

KIOCL Limited

(A Govt. of India Enterprise)
Panambur, Mangaluru – 575010

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ISO 9001, 14001 &
OHSAS 18001COMPANY

Tender No: GEM/2025/B/6001979

Introduction of Proposal

Contract for Annual Maintenance contract for Supply of semiskilled and unskilled labours for 1.3MWp Solar Plant installed at BFU KIOCL Limited, Panambur, Mangaluru.

INSTRUCTIONS TO BIDDERS

Bidders are requested to make visit KIOCL Blast Furnace Unit, Panambur, Mangaluru, to ascertain the working conditions and nature of work involved before submission of their bids. In general, shall themselves obtain all necessary information as to risks contingencies and other circumstances which may influence or affect their tender. Bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent or any misunderstanding or otherwise shall be allowed.

- 1 The following words and expressions shall have the meaning hereby assigned to them except where the subject or context otherwise required.
 - 1.1 “Company” shall mean KIOCL Limited, incorporated under the Companies Act, 1956, having its Registered office at II Block, Koramangala, Bangalore 560 034 and include its successors and assigns.
 - 1.2 “Agency” shall mean the Contractor to whom the contract is awarded and shall include his/their legal representative/s assigns.
 - 1.3 “Site” shall mean KIOCL Blast Furnace Unit, Panambur, Mangaluru.
 - 1.4 “Contract” shall mean and include instructions to tenderers, conditions of contract, scope of work and letter of intent / Work Order/ Agreement.
 - 1.5 “Notice in Writing” or “Written notice” shall mean a notice written, typed or printed characters, sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address and of registered office of the addresses and shall be deemed to have received. When in the ordinary course of post, it would have been delivered.
 - 1.6 “Letter of Intent” means intimation by a letter to the tenderer that his tender has been accepted.
 - 1.7 “Contract price” means the sum named in the tender subject to such additions thereto or deductions there from as may be made under the provisions of the Contract.
- 2 Tenderers to furnish pre-qualifying documents in support of the scope of the work as per prequalifying criteria.
- 3 Bids of those Tenderers, who do not satisfy the prequalifying criteria, will not be considered further
- 4 Tenderers are advised to go through all the documents and affix the signature in each page with seal. The Tenderers will sign each and every page of the tender document for having accepted the same. The signature on these documents shall be deemed to be acceptance of all terms and conditions of tender and any other documents forming parts of the tender documents.
- 5 If the bidder withdraw or modify their Bids during the period of validity, or if quoted below the minimum statutory amount [minimum wages + PF + ESI] in case of manpower tenders, or on awarding the contract & fail to sign the contract, or to furnish a performance security before the deadline defined in the request for bids documents, the bidder will be suspended for the period of one year from being eligible to submit Bids for all future contracts.

- 6 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required as per the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and shall result in rejection of the bid. Confirm acceptance of all Techno-commercial terms in to without any reservation.

In case bidder is silent on any clause mentioned in this tender document KIOCL shall construe that the bidder had accepted all the clauses as per this Invitation to Tender.

- 7 **AMENDMENTS TO BIDDING DOCUMENTS**: At any time prior to the deadline for submission of bids, the Tendering Authority, KIOCL Limited may, for any reason modify, change, incorporate or delete certain conditions in the bidding document. All prospective bidders are to note these changes on the official website of the Company.³
- 8 KIOCL reserves the right to reject any or all the tenders without assigning any reason.
- 9 KIOCL reserves the right to award part of the work or the whole, as may be considered necessary.
- 10 Conditional tenders will be summarily rejected.
- 11 No post tender negotiations with the bidders will be held except in certain exceptional situations.

For quarries w.r.t. the tenders, contact

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AGM (Contracts)
Contracts Dept.,
Pellet Plant Unit,
KIOCL Limited,
Panambur, Mangaluru- 575010
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PRE-QUALIFICATION CRITERIA FOR TECHNICAL EVALUATION OF BIDDERS

The agencies who are participating in tender/bidding must furnish following details along with documentary evidence of their claims. However, any surrogated submission in any form will disqualify them from consideration.

I) Financial Turnover

A	The Average Annual Financial turnover during the last three years, ending 31 st March 2024 (Audited Balance Sheet and Profit & Loss Account OR Auditor certified copy of turnover with UDIN). The auditor should be a Chartered Accountant.	Should be at least ₹2.00 Lakhs (Rupees Two Lakh only) excluding GST.
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II) Past Experience

The Bidder should have experience of having successfully completed similar work during the last seven years ending the last date of the previous month of the date of publication of NIT, which experience should be any one of the following,

A	Three (3) similar completed works, each costing not less than	₹3.77 Lakhs (Rupees Three Lakh Seventy-Seven Thousand only) including GST.
B	Two (2) similar completed works, each costing not less than	₹4.71 Lakhs (Rupees Four Lakh Seventy-One Thousand only) including GST
C	One (1) similar completed work, costing not less than	₹7.54 Lakhs (Rupees Seven Lakh Fifty-Four Thousand only) including GST.

Note:

1. "Similar Work" means manpower supply works carried out in **Process Plants / Industries / Public sector / Private sector under takings / Govt. Sectors.**
2. For works carried out in place/s said above, a work completion certificate should be furnished along with payment receipt details for the respective work completion.
3. For works done for other than Govt. sectors, Form 16A / Form 26 AS to be furnished in addition to work order & work completion certificate.
4. For works done in Govt. Organizations/PSU's, Work Order & Work completion certificates need to be furnished.
5. For works carried out in KIOCL Ltd., work completion certificate is to be enclosed. However, if the work is ongoing, the actual value of work done shall be considered for the purpose of technical evaluation.

III) Support/ Preferential Treatment to Micro & Small Enterprises (MSEs)

Policies of the Government to support Micro and Small Industries (MSEs, registered as per the following sub-clause) in comparison to non-MSE enterprises shall apply to this procurement.

1.1. Registration of MSEs

- i. MSEs interested in availing such benefits must enclose in Form 1.2 with their offer the Udhyam Registration Certificate with the Udhyam Registration Number as proof of their being MSE registered on the Udhyam Registration Portal. The certificate shall be of latest but before the deadline for the bid submission.
- ii. MSEs shall be treated as owned by SC/ ST or women entrepreneurs:
 - a) The proprietor(s) shall be SC/ ST or women In proprietary MSEs
 - b) At least 51% shares shall be held by the SC/ ST or women partners in a partnership MSEs.
 - c) At least a 51% share shall be held by SC/ ST or women promoters in Private Limited Companies MSEs.

