

**TAMIL NADU NEWSPRINT AND PAPERS LIMITED**

**KAGITHAPURAM (PO), KARUR (DT) 639 136**

**PURCHASE DEPARTMENT**

TENDER ENQUIRY NO: PUR:ENQ: 222313000200

Date: 08/04/2022

TO

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc.**

**II. Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking**

**at TNPL Unit-I at Kagithapuram for the year 2022-23**

Tenders are hereby invited for the subject work as per the following terms and conditions.

Envisaged period of contract shall be for One year from the date of order.

Tender schedule will be in two parts viz., **COMMERCIAL BID & BUDGETARY PRICE BID and FIRM PRICE BID IN A SEALED COVER** in Two separate Envelopes, both to be submitted together.

FIRM PRICE BID should be sent in the cover properly sealed and submit along with COMMERCIAL BID & BUDGETARY PRICE BID in a separate cover. Please write clearly on the top of the cover whether "FIRM PRICE BID" or "COMMERCIAL BID" & "BUDGETARY PRICE BID". Both the covers containing FIRM PRICE BID and COMMERCIAL BID & BUDGETARY PRICE BID are to be put in one sealed cover superscribing the Tender No. and due date and addressed to D G M (Purchase), Tamil Nadu Newsprint and Papers Limited, Kagithapuram, Karur Dt – 639 136.

**CONDITIONS TO THE TENDERER TO QUALIFY FOR PARTICIPATING IN REVERSE AUCTION:**

Tenderer shall submit the following in Commercial Bid

1. Tenderer should have experience in carrying out labour oriented works (by engaging skilled and unskilled workmen) like manual packing of materials, manual handling of materials, manual loading, unloading and stacking of materials, operation and maintenance of equipment's and machineries like boilers, conveyors, crushers, pumps, compactors etc. or installation of Plant and Machinery in any industry or Government establishment and carried out works for a value not less than **Rs. 25 Lakhs for a period of 12 continuous months between 01/04/2016 and 31/03/2022.** The following documentary proof for the experience must be enclosed along with the Commercial Bid, failing which, the tender is liable for rejection at the discretion of TNPL

a) Copies of Work Orders / Contracts

b) Copies of Bills / Invoices with Payment vouchers

- c) Copies of Audited Balance Sheet for the past three completed financial years ✓
- d) Copies of Income-Tax return submitted for the past three assessment years ✓
- 2. **Earnest Money Deposit (EMD) for a value of Rs.7,00,000/- in the form of Demand draft in favour of "TAMIL NADU NEWSPRINT AND PAPERS LIMITED" drawn on any of the Nationalized Banks, payable at KARUR.** ✓
- 3. Budgetary Price Bid (Annexure - II A) in a separate cover. ✓
- 4. Firm Price Bid (Annexure - II B) in a separate sealed cover. ✓

Note: Tenders received not complying with the above qualifying conditions will be rejected and will not be eligible for participating in E-Procurement (Reverse Auction).

Once Tender is submitted, Tenderer cannot withdraw. Incase Tenderer withdraws from Tender on any day for any reason after submitting Tender, EMD submitted shall be forfeited without any prejudice.

Tenderer shall submit budgetary quote with individual item rate and total value of the Tender. Reverse Auction will be conducted only with the total value of Tender for which "Opening Value of Tender" and "Minimum Bid Decrement Rate" will be decided by TNPL.

After submitting the Tender, Tenderer will not be permitted to make changes to the unit rate for individual items indicated in their budgetary quote. Unit rates indicated by Bidders in their Firm Price Bid will be taken as reference to apply percentage variation (based on total value of Tender) for individual item rates of the L1 Bidder emerged through Reverse Auction.

**On the due date only Commercial Bid & Budgetary Price Bid will be opened. Both COMMERCIAL BID and BUDGETARY PRICE BID shall not be opened in the presence of Tenderer's representatives. TNPL shall follow E-Procurement (Reverse Auction). Only those who qualify in Commercial Bid and also submitted Budgetary Price Bid and "Firm Price Bid" will be considered for Reverse Auction.** Method and period of Reverse Auction will be communicated in advance to the qualified bidders to facilitate them to participate in Reverse Auction. TNPL will not be responsible for postal or any other delay and reserves the right to reject any or all the Tenders at its own discretion.

**Opening Value of Tender, Minimum Bid Decrement Rate, Date of Auction and Time of auction will be informed to the qualified Bidder for participating in Reverse Auction. Qualified Bidder may log on to our Website (www.tnpl.com) and participate in the Reverse Auction. In case of any problem, please contact Senior Manager (Purchase) at 8903179225 or 04324-277001 to 277010, Fax No.04324-276368/277025.**

**After "Reverse Auction", the "Firm Price Bid" of the qualified bidders shall be opened in the presence of interested bidders / their authorized representatives. The lowest of the two, viz., "Reverse Auction" and "Sealed Firm Price Bid" only will be considered for further action towards award of the contract. In this regard, TNPL's decision shall be final and binding.**



**The offers of Tenderers who do not satisfy the terms and conditions are liable for rejection and in such case, the EMD submitted if any, shall be returned, interest free, to the unsuccessful Tenderers.**

Tenderers who have downloaded Tender document through TNPL website should submit a non-refundable Tender Fee by way of separate DD for Rs 590/- (including GST @ 18%) drawn in favour of TNPL payable at Karur in the Non-Price Bid failing which Tender will not be considered.

TNPL will not entertain any request for adjusting the EMD from the Tenderer's due /running bills or from the EMD / Security Deposit of any other Tender participated by the Tenderer.

For successful Tenderer, EMD shall be converted into Security Deposit. Security Deposit shall not bear any interest. Security deposit will be discharged upon fulfillment of all contractual obligations.

EMD shall be returned, interest free, to the unsuccessful Tenderers within three months from the date of opening of Commercial Bid & Budgetary Price Bid.

TNPL shall not be responsible for any delay/loss in transit or non-receipt of Tender document.

- TNPL reserves the right to
- split the quantum / items of work and award the contract to one or more Tenderers.
- reject any or all Tenders in part or in full without assigning any reason therefor.
- reject the lowest quotation or any quotation at its own discretion and TNPL is not bound to accept the lowest quotation.
- waive any Tender condition at its own discretion.

Before submitting the Offer, Tenderers are advised to visit the Site at Kagithapuram and contact Concerned Engineer-in-charge to understand the nature of work involved and Human Resources Department (HR) to understand the prevailing Labour Rules in TNPL.

Offer consisting of both **COMMERICAL BID (Annexure-I), BUDGETARY PRICED BID (Annexure – II A)** and **"FIRM PRICE BID"** (Annexure-II B) in a sealed cover is deemed for submission in the **Purchase Dept. not later than 3.00 PM of 29/04/2022.**

**for TAMIL NADU NEWSPRINT AND PAPERS LIMITED**



**DEPUTY GENERAL MANAGER (PURCHASE)**



**ANNEXURE -I****GENERAL**

In Coal Handling Plant, we receive **800000 MT** of Imported Coal, **75000 MT** of Indian Coal, **40000 MT of Raw Lignite** and **25000 MT** of Lime Stone by rail per annum All these materials are unloaded and either directly consumed or stacked in the yard. ✓

Based on requirements of Main Site Boilers and Off-Site Boilers, fuel is prepared to various sizes and fed to Boilers (or) loaded to Lorries for transportation to Off-Sites, LSFM, TNPL Unit II / Outside agencies. ✓

**1. SCOPE OF WORK****Activity # 1 (Unloading of solid fuels / Lime Stone by Wagon Tippler)**

Solid fuels / **Lime Stone** are unloaded to hoppers by Wagon Tippler and fed to NBC # 1 conveyor through a feeder. From NBC # 1 coal is transferred to NBC # 2, BC # 3 and finally dumped on ground below BC # 3.

- 1.1 Releasing air break in all the wagons as per the requirement.
- 1.2 Placing the loaded wagon on the Wagon Tippler by signaling, braking, detaching coupling and coupling after unloading.
- 1.3 Removing lumps in solid fuels over the grills on the unloading hopper for ensuring easy flow of materials. Lumps may be either removed or broken to pieces and fed. Foreign materials removal and disposal. Tipper to be provided for removal of lumps / foreign materials. Tippers in contractor scope.
- 1.4 Unloaded materials are discharged automatically into tunnel conveyor NBC # 1 through feeder and transferred to NBC # 2, BC # 3 and finally discharged on the ground below BC # 3 & NBC # 2 chutes.
- 1.5 Watching trouble free operation of feeders, conveyors etc. in the tunnel.
- 1.6 Operating Side Arm Charger if required for which equipment operator charge will be paid.
- 1.7 Clearing chute jamming in case of wet coal and more lumps.
- 1.8 Mobile Trolley in BC # 3 shall be operated in such a way that 3500 MT of coal is dumped in a space of 30 Mtr to 36 Mtr.
- 1.9 Left out fuels has to be cleared completely from the unloaded Wagon by opening side doors. The doors of the completely empty wagons have to be closed immediately. Contractor should ensure that the wagons doors are closed properly.
- 1.10 This material has to be weighed and added to respective lot as per the direction of Executive in charge. Weighed quantity can be claimed at the unloading rate at the respective clause.
- 1.11 Noting the individual Wagon Number and handing over the same to Wagon Tippler operator.
- 1.12 As and when the rack unloading is over, the foreign materials should be cleared immediately from the unloading hopper, wagon tippler house and surroundings and disposed suitably. BC 3 Walkway, transfer points , NBC 1, NBC 2 Conveyor tunnel has to be cleared then and there after unloading.
- 1.13 Segregation and stacking of shales, stones and other foreign material at the time of removing solid fuels / Lime Stone from the hopper, after unloading will be weighed at the TNPL truck weigh bridge and stacked separately. Payment may be claimed for the weighed quantity as per PO terms.

**1.14 Requirement of manpower:**

Sufficient manpower (**13 Labours, One Supervisor** and one Work Assistant – Graduate with computer knowledge) for Imported Coal / Indian Coal has to be engaged for the above operations. Brake 2, hopper 1, left out 6, tunnel 1, **NBC#1 & 2 Transfer Tower 1, Wagon Door Inspection 1**, trolley 1, exclusive **competent** supervisor 1 and **work assistant 1**.

However when the arrival has more lumps, more wet, feeding into the hopper will cause delay. You have to engage additional manpower over and above the two manpower deployed on the hoppers to complete unloading for which payment will be made as per labour supply rate in the purchase order only for the additional manpower engaged. This may demand deployment of 10 manpower also additionally ( Quantity is indicative ).

1.15 Mobilization time: Whenever we receive coal, contractor will be kept informed well in advance.

1.16 Duration: 7 hours (From placement time to empty rake formation).

1.17 Quantity: Approximate quantity to be handled in this Category shall be **800000 MT** of Imported Coal and **75000 MT** of Indian Coal and **25000 MT** of Lime Stone.

1.18 System capacity: **600 MT/Hour**.

1.19 Other Terms & Conditions:

1.19.1 Unloading of solid fuels from Rail is time bound. Railways have allowed free time of 7 hours (From placement to formation of empty wagons) for unloading solid fuels.

1.19.2 Hence, it is the responsibility of the contractor to engage sufficient manpower as given above and unload the fuels within the free time. They have to necessarily engage the above indicated manpower / Supervisor during unloading. In the event of any short fall, deductions will be made from the contractors running bill as given below.

Shortfall of Manpower / **Supervisor** X twice the rate of manpower supply **or Equipment Operator** ( as per the contract ) + 10% of above value as administration charge.

If any demurrage is incurred due to non deployment of sufficient manpower , deductions will be made from the contractor's bill as given below Shortfall of manpower X twice the rate of manpower supply ( as per the contract ) + 10% of above value as administration charge + demurrage charges as per railways.

1.19.3 However, above clause is applicable subject to following exclusions:

1.19.4 When the **solid fuels / Lime Stone** is more wet.

1.19.5 When the **solid fuels/ Lime Stone** has more lumps.

1.19.6 When there is overlapping in placement of rakes.

1.19.7 When there is any failure of unloading system due to mechanical, electrical, instrumentation and IT problems.

**2. Activity # 2 (Clearing of solid fuels / Lime Stone below BC # 3 / NBC # 2)**

Solid fuels / **Lime Stone** that are dumped below BC # 3 / NBC # 2 have to be shifted to various locations in the yard by engaging Loaders, Tippers etc.

- 2.1 The solid fuels / **Lime Stone** have to be loaded into tippers by engaging loaders and transported to various locations in the plant either to the yard or storage shed and stacked as per the directions of Engineer-in-charge.
- 2.2 Each stack has to be of height 3.50 Mtr and shall hold one rake coal.
- 2.3 A clear passage of exactly 3 Mtr should be provided on all the four sides of every stack. Each rake should be stacked separately.
- 2.4 Each rake of materials dumped below BC # 3 / NBC # 2 has to be cleared within 20 hours from the time of site clearance.
- 2.5 Each stack should be leveled, measured and stack board should be provided.
- 2.6 Sufficient manpower / equipment are to be engaged for the above operation.
- 2.7 This work should be independent of feeding to Boilers. Hence sufficient manpower and equipment (Tipper) has to be mobilized so as not to affect the Boiler feeding in any case.

2.8 Competency of Manpower (Supervisor):

Sufficient experienced supervisors are to be deployed to take spot decision for executions of the job on round the clock basis. These supervisors shall possess sufficient skill of communication and shall inform TNPL regarding the receipts of wagons and other activities.

2.9 Quantity: Approximate quantity to be handled in this Category shall be **325000 MT per Annum (Approx.) of Solid Fuels and 25000 MT of Lime Stone.**

The quantity will vary widely depending on consumption in boiler, coal availability, arrival pattern, environmental condition and commissioning of new unloading system. The contractor has to plan accordingly. Depending on stock position and operational convenience, we may have to consume considerable quantity of solid fuels directly from BC # 3. Fuel has to be either fed to Boiler or loaded to Off-Sites or other agencies or primary / secondary crushing. In case of direct consumption, payment will be made as per PO terms.

2.9.1 Sufficient manpower, tippers etc. have to be engaged for clearing the fuels and should start the work immediately on site clearance. The entire rake has to be cleared within 20 hours from the time of clearance.

2.9.2 If unloading of materials gets delayed for want of space below BC # 3 / NBC # 2 (Due to non clearance of dumped materials within 20 hours after clearance), the demurrage incurred for this lapse will be recovered from the running bills of the contractor.

**2.9.3 In case of Lime Stone unloading as and when the rake unloading is over, the foreign materials should be cleared immediately from the unloading hopper, Wagon Tippler House and surroundings and disposed suitably. Lime Stone left out, Below BC#3, Spillages in wagon tipper, Conveyors, Transfer shall be cleared immediately to avoid mixing of lime stone with fuel.**

2.10 Weighment of solid fuels:

2.10.1 Weighment of all the solid fuels received by Rail shall be conducted in the following manner and the order of priority of Weighment of material for the purpose of payment to the Contractor, the quantity shall be derived in the following way:

- 2.10.1.1 Quantity based on the Weight recorded at Wagon Tippler Weigh bridge.
- 2.10.1.2 **Quantity based on the weight recorded at load port weighbridge in case of failure of Wagon Tippler System.**
- 2.10.1.3 100% weightment at TNPL Lorry Weigh bridge in case of failure of Wagon Tippler Weighing System.

#### **Activity # 4 (Manual Unloading of Indian Coal, Imported Coal and Lime Stone)**

In case of failure of Wagon Tippler, Feeder, Conveyor, receipt of damaged boxes, weight of the wagon continuation of "N" Box and "C" Box with more than 100 MT, we need to unload solid fuels / lime stone by manually.

##### Scope of work:

- 3.1 Sufficient manpower, machines and recovery implements are to be engaged within 10 hours of Intimation.
- 3.2 The materials have to be unloaded on either side of wagon manually all along the railway track.
- 3.3 Unloaded materials have to be loaded to tippers by engaging TNPL Loader and transported to yard or shed. RR weight will be considered of payment.
- 3.4 Segregation and stacking of shales, stones and other foreign material at the time of removing Coal / Imported Coal / Lime Stone from the track, after unloading from the wagons or during unloading such materials will be weighed at the TNPL truck weighbridge and stacked separately and the weight recorded at TNPL truck weighbridge shall be applicable.
- 3.5 Requirement of manpower, Tools & Equipments:
  - 3.5.1 As per the prevailing condition at the time of unloading.
- 3.6 Schedule: As and when required, contractor will be kept informed well in advance.
- 3.7 Duration: 9 hours (From placement time to rake formation).
- 3.8 Quantity: 15000 MT (Approx.).
- 3.9 Recovery of Demurrage Charges:
- 3.10 In case of manual unloading free time allowed is 9 hours. If any Demurrage occurs due to delay in unloading of materials / non clearance of materials, the same will be recovered from the contractor.

#### **4. Activity # 5 (Primary crushing of Indian Coal)**

Uncrushed Indian Coal is transported to Primary Crushing System by engaging Loaders & Tippers. Coal is fed to BC # 1 conveyor, screened, crushed and stored in bunker. From bunker, crushed coal is loaded to lorries, stacked in yard or fed to Boilers.

