



TAMIL NADU NEWSPRINT AND PAPERS LIMITED
KAGITHAPURAM (PO), KARUR (DT) - 639 136
PURCHASE DEPARTMENT
E-Mail ID – purchase.cont@tnpl.co.in

TENDER ENQUIRY NO: PUR: ENQ: 222313000362

DATE : 07/05/2022

ISSUED TO

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and feeding of wood chips 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 valid for a period of 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 to be submitted along with COMMERCIAL BID & BUDGETARY PRICE BID in a separate cover. Please write clearly on the top of the cover indicating "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 **GENERAL MANAGER (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 equipments 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. 20 Lakhs for a period of 12 continuous months between 01/04/2017 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.3,00,000/- in the form of Demand Draft drawn in favour of "TAMIL NADU NEWSPRINT AND PAPERS LIMITED" from 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: Tenderer's 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 if 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 for 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, Tenderers will not be permitted to make any changes in 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 will not be opened in the presence of Tenderer's representatives. TNPL will 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 S M (Purchase) at 8903179225 or 04324-277001 to 277010 Extension 4885, Fax No.04324-276368/277025.

After "Reverse Auction", the "Firm Price Bid" of the qualified bidders will 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 processing 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 Tenderer after releasing of order.

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 after releasing of order.

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 Tender, Tenderers are advised to visit the Site at Kagithapuram and contact

- > Concerned Officer-in-charge to understand the nature of work involved and
- > Human Resources Department (HR) to understand the prevailing Labour Rules in TNPL.

Tender consisting of both COMMERCIAL 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 21/05/2022.**

NOTE: THE BIDDERS ARE ADVISED TO VISIT TNPL WOOD YARD INCHARGE TO GET CLARIFICATION ABOUT THE NEW ADDITIONAL SCOPE OF WORK BEFORE SUBMITTING BID.

for **TAMIL NADU NEWSPRINT AND PAPERS LIMITED**


GENERAL MANAGER (PURCHASE)

Encl. : a.a.



**ANNEXURE-I****1 SCOPE OF WORK FOR UNLOADING, STACKING, COLLECTION AND FEEDING OF EUCALYPTUS AND OTHER SPECIES OF WOOD / CHIPS**

The scope of work shall be

- I. Feeding of wood logs from trucks and trailers to the chippers via Live Deck or online debarking machine by operating the Mobile / Stationary Grab available at the wood yard/chipper house.
- II. Unloading of wood logs received from Trucks, stacking in the yards A, B & M (A: existing wood yard; B: yard near BR-5; M: new wood yard behind wagons tippler) or any other place inside the mill premises by operating the Mobile Grab provided by TNPL.
- III. Feeding of wood chips to silo via live bottom conveyor as per the instructions given by wood yard/chipper house in charge from time to time.
- IV. Splitting of oversized, cylindrical, asymmetrical wood logs using hydraulic splitters & loading on to trailers to supply in chippers.

The detailed scope of work shall be as follows

1.1 Mechanized feeding of wood to chippers or debarking machine from the trucks

- 1.1.1 Wood with and without bark received by Trucks, wood/bamboo received or retrieved by Trailers/ Trucks/Tipplers are to be fed to disc chipper- 1&2 and drum chipper by operating TNPL Mobile / Stationary grabs available at the wood yard/chipper house.
- 1.1.2 Tenderer should keep necessary trained Grab/Loader operators in every shift and operate the grabs to feed wood logs to live deck or online debarking machine leading to drum chipper/disc chippers.
- 1.1.3 Fly knife changing in all chippers and re-chippers as and when required to maintain the chips quality as per specification. If TNPL engages any manpower for the drum chipper fly knives changing to improve chipper availability, the additional cost incurred will be deducted from the contractor's running bill.
- 1.1.4 Tenderer should keep sufficient crew (indicated in following chart) in every shift to assist operator to run all the chippers continuously and for cleaning.
- 1.1.5 Minimum Six (6) Grab / Loader drivers per shift to be engaged including reliever to operate the chipper continuously without stoppage in the shift.
- 1.1.6 Tenderer should engage minimum manpower in every shift for collecting the scattered wood during the Grab operation and feeding them to conveyors.