1.2. Support to MSEs

- a) Tender sets shall be provided free of cost to MSEs.
- b) MSEs shall be exempted from payment of Earnest Money. (as per ITB-clause V below, they shall be required only to submit Bid Security Declaration)

1.3. Reservation of specific items for procurement

If so stipulated in Tender Information Summary (TIS Appendix to NIT), this procurement is reserved as per the Public Procurement Policy for the Micro and Small Enterprises Order, 2012, for exclusive purchase from Micro and Small Enterprises (MSEs) registered with agencies, as mentioned in clause (1.4) below. In such a case, only such MSEs shall be eligible to submit a bid and be considered.

1.4. Purchase Preference to MSEs

The Procuring Entity reserves its option to give purchase preference to MSEs compared to the non-MSE enterprises as per policies of the Government from time to time. This preference shall only apply to products produced and services rendered by Micro and Small Enterprises. If an MSE bidder quotes a price within the band of the lowest (L-1) +15 percent in a situation where the L-1 price is quoted by someone other than an MSE, the MSE bidders are eligible for being awarded up to 25 percent of the total quantity being procured if they agree to match the L-1 price. In case of more than one such eligible MSE, this 25 percent quantity shall be distributed proportionately among these bidders.

IV) Support to Start-up Enterprises

2.1. Definition of Start-up Enterprises

- i. As defined by DPIIT, an entity shall be considered as a 'Start-up':
 - a) Upto a period of ten years from the date of incorporation/ registration, if it is incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India, and
 - b) Turnover of the entity for any of the financial years since incorporation/registration has not exceeded one hundred crore rupees, and
 - c) The entity works towards innovation, development or improvement of products or processes or services or a scalable business model with a high potential for employment generation or wealth creation.
- ii. Provided that an entity formed by splitting up or reconstructing an existing business shall not be considered a 'Start-up'.
- iii. A Start-up so identified under the above definition shall be required to obtain and submit along with his bid a certificate of an eligible Start-up from the inter-Ministerial Board of Certification to obtain support.

2.2. Support to Start-ups

The Government of India has ordered the following support to Start-ups (as defined by the Department of Promotion of Industrial and Internal Trade - DPIIT).

- i. **Exemption from submission of Bid Security:** Such Start-ups shall be exempted from payment of Earnest Money. (as per ITB-clause V below, they shall be required only to submit Bid Security Declaration).
- ii. **Relaxation in Prior Turnover and Experience:** The Procuring Entity reserves its right to relax the condition of prior turnover and prior experience for start-up enterprises subject to meeting of quality & technical specifications. The decision of the Procuring Entity in this regard shall be final.

V) Bid Security - Related Documents

1) In lieu of Bid Security, all Bidders shall furnish/ upload a Bid Securing Declaration (BSD) as Form 7: Documents Relating to Bid Security, along with its Technical bid. The BSD is required to protect the Procuring Entity against the risk of the Bidder's unwarranted conduct as amplified under the sub-clause below.

2) The BSD provides for automatic suspension of the Bidder from being eligible for bidding in any tender in Ministry/ Department of Procuring Organisation for 2 years from the date of such enforcement. This declaration shall stand enforced if Bidder breaches the following obligation(s) under the tender conditions:

(a) withdraws or amends his bid or impairs or derogates from the bid in any respect within the period of validity of its bid; or

(b) after having been notified within the period of bid validity of the acceptance of his bid by the Procuring Entity:

i) refuses to or fails to submit the original documents for scrutiny or the required Performance Security within the stipulated time as per the conditions of the Tender Document.

ii) fails or refuses to sign the contract.

3) Unsuccessful Bidders' bid-Securing Declaration shall expire, if the contract is not awarded to them, upon:

(a) receipt by Bidder of the Procuring Entity's notification

(i) of cancellation of the entire tender process or rejection of all bids or

(ii) of the name of the successful bidder or

(b) forty-five days after the expiration of the bid validity or any extension thereof

4) The bid-Securing Declaration of the successful bidder shall stand expired only when Bidder has furnished the required Performance Security and signed the Agreement.

VI) Other information/documents to be provided as mentioned below,

1.	Name of the Agency	
2.	Postal Address	
3.	Communication Address	
4.	Contact Person	
5.	Emergency contact mode/No	
6.	PAN (mandatory, copy to be enclosed)	

7.	e-mail address (mandatory)	
5.	PF Account No., if available	
8.	ESI code No., if available	
9.	GST registration certificate., (if available)	
10.	TIN (if available)	
11.	MSE Registration No. Note: Should have migrated from UAM registration to Udyam Registration	
12.	NSIC Registration No with an Expiry date	
13.	The agency/Contractor along with acknowledgment of the Work Order shall submit Insurance Policies as stipulated in the Special Condition of the tender within seven days. [Mention 'Agree' for accepting the clause beside i.e. right column]	
14.	Ownership of the firm; whether the firm is proprietary, partnership, or company. In the case of a Partnership or Company, the details of the Partnership/Company such as Partnership Deed/ Company Incorporation Certificate, Memorandum & Articles of Association, and the authorized signatory on behalf of the firm should be furnished.	
15.	All payments shall be made in electronic mode. a. Name of the Bank b. Branch c. Type of Account (Current/Savings) d. Account No. e. MICR Number f. IFSC Code g. RXIL / INVOICEMART / M1XCHANGE registration No	

Note: Documentary Proof for turnover, Work Completion Certificates with payment receipt details, up-to-date/latest GST returns (GSTR-3B), and other documents as per above should be furnished by the Bidder. The technical offer of the bidders will be rejected in case of failure in the submission of the above documents as per PQC and also the bids of GST defaulted bidders will be rejected.

SCOPE OF WORK

Sl. No.	Description of item	Unit	Quantity
1	Contract for Annual Maintenance contract for Supply of semiskilled and unskilled labours for 1.3MWp Solar Plant installed at BFU KIOCL Limited, Panambur, Mangaluru, as per attached Special Conditions and BOQ.	Lumpsum	1

SPECIAL CONDITIONS

These special conditions of contract and other contract documents are complimentary to and shall be read in conjunction with each other. Provisions in these Special Conditions of the Contract shall be deemed to take precedence over General Conditions of the Contract and other documents, wherever at variance.

Scope of Work: **Maintenance of 1 MW Solar Plant**

1. Manpower Deployment

The following personnel will be deployed for maintenance activities:

- **Technicians (Semi-Skilled):** Two (2) personnel with ITI (Electrical) qualification and Apprenticeship certification, having experience in the maintenance of 1 MW and above solar plants.
- **Laborers (Unskilled):** One (1) personnel with knowledge of handling grass-cutting machines, chemical spray machines, and other cleaning jobs.

