

**TAMIL NADU NEWSPRINT AND PAPERS LIMITED
KAGITHAPURAM (PO), KARUR (DT) - 639 136**

TENDER ENQUIRY NO: PUR:ENQ: 20103000041

DATE : 15.2.2010

Sub: **Rate Contract for**

- 1) **Broke Handling, Handling of Assorted reels, Core Handling, Rejected reel cutting, Salvaging of paper and Cleaning in Machine floor and other works in Paper Machine-I & II**
- 2) **Hood cleaning and Broke handling at Finishing House, Reel Wrapping, Cutters, Bielomatik Cutter, ECH Will Cutter and Guillotine at Paper Machines - I & II**

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

Envisaged period of the contract shall be for One year from 01/03/2010 to 28/02/2011.

Tender schedule will be in two parts viz., **NON-PRICE 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 Tender cover, which is enclosed, herewith properly sealed and submit along with NON-PRICE BID & BUDGETARY PRICE BID in a separate cover. Please write clearly on the top of the cover whether "FIRM PRICE BID" or "NON-PRICE BID" & "BUDGETARY PRICE BID". Both the covers containing FIRM PRICE BID and NON-PRICE BID & BUDGETARY PRICE BID are to be put in one sealed cover superscribing the Tender No. and due date and addressed to Purchase Dept., 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 Non-Price Bid

- Copies of documentary evidence towards experience in carrying out works by engaging suitable manual workforce for value not less than **Rs 10 lakh** against single order in one year period in any reputed concerns/ Government organizations. Necessary proof to this effect such as copies of work order/contract and invoices with payment receipts shall be submitted along with the Tender, failing which, the Tender is liable for rejection at the discretion of TNPL.

- Earnest Money Deposit (EMD) for a value of **Rs 3,15,000** in the form of Demand Draft in favour of "TAMIL NADU NEWSPRINT AND PAPERS LIMITED" drawn on any of the Nationalized Banks, payable at KARUR. Alternatively an unconditional bank guarantee for a like amount issued by a bank acceptable to TNPL as per Proforma enclosed as Appendix-I shall be submitted in the Non-Price Bid. The Bank Guarantee shall be valid for 90 days beyond the validity of the Tender.
- Budgetary Price Bid (Annexure - II A) in a separate cover.
- Firm Price Bid (Annexure - II B) in a separate sealed cover.

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

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

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

After submitting the Tender, Tenderer will not be permitted to make changes to the unit rate for individual items indicated in their budgetary quote. Unit rates indicated by Bidders in their budgetary quote 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.

Both NON-PRICE BID and BUDGETARY PRICE BID shall not be opened in the presence of Tenderer's representatives. TNPL shall follow E-Procurement (Reverse Auction). Only those who qualify in Non-Price 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 Sr. Manager (PUR) at 9442591383 or 04324-277001 to 277010, Fax:04324-277368.

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

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

Tenderers who have downloaded Tender document through TNPL website *should submit a non-refundable Tender Fee by way of separate DD for Rs 500/- 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 submitted in the form of Demand Draft shall be converted into Security Deposit. In case EMD submitted in the form of Bank Guarantee, the successful Tenderer shall submit Security Deposit in the form of Demand Draft, immediately upon accepting the order. Security Deposit shall not bear any interest. Security deposit will be discharged upon fulfillment of all contractual obligations.

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

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

TNPL reserves the right to

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

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

- Concerned Engineer / 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 NON-PRICED BID (Annexure-I A), 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 02.03.2010.**

for **TAMIL NADU NEWSPRINT AND PAPERS LIMITED**

ASST. GENERAL MANAGER (PURCHASE)

Encl. : a.a.

ANNEXURE-I

1. SCOPE OF WORK

1.1 Broke Handling, Handling of Assorted reels, Core Handling, Rejected reel cutting, Salvaging of paper and Cleaning in Machine floor and other works in Paper Machine-I & II

1.1.1 Broke handling and Reject reel cutting at Machine floor

The scope of work shall be collection of broke, feeding the same to the repulper as explained below.

Collecting the broke from the machine area (Paper Machine-I & II), Winder area (I & II), Rewinder area (I, II, III & IV) and feeding to the pulper as per the directions of the Engineer-in-charge.

Segregating the foreign material from the broke and transporting the same outside the building.

Removing the unwanted material (e.g) Broom sticks, core plugs, wooden wedges, waste kraft, waste polythene sheet, gunny waste etc. and sending them to scrap yard.

Cutting of rejected reels generated at Winders (I & II) & Rewinders (I, II, III & IV) on the reel slitting machine and feeding the poor quality paper to pulper and storing good quality paper and transporting to guillotine.

Incase broke generation is more, the same is to be taken without any spillage to balling machine which is kept near Slush Pulper (Imported Pulp feeding area) and the bales to be brought and stacked near slush pulper as per the instructions of Engineer-in-charge. (Slush pulper: Imported Pulp Feeding Pulper).

Handling of Reels near Winder/Rewinder/Wrapping areas

Handling of reels from Winders (I & II), Rewinders, Wrapping area round the clock basis.

The scope of work includes re-arranging of reels near Winders (I & II), Rewinders, wrapping, cutter areas, transporting manual packed reels to ground floor and removing broke generated therein. **All reels to be pasted properly on the top while re-arranging / handling.**

Reels handling thro' manual or lowerator near winders of Paper Machine-I & II.

Core Handling

Shifting long cores from core making and stacking near core cutting machine, cutting required size cores for winders and rewinders from fresh cores & reusable cores generated from cutter & rewinders.

Shifting of cores of required size, from core cutting machine room to winders/rewinders of Paper Machine-I & II and rewinder area as per instructions of Shift-Engineer.

Collecting damaged cores and stacking them as per size or repositioning them at area located.

Segregating the usable cores and transferring the same to the stacking area.

Collecting and shifting waste cores from cutting machine to scrap yard.

Cooking the DEXTRIN powder, loading the bobbin reels and shifting the produced core to core stacking room, when core is produced. Approximately core making unit may run 25 shifts per month. The required mandays per month is 125 approx. (25 x 5 mandays).

Cleaning of Machine (Paper Machine-I & II)

The job includes cleaning of rolls, suction rolls, the machine frame on front and back, inside hood duct, under the low velocity, hood cleaning of hood panel, glass panels on front and back as per the direction of Engineer-in-charge. The work has to be done during Machine shut (I or II).

1.1.2 Cleaning and Refixing the head box pipeline from Centriscreen to Bel Baie (Paper Machine-I).

Cleaning of Bel-Baie Hood Exhaust duct and refixing. The waste to be removed to scrap (Paper Machine-I).

1.1.3 Cleaning of the surface of pipelines in Stock Preparation I & II and Paper Machines I & II.

1.1.4 Cleaning and Refixing Reel Handling Conveyors Winders, Winder pit of Paper Machine-I & II, Rewinder No.I, II, III & IV and core cutting machine.

Waste removed from underneath of conveyors to be sent to scrap yard.

