



इंडियन ऑयल कॉर्पोरेशन लिमिटेड

रिफाइनरीज प्रभाग
गुजरात रिफाइनरी, डाकघर : जवाहरनगर,
जिला - वडोदरा, गुजरात - 391 320

Indian Oil Corporation Limited

Refineries Division :

Gujarat Refinery, P.O. Jawaharnagar,
Dist. : Vadodara, Gujarat - 391 320.

Phone No. : 0265-2237181/82/86/87, 2233381

Fax No. : 0265-2233380.

Website : www.iocl.com, E-mail : jr_contracts@indianoil.in



रिफाइनरीज प्रभाग

Refineries Division

LETTER OF ACCEPTANCE

Vendor No.: 11925611 JBS ENTERPRISES PVT. LTD. GF, 9B/2, BRIJ CO-OP.HSG. SOC. LTD. VRINDAVAN SOCIETY, THANE (W) -400601 India Tel No. 1 919167740080 Tel No. 2 02225441210 Fax 02225371773	Tender No. JC22ELG020 Work Order No.: 27885311 Work Order Dt.: 07.06.2022 Work Order Value: INR 2,826,259.50 Rs.TWENTY-EIGHT LAC TWENTY-SIX THOUSAND TWO HUNDRED FIFTY-NINE & PAISE FIFTY ONLY (excluding taxes)
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, Vendor Email: ACCOUNT@JBSEPL.IN

Expecting supplies from : JBS ENTERPRISES PVT. LTD. (11925611)

NOTE: ANY CHANGE IN SUPPLYING LOCATIONS SHALL BE IMMEDIATELY INTIMATED TO EIC.

EIC Email: JSHIKD@INDIANOIL.IN

Subject:

GEM Tender no. JC22ELG020 [GEM bid no: GEM/2022/B/2000279]

for "Electrical Maintenance jobs at Old SRU and CETP at Gujarat Refinery."

Ref:

1) GEM Tender no. JC22ELG020 [GEM bid no: GEM/2022/B/2000279]

2) GEM contract no: GEMC- 511687702664952 Date: 03-06-2022

Dear Sir,

With reference to tender for the above mentioned work, we are pleased to inform you that the subject work has been awarded to you on behalf of Indian Oil Corporation Limited, Gujarat Refinery subject to the terms and conditions stated in GEM Contract No. GEMC- 511687702664952 Date: 03-06-2022.

page 1

पंजीकृत कार्यालय : जी-9, अली यावर जंग मार्ग, बान्द्रा (पूर्व) मुम्बई-400.051.
Regd. Office : G-9, Ali Yavar Jung Marg, Bandra (East) MUMBAI - 400 051

Continuation Sheet

इंडियन ऑयल कॉर्पोरेशन लिमिटेड
गुजरात रिफाइनरी
Indian Oil Corporation Limited.
Gujarat Refinery



Vendor No. 11925611

Contractor Name: JBS ENTERPRISES PVT. LTD.

S.O. No.: 2788531

Date: 07.06.2022

Total contract value is Rs. 33,35,000.00 (Rupees Thirty Three Lakh Thirty Five Thousand Only) inclusive of GST @ 18.00%.

The exact value of the contract shall, however, be determined based on actual quantities of work executed, measured at site and accepted for payment. The GST as applicable shall be paid by IOCL at actuals as per the instructions mentioned in the tender.

You are requested to submit 3% of total contract value as Security Deposit (SD) through GEM.

Details regarding submission of Performance security deposit shall be as per GEM Contract and GEM Terms and Conditions.

DD/Cheque will not be acceptable.

We hereby nominate Mr. Kishor Dhurandharbhai Joshi, Senior Maintenance Manager (Elect), Contact No.0265-2237815, e-mail id: JOSHIKD@INDIANOIL.IN as the Engineer-in-charge in terms of the contract. You may please contact him immediately for further instructions.

Please note that the time allotted for carrying out of this work is 02 (Two) years from the date of site hand over.