- 1.1.7 While unloading and feeding to chipper, the crooked / over sized wood logs shall be segregated and kept separately for further processing in hydraulic splitter.
- 1.1.8 Tenderer should keep one overall supervisors per shift and one in general shift to carry out chipping and cleaning work.
- 1.1.9 An amount of Rs.1000/- per driver shortage (calculation based on number of driver requirement for the month) will be deducted from running bill of the contractor.
- 1.1.10 An amount of Rs.600/- per casual labour shortage (calculation based on number of casual labour requirement for the month) will be deducted from running bill of the contractor.
- 1.1.11 Split wood and cut wood loaded in Trailers from Hydraulic splitter area shall be transported and fed onto the disc chipper.
- 1.1.12 The barks separated from the logs and accumulated around / underneath the apron conveyors and chipper feed conveyors shall be collected, removed and dumped at the place earmarked by Officer-in-charge.
- 1.1.13 Chips spillage from the chippers, conveyors, screen etc shall be collected and fed into the screen feed conveyors in each shift.
- 1.1.14 Slivers accumulated from any condition shall be loaded for transporting to old re-chipper area or to the place informed by the In-charge of chipper house. These slivers have to be fed to re-chipper conveyor whenever required.
- 1.1.15 Dust accumulated in the Chipper House, conveyor chutes, screen areas and other places shall be cleaned, collected and dumped at the place shown by wood yard In-charge.
- 1.1.16 Collection of wood logs spilled from conveyors, chippers etc shall be fed into the chipper feed conveyor periodically in every shift as per instructions.
- 1.1.17 Cleaning of Silo top area regularly every day and cleaning the area in and around chipper house. Housekeeping must be ensured using sufficient casuals in every shift.
- 1.1.18 Driver to be engaged to take care of vehicle servicing / Diesel top up for all vehicles and transportation of chipper knives to Central Work Shop in "G" shift hours.



1.2 Unloading and stacking of wood logs in yard

- 1.2.1 Wood trucks other than direct feeding to chipper or online debarking machine should be unloaded and stacked using TNPL mobile grab in the area shown by wood yard officer inside the premises of TNPL.
- 1.2.2 For mechanized unloading and stacking of wood adequate equipment operators shall be engaged by the tenderer.
- 1.2.3 Tenderer should provide qualified grab driver to unload the wood logs in the yard area specified by Officer In-charge.
- 1.2.4 The wood logs stacking in the yard should be kept segregated as per the lot number specified.
- 1.2.5 Stacking of unloaded wood should be proper, regular with a clear passage on all sides as instructed by the wood yard officer.

1.3 Feeding of wood chips/slivers/knots into conveyors

- 1.3.1 Feeding of chips into live bottom conveyors at old / new chipper area.
- 1.3.2 Minimum manpower (as indicated in following chart) shall be engaged for feeding chips/knots using loader into live bottom conveyors.
- 1.3.3 Minimum manpower(as indicated in the minimum manpower requirement chart) shall be deployed at various places like live bottom conveyor, Conveyor discharge end and screen areas to release jam and chips accumulation for smooth operation of chips feeding.
- 1.3.4 Collection of chips spillage from the live bottom conveyor, conveyor screen, Re-chipper, Cyclone separator etc and feeding into the screen feed conveyor periodically during chips feeding operation.
- 1.3.5 Collection of dust accumulated in the conveyors and dumping it at the place shown by Shift Engineer.
- 1.3.6 Feeding of slivers into live bottom conveyor near old/near chipper area generated from disc chipper screen.



