

## **CEMENT CORPORATION OF INDIA LIMITED**

(A GOVERNMENT OF INDIA ENTERPRISE) BOKAJAN CEMENT FACTORY(ISO 9001:2015 Certified Company) Bokajan,Distt. Karbi Anglong – (Assam)-782490 CIN- U74899DL1965GOI004322 Phone: 03675 246106 / 246108 Fax 03675 246107 Email:ccibcfmech1@gmail.com

website:www.cciltd.in

NIT No.: BKO/MECH/KILNS-GCT/SD/2023-24

Dated: 20/09/2023

## NOTICE INVITING E-TENDER (NIT)

(Only through e-procurement)

Online electronic bids through Electronic Tendering Systems (ETS) are invited from experienced contractor for "Hiring Agencies for major jobs to be attended during shut down of both Kilns with GCT (combined) at Bokajan Cement Factory ". The complete set of tender documents is available on websites www.cciltd.in, etenders.gov.in/eprocure/app (CPP Portal)

E-TENDER NO.	BKO/MECH/KILNS-GCT/SD/2023-24			
Mode of tender	E-procurement System			
	(Online Part-I Techno-Commercial Bid and Part-			
	II Price Bid through			
	etenders.gov.in/eprocure/app, (CPP Portal)			
Date of NIT available to parties to	From 20.09.2023			
download	Till 10.10.2023 (14.30hrs.)			
	Rs 2,00,000/- to be paid through online mode			
	through NEFT/RTGS in below given account			
Earnest Money Deposit	details:			
	Name of Beneficiary: Cement Corporation Of			
	India Ltd.			
	Account No.: 33067285257			
	Bank: State Bank Of India			
	Branch: Bokajan			
	IFSC Code: SBIN02028			
	SSI units registered with NSIC, MSME and Public			
	Sector Undertakings are exempted from			
	furnishing EMD only.			
Date of starting of e-tender for	From 20.09.2023			
submission of online EMD, Techno-				
Commercial Bid and Price Bid at	Till <b>10.10.2023</b> (15.00 hrs.)			
etenders.gov.in/eprocure/app. Price				
bid having separate sheets in BOQ for				
each option.				

Pre-Bid Meeting	On 29.09.2023 from 15:00 Hrs through Video Conference.
	Interested parties are requested to send request mail for participation in Pre-Bid meeting to <u>ccibcfmech1@gmail.com</u>
	Link of video conference will be sent to interested participant accordingly before conducting Pre-Bid meeting .
Date & time of opening of Part-A (i.e.	11.10.2023 at 15.05 hrs.
Techno-Commercial Bid)	
Date of opening of Part- B i.e. price bid shall be informed separately	To be communicated separately
Validity of offer	120 days from the date opening of techno
	commercial bid

Offer is invited as per details given below: -

NITNo.	Name of the work	Activity
GCT/SD/2023-24	Hiring Agencies for major jobs to be attended during shut down of both Kilns with GCT (combined) at Bokajan Cement Factory	Part-IV

- 1) Only those tenders will be considered who fulfill the terms & conditions mentioned in the tender documents.
- 2) Only those tenders shall be considered who deposit the earnest money, tender cost and transaction fee by due date.
- 3) The price- bid should be only as per CCI's price bid format otherwise the tender is liable for rejection.

## Note-

1. Tenderer must visit CCI website <u>www.cciltd.in</u> for part-I & II and submit the same along with the Annxure-9, part -1 & II and their annexure are part of this tender, tenderer must sign and upload online along with techno-commercial bid of the tender. Part-I & II is available in English as well in Hindi in website for better understanding, however, in case of any contradiction in Hindi & English version, English version shall prevail.

HOD (MECH)

# List of Annexure

The tender documents comprise of following:-

Part I & II	General terms & conditions Part I & II to be downloaded from www.cciltd.in available in tender section
Annexure-I to IX	General terms & conditions Annexure 1 to 9 to be downloaded from www.cciltd.in available in tender section
Annexure- E	Input- Tax Credit
Annexure-X	Part-III- Special terms & conditions
Annexure XI	Part –IV- Scope of work
Annexure-XII	Price Bid Performa (Price schedule) to be submitted duly filled in on-line as Part-B. Cost break up rates quoted may also be furnished.

This is an E-Procurement event of CEMENT CORPORATION OF INDIA. The eprocurement service provider is NIC-Central Public Procurement Portal, New Delhi-110003

. You are requested to read the terms & conditions of this tender before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

## 1 **Process of E-tender :**

## **Registration:**

The process involves vendor's registration with tender wizard e-procurement portal. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. NIC-CPPP is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT <u>etenders.gov.in/eprocure/app</u>

1).Vendors are required to register themselves online with <u>etenders.gov.in/eprocure/app</u> Register as Vendor Filling up details and creating own user id and password $\rightarrow$  Submit.

2).Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact CCI/NIC-CPPP portal.

Contact person (Cement Corporation of India):

1. Mechanical Department CCI, Bokajan Cement Factory,

Bokajan, Dist: KarbiAnglong

Assam-782490

Contact No.: 03675-246109, + M: 9993586760- HOD (Mech.) M: 6001097702 – Coordinator

E-mail: ccibcfmech01@gmail.com

2. HOD (MM) CCI, Bokajan Cement Factory,

Bokajan, Dist: KarbiAnglong

Assam-782490, M: 8897856954

	(A) Help Desk (NIC-CPPP):
	(E-commerce):
	For any technical related queries please call at 24 x 7 help desk number
	0120-4001 002/005, 0120-6277 787
	B) System Requirement:
	Windows 8, 10 Professional Operating System, Internet Browser-9, 10 &11 Signing type Class 3 digital signature Java JRE 6 and above.
	THE VENDORS ARE ADVISED TO GO THROUGH THE <u>Help Manual</u> LINK AT <u>etenders.gov.in/eprocure/app</u> FOR GENERAL GUIDANCE ABOUT TENDER PROCESS.
	(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.
	(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by CCI. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.
	Note:
	The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.
3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4	In case of failure to access the payment towards cost of tender document & EMD for any reason, the vender, in term, will not have the access to on line e-tender and no correspondence in this respect will be entertained and CCI will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of tender fee and EMD through Online well in advance and verify completion of transaction in respect of tender fee and EMD.
	Vendors are instructed to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.
	Once documents are uploaded in the library, vendors can attach documents through <i>Attach Document</i> link against the particular tender. For further assistance please follow instructions of Vendor Help Manual.