It is understood that the above work has been awarded to you on the basis, inter-alia, of the statements made by you in your offer and the information given in the annexure thereto.

This Letter of Acceptance along with its enclosures is being issued to you in duplicate. You are requested to return one copy duly signed & stamped on each page, as a token of receipt and also accept the order in GEM.

Thanking you,

Yours sincerely,

For and on behalf of
Indian Oil Corporation Ltd.
Gujarat Refinery,

(B. Nageswara Rao)
Manager (Contracts)

Encl: 1. SOR, 2. SCC-Technical, 3. GEM contract document 4. GEM Sanction Order.

CC: Mr. Kishor D Joshi, SMNM-EL Thru' DGM (EL) / SFM (W) / DGM (HR)

Schedule of Rates

Plant: 9030 ,Gujarat Refinery GSTIN: 24AAACI1681G1ZV
 Gujarat Refinery
 Indian Oil Corporation Ltd.
 9030
 P.O. Jawaharnagar
 391320 KOYALI-VADODARA
 INDIA

O.Lev. Sr.No.	Item No Item Description	Quantity	Unit	Rate	Amount
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WORK ORDER ITEM 00030 Elect Maintenance jobs at CETP

00010		24.000	MON	49,673.62	1,192,166.88
	Minimum manpower of 02 Technicians (with skilled minimum wages) to bedeployed along with maintenance equipments as mentioned in SCC-T. Unit of measurement 'MON' represents monthly charges for aforesaid job as perscope of work and tender terms & conditions. Job scope: Job includes day to day supervision and maintenance / breakdown maintenance of all electrical equipments like motors, transformers, switchgears, EOT cranes, generators, battery chargers, VFD's, softstarters, etc. Rectification of earthing related problems, providing temporary power supply connections for welding machines, hydro-jetting machines etc as per requirement, providing assistance & support services to external agencies/ OEM's if require , maintenance of MOV's, Extra care jobs like temperature survey for motors, transformers, busducts & switchgears, etc. The units covered are CETP.			Rs. FORTY-NINE THOUSAND SIX HUNDRED SEVENTY-THREE & PAISE SIXTY-TWO ONLY	Rs. ELEVEN LAC NINETY-TWO THOUSAND ONE HUNDRED SIXTY-SIX & PAISE EIGHTY-EIGHT ONLY
00020		480.000	HR	181.00	86,880.00
	skilled manpower (Overtime)			Rs. ONE HUNDRED EIGHTY-ONE ONLY	Rs. EIGHTY-SIX THOUSAND EIGHT HUNDRED EIGHTY ONLY

O.Lev. Sr.No.	Item No Item Description	Quantity	Unit	Rate	Amount
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WORK ORDER Item 00030 TOTAL VALUE:

Indian Rupee: 1,279,046.88

Rs. TWELVE LAC SEVENTY-NINE THOUSAND FORTY-SIX & PAISE EIGHTY-EIGHT ONLY

IN: Integrated GST 18.00 %

Discount % on Net = 3.07- %

WORK ORDER Item 00030 NET VALUE(Rs.): 1,239,792.93

Rs. TWELVE LAC THIRTY-NINE THOUSAND SEVEN HUNDRED NINETY-TWO & POINT NINETY-THREE (excluding taxes) ONLY

WORK ORDER ITEM 00010 Elect Maintenance jobs at SRU

00010		24.000	MON	49,673.62	1,192,166.88
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Minimum manpower of 02 Technicians (with skilled minimum wages) to bedeployed along with maintenance equipments as mentioned in SCC-T. Unit of measurement 'MON' represents monthly charges for aforesaid job as perscope of work and tender terms & conditions. Job scope: Job includes day to day supervision and maintenance / breakdown maintenance of all electrical equipments like motors, transformers, switchgears, EOT cranes, generators, battery chargers, VFD's, softstarters, etc. Rectification of earthing related problems, providing temporary power supply connections for welding machines, hydro-jetting machines etc as per requirement, providing assistance & support services to external agencies/ OEM's if require, maintenance of MOV's, Extra care jobs like temperature survey for motors, transformers, busducts & switchgears, etc. The units covered are Old SRU.	Rs. FORTY-NINE THOUSAND SIX HUNDRED SEVENTY-THREE & PAISE SIXTY-TWO ONLY	Rs. ELEVEN LAC NINETY-TWO THOUSAND ONE HUNDRED SIXTY-SIX & PAISE EIGHTY-EIGHT ONLY
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00020		480.000	HR	181.00	86,880.00
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skilled manpower (Overtime)	Rs. ONE HUNDRED EIGHTY-ONE ONLY	Rs. EIGHTY-SIX THOUSAND EIGHT HUNDRED EIGHTY ONLY
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WORK ORDER Item 00010 TOTAL VALUE:

O.Lev. Sr.No.	Item No Item Description	Quantity	Unit	Rate	Amount
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Indian Rupee: 1,279,046.88
 Rs. TWELVE LAC SEVENTY-NINE THOUSAND FORTY-SIX & PAISE EIGHTY-EIGHT ONLY
 IN: Integrated GST 18.00 %
 Discount % on Net = 3.07- %

WORK ORDER Item 00010 NET VALUE(Rs.): 1,239,792.93
 Rs. TWELVE LAC THIRTY-NINE THOUSAND SEVEN HUNDRED NINETY-TWO & POINT NINETY-THREE
 (excluding taxes) ONLY

WORK ORDER ITEM 00020 Over head charges on Line 10-10

00010	24.000	MON	7,451.04	178,824.96
Over head charges on Line 10-10			Rs.SEVEN THOUSAND FOUR HUNDRED FIFTY-ONE & PAISE FOUR ONLY	Rs.ONE LAC SEVENTY-EIGHT THOUSAND EIGHT HUNDRED TWENTY-FOUR & PAISE NINETY-SIX ONLY

WORK ORDER Item 00020 TOTAL VALUE:

Indian Rupee: 178,824.96
 Rs. ONE LAC SEVENTY-EIGHT THOUSAND EIGHT HUNDRED TWENTY-FOUR & PAISE NINETY-SIX
 ONLY
 IN: Integrated GST 18.00 %
 Discount % on Net = 3.07- %

WORK ORDER Item 00020 NET VALUE(Rs.): 173,336.82
 Rs. ONE LAC SEVENTY-THREE THOUSAND THREE HUNDRED THIRTY-SIX & POINT EIGHTY-TWO
 (excluding taxes) ONLY

WORK ORDER ITEM 00040 Over head charges on Line 30-10

00010	24.000	MON	7,451.04	178,824.96
Over head charges on Line 10-10			Rs.SEVEN THOUSAND FOUR HUNDRED FIFTY-ONE & PAISE FOUR ONLY	Rs.ONE LAC SEVENTY-EIGHT THOUSAND EIGHT HUNDRED TWENTY-FOUR & PAISE NINETY-SIX ONLY

WORK ORDER Item 00040 TOTAL VALUE:

Indian Rupee: 178,824.96

O.Lev. Sr.No.	Item No Item Description	Quantity	Unit	Rate	Amount
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Rs. ONE LAC SEVENTY-EIGHT THOUSAND EIGHT HUNDRED TWENTY-FOUR & PAISE NINETY-SIX ONLY

IN: Integrated GST 18.00 %

Discount % on Net = 3.07- %

WORK ORDER Item 00040 NET VALUE(Rs.): 173,336.82

Rs. ONE LAC SEVENTY-THREE THOUSAND THREE HUNDRED THIRTY-SIX & POINT EIGHTY-TWO (excluding taxes) ONLY

WORK ORDER NET VALUE :


Indian Rupee: 2,826,259.50

Rs. TWENTY-EIGHT LAC TWENTY-SIX THOUSAND TWO HUNDRED FIFTY-NINE & PAISE FIFTY (excluding taxes) ONLY

Engg IC: Kishor Dhurandharbhai Joshi (Senior Maintenance Manager (Elect))

Site Engg: Kishor Dhurandharbhai Joshi (Senior Maintenance Manager (Elect))

For And On Behalf Of
INDIAN OIL CORPORATION LIMITED


Buddarapu Nageswara Rao
Manager (Contracts)
(Authorised Signatory)

You are requested to use Indian Oil's web based Bill Tracking System (BTS) for submitting and tracking the status of your bills. The BTS can be accessed at <https://associates.indianoil.co.in/Vendor/> Prior to submission of bills, you will have to register yourself on the BTS portal of Indian Oil.