Chart of minimum manpower requirement for chipper house operations:-					
MINIMUM MANPOWER REQUIREMENT PER SHIFT					
Sl. No.	WORK AREA	LOCATION	UNSKILLED	DRIVERS	SUPERVISOR
1	DISC CHIPPER FEEDING	DISC CHIPPER 1	3	2	1
		DISC CHIPPER 2	3		
		DISC RE-CHIPPER	2		
		DISC SIDE GRABBERS	--		
2	DRUM CHIPPER FEEDING	DRUM CHIPPER	3	1	
		DRUM RE CHIPPER	1		
		DRUM SIDE GRABBER	-		
3	WOOD UNLOADING AND STACKING	MILL PREMISES	-	1	
4	CHIPS / KNOTS/ SLIVERS FEEDING, DRUM CHIPPER TO SILO BYEPASS CHUTE CHIPS LOADING & KNIVES SHIFTING		-	2	
Total Requirement per shift			12	6	1
MINIMUM MANPOWER REQUIREMENT FOR GENERAL SHIFT					
	WORK AREA / LOCATION		UNSKILLED	DRIVERS	SUPERVISOR
1	For cleaning chipper area, Silo and Conveyors		16	-	-
2	For Supervision of housekeeping work & maintaining		-	-	1
3	For accounting and maintaining of TNPL vehicles at wood yard		-	1	-



1.4 Splitting of oversized, cylindrical, asymmetrical wood logs using hydraulic splitters & loading on to trailers to supply in chipper.

- 1.4.1. Collection and shifting of oversized and asymmetrical wood logs from wood stacks and near chippers to be by hydraulic splitter.
- 1.4.2. Splitting the logs by operating the hydraulic splitters to sized suitable for chipping in chippers. The major cross sectional dimensions of split wood shall be as less than 6".
- 1.4.3. Stacking the split wood in the area shown by Engineer-in-charge.
- 1.4.4. The log / portion of the log, which is not suitable for pulp making, may be removed and stored separately in the area show by the Engineer-in-charge.
- 1.4.5. Split wood is to be manually to TNPL Trailer, weighed and supplied to chipper for chipping by engaging tenderer's own Tractor engine with Driver for shifting to carry out the above work.
- 1.4.6. Splitting of wood shall be carried out as per the priority indicated / instructed by Engineer-in-charge. Failure to execute the same will attract a minimum penalty of Rs.2,500/- on each occasion.

1.5 Estimated Quantity for one year (Approx.)

- 1.5.1. Mechanized feeding of wood to Chipper or debarking
Machine from wood trucks : 4,00,000 MT
- 1.5.2. Unloading and stacking of wood in yard : 50,000 MT
- 1.5.3. Wood Chips feeding into silo through conveyors : 1,00,000 MT
- 1.5.4. Splitting of oversized wood logs : 1,000 MT

However, TNPL shall not guarantee for minimum quantity to be handled in each category.

1.6 Materials supplied by Tenderer

- 1.5.1 It is the responsibility of the tenderer to arrange **qualified drivers authorized by TNPL Auto section** to operate the mobile grabs, stationary Grabs, loader and tractors in all the three shifts. Air filling, Diesel filling and taking equipment for service / maintenance is driver's responsibility.
- 1.5.2 Necessary PPE, tools, tackles etc. required for the labour should be arranged by the tenderer.



- 1.5.3 If Engineer In-charge requires **additional labourers** for carrying out any work in crisis period, it should be arranged by the tenderer in time without fail. Failure to supply additional manpower over and above the minimum manpower (as indicated in chart) will attract penalty of Rs.600/- per number of manpower not provided.

