



**Bhagyanagar Gas Ltd.**

# **BHAGYANAGAR GAS LIMITED**

(A JOINT VENTURE OF HPCL & GAIL)

## **BID DOCUMENT FOR**

**Hiring of O&M Support Services for CNG  
Operations at Various Locations in Vijayawada**

## **UNDER OPEN DOMESTIC COMPETITIVE BIDDING**

**Bid Document No.: BGL/558/2022-23**

**VOLUME-II of II**



Bhagyanagar Gas  
Limited

**Hiring of O&M Support Services for CNG Operations at  
Various Locations in Vijayawada**

**Bid Document No. BGL/558/2022-23**

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**SECTION-7**  
**SCOPE OF WORK**

**SCOPE OF WORK**

**1. Accommodation / transportation / medical:**

The contractor shall make his own arrangement for the accommodation of his personnel at respective locations and subsequent transportation arrangement for them from their place of residence to work place or any other place as required and company shall have no obligation in this respect. The company shall not be responsible for providing any medical assistance to the contractor personnel. The Contractor personnel may be transferred to other locations (Within Vijayawada) on rotation basis (Once in six months) at the sole discretion of BGL for operational requirements; for which no extra payment shall be paid during the entire contract period.

**2. Discipline:**

The Contractor shall be responsible for the discipline and good behaviour of all his personnel deployed in the services contracted out and should any complaint be received against any of his employee; he shall arrange to replace such persons within 24 hours of notice issued by the Engineer-in-Charge. The decision of the Engineer-in-Charge in this matter shall be final and binding on the contractor.

**3. Uniform, Safety Shoes & Identity card:**

The contract shall arrange to supply 02 nos. uniforms, 01 no. Safety Shoes (Karam/Tiger/Alan cooper), 01 no. Rain coat with gum boots to all service support engaged for BGL once in a year, issue / renew identity card to his workforce, if so required by BGL for security or for any other reasons. The contractor's personnel during shift services shall always be in uniform with safety shoes, carry their respective identity cards.

Contractors shall be supplied Uniform, ID Card, Safety Shoes, Rain Coat with gum boots to all support services within two months from the date of Work Order/ Date of work commence as above, If contractor fails to supply within two months, penalty of Rs. 5,000/- per month shall be imposed and same will be deduct from the RA bills.

**4. Sub-letting of contract:**

No part of this contract nor any share or interest therein in any manner or extent, will be transferred or assigned or sub-let, directly or indirectly to any person / firm or Organization without prior permission of BGL.

**5. Compliance of Laws:**

The Contractor deploying 20 (twenty) or more workmen as contract labour shall have to obtain licence from appropriate licensing authority, if required. The Contractor (which shall include the contracting firm / company) shall be solely liable to obtain and to abide by all necessary licenses from the concerned authorities as provided under the various labour laws legislation's including labour license from the competent authority under the Contract Labour ("Regulation & Abolition") Act 1970 and Acts made thereafter.

The Contractor shall be responsible for necessary contributions towards PF, Family Pension, ESIC or any other statutory payments to Government agencies as applicable under the laws in respect of the contract and personnel deployed by the contractor for rendering services to BGL and shall deposit the required amount with the concerned statutory authorities on or before due dates. The contractor shall obtain a separate PF number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees as well as the employer's contribution to the Provident Fund.

The Contractor shall not engage / deploy any person of less than 18 years under this contract and the persons to be deployed should be physically and mentally fit.

The installation where job is to be carried out are live and have hydrocarbon environment. Contractor shall comply with all safety and security rules and regulations and other rules laid down by BGL for its operation. It shall be the duty / responsibility of the Contractor to ensure the compliance of fire, safety, security and other operational rules and regulations by his personnel. Disregard to these rules by the contractor's personnel will lead to the termination of the contract in all respects and shall face penal / legal consequences.

The Contractor shall arrange for insurance of all this workers engaged on the job as per the relevant Acts, rules and regulations, etc. In case by virtue of provisions of worker's compensation Act, 1923 or any other law in force. BGL has to pay compensation for a workman employed by the Contractor due to any cause whatsoever the amount so paid shall be recovered from the dues payable to the Contractor and / or security deposit.

**6. The officer in charge shall have power to:**

- i) Issue the Contractor from time to time during the running of the contract such further instructions as shall be necessary for the purpose of proper and adequate execution of the contract and the Contractor shall carry out and bound by the same.
- ii) During the currency of this contract, BGL can increase and/or decrease the number of the services / manpower to meet the work requirements.
- iii) Order the Contractor to remove or replace any workman whom the company considers incompetent or unsuitable and opinion of the company representative as to the competence of any workman engaged by the Contractor shall be final and binding on the contractor.

**7. General:**

The Support services shall be provided round the clock basis and as per BGL requirement.

- i) The Contractor shall deploy required number of support services as per Scope of work in terms of the contract. In case required to meet operational requirements, the Contractor shall augment the same as per direction of Engineer-in-Charge.

- ii) The Contractor is required to carry out all services as mentioned in the Scope of Services and Schedule of Rates on all the 365 days including Sunday and all holiday and round the clock.
- iii) The Contractor shall allow weekly rest and daily working hours to his workmen as per the Relevant Act / Law / and Rule made there under. However, no work shall be left incomplete / Unattended on any holiday / weekly rest.
- iv) Contractor shall provide Authorised representative to co-ordinate the services on daily basis And to interact with Engineer-in-Charge and deployed workmen.
- v) The workforce deployed by the Contractor for O&M services at CNG installation shall be of Sound relevant technical professional expertise which is otherwise also essential from the safety point of view of the personnel of the Contractor as well as for the installation.
- vi) Contractor has to ensure the safety of man and equipment all the times. Damages of Equipment due to negligence will be recovered as per the decision of Engineer-in-Charge, which will be final.
- vii) Regarding work completion, the decision of the Engineer-in-Charge will be final and binding.
- viii) The Contractor shall make his own arrangements to provide all facilities like boarding and transport etc. to his workman.
- ix) All personnel of the Contractor entering on work premises shall be properly and neatly dressed and shall wear uniform, ID cards, badges while working on premises of the company including work sites.
- x) Contractor shall maintain proper record of his working employee's attendance and payment made to them. The existing BGL's Biometric system at service deployed locations shall be used to cross check the attendance and for certification of bill etc.
- xi) The Contractor's representative / supervisor shall report daily to the BGL Shift-in-Charge or EIC for day to day working.
- xii) All the safety rules and regulations prevailing and applicable from time to time at the installations as directed by BGL will be strictly adhered to by the contractor.
- xiii) The rates quoted by the Contractor must be inclusive of all taxes, duties, service tax, work contract tax and any other levies, contractor's share of P.F. and insurance charges, contractor's profit and any other expenditure etc.
- xiv) It will be the responsibility of the Contractor to pay as per the minimum wages as directed by RLC (Regional Labour Commissioner-Central) at any point of time in line with Minimum Wage Act 1948.
- xv) The services shall be provided in terms of shift pattern on the round the clock basis. The Contractor is responsible to provide effective and efficient services in all shifts and assure that there is no disruption in the services for want of any resources.
- xvi) All the jobs mentioned under scope of services shall be carried out as per sound engineering practices, work procedure documentation and as per the guidelines / direction of engineer-in-charge or authorized representative.