##### Scope of work:

- 4.1 To collect the iron pieces from magnetic separator, to check the gate position, to clean the transfer point spillages and en route, to inspect the crushers, screens, and conveyors for abnormalities before starting the system.
- 4.2 To collect Indian Coal from various locations in the yard or from BC-3 storage shed and feed to Primary hopper.
- 4.3 Lumps in coal have to be broken to – 100 mm size.

4.4 Stone are to be segregated from coal stack.

a) Before crushing Indian coal, the stones, shales and other foreign material are to be removed after spreading the coal **taken from** coal stack **or** from BC#3 shed. It is the tenderer's scope to engage sufficient labourers and equipment operators for the above work and no extra payment will be made for the same.

b) In case of rain, during spreading of coal for picking of stones and shales, the coal should be heaped to avoid wetting due to rain. In case, the received coal itself is wet also picking of stones before crushing is a must to avoid damage to crusher.

c) In case of any damage to coal crusher, due to non removal of stones, the rectification cost of the damage will be recovered from the tenderer. From there, coal is conveyed to screen, crusher and finally stored in bunker.

4.5 From there, Coal is conveyed to screen, crusher and finally stored in bunker. From bunker fuel is either loaded to lorries directly for transporting to Off Sites (or) stacked in yard / shed (or) fed to boilers (or) other agencies.

4.5 To ensure free flow of materials at Primary hopper by engaging necessary manpower.

4.6 For monitoring operation of screen, crusher, removal of Iron pieces from Magnetic Separator and change over at Primary House. In case of any damage to system due to non-availability of en route personnel, the cost for repairing the same will be recovered.

4.7 For removal of stones and foreign materials in BC # 1 hopper and the same shall be cleared then and there.

4.8 After stoppage of system, conveyor and crusher area should be cleaned for any spillages

4.9 Stacked fuel has to be loaded to lorries for Off Site Boilers / Main Site Boilers/other agencies depending on the requirement. No separate payment will be paid for loading. To avoid air pollution and loss due to multiple handling we have to load fuel to lorries / tippers directly from the bunker to the maximum extent possible.

4.10 If required, the stack has to be leveled for taking measurement and stock verification.

4.11 Segregated shale, stones and other foreign materials collected from the conveyors, BC1 hopper grills shall be stored at a place and the same shall be transported and disposed off immediately to the area indicated by TNPL in TNPL premises. The work includes loading, transportation, weighing and unloading at the disposal area. No payment shall be made.

4.12 To mitigate hardship in mobilising manpower, equipments and to avail operation convenience we may have to carry out above activities continuously and complete crushing of entire rake in four days. ( This is only indicative )

4.13 Requirement of manpower & equipments:

Sufficient manpower & equipments are to be engaged for the above operations

Feeding hopper : 2, Crusher and conveyor : 1, Bunker : 1

2 tippers for feeding and 1 tipper for bunker.

4.14 Schedule: One shift per day ( indicative ).

4.15 Quantity: 300 MT per day and **50000 MT** per annum (Approx.).

4.16 Capacity of the system: 90 MT per Hour.

## 5. **Activity # 6 (Primary Crushing / Screening of Imported Coal / Raw Lignite)**

Uncrushed Imported Coal / Raw Lignite is transported to Primary Crushing System by engaging Loaders & Tippers. Coal is fed to BC # 1 conveyor, screened, crushed and stored in bunker. From bunker, crushed coal is loaded to lorries, stacked in yard or fed to Boilers.

### Scope of work:

- 5.1 To collect the iron pieces from magnetic separator, to check the gate position, to clean the transfer point spillages and en route, to inspect the crushers, screens, and conveyors for abnormalities before starting the system.
- 5.2 To collect Imported Coal / Raw Lignite from various locations in the yard or from BC-3 storage shed and fed to Primary hopper.
- 5.3 Lumps in Imported Coal / Raw Lignite have to be broken to – 100 mm size.
- 5.4 From there, fuel is conveyed to screen, crusher and finally stored in bunker.
- 5.5 From bunker, fuel is either loaded to lorries directly for transporting to Off Sites (or) stacked in yard / shed (or) fed to boilers (or) other agencies.
- 5.6 To ensure free flow of materials at Primary hopper.
- 5.7 For monitoring operation of screen, crusher, removal of Iron pieces from Magnetic Separator and change over at Primary House.
- 5.8 For removal of stones and foreign materials in BC # 1 hopper and the same shall be cleared then and there.
- 5.9 After stoppage of system, spillage coal along conveyor, crusher, screen area and in Transfer point should be cleaned
- 5.10 Stacked fuel has to be loaded to lorries for Off Site Boilers / Main Site Boilers / other agencies depending on the requirement. No separate payment will be paid for loading. To avoid air pollution and loss due to multiple handling we have to load fuel to lorries / tippers directly from the bunker to the maximum extent possible.
- 5.11 If required, the stack has to be leveled for taking measurement and stock verification.
- 5.12 Segregated shale, stones and other foreign materials collected from the conveyors, BC1 hopper grills shall be stored at a place and the same shall be transported and disposed off suitably to the area indicated by TNPL in TNPL premises. The work includes loading, transportation, weighment and unloading at the disposal area for which no payment shall be made.
- 5.13 To mitigate hardship in Mobilising Manpower, equipments and to avail operation convenience we may have to carry out above activities continuously and complete crushing / sieving to achieve considerable output. ( This is only indicative )
- 5.14 Requirement of manpower & equipments:  
Sufficient manpower & equipments are to be engaged for the above operations.  
Manpower: Feeding hopper :1, Crusher and conveyor:1, Bunker : 2.  
2 tippers for feeding, 2 tippers for collecting
- 5.15 Schedule: Two shifts per day.( indicative )
- 5.16 Quantity: 700 MT per day and 200000 MT per annum (Approx.).
- 5.17 Capacity of the system: 90 MT per Hour.

6. **Activity # 7** (Fuel feeding to Boilers) ✓

Solid fuels from various locations in the yard **or from BC-3 Storage shed** has to be transported to Boilers feeding hopper by engaging Loaders/ Tippers etc. and fed to Boilers **after mixing in the yard (Approx 50000 MT of Indian Coal and 40000 MT of Raw Lignite)** ✓

Scope of work:

- 6.1 To collect the iron pieces from magnetic separator, to check the gate position, to clean the transfer point spillages and en route, to inspect the crushers, screens, and conveyors for abnormalities before starting the system. ✓
- 6.2 To collect fuel (Mixture) from various locations in the yard and to feed to secondary hoppers. ✓
- 6.3 If required, Various fuels like Imported Coal ,Indian Coal, Raw lignite and Agro fuels , siftings from boiler have to be mixed. Paddy Husk, Rice brawn etc. have to be mixed to ensure free flow in the system and will vary based on the requirement. All above at no extra payment. ✓
- 6.4 Fuel is transported to Boiler feeding hopper by Tippers. From there, coal is conveyed to screen, crusher and finally stored in Boiler bunkers. ✓
- 6.5 Removal of stones and foreign materials in feeding hoppers and the same shall be cleared then and there. ✓
- 6.6 Monitoring operation of screen, crusher and removal of Iron pieces from Magnetic Separator. ✓
- 6.7 As far as possible contractor should feed Boilers directly by Tippers. Loader should not be used for unless otherwise absolutely necessary. ✓
- 6.8 All Boiler Bunker have to be filled to its maximum capacity in every shift. Every boiler coal bunker area should be cleaned then and there after feeding. Any accumulation due to overloading of bunker conveyor to be cleaned. If it is not cleaned by the tenderer other agencies will be engaged for cleaning and the charges will be recovered from tenderer's bill. ✓
- 6.9 The Contractor has to engage loaders for mixing and no extra payment will be paid for engaging loader. ✓
- 6.10 After stoppage of system, conveyor ,bunker and crusher area should be cleaned for any spillages. ✓
- 6.11 Depending on the boiler operation and demand from outside agencies, you may have to operate different systems. To facilitate system cleaning and maintenance activities it is planned to stop various systems during 9am to 12 noon and from 2 pm to 5 pm. The feeding crew has to be engaged for cleaning the entire system for above stoppage. The feeding supervisor has to monitor the cleaning activity. ✓
- 6.12 Requirement of manpower & equipments: ✓
- 6.13 Secondary Crusher # 1: (For Boilers # 1, 2 & 3) ✓

To engage sufficient trained manpower & equipments for the above operations. ✓

Manpower: Feeding hopper:2, tunnel,crusher and conveyor:1, Bunker :1.

- 6.13.1 Schedule: All three shifts.
- 6.13.2 Quantity: 500 MT/Day and 50000 MT per Annum (Approx.). ✓
- 6.13.3 System Capacity: 70 MT per Hour.

**6.14 Secondary Crusher # 2: (For Boilers # 4 & 5)**

To engage sufficient trained manpower & equipments for the above operations. Manpower: Feeding hopper:2,tunnel,crusher and conveyor:1, Bunker 4:1; Bunker 5 : 1

6.14.1 Schedule: All three shifts.

6.14.2 Quantity: 500 MT/Day and 150000 MT per Annum (Approx.)

6.14.3 System Capacity: 100 MT per Hour.

**6.15 Secondary Crusher # 3: (For Boilers # 6 & # 7)**

To engage sufficient trained manpower & equipments for the above operations Manpower: Feeding hopper:3,tunnel,crusher and conveyor:1, Bunker6 :1 and bunker 7 : 1

6.15.1 Schedule: All three shifts.

6.15.2 Quantity: 600 MT/Day and 150000 MT per Annum (Approx.)System Capacity: 150 MT per Hour.

**In the event of breakdown of any system, the contractor has to feed the boilers through feeding hoppers in the respective system and no extra payment will be given for transporting fuel from various areas. In case of feeding through plough for Boiler 4 & 5 one manpower to be stationed in plough area and No extra payment will be given.**

Note: Manpower for running boiler coal bunker should be deployed for reporting the bunker level irrespective of feeding.

**7. Activity # 7 (Fuel feeding through BC#3B)**

**Feeding to boilers from Unloading shed (BC-3) through BC-3B conveyor by enaging loaders**

**Scope of work**

**7.1 To collect the iron pieces from magnetic separator, to check the gate position,to clean the transfer point spillages and en route, to inspect the crushers, screen and conveyors for abnormalities before starting the system.**

**7.2 Fuel feeding to boiler to be done through feeding hopper.**

**7.3 Loader driver to be engaged for feeding coal to the conveyor BC-3B. Loader Driver in contractor scope.**

**7.4 Incase of mixing of coal is required, the same to be done in BC-3 shed and no extra payment shall be give for the same.**

**7.5 To collect fuel (Any one out of Indian coal,Imported Coal,Lime powder, Raw lignite and shifting) from various location in the yard for mixing in BC-3 shed.**

**If required,various fuel like Indian coal, Imported coal, limepowder,Raw lignite shifting from boiler have to be mixed. Paddy husk,Rice brawn etc. have to be mixed to ensure free flow in the system and will vary based on the requirement. All above at no extra payment.**

- 7.6 Fuel is transported to boiler feeding hopper by loaders. From there, coal is conveyed to screen, crusher and finally stored in boiler bunkers.
- 7.7 Removal of stone and foreign materials in feeding hopper and the same shall be cleared then and there.
- 7.8 Monitoring operation of screen, crusher and removal of iron pieces from magnetic separator.
- 7.9 All boiler bunker have to be filled to its maximum capacity in every shift. Every boiler coal bunker area should be cleaned then and there after feeding. Any accumulation due to overloading of bunker conveyor to be cleaned. If it is not cleaned by the tenderer, other agencies will be engaged for cleaning and the charges will be recovered from the contractor's bill.
- 7.10 After stoppage of system, conveyor, bunker and crusher area should be cleaned for any spillages.
- 7.11 Depending on the boiler operation and demand from outside agencies, tenderer may have to operate different system. To facilitate system cleaning and maintenance activities it is planned to stop various system during 9:00 AM to 12:00 Noon (or) from 2:00 pm to 5:00 pm. The feeding supervisor has to monitor the cleaning activities.

Approximate Quantity – 1,00,000 MT

**Note :**

In-case of any failure in BC-3B / BC-4C conveyor or during rainy season or as instructed by Engineer In-charge feeding has to be done through BC-11 feeding hopper.

**8. Activity # 8 (Secondary crushing of fuels)**

Solid fuels have to be transported and feed to Secondary System to meet out Off-Site as well as Main Site Boilers and other agencies.

Scope of work:

- 8.1 To collect the iron pieces from magnetic separator, to check the gate position, to clean the transfer point spillages and en route, to inspect the crushers, screens, and conveyors for abnormalities before starting the system.
- 8.2 To collect fuel from various locations in the yard or from **BC-3 Unloading shed** and fed to secondary hoppers.
- 8.3 Removal of stones and foreign materials in feeding hoppers and the same shall be cleared then and there.
- 8.4 Fuel is transported to Boiler feeding hopper by Tippers. From there, coal is conveyed to screen, crusher and finally stored in bunkers or in nearby areas.
- 8.5 After stoppage of system, conveyor, bunker and crusher area should be cleaned for any spillages
- 8.6 From bunker, fuel is either loaded to lorries directly for transporting to Off Sites / Other Sites (or) stacked in yard / shed (or) fed to boilers, as directed by Executive in charge
- 8.7 Stacked fuel has to be loaded to lorries for Off Site Boilers / Main Site Boilers / Other Sites depending on the requirement. No separate payment will be paid for loading.
- 8.8 If required, the stack has to be leveled for taking measurement and stock verification.
- 8.9 Requirement of manpower & equipment:
- 8.10 Secondary Crusher # 2: (For Off-Sites/Main site/Cement Plant / Other Sites)

The contractor has to engage sufficient manpower & equipments for the above operations.

**Manpower: Feeding hopper:2,tunnel,crusher and conveyor:1, Bunker :1**

8.10.1 Schedule: To be prepared in all three shifts especially when the system is free.

8.10.2 Quantity: 300 MT/Day and 100000 MT per Annum (Approx.).

8.10.3 System Capacity: 100 MT per Hour.

For all primary crushing and secondary crushing the contractor has to engage indicated manpower without fail. In the event of any shortfall deductions will be made in the running bills as indicted below. In case of Non-Supply of Tippers and Manpower for running the system, for which intimation for running the system will be well in advance, penalty ill be imposed for the same as short fall of Manpower.

Shortfall of manpower X twice the rate of manpower supply (as per the contract ) + 10% of above value as administration charge.

We operate primary and various secondary systems to meet the demand. Depending on the requirements of boiler/ outside agencies and also to minimise handling loss, truck movement ,we may have to operate above system in parallel or one by one or in combination of any of the above. Whenever we operate the system the indicated manpower has to be engaged.

Sufficient Manpower and equipments (Tippers) are to be provided. This work should not be affected by wagon unloading work.

#### 9. **Activity # 9 (Loading of uncrushed fuel for Off Site Boilers / Other Companies)**

Uncrushed fuel like **Imported Coal, Indian coal and Raw Lignite** etc., to be loaded to Off- Site/ other agencies by using Front End Loaders.

##### Scope of work:

- 9.1 Loading of identified uncrushed fuel either from BC # 3 or Yard into lorries for transporting to various Off Sites / other agencies.
- 9.2 Uncrushed fuels at yard or from BC-3 Unloading shed have to be loaded into lorries using TNPL Loader. Loader drivers are in contractor scope
- 9.3 Adequate loaders have to be engaged so the the offsite trucks are loaded within 30 minutes of arrival for loading. Quantity to be transported will vary depending on seasonal requirement.
- 9.4 To load the fuel to trucks to a height as instructed by Executive in charge.
- 9.5 Requirement of manpower and equipment:

To engage sufficient manpower & equipments for the above operations

9.5.1 Schedule: All three shifts .

9.5.2 Quantity: Approximate quantity per annum to be handled in this Category shall be 375000 MT. During the season the quantity will be 2500 Mt per day.

**10. Activity # 10 (Shifting and Storing fuel in Shed)** ✓

Solid fuels have to be stored in shed to ensure dry fuel to Boilers during rainy season.

Scope of work:

- 10.1 **Imported Coal / Indian Coal, Raw Lignite** has to be loaded into tenderer tipper using TNPL loader and transported to shed.
- 10.2 The fuel has to be collected at different locations in yard.
- 10.3 Fuel dumped in shed has to be stacked using Loader and the height is 3.50 Mtr approximately.
- 10.4 TNPL will provide Loader for leveling the first layer and for compacting. Equipment operator in tenderer's scope. If required Second layer of solid fuel to be stacked by engaging TNPL loaders for which payment shall be made for equipment operator used for compacting. Equipment operator used for loading to tipper will be tenderer's scope.
- 10.5 Sufficient tippers in good condition for climbing on the ramp shall be engaged for this operation.
- 10.6 To meet out fuel requirements during rainy season, it is the responsibility of the tenderer to fill with solid fuels in all the sheds.
- 10.7 Engage sufficient manpower for leveling the stack whenever necessary.
- 10.8 Requirement of manpower & equipments:
- 10.9 The tenderer has to engage sufficient manpower & equipments for the above operations
- 10.10 Schedule: As and when required.
- 10.11 Quantity: Approximate quantity per annum to be handled in this Category shall be 20000 MT. ✓

**11. Activity # 11 (Drying of fuel, found to be more wet)**

If the solid fuels are more wet and unable for feeding to Boiler, we have to take-up solar drying to remove moisture.