5	All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by CCI. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with Tender wizard (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	The responsibility of downloading the related corrigenda, if any, will be that of the responsibilities of the parties.
7	E-tender cannot be accessed after the due date and time mentioned in NIT.
8	Bidding in e-tender & Reverse auction:
	<ul> <li>(a). Bidder(s) need to submit necessary EMD and Tender fees (If ANY) to be eligible to bid online in the e-tender. Tender fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by CCI.</li> <li>(b). The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid is explained in Help Manual.</li> </ul>
	a. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
	b. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
	<ul> <li>(c). The e-tender floor shall remain open from the pre-announced date &amp; time and for as much duration as mentioned above.</li> <li>(d). All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter SUPPLIER.</li> </ul>
	(e). It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
	<ul><li>(f). No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms &amp; conditions for the tender.</li><li>(g). Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be</li></ul>
	in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
09	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
10	No deviation to the technical and commercial terms & conditions are allowed.
11	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.
12	CCI has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

13	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website <u>etenders.gov.in/eprocure/app</u> of NIC-CPPP.
14	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15	The bid will be evaluated based on the filled-in technical & commercial formats.
16	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
17	Bidders are requested to read the vendor Help Manual in the home page <u>etenders.gov.in/eprocure/app</u> to familiarize themselves with the system before bidding.

#### PART -- III: SPECIAL TERMS AND CONDITIONS

In addition to the General Terms and Conditions of tender under **PART – I & II**, the following terms, clauses and conditions will also apply to the contract. These special terms and conditions, if contradictory to any conditions given in PART-I & II, will prevail upon the conditions given therein.

Cement Corporation of India (**CCI**) is a wholly owned Government of India Profit making Company. At present it has three operating units at Tandur (Telangana), Rajban (Himachal Pradesh) and Bokajan (Assam). Bokajan Cement Factory (BCF) has a capacity of 1.98 lakh MT of cement production per annum and is one amongst the three operating units of CCI (A Govt of India Enterprise). Bokajan Cement Factory is located at Bokajan, 2 KM from Bokajan Railway Station, 15 Km away from Dimapur Town and about 250 Km away from Guwahati (Assam). Bokajan is well connected by Bus & Train route (on Guwahati- Dibrugarh Rail Line).

#### 1. Pre-Bid Meeting:

- a. A pre-bid meeting open to all the prospective Bidder(s) will be held at the venue, date& time specified in NIT, wherein they shall be given an opportunity to obtain clarifications, if any, regarding the work and bid conditions.
- b. All Prospective vendors shall review the tender documents and attend the pre-bid meeting, along with their quarries, if any, against the terms and conditions of the tender along with their suggestions. Vendors can also upload/seek clarification through e-mail or letter from tendering authority before the last date fixed for raising queries. The queries raised shall be shared with every bidder attending the pre bid meeting and be part of the minutes. No clarification or observation will be entertained after the pre-bid meeting is over.
- c. The vendors shall attend the pre-bid meeting at their own cost; the tenderer shall be allowed to visit the site prior to the pre-bid meeting under the supervision of the site/project in-charge on prior intimation as per date mentioned in NIT.
- d. The pre-bid meeting shall be open meeting and one time only, the date of meeting shall be decided by the corporation. In case of any change in schedule of the pre- bid meeting, the same shall be posted in website with one week notice. In case the tenderers fail to attend the meeting, their request for rescheduling and reorganizing the pre-bid meeting shall not be entertained
- e. Raising the observations or suggestions by the tenderers shall not give them the right to modify the terms and conditions unless it is agreed/approved by the corporation.
- f. The pre-meeting shall be attended by the committee of officials of the corporation as decided by the competent authority.
- g. No further commercial or other deviations will be entertained in the tender process after pre-bid meeting.
- h. In case there is no modification in terms and conditions, the queries raised by the vendors and clarifications given by CCI committee shall be uploaded against the above tender on CCI website. The original tender terms shall be applicable.
- i. Based on the pre-bid meeting, the terms/specification/design will be freeze accordingly, if required. In case there is modification in the tender which shall be uploaded as a corrigendum in the tender along with the queries of all vendors and replies of CCI.
- j. Those parties, who have not attended the pre-bid meeting, can also participate in the tender. The tender terms will be applicable to all parties in uniform irrespective of attending the pre-bid meeting.

## 2. Technical Specifications & Detailed Information required for execution

## A: Kiln-2 Technical Specifications

- Two Pier Fixed Support with Girth Gear Drive, lamella spring plate type seal at inlet & outlet.
- Kiln ID: 3.0 mtr
- Kiln Length: 40 mtr
- Plate Thickness & length of Kiln Shell below Inlet & Outlet Tyre: 50 mm & 2200 mm long
- Plate Thickness & length of Kiln Shell of Burning Zone: 32 mm & length will be decided after physical inspection once brick gets removed & run-out measured (it is approx 6-8 mtrs)

# *If Kiln Shell gets cut, the weld joint will be according to below detailed plate thickness:* Shell under inlet tyre:

- Thickness of shell under tyre : 50 mm both end
- Thickness of shell to join from Kiln inlet side: 25/32 mm (CCI will confirm after dismantling)
- Thickness of shell to join from Kiln outlet side: 38 mm

#### Shell of Burning Zone:

- Thickness of shell of burning zone : 25/32/40 mm both end ( CCI will re-confirm before fixing)
- Thickness of shell to join from Kiln inlet side: 25 mm
- Thickness of shell to join from Kiln outlet side: 38 mm