SPECIAL CONDITIONS OF CONTRACT-TECHNICAL**A. Special Conditions of Electrical Maintenance Works**

1. The special conditions of contract shall be read in conjunction with the GCC, SCC, schedule of Rates, specification, and any other documents forming part of the contract, wherever the context so requires.
2. The work is to be carried out in "restricted area" and contractor will have to work strictly as per Instruction of Engineer-in-Charge (EIC) / Site-Engineer (hereafter referred to as SE).
3. The contractor shall provide skilled manpower for the jobs.
4. The contractor shall be fully responsible for the conduct of his employee and ensure their Behavior with the dealing persons is always good & cordial.
5. Contractor will have to deploy additional manpower within prior notice of 3 days as directed by the EIC or his representative to execute the job within time for smooth running of routine /shutdown jobs.
6. The Contractor will have to carry out repair & maintenance job on Sundays & Holidays or during night hours (after normal working Hours), if required, as per directions of EIC or his Representative as part of the job. For Sunday & Holiday extra payment will be made as per manpower used.
7. The contractor shall take full care not to damage/ waste any property/materials while carrying out the jobs. In case of damage/ loss of IOCL property due to negligence of contractor's Persons the contractor shall be liable for payment of damage equivalent to the cost of Replacement/ rectification or as deemed fit by EIC. The contractor shall also ensure that his Workforce does not tamper with any equipment of IOCL or any of its contractors and also does not enter into restricted area.
8. In case of non-completion of job(s) in time assigned to the contractor, the same shall be got done through some other agency at the risk & cost of the contractor.
9. Contractor has to ensure minimum wage payment to the workmen employed by him as per the statutory rules of the Government. Contractor shall take workman compensation insurance coverage/ESI for their personnel deployed for the job.
10. All labor laws and other statutory obligations provided in the state of Indian Union, which May come in force from time to time during the contract period has to be strictly adhered to Contractor has to arrange the labor license, if required, for carrying out the jobs as per Applicable labor laws.
11. This contract shall cover Repair & maintenance of all the installed electrical equipment in Old SRU, CETP area & additional equipment which may come under Old SRU & CETP during contract period. But during plant exigencies or after any other decision of Gujarat Refinery, any manpower can be diverted to any area of the plant or any other associated areas of Gujarat Refinery as deemed fit by Site Engineer/Engineer-in-charge which will be binding on contractor.

12. All the dismantled material from the job/ work shall be returned to Site Engineer, the contractor shall be custodian of dismantled material till Site Engineer or his authorized representative takes over the material.

14. The contractor will be primarily responsible for executing the job in the area entrusted to them. However, in exceptional circumstances like shutdowns or emergencies, they shall have to carry out electrical maintenance jobs in any electrical maintenance zone of the refinery once directed to do so by EIC.

15. The contractor shall provide all tools & tackles/ instruments for carrying out maintenance jobs like megger, tong tester, avo meter, bearing puller, fuse puller, chain pulley block, bearing fitting set, induction heater, trolley, aluminum ladder, crimping machine, complete tool box (Allen key set, ring spanner set, DE spanner set, hexagonal spanner set, box spanner set, etc.), pipe wrench, drilling machine with bit up to 16mm, attachments for drilling machines, torque wrench, slide wrench, hammer, chisel, crow bar, hot air blower etc. as required to complete the job in totality. The contractor has to ensure that no maintenance job is delayed due to non-availability of tools & tackles in any plant.