Scope of work:

- 11.1 Scope of work includes collection of Wet Solid fuels from yard/ BC#3 by using tenderer Tippers and transporting the same to the drying yard
- 11.2 For Spreading the material loader will be given by TNPL and providing equipment operator is the scope of the tenderer.
- 11.3 Segregation / collection of foreign material like stone, iron piece, wooden piece etc. and disposing.
- 11.4 Ploughing the solid fuel by using Contractor's Tractor, heaping the dried fuel and covering if required on daily basis.
- 11.5 Transporting the dried fuel to the feeding area or shed or stored in the drying yard itself under cover using tarpaulin.
- 11.6 The dryness of dried coal is assessed visually by the executive to ensure free flow in the hoppers and downward system.
- 11.7 Tractor, consumables for Tractor, ploughing attachment Tractor Driver etc are under tenderer's scope.
- 11.8 In case TNPL tractor is provided, charges as fixed by TOS department will be deducted for the same from the running bills. ✓

- 11.9 Fuels stacked in the yard shall be covered by Tarpaulin whenever rain is expected. Coal has to be heaped to a height of 1 Mtr on top of the rake and covered by tarpaulin so that water can drain properly.

11.10 Requirement of manpower and equipment:

To engage sufficient equipments for the above operations as per the requirement.

- 11.10.1 Quantity: Approximate quantity per annum to be handled under this category shall be 50000 MT.

12. **Activity # 12 (Dust Suppression)**

Due to handling of various solid fuels and equipment movements, considerable dust pollution is generated in Coal handling Plant.

Scope of work:

- 12.1 To control dust emission, we engage tractor hauled water tanker for sprinkling water on connecting roads, certain portion of the yard etc. For this TNPL will provide tractor, its consumables and water tanker. The contractor has to provide driver for operating tractor and claim equipment operator charge as per PO. The requirement will be one or two driver in A,B and C shifts. However based on wind flow and rain the requirement will be finalised.

- 12.2 You have to engage one labour in all shifts exclusively for operating sprinkler for which labour charge will be paid. The requirement will vary from time to time.

12.3 Requirement of manpower:

To engage sufficient manpower for the above operations.

- 12.3.1 Schedule: Depends on seasonal condition.

13. **Activity # 13 (Yard & Equipment Maintenance)**

13.1 **Wagon Tippler area:**

- 13.1.1 Wagon Tippler installed at Coal Handling Plant is meant for unloading coal wagons. While unloading, coal falls on the table and subsequently fall into the bottom of table where load cells and drive train are located. This pit has a dimension of 18 Mtr x 4.5 Mtr and depth 2.5 Mtr.
- 13.1.2 To clean all materials that have spilled from wagons during unloading at Wagon Tippler. As these spillages accumulation results in malfunctioning of weighing system, the area adjacent to load cells are to be cleaned immediately on clearing wagons.
- 13.1.3 Accumulated coal has to be removed from pit and fed to the system or dumped at place shown by Engineer-in-charge.
- 13.1.4 Work has to be taken-up as and when required, which is decided based on quantum of spillage and arrival of subsequent coal rake.
- 13.1.5 Work shall be carried out manually.
- 13.1.6 Clearing frequency shall be 5 times in a month approximately.
- 13.1.7 For this work, charge will be paid as per the rate schedule.

**Conveyor Tunnels, Primary & Secondary Crusher Houses, Transfer Towers Coal Conveyors & Coal Bunker areas:**

- 13.1.8 It is the responsibility of the Contractor to keep the yard and equipments in unloading system, Crusher Houses, tunnels, conveying system & feeding points clean and tidy. Accumulations of material in these areas result in heavy pollution and fire accidents. Hence, the contractor has to engage sufficient manpower for cleaning above areas on daily basis.
- 13.1.9 The cleaning work has to be taken-up whenever the system is free on daily basis by engaging the feeding crew.
- 13.1.10 Whenever there is spillage in the system due to any system failure, the contractor has to engage manpower for cleaning, for which payment will be made as per manpower supply rate.
- 13.1.11 General Terms:

13.2.4.1 All foreign materials in the yard have to be collected and shifted to area earmarked. Tenderer has to provide two persons for one day every week for which payment may be made as per the prevailing labour supply charge.

13.2.4.2 For up keeping the yard and for updating the stock status the contractor has to provide **Tipper with Driver and Equipment Operator, for which Equipment Operator payment may be made as per the prevailing Equipment operator chargers and payment for Tipper with Driver are under contractor's scope.**

The contractor has to provide on an average 5 labours per day **as per the requirement** for yard maintenance, maintenance assistance and system inspection. However, above manpower will be used as per requirement but limited to the full quantity for every month. Any short fall will be charged as mentioned below.

**Shortfall of manpower in a month X twice the rate of manpower supply ( as per the contract ) + 10% of above value as administration charge.**

13.2.4.3 The cleaning frequency mentioned in the scope is only indicative and it may vary depending on the quantum of accumulation.

13.2.4.4 Schedule: Every day as per the requirement.

**14. Activity # 14 (Stock verification and annual survey)**

- 14.1 Joint Stock verification of various solid fuels is taken on 01<sup>st</sup>, 15<sup>th</sup> and 25<sup>th</sup> day of every month. Bi-annual survey of solid fuels is conducted in March and September of every year by external agency.
- 14.2 For above, the contractor has to carry out the following works:
- 14.2.1 Fuels should be collected in orderly manner from the existing stacks such that stacks do not get distorted and measurement is possible at any time without any difficulty.
  - 14.2.2 Engage sufficient manpower if required for leveling the stack and placing identification board.
  - 14.2.3 Engaging loader for maintaining the stack formation.
  - 14.2.4 Arranging for taking measurement and recording.
  - 14.2.5 Shifting any stack and forming any stack out of partly consumed stack for measurement and accounting.
  - 14.2.6 Collecting samples of fuel from different stacks and weighing at lorry weighbridge for arriving bulk density. Necessary Loader operator / Tractor Operator / labour have to be arranged by the contractor. For all above no labour charge is applicable.

**15. Activity # 15 (Test weight for calibration / Trial in Boiler)**

- 15.1 For calibrating the weighing system of Wagon Tippler, the tenderer has to arrange for test weight and cross check at coal Yard weigh bridge at free of cost.
- 15.2 In case of any verification of weightment of boxes, unloaded fuel has to be weighed at truck weigh bridge and dumped at earmarked location as per test weightment rates..
- 15.3 In case of any trial in boilers, fuel has to be weighed and fed to boilers for which payment shall be made for weighed quantity as per PO terms.

**Details of manpower / equipments requirement**

Requirement of manpower, loader drivers and tippers vary for each activity. The duration also changes during the contract period. All these details are consolidated and furnished in Annexure-A. No person should be engaged for more than 16 hours of work continuously in any case. The tenderer has to study the requirement thoroughly and get clarified the doubts if any before submitting the offer.

**16. Special instruction for unloading, transporting and stacking of solid fuels and lime stone:**

- 16.1 Whenever manual Unloading of wagons has to be done unloading shall be permitted only on one side of the track. However, if situation warrants unloading shall be allowed on both sides of the track with prior permission and without affecting track maintenance and other arrivals. In case, the unloading is done on both sides of the track, the tenderer shall remove the coal atleast one side of the track within 9 hours of unloading to enable further placement of coal rakes. In the event of failure on tenderer's part, TNPL reserves the right to make alternate arrangement and the expenses thus incurred shall be debited to the tenderer's account.

- 16.2 Tenderer has to remove manually unloaded coal / other solid fuels from the track as per the Railway rules and regulations to prevent the derailment of the empty wagon while removal from the TNPL siding. Tenderer shall mobilize men and machinery without interruption for continuous operation to lift coal from our Railway lines, transport the same to the Railway siding, 100% weighment at lorry weighbridge, coal yard stacking the same as per the instructions and level it for measurement within 24 hours from the time of unloading of coal from the wagons. In case of failure by the tenderer to complete the above stipulated performances within 24 hours, TNPL reserves the right to make alternate arrangement and the expenses thus incurred shall be debited to the tenderer's account. ✓
- 16.3 Tenderer shall ensure that the concrete pitching on both sides of the Railway siding is not damaged while unloading, handling and reloading of solid fuels. In case of any damages to the concrete pitching the repair charges incurred by TNPL shall be recovered from the tenderer's bill. ✓
- 16.3.1 For unloading, transportation and stacking of materials, necessary manpower tools and tackles shall be arranged by the tenderer to carry out the work effectively. In case, wagons are received with welded doors, it is the Contractor's responsibility to arrange special equipments required for manual unloading of such wagons. ✓
- 16.4 It is tenderer's responsibility to liaise with the Railways and obtain details regarding arrival of rake/ wagons and to inform TNPL well in advance and make necessary arrangements. It is also tenderer's responsibility to liaise with Railways for the placement of wagons and movement of empty wagons. Any other formalities with Railways in connection with this contract shall also be his responsibility. All the rules of the Railways in force and subsequent changes, which comes of force from time to time, shall be strictly adhered to. ✓
- 16.5 Tenderer's vehicle shall not be allowed to cross the railway lines. Tenderer shall operate the trucks while transporting the unloaded coal/other solid fuels from all the four lines through the passage specified for this purpose of operation. Whenever the operation is suspended due to non-compliance, the tenderer shall follow the instruction and resume the work. Any damage on this account shall be debited to tenderer's account. ✓
- 16.6 Tenderer shall submit the bill clearly indicating the serial number of stacks for which leveling work completed in all respects. ✓
- 16.7 Tenderer shall raise bill once in a month or on completion of unloading, stacking and leveling of one arrival as the case may be and duly certified by the Engineer/ Officer-in-charge. Payment shall be effected as per 'Payment terms clause' mentioned elsewhere in the Tender. ✓

**17. General Condition and information:**

- 17.1 Fuels stacked in the yard shall be covered by Tarpaulin whenever there is rain. Labour engaged will be under your scope. In the labour is not deployed, manpower from other agencies will be deployed and the cost incurred will be deducted from your running bill.

- 17.2 Tenderer shall submit daily report regarding manpower supply, vehicles deployment and the quantum of work carried out on day to day basis and the register maintained shall be produced if required for verification.
- 17.3 Other tools and tackles such as but not limited to shovels, sledge hammer, broom sticks, cotton waste, pan etc. have to be arranged by the tenderer at their end for effective implementation of the contract.
- 17.4 In the event of fire It is the tenderer's responsibility to coordinate with fireman to control and extinguish the fire. Sufficient manpower has to be mobilised for fire fighting for which no labour charge will be paid.
- 17.5 Fire man will be trained and deputed by security department for monitoring the fire round the clock in the coal stacks and yard. For the above, one fire men will be covered by TNPL. The remaining two person has to be covered by the tenderer for which, as per the labour supply, charge can be claimed.
- 17.6 In the event of any jamming of screens , crushers or chute it is the responsibility of the contractor to engage sufficient manpower for clearing. No payment will be made for this activity.
- 17.7 Quantum of work (Quantity) covered in various activities are only indicative. Based on operational need, this will vary from time to time.
- 17.8 Tenders shall comply with the safety rules of the company. In case of any violation, a fine of Rs 200/- per occasion will be deducted from their bills.**
- 17.9 In case any of the work is withdrawn at a later date by TNPL. The tenderer may reduce the trucks / manpower accordingly in concurrence with CHP to meet the requirement of TNPL. However the tenderer should not claim any revision in rates for withdrawal of an activity by TNPL from the scope.
- 17.10 Working time and Maintenance of Records:
- 17.10.1 Tenderer is fully responsible in each shift to give the required crushing / screening. If there is any short fall in crushing / screening penalty will be levied according to the loss attained due to short fall in production. The tenderer should present themselves every day in CHP to review the production status with CHP Engineer / Officer-in-charge.
- 17.11 Primary Crushing of Imported coal/ Indian coal/raw lignite crushing / screening is a seasonal work. The crushing will be stopped at the end of the sugar season. However, if crushing / screening is required to be continued for in plant boilers, the tenderer has to carry out the work without any deviation from the contract terms.
- 17.12 Coal handling plant generally works for three shifts during season and tenderer is required to mobilize adequate trained personnel and equipment to maintain the crushing / screening capacity. During non crushing / non-screening time, during the day the Contractor is expected to carry out servicing of their equipments and upkeep of the equipments so that they will not fail during crushing / screening operation.
- 17.13 If there is any mechanical breakdown or planned shutdown of the plant, tenderer will be informed accordingly and it is tenderer's responsibility to plan his manpower and resources accordingly. TNPL shall not pay any idle charges for tenderer's work force under such circumstances.
- 17.14 Tenderer has to maintain logbooks for all the vehicles issued to tenderer by TNPL, which shall be the property of TNPL. Tenderer shall also maintain field order book for recording the communications of TNPL to Contractor. The field order book should be countersigned by Engineer/Officer-in-charge at regular intervals.
- 17.15 Tenderer shall also retain a competent Supervisor in each shift to collect the instructions from Engineer/ Officer-in-charge and lead their employees to achieve the maximum production with desired quality level. In addition he has to supervise yard maintenance including sprinkler operation.

- 17.16 If the Engineer/Officer-in-charge is not satisfied with the Tenderer's performance and in the event of Contractor's failure to come up to the expectation of TNPL (and likely shortage of crushed / screened coal for in plant as well as Off site boilers operation), the Engineer/ Officer-in-charge is empowered to take corrective action which includes to get the work done through some other agency, to prevent stoppage of the plant due to Contractor's failure and the cost thus incurred shall be debited to the Contractor's account. ✓
- 17.17 Raw coal/fuel stacks are measured and certified for a definite weight. As the weighment of each truck is not possible, Engineer/Officer-in-charge shall certify the progress bill with an approximation and reconciliation shall be done after exhausting a particular stack and the corrections if any, shall be done in the tenderer's subsequent bills and/or in the final bill payable to the tenderer ✓
- 17.18 Approximate quantity of various solid fuels handled in fuel feedings to boilers shall be around 4,50,000 MT/annum. Quantity is only indicative and may vary depending on the rate of steam generation vis a vis rate of production. Tenderer shall be paid only for the actual job carried out by him. ✓
- 17.19 For Off-Site/Cement/others loading, the tenderer will be paid for the actual weight recorded in the weigh bridge. ✓
- 17.20 Tipper / Dumper / Tractor Operation:
- 17.20.1 The tenderer has to arrange his own Tipper, Dumper for transporting various materials. ✓
- 17.20.2 All consumables, operators are tenders scope.
- 17.20.3 All Tippers shall have minimum capacity of 20 MT preferably. While transporting material, the operator should maintain a speed less than 10 Km/Hour and ensure all rear doors are closed. This is essential to prevent movement of equipments spillage and pollution. All tipper shall have spillage arresting plate at the rear end of tippers and should be loaded up to spill plate level. ✓
- 17.20.4 All equipment should have valid Registration, Insurance and Road Worthy Certificates issued by competent authority. The copy of the same is to be shown whenever required.
- 17.20.5 All operators should have valid driving license and shown whenever required.
- 17.20.6 Above conditions are applicable for Tractor also, whenever engaged.
- 17.20.7 Loader operation:
- 17.20.8 TNPL will provide Loader and all consumables for loaders only.
- 17.20.9 Trained and certified Loader operator has to be provided by the tenderer
- 17.20.10 The loader operator should fulfill all qualification and experience criteria as stipulated by Auto section / HR Department. ✓
- 17.20.11 They shall be trained and certified by Auto Section In-charge for operating Loader.
- 17.20.12 It is the responsibility of the tenderer to mobilize loader operators, get them trained and further deployment in CHP.
- 17.20.13 It is the responsibility of the tenderer to retain the operator and maintain sufficient loader operator for trouble free operation.
- 17.20.14 Loaders shall not be used for hauling or pushing etc. Movement of Loaders shall be monitored and controlled so that it is operated only in designated areas.
- 17.20.15 One Loader driver has to be engaged for Maintenance of Loaders Irrespective of shifts for which payment is in contractor's scope

## 17.21 Visit of the contractor to CHP:

- 17.21.1 Coal Handling Plant cover vast area and various crusher houses are located at different locations. Boilers are also located at different locations. We use Indian Coal, Imported Coal, Raw Lignite and various agro fuels for the Boiler (Stacked in Coal Yard ).
- 17.21.2 In addition, we stock and load various grade fuels to our Off Sites/ other agencies.
- 17.21.3 In view of above, the tenderer is advised to visit CHP, interact with our Officer-in-charge for clearly assessing the quantum of work based on various distances between installations, commissioning of equipments and nature of work before submitting offer.
- 17.21.4 The tenderer is advised to visit CHP, interact with our Officer-in-charge for clearly assessing the quantum and nature of work on daily basis.

## 17.22 Penalties &amp; Recoveries from Bill

Following expenditure will be recovered from the tenderer running bill for non-compliance of work.

- 17.22.1 Tenderer has to engage sufficient manpower for feeding. Whenever a system is operated , you have to deploy the indicated manpower as detailed in each scope. Primary system will be operated as per the need. In secondary system, **any two will be in continuous operation on regular basis. If required all four system will be in Operation.** Whenever we operate a system, if the required man power is not provided , then the following guidelines will be used to levy penalty:

Short fall manpower X twice the rate of manpower supply ( as per the contract ) + 10%of above value as administration charge.