#### Shell under outlet tyre:

- Thickness of shell under tyre : 50 mm both end
- Thickness of shell to join from Kiln inlet side: 25 mm
- Thickness of shell to join from Kiln outlet side: 38 mm

#### **B: GCT Specifications**

- Shell ID: 6.0 mtr
- Shell Height from RCC Support : 30 mtrs max
- Plate Thickness to be used is 8 mm ( and as on requirement decided by CCI)

#### **C: Kiln-1 Technical Specifications**

- Two Pier Fixed Support with Girth Gear Drive, lamella spring plate type seal at inlet & outlet.
- Kiln ID: 3.0 mtr
- Kiln Length: 40 mtr
- Plate Thickness & length of Kiln Shell of Burning Zone: 32 mm & length will be decided after physical inspection once brick gets removed & run-out measured (it is approx 6-8 mtrs)

# *If Kiln Shell gets cut, the weld joint will be according to below detailed plate thickness:* Shell of Burning Zone:

- Thickness of shell of burning zone : 32 mm both end
- Thickness of shell to join from Kiln inlet side: 32 mm
- Thickness of shell to join from Kiln outlet side: 38 mm

To understand the other technical specifications i.e. physical dimensions to work out to know the No of welding joints, length of pieces of Kiln Shell with their shell plate thickness (common for both Kilns i.e. Kiln-1 & Kiln-2), a arrangement drawing is attached as Annexure. Party may refer the same & can work out & can also discuss any queries in pre-bid meeting.

#### Drawings submitted along with part-3 for party for reference & working & weight details Drg No Purpose

14:00:300 GA drawing of Kiln (both common & identical) for items to be replaced

14:00:288 drawing showing the shell joint welding mechanism of shells under tyres

14:00:291 drawing showing the shell joint welding mechanism of shells of burning zone

27:00:057 GA drawing of GCT Tower (showing height of jobs with support structures)

#### Weight of Items to be replaced:

- Kiln Tyres : 20 tone approx each ; Size: id3200Xod3600Xwidth460
- Kiln-2 burning zone shell: 14-18 tone (dia3.0X... will be confirmed after final inspection)
- Kiln-1 burning zone shell: 16 tone (dia3.0X6400LG

Estimate Steel fabrication & total erection quantities are 50 MT & 100 MT respectively

#### Drg No. 14:00:300







Drg No. 27:00:57



# Table-1: Format attached with objectives to know the quantity of welding electrode (special type) for Kiln shell joining and quantity of steel for Kiln Staging and GCT shell works. Bidders are requested to submit the required details in given format along with techno-commercial bid:

1.a:	1.a: Welding Electrodes for Kiln Shell Joint Welding Option-A (Without Gas Cut)					
Req	Requirement of Welding Electrodes for Joining Applications					
SN	Particulars	Purpose	Unit	Qty	Remarks	
А	No of Weld Joints (major) based on option	For Kiln Shell pieces	No	4*		
В	Quantity of Electrodes for Root Welding	For Kiln Shell pieces	Kgs			
с	Quantity of Electrodes for Final Welding	For Kiln Shell pieces	Kgs			
	Total Welding Electrodes-Option A					

#### 4\*= 02 No cut for each burning zone shell for each Kiln, Kiln-2 & Kiln-1

1.b:	1.b: Welding Electrodes for Kiln Shell Joint Welding Option-B (With Gas Cut)					
Req	Requirement of Welding Electrodes for Joining Applications					
SN	Particulars Purpose Unit Qty Remarks					
а	No of Weld Joints (major) based on option	For Kiln Shell pieces	No	8*		
b	Quantity of Electrodes for Root Welding	For Kiln Shell pieces	Kgs			
с	2 Quantity of Electrodes for Final Welding For Kiln Shell pieces Kgs					
	Total Welding Electrodes-Option B					

#### 8\*= 02 No cut for inlet tyre, 02 No cut for outlet tyre, 02 No cut for each burning zone shell of Kiln-2 & Kiln-1

Welding Electrodes (Special Type) will be provided by CCI for Kiln Shell Joint. Party has to arrange welding electrodes for GCT Shell replacement /repair works on own cost.

2. R	2. Requirement of Structural Steel & Plates (IS-2062, Gr-B)					
SN	Application		Unit	Qty	Remarks	
а	For Kiln-2 Staging & Supports	Type* of steel & quantity	MT		Temporary	
В	For Kiln-2 Staging & Supports	Type* of steel & quantity	MT		Temporary	
с	c For Kiln-2 Staging & Supports Type* of steel & quantity MT Consu		Consumables			
	Total Steel					

Type\*= Beam, Channel, Angles, Flats, Round Bars- only raw steel, no finished items

Steel for Kiln Staging will be provided by CCI & will be retained by CCI after use. Steel for GCT Shell works will be provided by CCI according to GCT works requirements.

## Table-2: Format for Submission of Steel Quantity in MT with it's type

(separate sheet may be attached to provide the detailed requirements)

SN	Type (Beam, Channel, Angle, etc)	Type/Size	Qty in MT	Remarks
A: Kiln-2 Staging	· · · · · · · · · · · · · · · · · · ·			
	Total-A			
<b>B: GCT Shell Work</b>				
	Total-B			
C: Kiln-1 Staging				
	Total-C			
	Grand Total=A+B+C			

#### Detailed Scope of Work is mentioned in Part IV.

#### 3. Eligibility Criteria:

- 1. Average annual financial turn over during last three years ending 31st March should be Rs. 60 Lakh.
- 2. Experience of having successfully completed similar works & submit the copy of work orders executed/Completion Certificate etc during last seven years ending last day of month previous to the one in which applications are invited should be either of the following:

Three similar completed works costing not less that Rs 55.00 Lakh. or Two similar completed works costing not less than Rs 110.00 Lakh. or

One similar completed work costing not less than Rs 165.00 Lakh

- 3. Party should have sufficient experience of replacement of Kiln Shell (dia more than 2.5m), Tyre and repairing of GCT shell/Cyclone/Process Ductings at height more than 15 Mtr. Documentary evidence viz work order copy along with Satisfactory Completion of job etc is to be enclosed to qualify for Techno commercial bid and only such parties shall be considered. The techno-commercial qualification of the parties will solely depend on their credentials submitted of similar nature of jobs completed in Kiln, Preheater, ESPs, GCT, VRM, Process Ductings , Ball Mills, EOT Grab Cranes etc of cement plant.
- 4. Start-up parties (min 1 year experience) have also to submit the credentials like work orders & completion certificate of similar jobs from cement plants of capacity more than 1000 tpd.