1.1.5 Cleaning of Paper Machines (PM #1 & PM # 2) rolls

a) CROWN CONTROLLED ROLL

The scope of work shall be cleaning of the Crown Controlled roll using blades and high pressure water jet. For cleaning the groves all the necessary tools shall be supplied by TNPL. The Tenderer shall engage sufficient **skilled manpower** to clean the holes **within 10 days**. While cleaning the groves, care is to be taken that groves are not damaged. In case of damages, the cost of repair is to be born by the Tenderer. The accessories provided by TNPL should not be damaged by the Tenderer's men during cleaning. **The frequency of cleaning shall be approximately once in 6 Months per machine.** Total No. of roll cleaning per year for both the machines together shall be minimum of 2 per year and maximum of 4 per year.

b) CLEANING OF P.V.FAN FILTERS IN PM # 1 AND BLOW BOX FILTERS

The scope of work shall be cleaning of the P.V.fan filters once in 15 days after getting clearance from Engineer-in-charge. The Tenderer shall clean Two Nos. of filters per time cleaning by removing the filters and clean them with air and put back the same.

The frequency of cleaning is only indicative and may vary on either side. TNPL shall not give guarantee for any minimum quantum of work.

1.2 Hood cleaning and Broke handling at Finishing House, Reel Wrapping, Cutters, Bielomatik Cutter No.I&II, ECH Will Cutter and Guillotine at Paper Machines - I & II

The scope shall consist of collection of broke from Paper Machine-I & II, feeding the same to the repulper as explained below.

1.2.1) Broke removal in Finishing House and cleaning of Ground Floor

Collecting the broke from Sheeter Reel Handling System, Wrapping machines, Packing Machine-I, II, Rewinder – I, Rewinder - II, Rewinder - III, Rewinder-IV Guillotines, Cutters, Bielomatik sheet Cutter – I & II, ECH Will Cutter, R.C reels / CC reels storage area and Ream packing area and feeding to the pulper as per the directions of the Engineer-in-charge.

Brokes generated from cutters, Bielomatik Cutter – I & II, ECH Will Cutter in various stage like top layer tearing, reject gate waste and core end is to be weighed and enter in a separate register for Shift-in-charge signature and the same is to be re-pulped.

The used & waste packing materials like kraft paper, polythene film,laminated wrapper wooden core plugs etc are to be properly collected and disposed as per instructions of Officer-in-charge.

To disposing the used / waste packing materials are to be balled, by using balling machine. Machine will be installed by TNPL near by working area.

The reject gate waste papers from Cutters is to be collected and stored in a pallet neatly for salvaging at Guillotine.

Hood cleaning

The scope shall be cleaning the brokes from inside and outside of hood of Paper Machine - I & II in the ground floor, handling them up the Trim / UTM Pulper in the first floor and dumping the same in pulper as per the instructions of the Engineer-in-charge. Confirm that the hood doors are in closed position when the Paper Machines are in operation.

The walkways, platforms, etc inside the Hood of Paper Machine - I & II to be kept clean of broke, loose papers etc.,

During machine (Paper Machine - I or II) shut, all the broke from the hood panels, walkways, platform, rope pulleys, to be removed, neatly stacked and to be fed whenever/ wherever instructed.

Salvaging of Paper

The work shall be transporting of rejected / repulpable reels both Newsprint and Printing and Writing (Paper Machine - I & II) from Winder - I & II, Rewinder – I, II, III & IV and Cutter area, Bielomatik Cutter – I & II, ECH Will Cutter to Reel Slitter.

Cutting the above reels at Reel Slitter and the same is to be entered in OIIS system.

Good quality paper generated from rejected reels is to be transported to Guillotine with proper marking for salvaging.

The Guillotine Operator should get approval of sizes from Shift-in-Charge of Finishing House for salvaging the paper.

Transporting of waste from Guillotines and Reel Slitter to pulper / UTM Pulper I or II as per the instructions or shifting the waste to Imported pulp feeding pulper located at Pulp Mill.

Collecting packing papers and paper waste from Reel Wrapping area, Core making area, Winder, Blower area and for complete ground floor of Paper Machines and store the same in the area marked as per the instructions of the Engineer-in-charge.

Segregating the foreign material from the broke and transporting the same outside the building.

Removing the unwanted material (e.g.) Broom sticks, wooden wedges, gunny waste, plastic material, core plugs, gum tapes, cellophane tapes etc., and sending them to area marked.

In case broke generation is more the same to be taken to baling machine, baled and the bales to be shifted & stacked near imported pulp pulper area as and when necessary as per instructions of Engineer-in-charge.

Reel handling for Rewinders:

For the Rewinders, RR & RC reels are to be supplied from Machine floor, Cutter or Godown area, etc.,

Handling of converted reels and RR, RC reels as per the instruction of the Engineer-in-charge.

Supply of core using the Core cutter at Core Making Machine for Rewinder-I, Rewinder-II, Rewinder-III and Rewinder-IV and removing used cores from Rewinders. Segregate the rejected and re-pulp reels from Rewinders. The re-pulp reels to be cut and feed to pulper as per the converting Engineer's direction day to day basis.

Waste paper removal, segregation and feeding it to the pulper as per instructions. While feeding to the pulper, the broke shall be inspected for any foreign material and to be removed.

Removal of waste core and segregate the same for re use and scrap the unusable.

Removal of waste Core & waste wrappers from Core making area to Scrap Yard.

Segregation of usable cores and stack them at Core stand. etc.,

Transporting the reels marked for Cutter and CC Cutter to Cutter and CC Cutter area etc.,

ARRANGING REELS FOR SHEETER OPERATION

Reels coming to cutter to be pasted, labelled and the quality, GSM, Size are to be marked on the reels and the same is to be entered in a register and reel abstract is to be made. If there is any problem in 'OIIS', the same to be entered in the system latter on.

Clean the area near the conveyors.

To direct the forklift operators to stack the sheeter reels as per quality and size, as per the instructions of Officer-in-charge.

To co-ordinate with the forklift operators to destack the stacked reels, match the shade with Quality Control Department as per the instructions of Engineer-in-charge for loading the cutters and Bielomatik Sheet Cutters I & II and ECH will Cutter.

Shade matched reels are to be scanned with Hand held scanner and down load in system for updating. If there is any problem with scanner, the same work is to be carried out by manual entry in the system for cutters, Bielomatik Cutters I & II and ECH Will Cutter.

Remove the packing wrapper and polythene cover which is wrapped on sheeter reels to be collected and disposed as per the instructions of Officer-in-charge.

To arrange reels for Bielomatik Cutters – I & II and ECH Will Cutter, **6 manpower per shift is required.**

To arrange reels for Bielomatik I, II, ECH Will Cutter, Sheet Cutter I, II & IV. **Minimum 2 skilled worker is required per shift for matching the shade and co-ordinate with Forklift Operators / Quality Control personnels.**

Pulper Operation:

The pulper to be operated as per the instruction of Engineer-in-charge.

Area in and around the pulper to be kept neat and clean in all times.

Ensure that at any point of view the pulper cyclone should not get jammed.

Broke, waste and used packing material removed and disposed as per the instructions of Engineer in-charge.