Whenever the system is not operated the manpower has to be engaged for cleaning the system and upkeep of the yard.

Carpet coal recovery:You have to engage a **Frontend Loader ( Loader will be provided by TNPL )** for scrapping carpet coal and shift **the recovered coal** toconcrete yard / shed . The foreign materials have to be segregated and disposed.

**Equipment** operator , manpower for segregation are chargeable. You have to provide tipper for transportation at free of cost. This work will be **carried out as per requirement.**

- 17.22.2 Demurrage due to lapse on tenderer's part while unloading and clearing of materials using Wagon Tippler as well as manual operation.
- 17.22.3 Damage to railway tracks, Wagons, any derailment of wagons due to mal-operation and non clearance of materials between the tracks.
- 17.22.4 Damage to TNPL equipments, system.
- 17.22.5 Damage due to fire if the cause is attributed to lapse on tenderer part in clearing accumulated fuels below BC # 3, NBC # 2, between tracks, conveyors, crusher houses, bunkers etc.
- 17.22.6 The tenderer has to maintain yard and equipment clean and tidy.

- 17.22.7 The tenderer has to maintain proper documents for engagement of man power in each system shiftwise and other deployment for coal yard activities.
- 17.22.8 Retaining of specific manpower in the labour supply category for the requirement of company (TNPL) should be possible.
- 17.22.9 Sufficient equipments (Tippers) are to be provided.
- 17.22.10 Tenderers shall comply with safety rules of the company. In case or any violation, a fine of Rs 200/- per occasion will be deducted from their running bill.**
- 17.22.11 If the contractor fails frequently, TNPL is having the right to engage another contractor for unloading/ Stacking, Feeding the solid fuel in time and deduct the expenses incurred from the original contractor's bill.**
- 17.22.12 If TNPL is forced to pay high penalty Demurrage Charges (DC) because of the poor performance of the contractor on earlier occasions, the extra DC charges will be recovered from the running bills of the contractor, even the DC is occurred due to TNPL in the current occasion.**
- 17.22.13 It is to be noted that all activities are essential and time bound for trouble free operation of Coal Handling Plant. If there is any delay in any of above activities, TNPL will engage an alternate contractor and complete the work. This expenditure and administrative charge will be recovered from the running bills based on Management direction.

## 2 PAYMENT TERMS

### a) Unloading & stacking of fuels / lime stone

Tenderer shall raise bills **once in a month** and the same shall be certified by Engineer/Officer-in-charge after deducting any services rendered to him or any other deductions as per Tender clause. The payment shall be effected as follows:

- 95% of the certified bill value shall be released within 15 days from the date of receipt of certified bills at our Accounts department thro RTGs.

- 5% shall be withheld as retention money and released on satisfactory completion of the contract.

### b) Collection and feeding of fuels to crushers etc.,

Tenderer shall raise Monthly bills and the same shall be certified by Engineer/Officer-in-charge after deducting any services rendered to him or any other deductions as per Tender clause. The payment shall be effected as follows:

- 90% of the certified bill value shall be released withing 10 days from the date of receipt of certified bills at Accounts department thro RTGs.

- 10% shall be withheld as retention money and released on satisfactory completion of the contract.

- Bill for each category will be passed for payment only after completion of cleaning work. If incomplete, payment will be passed only for those categories for which cleaning is completed.

### 3 CONTRACT PERIOD

BPA shall be for a period of one year from date of order. However, the period may be extended on the existing terms and conditions if mutually agreed.

TNPL reserves the right to short close the contract at its own discretion without any prejudice giving a notice of 15 days. In case Tenderer's performance is not satisfactory, TNPL reserves the right to terminate the contract without any prejudice giving a notice of 15 days. In case of such termination, the Tender Security of **Rs 7,00,000/-** shall be forfeited without any prejudice.

### 4 OTHER TERMS AND CONDITIONS

4.1 Tenderer shall quote the rates against each item after thoroughly assessing the quantum/nature of work. Rates quoted shall remain firm & fixed without any escalation. In case Tenderer withdraws from the Tender on a later date for any reason the EMD submitted shall be forfeited without any prejudice.

4.2 After award of contract to the successful Tenderer (contractor), if the contractor withdraws from the work on a later date during the contract period for any reason, Security Deposit and Additional Security Deposit if any submitted by the contractor shall be forfeited without any prejudice, besides the contractor will not be considered for any future Tenders in TNPL for a minimum period of 3 years.

4.3 TNPL reserves the rights to short close the contract at any time depending upon the necessity.

4.4 The Tenderer shall specify separately while quoting the rates, whether the Service is Taxable.

It is the responsibility of Tenderers to ensure whether the work is taxable or not and if taxable, Tenderer has to submit GST Registration number and the GST will be paid to Tenderer only from the date of registration or effective date of contract whichever is later upon submitting a copy of GST Registration Certificate. TNPL is not responsible for any action initiated by the GST on Tenderer at a later date for non-payment of GST.

In case of Taxable service, Tenderer shall raise bills in triplicate by submitting a copy of GST registration certificate, a copy of PAN along with the following details for availing Input tax credit by TNPL.

- a) Bill Number / Invoice Number
- b) Name, Address and Registration Number with Date
- c) Name & Address of the Service receiver
- d) Description / Classification of the service
- e) Value of the service with GST payable.

In case of receipt of GST from TNPL, you are required to submit a "Declaration" with the subsequent bills towards remittance of the same to the respective authorities. The declaration shall be as below: " I / We do hereby declare that the GST amount received from M/s.TNPL for our previous bills have been deposited to the Government Account ".

4.5 It is the responsibility of Tenderer to keep the entire area indicated in Tender clean and tidy and also floor of godowns to be kept clean (House keeping) by deploying the requisite manpower and implements for working.

4.6 Tenderer should mobilize the manpower and the vehicles required for starting the work within 7 days from the date of letter of intent or any other form of communication.

4.7 Quantity mentioned in the Tender is only indicative and may vary on either side and TNPL does not give guarantee for the quantity indicated above.

4.8 Tenderer has to keep the area of equipments like Conveyor, Wagon Tippler, Crusher House and Yard etc. clean and tidy. This is a prime requirement for maintenance of the equipments.If the areas are not cleaned properly, the same will be attended by engaging local contractor and twice the expenditure +10% of the above charge as administration charge will be deducted from the running bill of Tenderer.

4.9 Whenever Tenderer fails to mobilize the required resources to fulfill various aspects of contractual obligations making it necessary for TNPL to engage alternate agency for completing that particular work, the additional charges thus incurred plus 10% of the charges as administrative charges shall be recovered from the Tenderer's bills/Security Deposits.

4.10 In the event of failure of the Tenderer to mobilise the adequate labour and clear the wagons within the free time allowed agreed in the contract and the required vehicles and manpower for speedy movement of coal from railway track to enable the empty wagons to be removed from TNPL siding. In the event of failure, TNPL shall engage alternate agency to clear the tracks and remove the wagons and unloaded material and the cost thus incurred shall be debited to the Tenderer's account besides forfeiting the security deposit without any prejudice.

4.11 Tenderer shall ensure the following:

4.11.1 Valid fitness certificate for vehicles engaged for the entire contract period

4.11.2 Emission test certificate issued by a testing agency authorised by Transport department of T.N. for smoke emission density less than 65 HSU.

4.11.3 Prominently written registration number plates fixed on the vehicle as stipulated by Transport department of T.N.

4.11.4 The driver engaged by you shall have valid Heavy Vehicle Driving License and a copy of the license shall be submitted to the Engineer/Officer-in- charge. Incase performance of the driver is not satisfactory, you shall provide alternate driver on instructions of Engineer/Officer-in-charge. A copy of the RC book of the vehicles in use shall also be handed over to the Engineer/ Officer-in-charge.

4.12 Tenderer should provide true and correct information / documents wherever asked for in the tender. At any point of time, if the information / supporting documents provided by the tenderer is false / fabricated, tenderer's offer shall be disqualified automatically.

4.13 Contract shall be deemed to have been entered into at Kagithapuram, Karur Dt and the courts at Karur only shall be the forum for legal proceedings, if any, connected with this contract.

4.14 Tenderer shall comply with all labour rules and regulations enclosed as Annexure III, with respect to deployment of labour from time to time regarding minimum wages, EPS, Bonus and other statutory regulations.

15. **Offer Validity:** The rate quoted against the tender should be valid for acceptance for a minimum period of 90 days from the date of opening of price bid and during the validity period of the offer, no bidder is permitted to make any upward revision in the rate of withdraw his offer. In case of withdrawal or upward revision as stated above, the EMD / SD amount will be forfeited.
-

**ANNEXURE I – COMMERCIAL BID**

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc. & II) Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

Ref: Tender No. PUR:ENQ: 222313000200-08/04/2022 dt. 14/04/2022

NOTE : Before filling up the details, please carefully read all the points. No correction or overwriting is allowed.

1	Name and address of the Tenderer	
2	Partnership / proprietorship/private, limited company / Public Limited Company/Public undertaking.(Proof of registration to be enclosed).	
3	Name and address of partners and/or directors (incase of company or partnership firm copy of the relevant registration/ partnership deed to be provided)	
4	Usual place of business	
5	<p><b>Experience:</b> Tenderer should have experience in carrying out labour oriented works (by engaging skilled and unskilled workmen) like manual packing of materials, manual handling of materials, manual loading, unloading and stacking of materials, operation and maintenance of equipments and machineries like boilers, conveyors, crushers, pumps, compactors etc. or installation of Plant and Machinery in any industry or Government establish-ment and carried out works for a value not less than <b>Rs.25 Lakhs for a period of 12 continuous months between 01/04/2016 to 31/03/2022</b>. The following documentary proof for the experience must be enclosed along with the Technical-Cum-Commercial Bid failing which, the tender is liable for rejection at the discretion of TNPL.</p> <p>1) Copies of Work Orders / Contracts</p> <p>2) Copies of Bills / Invoices with Payment vouchers</p> <p>3) Copies of Audited Balance Sheet for the past three completed financial years</p> <p>4) Copies of Income-Tax return submitted for the past three assessment years</p>	
6	No. of employees presently engaged by the Tenderer in his present establishment	

7	No. of qualified staff presently engaged by the Tenderer.	
8	Name and address of bankers.	
9	Provident Fund/ESI code numbers if any. (Proof of registration to be enclosed)	
10	Whether the Tenderer enjoys any overdraft arrangement with the bankers and if so, give particulars.	
11	Working capital of the Tenderer.	
12	<p>Is the Tenderer an income-tax -- Assessee? Copy of latest IT return along with PAN No. has to be produced.</p> <p>a) PAN No. (Pl. provide Photo Copy) -- b) Status (Please tick) -- c) GST Regn.No. &amp; Date -- (Please provide photo copy) d) GST Tax Regn.No. &amp; date (Pl. provide copy)</p>	<p>Company / Non Company</p>
13	Please give your sales turnover for the past 3 years along with copy of audited balance sheet and profit and loss account.	
14	<b>Latest Solvency Certificate Details for a value of Rs 5 lakhs</b>	
15	Agreeable to take up the work as per Tender	Yes / No
16	<p><b>E.M.D. AMOUNT :</b></p> <p><b>Have you enclosed Demand Draft towards EMD in Commercial Bid Envelope for an amount of Rs 7,00,000/-.</b></p>	
17	<p><b>TENDER FEE:</b></p> <p>Have you enclosed (Tenderers who have downloaded Tender Demand Draft towards payment of non-refundable Tender Fee of <b>Rs.590/- (incl. GST @ 18%)</b>)</p>	
18	<b>VALIDITY OF OFFER :</b> Agreeable to keep the offer valid for a minimum period of 90 days from the due date and the rates valid for one year.	

19	Have you taken up any work earlier in TNPL? If so, furnish order particulars with copies of orders	
20	GST Registration details [Copy of GST Registration should be enclosed]	
21	<b>Please mentioned applicable GST percentage for the offered items.</b>  <b>If not mentioned applicable GST percentage your offer will be liable for rejection.</b>	

**NAME :****ADDRESS :****(SIGNATURE WITH SEAL)****DATE :****Contact Phone No. :****Mobile Phone No. :****E-Mail ID :**



**ANNEXURE II A – BUDGETARY PRICE BID  
PROFORMA**

To **M/S TAMIL NADU NEWPRINT AND PAPERS LIMITED**  
**KAGITHAPUAM – 639 1 36, KARUR (DT.)**

**Sirs**

**Sub: Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and collection & feeding to Crushers etc & Handling of lime stone received through rail rakes / Wagon, transportation & Stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

**Ref. Tender No.22213000200 – 08/02/2022 dated 14/04/2022**

S. No.	Description	UOM	Approx. Qty / Annum 2022-23	Rate / MT Rs.P	Value Rs.P
1	Weighment & transportation of stone, shales & boulders	MT	500		
2	Unloading of solid fuels by wagon Tippler	MT	900000		
3	Clearing of solid fuels below BC#3 / NBC#2	MT	350,000		
4	Manual unloading, transporting,, stacking of solid fuels and lime stone	MT	15,000		
5	Primary Crushing / Screening of Imported coal / raw lignite	MT	200,000		
6	Primary Crushing of Indian Coal	MT	50,000		
7	Fuel feeding to Boilers	MT	350,000		
8	Secondary Crushing of fuels	MT	100,000		
9	Loading of uncrushed fuel for Offsite Boilers / Other companies	MT	375,000		
10	Shifting and storing fuel in shed	MT	20,000		
11	Drying of fuel found to be more wet	MT	50,000		
12	Test weighment of solid fuels / lime stone	MT	3,000		

S. No.	Description	UOM	Approx. Qty / Annum 2022-23	Rate / MT Rs.P	Value Rs.P
13	Clearing of accumulated coal below wagon Tipper table	No.	60		
14	Equipment Operator	MANDAY	1,200		
15	Unskilled workmen	MANDAY	2,500		
16	Fuel feeding to boilers from wagons unloading shed through BC-3B conveyor	MT	100,000		
Value per Annum					
GST					
Total Value					
The above quantity is only indicative and may vary on either side and TNPL does not give guarantee for the quantity indicated above					
Thanking you					
Name :					
Address			Yours Faithfully		
Date:			Signature with date		
Contact Phone No.:					
Mobile Phone No. :					



**ANNEXURE II A – FIRM PRICE BID**  
**PROFORMA**

To  
**M/S TAMIL NADU NEWPRINT AND PAPERS LIMITED**  
**KAGITHAPUAM – 639 1 36, KARUR (DT.)**

**Sirs**

**Sub: Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and collection & feeding to Crushers etc & Handling of lime stone received through rail rakes / Wagon, transportation & Stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

**Ref. Tender No.22213000200 – 08/02/2022 dated 14/04/2022**

S. No.	Description	UOM	Approx. Qty / Annum 2022-23	Rate /MT Rs.P	Value Rs.P
1	Weighment & transportation of stone, shales & boulders	MT	500		
2	Unloading of solid fuels by wagon Tippler	MT	900000		
3	Clearing of solid fuels below BC#3 / NBC#2	MT	350,000		
4	Manual unloading, transporting,, stacking of solid fuels and lime stone	MT	15,000		
5	Primary Crushing / Screening of Imported coal / raw lignite	MT	200,000		
6	Primary Crushing of Indian Coal	MT	50,000		
7	Fuel feeding to Boilers	MT	350,000		
8	Secondary Crushing of fuels	MT	100,000		
9	Loading of uncrushed fuel for Offsite Boilers / Other companies	MT	375,000		
10	Shifting and storing fuel in shed	MT	20,000		
11	Drying of fuel found to be more wet	MT	50,000		
12	Test weighment of solid fuels / lime stone	MT	3,000		

S. No.	Description	UOM	Approx. Qty / Annum 2022-23	Rate /MT Rs.P	Value Rs.P
13	Clearing of accumulated coal below wagon Tipper table	No.	60		
14	Equipment Operator	MANDAY	1,200		
15	Unskilled workmen	MANDAY	2,500		
16	Fuel feeding to boilers from wagons unloading shed through BC-3B conveyor	MT	100,000		

Value per Annum \_\_\_\_\_

GST \_\_\_\_\_

Total Value \_\_\_\_\_

The above quantity is only indicative and may vary on either side and TNPL does not give guarantee for the quantity indicated above

Thanking you

Name :

Address

Yours Faithfully

Date:

Signature with date

Contact Phone No.:

Mobile Phone No. :

E-Mail ID :

**ANNEXURE - III**

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc. & II) Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

Ref: Tender No. PUR:ENQ: 222313000200-08/04/2022 dt. 14/04/2022

**TERMS AND CONDITIONS FOR HANDLING COAL WORK AT UNIT – I**  
**FOR THE YEAR -2022-23**

The Contractor shall comply with various Labour Statutes relating to deployment of contract labour, wages and other allowances as mentioned below:-

**1. REGISTRATION OF CONTRACT AND CONTRACTOR'S LICENCE**

- 1.1 The Contractor has to produce the following documents to the Principal employer to register their contract with the Joint Director of Industrial Safety and Health, Trichy:
- Contractor's Details (Proprietor's name, Father's name, Age/ Date of birth, E-mail ID, Mobile No.).
  - Form VI- A ( Notice of Commencement of work).
  - Indemnity Bond in Rs.20/- Stamp paper.
  - Copy of Aadhaar Card.
- 1.2 If the Contractor engages 20 or more personnel, they have to apply for Contractor's licence with the Deputy Director of Industrial Safety and Health, Karur. The Contractor has to produce the following documents:
- Form IV- Application for Licence (5 Copies)
  - Form VII – In case of renewal of Licence (5 Copies)
  - Along with the above forms, Security Deposit of Rs.500/- per head remitted either by means of NSC or treasury challan in the following head:8443 Civil deposits (b) Deposits not bearing interest 116 deposit under various contract and state Acts– AB. Deposits under the Contract Labour ( Regulation and Abolition) Rules.
  - Licence Fee is to be remitted through treasury challan in the head 0230-00-Labour and Employment – 104 Fees realized under the Factories Act – AO-Fees under contract labour (D.P.CODE:0230-00-104-AO-0006).