#### 4. Prices:

The Bank Guarantees as mentioned under different columns (EMD, Security Deposit, Advance & Performance guarantee etc.) are to be submitted as per CCI formats from any Nationalized Banks only of equal amount as per validity indicated in the relevant clause with claim period of further three months.

Prices are to be quoted on firm and F.O.R. destination basis inclusive of Packing/Forwarding charges, insurance etc. showing break up as per Price Bid format only. However, GST, freight (against paid LR/GR/RR) will be payable as per actual as applicable at the time of dispatch on submission of documentary evidence or as quoted by the tenderer whichever is lower. No escalation during the period of contract / execution of the entire contract / extended period on whatever reasons thereof will be allowed in prices.

The price should be quoted strictly in our prescribed Price Bid Performa only enclosed with the tender, both in figures and words to avoid ambiguities. In case of any difference in figures & words, the lower amount of the two will be taken into consideration.

#### Award of contract will be solely at the discretion of CCI.

#### 5. Payment Terms:

There is no provision of advance payment with work order or LOI in the policy of CCI, however payment towards below mentioned are very attractive & it depends upon the momentum & speed of progress by a party to submit his running bill. The payment will be cleared with 100% tax within 15 days after verification & certification by CCI officials:

GST will be paid once it will reflect in CCI GST Portal.

#### For Kiln-2 jobs (Applicable for Srl No-1 of Price Bid):

- 5% against site mobilization once confirmed & certified at factory gate entry with tools & tackles, manpower of each category , hydra/crane if required & confirmed by party in bids
- 15% against fixation of staging for both Kilns & Kiln is handed over to party
- 30% against dismantling of tyres of inlet & outlet as per option of price bid
- 20% against final alignment of Kiln shell with all the requisite polar readings etc before final weld joint to start with all 3 items i.e. inlet tyre shell, outlet tyre shell, burning zone shell
- 20% against completion of total jobs & handed over to CCI for brick linings
- 10% against performance of 12 months & will be released if found satisfactory.

## For GCT Shell/Tower jobs (Applicable for Srl No-2 of Price Bid):

- 5% against site mobilization once confirmed & certified at factory gate entry with tools & tackles, manpower of each category , hydra/crane if required & confirmed by party in bids
- 10% against fixation of staging/arrangements for GCT for identifications of damaged
- 10% against de-insulation i.e. removal of insulation laggings & cladding sheet
- 25% against fitment of 50% of rolled shell plates with seal welding & stiffeners fixed
- 25% against fitment of balance 50% of rolled shell plates with seal welding & stiffeners fixed
- 15% against final inspection by CCI for shell seal welding & support structure work completion
- 10% against performance of 6 months & will be released if found satisfactory.

#### For Kiln-1 jobs (Applicable for Srl No-3 of Price Bid):

- 5% against site mobilization once confirmed & certified at factory gate entry with tools & tackles, manpower of each category, hydra/crane if required & confirmed by party in bids
- 15% against fixation of staging for both Kilns & Kiln is handed over to party
- 30% against dismantling of burning zone shell
- 20% against final alignment of Kiln shell with all the requisite polar readings etc before final weld joint to start
- 20% against completion of total jobs & handed over to CCI for brick linings
- 10% against performance of 12 months & will be released if found satisfactory.

All payment will be released through e-transaction mode within 15 days after successful completion of job and it's certification after inspection by CCI.

Payments will only be released after submission Security Deposit towards contract as per clause No-8 of Part-III Special terms & conditions. Against 10% Performance Guarantee for each job mentioned above the party can submit an equal amount of BG (Bank Guarantee) for the period of 12 months & claim period for further 3 months.

#### 6. Mode of Payment

Payment to the tenderer will be done through e-payment only.

#### 7. Job Completion Schedule

The party shall complete the entire work as specified under scope of work as per given schedule:

- **a.** Kiln-2 jobs: within 45 days.
- **b.** GCT Shell Job: within 30 days.
- **c.** Kiln-1 jobs: within 25 days.

The party will furnish the detailed completion schedule along with Bar/PERT/CPM charts stating activities to be completed before actual Kiln stoppage. This has to be submitted to CCI & obtain approval. The party will be given 30 days advance intimation reg. Kiln stoppage to enable them for mobilization to start preparatory works.

#### 8. Security Deposit

The successful tenderer shall have to furnish Security Deposit equivalent to **5% (Five percent)** of the total value of the contract including taxes & duties by way of Demand Draft / Bank Guarantee (in CCI format to be provided by CCI) in lieu of Clause 2.0 of **PART – II General Terms and Conditions** of the tender towards satisfactory performance of the contract within 15 days from the date of award of the work order to our Bokajan unit.

This Security Deposit shall be refunded within 2 months from the date of satisfactory completion of the PG Test and on basis of certificates given by CCI.

