

(TENDER NO. ISPRL/VZ/CM/GRASS & LAWN/T2/16- 02 dated 19.07.2016)



**BIDDING DOCUMENT  
FOR  
GRASS CUTTING AND LAWN MAINTENANCE SERVICES AT  
ISPRL, VISAKHAPATNAM**

**SECTION III**

**SPECIAL CONDITIONS OF CONTRACT (S.C.C)**

NAME OF WORK : GRASS CUTTING AND LAWN MAINTENANCE SERVICES FOR INDIAN STRATEGIC PETROLEUM RESERVES LIMITED (ISPRL), VISAKHAPATNAM, A.P-530005



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## **SPECIAL CONDITIONS OF CONTRACT**

### **1.0 GENERAL**

- 1.1 Special Conditions of Contract (SCC) shall be read in conjunction with the General Conditions of Contract (GCC). Schedule of Rates, specifications of work, drawings and any other document forming part of this Contract wherever the context so requires.
- 1.2 Notwithstanding the sub-division of the document into these separate sections and volumes, every part of each shall be deemed to be supplementary 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 GCC is repugnant to or at variance with any provisions of the Special Conditions of Contract, then unless a different intention appears, the provision(s) of the Special Conditions of Contract shall be deemed to override the provision(s) of GCC only to the extent that such repugnancies or variations in the Special Conditions of Contract are not possible of being reconciled with the provisions of GCC.
- 1.4 Wherever it is stated in this Bidding Document that such and such a supply is to be effected or such and such a work is to be carried out, it shall be understood that the same shall be effected/carried out by the Contractor at his own cost, unless a different intention is specifically and expressly stated herein or otherwise explicit from the context. Contract value (also referred to as Contract Price) shall be deemed to have included such cost.
- 1.5 In case of irreconcilable conflict between relevant Indian standards, GCC, Special Conditions of Contract, Specifications, Drawings and Schedule of Rates, the following shall prevail to the extent of such irreconcilable conflict, in order of precedence:
- i) Detailed Letter of Acceptance (along with Statement of Agreed Variations, if any) and its enclosures such as Schedule of Rates, Labour Rates, etc.
  - ii) Letter/Fax of Acceptance
  - iii) Special Conditions of Contract
  - iv) General Conditions of Contract
  - v) Scope of work / Job/Particular Specifications
  - vi) Drawings
  - vii) Technical/Material Specifications
  - viii) Indian Standards

### **2.0 DETAILS OF WORK**

#### **2.1 Scope of Work**

The Scope of Work shall be as described in [Appendix-I to SCC](#).

#### **2.2 Scope of Supply**

The Scope of Supply shall be as described in [Appendix-I to SCC](#).



## 2.3 Time Schedule

- 2.3.1 The Work shall be executed strictly as per time schedule, i.e, for an initial period of **One year with an option to extend twice for a period of 12 months each on same terms and conditions**. The period of completion given includes the time required for mobilization as well as testing, rectifications, if any, retesting, demobilization and completion in all respects to the satisfaction of ISPRL.
- 2.3.2 A joint programme/schedule of execution of work will be prepared by the Engineer-in-Charge and Contractor. This programme will take into account the time of completion mentioned in 2.3.1 above.
- 2.3.3 Daily/Monthly/weekly execution programme will be drawn up by ISPRL. The Contractor shall scrupulously adhere to the Targets/Programmes by deploying adequate personnel, Equipment, Tools and Tackles and also by timely supply of required materials coming within his scope of supply as per Contract.
- 2.3.4 Contractor shall give every day category-wise labour and equipment deployment report along with the progress of work done in the proforma prescribed by ISPRL.

## 2.4 Water and Power Supply and land for contractors site office/Labour amenities.

Water and power shall be provided by ISPRL from the nearest available source. Land for contractors site office, Labour amenities will be provided by ISPRL in the 1.98 Acres of VPT land leased to ISPRL.

## 2.5 Billing and Terms of Payment

The Contractor shall submit the Bills/ invoice, in quadruplicate, for the work done once in a month. The Contractor shall submit all relevant documents, if specifically asked by ISPRL, for certification of invoice.