**DETAILS OF REVISED LICENCE FEE:**

No. of Workmen	Registration fee (Rs.)	Licence fee (Rs.)	Licence Renewal fee (Rs.)	Surcharge (Rs.)	Amendment Fee (Rs.)
Upto 20	2500.00	2500.00	2500.00	1250.00	500.00
21 – 50	2500.00	2500.00	2500.00	1250.00	500.00
51 – 100	5000.00	5000.00	5000.00	2500.00	500.00
101 – 200	10000.00	10000.00	10000.00	5000.00	500.00
201 – 400	20000.00	20000.00	20000.00	10000.00	500.00

Above 400	20000.00	20000.00	20000.00	10000.00	500.00
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- Licence amendment fee - Rs.500/-  
 Renewal fee - Initial – 100%  
 Surcharge - Initial – 50%  
 Duplicate licence fee - Rs.500/-  
 e. Certificate by TNPL in Form V

Without complying the above formalities at 1.1 and 1.2, the Contractor or their personnel shall not be permitted to enter the work premises and take up the work.

2. **BASIC WAGE & DEARNESS ALLOWANCE:** The Contractor has to pay Basic wages and Dearness Allowance to the contract workmen engaged by them as per the Annexure "A", "B", "C", "D", "E", "F", "G", "H" and "I".
3. **OVERTIME WAGES:**  
 Double the rate of Basic wages + Special Pay + DA (HRA, PF etc., shall not be considered).
4. **EPF/EPS:**  
 The Contractor should obtain a separate Provident Fund code (or) sub code number as the case may be in their own name (or) in their firm name in EPFO, Trichy region in order to remit EPF, EPS, EDLI and other allied dues in respect of their Contract workmen being deployed in their contract every month.
  - i. EPF/EPS has to be remitted for actual shift, NH/FH and Miscellaneous Shift (Basic wages + Special Pay + DA)
  - ii. Overtime wages do not attract PF.
  - iii. **Before remitting EPF, EPS, EDLI and other allied dues, the Contractor shall require to show the details of actual attendance of each contract workmen deployed by them, NH/FH and miscellaneous shift together with wage acquittance to the Contract section – HR department of the Principal Employer on or before 12<sup>th</sup> of every month in order to ascertain as to whether the attendance tallies with the wage acquittance and assess the amount payable towards EPF, EPS, EDLI and other allied dues. Only after getting confirmation, the Contractor has to remit EPF, EPS, EDLI and other allied dues in their PF code on or before 15<sup>th</sup> of every month.**  
**In case, any discrepancies such as short/belated remittance are found in the remittance of EPF, EPS, EDLI and other allied dues at later point of time, the Contractor shall require to comply with the Statutory provisions in toto.**
  - iv. The Contractor shall require to remit EPF / EPS dues for their workmen at the rate of 25% of Basic wages + Special Pay + DA (12% recovered from their contract workmen, 12% by the Contractor, 0.5% Administrative Charges subject to minimum Rs.500/-, 0.5% EDLI Charges) to the Regional Provident Fund Commissioner, Trichy under the Contractor's code on or before 15<sup>th</sup> of every succeeding month and submit the proof for EPF/EPS remittance on or before 16<sup>th</sup> of the same month along with PF remittance challans in time to the RPFC, Trichy and the Contract Section in the HR department of the Principal Employer. (Addition of any workman in Form 5, Deletion of any workman in Form 10, Challan particulars / Remittance break ups in Form 12A). The Contractor shall also required to submit following annual returns to the RPFC, Trichy:

Form 6 A (Annual PF /EPS Contribution Statement),  
 Form 3 A (Individual PF/EPS Contribution card).

- v Since the Employees Provident Fund Organisation has introduced payment through e-Sewa, the Contractor has to provide necessary details such as Wages, Number of workmen along with PF Contribution, other details required by the EPFO, Trichy. The Contractor should ensure collecting "e-Challan" and remit the PF dues on or before 14<sup>th</sup> of the succeeding month through online.
- vi. If the Contractor fails to remit EPF/EPF dues within the stipulated time, TNPL has right to deduct the same amount along with penal damages and interest from the Contractor bills and the amount so deducted will be remitted to the PF Office through TNPL Contractors' Association.  
**No reimbursement for EPF/EPF remittances**

vii **UAN ACTIVATION & LINK AND TRANSFER OF EPF / EPS AMOUNT:**

- a. **In case of commencement of contract, the contractor has to obtain the details of UAN (Universal Account Number) for the contributory members deployed by them from the previous contractor and link has to be given in order to transfer the EPF amount available in the member's Account to the PF code number of the present contractor. For which, the present contractor has to obtain Form-13 (revised) and Form - 9 from the previous contractor and submit the same to the RPFC, Trichy in order to transfer the amount to the individual's PF account number from the previous contractor's PF Code Number to the current contractor's PF Code number.**
- b. **The Contractor shall require to transfer the EPF /EPS amount from the previous Contractor's PF Code Number to their PF Code Number within a period of 2 months after the commencement of work.**
- c. **Further, the contractor has to submit system generated pdf file in respect of their establishment code relating to the details of the contract workmen deployed by them to Contract section, HR department of the Principal Employer within 2 months after the commencement of the work.**
- d. **The contractor shall require to generate UAN (Universal Account Number) for the new member in EPFO-OTCP portal as and when a contract workman is first time deployed in their contract. Then, the contractor shall require to get the UAN activated for the new member in EPFO-OTCP portal.**
- e. **The Contractor shall require to upload KYC (Know Your Customer) details of the new member and also for the old member, if KYC details are not uploaded including Aadhar details, which is compulsory / mandatory.**

**5. OTHER BENEFITS:**

- i. Funeral expense of Rs.2500/- to the dependent of the deceased in the event of death of a contract workman, while in service.
- ii. Family Planning incentive of Rs.2500/- + 7 days special leave with wages.
- iii. **Six** one quire small size note books and **six** one quire long size note books to be distributed through TNPL Contractors' Association at 50% of market rate.
- iv. The Contractor shall bear Rs.35/- towards Identity Card to be issued to each of their contract workman within 3 days from the date of beginning of the contract.
- v. Contractor shall disburse all the Personal Protective Equipments viz; shoes etc., are to be provided their Male and Female contract workmen. The Contractor shall not quote the rate for Safety Shoes.

Whenever the contract workman engaged by the contractor shall require to be deputed to other places, the contractor can claim such expenses from TNPL at rates determined by the Company. The Contractor has to submit invoice duly certified by the Head of the User Department of Principal Employer. The Contractor shall also provide advance, as and when required, for the workmen thus deputed for outstation works.

## 6 a) **MAINTENANCE OF ATTENDANCE REGISTER:**

The Contractor shall require to maintain their contract workmen's attendance in the Attendance Register every day in respect of their Contract. The Contractor has to ensure that the attendance register being maintained in the Section / Department is duly signed by the representative of the Principal Employer (shift Incharge/Section Head)

The Contractor is required to ensure the attendance regularization for previous month on or before 5<sup>th</sup> of succeeding month.

- i. The Contractor shall require to submit the bills of previous month to the Accounts Department of the Principal Employer on or before 20<sup>th</sup> of succeeding month.
- ii. The Contractor shall require to submit every month's mandays details of the Settlement covered contract workmen engaged by them while submitting the monthly bills to HR Department of the Principal Employer.

## b) **WAGES:**

Wages shall be paid for the actual days worked.

- i. Wage Slip pertaining to individual contract workman should be given one day prior to the date of payment of wages.
- ii. The Contractor should disburse wages on or before 10<sup>th</sup> of every month by crediting it to the savings bank account of the contract workmen with SBI / IOB Banks irrespective of payment of bills.
- iii. **All other payments such as wage arrears as per the Settlement entered into between TNPL Contractors' Association and the Trade Unions, Increase in wages , Dearness allowance etc. should be made to the contract workmen in time as per the instruction of the Principal Employer.**
- iv. **All the monthly bill should be routed through HR Department of the Principal Employer. While submitting the bill, the Contractor has to produce the documents viz.Bill Copy, proof towards Wages Disbursement, Attendance Register, Wage Acquittance, Remittance of EPF/ESI Contributions, Bonus mandays, VDA Increase claim/Wage increase claim (if any) to HR Department of the Principal Employer.**
- v. **In mandays based contract / tonnage based contract, the Contractor is required to produce copy of bills claimed with mandays details together with copy of Attendance, wage acquittance for every month for the Settlement covered/ Outsourced workmen deployed in their respective contract on or before 12<sup>th</sup> of every month for the purpose of ensuring PF compliance. The Contractor is required to ensure that the mandays claimed in the bills / attendance register is reflected in the wage acquittance also.**
- vi. Regular and timely payment of wages shall ensured by the contractor irrespective of the bill payment to the contractor.

a) **PAN CARD:**

The Contractor is required to ensure that all the Settlement covered contract workmen being deployed in their contract should obtain Permanent Account Number (PAN CARD) and the same shall be furnished in the wage slip and to the Bank, wherein they have Savings Bank Account in which the wage is being credited every month. ✓

7. **LEAVE WITH WAGES:**

- a. Two days leave for every 30 days of work performed (Basic, Special Pay, DA, Annual Increase are to be taken into account). Leave eligibility will be as per the Factories Act, 1948 subject to maximum of 20 days per annum. Wages paid for Earned Leave will not attract PF/EPS/ESI. ✓

In case of any extension of the contract period, the contractor will get proportionate reimbursement from the Company for payment of Earned Leave over and above 20 days to their workmen. ✓

- b. Factory observes 10 declared holidays—(4 National Holidays and 6 Festival Holidays). For every National / Festival Holiday (NH/FH), the contract workmen shall be paid one day's wage. If a contract workman is deployed on a FH / NH, then one day's additional wage shall be paid. Wages paid for NH/FH will attract PF/EPS / ESI. ✓
- c. In addition to the 10 Declared holidays, in case, if the State / Central Government declares any other day as a Public holiday with wages, the contractor shall be liable to pay double wages for contract workmen, labour deployed on that day and a single wage to those, who have availed leave after seeking necessary clarification from the Company. And the Contractor shall get it reimbursed from the Company on submission of proof towards payment of additional holidays other than 10 declared holidays. ✓

This apart, in case, if the contractor is required to pay for NH/FH over and above 10 days to their contract workmen due to extension of the contract period, if any, the contractor will get reimbursement from the Company proportionately. ✓

8. **BONUS:**

Annual Bonus paid for the year 2020-2021 was Rs.9,000.00 per workman, which has to be taken into account, while quoting the rates. ✓

**If any contract workmen not worked for 240 days, in such case, there will not be any refund from the Bonus amount deducted from the bills.** ✓

**Any increase above Rs.9,000.00 will be reimbursed by TNPL after effecting Bonus to the Contract workmen. It is the responsibility of the Contractor to pay eligible Bonus to the eligible contract workmen.** ✓

9. **EMPLOYEES' STATE INSURANCE ACT, 1948 (ESI)****APPLICABILITY:**

The Contractor shall require to obtain Employer Code separately, extend coverage and remit ESI contributions every month in their code, for the contract workmen deployed by them in their contract in TNPL, who draws wage upto Rs.21,000/- per month. ✓

**OBTAINING OF EMPLOYER'S CODE / SUB CODE NUMBER:**

The Contractor shall require to submit Employer's Registration Form – 01 to the Enforcement Officer, ESIC, Karur and obtain separate Employer Code in order to remit ESI contribution in respect of contract workmen deployed in their contract on or before 15<sup>th</sup> of every month. In addition, the contractor who already own separate Employer code for ESI shall require to obtain a sub code separately for the said purpose.

**CONTRIBUTIONS:**

The contractor shall require to remit ESI Contributions at the rate of 3.25% of gross wages as Employer's share and 0.75% of gross wages as Employee's share by deducting from the wages of contract workmen on or before 15<sup>th</sup> of every month through online challan generated in ESI portal and submit challan copy as proof for remittance of ESI contribution together with a list showing contribution particulars in respect of each contract workman. The contractor shall also require to submit a copy of return of contribution (Form 5) to the Company on or before 12<sup>th</sup> May and 11<sup>th</sup> November of the respective year.

**MEMBERSHIP**

The contractor shall require to remit ESI contributions, if only insured contract workman wage becomes more than Rs.21,000/- per month, even then a contract workman remains covered till the end of such contribution period, which is either April to September or October to March of respective year. For instance, if the contract workman's wage exceeds Rs.21,000/- per month in the middle of the contribution period, then the Contractor is required to remit Employer and Employees' share of contributions till end of the respective contribution period.

**CONTRIBUTION PERIOD AND BENEFIT PERIOD:**

Contribution Period means the period not exceeding six consecutive months and the contribution period is between 1<sup>st</sup> April to 30<sup>th</sup> September of the respective year and the other one is between 1<sup>st</sup> October to 31<sup>st</sup> March of the respective year. Benefit period means the period not exceeding six consecutive months corresponding to the contribution period.

(i.e.)

S. No.	Contribution Period	Benefit Period
1	1 <sup>st</sup> April to 30 <sup>th</sup> September	1 <sup>st</sup> January to 30 <sup>th</sup> June
2	1 <sup>st</sup> October to 31 <sup>st</sup> March	1 <sup>st</sup> July to 31 <sup>st</sup> December

**CALCULATION FOR PAYING ADVANCE CONTRIBUTION WHILE OBTAINING EMPLOYER'S CODE**

Rs.5278.00 per contract workmen per month X 4% of wages X 6 months X Total No. of contract workmen

**WAGE:**

The contractor has to take into account the following components of wages for remitting ESI contributions:

- Basic wages, Special Pay, Dearness Allowance
- House Rent Allowance
- City Compensatory Allowance
- Overtime Wages (but not to be taken into account for determining the coverage of a workman)

- Payment for day of rest
- Production incentive
- Bonus other than Statutory.
- Night Shift Allowance
- Health Allowance
- Offsite Allowance
- Heat, Gas & Dust Allowance
- Payment for unsubstituted holidays
- Meal/food Allowance
- Suspension Allowance
- Lay off Compensation
- Children Education Allowance (not being reimbursement for actual tuition fee)
- Wages paid for extra shifts(Miscellaneous Shift)
- Leave with wages (Paid Holidays)

#### **NOT AS WAGE**

The Contractor need not consider the following components of wages for remittance of ESI contributions:

- Contribution paid by the employer to any pension / Provident Fund or ESI Act.
- Sum paid to defray special expenses entailed by the nature of employment – Daily Allowance paid for the period spent on tour.
- Pay in lieu of notice of retrenchment compensation.
- Benefits paid under the ESI scheme.
- Encashment of Leave (Earned Leave)
- Payment of Inam which does not form part of the terms of employment.
- Washing Allowance for livery.

#### **Conveyance:**

- Amount towards reimbursement for duty related journey.
- Reimbursement of journey on production of ticket.
- Maintenance of vehicle subject to production of record.
- Fixed conveyance paid at an interval exceeding 2 months.

After taking up the work by the contractor as per the Purchase order awarded to them, the contractor shall require to obtain either Employer code or the Subcode, if the contractor owns Employer code already. Further, the Contractor who do not possess Employer's code shall require to pay advance contributions for 6 months for the contract workmen engaged in the mill to obtain Employer's code for remitting ESI contribution every month. The advance contribution so remitted by the Contractor is adjustable in the contribution payable in future based on the contract workmen deployed.

The Contractor shall require to get the Temporary Identification Certificate (TIC) together with ESI number for the contract workmen, who are drawing wages upto Rs.21,000/-/- per month through online, if any contract workman do not possess ESI number already. Subsequently, the Contractor has to get register their contract workmen in ESIC local hospital at Velayuthampalayam thereby enabling the insured contract workmen and their dependents to avail the benefits under ESI scheme. In case of any injury sustained while at work, the Contractor has to intimate ESIC through online about the accident occurred to the insured contract workmen and to the ESIC local hospital, Velayuthampalayam and the Manager, ESIC, Karur within 48 hours of such accident and in case of fatal, intimation shall be complied immediately. Further, every month the Contractor is required to intimate about addition and deletion details of their contract workmen to ESIC, Karur without any fail.

