



## Cement Corporation of India Limited

Bokajan Cement Factory  
Dist. KarbiAnglong (Assam)

A Bid has created on GeM with BID NO: GEM/2023/B/3855821, Dtd. 22.08.2023 for Hiring of Manpower in Unskilled/ Semi Skilled/Skilled/ High Skilled category for various Repair & Maintenance works in various sections of Factory, Ropeway (Angle Station) and Township in Civil and E&I Department through manpower agency at Bokajan Cement Factory through GeM. Detail of which is given below,

Sl. No.	Work/Services	Category	Unit	Quantity Required
1	Manpower for various Repair & Maintenance works in various sections of Factory, Ropeway (Angle Station) and Township in Civil and E&I Department	Unskilled	Nos.	02
2	Manpower for various Repair & Maintenance works in various sections of Factory, Ropeway (Angle Station) and Township in Civil and E&I Department	Semi Skilled	Nos.	01
3	Manpower for various Repair & Maintenance works in various sections of Factory, Ropeway (Angle Station) and Township in Civil and E&I Department	Skilled	Nos.	07
4	Manpower for various Repair & Maintenance works in various sections of Factory, Ropeway (Angle Station) and Township in Civil and E&I Department	High Skilled	Nos.	17

**Contract Duration : 2 years**

**Interested bidder may participate through GeM.  
GeM bid is as below**

HOD (CIVIL)

Address: -

Cement Corporation of India Ltd.,  
Bokajan Cement Factory – 782 490,  
Dist. KarbiAnglong, Assam.

Website: [www.ccilttd.in](http://www.ccilttd.in)



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3855821  
Dated/दिनांक : 22-08-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	12-09-2023 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	12-09-2023 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Heavy Industries And Public Enterprises
Department Name/विभाग का नाम	Department Of Heavy Industry
Organisation Name/संगठन का नाम	Cement Corporation Of India Limited (cci)
Office Name/कार्यालय का नाम	Assam
Item Category/मद केटेगरी	Manpower Outsourcing Services - Minimum wage - Unskilled; Others; As per bid , Manpower Outsourcing Services - Minimum wage - Semi-skilled; Others; As per bid , Manpower Outsourcing Services - Minimum wage - Skilled; Others; As per bid , Manpower Outsourcing Services - Minimum wage - Highly-Skilled; Others; As per bid
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	28 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

<b>Bid Details/बिड विवरण</b>	
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	5 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	200000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	27

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

DGM(MM)

ASSAM, Department of Heavy Industry, Cement Corporation of India Limited (CCI), Ministry of Heavy Industries and Public Enterprises  
(Chinmay Nandi)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.  
[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

#### Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of work & Job description:[1692680805.pdf](#)

Buyer to upload Gazette notification for the breakup of ESI/EPF/ELDI etc if required:[1692680937.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act:[1692680954.pdf](#)

#### Manpower Outsourcing Services - Minimum Wage - Unskilled; Others; As Per Bid ( 2 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Unskilled

Specification	Values
Type of Function	Others
List of Profiles	As per bid
Educational Qualification	As per bid
Specialization	As per bid
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per bid
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title for Optional Allowances 1	Three National Festival and 1 Labour Day
Designation	Unskilled

**Additional Specification Documents/अतिरिक्त विशिष्ट दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Vipin Kumar	782490,CEMENT CORPORATION OF INDIA LIMITED BOKAJAN CEMENT FACTORY	2	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 494</li> <li>• Bonus (INR per day) : 41.15</li> <li>• EDLI (INR per day) : 2.47</li> <li>• EPF Admin Charge (INR per day) : 2.47</li> <li>• Optional Allowances 1 (INR per day) : 6.33</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 16.06</li> <li>• Provident Fund (INR per day) : 59.28</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Others; As Per Bid ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Semi-skilled
Type of Function	Others
List of Profiles	As per bid
Educational Qualification	As per bid
Specialization	As per bid
Post Graduation	Not Required
Specialization for PG	Not Applicable

Specification	Values
Experience	As per bid
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Semi-skilled
Title for Optional Allowances 2	
Title for Optional Allowances 1	Three National Festival and 1 Labour Day

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Vipin Kumar	782490,CEMENT CORPORATION OF INDIA LIMITED BOKAJAN CEMENT FACTORY	1	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 577</li> <li>• Bonus (INR per day) : 48.06</li> <li>• EDLI (INR per day) : 2.89</li> <li>• EPF Admin Charge (INR per day) : 2.89</li> <li>• Optional Allowances 1 (INR per day) : 7.4</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 18.75</li> <li>• Provident Fund (INR per day) : 69.24</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

### Manpower Outsourcing Services - Minimum Wage - Skilled; Others; As Per Bid ( 7 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Skill Category	Skilled
Type of Function	Others
List of Profiles	As per bid
Educational Qualification	As per bid
Specialization	As per bid
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per bid