Area cleaning.

Broke generated at cutters, Bielomatik Cutter # I & II, ECH Will Cutter area and other places are to be taken to the pulper and fed to the pulper after segregating all foreign and unwanted materials.

1.2.2 Cleaning of the equipments during any shut:

- a) Wrapping Machine-I and Conveyor pit cleaning including Uppender pit area.
- b) Rewinder-I, Rewinder-II, Rewinder-III, Rewinder-IV and Conveyor pit cleaning.
- c) Cleaning of all Cutters, Bielomatik Cutter – I & II, ECH Will Cutter, Guillotines and Sheeter Reel Handling System.
- d) Wrapping Machine- II & III and Conveyor pit cleaning including Uppender pit area.
- e) Core making machine and floor area.
- f) Bel-Baie exhaust duct and suction box seal pit cleaning.
- g) Vacuum pump culvert pit, screened water tank and the warm water tank to be opened and cleaned from Paper Machine-I & II separately as per instructions of Engineer-in-charge.
- h) Cleaning of areas near pulper.

1.2.3 Disc shifting, wrapper arrangement and RC Reel handling.

Cutting required size disc for reel wrapping machine I & II as and when required.

Shifting & stacking discs at Packing Machine - I & II. Cleaning disc cutting machine area (I & II) and removal of wastes to Scrap Yard.

1.3 HOUSE KEEPING

The scope of work shall be cleaning of cobweb, equipments and work area etc., in the Paper Machines floor(s) and ground floor(s) by engaging approximately Ten (10) mandays per week as per the instructions of the Engineer-in-charge. However it should not exceed 40 mandays per month. The cleaning frequency shall be four times per month. Separate manpower to be engaged for this job.

1.4 CONVERSION OF LEFT OUT REELS, CORE END REELS / PAPER INTO VARIOUS SIZES WITH TNPL GUILLOTINE

1.4.1 SALVAGING OF LEFT OUT REELS, CORE END REELS, REJECTED REELS IN STANDARD SIZES

- 1.4.1.1 Bringing the assigned reels to slitter machine, slitting the reels and store in pallets with marking.
- 1.4.1.2 Process the paper at guillotine to the required size as per the instructions of the Shift -in- charge.
- 1.4.1.3 The cut paper has to be stored on a pallet with markings viz., variety, gsm, size,date, shift, etc.
- 1.4.1.4 Bring the paper in the pallet to Finishing area for sorting, finishing, counting, packing and labeling by OIIS system. The number of sheets to be packed shall be in 500 or required by customer.
- 1.4.1.5 The labeled reams are brought to bundling area for bundling process. The number of reams per bundle is as per the given chart / instructions of the Officer-in-charge. The packed bundles are to be properly marked and "OIIS" label to be generated and pasted on every bundle. All bundles are stored in paper godown as per the instructions of the Officer-in-charge.
- 1.4.1.6 Quality inspection will be done during the above operation. Any omissions/errors to be redone without any additional cost.
- 1.4.1.7 All the above transactions are entered in OIIS system. The ream/ bundle labels are to be generated from OIIS system.
- 1.4.1.8 The "Input" and "Output" has to be entered in a separate register duly signed by Shift Officer.
- 1.4.1.9 The broke generated is to be cleared now and then. NO BROKE SHOULD BE ACCUMULATED.
- 1.4.1.10 Consumables like wrapper, label, HDPE cloth, cello tape, Sukli (Nylon Thread) etc., will be provided by TNPL at free of cost.
- 1.4.1.11 All consumables are to be accounted properly in a register duly signed by the Officer- in-charge.
- 1.4.1.12 The approximate quantity to be handled shall be 540 MT per annum.

- 1.4.2 SALVAGING OF PAPER RECEIVED IN PALLETS MEANT FOR GUILLOTINE**
- 1.4.2.1 Bring the Pallets containing sized sheets (which are assigned to Guillotine re-conversion due to quality defects).
- 1.4.2.2 Process the paper at guillotine to the required size as per the instructions of the Shift -in- charge.
- 1.4.2.3 The cut paper has to be stored on a pallet with markings viz., variety, gsm, size, date, shift, etc.
- 1.4.2.4. Bring the paper in the pallet to finishing area for sorting, finishing, counting, packing and labeling by OIIS system. The number of sheets to be packed shall be normally in 500 or as per the instructions of the Officer-in- charge.
- 1.4.2.5 The labeled reams are brought to bundling area for bundling process. The number of reams per bundle is as per the given chart / instructions of the Officer-in-charge. The packed bundles are to be properly marked and "OIIS" label to be generated and pasted on every bundle. All bundles are stored in paper godown as per the instructions of the Officer-in-charge.
- 1.4.2.6 Quality inspection will be done during the above operation. Any omissions/errors to be redone without any additional cost.
- 1.4.2.7 All the above transactions are entered in OIIS system. The ream/ bundle labels are to be generated from OIIS system.
- 1.4.2.8 The "Input" and "Output" has to be entered in a separate register duly signed by Shift Officer.
- 1.4.2.9 The broke generated is to be cleared now and then. NO BROKE SHOULD BE ACCUMULATED.
- 1.4.2.10 Consumables like wrapper, label, HDPE cloth, cello tape, Sukli (Nylon Thread) etc., will be provided by TNPL at free of cost.
- 1.4.2.11 All consumables are to be accounted properly in a register duly signed by the Officer-in-Charge.
- 1.4.2.12 The approximate quantity to be handled shall be in the order of 250 MT per annum.

1.4.3.TNPL shall arrange to provide two automatic programmable Guillotine machines. Tenderer has to engage adequate skilled manpower to operate the automatic programmable Guillotine machine, Helpers to remove broke, Finishers to finish & pack the reams, the bundlers to bundle the reams and Skilled Supervisor to supervise the entire operations and to enter the transactions in OIIS system. The knife changing has to be carried out by the Tenderer.

1.5 PROVIDING MANPOWER ASSISTANCE FOR MISCELLANEOUS WORKS

Scope of work shall be engaging manpower assistance as detailed below:

1.5.1 Reel Handling at Contract Cutter

Scope of work shall be engaging manpower assistance for transporting small width reels (ranging from 30 cm to 102 cm) from Finishing House to Contract Cutter area. The requirement shall be **1** person per shift for "A" & "B" shifts (totally **2** persons per day). Estimated mandays per annum shall be **732**.

1.5.2 Operation assistance for Wrapping Machine – 3 (DONE)

The scope of work shall be engaging manpower assistance for transporting reels from machine floor through "Done" Lowerator and to handle the reels at '7' Meter to Cutter through Wrapping Machine. Wrapping Machine – 3 system may be operated for 30 days in a month. Mandays required per day shall be 6 mandays per day (2 persons per shift). Estimated mandays per annum shall be **1,800** @ 150 manday/month.

1.5.3 Operation of HP Shell Cleaning System

The scope of work shall be adjusting the shell cleaning system lancer unit, cleaning the HP pump filters, checking the inlet and outlet line, setting the roll shell in position and operation of the unit as per direction of Engineer-in-charge. Approximately HP cleaning system may be operated for 36 shifts (general) per year. Estimated mandays per annum shall be 75.