1.7 Responsibilities of the Tenderer

- 1.7.1 The log and chips feeding shall be as per the daily requirement of Pulp mill and the tenderer shall engage requisite manpower for smooth operation of chippers/conveyors as per the instructions of Engineer-in-charge.
- 1.7.2 To meet the production requirement all the 3 chippers have to run in all the three shifts.
- 1.7.3 Whenever the digester operation is affected for want of chips due to poor feeding by the tenderer, suitable penalty will be deducted from the running bill and in this regard the decision of the Engineer-in-charge is final and binding on the tenderer.
- 1.7.4 Tenderer shall maintain good chipping rate as per Plant requirement.
- 1.7.5 Tenderer shall maintain a field order book and get the instructions recorded in the book and the book should be countersigned by the Officer-in-charge regularly certifying the tenderer having carried out these works satisfactorily.
- 1.7.6 If the Officer-in-charge is not satisfied with the work, at his discretion can insist the tenderer to increase the manpower as well as working time to complete the work satisfactorily within the specified time without any loss of production. If the Contractor fails to carry out the instructions given by the Engineer-in-charge, the Engineer shall initiate action to complete the left out work through some other agency and cost thus incurred shall be debited in the Contractor's account without any prejudice.
- 1.7.7 Tenderer shall raise monthly bill and the same shall be certified by Engineer-in-charge.
- 1.7.8 As and when the wood trucks arrive, the supervisor in-charge of the concerned Tenderer should report to the shift wood yard operator along with the lorry documents and also species sample. The sample should be chipped and packed in polythene bags and same is to be handed over to the Central lab for testing the moisture with relevant data every day.
- 1.7.9 It is the responsibility of the tenderer to engage suitable manpower every day to complete the works such as knife change, cleaning the removed knives, segregating the babbitting from removed knives, handing over those removed knife to workshop along with segregated babbitting, collecting grinded knives from workshop and bring those to chipper house.
- 1.7.10 Cleaning of spilled wood logs, bark, dust, etc, everyday in disc and drum chipper in and around the system must be ensured (Live deck area Feed conveyor bottom, chipper and Re chipper area etc.).



2 PAYMENT TERMS

Tenderer shall raise monthly bills which shall be duly certified by the Engineer-in-charge and the payment shall be effected after making the following deductions:

- 2.1 90% of the certified bill value shall be released within 15 days from the date of receipt of certified bills at Accounts department through RTGS.
- 2.2 10% shall be withheld as retention money and released interest free on satisfactory completion of the contract after adjusting for increase / decrease in VDA component .

3 CONTRACT PERIOD

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

Incase the performance of the contractor 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 Security Deposit of **Rs.3,00,000/-** shall be forfeited.

4 OTHER TERMS & CONDITIONS

- 4.1 Tenderer shall quote the rates against each item after thoroughly assessing the quantum/nature of work. The rates quoted shall remain firm & fixed without any escalation. In case the Tenderer withdraws from the Tender on a later date for any reason the EMD submitted shall be forfeited without any prejudice.
- 4.2 The tenderer shall quote reasonable and viable rate for each category of work mentioned.
- 4.3 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 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.
- 4.4 TNPL reserves the rights to short close the contract at any time depending upon the necessity. Tenderer are not eligible to claim any compensation on this account.
- 4.5 Tenderer shall specify separately while quoting the rates, whether the Service is taxable.

It is the responsibility of the Tenderer to ensure whether the work is taxable or not and if taxable, Tenderer has to register with the Central Excise department and GST will be paid to the successful Tenderer only from the date of registration or effective date of contract, whichever is later upon submitting a copy of Service Tax Registration Certificate for claiming Cenvat benefit by TNPL. TNPL is not responsible for any action initiated by the Central Excise department on the successful Tenderer at a later date for non-payment of GST.



In case of Taxable service, successful 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 CENVAT by TNPL.

