

9.0 PAYMENT TERMS:-

- 9.1 Monthly running account bills in triplicate along with the proof of deposition of employee & Employer's PF contribution to be submitted by the contractor for certification by Officer-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 15 Days from the date of submission of acceptable & duly signed (by EIC) Bills at BGL Location.
- 9.2 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.

9.3 Performance Security (SECURITY DEPOSIT)

The Contractor shall furnish to the Employer, within 15 days from the date of notification of award, a security in the sum of 7.5% of the annualized ordered value (excluding taxes and duties) in the form of Bank draft/ Banker's cheque or Bank Guarantee (as per pro-forma) as Contract Performance Security which will be valid for 90 days beyond the contract expiry date shall be refunded within 6 months after expiry of Contract Period. GCC clause 24 (24.1 till 24.05) of Contract Performance Security to be followed.

- 9.4 All taxes, duties levies shall be deducted from the bill as per the applicable rules, regulations and Amendments of the Government

10.0 LIQUIDATED DAMEGE

- 10.1 The Contractor shall Provide Minimum number of services per month of specified in SOR.
The Contractor shall also be Responsible to provide normal number of services (as per SOR) & any additional services over and above normal number of services as per the 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. In case employee provided is not up to the standards, he/she shall be replaced within 2 weeks' notice period. Otherwise penalty will be applicable @ Rs 2000/- per week.
- 10.2 If services are interrupted due to resignation, contractor has to furnish 1 months' notice and replace the vacant position without any delay. Otherwise penalty will be applicable @ Rs 2000/- per week.
- 10.3 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.



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

11.0 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.

12.0 SERVICES CARRIED OUT THROUGH OTHER AGENCIES

BGL reserves the right to get the work done through any other party at the risk and cost of the Contractor in case the contracted fails to fulfill his obligation.

13.0 QUALIFICATION & EXPERIENCE OF THE CONTRACT PERSONEL

It is required that the contractor shall deploy the persons with minimum qualification as per the Scope of Work indicated above and also meet the statutory requirement wherever required.

Contractor should submit the Bio-Data and experience of deployed manpower. If at any point of time **BGL** feels that the persons deputing are not competent for the job, the same will have to be replaced by suitable persons by contractor with immediate effect. Decision of **EIC** will be binding on the contractor in this case.

14.0 MOBILIZATION

14.1 The contractor shall mobilize the services within 10 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.

14.2 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.

16.0 TRANSPORTATION

The contractor shall arrange at his own cost the boarding & lodging, transportation for his staff.

17.0 SAFETY & SECURITY

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

18.0 ENGINEER -IN-CHARGE

18.1 Officer-in-charge will be authorized to stop the work of the contractor, whenever such stopped may be necessary to ensure proper execution of the contract. He shall also have authority to reject work, which does not conform to **BGL'S** requirement.

18.2 The officer-in -charge reserves the right to suspend the work or part there of the contractor at any Time and no claim what so ever on to his account shall be entertained. In case of any dispute, the contractor may appeal to the **EIC** whose decision is final and binding.

18.3 Competency of manpower supplied, if found not satisfactory or inadequate, the



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

contract will change the personal immediately and the decision of **EIC** will be final and binding.

19.0 REJECTION OF TENDER

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

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

19.3 *The tenders not submitted along with the proof of PF/ESIC A/C and EMD as stipulated will be rejected.*

20.0 LEGAL & STATUTORY RESPONSIBILITY OF THE CONTRACTOR

20.1 It is the responsibility of the contractor to obtain License under the provision of **CL (R&A) Act, 1970** from the Concerned Labour Commissioner

20.2 The contractor shall also be bound to discharge obligations as provided under various statutory Enactments including the Employees Provident Fund & Miscellaneous Act, 1952, ESI Act 1948, Minimum Wages Act 1948, payment of wages Act 1936 Workmen's Compensation Act 1923 the Contract Labour (R&A) Act, 1970 the interstate migrant workmen (Regulation of employees Conditions of service) Act 1979 and other relevant Acts, Rules and Regulations in force from Time to time