#### 9. Earnest Money Deposit (EMD):

#### Rs 2,00,000/- to be paid through online mode through NEFT/RTGS in below given account details:

Name of Beneficiary	: Cement Corporation Of India Ltd.			
Account No.	: 33067285257			
Bank	: State Bank Of India			
Branch	: Bokajan			
IFSC Code	: SBIN02028			
SSI units registered with NSIC, MSME and Public Sector Undertakings are exempted from furnishing EMD only				

## 10. Penalty/L.D. (Liquidated Damage)

Kiln-2 jobs: 45 days: A Penalty will be charged as per below mentioned details :

Delay in Days	Penalty
0-7 days	Rs 0.50 lakh per day
8-14 days	Rs 1.00 lakh per day
14-above	Rs 2.00 lakh per day

GCT Shell Job: 30 days: A Penalty will be charged as per below mentioned details :

Delay in Days	Penalty
0-7 days	Rs 0.50 lakh per day
8-14 days	Rs 1.00 lakh per day
14-above	Rs 2.00 lakh per day

Kiln-1 jobs: 25 days: A Penalty will be charged as per below mentioned details:

Delay in Days	Penalty
0-7 days	Rs 0.50 lakh per day
8-14 days	Rs 1.00 lakh per day
14-above	Rs 2.00 lakh per day

The date of successful commissioning on the basis of certificate given by CCI will be treated as the date of completion for the purpose of calculating penalty.

#### **11. Performance Guarantee**

On successful completion of erection, commissioning & satisfactory completion of Warranty period, 10% (Ten percent) of the total contract prices (excluding taxes, duties & freight), will be released after deduction of L.D. & other recoveries, if any.

#### **12. Paying Authority**

HOD (Finance): Bokajan Cement Factory, Bokajan

#### 13. Warranty/Guarantee

The party shall warranty for perfection of the works executed and also to rectify/repair free of cost at site case of any failure of the completed jobs noticed within a period of 12 months from the date of start of Kiln, in case of CCI will intimate the party. The party shall mobilize their required manpower and material within a week of to carry out the jobs. In the event of contractor not complying with the above within a reasonable time, the Corporation will have the option to rectify/repair or replace then defective parts component of the works after giving one week notice to supplier and recover the cost from the supplier.

#### 14. Laws Governing the Contract

This contract shall be governed by the laws of Union of India in force. All the state & central labour law will be applicable to the worker to the working at the site

#### **15. Statutory Requirement**

The tender should be accompanied by labor license, ESIC, IT, PAN & GST reg. no. The contractor shall be responsible for fulfilling all the statutory requirements (related to this contract) as deemed necessary by different agencies. The contractor will bear all cost for above statutory requirement.

#### 16. Rules and Regulation

The tenderer & their authorized contractor should have ESI Registration & ESI code no. under ESI Act 1948. The contractor should follow strictly all the Rules and Regulations of the Corporation as well as the regulatory/statutory, Local Authority in connection with the contract. The contractor will be held responsible for any violation of the Rules and Regulations of the Corporation and regulatory/statutory authority.

## 17. Accident

The contractor shall be liable for compensation to his labors payable under the Workman's Compensation Act, 1923 or any other Act in case of accident. In case he fails to pay the compensation, the Corporation reserves the right to make the payment and recover the same from any of his bills or Security Deposit. The contractor must obtain License from the Labor Licensing Authority before starting the work / fifteen days time of receiving LOI. Labor License and Insurance premium will be liability of the contractor. However, insurance premium will be reimbursed by the corporation. Photo copies of the above will be submitted to the P & A Department before the start of the work.14. ESI Registration.

## **18. Agreement**

The contactor shall have to execute an agreement in a non-judicial stamp paper of 200/- before commencement of the work order .Other terms and conditions are enclosed herewith:

- a. The entry (in and out) of the contractor& workforce shall be regulated as per the instructions by the Security Departments.
- b. The payment of wages to the workmen engaged should be made in the Factory premises on working days presence of CCI & authorized representative. The R.A. bills shall be forwarded to Finance Department for payment only after due certification of payment of wages by CCI & authorized representative.
- c. The contractor shall maintain proper record under various Acts/Statutes in force and shall produce the same for inspection when ever requited by CCI Statutory to do so.
- d. While working, the contractor shall provide all safety equipments and take care of the safety measures as per stipulations of Factories Act & amp; Rules. In case of accident of contractor & workmen, CCI is not liable to pay any compensation etc., on this account. In case of emergency, the contractor & workers will be allowed OPD at our health centre treatment and cost of treatment shall be recovered from the contractor.
- e. CCI will not be liable for any loss/damages to the contractor on account of no availability of any fronts or services due to reasons beyond control of CCI.
- f. The contractor shall at all times indemnify CCI against all claims for compensation under die provisions of the Workmen Compensation Act, or any other law force by or in respect of any workman employed by him.
- g. **CANTEEN FACLITIES:** Canteen facility cannot be provided by CCI to the workmen engaged by the party. Contractor has to make his own arrangements for the same.
- h. The contractor shall have to present himself or his Site Supervisors/Engineers during the entire period of work, which will be responsible for the execution of work, & will receive instructions from CCI.
- i. The quality of work should be as per relevant standards and to the entire satisfaction of CCI.
- j. Before settlement of final payment, the contractor has to Deposit all the statutory records, registers, all payment sheets, details of payment compensation, and payment sheets towards the full & final payment to the labor and any other records with CCI within 07 days of completion of work.
- k. Any action proposed to be taken by the contractor against the labor on account of mis-conduct/discipline or any other act will be initiated by the contractor and will be intimated to the Management.
- I. Consumables required for works i.e., lubricants, diesel Kerosene, waste cloth, emery paper, grinding paste, cleaner etc shall be arranged by the contractor.
- m. The contractor will ensure issue of employment cards to his workers, which is required to be produced while entering the Factory at entry gate of CCI-Bokajan. The contractor shall submit the list of employees at the time of commencement of work and any change thereof be intimated to the management.
- n. Party shall quote their rates in Price Bid format (Annexure-E) Item-wise. However, the entire work will be awarded to party on overall L-1 basis from each option combined.