2. Work Schedule & Working Hours

- The working hours will be 8 hours per day, excluding a lunch break.
- Workers, including technicians, will be deployed in all shifts, including the general shift, as per operational requirements of solar plant and other work assigned by the site in charge in the plant.

3. Preventive and Routine Maintenance

- **Visual Inspection:** Regular inspections of PV panels, inverters, cables, and other electrical components for any damage, loose connections, or performance issues.
- **Cleaning Activities:**
 - Cleaning of solar panels to maintain optimal efficiency.
 - Removal of dust, bird droppings, and any accumulated dirt on panels.
 - Use of approved chemical solutions for panel cleaning to prevent damage.
- **Grass Cutting & Vegetation Control:**
 - Periodic grass cutting to prevent shading on solar panels.
 - Clearing of unwanted vegetation around the solar installation.
- **Inverter and Electrical Maintenance:**
 - Checking the health of inverters and ensuring proper functioning.
 - Checking and tightening of connections at DC and AC distribution boxes.
 - Ensuring proper earthing and surge protection.
- **Routine System Performance Monitoring:**

- Recording generation data and ensuring the system is operating at optimal performance.
- Identifying and reporting any anomalies affecting energy generation.

4. Breakdown Maintenance & Repairs

- Immediate response to breakdowns and faults affecting power generation.
- Troubleshooting of electrical faults, inverter issues, or connection failures.
- Replacement of minor consumable spare parts (if required and provided by the company).

5. Safety & Compliance

- Ensuring that all maintenance activities follow safety protocols.
- Adherence to statutory requirements and best practices in solar plant maintenance.

6. Documentation & Reporting

- Maintaining records of all maintenance activities carried out.
- Submission of periodic reports on plant performance, cleaning schedules, and maintenance activities.

Special Conditions:

1. The working hours will be **8 hours per day**, excluding the lunch break.
2. The workers, including technicians, will be deployed in **all shifts, including General shift**.
3. The **Technician (Semi-Skilled)** shall have an **ITI (Electrical) with an Apprenticeship Certificate and experience in 1 MW and above solar plant maintenance**.
4. The **Unskilled Worker** shall have knowledge of handling **grass-cutting machines, chemical spray machines, and other cleaning jobs**.
5. Statutory benefits such as **PF, ESI, and service charges** are included as per applicable government norms.
6. The wages are based on the **latest government order dated 01.10.2024** and are subject to revision as per statutory requirements.
7. The manpower deployment shall be as per the requirement and based on the instruction of officer in charge.
8. Regarding COVID -19 pandemic, necessary guidelines issued from time to time by Government and KIOCL authorities has to be followed.

TERMS AND CONDITIONS:

- 1 **PRICE:** Offered price should be inclusive of applicable GST.
Note:
 - a) **GOODS & SERVICE TAX (GST):** Percentage applicable to be indicated. Our GST No. 29AAACK8438M1ZX. Applicable TDS will be deducted as per GST provision.
 - b) Bidders are requested submit their copy of GST Registration Certificate and PAN.
 - c) The price quoted shall be firm through-out the currency of the contract and is not subject to escalation of any kind whatsoever.
- 2 Bidders are advised to visit the site, conduct survey of existing conditions so as to familiarize themselves with the site conditions, nature of works etc. and get all clarifications as may be necessary before submitting the offer.
- 3 **Executing Authority:** The contract shall be operated by DGM (Electricals & Controls), Blast Furnace Unit, KIOCL Limited, Panambur, Mangaluru or his authorized representative. Email Id: bfuelectrical@kioclltd.in and Phone: 8310339681
- 4 **Work Completion period:** The contract shall be for a period of **ONE YEAR**. The effective date of start of contract would be specified in Letter of Intent/Work Order.
- 5 The work shall generally be governed by KIOCL Limited's General Conditions of Contract (TS/B/KIOCL/QF-31/REV-1) which is available for reference in Projects Office on all working days or in the web link: <https://kioclltd.in/assets/uploads/2008604511.pdf>
- 6 The bidder has to furnish duly filled in the **Form of Tender and Self Declaration Form enclosed below at Annexure-I and Annexure-II**. In case of failure to submit the duly filled bid declaration form, the bid is liable for rejection.
- 7 The quantities given in the schedule of items are approximate and may vary or some of the items may not be executed. No claim by the contractor on account of variations, omissions and modifications will be entertained.
- 8 No escalation is admissible on any account whatsoever.
- 9 Mode of measurements for the work shall be as per IS-1200 latest edition unless otherwise specified for items not covered in IS-1200, CPWD standard shall be adopted.
- 10 If the contractor fails to fulfil his obligation for carryout all the jobs as per schedule of works with in the work order period, the owner shall be entitled immediately on such failure or at any time thereafter, to cancel the contract or the portion thereof in default and to get the total/balance jobs got done by the owner at contractor's risk and cost.
- 11 **EMD is applicable.** State/Central Govt. Organization, PSU and valid DGS&D/NSIC registered (for the tendered item) firm can produce documentary evidence issued by Govt. Authorities for exemption towards submission of Tender Document Fee, Tender Processing Fee and EMD. In case of SSIs /MSEs Firms need to submit the relevant, valid registration certificate for claiming

exemption (In case of those firms who have already submitted the documentary evidence may ignore this).

- 12 EMD shall be adjusted to the Security Deposit in the case of successful bidder. However, the same shall be returned to the unsuccessful bidders at the earliest after expiry of the final bid validity and latest on or before the 30th day after award of the contract.
- 13 Any damage to the company's property caused by the contractor during the execution/maintenance of work shall be charged to the contractor and the amount of damage shall be left to the sole discretion of the Engineer.
- 14 Royalties if any for materials applicable shall have to be paid by the contractor.
- 15 All safety appliances like safety shoes, belt, helmets etc. have to be provided by the contractor to all his workers and supervisors. None of the workmen without safety appliances shall be allowed to work at heights.
- 16 Court Jurisdiction: Only the court in Mangaluru shall have the jurisdiction to entertain disputes relating to this tender.

17 **General:**

- 17.1 The Contractor/Agency shall engage Labours between the age of 18 years and 60 years only.
- 17.2 All the Labourers engaged by the Contractor should possess valid Aadhaar Card and Bank Account. The Agency has to furnish necessary details in respect of their Labourers, like Aadhaar Cards, for Entry permission/Gate Pass issue.
- 17.3 The Agency/Contractor have to ensure the antecedents, family background, conduct, character, before engaging them in the Contract Job. All Contract Labourers shall obtain Police Clearance Certificate (PCC) from respective Police Station, within 30 days of commencement of Contract and thereafter once in **TWO years**.
- 17.4 All Security Regulations of the Company, Speed limit specified for vehicles, within the KIOCL premises shall be complied with, from time to time.
- 17.5 The Contractor/Agency shall be responsible for settlement of any claim /dues, in case any of the Contract Labours sustain injury or incur damage or loss either to any person or property, within the premises of the Company.
- 17.6 Before commencement of the Contract, the Contractor/Agency has to furnish the Work Commencement Certificate, EPF Registration Certificate, ESI Registration Certificate, Copy of Pan Card, GST Registration etc. to HR Department. In case, Contractors who do not have EPF, ESIC Code No., should apply for EPF and ESIC Code Nos. from the respective Authorities based on the LOI/Work Order issued to them and produced the same to HR Department within a month from the date of issue of LOI/Work Order.