Specification	Values
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Designation	Skilled
Title for Optional Allowances 2	
Title for Optional Allowances 1	Three National Festival and 1 Labour Day

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Vipin Kumar	782490,CEMENT CORPORATION OF INDIA LIMITED BOKAJAN CEMENT FACTORY	7	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 695</li> <li>• Bonus (INR per day) : 57.89</li> <li>• EDLI (INR per day) : 3.48</li> <li>• EPF Admin Charge (INR per day) : 3.48</li> <li>• Optional Allowances 1 (INR per day) : 8.91</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 22.59</li> <li>• Provident Fund (INR per day) : 83.4</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

**Manpower Outsourcing Services - Minimum Wage - Highly-Skilled; Others; As Per Bid ( 17 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Skill Category	Highly-Skilled
Type of Function	Others
List of Profiles	As per bid
Educational Qualification	As per bid
Specialization	As per bid
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	As per bid

Specification	Values
State	NA
Zipcode	NA
District	NA
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Title for Optional Allowances 2	
Designation	Highly-Skilled
Title for Optional Allowances 1	Three National Festival and 1 Labour Day

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Vipin Kumar	782490,CEMENT CORPORATION OF INDIA LIMITED BOKAJAN CEMENT FACTORY	17	<ul style="list-style-type: none"> <li>• Minimum daily wage (INR) exclusive of GST : 816</li> <li>• Bonus (INR per day) : 67.97</li> <li>• EDLI (INR per day) : 4.08</li> <li>• EPF Admin Charge (INR per day) : 4.08</li> <li>• Optional Allowances 1 (INR per day) : 10.46</li> <li>• Optional Allowances 2 (INR per day) : 0</li> <li>• Optional Allowances 3 (INR per day) : 0</li> <li>• ESI (INR per day) : 26.52</li> <li>• Provident Fund (INR per day) : 97.92</li> <li>• Number of working days in a month : 26</li> <li>• Tenure/ Duration of Employment (in months) : 24</li> </ul>

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

### 3. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

### 4. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

#### 5. **Generic**

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

#### 6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

CEMENT CORPORATION OF INDIA LTD

Account No.

33067285257

IFSC Code

SBIN0002028

Bank Name

State Bank of India

Branch address

Bokajan

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

#### 7. **Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

#### 8. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

#### 9. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

CEMENT CORPORATION OF INDIA LTD

Account No.

33067285257

IFSC Code

SBIN0002028

Bank Name

State Bank of India

Branch address

Bokajan

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses

on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---



# Cement Corporation of India Limited

(A Govt. of India Enterprise)

## Bokajan Cement Factory

Distt. : KarbiAnglong, Assam-782 490

(An ISO 9001:2015 Certified Company)

CIN : U74899DL1965GOI004322

Phone No. : 03675 -246107, Fax No. : 03675-  
246107

E-mail ID:

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Website: [www.ccilttd.in](http://www.ccilttd.in)

# सीमेंट कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का एक उद्यम)

## बोकाजान सीमेंट फैक्ट्री

जिला : कार्बीआंगलॉग, असम-782 490

(एक आईएसओ 9001:2015 प्रमाणित कंपनी)

सीआईएन: U74899DL1965GOI004322

फोन नंबर: 03675 -246107, फैक्स नंबर: 03675-246107

ई-मेल आईडी:

[bkjelectrical@gmail.com](mailto:bkjelectrical@gmail.com) और [bkocivil@gmail.com](mailto:bkocivil@gmail.com)

वेबसाइट: [www.ccilttd.in](http://www.ccilttd.in)

### • Contact Person & Address:

For E&I Department	For Civil Department
<p><b>HOD (E&amp;I)</b> Bokajan Cement Factory, Dist. KarbiAnglong, Assam-782490 Mobile No : 8287932783 E-mail: <a href="mailto:bkjelectrical@gmail.com">bkjelectrical@gmail.com</a></p>	<p><b>HOD (Civil)</b> Bokajan Cement Factory, Dist. KarbiAnglong, Assam-782490; Mobile No : 8638838134 E-mail: <a href="mailto:bkocivil@gmail.com">bkocivil@gmail.com</a></p>



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## LIST OF ANNEXURE

The tender documents comprise of following:-

<b><u>Part I</u></b>	General terms & conditions to be downloaded from CCI website <a href="http://www.ccilttd.in">www.ccilttd.in</a>
<b><u>Part II</u></b>	
Annexure I to IX	To be Download from General Terms & Condition from CCI Website <a href="http://www.ccilttd.in">www.ccilttd.in</a> in Tender section.
Annexure: XI	Part-III- Special terms & conditions
Annexure: XII	Part IV Technical Terms and Conditions





## Cement Corporation of India Limited

(A Govt. of India Enterprise)