## **19. Others Terms & Condition**

a) The validity of the rates quoted shall be **for 120 days from the date of opening of tender**.

b) All tools & tackles/measuring instruments required for executing jobs are the responsibility of tenderer.

c) The successful tenderer must submit the ID proof, Any accidental policy cover, PPE If any, Aadhar card each of their employee who is attending the job inside the factory.

d) The employee who is attending the job must cover under accidental policy/ESIC.

e) The employee who is attending the job must use PPE during visit.

f) The persons engaged by the contractor for taking up the jobs should not be under the influence of liquor or any other drugs while working. In case anybody is found in drunken condition, such person shall not be allowed to work. All Safety rules & regulations should be followed strictly. The safety of persons deployed by the contractor shall be the responsibility of the contractor. It is advisable to him to issue all required PPEs to their employees as on when required & insist to him to bear the same during the working hours. In case of any accident/injury to the persons engaged by the contractor, CCI will not be liable to pay anything in this regard.

#### PART-IV: SCOPE OF WORKS (FOLLOWING WORKS ARE TO BE CARRIED OUT)

In addition to General terms & conditions under **Part-I, Part-II & Part-III Special Terms & Conditions**, the following conditions will also apply to the contract.

The party should plan to complete the shut down jobs in very minimum period & with very less engagement of resources by optimum allocation of resources to utilize it maximum in 24 hrs in a day. There are lots of parallel activities that can be carried out if the approach to complete the jobs within & before the target.

#### Scope of Work (works to be carried out)

**A. Kiln-2 jobs:** it includes replacement of inlet tyre, outlet tyre & burning zone shell (approx 8 mtr long) with a shut down period of 45 days max. There is penalty beyond 45 days according to Tender T&C.

#### Scope of Supply of Items by CCI for Kiln-2 jobs:

- 1. Tyres -02 No in place of old tyres of inlet & outlet positions
- 2. Kiln Shell for Burning Zone-01 No (approx 8 mtr long , ID3.0 mtr)
- 3. Chair Pad (Floating Type) if required with side stoppers (both type) if gets damage during dismantling
- 4. Vertical Blocks to be fixed on chair pad for Tyre alignment for both up-hill & down-hill side if required
- 5. Special Electrodes for Shell joining against quantity & type submitted by party
- 6. Structural Steel (IS-2062, Gr-B) for Kiln-2 staging against quantity & type submitted by party

# Please note that the supplied steel by CCI for staging will be retained by CCI & party has to arrange accordingly.

Kiln-2 will be handed over to party after getting the bricks removed, cleaned (by rotation). The zero date for period of days of shut-down will be considered from here till handing over it to CCI for brick lining. However party can partially handover the Kiln-2 for brick lining & others associated jobs in between & time to time with a close co-ordination with Mechanical & Production Section In-Charges.

#### Pre-Shut Down / Preparatory Works:

Party has to follow up with CCI for their advance plan to mobilize their resources at Bokajan Cement Factory (BCF) for the start of preparatory & pre-shut down jobs like:

- 1. Fabrication of Kiln Staging items
- 2. Fabrication of Kiln Support & Locking arrangements
- 3. Fabrication of Lifting Girders if required to utilize as crane (this steel will be arranged by party)

#### Shut Down Works:

The Kiln after handed over, party has to start the awarded jobs/works under best supervision of competent engineers, supervisors & foreman. The step wise jobs are as under:

- 1. **Removal of Inlet Tyre & Fixation of New Tyre**: The earlier mechanism to replace tyre is to remove the padded shell under tyre and mark the shell portion especially for tyre position both end keeping margin for V- for shell weld joint. The shell along with tyre after gas cut from it's position to be removed & placed on ground for dismantling of old tyre followed by fixation of new tyre after complete measurements of dimensions of fitments.
- Removal of Outlet Tyre & Fixation of New Tyre: The earlier mechanism to replace tyre is to remove the padded shell under tyre and mark the shell portion especially for tyre position both end keeping margin for V- for shell weld joint. The shell along with tyre after gas cut from it's position to be removed & placed on ground for dismantling of old tyre followed by fixation of new tyre after complete measurements of dimensions of fitments.
- 3. Dismantling & Fixation of Burning Zone Shell (approx 6-8 mtr long with ID3.0 mtr) : This job is purely based on party expertise to replace it with or without crane , however CCI has no any

objection. Party expertise in replacement of Kiln shells, tyres knows it best and can perform it with safety of personnel as well within target.

# After all & apart from above option, the Party has also other option for both tyre replacements without getting the shell gas cut like:

- **1.** For inlet tyre: dismantling of tyre from shell once smoke chamber assly/inlet hood assly gets shifted from it's position and creating a X-Y gap for old tyre removal & insert of new tyre like a sleeve over shaft, or cut shell from both end & fix it accordingly with or without help of crane.
- **2.** For outlet tyre: dismantling of tyre from shell once Kiln outlet hood assly gets shifted from it's position and creating a X-Y gap for old tyre removal & insert of new tyre like a sleeve over shaft, or cut shell from both end & fix it accordingly with or without help of crane.

CCI has however accessed the replacement jobs of Kiln-2 tyres based on experience, however party is expert in this area of replacement & repair and attending such types of jobs day to day in different cement plants for major equipment like Kiln, VRM, Ball Mill and know the best mechanism , methodology with safety of personnel & equipments. Party has to adopt the best working practice; however CCI has to agree with your proposal of moving ahead. These all will be discussed in pre-bid meeting which will clarify each & every step of physical work as well scope of supply of party as well of CCI.

**B. GCT Shell jobs**: it includes replacement/overlapping (jacketing) of new rolled shell onto existing shell from start of bottom cylindrical section to top height & repair refers to removal of old/worn out shell plates & patching over it (min above existing walkway and further as directed by CCI\*) if requires. The same will be finally confirmed by CCI as it will be clearly discussed in pre-bid to clarify. The shut down period of GCT jobs is 30 days max as at least one Kiln has to be lighted up to maintain the CCI business at Bokajan. There is penalty beyond 30 days according to Tender T&C.