- 17.7 All Contract Labourers shall report for duty in time. Habitual late coming and non-marking Attendance will be treated as Absent. All attendance shall be regularized based on IN and OUT punch only.
- 17.8 The Contract Agency shall ensure the presence of their authorized qualified Supervisor during the time of allotment and execution of Contract Jobs at respective site/location.
- 17.9 The Agency should not sublet/out-source the part or full quantity of Contract Jobs.
- 17.10 The Contract Agency is responsible for managing the activities of their labours and hold himself responsible for any misconduct, unsafe activities, misbehaviour, negligence towards work etc., as well as accident/loss including damage to Company property.
- 17.11 The Contractor and his Labourers may avail the facilities provided in Canteen set up for the Contract Labours, at the prevailing Canteen Menu rates, from time to time. They will not be allowed to avail the facilities set up for KIOCL Ltd. Employees.
- 17.12 Contract Labours can avail round the clock Occupational Health Centre facilities inside the Plant for any general medical problem/first aid requirement during the duty hours on free of cost basis.
- 17.13 The Contractors should maintain Attendance Register against each Work Order/Contract in respect of Contract Labourers, deployed by him in the Department. The Contractor/Authorised Supervisor shall record the daily attendance of their Contract Labours. The Attendance Register shall be made available at all the times at the respective work-place /department.
- 17.14 Contract Agency shall not engage the Contract Labours without valid Gate Pass Entry, issued/authorized by HR Department.
- 17.15 Consumption of alcohol, drugs, tobacco products are strictly prohibited. Contractor shall ensure adherence to this clause.
- 18 Statutory Compliances to be followed by the Contractor:**
- 18.1 KIOCL Ltd. is governed under Factories Act 1948. Contractors/Agencies shall abide by all the provisions contained in the Factories Act, Rules/Regulations/Bye-laws and amendments made there under, from time to time.
- 18.2 No Labour shall work continuously without Weekly off for more than 10 days. Contract Agency has to ensure availing of Weekly Off regularly by the Contract Labourers as per statutory rules.
- 18.3 Normal working hours per day being 8 hours and 48 hours per week. Total working hours including Overtime should not exceed more than 60 hours in a Week. Total Overtime hours should not exceed 50 Hours in a quarter.
- 18.4 The Contractors/Agencies shall cover their Labour under EPF and ESI before their deployment and the same shall be furnished to HR Department, which shall include nomination form.

- 18.5 The Contractors/Agencies shall obtain Employees Compensation Policy in addition to ESI coverage, to cover the risk at workplace of their workmen.
- 18.6 The Contractor should abide by all the provisions of Contract Labours (Regulation & Abolition) Act 1970 and Central Rules 1971 and its amendment from time to time.
- 18.7. In case of engagement of 5 and more inter-state migrant workers, the Contractor/Agency are required to obtain Inter-state Migrant Workmen License under Inter-state Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1970 and Central Rules 1971 and submit to HR Department, within 30 days from commencement of Contract Work.
- 18.8. In case the Contractors/Agencies engage 20 and more workmen, in such case, they have to obtain Contract Labour License under Contract Labour (Regulation and Abolition) Act 1970 and submit to HR Department, within 30 days from commencement of Contract Work.
- 18.9. The Employer Contribution of PF and ESI, admissible for reimbursement, shall be as per PF and ESI Rules. As per existing Rules, KIOCL will restrict the payment towards PF to Monthly Wages of Rs.15,000/- and ESI to Rs.21,000/- or actuals, whichever is less (normal Wages). Further, OT wages also attract ESI contribution. In such cases, ceiling of Rs.21,000/- does not arise.
- 18.10. Whenever the Govt. enhances/revises the upper ceiling EPF and ESI, the Employer's share will be reimbursed to the Contract Agency accordingly.
- 18.11. The Agency/Contractor must possess their own EPF and ESI Code. Further, the Agency who is registered with ESI Authority, outside Mangalore, must obtain sub-code in Mangalore in case of placement of Work Order.
- 18.12. The Contract shall comply with all the provisions of Maternity benefit act 1961 and rules made there under in respect of female workers.
- 18.13. The Contract Agency shall have to submit a copy of Statutory Returns furnished to the concerned Authority under Labour Law, from time to time.
- 18.14. Before commencing the job Contract Agency has to furnish Notice of Commencement Certificate and on completion of the job, Notice of Completion of Work Certificate, in a prescribed Format, to HR Department, Mangalore.
- 18.15. Before releasing the Security Deposit and/or Bank Guarantee, the Contract Agency has to settle all Statutory dues related to his Labourers and concerned Authorities.
- 18.16. Agency have to submit upto date/latest GST returns (GSTR-3B) along with the technical bid. The technical bids of GST defaulted contractors will be rejected.
- 18.17. Agency/Contractors have to comply with the prevailing Labour Laws, as applicable and amendment, therein, from time to time.



18.18. The Agency should agree that the personnel so deployed on a Contract basis and for all practical purposes are employees of the Agency and they will not be entitled for any of the privileges and benefits applicable to employees of the Organization. The work forces so deployed will have no claim, directly or indirectly for regular employment or service conditions and any other benefit applicable to the employees of the organization.

18.19. In case of termination of contract on its expiry or otherwise, the persons deployed by the service providing agency will not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/any other capacity in the office.

19 **Insurance / Medclaim Policy:**

19.1 Contract Agency shall cover their Contract Workers, who are not covered under ESIC, under Employees' Compensation Policy (workmen compensation) as per Employees Compensation Act 1923. Premium of the same to be borne by the Contractors, at their own cost.

19.2 For every workmen engaged by the Contractor/agency for the contract labourers who are not covered under ESI coverage, the contractor/agency is responsible for acquiring a medical insurance policy/group medical policy to cover each workmen to the tune of Rs. 1.00 lakh throughout the duration of the contract. A reimbursement of the premium paid for the contract period will be made by the company upon presentation of proof of premium payment together with the policy of medical insurance. The reimbursement will be made at the rate of 3.25% of annual minimum wages of respective contract labour or actual premium paid, whichever is less. In case any of the labour/s leaves the contract agency, it is the responsibility of the contractor to provide the requisite number of labours as replacement. In such cases, the contractor shall make necessary arrangements to cover the additional labours under aforementioned Medclaim policy and the premium shall be borne by the contractor. For the labours joining during the middle of the contract period as per the requirement of the Company, reimbursement will be made on pro-rata basis.