1.5.4 Sheeter / RC Reels handling / Storing at various places: (Optional work)

The scope of work shall be arranging man power assistance for transporting sheeter / RC Reels from Finishing House to new paper godown / other godown, by using TNPL / outside vehicles. The requirement shall be 2 persons per shift for "A" & "B". Estimated man days 1000 per annum.

As the requirement of man power for shifting will be a new one, depending on sheet order and storing area. The number given above is tentative.

Tenderer shall remove on daily basis or weekly basis all the scrap pieces like binding wires, jute twines, carboys, filler bags etc to Scrap Yard from the Plant.

MATERIALS SUPPLIED BY TENDERER

All necessary tools and tackles required for carrying out the above work such as axe, hammer, etc., shall be arranged by the Tenderer.

MAINTENANCE OF RECORDS

Tenderer shall ensure that he maintains a minimum requisite manpower as desired by the Engineer-in-charge to effectively carry out the works in and around the Paper Machine as to keep the area clean and tidy at any point of time. **The Tenderer shall increase manpower during P&W run on both machines to effectively handle reels coming out from Winder.**

Tenderer shall engage **Two experienced supervisor for each Paper Machine (ie., Four Supervisors per shift)** to collect instructions from the Engineer-in-charge regarding deployment of manpower and to effectively manage the manpower in order to keep the area clean and tidy at any point of time.

Tenderer shall maintain daily record of the work done in a field book and duly get the records certified by the Section-in-charge/Engineer-in-charge.

Tenderer shall be responsible for the cleanliness of the areas allotted to him. The areas allotted to him should be free from broke pulp spillages etc., In the event, the Tenderer fails to carry out the instructions the Engineer-in-charge shall initiate action to get the work done through some other agency and the cost incurred shall be debited to the account of the Tenderer.

Tenderer shall raise monthly bill and the same shall be certified by the Engineer-in-charge advising deduction if any, as per Tender terms.

Tenderer shall maintain all records as per ISO 9001.

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 85% of the certified bill value shall be released within 15 days from the date of receipt of certified bills at Accounts department..
- 2.2 15% shall be withheld as retention money and released interest free on satisfactory completion of the contract after adjusting for any increase / decrease in VDA component.

3 CONTRACT PERIOD

Rate contract shall be for a period of one year from 01/03/2010 to 28/02/2011. However, the period may be extended on the existing terms and conditions mutually agreed.

In case the performance of the Tenderer 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 3,15,000/- shall be forfeited.

OTHER TERMS AND CONDITIONS

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

After award of Contract to Successful Tenderer (Contractor), if the Contractor withdraws from the work on a later date during the Contract period for any reason, Security Deposit , 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.

TNPL reserves the rights to short close the contract at any time depending upon the necessity. Tenderer is not eligible to claim any compensation on this account.

The rates offered shall be firm and fixed during the tenure of the contract without any escalation whatsoever.

Tenderer shall specify separately while quoting the rate, whether the service is taxable.

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

In case of Taxable service, Tenderer shall raise bills in triplicate by submitting a copy of Service Tax 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 Service Tax payable

In case of receipt of Service Tax & Education Cess from TNPL, you are required to submit a "Declaration" with the subsequent bills towards remittance of the same to the respective authorities. The declaration shall be as below:

"I / We do hereby declare that the Service Tax and Education Cess amount received from M/s TNPL for our previous bills have been deposited to the Govt. Account".

In case the Tenderer does not specify the above details separately, no Service Tax shall be paid extra by TNPL at a later date.

Tenderer shall ensure that minimum workforce is always maintained to keep the area clean and broke free.

Tenderer shall also arrange to provide additional manpower as and when required based on the work demand. No extra wages shall be paid for engaging the additional manpower.

For the work of broke clearing, reject reel cutting etc., and in any area near rotating machinery no woman worker shall be employed.

In case the Tenderer fails to keep the area free of broke, **a fine of Rs.5,000/-** shall be levied upon by the Engineer-in-charge and same shall be deducted from the Tenderers bills.

In case of Finishing House Trim Pulper – cyclone jam, **a fine of Rs. 5000/-** shall be levied upon by Engineers-in-Charge and the same shall be deducted from Tenderer's bill.

Both the electrical connection/equipments and mechanical lifting tools and tackles if any, are to be certified by our Engineers before the equipments are taken into operation. Further, the Tenderer's equipments are to be examined by our Engineers and the Tenderer should maintain a record for verification/clarification. The record shall be produced by the Tenderer at the time of inspection by the appropriate authorities.

Tenderer shall abide by all the labour rules and statutory obligations with respect to deployment of labour from time to time.

Tenderer shall comply with all safety rules and regulations.

The successful Tenderer is required to register with the appropriate authorities and obtain necessary contractor license for deployment of labour under this contract.

Tenderer shall adhere to the general terms and conditions of TNPL in toto.

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.

Tenderer shall follow all system as required under ISO 9001 & ISO 14001.

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

ANNEXURE I A- NON PRICE BIDSub: **Rate Contract for**

- 1) **Broke Handling, Handling of Assorted reels, Core Handling, Rejected reel cutting, Salvaging of paper and Cleaning in Machine floor and other works in Paper Machine-I & II**
- 2) **Hood cleaning and Broke handling at Finishing House, Reel Wrapping, Cutters, Bielomatik Cutter, ECH Will Cutter and Guillotine at Paper Machines - I & II**

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 | Experience
Particulars to be given with references and documentary evidence for experience in carrying out works by engaging suitable manual workforce for value not less than Rs 10 lakh against single order in one year period in any reputed concerns/ Government organizations. Necessary proof to this effect such as copies of work order/contract and invoices with payment receipts are to be enclosed. | -- |
| 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 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 Is the Tenderer an income-tax Assessee? Copy of latest IT return along with PAN No. has to be produced. --
- a) PAN No. (Pl. provide Photo Copy) --
- b) Status (Please tick) -- Company / Non Company
- c) TNGST Regn. No. & Date --
- d) Service Tax Regn.No. & Date (Please provide photo copy) --
- 13 Please give your sales turnover for the past 3 years along with copy of balance sheet, audited copy of profit/loss. --
- 14 **Solvency Certificate** Details for a value of Rs.5 lakhs --
- 15 What time of notice you require for starting the operation of the contract. --
- 16 **E.M.D. AMOUNT :** --
- Have you enclosed EMD in Non Price Bid Envelope for an amount of Rs 3,50,000/-- Please furnish DD No. & Date with Name of the bank.
- 17 **TENDER FEE:** --
- Have you (**Tenderers who have downloaded Tender document through TNPL website**) enclosed a non-refundable Tender Fee by way of separate DD for an amount of Rs 500/- ? Please furnish DD No. & Date with Name of the bank.
- 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 --