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## सीमेंट कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का एक उद्यम)

### बोकाजान सीमेंट फैक्ट्री

जिला : कार्बी आंगलॉग, असम-782 490

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### Annexure-XI

## PART-III- SPECIAL TERMS & CONDITIONS

**Sub: Tender for Hiring of Manpower in Unskilled/ Semi Skilled/Skilled/ High Skilled category for various Repair & Maintenance works in various sections of Factory, Ropeway (Angle Station) and Township in Civil and E&I Department through manpower agency at Bokajan Cement Factory for 02+01 year.**

Cement Corporation of India Limited (CCI) intends to engage Manpower in Unskilled/ Semi Skilled/Skilled/ High Skilled category for various Repair & Maintenance works in various sections of Factory, Angle Station and Township in Civil and E&I Department through manpower agency at Bokajan Cement Factory for a period of 02+01 year as per the following terms and conditions:-

### 1. General Conditions:

#### For Civil Department:

- Skilled/High Skilled: 11 nos.

Qualification	Scope of Work
Matriculate /Non matriculate /ITI/ Experience of working in cement industry in Civil Maintenance work will be given preference.	As per mentioned in the Part IV

#### For E&I Department:

- Un-skilled/Semi-skilled/ Skilled / High-skilled: 16 nos.

Qualification	Scope of Work
1. For Unskilled & Semi Skilled: Matriculate /Non matriculate Experience of working in cement industry will be given preference. 2. For Skilled & High Skilled: Matriculate / /ITI/Graduation/Diploma Experience of working in cement industry will be given preference.	As per mentioned in the Part IV

## Total Manpower Category wise:-

Department	High Skilled	Skilled	Semi Skilled	Unskilled	Total
E&I	10	03	01	02	16
Civil	07	04	-	-	11
Total:	17	07	01	02	27

2. **EARNEST MONEY DEPOSIT:** EMD of for **Rs.2,00,000.00** (*Rupees Two Lakhs only*) through e-payment gateway as per clause no 1 of Part II terms and condition.
3. **SECURITY DEPOSIT:**The successful tenderer to furnish security deposit equivalent to 5% of the total value of the contract by way of DD/Bank Guarantee(in CCI Format) towards satisfactory performance of the contract within 7 days from the date of acceptance of the Letter Of Intent/Work Order. Failure to do so will be considered a breach of contract, and the EMD amount may be forfeited.  
**Security Deposit Forfeiture:**The Security Deposit shall be forfeited in the event of violation of any of the terms and conditions of this tender or any verifiable complaint of non-payment of minimum wages as per law.  
**Refund of security Deposit:** The security deposit shall be refunded after 3 months of successful completion of the work provided a NOC is submitted by the tenderer from CCI. The SD shall bear no interest payments.
4. **CONTRACT PERIOD:**The contract will be valid for a period of 02 year from the date of commencement of the contract. However, the contract may be extended for one more year on the same rate and terms & conditions on mutual consent basis, provided the services are found to be satisfactory.

## 5. SPECIAL TERMS AND CONDITIONS:

- 5.1 **Experience Requirement:**The contractor/bidder should have at least 5 years of experience in deploying/supplying manpower to Govt. Departments/Public Sector Companies/Private Companies in a time-bound manner.The service provider company/firm/agency/bidder should submit credential(s) of successfully completing an annual contract of manpower supply in a PSU/Government concern/large private organization within the last 5 years.
- 5.2 **Turnover:**The service provider company/firm/agency/bidder must have a turnover of Rs. 28 lakhs per annum during the last 3 financial years.
- 5.3 **Required Registrations:** The contractor/bidder should have valid PF, ESI, TAN, GST registration numbers, labor department registration, and PAN, which must be quoted in the sealed quotation.
- 5.4 **Minimum Wages:** The Highly Skilled/Skilled/Semi Skilled/Un-Skilled workmen shall be paid as per the prevailing minimum wages prescribed by the appropriate Government from time to time.
- 5.5 **Service Charge:** The Service Charge for the supply of contractual workers shall be quoted by the bidders in their financial/price bid only.
- 5.6 **Applicable Charges:** The Service Charges/Commission amount quoted should be applicable for the entire contract period, and no request for enhancement will be entertained. However, in case of statutory changes in wages/taxes/PF/ESI Bonus, etc., CCI will provide the necessary adjustment.
- 5.7 **Minimum Wages Compliance:** The contractor/bidder shall be liable to pay the minimum rates of wages declared by the appropriate Government. Bills not accompanied by copies of the orders issued by the Govt. of India regarding the revised rates will not be entertained for payment.