**8. Scope of Work - Support Services for Operation & Maintenance Services.**

**a) Site deputation**

**At Mother Station, Vijayawada:**

Services	Minimum Qualification	Minimum Experience	Service Quantity	Total
Supervisor	Graduate in any Discipline	03 yrs. experience in accounting	01 in General shift & 01 in each Shift	04
Mechanical Technician	Diploma / ITI	01 yr. / 03 yrs. experience in mechanical maintenance	02 in General Shift	02
PNG Technician	Diploma / ITI	01 yr. / 03 yrs. experience in PNG/mechanical maintenance	01 in each shift	03
Electrician	Diploma / ITI	01 yr. / 03 yrs. experience in electrical maintenance	02 in General shift	02
Filler Boy	Diploma / ITI	01 yr. / 03 yrs. Experience in fuel filling (petroleum/ gas)	03 in each shift	09
Helper	Std. X	01 yr. Experience as Helper in industry	03 in each shift	09
Sweeper	N.A.	N.A.	02 in General shift	02

**b) Roles & Responsibilities of Support Services:**

**Supervisory Services (Highly Skilled) :**

- a) Providing services for taking the telephonic sales readings of all CNG stations, PNG customers (Industrial, Commercial) and logging them in the sales register on daily basis; Collecting NG intake data from M/s GAIL, concerned data/information from CNG stations etc as and when required as per Shift I/c. To maintain NG purchase, CNG production, CNG dispatches and CNG sales records etc as per standard formats of BGL.
- b) Providing services to follow-up with LCV Supervisors/drivers for updating the LCV status etc, checking and updating the LCV log books for every trip, Noting and entering the despatch quantities of various CNG unloading bays in the despatch register etc, Preparing excise gate pass for every mobile cascade (LCV) despatches.
- c) Providing services for calculating CNG closing stocks for all CNG stations and mobile cascades on daily basis. Assisting for reconciliation of CNG of all CNG stations on daily basis. To collect and provide data as deemed necessary by BGL to analyze

operational performance. Checking and counting cash during receipts from the concerned for any irregularities/shortages etc. Counting and depositing cash with company's bank account/authorised agent for Cash pickup. Assisting for preparation of BDS/accounting reports etc as per BGL O&M practices.

- d) To Prepare and ensure all registers/logbooks to be maintained like excise invoices/bills for retail/commercial sales; assisting in preparation of DPR, RG1, fortnight invoices & reports and monthly invoices & reports etc.
- e) Coordinating with the concerned for switching/changing over to relevant compressors depending on CNG demand and to control CNG flow within limits in mobile cascades. Overseeing housekeeping and cleanliness of the stations. Assisting BGL in conducting training programs for upgrading operational practices, participate safety trainings. Checking of inward consignments, issue of material and preservation of material in warehouse etc as per Shift I/c. assisting for coordination with other support services as and when required for smooth O&M.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by BGL.

**Mechanical Technician Services (Skilled Category):**

- a) Providing services for coordinating with BGL O&M team, to meet any emergency situation to rectify/arrest the CNG/PNG leaks. Maintenance of mobile/storage cascade for changing of brass / SS fittings like cylinder valves, burst disc, bull nose, ball valves, manifold repairs etc. SS tubing/bending works as per requirement. Care taking of CNG facilities in the stations by attending the operational problems at CGS Cum Mother Station, APSRTC bus depots and RO's at Hyderabad. Assisting in maintenance (schedule/preventive/breakdown) of compressors and dispensers. Performing leak checks of mobile cascades, station piping etc. As per requirement of BGL. Taking ppm concentration at required locations and noting in the registers. Providing services for updating the Registers of inventory/stores and reconciliation of the same on monthly basis.
- b) **Up keep & Maintenance of all Equipment's and piping at CGS Cum Mother Station/ Online Stations/ DBS/ SV stations/ DRS/ MRS etc.**  
Up keeping of all process piping's, Equipment's, Valves, providing assistance for Vibration Monitoring of Motor / Engines Exhaust pipes of Gas Engines, DG Engines and all other equipment including cleaning with soap water, soft cloth etc. (consumables in BGL's scope) as required at BGL in CGS Cum Mother Station, and BGL's CNG Stations at HPCL, IOCL RO's in Vijayawada area. Up keeping & Maintenance of above should be in such way that all the time looks good. All the work shall be carried out under the supervision of EIC.
- c) Providing services for maintenance/complete overhauling/servicing of Chain Pulley Block (up to 5 Ton Capacity), greasing of bearings. Check the hoist brakes & do required adjustment. Check chain for any damage & lubricate properly. Spares will be in the scope of BGL. All the work shall be carried out under the supervision of EIC.



- d) **Providing Services for removing, dismantling, servicing, assembling and installation of Process / FW Valves (Ball, Globe, Gate & plug) of different sizes (1/2" to 12") at CGS Cum Mother Station/ Online Stations/ DBS/ SV stations/ DRS/ MRS etc.**

For Process Valve - Check for passing / not passing by draining NG through drain plug, both in open & closed condition. Check for smooth operation of valves & greasing the stem & sealant injection if required. Check the Hand wheel lock pin, if required, replace it. Cleaning & greasing of all studs & nuts. Check all the bolts & nuts for tightness. Check for any NG leak from end flange connections by leak test using soap solution. Dismounting & Mounting of valves for maintenance work, if required.

For FW Network Valve- Check for passing / not passing of valve, removal of valve from line if required, dismantling, servicing, de-scaling, lapping of seat, fresh gland packing, any other rectification if required, assembling & put in service line. Any spares required shall be in BGL's Scope. All the work shall be carried out under the supervision of EIC.