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

Sir,

Sub: **Rate Contract for**

- 1) Broke Handling, Handling of Assorted reels, Core Handling, Rejected reel cutting, Salvaging of paper and Cleaning in Machine floor and other works in Paper Machine-I & II**
- 2) Hood cleaning and Broke handling at Finishing House, Reel Wrapping, Cutters, Bielomatik Cutter, ECH Will Cutter and Guillotine at Paper Machines - I & II**

Ref: Tender enquiry No.PUR:ENQ: 20093000236 dt. 04/12/2009

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

S No.	Description	Times/ Annum	Rate Rs.P.	Value Rs.P.
<u>Broke handling works</u>				
	Broke handling and Rejected reel cutting on Machine floor, handling of reels near winders, rewinders, wrapping area round the clock, Core cutting & handling (Paper Machine-I & II), Collection of packing materials like labels, ink, adhesive tapes etc. (Rate: Lumpsum/month)	12	_____	_____
	a)Cleaning the machine frame on front and back, cleaning suction rolls and other rolls, cleaning inside hood duct, Cleaning of glass panels on front and back during shutdown (<u>Paper Machine-I</u>) (Rate: Lumpsum/Time)	12	_____	_____
	b) Cleaning the machine frame on front and back, cleaning suction rolls and other rolls, cleaning inside hood duct, Cleaning of glass panels on front and back during shutdown (<u>Paper Machine-II</u>) (Rate: Lumpsum/Time)	12	_____	_____

S.No	Description	Times/ Annum	Rate Rs.P.	Value Rs.P.
	Cleaning of outer surface of Pipelines in Stock Preparation I & II and Paper Machines I & II (Rate: Lumpsum/Time)	12	_____	_____
	a) Cleaning and refixing reel handling conveyors, waste removal from underneath of conveyor at winder area (Paper Machine-I & II). (Rate: Lumpsum/Time)	12	_____	_____
	b) Cleaning of winder-I and winder pit. (Rate: Lumpsum/Time)	12	_____	_____
	c) Cleaning of winder-II and winder pit. (Rate: Lumpsum/Time)	12	_____	_____
	d) Cleaning of Rewinder No.I. (Rate: Lumpsum/Time)	12	_____	_____
	<u>Cleaning of Rolls</u>			
	a) Crown Controlled Roll (Rate: Lumpsum/Time Cleaning)	4	_____	_____
	b) Cleaning of PV Fan filters (2 Nos.) (PM # 1 only) (Rate: Lumpsum/Time Cleaning)	12	_____	_____
	Cooking of Dextrin/any other chemical for Core Making and handling & shifting works (125 mandays / Month)	12	_____	_____
	<u>Hood cleaning works</u>			
	Hood Cleaning of Paper Machine-I & II, Broke handling at Finishing house, Reel Wrapping Machine-I & II, Rewinder - II & III, Core making area and Salvaging of paper through Guillotines, Reel handling for Rewinder-II, Rewinder-III, Rewinder-IV, Cutter side conveyor and upender operation and pulper operation. Supply of cores to Rewinder in Ground Floor and removing old cores and cutting required size cores from old and new cores. (Rate: Lumpsum/Month)	12	_____	_____

S No	Description	Times/ Annum	Rate Rs.P.	Value Rs.P.
	Cleaning of the Equipments mentioned under section 1.2.2 of Scope of Work under Annexure-I during any shut as per instructions			
a)	Wrapping machine-I and Conveyor pit cleaning (Rate: Lumpsum/Time)	12	_____	_____
b)	Rewinder-II, Rewinder-III, Rewinder-IV and conveyor pit cleaning (Rate: Lumpsum/Time)	12	_____	_____
c)	Cleaning of all cutters and conveyors under Uppender (4 Cutters) (Rate: Lumpsum/Time)	12	_____	_____
d)	Cleaning of Wrapping Machine-II and conveyor pit cleaning (Rate: Lumpsum/Time)	12	_____	_____
e)	Core making machine cleaning and floor areas (Rate: Lumpsum/Time)	12	_____	_____
f)	Vacuum pump culvert pit screened water tank & warm water tank opening and cleaning for <u>Paper Machine-I</u> (Rate:Lumpsum/Time)	12	_____	_____
g)	Vacuum pump culvert pit, Cooling tower and warm water tank opening and cleaning for <u>Paper Machine-II</u> (Rate:Lumpsum/Time)	12	_____	_____
h)	Disc cutting and shifting the cut sheets to wrapping machine-I & II as per the instructions (Rate: Lumpsum/Month)	12	_____	_____
	House Keeping (approx. 10 mandays /week) (Maximum 40 mandays per month) (Rate: Lumpsum/Month)	12	_____	_____
	Conversion of left out reels, Core end reels/ Paper into various sizes with TNPL Guillotine Machines (Rate/MT)			

S No	Description	Qty./ Annum	Rate Rs.P.	Value Rs.P.
	Salvaging of paper collected on pallets from slitted reels as per scope of work (Rate/MT)	540 MT	_____	_____
	Salvaging of paper received in pallets meant for Guillotine as per scope of work (Rate/MT)	250 MT	_____	_____
	Providing manpower assistance for Miscellaneous works (Rate/Manday)	2,607 Mandays	_____	_____
Total Value per Annum			_____	_____

Please indicate whether the Rates are Inclusive or Exclusive of **Service Tax**

Note : The quantum of work is only indicative and it may vary on either side. However, TNPL will not give guarantee for any minimum quantum of work. While offering the rates, the Tenderer may note that S.No.1.1.1 and 1.2.1 are considered the main item of work. The other works occurs at intervals as indicated and is incidental to be carried out as and when arises.

Thanking you

Yours faithfully

Name :

Address :

Date :

Contact Phone No.:

Mobile Phone No. :

E-Mail ID :

SIGNATURE

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

To
Tamil Nadu Newsprint and Papers Limited
Kagithapuram - 639 136

Sir,

Sub: **Rate Contract for**

- 1) **Broke Handling, Handling of Assorted reels, Core Handling, Rejected reel cutting, Salvaging of paper and Cleaning in Machine floor and other works in Paper Machine-I & II**
- 2) **Hood cleaning and Broke handling at Finishing House, Reel Wrapping, Cutters, Bielomatik Cutter, ECH Will Cutter and Guillotine at Paper Machines - I & II**

Ref: Tender enquiry No.PUR:ENQ: 20093000236 dt. 04/12/2009

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

S No.	Description	Times/ Annum	Rate Rs.P.	Value Rs.P.
<u>Broke handling works</u>				
	Broke handling and Rejected reel cutting on Machine floor, handling of reels near winders, rewinders, wrapping area round the clock, Core cutting & handling (Paper Machine-I & II), Collection of packing materials like labels, ink, adhesive tapes etc. (Rate: Lumpsum/month)	12	_____	_____
	a) Cleaning the machine frame on front and back, cleaning suction rolls and other rolls, cleaning inside hood duct, Cleaning of glass panels on front and back during shutdown (<u>Paper Machine-I</u>) (Rate: Lumpsum/Time)	12	_____	_____
	b) Cleaning the machine frame on front and back, cleaning suction rolls and other rolls, cleaning inside hood duct, Cleaning of glass panels on front and back during shutdown (<u>Paper Machine-II</u>) (Rate: Lumpsum/Time)	12	_____	_____