i. Above mentioned measuring instruments must be of Fluke, Kyoritsu, or Megger make with valid calibration certificate.

ii. Lockers to store frequently used tools at the allotted site.

iii. History cards/register of equipments and logbook shall be maintained in IOCL existing format or any mutually agreed format. Log book, history register (for motor, transformer, switchgear or any equipment history record) shall be supplied by contractor.

iv. The contractor shall provide contact numbers for emergency contact with hierarchy to IOCL site engineers for contact during emergency.

v. Contractor shall arrange for cotton fabric working uniforms with mentioning name of agency to all working staff. Wearing of uniform is compulsory. At any point of time the contractor personnel should not be shabbily dressed which is unsafe for general working.

vi. Contractor shall transport all issued material except cable drums and motors from IOCL stores to local stores as and when required making his own arrangement for the same as part of the job with no additional financial implication on IOCL.

vii. Daily maintenance activities shall be recorded in a Daily Log Book on a daily basis by the Skilled Technician and log book shall be arranged by contractor.

16. The contractor shall arrange vehicle for the transportation of his manpower from main gate to plant and vice versa.

17. The contractor shall provide all necessary documents/ reports in soft as well as hard format as required by IOCL.

18. The contractor shall provide all necessary BIS approved safety gazettes like safety helmet, safety shoes, protective face shield, hand gloves, ear plug, dust mask, goggles, safety torch etc. for carrying out the work. The contractor shall

provide 1 sets of high voltage rubber insulated gloves of 33 KV and 2 set of 1 KV rated. The 33 KV rubber gloves shall be of class-4 and 1 KV rubber gloves shall be of class-0 with relevant and valid test certificate. High voltage (HV) electrical safety insulating gloves shall conform to IEC 60903 for high safety performance.

19. The contractor shall submit monthly reconciliation statement for all the free issue materials, if any, issued by IOCL in the pro-forma furnished by the Engineer-in-charge along with monthly R.A. bills.

20. The contractor will maintain record of local store inventory items, as issued by IOCL in the pro-forma furnished by the EIC/SE.

21. The contractor shall be responsible for housekeeping of the area of work.

22. The contractor shall obtain necessary safety/ work permit/ clearance before attending any job & shall observe all safety regulations.

23. Contractor/Owner has to attend meeting with EIC/Site Engineers to discuss about performance and progression of jobs, man power, safety, tools & tackles etc and any other issue affecting the performance, quality and progress of the jobs as decided by IOCL.

24. Contractor to ensure that all working personnel under this tender to be part of welfare schemes like Pradhan Mantri Garib Kalyan Yojna, any other Govt. of India or Govt. of Gujarat schemes related to health/insurance etc.

B. Broad Scope of Electrical Maintenance Jobs (General Maintenance, troubleshooting and rectification jobs)

Following minimum jobs/ activities shall be required to be carried out as per requirement:

1. Preventive/ Running/ Breakdown Maintenance Job: Preventive maintenance of all electrical equipments (including as listed below) as per prevailing IOCL, Gujarat Refinery system from time to time & recording of the same in checklist/ history card format duly approved by IOCL.

2. Transformers: This job shall be inclusive of at least the following activities as and when required # opening, cleaning & checking of bus duct, oil topping up, Primary, Secondary & Tertiary (if available) terminal box checking, arresting minor oil leakages, oil top-up, replacement & reactivation of silica gel, oil draining, oil sample collection etc. This job will be needed to be done on Distribution & Power Transformers, Soft Starter, VFD, Lighting Transformers, Auto Transformers and all other types of Transformers as per requirement and instructions of the EIC or SE.

3. PM Job of HT & LT Motor (AC & DC): This job shall be inclusive of at least the following activities as and when required # cable/earthing connection/disconnection, bolting & de-bolting of motor from foundation as and when required, greasing, re-glanding & re-lugging of cables (if required), removal of end shields, fan, fan cover, housing, improvement in Insulation Resistance (I.R.) value, replacement of Lubricating oil & Lubricating grease, motor dismantling, bearing greasing, bearing dismantling, bearing mounting, motor box-up, trial run,

and other types of jobs on motor bearings and all other types of jobs on motors as per requirement and instructions of the EIC or SE.