#### Scaffolding for GCT for this job of Replacement & Repair:

Party has to arrange scaffolding on it's own cost with materials & services required for job completion in total. Party has to quote accordingly. However in case if party may not arrange the scaffolding materials, CCI will look to arrange it on chargeable basis. The party must arrange scaffolding items & its fixation for complete GCT Shell job before mobilization with.

The scaffolding requirements is subjected to expertise, experience, skill & resources available with party and could be managed by mobile cranes or other alternative options in which the GCT shell plate replacement & repair will require no further scaffolding for a height of max 40 meters from ground floor. Party has to arrange scaffolding for this job if required from his own area/scope and quote rate accordingly.

CCI has however accessed the replacement & repair jobs of GCT shell based on experience, however party is expert in this area of replacement ,repair and attending such types of jobs day to day in different cement plants for ducts , ESPs, GCTs and know the best mechanism , methodology with safety of personnel & equipments. Party has to adopt the best working practice; however CCI has to agree with your proposal for moving ahead. These all will be discussed in pre-bid meeting which will clarify each & every step of physical work as well scope of supply of party as well of CCI.

#### Scope of Supply of Items by CCI for GCT Shell jobs:

1. MS plate 6mm/8mm thickness based on conditions after de-insulation & inspection of shell plate

## Pre-Shut Down / Preparatory Works:

Party has to follow up with CCI for their advance plan to mobilise their resources at Bokajan Cement Factory (BCF) for the start of preparatory & pre-shut down jobs like:

- 1. Fabrication & Rolling of GCT Shells
- 2. Arrangement & Fixation of Supports, Scaffoldings etc to execute the shell replacement/repair at various height of GCT Tower.

#### Shut Down Works:

- 1. Removal of insulation with cladding sheets
- 2. Identification of major damages areas for rolled shell overlapping
- 3. Jacketing/Overlapping/Fixing of rolled shell plate onto existing shell & locking by tack welding

- 4. Final finishing of round rolled plates to make sure the roundness of shell for clearance to final seal welding, stiffeners to be fixed according to the requirements detailed by CCI
- 5. Repeat the procedures till complete shell work upto it's height in total as mentioned in part-3
- 6. Identification of supporting structures, walkway from preheater & of GCT for water nozzles & repair/replace the same to strengthen it.
- 7. Remove all fixtures, temporary arrangements from GCT Shell/Tower for insulation work by CCI
- **C. Kiln-1 jobs**: it includes replacement of burning zone shell (approx 6.4 mtr long) with a shut down period of 25 days max. There is penalty beyond 25 days according to Tender T&C.

#### Scope of Supply of Items by CCI for Kiln-1 jobs:

- 1. Kiln Shell for Burning Zone-01 No (approx 8 mtr long, ID3.0 mtr)
- 2. Special Electrodes for Shell joining against quantity & type submitted by party
- 3. Structural Steel (IS-2062, Gr-B) for Kiln-2 staging against quantity & type submitted by party

# Please note that the supplied steel by CCI for staging will be retained by CCI & party has to arrange accordingly.

Kiln-1 will be handed over to party after getting the bricks removed, cleaned (by rotation). The zero date for period of days of shut-down will be considered from here till handing over it to CCI for brick lining. However party can partially handover the Kiln-1 for brick lining & others associated jobs in between & time to time with a close co-ordination with Mechanical & Production Section In-Charges.

## Pre-Shut Down / Preparatory Works:

Party has to follow up with CCI for their advance plan to mobilize their resources at Bokajan Cement Factory (BCF) for the start of preparatory & pre-shut down jobs like:

- 1. Fabrication of Kiln Staging items
- 2. Fabrication of Kiln Support & Locking arrangements
- 3. Fabrication of Lifting Girders if required to utilize as crane (this steel will be arranged by party)

#### Shut Down Works:

The Kiln after handed over, party has to start the awarded jobs/works under best supervision of competent engineers, supervisors & foreman. The step wise jobs are as under:

#### 1. Dismantling & Fixation of Burning Zone Shell (6.4 mtr long with ID3.0 mtr) :

CCI has however accessed the replacement jobs of Kiln-1 burning zone shell based on experience, however party is expert in this area of replacement & repair and attending such types of jobs day to day in different cement plants for major equipment like Kiln, VRM, Ball Mill and know the best mechanism , methodology with safety of personnel & equipments. Party has to adopt the best working practice; however CCI has to agree with your proposal of moving ahead. These all will be discussed in pre-bid meeting which will clarify each & every step of physical work as well scope of supply of party as well of CCI.

#### Very Important Note for Parties

CCI will provide to & fro AC-2 tier train fare of 02 No person from party for site visit with free boarding & lodging. The reimbursement of these will be done by CCI only to that parties who gets qualified in technocommercial bid on submission of their request to reimburse along with the original ticket. The local agencies from Assam or Meghalaya or North East States, if visit by their personal vehicles, will be reimbursed for their travel expenses according to SOR of CCI (KM travelled by Rs/KM).

It is mentioned in CCI scope of supply of items (materials) in each job like special welding electrodes for Kiln Shell joint only, steel for staging (returnable), & GCT shell work (MS plate) will be provided according to the quantity & type as detailed in attached format (Table-2: quantity & type). Party has to submit the quantities along with type accordingly with 20% margin.

#### Facilities Provided by CCI:

1. CCI will provide to the contractor, free of cost, necessary water and electrical power facilities within the factory premises for the purpose of erection.

- 2. Land for storage yard, site office and fabrication yard shall be made available to the contractor within the factory premises free of cost.
- 3. The accommodation to the Staff/Engineer of the contractor shall be provided on chargeable basis, if available. No transportation will be provided by CCI.