- 5.8 Worker Eligibility:** Copy of necessary documents/certificates with respect to the eligibility of all contractual workers shall be submitted before their deployment.
- 5.9 Nature of Relationship:** The relationship between the Bokajan Unit of CCI and the contractor/bidder is that of the Customer and a Service Provider. The contractual workers are not considered employees of CCI. The contractor/bidder must explain this relationship to their contractual workers and obtain a signed declaration from them in Form-XIV (under rule-76) of the contract labor act central rules.
- 5.10 ESIC Registration:** The contractual workers deployed by the contractor shall be registered as per ESIC Rules, and no contractual worker will be allowed to enter the factory premises without an ESIC Card.
- 5.11 Statutory Payments:** The contractor/bidder must ensure timely payment of all statutory dues like ESI, PF, Bonus, Minimum wages, etc. The evidence of compliance should be submitted to CCI every month along with the bill; failure to do so may result in bill withholding or stoppage.
- 5.12 Payment Procedure:** The wages and other benefits shall be paid by the contractor to their contractual workers only through bank accounts, and certified copies of bank passbooks reflecting wage entries must be submitted along with the bill.
- 5.13 Deployment Management:** Deployment of contractual workers should strictly adhere to the requirements of CCI Management.
- 5.14 Flexibility in Deployment:** Contractual workers can be deployed in any department or section as per CCI's requirement, and refusal to work in other departments may lead to removal from the Corporation.
- 5.15 Charges Specification:** The Contractor/bidder shall specify the amount of charges for Service/overhead/Commission, SGST, CGST, and IGST.
- 5.16 Unsatisfactory Worker Replacement:** The contractor/bidder shall be bound to immediately replace any contractual worker whose services are not found satisfactory by CCI.
- 5.17 Timely Wage Payment:** The contractor/bidder should ensure that wages are paid to the contractual workers by the 7th of every month without any other deduction except statutory deductions.
- 5.18 Payment Processing:** The payment for the services provided shall be processed after disbursement of wages and checking of remittances for wages, PF, ESI, and others.
- 5.19 Timely Deployment:** The deployment of contractual workers should be made within 10 days of placing the work order. Failure to do so may result in a penalty at the rate of Rs. 1,000/- per day and possible contract termination.
- 5.20 Maximum Manpower Deployment:** The contractor/bidder shall deploy a maximum of 16 manpower to the E&I Department and a maximum of 11 manpower in the Civil Department as per the requirement on all working days, including Sundays, based on the office/shift timings of Bokajan Unit of CCI. Immediate replacements shall be provided in case of any contractual worker's absence, ensuring uninterrupted work.
- 5.21 Attendance-based Charges:** The payment of wages and service charges/commission will be based on actual attendance.
- 5.22 Extra Working Hours:** Contractual workers may be directed to work on declared holidays/Sundays/week-offs or beyond office hours if required, and they shall be compensated as per applicable Law/Act/Standing order/etc.
- 5.23 Flexible Manpower Deployment:** CCI reserves the right to decrease the number of contractual workers to be deployed by the service provider as per the requirement at Bokajan Unit of CCI.
- 5.24 Identification Cards and Discipline:** Proper identification cards with details of the contractor's firm shall be provided to the deployed workers, and they must wear and display them, including during biometric attendance. The contractor must ensure that the contractual workers maintain discipline and restrict themselves to their assigned work only.
- 5.25 Code of Conduct:** Inappropriate behavior or interference in the official functioning by any contractual worker shall be viewed seriously and may lead to termination of the contract.