- e) **Providing services for removing, dismantling, cleaning, assembling and installation of Process / FW network, Flange & Gasket of sizes at CGS Cum Mother Station/ Online Stations/ DBS/ SV stations/ DRS/ MRS etc. For the sizes (2" to 12")**

Check the system is fully isolated. Complete depressurize the system. Loosening & removing the studs & nuts. Clean the mating surface of the flange by sand paper & cotton waste. Replace the old gasket by new gasket of proper ANSI rating & final assembling the flange & tightening studs. Check for any NG leak from end flange connections by leak test using soap solution. All the work shall be carried out under the supervision of EIC.

- f) **Servicing, Greasing, Oiling, Sealant Injection etc. of all types of valves of Various sizes at CGS Cum Mother Station/ Online Stations/ DBS/ SV stations/ DRS/ MRS etc.**

Servicing, Greasing, Oiling, Sealant Injection, checking of operation of valve, opening & closing etc. of all Types of valves of various sizes. Sealant injection of valve's seat / stem & Fresh greasing of gear box. Checking of Performance of valve in both open & closed condition, if required cleaning of valve body. Check for any NG leak from end flange connections by leak test using soap solution. All the work shall be carried out under the supervision of EIC.

- g) **Dismantling & Reinstallation of Mass Flow Meters/ installed at CGS Cum Mother Station/ Online Stations/ DBS etc.**

Dismantling / Re-installation of Mass Flow Meter involves proper isolation of valves & ensure complete venting. Ensure removal of Meter Prover & disconnection properly. Opening of the stud / nuts & proper alignment with tubing of Mass Flow Meter. Check for any NG leak from end fitting connections by leak test using soap solution. All the work shall be carried out under the supervision of EIC.

- h) **Dismantling, Servicing & Reinstallation, Maintenance of DRS/MRS Skids etc.**

Dismantling, Servicing, Maintenance & Re-installation of RPD meter, PRV (Pressure regulating valve), SSV (Slam Shut-off valve), CRV (Creep Relief valve), filters cleaning/changing etc.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by BGL.

**PNG Technician Service:**

- a) Providing services for Maintenance of PNG network. Liasoning with PNG related works for supply, restoration of PNG and assisting in overall operation and maintenance of the MDPE Pipelines. Arresting of MDPE leakages with fusion machine by applying squeezers etc for restoration of PNG supplies well within in targeted time.
- b) Monitor all essential parameters of the SV stations and report any discrepancy in operational parameters. Logging of PNG records, regular maintenance incidents/activities etc. Quick response to MDPE pipeline damages and PNG complaints for needful course of action/rectification in time.
- c) Providing services for Maintenance of MRS, DRS etc and maintaining relevant records/registers. Reconciliation of MDPE store material and maintaining relevant records. Ensuring the emergency tools and fittings are in good condition while carrying for repair/maintenance works and using them properly with utmost care.
- d) Providing services for updating the list of materials in the ERV (Emergency Response Vehicle).

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by BGL.

**Electrician Services:**

- a) Providing support services for maintenance of electrical sub-station, panels and feeders. Upkeep and maintenance of indoor / outdoor lighting system. Monitoring of earthing system and its maintenance. Monitoring of power availability / quality. Liasoning with lineman of APSPDCL for proper supply, restoration of power and assisting in overall electrical operation and maintenance of the station.
- b) Monitor and logging all essential parameters of the electrical equipment and report/record if any discrepancy in operational parameters. Responsible for updating logbooks/records/registers for electrical readings, data capturing, maintenance activities, DG set records etc.
- c) Providing services for monthly monitoring of PCP values at TLP points in Vijayawada. Daily monitoring of TR unit installed. Monthly monitoring of Transformer oil level and silica gel condition and assisting for carrying out transformer oil filtration, dielectric test etc every year to comply the CEIG inspection.

- d) Maintenance of DG set, UPS and batteries installed at CGS Cum Mother Station and all CNG stations. Maintaining records and Reconciliation of diesel used for DG sets on daily basis. Ensuring unit power factor at CGS Cum Mother Station by replacing capacitors as and when required.
- e) Observing flow meters and panels at CGS Cum Mother Station and informing Shift I/C in case of abnormality. Recording of various parameters like Pressure, Temp, Flow Rate etc and any malfunctioning report of the valves, instruments/ equipment's to be given in BGL control room whenever occurs.
- f) Removal and reinstallation of Mass Flow sensor/transmitter and its re-wiring and complete loop checking etc.: RFT to be isolated electrically, replacement of new RFT, reglanding and rewiring. Removal and reinstallation of Mass Flow Meter sensor and complete loop checking upto control panel.

Upkeep and maintenance of Pressure Gauge (PG), Temperature Gauge (TG), Pressure Transmitter (PT), Temperature Transmitter (TT), Diff. Pressure Transmitter (DPT), Level Gauge/transmitter (LT), Pressure Switch, and its complete loop checking: Checking and maintenance of Hydraulic/ Pneumatic Unit and its instruments for proper functioning at SV stations.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by BGL.

**Filler Boy Services:**

- a) Providing services for filling CNG to vehicles/ cascades; cash collection and handing over to the concerned. Logging / reporting of opening and closing readings of dispensers at regular intervals/end of every shift. Depositing cash with the concerned in office at regular intervals/end of every shift.
- b) Carrying out operation of Compressors, Dispensers, LCV loading/unloading as per safety procedures. Attend the cascade maintenance and SS tubing works, gas leak problems etc. Assisting in maintenance of Compressors/Dispensers/Other equipments in the required location etc.
- c) Hourly monitoring & logging of line pressure, temperature and other parameters. Coordinating with compressor operators for switching/changing over to relevant compressors depending on CNG demand and controlling CNG flow to be within limits in mobile cascades by operating no. of CNG loading/unloading bays.
- d) Monitoring UPS battery percentage in case of power failure. Start-up of DG set during requirements in Shifts.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by BGL.

**Helper Services:**



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- Providing messenger service, hospitality service as and when required.
- Assisting in CNG filling to mobile cascades and any maintenance activities at CNG stations in Vijayawada
- Providing assistance to Filler boy in CNG filling to vehicles.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by BGL.

### **Sweeper Services:**

- Providing sweeping/cleaning services, hospitality service as and when required.
- Assisting in any technical or non-technical works related to BGL stations in Vijayawada.
- Maintaining the cleanliness in all CNG stations in Vijayawada at any point of time.
- Providing assistance to Filer boys / Helpers.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by BGL.