ISPRL shall release the payments **within 30 days** from the date of receipt of Bills, if found in order. No advance shall be paid.

## 2.6 On Account Payments

- a. Monthly Running Account Bills
- b. Payments will be made against Running Accounts Bill certified by ISPRL within 30 days from the date of receipt of the certified bill by ISPRL.
- c. Running Account bills and the Final Bill shall be submitted by the Contractor together with the duly signed measurement sheet / MIS Reports to ISPRL in quadruplicate for certification.
- d. All running account payments shall be regarded as on account payment (s) to be finally adjusted



against the final bill payment.

- e. The final bill shall be submitted by the Contractor within one month of the date of completion of the work fully and completely in all respects.
- f. Payment of final bill shall be made within 30 days from the date of receipt of the certified bill by the Disbursement Section of the owner.
- g. Payment shall be made only through e-Payment mode through any of the designated banks to ensure that timely payments are processed. The agency shall necessarily fill requisite formats and complete all formalities for the same before submission of first bill. Due to non-fulfilment of e-Payment requirements, ISPRL shall not be responsible for any delay in the payments. Owner reserves the right to make payment in any alternate mode also.

## 2.7 Firm Price

The quoted price shall be FIRM and no escalation in price on any account shall be admissible to the Contractor till the work is completed in all respects. However, if there is any change in minimum wages during the contract period, the same will be considered for payment.

## 2.8 Quality Assurance System

- 2.8.1 Owner's representative shall reserve the right to inspect/ witness, review any or all stages of work at shop/site as deemed necessary for quality assurance.
- 2.8.2 In case CONTRACTOR fails to follow the instructions of ISPRL with respect to above clauses, next payment due to him shall not be released unless until he complies with the instructions to the full satisfaction of ISPRL.

## 2.9 Working Hours

Depending upon additional specific requirements and upon ISPRL advice, the works may have to be started earlier or beyond normal working hours and on holidays also for which no additional charges (OT) claim shall be entertained. Normal working hours will be 9.00 am to 5.30 pm with half an hour lunch break.

## 3.0 SECURITY DEPOSIT

The contractor shall within 10 (Ten) days of receipt of the notification of acceptance of the tender or letter of intent, shall remit the security deposit of amount equivalent to **10% of the Contract value** to ISPRL. The security deposit shall be in the form of Bank Draft/Pay Order/Bank Guarantee from a Scheduled Bank / Nationalized Bank **valid upto six (6) months after Contract period** and the same shall be released after **six month** from the date of completion of the work.

Bank Guarantee shall be provided as per the enclosed format. Contractor may note that



payment towards running bill shall not be paid unless & until SECURITY DEPOSIT is paid to ISPRL.

Owner reserves the right to deduct any amount from the Security Deposit at the time of expiry of Contract/ Termination of Contract.

#### **4.0 PENALTY CLAUSE**

Owner shall reserve the right to impose cash penalty on the contractor and deduct such amount from his bills or Security Deposit in case Owner is put to any inconvenience due to non performance or financial loss of any nature whatsoever, directly or indirectly by any of the contractor's personnel or by the contractor.

#### **5.0 WORKS CONTRACT TAX**

Every contractor who works for Owner should obtain an exemption certificate from the Commissioner of Sale Tax (works contract) otherwise Owner shall deduct the amount of TDS in accordance with the provisions of this Act. If at any stage the contractor's establishment gets an exemption certificate, he shall apply for refund to the Sales Tax Commissioner. Owner will furnish only a TDS certificate for the amount deducted and deposited with the Commissioner.

#### **6.0 INCOME TAX**

Income tax deduction shall be made from the gross amount billed as per the rules and regulations in force in accordance with income tax act prevailing from time to time.