4. Switchgears (HT & LT):

a) H.T switchgear breakdown maintenance & trouble shooting (Voltage level upto 33kV): This job shall be inclusive of at least the following activities as and when required #opening/ cleaning, bolt tightening & checking of switchboard/ bus-bar chambers, connection/ disconnection of cables & termination, cable termination in box chamber, etc. and all other types of jobs on HT switchgear as per requirement and instructions of the EIC or Site Engineer.

b) L.T. Switchgear breakdown maintenance & trouble shooting (Voltage level upto 0.4kV): This job shall be inclusive of at least the following activities as and when required #bus bar maintenance, opening/ cleaning & checking of switchboard/ bus bar chambers, replacement/ repair of Power contactors, control contactors, switch fuse units and their components in PCCs, PMCCs, MCCs, ASBs, LDBs, MLDBs, ELDBs, PDBs, ACDBs, Battery Chargers, DCDBs etc., troubleshooting & rectification of problems in control circuits etc.

5. Cleaning & checking of local push button control stations, vibration switches & their contacts etc.

6. Rectification of earthing problems, maintaining continuity of all field electrical equipments, maintaining continuity of earth circuit as per IOCL requirements and record keeping in IOCL formats.

7. Extra Care Jobs: Job includes temperature survey for motors, transformers, bus ducts & switchgears, DC lighting healthiness checking, FLDM's, high mast light healthiness checking, EOT crane healthiness checking etc.

8. Battery Banks: General / Routine maintenance as and when required

9. MOV's: Breakdown/emergency/troubleshooting of MOV's as and when required.

10. Providing assistance & support services to external expert agencies/OEMs for maintenance of motors, transformers, HT/LT switchgears, OLTCs, relays, cables, feeders, CTs, PTs, Battery Bank, Battery Chargers, UPS, EOT crane/ MOVs & any other electrical equipment.

11. Any other electrical maintenance job not mentioned above but required to be carried out as per requirement & directions of EIC and Site Engineer also shall be in the scope of the Contractor. All tools and tackles required for execution of the electrical maintenance jobs shall be arranged by the Contractor as part of the job.

12. Schedule maintenance of all types of electrical equipment as per the instruction of EIC/SE and record keeping.

C. Shutdown/Emergency Maintenance Job

1. Shutdown jobs includes overhauling & maintenance of MOV's, NGR's, bus ducts, switchgears, UPS, battery chargers, VFD's, Soft Starters etc. and any other electrical equipment not covered under regular preventive maintenance job, providing temporary lighting, hand lamps, exhaust fan round the clock during

shutdown. Providing temporary power supply connection for welding machines, hydro-jetting machines, etc. as per the requirement and instruction of the EIC or SE. Lifting & shifting of power cables from IOCL stores to site and vice versa for providing temporary lighting & power connections. Lifting & shifting of all electrical related materials required for shutdown for IOCL to site and vice versa.

2. Normal working hour shall be 12 hr i.e 08.00 hr to 20.00 hr or 20.00 hr to 08.00 hr.

D. Minimum Manpower Requirement

1. The minimum manpower, 04 Technicians (Skilled Manpower) are required to be deployed during the period of contract for the job on a daily basis at site during normal office hours (presently 08:30 hrs. to 17:30 hrs.).

2. The manpower mentioned in above para D.1 shall be the minimum manpower to be necessarily deployed during normal working hours (presently 08:30 hrs. to 17:30hrs.). However, the maintenance jobs may get extended beyond normal working hours and the requirement may be at odd hours & during OFF days and/or holidays same to be carried out by contractor.

3. The decision of EIC along with SE(s) regarding manpower requirement on a daily basis for normal, shutdowns as well as emergency work shall be final & binding on the contractor.