20.3 The contractor shall be responsible for necessary contributions towards **PF**, Family Pension, **ESIC**, or any other statutory payment to Government Agencies as applicable under the law in respect of the contract and of personnel employed by the contractor for rendering service to **BGL** and shall Deposit the required amounts with the concerned authorities on or before due dates. The contractor shall also be responsible for payment of any administration/inspection charge thereof. Where ever Applicable, in respect of the personnel deployed by him relating to the work of **BGL** the contractor shall also submit the proof of depositing the employees providing fund contribution.

20.4 The contractor shall regularly submit all relevant records/documents in this regard to **BGL** Representative for verification and upon such satisfaction only; **BGL** shall make payment of monthly running Account Bills to the contractor.

20.5 The contractor shall ensure and will be solely responsible for payment for wages and other dues latest by 7th of the following month to the personnel deployed by him. The contractor shall be directly responsible and indemnify the company against all charges, actions, suits, losses claims, dues, proceedings etc. Arising out of disputes relating to the dues and employment of personnel deployed by him.

20.6 The contractor shall indemnify the company against all losses or damages caused to it on account of acts of the personnel deployed by the contractor.



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

- 20.7 The contractor shall ensure regular and effective and control of the personnel deployed by him and gives Suitable direction for undertaking the contractual obligation.
- 20.8 The contractors shall indemnify and keep the owner harm self of all claims, damages or compensation payable at law in respect or in consequence of any accident or damage arising under or by reason of this agreement or execution of contract.
- 20.9 The contractor shall arrange for working compensation insurance for their personnel deployed at site/office irrespective of the cadre or post under this contract. A copy of such insurance policy shall be submitted to **BGL** for record.
- 20.10 The contractor shall be responsible for providing with wages, compensatory offs/holidays as per relevant act applicable. He will also be responsible for payment of overtime wages to his employees & minimum bonus as per payment of Bonus Act 1965 which shall in no case will be less than the minimum bonus prescribed under the act from time to time.
- 20.11 Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his/its staff.

21.0 CONTRACT TERMINATIONS

- 21.1 The contract may be terminated at any time during the contact period without assigning any reason and by giving fifteen days (15 days) notice to the contractor by the engineer-in-charge as per the requirement Of **BGL**.
- 21.2 If BGL considers that the performance of the contractor under the contract is unsatisfactory or not up to the expected standard. BGL shall notify the contractor in writing and may specify in details the cause of its dissatisfaction. BGL shall have requisition contained in the said written notice issued by the BGL to the contractor within 10 days of the receipt thereof.
- 21.3 In case, the information/document furnished by the contractor forming basis of evaluation of his bid is found to be false/forged after the award of the contract, BGL shall have full right to terminate the contract and get the remaining job executed at the risk & cost of such contractor without any prejudice to other rights available to BGL under the contract such as forfeiture of Security Deposit, withholding of payments etc
- 21.4 In case the issue of submission of false document comes to the notice after execution of the work, BGL shall have full right to forfeit any amount due to the contractor along with forfeiture of Security Deposit furnished by the contractor. Further, such contractor/bidder shall be blacklisted for future business with BGL.

22.0 PRICE BASIS:

The quoted rate 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.