#### **7.0 CONTRACTOR'S OBLIGATIONS/ RESPONSIBILITIES**

##### **7.1 OBLIGATIONS:**

The Contractor shall also be bound to discharge obligations as provided under various statutory enactments including the Employees Provident Fund Act, 1952, Employees Pension Scheme, 1995, ESI Act 1948, Contract Labour (Regulation and abolition) Act, 1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, Workmen's compensation Act 1923, Works Contract Act 1999 and other relevant Acts, Rules and Regulations in force and as amended from time to time and are in force in the State where the subject work under this Contract are executed.

##### **7.2 RESPONSIBILITIES:**

7.2.1 It shall be the responsibility of the CONTRACTOR to obtain the approval for any revision and/or modifications decided by the CONTRACTOR from the OWNER/ Engineer-in-Charge before implementation. Also such revisions and/ or modifications if accepted/ approved by the OWNER/ Engineer-in-Charge shall be carried out at no extra cost to the OWNER.

7.2.2 All expenses towards mobilization at site and demobilization including bringing in equipment, work force, materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the prices quoted and no separate payments on account of



such expenses shall be entertained.

- 7.2.3 It shall be responsibility of the CONTRACTOR to provide, operate and maintain all necessary construction equipment, steel scaffoldings and safety gadgets, and lifting tackles, tools and appliances to perform the work in a workman like and efficient manner and complete all the jobs as per time schedules without any extra cost to the OWNER.
- 7.2.4 The CONTRACTOR shall be responsible for procurement and supply in sequence and at the appropriate time of all equipment / materials and consumables and his rates for execution of work will include of supply of all these items.

## **8.0 PAYMENT OF TAXES, DUTIES, CESS & OTHER LEVIES**

The contractor shall be fully and exclusively responsible for the payment (and liable for all consequences in the event of default) of any and all taxes, duties, octroi, & other levies including service tax now or hereafter imposed, increased or modified from time to time in respect of the above job. The change in service tax if any after the award of contract shall be to ISPRL a/c.

## **9.0 INSURANCE POLICIES**

The Contractor shall at his own cost and initiative take out and maintain at all times until the close out of the Contract, insurance policies as mentioned in General Conditions of Contract and also in respect of workmen engaged by him for providing services under this Contract, in order to keep himself as well OWNER fully indemnified from and against all claims whatsoever including but not limited to those arising out of the provisions contained in Workmen's Compensation Act, 1923. Should the Contractor fail to take out and/or keep afoot insurance as provided for in the foregoing paragraph, OWNER shall be entitled (but without any obligation to do so) to take out and/or keep afoot such insurance at the cost and expense of the Contractor and without prejudice to any other rights or remedies of OWNER in this behalf, to deduct the sum(s) incurred thereof from any amounts due to the Contractor.

## **10.0 GOVERNING LAWS & JURISDICTION**

The terms and provisions of this Contract shall be governed and interpreted in accordance with the laws of India in force and is subjected to and referred to the court of law located at New Delhi which shall have exclusive jurisdiction.

## **11.0 CONTRACT AGREEMENT**

The successful Bidder shall be required to execute a Contract Agreement with ISPRL as per proforma attached in the Bidding. Document on the non-judicial stamp paper of appropriate value (**Minimum Rs. 100/-**) to be purchased from Delhi. The cost of stamp paper shall be borne by successful Bidder.

## **12.0 ROUNDING OFF**

All payments to and recoveries from the Contractor shall be rounded off to the nearest rupee. Wherever the amount to be paid/recovered consists of a fraction of a rupee (paise), the amount shall be rounded off to the next higher rupee if the fraction consists of 50 (fifty) paise or more and if the fraction of a rupee is less than 50 (fifty) paise, the same shall be ignored.

## **13.0 HEALTH, SAFETY AND ENVIRONMENT (HSE) MANAGEMENT**



- 13.1 The Contractor shall adhere to the Health, Safety (HSE) management system as per our HSE management at our construction site.
- 13.2 The CONTRACTOR shall establish document and maintain an effective Health, Safety and Environment (HSE) management system.
- 13.3 In case CONTRACTOR fails to follow the instructions of Engineer-in-charge with respect to HSE, next payment due to him shall not be released till CONTRACTOR complies with the HSE systems to the full satisfaction of Engineer-in-charge.