- a) Bill No./ Invoice No.
 - 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
- 4.6 Unloading, stacking, loading and feeding of Eucalyptus and other species of wood and chips shall be accounted on tonnage basis.
- 4.7 All pulpable wood in trailers to be weighed in weighbridge and transported to feeding point. Any fault in weighbridge the assessment of the wood quantity left to the discretion of Officer/Engineer-in-charge of that area.
- 4.8 The collection of split oversize wood and cut wood from bandsaw and feeding shall be part of the feeding operation.
- 4.9 For unloading and stacking operation, no woman worker shall be allowed after 6.00 PM.
- 4.10 Experienced Supervisor shall be arranged in every shift for satisfactory supervision of the entire operation.
- 4.11 Unloading/Stacking of Eucalyptus / other species and chips shall be accounted on tonnage basis as recorded at TNPL weighbridge at the time of transportation. The decision of TNPL regarding the quantum shall be final and binding.
- 4.12 It is the responsibility of the Tenderer to keep the entire area indicated in the Tender clean and tidy by employing the required manpower and implements for working.
- 4.13 Tenderer shall make his offer on tonnage basis as indicated against each work as per the Proforma enclosed.
- 4.14 Tenderer have to furnish the following basic information of the laborers engaged Settlement covered workmen & outsource workmen are,
- Photo
 - Name
 - Son of
 - Address
 - Contract number
 - Qualification
 - Incase of drivers along with above copy of driving license.
- 4.15 Tenderer have to maintain attendance register for all manpower to each shift A,B,C & G and it is to submitted to Officer-in-charge in all shifts without fail.



- 4.16 The Drivers engaged by the Tenderer should possess valid driving license. The equipment operators should possess the following minimum requirements.
- Educational Qualification: 8th Standard Pass should be able to speak, read and write Tamil.
 - Age : Not less than 25 Years.
 - Height/Weight : 60 CM. and above/48 Kgs.
 - Medical Fitness : Certificate regarding the Health, Eye sight and Colour Blindness should be produced.
 - Experience : Not less than 3 years experience in driving/operating the HEAVY TRANSPORT VEHICLES.
 - Service : Should have Accident Free Service.
- Persons with the above minimum qualification if found fit by TNPL Auto Section shall be given training at Main Site. Only those who have successfully completed the training will be taken as Front End Loader Operators.
- 4.17 Tenderer shall comply with all safety rules & regulations of TNPL.
- 4.18 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.
- 4.19 The Tenderer shall abide by all the labour rules and statutory obligations with respect to deployment of labour from time to time.
- 4.20 Tenderer is required to register with the appropriate authorities and obtain necessary contractor license for deployment of labour under this contract.
- 4.21 The Tenderer shall adhere to the general terms and conditions of TNPL in toto.
- 4.22 The Tenderer shall comply with all labour rules and regulation enclosed as Annexure-III with respect to deployment of labour from time to time regarding wages, bonus, Employer's Provident Fund and other statutory regulations. All expenditures against such requirements shall be borne by the Tenderer.
- 4.23 The 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.
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**ANNEXURE I - COMMERCIAL BID**

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ: 222313000362 dt. 07/05/2022

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>Experience:</p> <p>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 Rs.20 Lakhs for a period of 12 continuous months between 01/04/2017 to 31/03/2022. 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>Copies of Work Orders / Contracts Copies of Bills / Invoices with Payment vouchers Copies of Audited Balance Sheet for the past three completed financial years 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) --</p> <p>b) Status (Please tick) --</p> <p>c) GST Regn.No. & Date (Please provide photo copy) --</p>	Company / Non Company
13	Please give your sales turnover for the past 3 years along with copy of audited balance sheet and profit and loss account.	
14	Latest Solvency Certificate Details for a value of Rs 5 lakhs	
15	Agreeable to take up the work as per Tender	Yes / No
16	<p>E.M.D. AMOUNT :</p> <p>Have you enclosed Demand Draft towards EMD in Commercial Bid Envelope for an amount of Rs 3,00,000/-.</p>	



17	TENDER FEE: Have you enclosed (Tenderers who have downloaded Tender) Demand Draft towards payment of non-refundable Tender Fee of Rs.590/- (incl. GST @ 18%)	
18	VALIDITY OF OFFER : 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	[Copy of GST Registration should be enclosed] GST Registration details	
21	Please mentioned applicable GST percentage for the offered items. If not mentioned applicable GST percentage your offer will be liable for rejection.	