## Party/Contractor's Scope (works included in scope of party) :

# Apart from the above work content, the scope of work of the contractor shall also include the following to be completed and party may quote rate accordingly:

- **1.** Transportation of material from the stores to site.
- 2. Collection, removal & stacking of scrap generated out of removal of sleepers and platforms etc.
- **3.** Dismantling of wooden frames/steel staging platforms and cleaning the area of such job/works as would be carried out during erection.
- **4.** General cleaning of the machinery premises of rejected materials or otherwise collected arising out of the erection activity.
- 5. Rectification/modification as required after trial run of the equipment to the extent that such defects are attributed due to faulty erection.
- 6. Party shall be required to carry out 100% UT Test of the welding & T-joints of the kiln shell.
- **7.** Scope of work specifies the major outlines of the jobs. The contractor shall do any minor modification/rectification/adjustment as per the site requirement without any extra charges.
- 8. All the associated & related jobs with major job specified like tyre & shell replacement of Kiln are including with their alignment with support roller with desired thrust load, guide roller, girth-gear-pinion & drive coupling alignment , inlet sealing, outlet sealing if dismantled for complete shell alignment for successful run of main equipment with axillaries.

#### General Responsibilities of the Contractor/Tenderer:

- **1.** The contractor shall make his own arrangements for all the tools and tackles as may be required for the proper and timely completion of the job.
- **2.** The common welding electrodes (for fabrication of staging and support) and DA / Oxygen gas required for shall be arranged by contractor.
- **3.** The welding sets with cables, gas-cutting sets, pre heating ovens, Grinders with grinding wheels etc.to are arranged by the contractor at his own cost.
- **4.** The contractor should arrange for sufficient number of workmen to work round the clock. Any special lighting required for working after sunset is to be arranged by the contractor.
- **5.** The contractor should post one resident engineer/supervisor for supervision and for the purpose of communication.
- **6.** The contractor shall at all-time comply with the instruction of the corporation engineers in the erection of the work in all its aspect in general, but with special reference to the work, accuracy of working, care in handling the equipment.
- **7.** <u>SITE VISIT</u>: The parties must visit the Site to know exact conditions, existing infrastructure facilities available including workshop facilities, tools and tackles and any other details which the parties wish to know for taking up the job and quote accordingly.

#### Final Inspection of Kilns:

Kiln shell data documented shall be checked for length, diameter, ovality, radial run-out, facial run-out and other dimensions and shall be well within the specified Limits. The final approved data shall be provided, thereafter, to the company as records. An external party expert in Kiln Works like FLS, KHD, Thyssen, L&T, Allen Smith etc is to be hired by CCI if required for final inspection of job completed by party. If the quality of job is sub standard, party has to complete according to instruction of CCI/ Hired party.

#### Trial Run & Commissioning of Kilns & axillaries:

After the completion of complete replacement, welding, alignment and boxed up & associated works, party shall offer the kiln for commissioning & trial run. During joint check up & inspections, if any defects found & having violation of job quality against tender requirements as mentioned in Part-4 & especially in party scope, shall be rectified by the party on their own cost as part of satisfactory job completion.

## **POST WELD CHECKS:**

Following defects should be visually checked:

- i. General of weld and reinforcement etc.
- ii. Surface defects like cracks, exposed porosity, exposed inclusion, under cuts & burning of parent metal.
- iii. Defects in profile and overlaps.
- iv. Dimension of weld seams shall be checked with the help of gauge to the required size.
- v. Slag should be removed thoroughly from weld seams after final run of weld.
- vi. Spots after removal of clamps, fitted for alignment of shell should be ground off. If any porosity /cavity occur, the same may be filled by welding.
- vii. Bulging or weld ridge in the region of weld shall not be allowed.
- viii. Selective radiography of all joints and 10% of balance seams.
- ix. In case of doubt on particular spot, dye penetration test can be applied.
- x. All required jigs & fixtures, Supports, tools & tackles, motorized / manual winches, screw jacks hydraulic jacks, mobile cranes, derrick, positioners, etc. to carry out all the jobs shall have to be arranged by the contractor.

#### PRICE BID PROFORMA

#### **ANNEXURE-E**

Tender for Hiring External Agencies/Parties to attend major shut down jobs of Kiln Tyre replacement, Kiln Burning Zone Shell replacement, GCT Shell replacement/ repair etc within stipulated targets according to the terms & condition mentioned in Part-3 & Part-4-reg

SRL No	Particulars of major jobs to quote rate (details are in Part-4)	Unit	Rate in Rs	GST as applicable	Total in Rs (with GST)	Remarks
1	Kiln-2: replacement of inlet tyre, outlet tyre & burning zone shell	lump sum				
2	GCT Shell: replacement & repair of GCT shell with supporting structure	lump sum				
3	Kiln-1: replacement of burning zone shell	lump sum				
	Total of SN-1, 2 & 3					

## **Option A : Dismantling & Fixation of Kiln Tyres** without Gas Cutting of Kiln Shell

## **Option B : Dismantling & Fixation of Kiln Tyres** with Gas Cutting of Kiln Shell

SRL No	Particulars of major jobs to quote rate (details are in Part-4)	Unit	Rate in Rs	GST as applicable	Total in Rs (with GST)	Remarks
1	Kiln-2: replacement of inlet tyre, outlet tyre & burning zone shell	lump sum				
2	GCT Shell: replacement & repair of GCT shell with supporting structure	lump sum				
3	Kiln-1: replacement of burning zone shell	lump sum				
	Total of SN-1, 2 & 3					

#### NOTE:

- 1. Certified that the GST indicated as above are as per the prevailing Act of GST & provision made there under. Bidders are supposed to get the relevant details from tender (each part) before quoting rates.
- 2. L-1 bidder is evaluated on the basis of overall rates of SN No 1,2 & 3 and combined together from each option i.e. Option-A & Option-B. **Srl No-2&3 in both options will be common.**
- 3. Rates will be inclusive of crane hire charges, Structural supports fabrication and erection, Scaffolding, X-Ray Test, DP Test, transportation of Tools & Tackles etc required to complete the job in all respect.

# It is certified that the above quoted rates in price bid format have been given in accordance with the techno-commercial bid of the tender.

(

Signature	
with company's stamp	

Name: Designation:

Date:

)