**MANNER AND TIME LIMIT**

The contractor has to deposit the total amount of contribution (Employer's share @ 3.25% and Employee's share @ 0.75%) through an authorized bank or a challan with the prescribed form in quadruplicate on or before 15<sup>th</sup> of month following the calendar month in which the wages fall due.

**PENALTY**

Non remittance of ESI contributions will attract interest @ 12% and damages ranging from 5% to 25% depending upon the delay in remittance (i.e.) 5% for below 2 months delay, 10% for below 4 months delay, 15% for below 6 months and 25% for above 6 months delay.

**PUNISHMENT FOR FAILURE TO PAY CONTRIBUTIONS, ETC.**

In case of any failure to comply ESI contributions, the default Contractor will be punishable as per the Sec.85 of ESI Act, 1948.

**HOSPITALIZATION DUE TO ACCIDENT:**

In case, the Contract workman met with an accident while on duty or outside the mill premises, it is the sole responsibility of the contractor to make arrangements for the medical treatment of contract workman in a good hospital or in ESI Hospital and give treatment till the contract workman rejoins duty. Hospitalization expenses shall be claimed under Employee's State Insurance Scheme. It is also your responsibility to produce the required documents to ESI authorities without any delay as specified in the scheme for getting such reimbursement from ESIC.

**MAINTENANCE OF REGISTERS / RECORDS:**

Contractor shall require to maintain the following registers/ records:

S.No	Form No.	Particulars of Forms
1	Form - 01(A) (Regulation 10-C)	Form of Annual Information on Factory/ Establishment Covered Under ESI Act to be sent to the Regional Office or Sub Regional Office or Divisional Office on or before 31 <sup>st</sup> January.
2	Form – 1	Declaration Form To be submitted in respect of contract workman who is not already registered under ESI Act )
3	Form 1-A (Regulation 15-A)	Family Declaration Form
4	Form – 2 (Regulation 15-B)	Addition / Deletion in Family Declaration Form of the Employees' State Insurance Corporation
5	Form 3 (Regulation 14)	Return of Declaration Forms
6	Form 4 (Regulation 17 and 95-A)	Identity Card
7	Form 4-A (Regulation 95-A)	Family Identity Card
8	Challans	Remittance of Contributions to be sent to ESIC regional Office, Salem on or before 15 <sup>th</sup> of every month
9	Form 5 (Regulation 26)	Return of Contributions Employees' State Insurance Corporation. Summary of contribution (Form 5) in quadruplicate along with challans to be submitted to ESIC, Karur on or before 12 <sup>th</sup> May / 11 <sup>th</sup> November of every year.

S.No	Form No.	Particulars of Forms
10	Form -5-A (Regulation 31 – Second Proviso)	Employees' State Insurance Corporation. Statement of Advance Payment of Contributions made for the Contribution Period Ended.....
11	Form 6 (Regulation 32)	Register of Employees - Employees' State Insurance Corporation (Quadruplicate along with challans - Monthly return along with cheque to be submitted with ESIC, Karur on or before 12 <sup>th</sup> May of every year)
12	Form – 9 (Regulation 63 and 89-B)	Claim for Sickness / T.D.B./Maternity Benefit for Sickness - Employees' State Insurance Corporation
13	Form – 10 (Confidential) (Regulation 52-A)	Abstention verification in respect of Sickness benefit / Temporary disablement benefit / Maternity benefit -Employees' State Insurance Corporation. Reply to be furnished by the Employer in respect of Form No.10
14	Form – 11 (Regulation 66)	Accident Book - Employees' State Insurance Corporation
15	Form – 12	Accident Report from the Employer under Regulation 68. (Fatal / death immediately and for ordinary cases within 48 hours). Report to be sent to ESIC, Karur (or) Medical Officer, ESI Hospital, Velayuthampalayam.

10. **EMPLOYEES' COMPENSATION INSURANCE AND ROAD SAFETY PACKAGE INSURANCE APPLICABILITY:**

Any Contract workman drawing wages above Rs. 21,000/- per month is required to be covered under the Employees' Compensation and Road Safety Package Insurance policies. It is applicable for both Settlement Covered Contract Workmen and Outsourced workmen deployed by the Contractor.

The Contractor is required to pay premium for Employees' Compensation Insurance and Road Safety Package Insurance Policy to extend the benefits as in vogue to the contract workmen, who are drawing Unskilled / Semi Skilled (C) grade wages of regular employees i.e. above Rs.21,000/- per month and also to the contract workmen, who may receive Unskilled / SS(C) grade wages of regular employees, when they attain 53 years of age (or) completion of 20/23/25 years of service, whichever is earlier, every month in forth coming days.

The premium for the policies of Employees' Compensation Insurance and Road Safety Package Insurance will be paid by the Company through TNPL Contractors' Association for the period from 01.01.2022 to 31.12.2022. The Settlement covered contract workmen, who are drawing wages above Rs.21,000/- per month and the contract workmen, who draws wages of Unskilled grade wages of regular employees are required to be covered under Employees' Compensation Insurance & Road Safety Package Insurance, for whom the premium will be deducted from the bills of the Contractor.

Premium payable by the Contractor to cover their contract workmen under the following insurance policies:

a) **Employees' Compensation Insurance:**

Premium: (Per day wage X No. of contract workmen X No. of days X30.15)/ 1000 + GST as applicable.

b) **Road Safety Package Insurance:**

Premium amount (per head / annum): Rs. 520 X No. of contract workmen + GST as applicable.

Sum assured for Road Safety Package Insurance Policy:

Rs.200000/- - Death cum accidental benefit

Rs.200000/- - Hospitalization expenses

In case the Contract workman met with an accident while on duty or outside the mill premises, it is the sole responsibility of the contractor to make arrangements for the medical treatment of such contract workman in a good hospital and give treatment till the contract workman rejoins duty. Hospitalisation expenses upto Rs. 2,00,000/- shall be claimed under Road Safety Package Insurance Policy. It is also the responsibility of the Contractor to produce the required documents to the Insurance authorities without any delay for getting such reimbursement from the Insurance Company. If the Contractor fails to do so, the Hospitalisation expenses will be deducted from the Contractor's bills and necessary arrangements will be made to remit the same to the Hospital. If any Road Accident occurred outside the factory premises, the Contractor is liable to settle the full Medical Expenses to Contract workman deployed in their contract and get reimbursement from the Insurance Company.

**Premium payable by the contractors for Annual Group Insurance and Personal Accident Insurance:**

c) **Annual Group Insurance applicable to Settlement covered contract workmen, in case of death:**

Premium amount (per head / annum): RS. 400 X No. of Contract workmen + GST as applicable.

Sum assured for Annual Group Insurance Policy:

For Natural death : Rs. 40,000/-

For Accidental death :Rs. 80,000/-

d) **Personal Accident Insurance applicable to the Settlement covered contract workmen deployed by the contractor:**

Premium amount (per head /annum): Rs. 12 X No. of contract workmen + GST as applicable.

Sum assured for Personal Accident Insurance Policy: Rs.20, 000/- per Contract Workmen (in case of death due to accident).

**Note:** The contract workmen who are given coverage under ESI Scheme are also required to be covered under Annual Group Insurance and Personal Accident Insurance.

**11 GROUP MEDICLAIM INSURANCE****APPLICABILITY:**

Settlement covered contract workmen, who are drawing wages above Rs.21,000/- per month are required to be covered under the Group Medclaim Insurance scheme for a sum of Rs.2.00 lakhs per year. It is applicable for the settlement covered contract workmen and their dependents.

Contractor is required to pay premium for Group Medclaim Insurance policy to the contract workmen, who are drawing Unskilled / Semiskilled (C) grade wages of regular employees i.e. above Rs.21,000/- per month and also to the settlement covered contract workmen, who may receive Unskilled / Semiskilled (C) grade wages of regular employees, when they attain the age of 53 years or completion of 20/23 years of service whichever is earlier, every month in forth coming days, during the tenure of the contract.

**PREMIUM:**

Contractor shall require to bear 50% of the premium amount and to deduct remaining 50% of the premium amount from the wages of the contract workmen in 3 instalments.

**REMITTANCE:**

Every year, Group Medclaim Insurance scheme policy will be renewed with effect from 1st August. In this regard, contractor is required to remit the premium amount directly to the Insurance Company as fixed by TNPL Contractors' Association through Tendering process.

For the period from 01.08.2021 to 31.07.2022, a sum of Rs.1,08,602.00 was paid as 50% of the premium amount inclusive of GST (ie. Premium amount Rs.92,035.00 + GST Rs.16,567.00 = Rs.1,08,602.00).

However, the premium amount payable towards Group Medclaim Insurance may vary depending upon the number of Contract workmen and their family members and hence 10% of the premium amount over and above the last year Group Medclaim Insurance premium amount may be taken into account for quote by the contractor.

**12. SAFETY**

The contractor shall comply with all applicable safety rules and regulations. If the contract workman engaged by the contractor is found working without wearing necessary Personal protective equipment and without following safety rules and regulations prescribed for the Factory, a sum of Rs.5,000/- per violation will be deducted from the bills of the Contractor

In view of Safety and Security considerations of the Mill, Cell Phones usages are strictly banned inside the Mill premises. If the Contract workmen / Supervisor are found possessing cell phones inside factory premises, they shall be sent out of the Factory premises and the cell phone shall be confiscated.

13. The Contractor / contract representative shall should attend the monthly meeting convened by the company.

**14. MAINTENANCE OF REGISTERS / RECORDS**

The Contractor shall maintain the following registers / records as per the Contract Labour (Regulation and Abolition) Act, 1970 and produce it whenever authorities from the Directorate of Industrial Safety and health visit the factory for inspection.

- |              |   |
|--------------|---|
| Form XV      | - Service Certificate - When a contract labour leaves from the service, a Service Certificate should be issued to him |
| Form XVI     | - Muster Roll   |
| Form XVIII   | - Register of Wages cum Muster Roll   |
| Form XXIII   | - Register of Overtime  |
| Form XXIV    | - Half yearly return – to be submitted within 30 days from the close of the half year                                 |
| Form XXVI    | - Register of Employment of Contract workman  |
| Form XXVII   | - Register of Wages   |
| Form XXVIII  | - Wage Slip   |
| Form No.XXIX | - Register of Advances Deductions for Damages for Loss and Fines  |

The Contractor is required to display a notice showing the rate of wages, hours of work, wage period, date of payment of wages, names and addresses of the Inspectors and date of payment of unpaid wages in the local language understood by the majority of the contract workmen deployed by them.

**15. ISSUANCE OF PHOTO IDENTITY CARD:**

The Contractor is required to issue each contract workman a Photo Identity Card in the format as specified by HR department of the Principal Employer within a month of awarding the contract (prescribed under rule 103 C of the Tamil Nadu Factories Rules, 1950).

**16. RETENTION MONEY / SECURITY DEPOSIT:**

The Contractor is required to submit the following documents pertaining to their contract period for settlement of Retention Money / Security Deposit:

- i Attendance Register.
- ii Payment of Wages Register (Wages Acquittance).
- iii Payment of Bonus / Festival Advance Acquittance.
- iv Proof for the disbursement of Note Books , Issuance of shoes and other issues made in contract period.
- v Proof for the submission of following documents at RPFC, Trichy:-  
Copies of Form No. 3-A, Form No. 9, Form No. 5, Form No. 2, Form No. 6-A, Form No. 10 , Form No. 12-A
- vi PF / EPS dues / ESI remitted Original Challans for every month for the Contract period.
- vii Form-23- Annual Accounts Slips to be obtained from RPFC, Trichy upto last financial year.
- viii Indemnity Bond in Rs.100/- stamp paper duly attested by a Notary Public to comply with all the statutory dues / payments etc., to their contract workmen.

**After receiving all the above documents, on verification of the records, documents for Retention Money will be forwarded to the Accounts department of Principal Employer for payment.**

**17. SCHOOL FEES:**

School fees for the wards of contract workmen will be deducted from contractor's monthly bills. In turn, the contractor shall recover that amount from the subsequent month's wages of respective contract workman.

**18. In order to keep cleaner working environment and minimize the loss of resources and pollution during handling, the contractor shall follow the required procedures as applicable from time to time.**

**19. INCOME TAX:**

It is the sole obligation of the Contractor to ensure the compliance with regard to Income tax deduction for contract workmen on the rolls of the contractor. TNPL will not be held responsible for any non-compliance with regard to Income tax deduction by the contractor and it is the duty of the contractor to ensure Income Tax deduction for their contract workmen are met.

**20. AGE:**

The Contractor shall not engage aged persons (Settlement covered contract workmen) in their contract i.e. above 60 years and ensure it promptly.

**21. For the Contract workmen deployed under Outsourced category, with regard to minimum wages, payment of wages, PF/EPS remittance, Insurance, Shoe, etc., details are furnished in the Annexure – J.**

**22. PENALTY:**

**i. FOOD ARRANGEMENT TO THE SETTLEMENT COVERED CONTRACT WORKMEN THROUGH INDUSTRIAL CANTEEN TOKEN MANAGEMENT SYSTEM FROM INDUSTRIAL CANTEEN**

The Contractor is required to ensure that the Settlement covered contract workmen deployed in their contract are availing the canteen facilities by submitting the token generated from the Biometric reader.

**ii. If the Contractor is found distributing subsidised food items from TNPL Industrial Canteen to "Outsiders/Lorry Drivers/Cleaners/outsourced workmen /visitors, a sum of Rs. 5,000/- per occasion will be deducted from the bills of the contractor.**

**iii. If the Contractor fails to provide requisite manpower of the user department, a sum of Rs.5,000/- per occasion will be deducted from the bills of the contractor.**

**iv. If the Contractor fails to comply with the clauses from 1 to 21, 22(i), (ii), (iii) and the clauses of Annexure A, B, C, D, E, F, G, H and I within the stipulated days, TNPL has the right to deduct 5% of the deviated amount payable as penalty besides deducting the payable amount from the bills of the Contractor.**

If there are any future amendments in the labour statutes, the same should also be adhered to by the Contractor.

**ANNEXURE – A**

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc. & II) Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

Ref: Tender No. PUR:ENQ: 222313000200-08/04/2022 dt. 14/04/2022

**CATEGORY I - FOR GENERAL CONTRACT WORKMEN**

1. **WAGES:** Following basic wages are payable to the personnel engaged by the Contractor ✓

<b>CATEGORY</b>	<b>BASIC WAGE PER DAY (Rs.) (As on 01.09.2021)</b>	<b>SPECIAL PAY(PER MONTH) (Rs.)</b>	<b>NO. OF CONTRACT WORKMEN</b>
Helper	203.63	883.00	0
Driver	224.35	981.00	0
Supervisor	219.18	957.00	0

2. **DEARNESS ALLOWANCE (Includes FDA AND VDA)**

- (i) **FDA :** RS.6623.60 per month.  
(ii) **VDA :** In addition to amount payable at "2 (i) " above, VDA is payable at the rate of Rs.2.10 per point over and above 5789 points in All India Consumer Price Index (Base 1960 = 100). For the quarter April, May and June 2022, VDA is Rs.5145.00 per month at 8239 points. Any increase or decrease above 8239 points will be borne by TNPL / recovered from the Contractor. ✓

**Any increase / decrease of VDA amount will be paid / deducted on monthly basis.** ✓

3. **ALLOWANCES**

- a. House Rent Allowance @ RS. 11/- per day of attendance.  
b. Night Shift Allowance @ RS. 5/ per Night Shift.  
c. Health Allowance @ RS. 4/- per day of attendance.

4. **ANNUAL INCREASE:**

Rs. 35.00 per month effective from 1<sup>st</sup> September every year.

Other benefits will be applicable to this category as per General Terms and Conditions applicable to contract workmen.

**ANNEXURE – B**

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc. & II) Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

Ref: Tender No. PUR:ENQ: 222313000200-08/04/2022 dt. 14/04/2022

**TERMS AND CONDITIONS FOR HANDLING COAL WORK AT TNPL UNIT – I FOR THE YEAR -2022-23**

**CATEGORY II: CONTRACT WORKMEN WHO HAVE ATTAINED 53 YEARS OF AGE AS PER THE 18(1) SETTLEMENT ENTERED INTO BETWEEN TNPL CONTRACTORS ASSOCIATION AND TRADE UNIONS REPRESENTING CONTRACT WORKMEN DATED 25.02.2011 AND 29.03.2011 ARE ELIGIBLE FOR THE WAGES WITH 7 INCREMENTS AS SPECIFIED BELOW:**

**1 BASIC WAGES:**

The Settlement Covered Contract Workmen on the date of Settlement (25.02.2011 and 29.03.2011), who had completed 25 years of services / 53 years of age on or after 01.04.2011, should be paid direct wages equivalent to Unskilled / Semiskilled (C) grade Company Employee wages as detailed below as the case may be :

Particulars	Unskilled Wage per Month (RS.) As on 01.01.2022	Semiskilled (C) Wage per Month As on 01.01.2022(Rs.)
Basic Pay	11476.00	12083.00
FDA	15908.78	16485.03
VDA	6688.21	7041.97
HRA	1377.12	1449.96
Washing Allowance	143.00	143.00
Conveyance Allowance	640.00	640.00
Night Shift Allowance@ Rs.36/- per shift	288.00	288.00
<b>Total</b>	<b>36521.11</b>	<b>38130.96</b>
<b>Existing No. of contract workmen under this category</b>	<b>0</b>	<b>2</b>

Other Monetary & Non- monetary benefits are to be given as applicable to all contract workmen.