19.3 In order to ensure that all employees are covered by medical insurance, all contract labours should carry their medical cards in above cases (ESI card in case covered under ESIC) with them and present them whenever requested by HR Department.

20 **Safety aspects.**

Since Company is governed under Factories Act 1948, Rules, Regulations, Byelaws and Orders made there under, from time to time, it is mandatory to comply with -

20.1. No persons shall be engaged without proper initial training on safety as per vocational training rules of the Company.

20.2. The Agency/Contractor has to ensure all the labours deployed at site should undergo medical check-up at Company Hospital/Occupational Health Centre and obtain Fitness Certificate.

- 20.3. The Agency/Contractor shall compulsorily provide safety appliances with ISI brand and suitable hand-gloves, face-masks etc. to their workmen, and ensure wearing of the same by his workers during their duty hours, on regular basis.
- 20.4. The Agency/Contractor shall take full responsibility of safety and health aspect of their workmen being engaged and also ensure the fit and proper health condition of their workmen.
- 20.5. Contractor shall be responsible for all safety measures, in the interest of Contract Labourers, working under him and necessary Safety Appliances shall be provided to such Labourers, at his cost.
- 20.6. Whenever it is observed that Contractors have not provided Safety Appliances to the Workers, engaged by him, the Management reserves the right to issue necessary Safety Appliances to his workers, on cost recoverable basis. Decision of Engineer-in-charge shall be final and binding on the contractor.
- 20.7. Authorised and experienced Supervisor should be deployed or Contractor himself should be available at Work Site, to ensure compliance of all safety measures, use of safety appliances etc., during execution of Contract, including safety/health aspect of his Contract Labours.

21 **Obligation of the Agency/Contractors with regard to Statute.**

- 21.1. The Agency shall be solely responsible as regards to Wages, service conditions and terms extended by the Agency to his Workmen and shall in that connection maintain requisite records and comply with all laws, enactment, rules and regulations and order dealing with engagement of Contract Labours, payment of Minimum Wages 1948, payment of Employees' Compensation Act 1936, Employees State Insurance Act 1948, Employees Provident Fund Act 1952, Payment of Bonus Act 1965, Factories Act 1948, Contract Labour Regulation Act 1972, Maternity Benefit Act 1961, Equal Remuneration Act 1976, Inter-state Migrant Labours Act, Fire & Safety Regulation, Regulations related to Female Workforce, shall be complied with by the Agency. The Agency shall ensure all the labourers for accidents and third party losses, and produce the Policy before the commencement of Contract.
- 21.2. The Contract Agency is obliged to work in close coordination with KIOCL officials.
- 21.3. The Contract Agency will abide by the safety measures prevalent in India and will free the KIOCL from all demands or responsibilities arising from accidents, loss of life, the cause of which is the Contractor's negligence. The Contractor will pay all indemnities arising from such incident and will not hold the KIOCL responsible or obligated.
- 21.4. The Contractor is responsible for managing the activities of his labourers and will hold himself responsible for any misconduct by his Labourers.
- 21.5. The Contract Agency shall treat all data and information about KIOCL, as confidential and shall not reveal such information to any other party, without the prior written approval of KIOCL.

22 **SECURITY DEPOSIT:**

23.1. Contractor shall deposit **5%** of the contract value towards Security Deposits within **15 days** from the date of acceptance of the work order

23.2. The contractor shall submit the security deposits in any one of the following form

- a) Demand draft from any Nationalized Bank in favour of KIOCL LTD., payable at Mangalore.
- b) Pay Order in favour of KIOCL LTD., payable at Mangalore.
- c) Bank Guarantee from a Nationalized Bank/a scheduled commercial Bank as per enclosed format at **Annexure III** or as per GeM format.
- d) Through RTGS/NEFT
UNION BANK OF INDIA
KULUR BRANCH, KOTTARA CHOWKI, KOTTARA, MANGALORE-575013
ACCOUNT NO.332201010033129, IFSC CODE:UBIN0533220

23.3. The Security Deposit shall bear no interest and the same shall be released without interest after completion of all the contractual obligations such as pf claim settlement to the employees engaged by him who are on the roles on the final bill and on submission of copies of GST remittance challans/return.

23 Statutory deduction towards all applicable taxes shall be made as per rules.

24 **Time of completion and Liquidated Damages**

The entire work under this Contract shall be completed within **ONE YEAR**. The effective date of start of contract would be specified in Letter of Intent/Work Order. If the contractor fails to complete the work within the stipulated completion time, the contractor shall pay to owner as liquidated damages for such default, for every day which shall elapse between the date prescribed thereof and the actual date of completion of the scope of work, the amounts determined on the basis of the percentage of the value of the work as specified herein.

Delay of 1st 20 days 0.1% per day

Delay of next 20 days 0.15% per day

subject to a maximum of 5% of the value of the work. The Owner/Engineer has the discretion to reduce or waive the Liquidated Damages.

25 **Indemnification**

The Agency shall indemnify and keep indemnified the Company from and against all actions, claims, demands and/or liabilities whatsoever arising out of this agreement or consequent upon breach of any of provisions of this agreement and/or against any claim, action or demand by any of the Agency's Employees, person(s), firms, institutions under any law, rule or regulation having the force of law, including but not limited to, claims against the Company under Employee's Compensation Act 1923. The Employees State Insurance Act, the Employees Provident Fund Act, 1952, The Contract Labour (Abolition & Regulation) Act, 1970 and the Minimum Wages Act, 1948 and any amendments thereto.

26 Fraud prevention Policy:

Every one may take note that a 'Fraud Prevention Policy' is being followed at KIOCL, which provides a system for prevention/detection/reporting of any fraud. It also forbids everyone from involvement in any fraudulent activity and that where any fraudulent activity is suspected by anyone, the matter must be reported to the 'Nodal Officer' (Chief Vigilance Officer) as soon as he/she comes to know of any fraud or suspected fraud.

27 Termination of Contract

27.1. If either party hereto commits a breach of any of the terms and provisions contained in this Contract and required to be observed/completed with on its party other than delay in payment or non-payment by KIOCL and CONTRACTOR of any amounts when due, the party affected by such breach shall notify the other party of such breach and the party committing the breach shall have fifteen (15) days from the receipt of such notice to correct or commence action to correct such breach. If the party committing the breach fail or neglect to remedy or commence action to remedy such breach within the said fifteen (15) clear days from the date of service of the notice as aforesaid, the party affected by the breach may thereafter serve on the party committing the breach a written notice of seven (7) clear days terminating this CONTRACT.