### **8.1 Scope of Work - Support Services for APSRTC STATIONS (Contractor team – Site deputation, Roles and Responsibilities)**

Manpower services at APSRTC, Governorpet-II, Vidhyadharapuram and Ibrahimpatnam depots shall be manned by Filler boys and Helpers as per details given below:

#### **a) Site deputation:**

##### **At APSRTC-Governorpet-II Depot:**

Discipline	Qualification	Experience	Qty.	Total
Filler Boy	Diploma / ITI	1-3 years, at least 1 year experience in fuel filling (petroleum / gas)	1 / Shift	03
Helper	Std - X	1 year as Helper in industry	1 / Shift	03

##### **At APSRTC-Ibrahimpatnam Depot:**

Discipline	Qualification	Experience	Qty.	Total
Filler Boy	Diploma / ITI	1-3 years, at least 1 year experience in fuel filling (petroleum / gas)	1 / Shift	03
Helper	Std - X	1 year as Helper in industry	1 / Shift	03

**At APSRTC-Vidyadharapuram Depot:**

Discipline	Qualification	Experience	Qty.	Total
Filler Boy	Diploma / ITI	1-3 years, at least 1 year experience in fuel filling (petroleum / gas)	1 / Shift	03
Helper	Std - X	1 year as Helper in industry	1 / Shift	03

**b) ROLES & RESPONSIBILITIES OF SUPPORT SERVICES:**

**Filler boy:**

- Filling CNG-to vehicles / cascades and cash collection
- Carrying out operation of Boosters, Dispensers, LCV loading/unloading as per safety procedures.
- Logging / reporting of opening and closing readings of dispensers for each shift.
- Attend the cascade maintenance and SS tubing works, gas leak problems.
- Assisting in maintenance of compressors and dispensers.

Any other works which are not mentioned under scope but required for smooth operation and maintenance shall have to be carried out as per directions of EIC.

Above service is required as follows:

- 03 nos. services are required for round the clock (24 Hrs) shifts at APSRTC, Governorpet-II depot.
- 03 nos. services are required for round the clock (24 Hrs) shifts at APSRTC, Ibrahimpatnam depot.
- 03 nos. services are required for round the clock (24 Hrs) shifts at APSRTC, Vidyadharapuram depot.

**Helper Services:**

- Providing messenger service, hospitality service as and when required.
- Assisting in CNG filling.
- Providing assistance to Filler boy in CNG filling to vehicles.

Any other works which are not mentioned under scope but to be carry out are under his scope has to be carried out as per directions of EIC. Person deployed for carrying out job should have Standard-X and Minimum 1 year experience as Helper in industry.

Above service is required as follows:

- 03 nos. services are required for round the clock (24 Hrs) shifts at APSRTC, Governorpet-II depot.
- 03 nos. services are required for round the clock (24 Hrs) shifts at APSRTC, Ibrahimpatnam depot.

3. 03 nos. services are required for round the clock (24 Hrs) shifts at APSRTC, Vidyadharapuram depot.

**Note: Remaining O&M Support Services may be used at our various locations for CNG Online Stations/City Office etc in Vijayawada. Contractor to deploy as per the site requirement. Their roles and responsibilities will be same as mentioned above)**

**Support services shall be made available for work on 7Days x 24 Hrs. basis.**

**All Services shall be made available for round the clock or as per requirement basis as given in the clause 8 (a) of Scope of Work at Mother Station, Vijayawada.**

**Note:**

The contractor shall be responsible for smooth operation of the services as indicated above through deployment of workmen who are physically fit and below 40 years of age having good track record.

**BGL reserves the right to utilize the above category services, if required at any other locations in Vijayawada depending upon the operational need of O&M department.**

**BGL reserves the right to use any number of services irrespective of the mentioned services in clause 8 (a) at any point of time.**

**c) Spares parts / SS fittings / SS tubing / Valves / Hoses:**

All Spare parts / SS fittings / SS tubing / Valves / Hoses etc required for regular operations will be supplied by BGL.

**d) Tools & Tackles:**

One set of conventional Mechanical & Electrical general tools for maintenance job, Cash carrying bags for filler services shall be provided by Contractor at all locations as mentioned below:

**MECHANICAL:**

1. Fix / Open spanners from size 6 mm to 32 mm -02 sets.
2. Ring spanners from size 6 mm to 32 mm -02 sets.
3. Adjustable / screw spanners of size 8" and 12"-02 sets.
4. Pipe wrenches of size 8" and 12"- 02 sets.

**ELECTRICAL:**

1. Tester (Make Taparia) – 02 nos.
2. Hand gloves (Make Taparia) – 02 nos.
3. Multimeter – (Maco)-02nos

Contractors shall be supplied the all tools tackles within two months as per the above, If contractor fails to supply the tools and tackles within two months from the date of Work Order/ Date of work commence as above, If contractor fails to supply



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within two months, a penalty of Rs. 5000/- per month shall be imposed and same will be deduct from the RA bills.

**9) Site Information:**

1. GS Cum Mother Station, Vijayawada.
2. APSRTC-Vidyadharapuram Depot, Vijayawada.
3. APSRTC-Governorpet-II Depot, Vijayawada.
4. APSRTC-Ibhrahimpatnam, Vijayawada.



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**SECTION-8**

**SPECIAL CONDITIONS OF CONTRACT**



**SPECIAL CONDITIONS OF CONTRACT**

**1.0 GENERAL INFORMATION:**

The special conditions of contract shall be read in conjunction with general condition of contract (**GCC**), Schedule of rates, scope of work and any other document forming part of contract, wherever Context so Requires. **GCC** is available at tender issuing office and same shall be referred by Bidder. Notwithstanding, the subdivisions of the documents into separate sections every part of each shall be deemed to be supplementary of every other part and shall be read with and into the Contract so far as it may be practicable to do so. Where any portion of the special conditions of the Contract (**SCC**) is repugnant to or at variance with any provisions of the **GCC** then provision of **SCC** shall be deemed to override the provision of **GCC** only to the extent of each repugnance or variations. In case of any contradictions the Decision of the Engineer-In-Charge will be final and binding on the Contractor.