#### **14.0 TESTS AND INSPECTION**

The work is subject to inspection at all times by the Engineer-in-Charge. The Contractor shall carry out all instructions given during inspection and shall ensure that the work is being carried out according to the specifications of this Bidding Document and the relevant codes of practice.

The Contractor shall provide for purposes of inspection access ladders, lighting equipment for testing, necessary instruments etc., as applicable, at his own cost.

#### **15.0 STATUTORY REQUIREMENTS**

The approval from any authority required as per statutory rules and regulations of Central/State Government shall be the contractor's responsibility unless otherwise specified in the Bidding Document. The application on behalf of the Owner for submission to relevant authorities along with copies of required certificates complete in all respects shall be prepared and submitted by the contractor well ahead of time so that the actual construction/commissioning of the work is not delayed for want of the approval /inspection by concerned authorities. The inspection of the works by the authorities shall be arranged by the contractor and necessary coordination and liaison work in this respect shall be the responsibility of the Contractor.

Bidder has to submit the following documents:-

1. Firm registration, PF and ESI registration certificates, Labour, service tax, PAN details.
2. Last three years IT returns and last three years and Service tax returns
3. Turn over certificate from the auditor
4. Bidder should submit the last three months challans and ECR copies of PF and ESI .

#### **16.0 SITE ORGANISATION**

The Contractor shall submit the details of organization proposed by him at site of work for the implementation of the works under the Contract, together with bio data of the key personnel. The Contractor shall however without prejudice to his overall responsibility to execute and complete the works as per specifications and time schedule progressively deploy adequate qualified and experienced personnel and augment the same as decided by Engineer-in-Charge depending on the exigencies of work to suit the work schedule without any additional cost to Owner.





## **17.0 SITE CLEANING**

The CONTRACTOR shall clean and keep clean the work site from time to time to the satisfaction of the Engineer-in-Charge for easy access to work site and to ensure safe passage, movement and working. The Contractor shall also clean the work site to the satisfaction of Engineer-in-Charge before handing over. No extra payment shall be paid on this account. The rates quoted in SOR are deemed to be inclusive of all the costs towards all the above activities as well.

## **18.0 ISPRL**

Where ever ISPRL is stipulated , it shall be construed as ISPRL's authorized representative for this work.

## **19.0 ROYALTY**

The quoted rates/price shall be inclusive of all royalties, if any, which the Contractor may have to pay to the statutory bodies/Govt.

## **20.0 SCHEDULE OF RATES**

The Schedule or Rates (SOR) shall be read in conjunction with Special Conditions of Contract, General Conditions of Contract, Technical Specifications, Drawings and any other Document forming a part of this Contract. The quantities shown against the various items are only approximate and subject to any variations as per the stipulation made in General Conditions of Contract.

The Owner reserves the right to interpolate or extrapolate the rates for any new item of work not covered in Schedule of Rates from the similar items already available in Schedule of Rates. All the works item wise, shall be measured upon completion and paid for the contracted rates. In case any activity though specifically not covered in Schedule of Rates, description but the same is covered under Scope of Work / Specification / Drawings etc., no extra claim on this account shall be entertained, since SOR is to be read in conjunction with other documents forming part of the Contract. All items of work in the Schedule of Rates shall be carried out as per the Specification, drawings and instructions of the Engineer-in-Charge and the Rates are inclusive of all materials, consumables, labour, supervision, tools and tackles, as well as preparatory, incidental, intermediate / auxiliary / ancillary or enabling works.



## APPENDIX-I

### SCOPE OF WORK

1.0 The scope of work covered in this tender shall be as specified below. It is, however, explicitly understood and confirmed by the Contractor that the scope as described in the Bidding Document is not limiting, in so far as the responsibilities of the Contractor shall include, inter-alia, carrying out any and all works and providing any and all facilities those are required in completing the work in all respects and satisfying all performance and guarantee requirements stated or implied from the contents of the Bidding Document.