27.2. Any breach of the conditions of this Contract by the Contractor or by any one employed by him or acting on behalf, KIOCL has the right at any time to terminate this Contract by giving One Month Notice in writing to the Contractor by a registered mail. KIOCL shall have no further liability to make any payment in terms of the Agreement and in such an event, the Security Deposit will be forfeited.

28. Documents Requirement

28.1. Documents to be submitted to HR Department by Contract Agency before commencement of Work.

- (a) Work Order Copy.
- (b) Form-VII (Notice of Commencement/completion of work)
- (c) EPF and ESI establishment Code of concerned Agency.
- (d) GST Registration Certificate copy.
- (d) Copy of PAN card.
- (f) Employees Compensation Insurance Policy those who are not covered under ESI.
- (g) Medical/Group medical insurance policy for those who are not covered under ESI.

28.2. Documents required for Gate Pass to be furnished to HR Dept.:

- (a) Contract Labours Personal details in a prescribed format .
- (b) TWO Passport size Photographs,
- (c) Copy of Aadhar Card (full size – A-4)
- (d) Police Clearance Certificate
- (e) Copy of Bank Passbook of each Worker.
- (f) Workmen Register
- (g) EPF Nomination Form (copy)
- (h) Copy of ESIC Nomination Form.

28.3. Documents required for Billing process/payment.

- (a) Invoice in duplicate.
- (b) QVPR in duplicate
- (c) Attendance Register sheets in Form-D, duly authorised by EIC, in duplicate.
- (d) Wage Register copy in prescribed Form-B, in duplicate.
- (e) Proof Bank statement for Wage disbursement in duplicate.
- (f) EPF paid challans copies with payment made receipts for previous month (along with ECR).
- (g) ESI paid challans copies with payment made receipts for previous month (along with ECR).
- (h) Copy of Pay Slip in duplicate.
- (i) Advance payment, if any, made to the Labour, such proof in Form-C Register.
- (j) Copy of latest filed GST Returns - GSTR-1, GSTR-3B.

28.4. Documents required for release of Security Deposit or Bank Guarantee

- (a) Work Completion Certificate
- (b) No Demand/No Claim Certificate
- (c) Proof of payment of Earned Leave (Bank statement)
- (d) Copy of Half Yearly/Annual Labour Returns, submitted to Licensing Officer, under Contract Labours Act.
- (e) GSTR -1, GSTR-3B, Returns of Work Order period.
- (f) EPF paid challans copies with payment made receipts for the last billing period (along with ECR).
- (g) ESI paid challans copies with payment made receipts for the last billing period (along with ECR).
- (h) Maintenance Certificate, if any.
- (i) Clearance of Statutory dues, if any.



FORM OF TENDER

To:
GM (CM, Contracts, L&E, PL/ K'mukh)
Contracts Section
Projects Department,
KIOCL Limited,
Panambur, Mangaluru - 575010.

Dear Sir/Madam

1. I / We have examined the Scope of Works, Specifications and Schedule of Quantities and Terms and Conditions relating to the tender for the said works invited by you.
2. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
3. I/ We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Schedule of Quantities in all respects as per the specifications and Scope of Works described in the Tender Document and the Terms and Conditions.
4. I/ We agree to pay GST, Income tax etc. and other taxes prevailing from time to time.
5. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates or any other reasons whatsoever, during the currency of the contract.
6. Should this tender be accepted, I / we hereby agree to abide by and fulfil all the Terms and Conditions and Provisions of the said Contract Document annexed hereto.

Name of the person authorized to sign and submit the Tender

.....

Your's faithfully,

Signature & Seal of bidder

Place:

**SELF DECLARATION BY CONTRACTOR/CONTRACT AGENCY/OUT SOURCING AGENCY**

This has a reference to tender No. ----- dated: __ / __ /2025 Contract for Annual Maintenance contract for Supply of semiskilled and unskilled labours for 1.3MWp Solar Plant installed at BFU KIOCL Limited, Panambur, Mangaluru.

I hereby declare that –

- a) I undertake to ensure the full responsibility of my Contract workers, working under me/us, in respect of the above Contract, towards their safety, health and well-being and particularly during any accident/ incidental takes place at the working area.
- b) I will also ensure my presence or my authorized Supervisor's presence at the work spot for proper monitoring of the Contract Workers being engaged for the jobs. On day to day basis in different shifts as per the direction of Company.
- c) I will abide statutory regulations as applicable from time to time during the course of execution of the above work order/Contract.
- d) I undertake to bound by all the provisions of Contract Labour (Regulations & Abolition) Act 1970 and Central rules 1971, in so far as the provisions are applicable to me/us in respect of engagement of Contract Labours.
- e) I undertake to bound by all the provisions of inter - state migrant workmen Regulations of Employment & Condition of service) act 1970 and Central rules 1971 in so far as the provisions are applicable to me/us in respect of engagement of inter-state migrant workers.
- f) I will maintain / update all the Registers, Records etc. as applicable and made available to the company as well as during inspection by the Competent Authorities.
- g) I will abide by and comply with the COVID 19 guidelines/ directives, issued by the concerned Authorities from time to time without any deviation during the execution of the contract /work order awarded.

Date:

Signature of Contractor/ Agency

PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT

1. In consideration of the KIOCL Limited, Panambur, Mangaluru - 575010 (hereinafter called 'the Company') having agreed to exempt..... (Name and address of the supplier(s)/Contractor(s) [hereinafter called 'the said Supplier (s)' / Contractor(s)'] from the demand, under the terms and conditions of an Agreement / Purchase Order/ Letter of Intent No..... dated....., made between(Name and address of the Company: KIOCL Limited, Panambur, Mangaluru - 575010 and(Name and address of the supplier(s)/Contractor(s)) for(Details about the Contract) (hereinafter called 'the said Contract'), of security deposit for the due fulfillment by the said Supplier(s) / Contractor(s) of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for **₹/Foreign Currency**(Value of the Security Deposit in figures and words)..... (Rupees/Foreign Currencyonly),

We, [(indicate the name and address of the Bank) (hereinafter referred to as 'the Bank')] having Registered / Head office at at the request of.....(Name and address of the supplier(s)/Contractor(s) [Supplier(s) / Contractor(s)] do hereby undertake to pay to the Company an amount not exceeding ₹ / Foreign Currency(Value of the Security Deposit in figures and words)..... (Rupees/ Foreign Currencyonly) against any loss or damage caused to or suffered or would be caused to or suffered by the Company by reason of any breach by the said Supplier(s)/ Contractor(s) of any of the terms or conditions contained in the said Contract.