- 5.26 Zero Tolerance for Misconduct:** Consumption of alcohol while on duty, habitual absenteeism, involvement in any kind of misconduct, theft, or sabotage of any property of the Corporation by any contractual worker will lead to immediate removal and possible contract termination.
- 5.27 Unauthorized Use of Information:** Contractual workers shall not use the information/data provided to them or handled by them in any unauthorized manner, and the agency shall be liable for damages if any such use is discovered.
- 5.28 Employer's Liability:** CCI shall not be responsible for any injury, damage, or mishap that may happen to any of the contractor's employees or agents during or beyond duty hours on the premises of the Customer/CCI or during the discharge of their duties.
- 5.29 No Employment Claim:** None of the contractual workers deployed for any services shall have any right or claim against CCI for absorption or permanent employment.
- 5.30 Liability for Damage:** The contractor/bidder will be liable for any damage caused to any equipment/article or item at the premise of CCI due to the negligence of their contractual workers/agents.
- 5.31 Breach of Contract Damages:** The work of the contractor/bidder will be periodically reviewed by CCI, and in case of failure to perform as specified in the contract, a sum of Rs. 1,000/- per day may be recovered as damages for breach of contract.
- 5.32 Termination Clause:** If the work/service rendered by the contractor/bidder is unsatisfactory, CCI may terminate the contract without notice.
- 5.33 Termination Notice Period:** Either party may terminate the contract by giving 3 month's written notice to the other party.
- 5.34 Absence of Reminder Benefits:** CCI, as a principal employer, shall not be responsible for any retirement benefits such as workman compensation or gratuity for the contractual workers. It shall be the responsibility of the contractor, and such benefits cannot be linked to the duration of association with CCI.
- 5.35 Dispute Resolution:** In case of any dispute, the settlement will be as per the Indian Arbitration and Conciliation Act-1996, and the venue will be the Corporate Office of CCI. The sole arbitrator nominated/appointed by CCI shall not be a person below the rank of Addl. General Manager.
- 5.36 Bid Submission:** The contractors/bidders are required to submit two bids: techno-commercial bid and financial/price bid through the GEM Portal. The technical bids shall be opened at 15:00 hrs on the 00.00.2023. The date of opening of financial bids will be intimated later to the Techno-Commercially qualified bidder.
- 5.37 Rates Format:** The rates must be written both in figures and words in the standard format.
- 5.38 Digital Signature:** Rates/quotations should be digitally signed by the Tenderer with its current business address and PAN.
- 5.39 Tender Document Compliance:** The Tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same.
- 5.40 Financial Bid Opening:** Only techno-commercially qualified bidders will have their financial bids opened.
- 5.41 Right to Reject Tenders:** CCI reserves the right to reject any or all tenders or cancel the Tender Inquiries without assigning any reason whatsoever.
- 5.42 PPE Compliance:** Contractors will ensure that all contractual workers entering the factory wear Personal Protective Equipment (PPE) at all times.
- 5.43 Termination without Reason:** Any contractual worker can be removed at any point of time without assigning any reason, either to the worker or the contractor.
- 5.44 Access to Tender Details:** The tender details are available and can be downloaded from the official website of the Company i.e., [www.ccilttd.in](http://www.ccilttd.in) / GEM Portal & CPP Portal.

**5.45 Accommodation for Contractor:**CCI may provide accommodation to the contractor in CCI Colony subject to availability of vacant quarters, up to 10% of the total manpower supplied by the contractor, with a separate rent agreement.

\*\*\*

## PART IV : Technical Terms & Conditions

### A. For Civil Department:

Qualification	Scope of Work
Matriculate /Non matriculate / ITI / Experience of working in cement industry in Civil Maintenance works will be given preference.	As mentioned in Part IV- Scope of work.(A. 1.)

#### CATEGORY WISE WORKMEN REQUIREMENT:

High Skilled	Skilled	Semi Skilled	Unskilled	Total
07	04	-	-	11

#### 1. Scope of Work:

The scope of works for civil department will be of as mentioned below:

- **Carpentry works:** All type of wood repairing and new wood works for maintenance of plant structures, colony quarters etc. for doors, windows, roof purlins etc. as and when required by the department.
- **Concrete & Masonry work:** All types of civil repairs likeroof repairing, floor repairing, repairing & maintenance of boundary wall inside factory and colony or as required by the department.
- **Plumbing works:** Repair and maintenance of all types of plumbing works laying of new water pipe line, various fixtures as per requirement inside factory and colony or at any places as may be required by department. Cleaning of Overhead tanks as and when required.
- **Water Pump Operation:** Operation and take care of water pumps inside factory, CCI field or at any places in different shifts for smooth operation of factory as well as colony water supply on timely basis. Timely reporting of any kind of abnormalities in pump operation to concern officer of the department so that any kind of stoppages can be avoided.
- **Miscellaneous activities:**
  - Repairing of roofs for factory buildings, colony quarters etc.
  - Painting, white washing/colour washing works of various structures like wood works, buildings, structural members etc.
  - Fitting & fixing of water closets including repairing as and when required basis inside colony & factory.
  - Engagement at any type of works as may be required by the department at any places where manpower involvement is required for the need of factory operation or maintenance etc.
  - Repair & maintenance of roads inside factory and colony.
  - Works related to minor maintenance of CCI Railway Siding activities etc.
  - Office works like preparation of F.C., entry of work bills in Measurement Book, indent, filling of official papers, shifting of files as well as official papers to other departments and all other day to day works as directed by the officer incharge/departmental head.

- Any other type of works/ important works that is not mentioned above but in due course comes under the scope of civil department.

## **2. ENGAGEMENT OF LABOUR:**

To carry out the above-specified jobs within the time frame, the contractor should engage a sufficient number of laborers at different places as per the directions of the officials of the executing department. The shift workmen for water pump operation shall be in A, B, & C shifts, while for other maintenance works, it will be in the General Shift. The contractor shall ensure a sufficient supply of workmen at each shift as per the departmental requirement. The laborers may be deployed in any shift as per the requirements of the corporation.

## **3. MATERIALS:**

Materials required for day-to-day maintenance works and the necessary tools and tackles will be supplied by the executing department.

The tools and tackles provided to the workers must be kept in safe custody and returned to the departmental office/store after the day's work. Any missing or man-made damage will incur a penalty equivalent to the cost of new tools and tackles.