### 2.0 AREAS FOR SERVICES

2.1 The scope of services includes Grass cutting and maintain the lawns and Maintaining the Lawn, Up keeping of landscape Horticulture works in the areas mentioned below involving maintenance of Grass area, lawns, shrubs/shrubbery, trees, hedge/edge plants, etc covers primarily the following areas of ISPRL, Visakhapatnam Facility :

#### 2.1.1 Grass cutting:

- a) All along the roads inside the plant premises up to flare (approx. 2 KM length)
- b) All along the front approach road to ISPRL ( approx. 0.5 km length)
- c) All along the front boundary wall up to emergency gate near ETP (approx. 0.6 km length)
- d) ETP area (approx. 1000 sq mt)
- e) LPG Area (approx. 900 sq mt)
- f) HSD storage Area (approx.. 700 sq mt)
- g) Booster pump Area (approx. 200 sq mt)
- h) around Shaft-B Area (approx.. 300 sq mt)
- i) around Shaft-A Area ( approx.. 400 sq mt)
- j) Back side of Control room to DG room ( approx.. 400 sq. mt)
- k) Fire water pump house Area (approx.. 400 sq mt)
- l) Around the Admin building Area ( approx.. 300 sq mt)
- m) In and around proposed ITBP facility area ( approx. 900 sq mt)
- n) Air compressor back side ( approx.. 600 sq mt)



o) Along the Pipe rack ( approx.. 500 sq mt)

p) Miscellaneous like AQMS, work shop etc ( 800 sq mt)

Please note that the estimated area shown above are indicative. The actual area may vary in the field and agency shall assess the actual job prior to quoting and be prepared to carry out the entire job.

2.1.2 Lawn Development and Maintenance : Up keeping of landscape Horticulture works in the areas mentioned below involving developing and maintenance of Grass area, lawns, shrubs/shrubbery, trees, hedge/edge plants, etc

a) Maintaining the Lawn and landscaping in and around the admin building ( 300 sq mt)

b) Maintaining the Trees, hedge/edge plants, shurbs etc

- Along the front approach road (500 mt)

- Along the outer boundary up to emergency gate (750 mt)

- Along the road leading to Flare on both sides (400 mt)

- Around the Admit building ( 100 mt)

Please note that the estimated lengths shown above are indicative. The actual area may vary in the field and agency shall assess the actual job prior to quoting and be prepared to carry out the entire job.

### **3.0 ISPRL SCOPE OF SUPPLY**

3.1 Water from the nearest available source

### **4.0 AGENCY SCOPE OF SUPPLY**

4.1 All requirements as mentioned in the scope of Grass cutting and Lawn Maintenance Services of the contract.

### **5.0 SCHEDULE OF SERVICES**

5.1.0 The executing agency shall provide the following services :

- Grass cutting - The grass cutting in the premises at all times as specified under 5.1.1.
- Developing and Maintaining the Lawns - The lawn development and maintenance in the premises at all times as specified under 5.1.2.

#### **5.1.1 Grass cutting Services**

- The unwanted vegetation, bushes shall be cut and uprooted.