2. We..... (indicate the name of the Bank), do hereby unconditionally and irrevocably undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Company of such demand stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Company by reason of breach by the said Supplier(s) / Contractor(s) of any of the terms or conditions contained in the said Contract or by reason of the Supplier(s) / Contractor(s) failure to perform the said Contract. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding ₹ / Foreign Currency(Value of the Security Deposit in figures and words).....(Rupees/ Foreign Currency only).

3. We undertake to pay to the Company the amount so demanded notwithstanding any dispute or disputes raised by the Supplier(s)/ Contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator or any other authority relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this Bank Guarantee shall be a valid discharge of our liability for payment thereunder and the Supplier(s)/ Contractor(s) shall have no claim against us for making such payment.

4. We..... (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period fromto....., that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Company under or by virtue of the said Contract have been fully paid and its claims satisfied or discharged or till the Company certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said Supplier(s) / Contractor(s) and accordingly discharges this Guarantee.



Unless a demand or claim under this Guarantee is made on us in writing on or before(90 days from the date of expiry of the Bank Guarantee), we shall be discharged from all liability under this Guarantee thereafter.

5. We..... (indicate the name of the Bank) further agree with the Company that the Company shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend the time of performance by the said Supplier(s)/ Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Company against the said Supplier(s)/Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Supplier(s)/Contractor(s) or for any forbearance, act or omission on the part of the Company or any indulgence by the Company to the said Supplier(s)/Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier(s)/Contractor(s).
7. In order to give full effect to the Guarantee herein contained, the Company shall be entitled to act as if we were its principal debtors in respect of all its claims against the Supplier(s)/ Contractor(s) hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of suretyship and other rights if any which are in any way inconsistent with the above or any other provisions of this guarantee.
8. Further, we hereby certify that this guarantee is adequately stamped under the relevant State Stamp Act and any deficiency in execution of this Guarantee shall not have the effect of relieving us.
9. We..... (Indicate the name of the Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Company in writing.

Dated theday of(month & year)

for

(Bank Name and Address)

Place of Issue

Bank Phone No.

Bank Fax No.

Bank E-MAIL ID.

IMPORTANT NOTE

The following Points should be taken care of while submitting the Bank Guarantee: -

The Bank Guarantee should be strictly as per the Proforma of Bank Guarantee.

Bank Guarantee should be submitted on non-judicial stamp paper having a minimum stamp value of Rs. 200/- or the value prevailing in the State where executed whichever is higher.

Stamp papers must be purchased from registered stamp vendor and it should be purchased in the name of the Bank (who will execute the Bank Guarantee) and not in the name of the Bidder. Stamp purchase date must be old than the date of the execution of the Bank Guarantee. E stamp is also allowed. Stamp must be purchased for BG purposes only. Place of execution of BG and purchase of stamp shall be in the same State.

The Bank Guarantee should be from any of the Nationalised Bank or Scheduled Banks in India only. Bank Guarantee issued by Co-operative Banks and Gramin Banks will not be accepted.

BG must be signed and sealed on every page of the BG. Employee Name and Code must be present in the BG at the end of the BGs text. If any correction is made on the guarantee the same should be endorsed by the Bank with its official seal.

The Bank Guarantee should be valid for a period as specified in the KIOCL's Work Order/ Tender Document.

PAYMENT TERMS

1. Payment of Wages:

- 1.1. The Contractor/Agency shall pay the Wages to their Labours in accordance with the Minimum Wages Act 1948, which are revised from time to time, as per the directives of Chief Labour Commissioner (Central), New Delhi.
- 1.2. In case of revision in Minimum Wages by the Govt. during the tenure of the Contract, difference in minimum wages along with corresponding PF and ESI (13 + 3.25%) would be paid from the date of revision of Minimum Wages by the Company. The Minimum Wage Notification issued by KIOCL Ltd., HR Department, shall be considered for this purpose.
- 1.3. The Contractor/Agency shall disburse the Wages to the Labour, compulsorily, as applicable, on or before 7th of following Month, as per Contract Labour Act.
- 1.4. The Contractor/Agency shall maintain Attendance and Wage Register properly, as per Contract Labours (Regulation & Abolition) Act 1970 and obtain the signature of Workmen on Wage Register/submit the bank statement as proof of payment.
- 1.5. Apart from Statutory deduction, no other deduction shall be made without the consent of Workmen and Principal Employer (KIOCL Limited).
- 1.6. In case of any advance payment to workmen, such payments shall be made to workers bank account only. Contractor shall submit the bank statement as proof of advance payment.
- 1.7. Contractors/Agency shall compulsorily issue Pay Slips in prescribed format to their Workmen.
- 1.8. The Contractor/Agency shall ensure the payment of Wages, if any made to their Labours should match with the Pay Slip, Register and Bank Statement etc.
- 1.9. In case of delay of payment by the Contractor/Agency, beyond the stipulated period, ie; 7th of following month, an amount of Rs.100/- per day, per person will be recovered from their RA Bills. The non-payment/late payment of wage will be considered as breach of contract. In such case, being a Principle Employer, KIOCL will make the labour payment directly to the contract workers for which contractor will not be eligible for service charges for the particular month. Such contracts are liable for short closing. In case of short closure, the balance work, if any, shall be got done at risk and cost of the defaulted contractor and the defaulted contractor shall not be permitted to participate in future for the specified period.

2. Payment of National Holidays:

- 2.1. KIOCL shall reimburse the National Holiday Wages, on proof of payment made to the labour, subject to condition that the labour is on the rolls of the Contractor/Agency during that period (having valid pass issued by KIOCL) Presently, 26th January, 15th August, and 2nd October are termed as National Holidays. However, rules prevailing at the time of execution of the Contract shall be followed. The contractor shall make a separate claim alongwith GST invoice for the particular month and service charges as per the WO will be admissible. In case of non-compliance, the bills for the particular month will not be processed.

3. **Payment of Earned Leave.**

- 3.1. KIOCL shall reimburse EL payments based on the proof of payment made to the Labour subject to the condition, the recipient of EL payment is eligible for EL payment. As per Factory Act, the person should work for minimum 240 days in a year. The Contractor/Agency shall submit the proof of EL payment to the HR Department and the reimbursement shall be made only after certification by HR Department. **In case of duration of Contract is extended, the EL payment shall be made proportionately (considering 240 mandays of working per year).**
- 3.2. The contractor shall submit a GST invoice alongwith the final bill and service charges as per the WO will be admissible. Final bill will not be processed without EL payment.