1.1 In case of an irreconcilable conflict between Indian or other applicable standards, General Conditions of Contract, Special Conditions of Contract, Specification, Drawings or Schedule of Rates, the following shall prevail to the extent of such irreconcilable conflict in order of precedence:

- i. Letter of Acceptance/ LOI along with Statement of Agreed Variations.
- ii. Schedule of Rates as enclosures to Letter of Acceptance
- iii. Special Conditions of Contract
- iv. Service descriptions
- v. Instruction to Bidder
- vi. General Conditions of Contract
- vii. Indian Standards
- viii. Other applicable standards

**2.0 SITE INFORMATION:-**

1. CNG Mother Station, Vijayawada
2. APSRTC-Vidyadharapuram, Vijayawada
3. APSRTC-Governorpet-II depot, Vijayawada
4. APSRTC-Ibrahimpatnam depot, Vijayawada (as and when required)

BGL reserves the right to utilize the services, if required at any other locations in Vijayawada depending upon the operational need of O&M department.

**3.0 WORK SPECIFICATION:**

All the specifications for the work shall be as per scope of work & schedule of rates which are self-explanatory. However, whenever required Modifications / Alterations will be done as per the Site / Operation requirement and the decision of the Engineer-In-Charge shall be final and binding on the Contractor.

**4.0 CONTRACT VALUE:**

The value of work under this contract shall be as per quantities mentioned in the SOR. Actual work may vary to any extent plus or minus to the attached quantities. The Minimum value of work will be as mentioned in the SOR. The quoted rates comply all applicable for Minimum wages revisions by Regional Labour Commissioner, statutory taxes and duties during the period of contract.

**5.0 CONTRACT PERIOD:**

The Contract shall be Valid for Period of 24 Months from the date of FAX OF ACCEPTANCE (FOA) /work order.

**6.0 EXTENSION OF CONTRACT:**

The contract may be extended for a maximum period of 12 months at same rates, terms and conditions subject to discretion of BGL after completion of contract period.

**7.0 DEPLOYMENT SCHEDULE:**

Within 15 days of written/ Email communication for deployment from EIC.

**8.0 VALIDITY OF QUOTED RATES:**

The SERVICE charges Rates Quoted shall remain valid till entire period of Contract and no escalation whatsoever shall be permissible after award of the contract except for the statutory variation due to Goods & Service tax (GST) and revision in Minimum Wages. Any other taxes and duties are inclusive in the rates quoted by the party and it shall remain firm for the entire period of contract.

The contract may be terminated at any time during the contract period without assigning any reason and by giving **One Month notice** to the contractor by the engineer-in-charge as per the requirement Of **BGL**.

**9.0 TAXES & DUTIES:**

9.1 Income tax at the prevailing rate as applicable from time to time shall be deducted from contractor's bills as per Income tax Act, and quoted rates shall be deemed to include this.

9.2 The contractor agrees to and does hereby accept full and exclusive liability for the payment of any and all taxes, duties including excise duty, octroi etc now in force and hereafter increased, imposed or modified from time to time in respect of works and materials. The prices shall also be inclusive of Sales tax but exclusive of Service Tax on works contract / Trade tax / turnover tax as applicable. Owner shall make from contractors bills such tax deductions as are required as per rules and regulations in force from time to time.

The CONTRACTOR agrees to and does hereby accept full and exclusive liability for the payment of any and all Taxes, Duties, including Excise duty, octroi etc. now or hereafter imposed, increased, modified, all the sales taxes, duties, octrois etc. now in force and hereafter increased, imposed or modified, from time to time in respect

of WORKS and materials and all contributions and taxes for unemployment compensation, insurance and old age pensions or annuities now or hereafter imposed by any Central or State Government authorities which are imposed with respect to or covered by the wages, salaries, or other compensations paid to the persons employed by the CONTRACTOR and the CONTRACTOR shall be responsible for the compliance of all SUBCONTRACTORS, with all applicable Central, State, Municipal and local law and regulation and requirement of any Central, State or local Government agency or authority. CONTRACTOR further agrees to defend, indemnify and hold EMPLOYER harmless from any liability or penalty which may be imposed by the Central, State or Local authorities by reason or any violation by CONTRACTOR or SUB-CONTRACTOR of such laws, suits or proceedings that may be brought against the EMPLOYER arising under, growing out of, or by reason of the work provided for by this CONTRACT, by third parties, or by Central or State Government authority or any administrative sub-division thereof. Tax deductions will be made as per the rules and regulations in force in accordance with acts prevailing from time to time. 99 Sales tax/turnover tax: 99.1 Tenderer should quote all inclusive prices including the liability of Sales Tax/Turnover Tax whether on the works contract as a whole or in respect of bought out components used by the CONTRACTOR in execution of the CONTRACT. EMPLOYER shall not be responsible for any such liability of the CONTRACTOR in respect of this CONTRACT.

**9.2.1 GOODS & SERVICE TAX (GST) as per Instructions to bidders (ITB) Clause No. 43. also to be considered:**

The quoted rates shall be inclusive of all taxes and duties applicable and as per statutory regulations during the contract period except for GST thereon GST thereon shall be paid extra, if applicable, on submission of documentary evidence/ invoice(s).

The bidder shall indicate in the bid the GST registration number and in case the GST is not available, the bidder will give confirmation for obtaining registration with a copy of application for registration.

The contractor liable to pay tax for the work/ services rendered to BGL, shall specifically mention the GST registration number in their invoices. Further, the amount and rate of GST shall be separately and distinctly specified in the invoice.

For payment of GST, serially numbered invoice/ bill shall be issued by service provider and should also specify the following:

- (I) The name, address and registration number of the service provider.
- (II) The name and address of the recipient of the taxable service.
- (III) Description, classification & value of taxable service provided and;
- (IV) The service tax payable on such services.

The above details are required to enable BGL to avail cenvat credit for the service tax payments. Please note that responsibility of payment of Service tax lies with service provider only.

**10.0 PAYMENT TERMS:**

**10.1** Monthly running account bills in triplicate along with the proof of deposition of employee & Employer's PF contribution, ESI, GST payments to be submitted by the contractor for certification by Engineer-In- Charge. The bills are to be duly certified by Engineer-In-Charge or a person authorized by him. Payment would be released by our Finance Department within **15 Days from the date of submission of acceptable & duly signed (by EIC) Bills.**

**10.2** The Final Bill shall be submitted by the contractor within a month from the date of completion of the contract and payment of final bill shall be made to the contractor within 30 days of submission of the bill.

**10.3** All taxes, duties levies shall be deducted from the bill as per the applicable rules, regulations and Amendments of the Government

**11.0 Contract Performance Security (Security Deposit)**

**The Contractor shall furnish to the Employer, within 30days from the date of notification (FOI, LOI, LOA, WO) of award, a security of 3% of Total Order/Contract value in case contract period is less than one year or 3% of Annualized order/Contract value in case contract period is more than one year.**

The Performance security shall be in the form of Demand Draft (DD)/ Banker's Cheque/ Contract Performance Bank Guarantee/Letter of Credit) / through online banking transaction i.e. IMPS/NEFT/RTGS etc.