## **4. PENALTY:**

Other than Clauses 5.20 & 5.32 of Part-III of this tender, in the event of non-performance or poor performance in work by the workman or any man-made delay or damage due to the negligence of the worker, an amount equal to the cost to redo the work to make it good will be charged as a penalty and will be deducted from the running RA bill. No separate communication will be given to the contractor in this regard. Therefore, the contractor has to keep a sharp eye on the manpower deployed for their performance. If required, the contractor should replace the poor-performing worker with a new worker, with prior intimation to the officer in-charge of the executing department. However, under no circumstances should the supply of required manpower be disturbed.

## **5. METHOD OF CHECKING THE WORK.**

The executing department will deploy an officer, supervisor, or inspector to check the works in progress. The inspector/officer will verify that the works are properly carried out. Work for repair and maintenance of quarters will be initiated based on the complaints raised by the occupants. Additionally, the executing department executive or supervisor will inspect the new works. Any alterations or modifications required or suggested must be done by the worker; denying such changes will be noted as non-performance by the contractor, and necessary action may be taken against the contractor as per the relevant clauses of the tender.

The Officer In-Charge/HOD of the department will certify the bill for payment. The contractor should ensure that he or his authorized representative is in touch with the supervisor/officer under whom the works are carried out for any new work requirements, complaints, etc.

## B. For E&I Department:

Qualification	Scope of Work
1. For Unskilled & Semi Skilled: Matriculate /Non matriculate Experience of working in cement industry will be given preference. 2. For Skilled & High Skilled: Matriculate / /ITI/Graduation Experience of working in cement industry will be given preference.	As mentioned in Part IV- Scope of work (B.1).

### CATEGORY WISE WORKMEN REQUIREMENT:-

High Skilled	Skilled	Semi Skilled	Unskilled	Total
10	03	01	02	16

### 1.0 SCOPE OF WORK :-

#### 1.1 E&I Regular maintenance at various sections i.e.-Mill House/Kilns/Packing Plant/Compressor etc.

- 33KV/11KV/415 Volt Substation (Plant).SBA/Shift operation/ Substation equipments maintenance etc. /Earthing Pit and LRC water pouring time to time etc.
- EOT Crane, ESP (Kiln, Raw Mill & Cement Mill), Rope way unloading & Angle Station electrical & instrumentation equipments maintenance etc.
- Kiln, Coal Mill, Packing Plant EquipmentsBlowering, Panel & Motor Maintenance, SDB Maintenance etc.
- Mill House, Blowering, Compress House, Distribution Transformers &it's Panels & Motor Maintenance, Lubricating all motors etc.
- Plant/Colony & Angle Station. Lighting Work/SDB Maintenance etc.
- Workshop, Motor overhauling work, Motor shifting from workshop to plant various locations/Pump House motor and panel maintenance etc.
- Maintaining internal telephone exchange and telephone instruments provided in the offices / residential quarters etc./ Thermocouple & DPT installation etc. in various location of plant.
- Colony over head lighting conductor strengthening, Pin insulator inspection ,replacement Jungle cutting /Teaming of nearby tree branches in line etc.
- Erection of new power/control cable and removal of old cables as per requirement at site.

### GENERAL TERMS & CONDITIONS:-

- (i) The necessary tools & tackles, etc required for carrying out this job shall be arranged by the contractor at his own cost & risk. No additional payment will be made for the same.
- (ii) The contractor shall be responsible for any damage caused to the machine parts while carrying out repairing. Any damage caused by the contractor is to be attended / repaired / replaced by the party free of cost otherwise necessary amount will be deducted from the bill.
- (iii) The contractor shall observe and abide by all relevant laws, rules and regulations prevailing in the contract labour (R&A) act and minimum wages act and keep the CCI harmless and indemnified against any action brought against if for any violation of non-compliance of any act, rules.
- (iv) In respect of all labour, directly or indirectly employed in the work for the performance of contract are a part of this agreement. The contractor shall at his own expense arrange for all the safety provisions as per safety codes of Indian standard institution, the electricity act and such other acts as applicable.
- (v) The personnel to be deployed by the contractor shall observe safety rules. Contractor shall maintain first aid facilities for his deployed personnel.



- (vi) CCI will not be in any way responsible for any accidents occurring due to the non adherence of the safe working practices by the contractor.
- (vii) The Contractor shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with owner's safety rules as set forth herein.
- (viii) All the spare parts such as contactor ,O/L Relays , bearing, capacitors, Terminal blocks replacement of sheared bolts, bearing, cups, cooling fans, end covers, fan covers etc if found damaged and if required have to be replaced. However, CCI will provide to the contractor.
- (ix)The contractor at his own cost can visit CCI site, before submitting their offer.
- (x) All the maintenance jobs to be followed by work instruction sheet and under supervision of CCI Section Incharge/Supervisors etc. as per Annexure-(A to D).