NAME :

ADDRESS :

(SIGNATURE WITH SEAL)

DATE :

Contact Phone No. :

Mobile Phone No. :

E-Mail ID :



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

To

**Tamil Nadu Newsprint and Papers Limited
Kagithapuram - 639 136, Karur (Dt.)**

Sir,

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ: 222313000362 dt. 07/05/2022

I/We hereby confirm having gone through your Tender Enquiry cited above in detail and am/are pleased to submit my/our most competitive offer for the subject work as follows:

Sl. No.	Description	Approx. Qty (MT)	Rate/MT Rs.P.	Value Rs.P.
1	Mechanized feeding of wood to chippers or debarking machine from the trucks	400000	_____	_____
2	Mechanized unloading and stacking of wood logs in yard.	50000	_____	_____
3	Feeding of wood chips/slivers/knots into conveyors	100000	_____	_____
4	Splitting of oversized, cylindrical, asymmetrical wood logs	1000	_____	_____
Value per Annum			_____	_____
GST			_____	_____
Total Value			_____	_____

Note: The quantity are requirements only indicative and may vary on either side. However, TNPL shall not give guarantee for any minimum quantity.

Thanking you

Yours faithfully

Name :

Address :

SIGNATURE WITH DATE

Date :

Contact Phone No. :

Mobile Phone No. :

E-Mail ID :



**ANNEXURE - II B - FIRM PRICE BID
PROFORMA**

To
Tamil Nadu Newsprint and Papers Limited
Kagithapuram - 639 136, Karur (Dt.)

Sir,

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ: 222313000362 dt. 07/05/2022

I/We hereby confirm having gone through your Tender Enquiry cited above in detail and am/are pleased to submit my/our most competitive offer for the subject work as follows:

Sl. No.	Description	Approx. Qty (MT)	Rate/MT Rs.P.	Value Rs.P.
1	Mechanized feeding of wood to chippers or debarking machine from the trucks	400000	_____	_____
2	Mechanized unloading and stacking of wood logs in yard.	50000	_____	_____
3	Feeding of wood chips slivers/knots into conveyors	100000	_____	_____
4	Splitting of oversized, cylindrical, asymmetrical wood logs	1000	_____	_____
Value per Annum			_____	_____
GST			_____	_____
Total Value			_____	_____

Note: The quantity are requirements only indicative and may vary on either side. However, TNPL shall not give guarantee for any minimum quantity.

Thanking you

Yours faithfully

Name :

Address :

SIGNATURE WITH DATE

Date :

Contact Phone No. :

Mobile Phone No. :

E-Mail ID :



ANNEXURE - III

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ: 222313000362 dt. 07/05/2022

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:
 - a. Contractor's Details (Proprietor's name, Father's name, Age/ Date of birth, E-mail ID, Mobile No.).
 - b. Form VI- A (Notice of Commencement of work).
 - c. Indemnity Bond in Rs.20/- Stamp paper.
 - d. 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:
 - a. Form IV- Application for Licence (5 Copies)
 - b. Form VII – In case of renewal of Licence (5 Copies)
 - c. 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.
 - d. 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

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 12th 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 15th 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 15th of every succeeding month and submit the proof for EPF/EPS remittance on or before 16th 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 14th of the succeeding month through online.



- vi. 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 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/EPS 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.
- vi. 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 5th 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 20th 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 10th 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 12th 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 15th 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 15th 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 12th May and 11th 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 1st April to 30th September of the respective year and the other one is between 1st October to 31st 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 st April to 30 th September	1 st January to 30 th June
2	1 st October to 31 st March	1 st July to 31 st 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 15th 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 st 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 th 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 th May / 11 th November of every year.
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 th 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 Mediclaim 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 Mediclaim 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.

i 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

- i) 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, I and J 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.**

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

**ANNEXURE – A**

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ: 222313000362 dt. 07/05/2022

CATEGORY I - FOR GENERAL CONTRACT WORKMEN (TERMS AND CONDITIONS)

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

Category	Basic wage / Day (Rs.)(As on 01/09/2021)	Special Pay (Per Month) Rs.	No. of contract workmen
Driver	224.35	981.00	0
Helper - I	208.82	908.00	0
Helper - II	201.03	871.00	0
Supervisor	221.78	969.00	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

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

4 ANNUAL INCREASE:

Rs. 35.00 per month effective from 1st September every year.