S.No	Description	Times/ Annum	Rate Rs.P.	Value Rs.P.
	Cleaning of outer surface of Pipelines in Stock Preparation I & II and Paper Machines I & II (Rate: Lumpsum/Time)	12	_____	_____
	a) Cleaning and refixing reel handling conveyors, waste removal from underneath of conveyor at winder area (Paper Machine-I & II). (Rate: Lumpsum/Time)	12	_____	_____
	b) Cleaning of winder-I and winder pit. (Rate: Lumpsum/Time)	12	_____	_____
	c) Cleaning of winder-II and winder pit. (Rate: Lumpsum/Time)	12	_____	_____
	d) Cleaning of Rewinder No.I. (Rate: Lumpsum/Time)	12	_____	_____
<u>Cleaning of Rolls</u>				
	a) Crown Controlled Roll (Rate: Lumpsum/Time Cleaning)	4	_____	_____
	b) Cleaning of PV Fan filters (2 Nos.) (PM # 1 only) (Rate: Lumpsum/Time Cleaning)	12	_____	_____
	Cooking of Dextrin/any other chemical for Core Making and handling & shifting works (125 mandays / Month)	12	_____	_____
<u>Hood cleaning works</u>				
	Hood Cleaning of Paper Machine-I & II, Broke handling at Finishing house, Reel Wrapping Machine-I & II, Rewinder - II & III, Core making area and Salvaging of paper through Guillotines, Reel handling for Rewinder-II, Rewinder-III, Rewinder-IV, Cutter side conveyor and upender operation and pulper operation. Supply of cores to Rewinder in Ground Floor and removing old cores and cutting required size cores from old and new cores. (Rate: Lumpsum/Month)	12	_____	_____

S No	Description	Times/ Annum	Rate Rs.P.	Value Rs.P.
	Cleaning of the Equipments mentioned under section 1.2.2 of Scope of Work under Annexure-I during any shut as per instructions			
a)	Wrapping machine-I and Conveyor pit cleaning (Rate: Lumpsum/Time)	12	_____	_____
b)	Rewinder-II, Rewinder-III, Rewinder-IV and conveyor pit cleaning (Rate: Lumpsum/Time)	12	_____	_____
c)	Cleaning of all cutters and conveyors under Uppender (4 Cutters) (Rate: Lumpsum/Time)	12	_____	_____
d)	Cleaning of Wrapping Machine-II and conveyor pit cleaning (Rate: Lumpsum/Time)	12	_____	_____
e)	Core making machine cleaning and floor areas (Rate: Lumpsum/Time)	12	_____	_____
f)	Vacuum pump culvert pit screened water tank & warm water tank opening and cleaning for <u>Paper Machine-I</u> (Rate:Lumpsum/Time)	12	_____	_____
g)	Vacuum pump culvert pit, Cooling tower and warm water tank opening and cleaning for <u>Paper Machine-II</u> (Rate:Lumpsum/Time)	12	_____	_____
h)	Disc cutting and shifting the cut sheets to wrapping machine-I & II as per the instructions (Rate: Lumpsum/Month)	12	_____	_____
	House Keeping (approx. 10 mandays /week) (Maximum 40 mandays per month) (Rate: Lumpsum/Month)	12	_____	_____
	Conversion of left out reels, Core end reels/ Paper into various sizes with TNPL Guillotine Machines (Rate/MT)			

S No	Description	Qty./ Annum	Rate Rs.P.	Value Rs.P.
	Salvaging of paper collected on pallets from slitted reels as per scope of work (Rate/MT)	540 MT	_____	_____
	Salvaging of paper received in pallets meant for Guillotine as per scope of work (Rate/MT)	250 MT	_____	_____
	Providing manpower assistance for Miscellaneous works (Rate/Manday)	2607 Mandays	_____	_____
Total Value per Annum			_____	_____

Please indicate whether the Rates are Inclusive or Exclusive of **Service Tax**

Note : The quantum of work is only indicative and it may vary on either side. However, TNPL will not give guarantee for any minimum quantum of work. While offering the rates, the Tenderer may note that S.No.1.1.1 and 1.2.1 are considered the main item of work. The other works occurs at intervals as indicated and is incidental to be carried out as and when arises.

Thanking you

Yours faithfully

Name :

Address :

Date :

Contact Phone No :

Mobile Phone No. :

E-Mail ID :

SIGNATURE

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.04324–277368) and marked predominantly as "Reverse Auction" bid to the attention of Sr. Manager (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 Sr. Manager (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 Tenderer need to be lower by atleast 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 : _____

ANNEXURE III
TERMS AND CONDITIONS FOR DEPLOYMENT OF CONTRACT LABOUR

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

1 REGISTRATION OF CONTRACT & CONTRACTOR'S LICENCE

1.1 On receipt of the work order and before commencement of work, Contractor has to produce the following documents to Principal Employer to register his contract with Deputy Chief Inspector of Factories, Trichy jurisdiction :

- 1.1.1 Contractor's Details (Proprietor's name, His Father's name, Age/ Date of birth)
- 1.1.2 Form VI- A (Notice of Commencement of work)
- 1.1.3 Indemnity Bond in Rs.20/- stamp paper.

1.2 If the contractor engages 20 or more personnel, he has to apply for contractor's licence to the Inspector of Factories, Karur. The contractor has to produce the following documents:

- 1.2.1 Form IV- Application for License (5 copies) /
- 1.2.2 Form VII- In case of renewal of License (5 copies).
- 1.2.3 Along with the above forms, Security Deposit of Rs 100/- 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.
- 1.2.4 License Fee – 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).

LICENCE FEE STRUCTURE

No. of persons	Contract Licence (Rs.)
Upto 20	100.00
21 - 50	150.00
51 - 100	200.00
101 - 200	300.00
201 - 400	400.00
Above 400	500.00

Licence amendment fees Rs.50/-

Renewal fees – Initial - 100%

Surcharge – Initial – 50%

Duplicate licence fees – Rs.50/-

1.2.5 Certificate by TNPL in Form V.

Without complying the above formalities at 1.1 and 1.2, contractor or his personnel will not be permitted to enter the work premises to execute the work.

- 2 **BASIC WAGE:** Following basic wages are payable to the personnel engaged by the contractor:

S.NO.	Nature of Work	CATEGORY	BASIC WAGE/ DAY (As on 01.09.2009) (Rs. P.)	Special Pay / Month (Rs. P.)
1	Broke Handling at Paper Machine	Helper	123.15	871.00
2	Hood Cleaning at Finishing House	Helper	124.88	883.00

- 3 **DEARNNESS ALLOWANCE** (Includes FDA AND VDA)

3.1.1 FDA : Rs 1,031.70 per month.

3.1.2 VDA : In addition to amount payable at " (2) " above, VDA is payable at the rate of Rs. 1.60 per point increase above 2,590 points in All India Consumer Price Index (Base 1960 = 100). For the quarter ending March 2010, VDA is Rs 1761.60 per month at 3691 points. Any increase or decrease above 3691 points will be borne by TNPL / recovered from the Tenderer.