4. **Submission of RA Bills**

- 4.1. The Agency shall submit the RA bills regularly on or before 10th of following month.
- 4.2. While submitting the RA Bills, Agency shall have to furnish copy of Attendance, Wage Register (in duplicate in prescribed format), copy of Pay slips, Bank transfer statement alongwith duly paid EPF and ESI challans, copy of latest filed GST Returns, GSTR-1 and GSTR-3B etc. The labour wage payment shall be for the billing period, whereas, EPF, ESI shall be for the immediate previous month. and GST returns shall be for the previous quarter.
- 4.3. No Advance payment shall be made.

5. **Payment terms:**

- 5.1. Payment shall be made on monthly basis, after submission of Bills, alongwith necessary documents, as per Annexure (documents for Billing) on scrutiny and certification by Engineer In charge and recommended by concerned HODs and further certified by HR Department.
- 5.2. Payment shall be released on pro-rata basis, based on the no. of days actually worked by the Contract Labours. The monthly bills shall clearly state the actual no. of labours deployed etc. during the month for which the Bills are submitted, alongwith necessary documents.
- 5.3. Contractors shall deposit the amount towards PF, ESI and GST to concerned Authorities and submit the proof of payment made every month alongwith the Bill. In the event of failure to submit the above, in time, Company reserves the right to pay the said amount to the Authorities from the Contractor's Security Deposit and adjust the said amount from his next RA Bill, towards the Security Deposit.
- 5.4. Service charge percentage shall include all the Taxes, duties, Overheads, Profit etc. except GST.
- 5.5. Service charges percentage shall remain constant throughout the Contract period and no escalation is admissible for any reason whatsoever.
- 5.6. In case of revision in Minimum Wages, by the Govt., during the tenure of Contract, difference in Minimum Wages, alongwith corresponding PF and ESI, would be paid from the date of revision of Minimum Wages. The Minimum Wages Notification issued by HR Department, KIOCL Ltd., shall be considered for this purpose.
- 5.7. Statutory deductions towards applicable taxes, shall be made as per Rules.

5.8. The payment will be processed within 15 days from the date of receipt of the bills alongwith supporting documents.

6. Payment mode:

6.1. KIOCL has introduced electronic payment system to all its Contractors. All payments shall be through electronic mode (RTGS/NEFT) from Company's Account. Therefore, Contract Agencies are requested to furnish the Bank details, alongwith a copy of Passbook/cancelled Cheque leaf. Any change in the particulars, shall be informed to KIOCL Ltd., for necessary updating.

6.2. The Paying Authority shall be Head of the Department, Finance, KIOCL Ltd., Panambur, Mangalore.

7. The rate quoted shall be inclusive of GST. GST shall be paid based on tax invoice. Tax Deducted at Source (TDS) under GST shall be considered as per provision of GST Act for making payment. The Security Deposit will be refunded on submission of copies of GST remittance challans/return.

8. **Payment to MSME Firms:** As per the prevailing Government's guidelines, all payment to MSME units is to be done through digital platform TReDS only. No other mode of payment will be entertained. MSME firms should accordingly register on the digital platform.

In this regard KIOCL Limited has been boarded on the **RXIL, INVOICEMART and M1XCHANGE** TReDS Exchange as a Buyer to make payment to their MSME Vendors through the TReDS Platform. Hence the Bidders are requested to register in TReDS platform and communicate their TReDS ID to KIOCL to make payments through TReDS platform. The details for further assistance if required are as below:

Name of Exchange for TReDS platform	Contact Details			KIOCL Registration ID
RXIL	Abheek Datta	8800445588	abheek.datta@rxil.in	KI0000225
	Sangrila Sahoo	7349781049	sangrila.sahoo@rxil.in	
INVOICEMART	Ananth Hegde	9880688217	ananth1.hegde@invoicemart.com	1000036916
	Sachin Kumar	9964984984	sachin.kumar@invoicemart.com	
M1XCHANGE	Keshav	9952300854 9840204501	tiroumarane.m@m1xchange.com	BUYER00004765

BOQ
SCHEDULE OF WORK

SN	Description of item	Unit	Qty.	Rate (₹) as per minimum wages	PF @ 12 % (₹)	(*) PF (Admn) @ 1.00 % (₹)	ESI @ 3.25 % (₹)	Rate (₹)	Amount (₹)
			1	2	3	4	5	6 (2+3+4+5)	7 (1 x 6)
1	Supply of semiskilled and unskilled labours for 1.3MWp Solar Plant installed at BFU KIOCL Limited, Panambur, Mangaluru								
a	Semi-Skilled labours [Technician]	Manday	624	739	88.68	7.39	24.0175	859.0875	5,36,070.60
b	Un-Skilled labours	Manday	312	655	78.60	6.55	21.2875	761.4375	2,37,568.50
A	Total of statutory payments - (A)								7,73,639.10
B	GST@18% on Statutory - (B)								QUOTED
C	Statutory incl GST (A) + (B) – (C)								QUOTED
D	-Service Charge on Statutory amount at (A) = (D)%								QUOTED
E	Service Charge amount (A) x (D) = (E)								QUOTED
F	Grand Total (F) = (C) + (E)								QUOTED

(*) A/c. No. 2: PF Admin. Account and A/c. No. 22: EDLIS Admin Account shall be reimbursed as admissible as per rules

SCHEDULE OF WORK (PRICE BID FORMAT)

SN	Description of item	Unit	Qty.	Rate (₹) as per minimum wages	PF @ 12 % (₹)	(*) PF (Admn) @ 1.00 % (₹)	ESI @ 3.25 % (₹)	Rate (₹)	Amount (₹)
			1	2	3	4	5	6 (2+3+4+5)	7 (1 x 6)
1	Supply of semiskilled and unskilled labours for 1.3MWp Solar Plant installed at BFU KIOCL Limited, Panambur, Mangaluru								
a	Semi-Skilled labours [Technician]	Manday	624	739	88.68	7.39	24.0175	859.0875	5,36,070.60
b	Un-Skilled labours	Manday	312	655	78.60	6.55	21.2875	761.4375	2,37,568.50
A	Total of statutory payments - (A)								7,73,639.10
B	GST@18% on Statutory - (B)								
C	Statutory incl GST (A) + (B) – (C)								
D	Service Charge on Statutory amount at (A) = (D)%								
E	Service Charge amount (A) x (D) = (E)								
F	Grand Total (F) = (C) + (E)								

(*) A/c. No. 2: PF Admin. Account and A/c. No. 22: EDLIS Admin Account shall be reimbursed as admissible as per rules

Note: The successful bidder has to provide price confirmation in the above Price Bid Format.