- Agency after uprooting shall offer to ISPRL and obtain clearance.
- Completion of job includes cutting of vegetation (using grass cutting machines, as per requirement), uprooting, loading, transporting of vegetation outside the Premises and disposal at safe distance.
- The agency shall maintain the cleared area free of unwanted vegetation from the date of placement of service order. For carrying out the job against this order the agency shall deploy a minimum of **THREE** manpower and a minimum of **ONE** grass cutting machines with **One operator** on daily basis. The agency shall mobilize for additional machinery / additional manpower, as required, for carrying out the job as per the scope as outlined, for keeping the are free of un-wanted vegetation, at no additional cost.
- Minimum wages for these Four staff shall not be less than Semi Skilled category to be ensured.
- Cut vegetation shall be removed immediately on daily basis. Good housekeeping is part of the scope.
- Agency shall submit job completion certification; copy of the gate passes transportation of cut vegetation outside the ISPRL along with the R.A. Bills.
- Designated officers certification as to commencement and completion of job is a prerequisite for payment purposes.
- At any point of time if the agency does not mobilize and maintain the respective zones for more than 30 working days, the P.O. may be cancelled.
- Agency to follow all safety rules and regulations of the ISPRL, obtain necessary permits for carrying out the job.
- Agency shall deploy responsible supervisor for proper coordination and allocation of resources.
- Agency has to ensure that all manpower deployed for the job shall be covered under the provision of all statutory acts like ESI, EPF, Minimum wages etc.
- In case of injury, the agency personnel may be taken to the Dispensary for First Aid.
- It is the sole responsibility of the agency to fulfill and obtain required approvals from the statutory bodies for disposing of vegetation, etc. transported outside the ISPRL premises. ISPRL will not entertain any disputes in this regard. Agency shall take up with the statutory bodies in case of disputes or objections.
- Agency to note that ISPRLs decision is final and binding on the agency as for the boundary limits and common zonal interface.
- In case the agency fails to mobilize either the minimum number of **THREE** manpower and **ONE** grass cutting machine with **One Operator** then a deduction of Rs 750/manday and / or a deduction of Rs 2000/machine/day shall be levied on the agency and shall be deducted from the agency subsequent bill or from any pending payment to the agency.
- At any given point of time during the contract period, it shall be the responsibility of the agency to ensure that the vegetation growth in the entire areas is not more than 4", else penalty will be levied, as per the discretion of ISPRL in-charge.
- Even though the agency mobilizes for the minimum required manpower and machinery, but the entire area is not maintained then pro-rata deductions shall be made from the monthly lump-sum payable to the agency.
- In case the agency fails to complete the job as per the scope as mentioned above then ISPRL is



at liberty to get the job completed by another agency at the cost and risk of the agency and/or deduct double the expenditure incurred, from pending payments to the agency, as per the discretion of the concerned ISPRL-in-charge.

### 5.1.2 Developing and Maintaining the Lawns:

- Up keeping of landscape Horticulture works in THEAREAS MENTIONED BELOW involving maintenance of Grass area, lawns, shrubs/shrubbery, trees, hedge/edge plants, etc., as required by carrying out the operations like Watering, Gap filling, Pruning, Hoeing, Saucer making, periodical weeding, forking / mowing / cutting, trimming of Hedges / Edges to required shape etc, maintenance of potted plants including repotting, planting, painting, shifting n placing of pots in the specified places as and when required etc., sweeping the grass areas, clearing of all unwanted materials including plastics, dry leaves etc., to keep the grass areas clean, application of Fertilizers, Manures, Plant Protection Chemicals, weedicides as and when required and all such works required for up keeping of Horticulture works in the respective areas etc., including all labour, material, implements, tools, tackles etc., and deployment of equipment complete as per specification and /or as directed by the Engineer-in-Charge. No additional payment for Lawn mover, Fertilizers, Manures, Plant Protection Chemicals, pesticides shall be paid. Minimum **TWO** manpower to be deployed for carrying this job. Minimum wages for these **TWO** staff shall not be less than **Semi Skilled** category to be ensured.

The following areas are to be developed and maintained under this item :

- Front of Admin building up to Guard room no. 2 for maintaining the lawns and hedges
- AAQMS room no.01 for maintain the lawns and hedges
- Maintaining the trees, hedge/edge plants all along the in side roads.
- Maintaining the trees, hedge/edge plants all along the front approach road (500 mt), along the outer boundary up to emergency gate (750 mt), along the road leading to Flare on both sides (400 mt), around the Admit building ( 100 mt)

In case the agency fails to mobilize minimum number of **TWO** manpower then a deduction of Rs 750/manday shall be levied on the agency and shall be deducted from the agency subsequent bill or from any pending payment to the agency

### 11.0 Deductions towards Un-satisfactory Performance

- 11.1 The jobs shall be carried out to the satisfaction of concerned job engineers. In case of poor performance in terms of inadequate resource mobilization on a particular day or due to poor quality job, the amount payable for that particular day will be calculated on pro-rata basis and double the amount shall be deducted from agency's monthly bill as penalty. ISPRL's decision in this regard is final and binding on agency.
- 11.2 In case the agency fails to mobilize the manpower as per the details given above, then an amount based on the basic minimum wages, statutory provisions as ESIC and EPF and a penalty of 15% on the sum of basic wages and statutory provisions shall be deducted from the amount payable to the agency.