Defect Liability Period (DLP) is 3 months from the date of completion of services/ contract period.

The conditions in Instructions to Bidders (ITB) is also to be noted during the submission of Contract Performance Security.

**12.0 PRICE REDUCTION SCHEDULE (PRS):**

**12.1** The Contractor shall Provide Minimum number of services per month as specified in SOR & any additional services over and above normal number of services as per the instructions of **EIC**. In case the contractor fails to provide the number of services as per the time schedule specified by the **EIC**, The Contractor shall be liable to pay compensation to **BGL @ 0.5%** of the contract Price of that many services per week for the delayed period.

**12.2** However the total liquidation damage charged on account of above shall not be more than 5% of the total contract value. The LD amount is not a penalty but a pre-determined compensation for Delay in work.

**13.0 RECOVERY:**

Cost Of any Damage /loss of the property of **BGL**, by the contractor shall be recovered from the Bill / security deposit of the contractor and decision of the **BGL / EIC** in this regard shall be final Binding and conclusive.

**14.0 RIGHT TO GET SERVICES CARRIED OUT THROUGH THEIR AGENCIES:**

Nothing contained herein shall restrict BGL from accepting similar services from other agencies, at its discretion and at the risk and cost of the contractor, if the contractor fails to provide the said services any time. On such occasion BGL may avail services of L2, L3 etc. bidders, provided the same rates, terms and conditions are acceptable to them.

**15.0 MOBILIZATION:**

15.1 The contractor shall mobilize the services within 15 days from the date of issue of work order or intimation from EIC; at this own expenses and no extra payment on such expenses shall be entertained.

15.2 List of persons employed by Contractor for the subject work mentioning qualifications, experience and residential address shall be submitted to BGL. In case of any change, the same shall be informed to BGL from time to time.

**16.0 ACCOMMODATION/ TRANSPORTATION / MEDICAL:**

The contractor shall make his own arrangement for the accommodation of his personal at respective locations and subsequent transportation arrangement for them from their place of residence to work place or any other place as required and company shall have no obligation in this respect. The company shall not be responsible for providing any medical assistance to the contractor personnel.

**17.0 DISCIPLINE:**

The Contractor shall be responsible for the discipline and good behaviour of all personnel deployed in the services contracted out and should any compliant b received against any of his employee; he shall arrange to replace such persons within 24 hours of notice issued by the Engineer-in-Charge. The decision of the Engineer-in Charge in this matter shall be final and binding on the contractor.

Contractors shall be responsible the deployed manpower should not consume any intoxicant or alcohol while on duty, if found a penalty of Rs. 5000/- shall be imposed and he will be sacked from his duties. The penalty amount will be deduct from same month RA bill.

- a. Supervisors:** The Bidder shall deploy competent Supervisors in BGL Mother station, Vijayawada for the purpose of coordination with BGL on round the clock basis for monitoring the deployed manpower during the operational hour(s) for more than 4 hrs. Shall be deemed as one full day (24 hrs) and will attract a penalty of Rs. 500/- per day.

**18.0 SAFETY & SECURITY:**

18.1 The contractor shall provide proper cotton dresses (Uniform), safety shoes and to provide safety kit as per requirement. No contractor's personnel shall be allowed on duty without wearing applicable Safety gears. Contractor should also ensure police verification of the personnel before deploying them. The same is to be submitted along with the Bio-data.

The contractor shall provide signed photo identification cards for his personnel to be deployed with in **BGL'S** premises. The contractor shall obtain proper gate passes for men/ materials from BGL's Security department.

Contractors shall be responsible the deployed manpower shall be use Hamlet, safety shoe and uniform, while on duty, if found without Hamlet, safety shoe and uniform a penalty of Rs. 100/- per day per man shall be imposed and same will be deduct from the RA bills.

#### **19.0 ENGINEER -IN-CHARGE**

- i) Issue the Contractor from time to time during the running of the contract such further instructions as shall be necessary for the purpose of proper and adequate execution of the contract and the Contractor shall carry out and bound by the same.
- ii) During the currency of this contract, BGL can increase and/or decrease the number of the services / Support to meet the work requirements.
- iii) Order the Contractor to remove or replace any workman whom the company considers incompetent or unsuitable and opinion of the company representative as to the competence of any workman engaged by the Contractor shall be final and binding on the contractor.

#### **20.0 REJECTION OF TENDER:**

20.1 BGL reserves the right to accept or reject any or all tenders and to waive irregularities and Formalities at its own discretion.

20.2 Any attempt for canvassing shall debar the tender resulting in summarily rejection of the tender.

#### **21.0 COMPLIANCE OF LAWS:**

The Contractor shall comply with the provisions of" all the applicable labour laws, particularly following Acts and any amendments /modifications thereto or any other law relating thereto and Rules made there under from time to time and comply with all provisions applicable there i n and/or make all the payments specified therein.

- I. Payment of Wages Act, 1936.
- II. Workmen's Compensation Act, 1923
- III. Industrial Disputes Act, 1947
- IV. Minimum Wages Act, 1948
- V. Employees' State Insurance Act, 1948
- VI. Maternity Benefit Act, 1961

- VII. Mines Act, 1952
- VIII. Employees' Provident Funds and Miscellaneous Provisions Act, 1952
- IX. Contract Labour (Regulation and Abolition) Act, 1970
- X. Payment of Bonus Act 1965
- XI. Factories Act, 1948
- XII. Shops and Establishments Act
- XIII. Child Labour (Prohibition & Regulation) Act, 1986.

The Contractor shall be fully responsible for complying with the provisions (including documentation, maintenance of registers and submission of Reports / returns under the above Acts to the concerned authorities) and shall indemnify the Corporation from any such lapses for which the Government / Statutory authorities there under may take action against the Contractor and / or the Corporation.

The Contractor shall be liable to pay his contribution and his employee's contribution to the State Insurance Scheme, Provident Fund Authorities. etc., in respect of all his employees for the performance of his obligations under this Agreement in accordance with the provisions of the Employee's' State insurance Act, 1948, Employees Provident Fund and Miscellaneous Provisions Act, 1952 as amended from time to time.