4. Normal working days shall be as per IOCL Gujarat Refinery schedule. The party shall observe 48 hours work time as per the IOCL Gujarat Refinery working hours. Also, the party shall observe the holidays as per the IOCL Gujarat Refinery Calendar.

5. The contractor has to arrange for equivalent substitute during absenteeism of any of his manpower for more than three (03) days. Contractor shall deploy required manpower within short notice as directed by the SE(s) and approved by EIC to execute the jobs within the allotted time for smooth running of the job.

6. Contractor will have to engage sufficient & required additional manpower for shutdown jobs which may come during the contract period. If required, contractor shall arrange manpower for carrying out the jobs in rotating shift duty (each shift of 12 hours) during shutdown.

7. The Technicians (Skilled) shall be conversant with computer for data management/ record keeping, day to day maintenance work, spares assessment etc.

8. Safety Requirement:

a) The contractor shall provide all necessary safety equipments including safety helmet, safety shoes, protective face shield, hand gloves, safety torch, safety belt with latch, safety goggles, ear plug, dust masks etc. for the safety of working personnel as per applicable standards. All the PPEs shall be tested as per the standard norms by the Govt. approved testing agencies. The test certificates shall be made available at site for verifications. All the personnel deployed at site should be trained in Safety.

b) The contractor shall provide safety net as and when required. The contractor should provide shoulder bag for carrying tools and belt with latch to their workmen while working at height. Contractor shall furnish medical certificate for all employees including supervisors for medical fitness to work at height.

c) Existing safety rules and work permit system prevailed in the refinery to be strictly followed by the contractor man power.

d) The contractor shall obtain all necessary safety/ work permit/ clearance before attending any job & shall observe all safety regulations as applicable at IOCL plant area.

e) In event of any accident IOCL shall provide medical facility limited to first aid only and contractor shall provide other medical facilities. Under no circumstances IOCL shall entertain any claim by contractor personnel directly. Contractor to ensure that the workmen are covered under necessary medical facilities and insurance as per applicable factory rules during the entire contract period.

f) The Contractors personnel shall have to undergo mandatory trainings as and when nominated by EIC or SE.

9. Any other electrical maintenance job not mentioned above but required to be carried out as directed by EIC shall also be in the scope of work.

E. Qualification of Manpower for Electrical Maintenance

1. The contractor shall depute a minimum Four (04) Technicians for carrying out the electrical maintenance jobs at Old SRU & CETP area.

2. The Technician should have Diploma (Electrical) qualification with minimum 5-years industrial experience. Attested copy of the relevant certificates shall be submitted to the EIC for verification.

3. Out of the above experience, the manpower to be deployed for the work shall have at least One (01) years' experience in petrochemical/ refinery/ continuous process plant/power plant. The contractor shall submit the relevant experience profile of the manpower to be deployed for the job.

4. The bio-data with relevant experience profile/certificates of all the persons proposed for deployment are to be submitted by the contractor for scrutiny by the EIC. The manpower to be deployed by the contractor shall be further interviewed for assessing their suitability for the job and shall be approved by the EIC before deployment at site. However, during exceptional cases, Site engineer/Engineer-in-charge can allow anybody with higher skill sets as assessed during interview even if he doesn't have requisite qualification/experience for this job as mentioned above.

5. No compensation / reimbursement shall be given to the contractor for this. Site shall be handed over to the contractor only after finalization of the required minimum manpower as mentioned above if any deputed and approved person is found not suitable technically in the field at the time of executing the work, he should be replaced within fifteen days.

6. All the contractor manpower should be conversant with relevant safety rules.
7. The Technicians should have basic knowledge about fundamental electrical knowledge and adequate hands-on experience about maintenance of electrical equipment like transformers, H.T/L.T. motors, air & vacuum circuit breakers, H.T./L.T. motors, H.T/L.T. switchboards, battery banks, lighting circuits, power & control circuits.
8. Manpower proposed for deployment shall be capable to provide technical services for electrical maintenance jobs (preventive, running, breakdown & shutdown) during start-up, shutdown, pre-commissioning & commissioning as per the instruction of EIC or SE.