## **12.0 Other Terms**

- 12.1 Lead time of 21 days shall be given to the agency for deployment of manpower to the site after the award of the contract.
- 12.2 The agency shall undertake the assignment and stand guarantee to the up-time, work schedule etc
- 12.3 Only trained and skilled staff shall be deployed for the work
- 12.4 The workers shall maintain discipline and conform to the ISPRL safety procedures and policies / regulations.
- 12.5 The statutory obligations in respect of the staff engaged by the agency shall be covered under ESIC, PF etc.
- 12.6 The staff will carry properly identity cards and shall be dressed in uniform.
- 12.7 Monthly bills shall be submitted regularly for each month. Payment shall be made to the agency as per Payment terms and conditions of the contract.
- 12.8 Staff / Workers employed shall be above 18 years old.
- 12.9 The agency shall take utmost care while working and ensure no damage to any company property is made.
- 12.10 The agency shall make separate arrangement to attend elevated jobs. The company furniture / property shall not be used for this purpose.
- 12.11 The work timing shall be from 9AM to 5.30 PM.
- 12.12 After the completion of day's work all equipment shall be stored at a designated location suggested by Engineer-in-Charge.
- 12.13 Available Power points to be used for operation of equipment. However, if required extension parts to be used without interrupting the movement of people.
- 12.14 No food items / lunch / breakfast / snacks etc shall be taken inside the buildings.

## **13.0 Notes to Agency**

- Agency Supervisor shall contact Engineer-Incharge on daily basis between 0900 and 1730 hours.
- Agency personnel shall adhere to ISPRL Safety rules and regulations.
- The services are to be rendered through the month from Monday to Saturday on all working days at all places from 9 AM to 5.30 PM .
- Agency to collect formats from the Job Engineers and take Xerox copies of the same and daily work completion reports. Agency to obtain signature from all the concerned sections on a daily basis, after completion of work.
- Agency is required to deploy the requisite manpower sufficient in number to keep up the good housekeeping of the area.



- All the labor employees employed should be covered under the provision of all statutory acts like ESI, EPF and Minimum Wages etc.
- All manpower should be provided with Uniform, ID Card, Safety Shoes and Blue Colour Helmets
- The jobs shall be carried out to the satisfaction of concerned job engineer. In case of poor performance in terms of inadequate resource mobilization on a particular day or due to poor quality job, the amount payable for that particular day will be calculated on pro-rata basis and deducted from agency's monthly bill as penalty. ISPRL's decision in this regard is final and binding on agency.
- The agency should work beyond working hours during VIP visits / conferences on prior approval.
- The agency will be shown the storage space within the vicinity depending on availability. The agency to make its own arrangement for construction of the store with locking arrangement. The store shall be removed immediately after completion of the job or on advice depending on the requirement.

#### 14.0 Safety requirements for Contractors

- The agency shall make their own arrangement for the security / safety of the materials.
- PPE should conform to the standard specifications.
- Maintain Attendance Record
- Ensure all contract employees are covered under ESI
- Ensure all contract employees are medically fit
- Ensure all contract employees are more than 18 years and less than 58 years of age
- Ensure all contract employees do not work for more than 16 hours / day
- Ensure all contract employees wear badges and have individual gate pass
- In case of fire siren, ensure all works are stopped and all workmen assemble at designated place.
- Always wear safety equipment such as safety shoes, double harness fully body safety belts etc.
- In case of accidents, only First Aid will be available for contract personnel. Contractor should arrange subsequent medical treatment at his own expense.

All the above shall be read in conjunction with General Conditions of Contract. In case of any contradiction the above shall prevail to that extent only.