The Contractor shall pay the wages to his workmen in presence of the competent persons engaged by the management and his records can be verified by the management as required under the law and shall furnish details/records to the management of the following month that he has paid wages (not less than the min. wages as fixed and/or revised) to his workers and complied with the statutory provisions pertaining to the Employees State Insurance Act, 1948, Employees

Provident Funds and Misc. Provisions Act, 1952, as amended from time to time. In case the Contractor fails to submit and/or pay full details of his labour employed and the contributions payable, the BGL shall recover from the monthly bills of the Contractor the amount of the shortfall in contribution accessed by the concerned authorities. The amount so recovered shall be paid to the concerned authorities against the actual contribution payable for Employees Stale Insurance or Employees Provident Fund, etc.

The BGL shall also have the power to deduct any sum required / estimated to be deducted from the amounts due to the Contractor for the following:-

- i) Making good the loss suffered by his employees due to non-fulfilment of contract Labour (R&A) Act, 1970.
- ii) Non payment of wages / minimum wages under the applicable statutes.
- iii) Deductions from the wages of his employees which cannot be justified under the Contract Labour(R&A) Act, 1970.

iv) Non observance of any of the provisions of the Contract Labour (R&A) Act, 1970.

Such deductions mentioned in Clause 5 above will only be made based on a report from the local Labour Commissioner / Inspecting Officer in accordance with Contract Labour (R&A) Act, 1970.

The Contractor deploying 20 (twenty) or more workmen as contract labour shall have to obtain licence from appropriate licensing authority, if required. The Contractor (which shall include the contracting firm / company) shall be solely liable to obtain and to abide by all necessary licenses from the concerned authorities as provided under the various labour laws legislation's including labour license from the competent authority under the Contract Labour ("Regulation & Abolition") Act 1970 and Acts made thereafter.

The Contractor shall be responsible for necessary contributions towards PF, Family Pension, ESIC or any other statutory payments to Government agencies as applicable under the laws in respect of the contract and personnel deployed by the contractor for rendering services to BGL and shall deposit the required amount with the concerned statutory authorities on or before due dates. The contractor shall obtain a separate PF number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees as well as the employer's contribution to the Provident Fund.

The Contractor shall not engage / deploy any person of less than 18 years under this contract and the persons to be deployed should be physically and mentally fit.

The installation where job is to be carried out are live and have hydrocarbon environment. Contractor shall comply with all safety and security rules and regulations and other rules laid down by BGL for its operation. It shall be the duty / responsibility of the Contractor to ensure the compliance of fire, safety, security and other operational rules and regulations by his personnel. Disregard to these rules by the contractor's personnel will lead to the termination of the contract in all respects and shall face penal / legal consequences.

The insurance for the following will be covered and paid for by the Contractor and he shall indemnify the BGL and hold the BGL harmless in respect of all any expense arising from any injury and or damage in respect of:

- i) Workmen's compensation and risk of accidents to Contractor's own employees, if applicable.
- ii) Risk of accident to third parties through acts of Contractor's own employee's, representatives and the risk of damage to the property of third parties arising out of the acts of Contractor's employees, representatives and agents, and
- iii) Risk of damage to the property of the BGL through the acts of Contractor's employees, representatives and agents.





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### **22.0 CONTRACT TERMINATIONS AND REPATRIATION:**

BGL shall reserves the right at any time during the currency of the contract, to terminate it by giving 30 days' notice to contractor, and upon expiry of such notice period the Contractor shall vacate the site / office occupied by him immediately.

BGL shall reserves the right at any time during the currency of the contract, to stop/suspend the services under abnormal circumstances by giving one week notice to contractor. Payment shall not be payable for such period of suspension.

On normalization, BGL may ask for resumption of services in week's period.

### **23.0 PRICE BASIS:**

The quoted rate shall be deemed to be including of all taxes including sales tax, work contract tax, octroi, levies, overhead charges etc(whatever applicable) till completion of the contract and contractor shall not be eligible for any compensation on this account, shall be firm and valid till the complete execution of the order. No escalation on what-so-ever account shall be paid under this contract except variation in Service Tax during the currency of the contract.

### **24.0 INDEMNITY AGREEMENT:**

Contractor shall exclusively be liable for non-compliance of the provision of any act, laws, rules and regulations having bearing over engagement of workers directly or indirectly for execution of work and the Contractor hereby undertake to indemnify the company against all actions, suits, proceedings, claims, damages demands, losses, etc. which may arise under minimum wages act, payment of wages act, workman compensation act, personnel injury (compensation insurance) act ESI Act, Fatal Accident Act, Industrial Dispute Act , Shops and Establishment Act, Employees Provident Fund Act, Family Pension and deposit Linked Insurance Scheme or any other act or statutes not herein specifically mentioned but having director or indirect application for the persons engaged under this contract. (A certificate to this effect shall be submitted by the Contractor immediately on receipt of LOA).

### **25.0 COMPENSATION FOR NON-FULFILMENT OF OBLIGATION UNDER CONTRACT:**

If the Contractor fails to provide the required services, penalty at double the pro-rate charges (100%) for particular service per day will be applicable.

### **26.0 CONTRACTOR'S RESPONSIBILITY:**

The Contractor shall at his own cost employ suitably qualified persons for all the jobs required to be carried out by him under this Agreement. However the contractor shall not deploy any woman / children for carrying out the contractual job within the BGL premises.

The Contractor shall depute his Supervisor for supervision of the services to receive instructions from Engineer-in-Charge or his representative.

## **27.0 EMPLOYMENT LIABILITY OF CONTRACTOR:**

The Contractor shall ensure and will be solely responsible for payment of wages and other **dues latest by 7th of the following month** to the personnel deployed by him in the presence of the Company's representative.

The Contractor shall be directly responsible and indemnify the company against all charges, claims, dues etc. arising out of disputes relating to the dues and employment of personnel deployed by him.

The Contractor shall indemnify the company against all losses or damages caused to it on account of acts of the personnel deployed by the contractor. The Contractor shall ensure regular and effective supervision of the personnel deployed by him.

The Contractor shall be liable for making good all damages / losses arising out of loss or theft of each handled, leakage, pilferage of any office, furniture equipment fitting and fixtures what-so-ever as may be caused directly or indirectly by the engaged persons through him / work carried out by them.

The Contractor shall, at his own expense, comply with the Model Rules for labour welfare framed by the Govt. / Statutory Authorities under the various labour laws from time to time for the protection of their health, etc. In case Contractor fails to make arrangements as aforesaid, the BGL shall be entitled to do so and recover the cost thereof from Contractor.