Any increase / decrease of VDA amount will be paid / deducted after completion of the contract (i.e.) at the time of releasing Retention Money.

- 4 **ALLOWANCES / OTHER BENEFITS**

4.1 House Rent Allowance Rs 7/- per day of attendance.

4.2 Night Shift Allowance Rs 3/ per Night Shift.

4.3 Health Allowance Rs 2 per day of attendance

4.4 Funeral expense Rs 1,500/- to the dependant of the deceased in the event of death of a contract workman, while in service.

4.5 Family Planning incentive Rs 1,500/- + 7 days special leave with wages.

4.6 Six (6) one quire small size note books + Four (4) one quire long size note books to be distributed through Contractors' Association at 50% of market rate.

4.7 Male workers are to be provided with one pair of safety shoes plus 2 pairs of socks worth Rs.600/- and Female workers are to be provided with Rs.400/- for purchase of chappals on their own.

4.8 Whenever, contract workmen engaged by the Tenderer are required to be deputed to other places, TNPL shall reimburse the Tenderer such expenses at rates determined by the company. Tenderer has to submit invoice duly certified by the Head of the Department of the User Department. Tenderer shall also provide advance, as and when required, for the workmen thus deputed for outstation works.

5 OVERTIME WAGES

Double the rate of Basic + DA (HRA, PF etc., shall not be considered).

- 6 **EPF/EPS:** Contractor is required to remit EPF / EPS dues in SBI, Karur through Challan for his employees at the rate of 25.105% of Basic + DA (12% recovered from his employee, 12% by Tenderer and 1.1% Administrative Charges and 0.005% Inspection charges) to Regional Provident Fund Commissioner, Trichy under the existing Sub code TN 22238/B on or before 14th of every succeeding month and submit proof of EPF/EPS remittance on or before 15th of the same month along with copies of required returns viz: Form 5, Form 10, Form 12 A and Challan copy for the remittance of PF in time to RPFC, Trichy. (Addition of any workers in Form 5, Deletion of any workers in Form 10, Challan particulars / Remittance break ups in Form 12A). Apart from the above, the Tenderer is required to submit annual returns viz:

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

- ◆ No reimbursement for EPF / EPS remittances.

EMPLOYEES DEPOSIT LINKED INSURANCE (EDLI) :

TNPL Contractor's Association has an Employees Deposit Linked Insurance (EDLI) Policy with LIC of India, Thanjavur.

Premium amount payable towards EDLI is initially borne by TNPL through TNPL Contractor's Association.

Premium amount payable towards EDLI for contract labour engaged by the Contractor will be deducted from him in one instalment.

In addition to the above, difference between premium amount deducted and the actual EDLI portion in the wage bills will be deducted from the Contractor.

PF Loan Recovery:

Contractor should remit PF loan recovery amount recovered from the contract workers along with remittance of EPF/EPS and other allied dues on or before 14th of every succeeding month. Penalty 25% (Loan Recovery) will be recovered from defaulter.

7. ANNUAL INCREASE

Rs 25/- per month effective from 1st September every year.

8. WAGES

- 8.1 Wages have to be paid for the actual days worked
- 8.2 Wage Slip pertaining to individual contract workers should be given one day prior to the date of payment.
- 8.3 Tenderer should disburse wages on or before 10th of every month by crediting it to the Savings Bank Account of the contract workers with SBI / IOB Bank (s).
- 8.4 In proof of wages effected, Tenderer should produce Bill copy, Wage Acquittance to HR department every month duly certified by an authorized representative of the user department.
- 8.5 Regular and timely payment of wages must be ensured by the Tenderer.

9. LEAVE WITH WAGES

Two (2) days leave for every 30 days of work performed (Basic, DA, Annual Increase and HRA are to be taken into account). Leave eligible condition as per Factories Act, subject to maximum of 20 days per annum.

Factory observes 9 closed holidays – (4 National and 5 Festival Holidays). For every National / Festival Holiday, the worker will be paid one day's wage. If he is deployed on a FH / NH, then one day's additional wage has to be paid. Leave wages and other allied dues will attract PF/EPS.

In addition to 9 declared holidays, if the State / Central Govt. declare any other day as Public holiday with wages, contractor is liable to pay double wages for contract labour deployed on that day and a single wage to contract labour who have availed leave after seeking necessary clarification from TNPL.

10. BONUS

Annual Bonus paid for the year 2008-09 was Rs 5,400/- per person, which has to be taken into account, while quoting the rates.

If on account of a person not putting in full 240 days of attendance to be eligible for full Bonus, then in such an event, there will not be any refund from the Bonus amount deducted from the bills.

Any increase above Rs.5,400/- will be reimbursed by TNPL after effecting Bonus to the Contract labour. It is the responsibility of the contractor to pay eligible Bonus to the eligible contract labour.

11. INSURANCE

Following insurance policies were taken through TNPL Contractor's Association and the premium amount will be recovered from the contractor's bills in one instalment.

I. Workman Compensation Insurance :

Premium amount will be around Rs.2/- per head / day. (It will increase from 1.1.2010).

II. **Road Safety Package Insurance :**

Premium amount (per head / annum) : Rs.320 x No. of contract labour + Service tax.

Sum assured for Road Safety Package Insurance Policy :

Rs.1,00,000/- - Death cum accidental benefit

Rs.1,00,000/- - Hospitalization expenses.

III. **Annual Group Insurance :**

Premium amount (per head / annum) : Rs.400 x No. of contract labour + Service tax.

Sum Assured for Annual Group Insurance Policy :

a) For Natural Death : Rs. 40,000/-

b) For Accidental Death : Rs. 80,000/-

IV. **Personal Accident Insurance :**

Premium amount (per head / annum) : Rs.12 x No. of contract labour + Service tax.

Sum assured for Personal Accident Insurance Policy : Rs.20,000/- per contract labour.

In case the Contract workers meet with an accident while on duty or outside the mill premises, it is the Contractor's sole responsibility to admit the workers in good hospital and give treatment till the workers rejoins duty (Hospitalization expenses – Rs.1,00,000/- shall be claimed under Road Safety Package Insurance Policy). It is also the responsibility of the contractor to produce the required documents to Insurance authorities without any delay for getting such reimbursement from Insurance Companies. 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, the contractor is liable to settle full Medical Expenses to his contractor labour.

12. SAFETY

The contractor shall comply with all safety rules and regulations. If the contract workers engaged by the contractor are 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 Tenderer.

- 13.** Contractor / Contract representative should attend the monthly meeting convened by the company.

14. MAINTENANCE OF REGISTERS / RECORDS

Contractor shall maintain the following registers / records and produce it whenever Factory Inspectorate visit the factory for inspection.

Form XIII -Register of Workers employed

Form XIV -Employment card - to be issued to each worker within 3 days of the employment of workers of the employment workman.