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Bid Document No. BGL/337/2016-17

**Vol II of
II**

SECTION-9

SCHEDULE OF RATES



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

SCHEDULE OF RATES

SOR: Hiring of Outsourced Manpower Support services for BGL-HO and Mother Stations in Hyderabad, Vijayawada and Kakinada

Item No.	Description of Service	UOM	Services Per Month	Man Months	Unit Rate Per Man month (Rs.)	Total Amount F = D x E (Rs.)
A	B	C	D	E	F	G=E*F
1	Providing Services of Engineering Assistant at BGL locations for carrying out Projects related jobs as detailed in Scope of Work. (refer to SCOPE OF WORK CL no: 2.1 of Roles and responsibilities) and as per directions of EIC Required No. of Services For Hyderabad - 2 Nos For Vijayawada - 1 No For Kakinada - - 1 No	LS	04	24*4=96		
2	Providing Services of Shift In-Charge (O&M) at BGL Locations for carrying out Shift Operation related jobs as detailed in Scope of Work. (refer to clause no: 2.2 of Roles and responsibilities) and as per directions of EIC. Required No. of Services : 05 Hyd (Shamirpet) : 03 Vijayawada : 01 Kakinada : 01	LS	05	24*5=120		
3	Providing Services of Technicians for carrying out O&M related jobs as detailed in Scope of Work. (refer to SCOPE OF WORK CL no: 2.3 of Roles and responsibilities) and as per directions of EIC. Required No. of Services : 5 Shamirpet MS : 1 Retail O&M : 4 (2 in Hyderabad, 1 in Vijayawada and 1 in Kakinada)	LS	05	24*5=120		



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

4	<p>Providing Services of HSE Supervisor for carrying out Fire and Safety s related jobs as detailed in Scope of Work. (refer to SCOPE OF WORK CL no: 2.4 of Roles and responsibilities)and as per directions of EIC Required No. of Services : 02 For Hyderabad : 01 For Vijayawada : 01 & Kakinada</p>	LS	02	24*2=48		
5	<p>Providing Services of Finance & Accounts Assistant for carrying out Finance/ accounts related jobs as detailed in Scope of Work. (refer to Clause no: 2.5 of Roles and responsibilities) and as per directions of EIC. Required No. of Services : 03 Hyderabad : 01 Vijayawada : 01 Kakinada : 01</p>	LS	03	24*3=72		
6	<p>Providing Services of Secretarial Staff at Hyderabad, for carrying out Secretarial related jobs as detailed in Scope of Work. (refer to Cl no: 2.6 of Roles and responsibilities) and as per directions of EIC. Required No. of Services For Hyderabad - 1 No.</p>	LS	1	24*1=24		
7	<p>Providing Services of Marketing Assistant for carrying out the Marketing related jobs as detailed in Scope of Work. (Refer to Cl no:2.7 of Roles and responsibilities) and as per directions of EIC. Required No. of Services : 05 Hyderabad : 02 Vijayawada : 01 Kakinada : 02</p>	LS	05	24*05=120		



Tender for Hiring of Outsourced Manpower Support Services for BGL at Hyderabad, Vijayawada and Kakinada.

Vol II of II

Bid Document No. BGL/337/2016-17

8	<p>Providing Services of Marketing Officers for carrying out the Marketing related jobs as detailed in Scope of Work. (refer to Cno: 2.8 of Roles and responsibilities) and as per directions of EIC.</p> <p>Required No. of Services For Hyderabad -1 No. For Vijayawada - 1 No. For Kakinada - 1 No.</p>	LS	03	24*3=72		
Total Amount of SOR in Rs.						
Service Charge @..... %						
Service Tax@ 15%						
Grand Total inclusive of all taxes and duties, Rs.						

- Bidder shall clearly specify unit rates, service charge and service tax and any other taxes (as applicable) against each item .Please consider No. of Services under each item while quoting the same per month.
- The rates shall remain valid for the entire contract period of Two years and no escalation, what so ever shall be permissible after award of contract. Bidder should quote exactly as per the format specified in Schedule of Rates (SOR)
- The actual no.of services required shall be declared on the basis of owner's requirement from time to time basis. Positions can be either increased or decreased depending on job requirements.
- Evaluation shall be done on overall lowest cost basis.

Note: Bidder must be quote the Unit Rate inclusive of contribution of PF, ESI, Insurance and other statutory benefits to the employees as per Rules of PF, ESI act and factory Act.