Apart from the above, Annual increase of Rs.118/- for Unskilled and Rs.139/- for Semi skilled (C) is to be added in the Basic pay on 1st April of every year. The HRA will also get increased proportionately @12% of basic pay.

The Contractor shall take into account the following criteria with regard to Annual Increase: ✓

- Annual increase is to be paid to the contract workmen deployed by the contractor in TNPL on 1st of April every year. ✓
- Contractor shall quote the rate only after considering the aforesaid annual increase. However, if any contract period commence subsequent to the month of April, the Contractor shall ensure that the 1st annual increase is taken into account in their quoted rate. Likewise, if the 2nd annual increase falls during the contract / extension period, if any, then the contractor shall be liable to disburse the same to their workmen and will get it reimbursed from TNPL. ✓

Further, during the tenure of your contract if any contract workman is found eligible for the above clause, they are to be paid direct wages of Unskilled / Semiskilled (C) grade of Company employee as detailed below: ✓

1st to 15th day of the month – Benefit is to be given from 1st day of the same month.

16th to end of the month – Benefit is to be given from the succeeding month. ✓

## 2 VARIABLE DEARNESS ALLOWANCE

There will be a revision in VDA on 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October every year. Contractor has to pay revised wages as specified to the Contract workmen falling under this category.

**Any increase / decrease of VDA amount will be paid / deducted on monthly basis.**

Other benefits will be applicable to this category as per General Terms and Conditions applicable to contract workmen. ✓

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**ANNEXURE – C**

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc. & II) Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

**Ref: Tender No. PUR:ENQ: 222313000200-08/04/2022 dt. 14/04/2022**

**CATEGORY II: CONTRACT WORKMEN WHO HAVE ATTAINED 53 YEARS OF AGE AS PER THE 18(1) SETTLEMENT ENTERED INTO BETWEEN TNPL CONTRACTORS' ASSOCIATION AND THE TRADE UNIONS REPRESENTING CONTRACT WORKMEN DATED 25.02.2011 AND 29.03.2011 ARE ELIGIBLE FOR THE WAGES WITH 6 INCREMENTS AS SPECIFIED BELOW**

**1 BASIC WAGES:**The Settlement Covered Contract Workmen on the date of Settlement (25.02.2011 and 29.03.2011), who had completed 25 years of services / 53 years of age on or after 01.04.2011, should be paid direct wages equivalent to Unskilled / Semiskilled (C) grade Company Employee wages as detailed below as the case may be :

Particulars	Unskilled Wage per Month (RS.) As on 01.01.2022	Semiskilled (C) Wage per Month As on 01.01.2022(Rs.)
Basic Pay	11358.00	11944.00
FDA	15870.56	16439.99
VDA	6619.44	6960.96
HRA	1362.96	1433.28
Washing Allowance	143.00	143.00
Conveyance Allowance	640.00	640.00
Night Shift Allowance@ Rs.36/- per shift	288.00	288.00
<b>Total</b>	<b>36281.96</b>	<b>37849.23</b>
<b>Existing No. of contract workmen under this category</b>	<b>5</b>	<b>0</b>

**Other Monetary & Non- monetary benefits are to be given as applicable to all contract workmen.**

**Apart from the above, Annual increase of Rs.118/- for Unskilled and Rs.139/- for Semi skilled (C) is to be added in the Basic pay on 1st April of every year. The HRA will also get increased proportionately @12% of basic pay.**

**The Contractor shall take into account the following criteria with regard to Annual Increase:**

- **Annual increase is to be paid to the contract workmen deployed by the contractor in TNPL on 1st of April every year.**

- Contractor shall quote the rate only after considering the aforesaid annual increase. However, if any contract period commence subsequent to the month of pril, the Contractor shall ensure that the 1st annual increase is taken into account in their quoted rate. Likewise, if the 2nd annual increase falls during the contract / extention period, if any, then the contractor shall be liable to disburse the same to their workmen and will get it reimbursed from TNPL.

Further, during the tenure of your contract if any contract workman is found eligible for the above clause, they are to be paid direct wages of Unskilled / Semiskilled (C) grade of Company employee as detailed below:

1st to 15th day of the month – Benefit is to be given from 1st day of the same month.

16th to end of the month – Benefit is to be given from the succeeding month.

## 2 VARIABLE DEARNESS ALLOWANCE

There will be a revision in VDA on 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October every year. Contractor has to pay revised wages as specified to the Contract workmen falling under this category.

**Any increase / decrease of VDA amount will be paid / deducted on monthly basis.**

Other benefits will be applicable to this category as per General Terms and Conditions applicable to contract workmen.

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**ANNEXURE – D**

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc. & II) Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

**Ref: Tender No. PUR:ENQ: 222313000200-08/04/2022 dt. 14/04/2022**

**CATEGORY III: CONTRACT WORKMEN WHO HAVE ATTAINED 53 YEARS OF AGE AS PER 18(1) SETTLEMENT ENTERED INTO BETWEEN TNPL CONTRACTORS' ASSOCIATION AND TRADE UNIONS REPRESENTING CONTRACT WORKMEN DATED 25.02.2011 AND 29.03.2011 ARE ELIGIBLE FOR THE WAGES WITH 5 INCREMENTS AS SPECIFIED BELOW:**

**1 BASIC WAGES:**

The Settlement Covered Contract Workmen on the date of Settlement (25.02.2011 and 29.03.2011 / 06.10.2015 and 28.10.2015), who had completed 25 years of services / 53 years of age on or after 01.04.2011, should be paid direct wages equivalent to Unskilled / Semiskilled (C) grade Company Employee wages as detailed below as the case may be :

<b>Particulars</b>	<b>Unskilled Wage per Month As on 01.01.2022 (RS.)</b>	<b>Semiskilled (C) Wage per Month As on 01.01.2022(Rs.)</b>
Basic Pay	11240.00	11805.00
FDA	15832.34	16394.94
VDA	6550.67	6879.95
HRA	1348.80	1416.60
Washing Allowance	143.00	143.00
Conveyance Allowance	640.00	640.00
Night Shift Allowance@ Rs.36/- per shift	288.00	288.00
<b>Total</b>	<b>36042.81</b>	<b>37567.49</b>
<b>Existing No. of contract workmen under this category</b>	<b>0</b>	<b>0</b>

Other Monetary & Non- monetary benefits are to be given as applicable to all contract workmen.

Apart from the above, Annual increase of Rs.118/- for Unskilled and Rs.139/- for Semi skilled (C) is to be added in the Basic pay on 1st April of every year. The HRA will also get increased proportionately @12% of basic pay.

The Contractor shall take into account the following criteria with regard to Annual Increase:

- Annual increase is to be paid to the contract workmen deployed by the contractor in TNPL on 1st of April every year.

- Contractor shall quote the rate only after considering the aforesaid annual increase. However, if any contract period commence subsequent to the month of April, the Contractor shall ensure that the 1st annual increase is taken into account in their quoted rate. Likewise, if the 2nd annual increase falls during the contract / extension period, if any, then the contractor shall be liable to disburse the same to their workmen and will get it reimbursed from TNPL.

Further, during the tenure of your contract if any contract workman is found eligible for the above clause, they are to be paid direct wages of Unskilled / Semiskilled (C) grade of Company employee as detailed below:

1st to 15th day of the month – Benefit is to be given from 1st day of the same month.  
16th to end of the month – Benefit is to be given from the succeeding month.

## 2 VARIABLE DEARNESS ALLOWANCE

There will be a revision in VDA on 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October every year. Contractor has to pay revised wages as specified to the Contract workmen falling under this category.

**Any increase / decrease of VDA amount will be paid / deducted on monthly basis.**

Other benefits will be applicable to this category as per General Terms and Conditions applicable to contract workmen.

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**ANNEXURE – E**

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc. & II) Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

**Ref: Tender No. PUR:ENQ: 222313000200-08/04/2022 dt. 14/04/2022**

**CATEGORY IV: CONTRACT WORKMEN WHO HAVE ATTAINED 53 YEARS OF AGE AS PER 18(1) SETTLEMENT ENTERED INTO BETWEEN TNPL CONTRACTORS' ASSOCIATION AND TRADE UNIONS REPRESENTING CONTRACT WORKMEN DATED 25.02.2011 AND 29.03.2011/06.10.2015 AND 28.10.2015 ARE ELIGIBLE FOR THE WAGES WITH 4 INCREMENTS AS SPECIFIED BELOW:**

**1 BASIC WAGES:**

The Settlement Covered Contract Workmen on the date of Settlement (06.10.2015 and 28.10.2015), who had completed 25 years of services / 53 years of age on or after 01.04.2011, should be paid direct wages equivalent to Unskilled / Semiskilled (C) grade Company Employee wages as detailed below as the case may be :

<b>Particulars</b>	<b>Unskilled Wage per Month (RS.) As on 01.01.2022</b>	<b>Semiskilled (C) Wage per Month As on 01.01.2022(Rs.)</b>
Basic Pay	11122.00	11666.00
FDA	15794.12	16349.90
VDA	6481.90	6798.94
HRA	1334.64	1399.92
Washing Allowance	143.00	143.00
Conveyance Allowance	640.00	640.00
Night Shift Allowance@ Rs.36/- per shift	288.00	288.00
<b>Total</b>	<b>35803.66</b>	<b>37285.76</b>
<b>Existing No. of contract workmen under this category</b>	<b>0</b>	<b>0</b>

Other Monetary & Non- monetary benefits are to be given as applicable to all contract workmen.

Apart from the above, Annual increase of Rs.118/- for Unskilled and Rs.139/- for Semi skilled (C) is to be added in the Basic pay on 1st April of every year. The HRA will also get increased proportionately @12% of basic pay.

The Contractor shall take into account the following criteria with regard to Annual Increase:

- Annual increase is to be paid to the contract workmen deployed by the contractor in TNPL on 1st of April every year.

- Contractor shall quote the rate only after considering the aforesaid annual increase. However, if any contract period commence subsequent to the month of April, the Contractor shall ensure that the 1st annual increase is taken into account in their quoted rate. Likewise, if the 2nd annual increase falls during the contract / extension period, if any, then the contractor shall be liable to disburse the same to their workmen and will get it reimbursed from TNPL.

Further, during the tenure of your contract if any contract workman is found eligible for the above clause, they are to be paid direct wages of Unskilled / Semiskilled (C) grade of Company employee as detailed below:

1st to 15th day of the month – Benefit is to be given from 1st day of the same month.  
16th to end of the month – Benefit is to be given from the succeeding month.

## 2 VARIABLE DEARNESS ALLOWANCE

There will be a revision in VDA on 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October every year. Contractor has to pay revised wages as specified to the Contract workmen falling under this category.

**Any increase / decrease of VDA amount will be paid / deducted on monthly basis.**

Other benefits will be applicable to this category as per General Terms and Conditions applicable to contract workmen.

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**ANNEXURE – F**

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc. & II) Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

**Ref:** Tender No. PUR:ENQ: 222313000200-08/04/2022 dt. 14/04/2022

**CATEGORY V: CONTRACT WORKMEN WHO HAVE ATTAINED 53 YEARS OF AGE / 23 YEARS OF SERVICE AS PER 18(1) SETTLEMENT ENTERED INTO BETWEEN TNPL CONTRACTORS' ASSOCIATION AND TRADE UNIONS REPRESENTING CONTRACT WORKMEN DATED 06.10.2015 AND 28.10.2015 ARE ELIGIBLE FOR THE WAGES WITH 3 INCREMENTS AS SPECIFIED BELOW**

**1 BASIC WAGES:**

The Settlement Covered Contract Workmen in Unskilled category on the date of Settlement (06.10.2015 and 28.10.2015) who had completed 25 years of services / 53 years of age on or after 01.04.2011, should be paid direct wages equivalent to Unskilled / Semiskilled (C) grade Company Employee wages as detailed below as the case may be :

<b>Particulars</b>	<b>Unskilled Wage per Month (RS.) As on 01.01.2022</b>	<b>Semiskilled (C) Wage per Month As on 01.01.2022(Rs.)</b>
Basic Pay	11004.00	11527.00
FDA	15755.90	16304.85
VDA	6413.13	6717.94
HRA	1320.48	1383.24
Washing Allowance	143.00	143.00
Conveyance Allowance	640.00	640.00
Night Shift Allowance@ Rs.28/- per shift	288.00	288.00
<b>Total</b>	<b>35564.51</b>	<b>37004.03</b>
<b>Existing No. of contract workmen under this category</b>	<b>0</b>	<b>0</b>

Other Monetary & Non- monetary benefits are to be given as applicable to all contract workmen.

Apart from the above, Annual increase of Rs.118/- for Unskilled and Rs.139/- for Semi skilled (C) is to be added in the Basic pay on 1st April of every year. The HRA will also get increased proportionately @12% of basic pay.



The Contractor shall take into account the following criteria with regard to Annual Increase:

- Annual increase is to be paid to the contract workmen deployed by the contractor in TNPL on 1st of April every year.
- Contractor shall quote the rate only after considering the aforesaid annual increase. However, if any contract period commence subsequent to the month of April, the Contractor shall ensure that the 1st annual increase is taken into account in their quoted rate. Likewise, if the 2nd annual increase falls during the contract / extension period, if any, then the contractor shall be liable to disburse the same to their workmen and will get it reimbursed from TNPL.

Further, during the tenure of your contract if any contract workman is found eligible for the above clause, they are to be paid direct wages of Unskilled / Semiskilled (C) grade of Company employee as detailed below:

1st to 15th day of the month – Benefit is to be given from 1st day of the same month.  
16th to end of the month – Benefit is to be given from the succeeding month.

## **2 VARIABLE DEARNESS ALLOWANCE**

There will be a revision in VDA on 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October every year. Contractor has to pay revised wages as specified to the Contract workmen falling under this category.

**Any increase / decrease of VDA amount will be paid / deducted on monthly basis.**

Other benefits will be applicable to this category as per General Terms and Conditions applicable to contract workmen.

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**ANNEXURE – G**

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc. & II) Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

**Ref: Tender No. PUR:ENQ: 222313000200-08/04/2022 dt. 14/04/2022**

**CATEGORY V: CONTRACT WORKMEN WHO HAVE ATTAINED 53 YEARS OF AGE / 23 YEARS OF SERVICE AS PER 18(1) SETTLEMENT ENTERED INTO BETWEEN TNPL CONTRACTORS' ASSOCIATIONA THE TRADE UNIONS REPRESENTING CONTRACT WORKMEN DATED 06.10.2015 AND 28.10.2015 ARE ELIGIBLE FOR THE WAGES WITH 2 INCREMENTS AS SPECIFIED BELOW:**

**1 BASIC WAGES:**

The Settlement Covered Contract Workmen in Unskilled category on the date of Settlement (06.10.2015 and 28.10.2015) who had completed 25 years of services / 53 years of age on or after 01.04.2011, should be paid direct wages equivalent to Unskilled / Semiskilled (C) grade Company Employee wages as detailed below as the case may be :

Particulars	Unskilled Wage per Month As on 01.01.2022 (Rs.)	Semiskilled (C) Wage per Month As on 01.01.2022 (Rs.)
Basic Pay	10886.00	11388.00
FDA	15755.90	16304.85
VDA	6344.36	6636.93
HRA	1306.32	1366.56
Washing Allowance	143.00	143.00
Conveyance Allowance	640.00	640.00
Night Shift Allowance – Rs.36/- per shift	288.00	288.00
<b>Total</b>	<b>35363.58</b>	<b>36767.34</b>
Existing No. of contract workmen under this category	1	0

Other Monetary & Non- monetary benefits are to be given as applicable to all contract workmen.

Apart from the above, Annual increase of Rs.118/- for Unskilled and Rs.139/- for Semi skilled (C) is to be added in the Basic pay on 1st April of every year. The HRA will also get increased proportionately @12% of basic pay.

The Contractor shall take into account the following criteria with regard to Annual Increase:

- Annual increase is to be paid to the contract workmen deployed by the contractor in TNPL on 1st of April every year.

- Contractor shall quote the rate only after considering the aforesaid annual increase. However, if any contract period commence subsequent to the month of April, the Contractor shall ensure that the 1st annual increase is taken into account in their quoted rate. Likewise, if the 2nd annual increase falls during the contract / extension period, if any, then the contractor shall be liable to disburse the same to their workmen and will get it reimbursed from TNPL.

Further, during the tenure of your contract if any contract workman is found eligible for the above clause, they are to be paid direct wages of Unskilled / Semiskilled (C) grade of Company employee as detailed below:

1st to 15th day of the month – Benefit is to be given from 1st day of the same month.  
16th to end of the month – Benefit is to be given from the succeeding month.

## **2 VARIABLE DEARNESS ALLOWANCE**

There will be a revision in VDA on 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October every year. Contractor has to pay revised wages as specified to the Contract workmen falling under this category.

**Any increase / decrease of VDA amount will be paid / deducted on monthly basis.**

Other benefits will be applicable to this category as per General Terms and Conditions applicable to contract workmen.