**2. ENGAGEMENT OF LABOUR:**

For carrying our above specified jobs with the limited time frame, the contractor should engage sufficient number of labour at different places as per the direction of the officials of the executing department. The work should be carried in the plant, colony or at the places as directed by CCI officials in such a manner that the works in A,B& C along with General shift are properly attendant. The labour may be deployed in any shifts as per requirement of corporation.

**3. PENALTY:**

Other than Clause no. 5.20 & 5.34 of Part-III of this tender, in the event of non-performance or poor performance of the work by the workman or any man made delay or damage due to negligence of the worker an amount equal to the cost to redo the work to make it good will be charged as penalty and will be deducted from the running RA bill. No separate communication will be given to the contractor in this regard. Therefore, contractor has to keep sharp eye on the manpower deployed for their performance. And if required should replace poor performance worker with new worker with prior intimation to officer in-charge of the executing department. But in no cases supply of required manpower is to be disturbed.

**8. METHOD OF CHECKING THE WORK.**

The contractor shall ensure to get signature after execution of his work from :-

- a) Shift In charge/Concerned Department Head..
- b) The Bill will be verified by HOD (HR) &HOD (Fin) while passing the bill.

9. The contractor should ensure that he or his authorized representative is reporting at least five times in a day to the concerned executives for getting the complaints and attending to the same. He will always be associated with sanitary inspector for immediate compliance of work.

## 1. Work Instruction for 33 KV Sub-station Maintenance.

- a. Isolate the Sub-Station from main incoming source.
- b. Switch ON the earthing gang for safety.
- c. Remove excess dust from transformer body, insulator, bushing, radiator fins.
- d. Check for any crack developed in the insulators.
- e. Check earthing cable .
- f. Check lightning arrester cable network for tightness.
- g. Check for any spanner, pliers etc left on transformer, bus-bar area.
- h. Switch-OFF the earthing gang.
- i. Restore the main incoming source.

### Operation checking Checklist:-

<i>Sl.</i>	<i>Item to be inspected</i>	<i>Inspection note</i>	<i>Action to be taken if observed any abnormality</i>
1	Terminal connections	Tightness	If loose, tight the connections
		Cable condition	If heated or insulation damaged, replace the cable, re termination to be done
2	Excess Dust	Amount of dust	Remove all dust .
3	Insulators	Crack developed	If any crack is developed, replace it with new one.

## 2. Work Instruction for Transformers Maintenance

- a. Isolate the transformer from main incoming source.
- b. Remove excess dust from transformer body ,bushing, radiator fins.
- c. Check Silica gel colour.
- d. Check Oil/temperature level indicator.
- e. Check Oil level of Oil Reservoir.
- f. Check OLTC mechanism for smooth operation. Consult engineer incharge
- g. Check for any leakage in the bushing Gasket .
- h. Check Relays & Alarm Circuits. Consult engineer incharge.
- i. Check earthing cable .
- j. Restore the main incoming source.

### Operation checking Checklist

<i>Sl</i>	<i>Item to be inspected</i>	<i>Inspection note</i>	<i>Action to be taken if observed any abnormality</i>
1	Terminal connections	Tightness	If loose, tight the connections
		Cable condition	If heated or insulation damaged, replace the cable, re termination to be done
2	Oil level	Minimum level	If level below minimum, add transformer oil at the reservoir.
3	OLTC	Smooth movement from one position to another	If any abnormality found, report to Incharge.

### 3. Work Instruction for AC Motor Maintenance.

- a. Switch OFF the panel and remove control fuse.
- b. Remove dust from body and base by blowing.
- c. Remove the terminal cover and check for tightness of terminals.
- d. Check earthing cable for tightness.
- e. Check for any unusual smell/colour change in cable.
- f. Check the slip ring surface for smoothness.
- g. Check the carbon brush, holder and spring tightness.
- h. Once again blow the motor and put back the terminal cover.

#### Operation checking Checklist

<i>Sl</i>	<i>Item to be inspected</i>	<i>Inspection note</i>	<i>Action to be taken if observed any abnormality</i>
1	Terminal connections	Tightness	If loose, tight the connections
		Cable condition	If heated or insulation damaged, replace the cable, re termination to be done
2	Carbon Brush length	Minimum length	If length has decreased, replace with new one.
3	Carbon brush holder	In position	If not in position, loosen the nuts & bolt, Adjust to position and tighten the nut & bolts.
4	Carbon brush spring	Tension	If less tension is observed, replace with new set.

### 4. Work Instruction for LRS.

- a. Open the cover.
- b. Remove excess dust by blowing.
- c. Clean the moving and fixed contact with emery and CRC.
- d. Check the power and control cables for tightness.
- e. Check for minimum water level (for LRS)
- f. Check the resistance connection (for GRS) for tightness.
- g. Check resistance support fiber board condition. (for GRS)
- h. Operate the LRS/GRS manually and electrically once and check for smooth operation.
- i. Restore the cover.