F. Contractors Scope

1. Conveyance of workmen from residence to the working place and inside the site will be in contractor's scope.
2. Contractor shall arrange portable cabin of adequate size for sitting of manpower engaged in the contract with office furniture and necessary furnishing items for site office.
3. The good quality PC with printer shall be arranged by the contractor on their own on returnable basis which can be taken back after completion of job, required for record keeping and generation reports/checklist etc.
4. Toolbox register, record keeping register, daily log book, lockers etc.
5. Uniforms to be provided by the contractor to all persons employed in this contract.
6. Safety gadgets including safety goggles, face shield, helmet, safety shoes, hand gloves, ear plug, dust masks etc.
7. All Tools & tackles required.
8. Measuring instruments.
9. History cards/ Logbook will be maintained in IOCL's existing format or any other mutually agreed format.
10. Supervisor should be conversant with computer for data management/ record keeping for day-to-day maintenance work.
11. Documentation to be maintained as per IOCL requirements by the contractor.
12. The contractor shall be full responsible in case of production loss due to delay in execution of job shall be as follows:
 - a) The delay will be counted beyond the allotted completion time given by EIC/SE for executing the job. However, the period allotted for maintenance of the equipment will be decided by EIC/SE based on the job volume and requirement of production. In case of non-completion of job in time assigned to the Contractor,

the job shall be get done through some other agency at the risk & cost of the Contractor.

b) In case of repetitive failure of any machine/ machine components due to negligence or poor workmanship, IOCL shall deduct the amount incurred on execution of the job through other party.

c) EIC/SE shall have full authority to check the manpower mobilized at site on daily basis as per contract and if any shortage is found against minimum manpower, penalty will be deducted as per SCC-commercial from running/ final bill of same month.

13. In case any person goes on for long leave, suitable replacement to be made before the person goes on leave.

14. General working hours will be 08:30 hrs to 17:30 hrs on working days, but on exigency the working group shall continue till the job is completed or as advised by EIC/SE as part of the job.

15. Contractor shall keep a record of all the material & spares issued by the owner and their consumption/availability.

16. Necessary safety work permit/ clearance to the contractor for carrying out maintenance jobs shall be arranged by contractor in coordination with IOCL as per IOCL's prevailing system.

G. IOCL's Scope/ Responsibility

1. Drawings, documents, list of all electrical equipments, maintenance check list format for all electrical equipment's of power plant shall be arranged by IOCL as per requirement. However, contractor shall maintain the confidentiality of the documents provided to them.

2. Major maintenance spares of equipments like motor spares, motor bearing, power cables, control cables, battery bank cells, power contactors, jointing kits etc. for the job shall be provided by IOCL free of cost.

H. Materials and Spares

All required spare parts as per job requirement shall be supplied by IOCL free of cost.

I. PENALTY CLAUSE: Deployment of manpower is very important part in execution of the contract. If manpower deployment is not as per the requirement, then work will suffer to large extent. Hence, it is proposed to impose penalty in case of deficiency in manpower deployment from minimum manpower requirement during contract period with following rates:

Manpower Penalty per day (in Rupees): Technician 1500/-

During shutdown, the above penalty rates shall become double.

J. Others:

1. In case of Shutdown of units. Multiple jobs have to be done simultaneously within limited time, IOCL shall inform the contractor in advance; Contractor shall

arrange the same without any financial implication to IOCL.

2. The contractor is required to make payment as per minimum wage rates notified by the Govt. of India / state Govt. and communicated by owner from time to time to their workmen employed for the job. However if there is any increase in wages as notified by the Govt. of India /state Govt. within the contract period, the agency shall be reimbursed, if applicable with difference in minimum wages as per GCC on quarterly basis by IOCL.

3. All the rules and regulation of GCC & SCC shall be applicable in addition to the above.

4. In all matters of the Contract, the decision of the Site-engineer/Engineer-In-Charge shall be final and binding on the Contractor with no additional financial implication on IOCL.