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc. & II) Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

**Ref: Tender No. PUR:ENQ: 222313000200-08/04/2022 dt. 14/04/2022**

**CATEGORY VI: CONTRACT WORKMEN WHO HAVE ATTAINED 53 YEARS OF AGE / 23 YEARS OF SERVICE AS PER 18(1) SETTLEMENT ENTERED INTO BETWEEN TNPL CONTRACTORS' ASSOCIATION AND TRADE UNIONS REPRESENTING CONTRACT WORKMEN DATED 06.10.2015 AND 28.10.2015 ARE ELIGIBLE FOR THE WAGES WITH 1 INCREMENT AS SPECIFIED BELOW:**

**1 BASIC WAGES:**

The Settlement covered Contract Workmen in Unskilled category on the date of settlement (06.10.2015 and 28.10.2015) who had completed 25 years of services / 53 years of age on or after 01.04.2011, should be paid direct wages equivalent to Unskilled / Semiskilled (C) grade Company Employee wages as detailed below as the case may be :

<b>Particulars</b>	<b>Unskilled Wage per Month As on 01.01.2022 (Rs.)</b>	<b>Semiskilled (C) Wage per Month As on 01.01.2022 (Rs.)</b>
Basic Pay	10768.00 ✓	11249.00 ✓
FDA	15755.90 ✓	16304.85 ✓
VDA	6275.59 ✓	6555.92 ✓
HRA	1292.16 ✓	1349.88 ✓
Washing Allowance	143.00 ✓	143.00 ✓
Conveyance Allowance	640.00 ✓	640.00 ✓
Night Shift Allowance – Rs.28/- per shift	288.00 ✓	288.00 ✓
<b>Total</b>	<b>35162.65</b> ✓	<b>36530.65</b> ✓
<b>Existing No. of contract workmen under this category</b>	<b>1</b> ✓	<b>0</b> ✓

Other Monetary & Non- monetary benefits are to be given as applicable to all contract workmen.

Apart from the above, Annual increase of Rs.118/- for Unskilled and Rs.139/- for Semi skilled (C) is to be added in the Basic pay on 1st April of every year. The HRA will also get increased proportionately @12% of basic pay.

The Contractor shall take into account the following criteria with regard to Annual Increase:

- Annual increase is to be paid to the contract workmen deployed by the contractor in TNPL on 1st of April every year.
- Contractor shall quote the rate only after considering the aforesaid annual increase. However, if any contract period commence subsequent to the month of April, the Contractor shall ensure that the 1st annual increase is taken into account in their quoted rate. Likewise, if the 2nd annual increase falls during the contract / extension period, if any, then the contractor shall be liable to disburse the same to their workmen and will get it reimbursed from TNPL.

Further, during the tenure of your contract if any contract workman is found eligible for the above clause, they are to be paid direct wages of Unskilled / Semiskilled (C) grade of Company employee as detailed below:

1st to 15th day of the month – Benefit is to be given from 1st day of the same month.  
16th to end of the month – Benefit is to be given from the succeeding month.

## **2 VARIABLE DEARNESS ALLOWANCE**

There will be a revision in VDA on 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October every year. Contractor has to pay revised wages as specified to the Contract workmen falling under this category.

**Any increase / decrease of VDA amount will be paid / deducted on monthly basis.**

Other benefits will be applicable to this category as per General Terms and Conditions applicable to contract workmen.

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## TAMIL NADU NEWSPRINT AND PAPERS LIMITED

## ANNEXURE – I

**Sub: I Handling of Coal/Other Solid fuels received through Rail rakes/Wagons, transportation & stacking and Collection & feeding to Crushers etc. & II) Handling of Lime Stone received through Rail rakes / Wagons, transportation & stacking at TNPL Unit-I at Kagithapuram for the year 2022-23**

**Ref: Tender No. PUR:ENQ: 222313000200-08/04/2022 dt. 14/04/2022**

**CATEGORY VII: CONTRACT WORKMEN WHO HAVE ATTAINED 53 YEARS OF AGE / 23 YEARS OF SERVICE AS PER SETTLEMENT DATED 06.10.2015 AND 28.10.2015 ARE ELIGIBLE FOR THE WAGES WITHOUT INCREMENT AS SPECIFIED BELOW:**

**1 BASIC WAGES:**

The Settlement covered Contract Workmen in Unskilled category on the date of settlement (06.10.2015 and 28.10.2015) who had completed 25 years of services / 53 years of age on or after 01.04.2011, should be paid direct wages equivalent to Unskilled / Semiskilled (C) grade Company Employee wages as detailed below as the case may be :

Particulars	Unskilled Wage per Month As on 01.01.2022 (Rs.)	Semiskilled (C) Wage per Month As on 01.01.2022 (Rs.)
Basic Pay	10650.00	11110.00
FDA	15755.90	16304.85
VDA	6206.82	6474.91
HRA	1278.00	1333.20
Washing Allowance	143.00	143.00
Conveyance Allowance	640.00	640.00
Night Shift Allowance – Rs.28/- per shift	288.00	288.00
<b>Total</b>	<b>34961.72</b>	<b>36293.96</b>
<b>Existing No. of contract workmen under this category</b>	<b>0</b>	<b>0</b>
<b>Expected no of persons eligible for this category (approximate)</b>	<b>0</b>	<b>0</b>

Other Monetary & Non- monetary benefits are to be given as applicable to all contract workmen.

Apart from the above, Annual increase of Rs.118/- for Unskilled and Rs.139/- for Semi skilled (C) is to be added in the Basic pay on 1st April of every year. The HRA will also get increased proportionately @12% of basic pay.

The Contractor shall take into account the following criteria with regard to Annual Increase:

- Annual increase is to be paid to the contract workmen deployed by the contractor in TNPL on 1st of April every year.
- Contractor shall quote the rate only after considering the aforesaid annual increase. However, if any contract period commence subsequent to the month of April, the Contractor shall ensure that the 1st annual increase is taken into account in their quoted rate. Likewise, if the 2nd annual increase falls during the contract / extension period, if any, then the contractor shall be liable to disburse the same to their workmen and will get it reimbursed from TNPL.

Further, during the tenure of your contract if any contract workman is found eligible for the above clause, they are to be paid direct wages of Unskilled / Semiskilled (C) grade of Company employee as detailed below:

1st to 15th day of the month – Benefit is to be given from 1st day of the same month.  
16th to end of the month – Benefit is to be given from the succeeding month.

## **2 VARIABLE DEARNESS ALLOWANCE**

There will be a revision in VDA on 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October every year. Contractor has to pay revised wages as specified to the Contract workmen falling under this category.

**Any increase / decrease of VDA amount will be paid / deducted on monthly basis.**

Other benefits will be applicable to this category as per General Terms and Conditions applicable to contract workmen.

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## TAMIL NADU NEWSPRINT AND PAPERS LIMITED

**ANNEXURE – J****TERMS AND CONDITIONS FOR HANDLING COAL WORK FOR THE YEAR -2022-23****Minimum wages for the outsourced workmen:**

1. **BASIC WAGE:** The Contractor should disburse wages to the Outsourced workmen as detailed below:

CATEGORY	QUALIFICATION	WAGES / DAY/ PERSON PAYABLE TO THE CONTRACT WORKMEN (Rs.)	NO. OF PERSONS
Unskilled	Primary Schooling	413.00	58
Front End Loader Driver	8th Pass + 3 years experience after obtaining Heavy Vehicle Licence Ht / Wt:160 CM / 48 Kgs Medical Fitness: Certificate regarding the Health, Eye-sight and Colour Blindness should be produced. Age : 35 - Others, 40 – SC / ST Should have accident free operation record. Should be able to read & write. Should be approved by Auto section	570.00	27

2. **PAYMENT OF WAGES:**

The Contractor shall ensure that all the outsourced workmen deployed in their contract are to open a separate Savings Bank Account in the nearby SBI/IOB Banks.

The Contractor should disburse the wages on or before 10<sup>th</sup> of every month by crediting it to the savings bank account of the outsourced workmen with SBI /IOB Banks irrespective of payment of bills.

Wage Slip pertaining to the outsourced workmen should be given one day prior to the date of payment every month.

3. **EPF/EPS:**

The Contractor should obtain a separate Provident Fund code / sub code number in their own name as the case may be (or) in their firm name in Trichy region in order to remit EPF, EPS, EDLI and other allied dues in respect of their outsourced workmen being deployed in their contract every month.

- i. EPF/EPS has to be remitted for wages paid for actual shift and Miscellaneous Shift  
**Before remitting EPF, EPS, EDLI and other allied dues, the Contractor shall require to show the details of actual attendance of each outsourced workmen, and**

**miscellaneous shift together with wage acquittance to Contract section – HR department on or before 12<sup>th</sup> of every month in order to ascertain as to whether the attendance tallies with the wage acquittance and assess the amount payable towards EPF, EPS, EDLI and other allied dues. After getting confirmation only, the Contractor has to remit EPF, EPS, EDLI and other allied dues in their PF code on or before 15<sup>th</sup> of every month. In case, any discrepancies/short remittance/belated remittance are found in the remittance of EPF, EPS, EDLI and other allied dues at later point of time, the Contractor is required to comply with the Statutory provisions in toto.**

- ii. The Contractor shall require to remit EPF / EPS dues for their contract workmen at the rate of 25% of eligible wages (12% recovered from their contract workmen, 12% by Contractor, 0.5% Administrative Charges subject to minimum Rs.500/-, 0.5% EDLI Charges) to the Regional Provident Fund Commissioner, Trichy under the Contractor's code on or before 15<sup>th</sup> of every succeeding month and submit proof of EPF/EPS remittance on or before 16<sup>th</sup> of the same month along with PF remittance challans in time to RPFC, Trichy and Contract Section of HR Department of the Principal Employer. (Addition of any workman in Form 5, Deletion of any workman in Form 10, Challan particulars / Remittance break ups in Form 12A). The Contractor shall also require to submit the following annual returns to RPFC, Trichy: Form 6 A (Annual PF /EPS Contribution Statement),

Form 3 A (Individual PF/EPS Contribution card).

- iii. Since the Employees Provident Fund Organisation has introduced payment through e - Sewa, the Contractor has to provide the necessary details such as Wages, Number of workmen along with PF Contribution, other details required by the EPFO, Trichy. The Contractor should ensure collecting "e-Challan" and remit the PF dues on or before 15<sup>th</sup> of the succeeding month through online.
- iv. If the Contractor fails to remit EPF/EPS dues within the stipulated time, TNPL has right to deduct the same amount along with penal damages from the Contractor bills and will be remitted to PF Office
4. **SAFETY SHOES:**  
The contractor shall provide safety shoes worth of Rs.400/- for both male and female outsourced workmen engaged by them.
5. **ISSUANCE OF PHOTO IDENTITY CARD:**  
The Contractor is required to issue Photo Identity Card to the Outsourced workmen engaged by them in the format as specified by HR department of the Principal Employer within a month of awarding the contract.
6. **OTHER COMPLIANCES**
  - i. **WEEKLY OFF:**  
The Contractor shall provide Weekly Off to the Outsourced workmen engaged by them as per the Factories Act, 1948.
  - ii. **WORKING HOURS:**  
The Contractor shall ensure the Working Hours of Outsourced workmen as per the Factories, Act, 1948.



iii. **LEAVE FACILITY:**

- a. Factory observes 10 declared holidays. The Contractor shall pay one day wage for National and Festival Holiday (NH/FH). If the outsourced workmen are deployed on NH/FH, then one day's additional wage has to be paid. Wages paid for NH/FH will attract PF/EPS/ESI. In addition, if Governments declare any other day as Public holiday with wages, for which also, the Contractor has to adhere to the above provisions. The Contractor shall get it reimbursed from the Company on submission of proof towards payment of such additional holidays other than 10 declared holidays.
- b. The Contractor shall provide one day leave for every 20 days of work performed provided the outsourced workman has worked for 240 days or more during the contract period. The wages for the Earned Leave should be disbursed separately at the end of the contract through bank and proof for the same should be submitted to the HR department of the Principal Employer to claim reimbursement. Wages paid for Earned Leave will not attract EPF, EPS and ESI.
- c. In order to claim retention money, the contractors are required to submit necessary proof for disbursement of EL wage i.e. Attendance register, acknowledgement slips, bank statement for disbursement of EL wages to the HR department of Principal Employer, in addition to the other documents.

iv. **BONUS:**

- a. The Contractor should disburse the bonus amount @ 8.33% of minimum Bonus subject to maximum of Rs.7000/- to all the outsourced workmen deployed by them at the end of their contract period.
- b. The contractor is required to submit actual Bonus mandays (for which bonus is payable) every month to the HR department of Principal Employer with user department certification in order to ensure the recovery of the bonus amount payable to the outsourced workmen from the bills of the contractor. Based on the bonus mandays, bonus recovery will be made.
- c. The bonus amount should be disbursed separately through bank at the end of the contract period by obtaining request letters and acknowledgement slips from their outsourced workmen individually and copy of the same has to be submitted to the HR department of Principal Employer as a proof for payment of bonus.
- d. In order to claim retention money, the contractors are required to submit necessary proof for the disbursement of bonus i.e the request letter received from the outsourced workmen, acknowledgement slips, Attendance register, bank statement to the HR department of Principal Employer in addition to other documents.

v. **CANTEEN:**

The Contractor shall provide and maintain canteen for the Outsourced workmen engaged by them and the same should be on "No Profit No Loss" basis.

vi. **AGE:**

The Contractor shall not engage Child labour below 18 years and aged persons i.e. above 58 years in their contract as the case may be and ensure it promptly.

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### PROCESS COMPLIANCE STATEMENT

**Name of the Organization :** \_\_\_\_\_

Following terms and conditions are deemed as accepted by us for participation in the above Tender.

We have accepted the Auction rules on participation at the Bid event. Award decision by TNPL would be final and binding on us.

1. We will not divulge either our Bids or those of other Bidders to any other external party.
2. We agree to non-disclosure of trade information regarding work, identify of TNPL, Bid process, Bid Technology, Bid documentation and Bid details.
3. Inability to bid due to telephone line glitch, Internet response issues, software or hardware hangs will not be the responsibility of TNPL.
4. Based on the competitive quotes received, TNPL's decision will be final and binding on us.
5. Our participation in a bid event is by invitation from TNPL.
6. TNPL is not obliged to place the contract if the expected price of the lots or event is not met. TNPL will be at liberty to cancel the bid event and initiate a fresh one, if necessary.
7. We will call TNPL – Purchase Dept. and make a proxy bid if Internet connection is down. However, this has to be confirmed and endorsed by us using alternative communication such as Fax immediately (Fax No.04324-276368) and marked predominantly as "Reverse Auction" bid to the attention of S M (Purchase) and the Fax transmission to be informed to TNPL over Phone. Time of receipt of Fax will be considered as receipt of Bid. No Fax shall be accepted if the same is received 10 minutes before closing of the auction. Fax to be addressed to S M (Purchase).
8. Bids once made can not be withdrawn or modified under any circumstances.
9. TNPL can decide to extend, reschedule or cancel the auction.
10. Bids can not be increased. Subsequent bids from the same contractor need to be lower by at least the minimum bid decrement from the lower bid.

11. We shall indemnify and hold TNPL, its and their successors and assigns, officers, employees and agents harmless from any direct or indirect loss or damage and or claims for personal injury or property damage caused by any contractual problems or by our negligent or fraudulent act, omission or willful misconduct or breach of any term of this Agreement. TNPL or its employees or other representatives will not be liable for damages arising out of or in connection with the use of this site. This is a comprehensive limitation of liability that applies to all damages of any kind, including (without limitation) compensatory, direct, indirect or consequential damages and claims of third parties.
13. TNPL does not guarantee continuous, uninterrupted or secure access to its services, and operation of the site may be interfered with by numerous factors outside of its control.
14. Validity: Tenderers should keep their bids valid for a period of 4 weeks from the date of closing of On-Line Auction (Reverse Auction). No Tenderer is permitted to withdraw their quoted rate within the validity period. In case of withdrawal of offer, EMD will be forfeited and TNPL may claim additional expenses if any incurred from the Tenderer due to withdrawal of offer by him.

We agree to have read, understand and agree to abide by this statement.

**Organization :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Signature&Stamp/Seal:** \_\_\_\_\_

**Date & Place :** \_\_\_\_\_

**CHECK LIST**

I Documents to be included in **Commercial Bid Envelope**:

1 Documentary evidence as per Qualification Criteria as below:

- a) Copies of Work Orders / Contracts
- b) Copies of Bills / Invoices with Payment vouchers
- c) Copies of Audited Balance Sheet for the past three completed financial years
- d) Copies of Income-Tax return submitted for the past three assessment years

2 Tender Fee & EMD as per Tender

3 Tender Document signed in all pages

4 Annexure I – Commercial Bid duly filled in

5 Annexure II-A – Budgetary Price Bid with due signature in all pages (Quote should be indicated both in Figures and Words) GST if any should be indicated.

6 Annexure II-B – Firm Price Bid with due signature in all pages (Quote should be indicated both in Figures and Words) GST if any should be indicated.

7 Income Tax PAN copy and latest IT return copy

8 G S T Registration Copy

9 Sl. No. 1 to 5 & 7 to 8 in separate cover superscribing "Commercial Bid and Budgetary price Bid" Tender Number & due date.

10 Sl. No. 6 in separate cover superscribing "Firm Price Bid" Tender Number & due date.

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