#### Operation checking

#### Checklist

<i>Sl</i>	<i>Item to be inspected</i>	<i>Inspection note</i>	<i>Action to be taken if observed any abnormality</i>
1	Terminal connections	Tightness	If loose, tight the connections
		Cable condition	If heated or insulation damaged, replace the cable, re termination to be done
2	Water level	Minimum level	If below minimum level, fill water level above minimum level but below maximum level

## 5. Work Instruction for HT Breaker Maintenance

- a. Switch OFF the panel and remove the breaker from panel.
- b. Remove dust from body and base by blowing /marking cloth..
- c. Remove carbon from the contact fingers with CRC.
- d. Check whether the contact fingers are in horizontal position in all the three phases.
- e. Check the oil level to be above minimum level.
- f. Check control circuit of the breaker. Consult Engineer incharge.
- g. Restore back the breaker in to the panel.

### Operation checking Checklist

<i>Sl</i>	<i>Item to be inspected</i>	<i>Inspection note</i>	<i>Action to be taken if observed any abnormality</i>
1	Terminal connections	Tightness	If loose, tight the connections
		Cable condition	If heated or insulation damaged, replace the cable, re termination to be done
2	Finger contact	horizontal alignment	If not properly align horizontally, loosen the bolts and nut ,adjust finger contacts to horizontal position then tighten the bolts and nut
3	Oil level	Minimum level	If below minimum level ,fill oil above minimum level but below maximum level.

## 6. Work Instruction for LT Breaker Maintenance.

- a. Switch OFF the panel and remove the breaker from panel.
- b. Remove dust from body and base by blowing /marking cloth.
- c. Clean the moving and fixed contact surface with emery paper and CRC.
- d. Clean the arc absorber chamber.
- e. Grease the spring charge mechanism.
- f. Check control circuit of the breaker. Consult Engineer incharge.
- g. Restore back the breaker in to the panel

### Operation checking Checklist

<i>Sl</i>	<i>Item to be inspected</i>	<i>Inspection note</i>	<i>Action to be taken if observed any abnormality</i>
1	Terminal connections	Tightness	If loose, tight the connections
		Cable condition	If heated or insulation damaged, replace the cable, re termination to be done

## 7. Work Instruction for Panels Maintenance.

- a. Switch off the Switch fuse Unit and Remove control fuse.
- b. Remove the dust from contactor and outgoing cable terminals
- c. Tighten the cable and control cables terminals if found loose.
- d. Check for any unusual smell/colour change in cable
- e. Remove the contactor cover and clean the contact kit with CRC.
- f. Restore the contactor cover .
- g. Restore the control fuse and Switch fuse unit.

### Operation checking Checklist

<i>Sl</i>	<i>Item to be inspected</i>	<i>Inspection note</i>	<i>Action to be taken if observed any abnormality</i>
1	Terminal connections	Tightness	If loose, tight the connections
		Cable condition	If heated or insulation damaged, replace the cable, re termination to be done
2	Contact kits	condition	If damaged, replace the kits with new set.

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**Government Corporation of India  
Limited**

(A Govt. of India Enterprise)

**Bokajan Cement Factory**

Distt. : KarbiAnglong, Assam-782 490

(An ISO 9001:2015 Certified Company)

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**सीमेंट कॉर्पोरेशन ऑफ इंडिया लिमिटेड**

(भारत सरकार का एक उद्यम)

**बोकाजान सीमेंट फैक्ट्री**

जिला : कार्बीआंगलॉग, असम-782 490

(एक आईएसओ 9001:2015 प्रमाणित कंपनी)

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**Annexure - XIII**

**मूल्य बोली / Price Bid**

(For Manpower required for various works under E&I and Civil Department in Unskilled/ Semi Skilled/ Skilled/ High Skilled rate category).

**Tender No:** BKO/CE and E&I/Manpower /2023-24, date:00.00.2023

1. Name of the Bidder:
2. Address (with Mobile No):
3. Name & Address of the Proprietor /Partners/Directors (with mobile numbers):
4. Particulars of Bid as per manpower supply in various categories.
5. Central Minimum Wages to be complied with all statutory dues.
6. The quote for deployment of manpower is given below:

Fixed Service Charge (Vendor commission) quoted per person per day	Rs. _____ Per Person Per Day. (in fig.)
	Rs. _____ Per Person Per Day (in words)

Note: -In case of any deviation in figures & words, the details given in words shall be considered.

-All the taxes, statutory benefits shall be as per various acts / related provisions.

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.'

Further, I declare that, I will ensure the disbursement or payment of wages / statutory dues as per statutory requirements and timeline.

(Signature of Authorized Signatory with date and seal of the Company)