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

**ANNEXURE – B**

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ:222313000362 dt. 07/05/2022

TERMS AND CONDITIONS FOR HANDLING WOOD 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 MonthAs 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



Total	36521.11	38130.96
Existing No. of contract workmen under this category	0	1

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 / 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 DEARNNESS ALLOWANCE

There will be a revision in VDA on 1st January, 1st April, 1st July and 1st 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.

**ANNEXURE – C**

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ:222313000362 dt. 07/05/2022

TERMS AND CONDITIONS FOR HANDLING WOOD 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 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
Total	36281.96	37849.23



Existing No. of contract workmen under this category	14	1

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 1st January, 1st April, 1st July and 1st 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.

**ANNEXURE – D**

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ:222313000362 dt. 07/05/2022

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

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 :

Particulars	Unskilled Wage per Month As on 01.01.2022(RS.)	Semiskilled (C) Wage per Month As on 01.01.2022(Rs.)
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
Total	36042.81	37567.49



Existing No. of contract workmen under this category	0	0

Other Monetary & Non- monetary benefits are to be given as applicable to all contractworkmen. 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 / 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 1st January, 1st April, 1st July and 1st 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.

**ANNEXURE – E**

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ:222313000362 dt. 07/05/2022

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

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 :

Particulars	Unskilled Wage per Month (RS.) As on 01.01.2022	Semiskilled (C) Wage per Month As on 01.01.2022(Rs.)
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



Total	35803.66	37285.76
Existing No. of contract workmen under this category	2	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 1st January, 1st April, 1st July and 1st 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.

**ANNEXURE – F**

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ:222313000362 dt. 07/05/2022

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

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 :

Particulars	Unskilled Wage per Month As on 01.01.2022 (Rs.)	Semiskilled (C) Wage per Month As on 01.01.2022 (Rs.)
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.36/- per shift	288.00	288.00



Total	35564.51	37004.03
Existing No. of contract workmen under this category	0	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 1st January, 1st April, 1st July and 1st 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.

**ANNEXURE – G**

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ:222313000362 dt. 07/05/2022_

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

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 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



Total	35363.58	36767.34
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 / 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 1st January, 1st April, 1st July and 1st 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.

**ANNEXURE – H**

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ:222313000362 dt. 07/05/2022.

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

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 :

Particulars	Unskilled Wage per Month As on 01.01.2022 (Rs.)	Semiskilled (C) Wage per MonthAs on 01.01.2022 (Rs.)
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.36/- per shift	288.00	288.00
Total	35162.65	36530.65



Existing No. of contract workmen under this category	4	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 1st January, 1st April, 1st July and 1st 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.

**ANNEXURE – I**

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ:222313000362 dt. 07/05/2022_

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

CATEGORY VII: 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 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 MonthAs 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.36/- per shift	288.00	288.00
Total	34961.72	36293.96



Existing No. of contract workmen under this category	0	0
Expected No. of persons eligible for this category (approximate)	0	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 1st January, 1st April, 1st July and 1st 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.

**ANNEXURE – J**

Sub: Unloading, Stacking and Feeding of Eucalyptus and other species of wood and wood chips feeding at TNPL Unit-I at Kagithapuram for the year 2022-23

Ref: Tender Enquiry No. PUR:ENQ:222313000362 dt. 07/05/2022.

TERMS AND CONDITIONS FOR CARRYING HANDLING WOOD WORK AT TNPL UNIT – I 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	427.00	37
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	600.00	19
Supervisor	Any Graduation after 10 + 2 System of education	505.00	4

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 10th 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 12th 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 15th 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 15th of every succeeding month and submit proof of EPF/EPS remittance on or before 16th 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 15th 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.

**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.
12. 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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