Form XV	-	Service Certificate - When a workman leaves from the service, a Service Certificate to be issued to him.
Form XVI	-	Muster Roll
Form XVII	-	Register of Wages
Form XVIII	-	Register of Wages cum Muster Roll
Form XIX	-	Wage Slip
Form XX	-	Register of Deductions for damages or loss
Form XXI	-	Register of Fines
Form XXII	-	Register of Advances
Form XXIII	-	Register of Overtime
Form XXIV	-	Half yearly return – to be submitted within 30 days from the close of the half year.

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 workers.

15. RETENTION MONEY / SECURITY DEPOSIT:

Tenderer is required to submit the following documents pertaining to his contract period for settlement of Retention Money / Security Deposit:

- a) Attendance Register
- b) Payment of Wages Register (Wages Acquittance)
- c) Payment of Bonus / Festival Advance Acquittance
- d) Proof for the disbursement of Note Books, Issuance of Shoes and other issues made in contract period.
- f) Proof for the submission of following documents at RPFC, Trichy along with 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
- g) PF/EPS dues remitted original challans for every month for the contract period
- h) Form-23 – Annual Accounts Slips to be obtained from RPFC, Trichy upto last financial year
- I) Indemnify Bond in Rs 100/- stamp paper duly attested by Notary Public to comply with all the statutory dues / payments etc., to his contract workers.

16. SCHOOL FEES

School Fees for the wards of contract workers will be deducted from Contractor's monthly bills. In turn, Tenderer shall recover that amount from the subsequent month's wages of respective contract workers.

17. Minimum wages Contract Labour (Contract labour not covered under Settlement)

BASIC WAGE: Contractor should disburse wages to their contract labour as detailed below:

S.NO.	CATEGORY	WAGE / DAY (Basic + DA) Rs. P.	REMARKS
1	HELPER	105.50	DA will be enhanced in April 2010. Approximate increase will be Rs.10/- to Rs.15/- per day

18.. PF/EPS:

For minimum wage contract labour (Settlement not covered contract labour) Contractor is required to remit PF/EPS amount in SBI, Pugalur branch under TNPL Contractors' Association SBI A/C No. 30364392193 towards EPF / EPS for his workmen at the rate of 25.61 % of Minimum wages (12% recovered from his workmen, 12% by contractor and 1.61% Administrative and EDLI Inspection Charges) enabling to remit the same to Regional Provident Fund Commissioner, Trichy under the existing Sub code. Remittance should be made on or before 14th of succeeding month and proof of EPF/EPS remittance amount to be submitted to HR department on or before 15th of the same month.

19. PENALTY

If the contractor distribute subsidized food items from TNPL Industrial Canteen to "Outsiders / Lorry Drivers / Cleaners / Not on Roll Contract workers / Visitors", a sum of Rs 5,000/- per occasion will be deducted from the bills of the contractor.

If the contractor fails to comply the clauses from 1 to 10, 18 & 19 of Annexure-III within the stipulated days, TNPL has the right to deduct 5% of the deviated amount as penalty from the bills of the Tenderer.

20. For minimum wages contract workmen, Insurance premium amount (Rs.1304 x 23 persons = Rs.29,992/-) Rs.29,992/- has to be reduced from the quoted rate of the contractor as there is no monthly recovery of insurance premium.**NOTE:**

Presently, every month TNPL is retaining 20% of the total monthly bill value towards Employer portion of PF, Bonus etc., From the retained amount, monthly PF (Employees' Provident Fund / Employees' Pension Scheme and other allied dues) – Employer portion is reimbursed to the contractor. Instead of this, it is suggested that only 15% may be retained towards Bonus and discontinue the practice of allowing monthly remittance of PF.

PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT
(To be executed on Non Judicial Stamped Paper)

To

Tamil Nadu Newsprint and Papers Limited
Kagithapuram 639 136, Karur Dt.

Dear Sirs,

In consideration of your having agreed to accept "Bank Guarantee" as and by way of Earnest money from M/s. _____ (herein after referred to as 'Tenderer') in respect of the Tender being submitted by them for the work of _____ for Tamil Nadu Newsprint and Papers Limited at Kagithapuram, in Karur District of Tamil Nadu.

We, the _____ having our registered office at _____ and a branch at _____ hereby irrevocably agree, undertake and guarantee to pay you the sum of Rs. _____ /- (Rupees.....) being the amount of earnest money immediately upon demand by you and without raising any question whatsoever regarding your contractual relationship with the Tenderer or your entitlement to the claim of the Earnest money and without protest or demur provided always that our liability shall cease on the happening of the following condition.

If the Tender submitted by the Tenderer is accepted by you for the faithful performance of the said work and on the Tenderer depositing the requisite security or furnishing a fresh bank guarantee in lieu thereof.

We hereby agree that your decision with regard to the amount of this guarantee having become payable by reason of any breach on the part of the Tenderer or otherwise shall be final and binding on us and we expressly waive hereby all our rights as Guarantors conferred on us by the law of contract or any other statutory enactment on the subject.

Provided further it is agreed that our liability under this guarantee shall be restricted to Rs. _____ and shall remain in force for four months from the date of issue.

We hereby certify that the person (s) who sign this guarantee on behalf of the bank, has the power to sign the same and bind the bank.

We hereby undertake not to revoke this guarantee during its currency including the extended period, if any, except with your previous consent in writing.

The Guarantee herein contained shall not be determined or affected by any change in the Constitution of the Guarantor i.e. the Bank and/or your Company and/or the Tenderer.

Yours faithfully

Approximate manpower requirement

S No	Description	Estimated mandays
I	BROKE HANDLING	
1)	PAPER MACHINE # I	
	a) No. of persons per shift	8
	b) Supervisor per shift	1
	c) Total manpower per shift	9
2)	PAPER MACHINE # II	
	a) No. of persons per shift	6
	b) Supervisor per shift	1
	c) Total manpower per shift	7
II	Finishing House, Conversion Area & Hood Cleaning	
	Finishing House: No. of persons/shift	
1)	Cutters # I & II	1
2)	Cutter IV	1
3)	New Bielomatik Cutter	2
4)	Bielomatik Cutter	1
5)	ECH Will Cutter	2
6)	Reel Slitter operation	2
7)	Reel receiving	2
8)	Shade boy	2
9)	Pulper operation & Broke feeding	2
10)	Supervisor	1
	Total per shift	16
	Total per day	48
	Conversion Area & Hood Cleaning: No. persons/shift	
1)	Disc handling & RC Reel handling and Wrapper handling	1
2)	Rewinder # II	1
3)	Rewinder # III	1
4)	Rewinder# IV	1
5)	Hood Cleaning # I & II	3
6)	Supervisor	1
	Total per shift	8
	Total per day	24
III	House Keeping (8 mandays Per Week) + Finishing House (40 mandays per month)	40
VI	Gum Preparation (Cooking of Dextrin) per Month	125
V	C C Cutter Reel handling : 732 mandays / annum Done Wrapping Machine operations : 1800 mandays / annum HP Shell Cleaning work:75 mandays/annum(732+1800+75/12)	217
VI	Baleing M/c Operation (2 nos / per day x 30.5)	61
VII	Conversion work at Guillotine (mandays per month)	as per work demand
VIII	Frame / Roll, other cleaning works etc	as per work demand