The Contractor shall at his own expense arrange for the safety provisions as required by the BGL in respect of all his labour directly or indirectly employed for performance of his obligations under this Agreement and shall provide all facilities in connection therewith. In case Contractor fails to make arrangements and provide necessary facilities as aforesaid, the BGL shall be entitled to do so and recover from Contractor.

The Contractor will be fully responsible for complying with all relevant provisions of the Contract Labour (R&A) Act, 1970, including registering himself / themselves under this Act, if applicable and shall pay rates of wages and observe hours of work and conditions of employment according to rules in force from time to time.

The Contractor shall observe and implement all the laws of the land and the rules framed thereunder for the staff employed by him and the BGL shall in no event be liable or responsible for any default or non-observance of such laws / rules on the part of the Contractor.

The Contractor shall indemnify and keep indemnified the BGL against any damage and / or injury caused to the premises, or to the properties or to the members of the staff of the BGL through the neglect or default or otherwise of the Contractor.

In case of non-payment of wages by the Contractor to their employees, and on being satisfied that such payments have not been made by the Contractor within the stipulated period as mentioned herein above, the BGL shall have the right to

pay the dues to the Contract workmen engaged by the contractor for performing the aforesaid contractual obligations and deduct the amount so paid from the bills submitted by the Contractor.

That if during the subsistence of the contract, any monetary liability occurs and/or becomes payable by the Contractor and has to be paid by the BGL by order of any authority or under any provisions of any law, the amount of such liability shall be recovered by BGL from the Contractor from the next bill / security deposit, as applicable.

That in case the services are not provided at any time for whatsoever reasons, the Contractor shall make alternative arrangements so as to enable the work to be done satisfactorily at no extra cost to the BGL. If no such alternate arrangements are made, proportionate deductions shall be made out of the contract amount. BGL shall be free to make alternate arrangement, the cost of which shall be recovered from the Contractor's bills. In case of not providing the services on a particular working day, the pro rata deduction would be made from the monthly bill for the aforesaid day.

That any loss, theft or damage to the life and/or property of the employee of the BGL and/ or property of BGL shall be compensated by the Contractor, if the cause of such loss, theft or damage is on account of default, negligence and/or lapses of the employees of the Contractor. Any act of indiscipline / misconduct / theft / pilferage on the part of the employees of the Contractor would be viewed seriously and the BGL will have the right to terminate the contract forthwith without giving any prior notice.

***Contractor to consider wages as per Minimum Wages Act, 1948 under RLC (Central) notification and up to latest amendments applicable for entire contract period, including Leave, other allowances etc., if any required in order to comply with Laws regarding engaging personnel.***

- iii) Deductions from the wages of his employees which cannot be justified under the Contract Labour (R&A) Act, 1970.
- iv) Non observance of any of the provisions of the Contract Labour (R&A) Act, 1970.

Such deductions mentioned in Clause 5 above will only be made based on a report from the local Labour Commissioner / Inspecting Officer in accordance with Contract Labour (R&A) Act, 1970.

The Contractor deploying 20 (twenty) or more workmen as contract labour shall have to obtain licence from appropriate licensing authority, if required. The Contractor (which shall include the contracting firm / company) shall be solely liable to obtain and to abide by all necessary licenses from the concerned authorities as provided under the various labour laws legislation's including labour license from the competent authority under the Contract Labour ("Regulation & Abolition") Act 1970 and Acts made thereafter.

The Contractor shall be responsible for necessary contributions towards PF, Family Pension, ESIC or any other statutory payments to Government agencies as applicable under the laws in respect of the contract and personnel deployed by the contractor for rendering services to BGL and shall deposit the required amount with the concerned statutory authorities on or before due dates. The contractor shall obtain a separate PF number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees as well as the employer's contribution to the Provident Fund.

The Contractor shall not engage / deploy any person of less than 18 years under this contract and the persons to be deployed should be physically and mentally fit.

The installation where job is to be carried out are live and have hydrocarbon environment. Contractor shall comply with all safety and security rules and regulations and other rules laid down by BGL for its operation. It shall be the duty / responsibility of the Contractor to ensure the compliance of fire, safety, security and other operational rules and regulations by his personnel. Disregard to these rules by the contractor's personnel will lead to the termination of the contract in all respects and shall face penal / legal consequences.

The insurance for the following will be covered and paid for by the Contractor and he shall indemnify the BGL and hold the BGL harmless in respect of all any expense arising from any injury and or damage in respect of:

- i) Workmen's compensation and risk of accidents to Contractor's own employees, if applicable.
- ii) Risk of accident to third parties through acts of Contractor's own employee's, representatives and the risk of damage to the property of third parties arising out of the acts of Contractor's employees, representatives and agents, and
- iii) Risk of damage to the property of the BGL through the acts of Contractor's employees, representatives and agents.

**28 PERFORMANCE OF SERVICES:**

- A) Agency warrants that the workforce offered by it under the Contract will be qualified, experienced and capable of doing work Services mentioned in the contract and as per BGL's requirement.
- B) The resources proposed to be deployed by the Agency should possess the requisite qualification and experience to the satisfaction of BGL. The contractor shall provide such credentials in proof of the same and obtain necessary permission before deployment.
- C) In case the Agency is not in a position to provide resources of suitable expertise from its existing bench / resource-bank, they may augment their talent pool at its own cost to meet the contract obligation. While doing so, the contractor may select candidates from across the country (through newspaper advertisement) on the Agencies payroll.
- D) If any of the services provided is reported to be not up to the mark in respect of performance / behavior / conduct, the Agency shall immediately withdraw him from the office / site of BGL and

arrange for a suitable replacement immediately so that the work is carried out un-interrupted. No additional payment shall be made to the Agency for such replacement of service.

- E) In order to meet the job requirement, the workforces deployed by the Agency may be required to proceed to any location as part of the contract obligation.
- F) Agency shall forward to BGL a copy of the appointment letter issued to its workforce for deploying them in BGL on contract basis
- G) The requirement is on need basis and shall be intimated from time to time. The period of deployment shall initially as required by BGL from the date of joining duty. This could be further extended / reduced depending upon the requirement of the job. Provided further that the deployment of workforce shall be co-terminus with the completion of the project for which the workforce is deployed on contract basis or on completion of the contract period whichever is earlier.

**29. PROVISION REGARDING PRADHAN MANTRI SURAKSHA BIMA YOJANA (PMSBY) AND PRADHAN MANTRI JEEVAN JYOTI BIMA YOJANA (PMJJBY)**

Contractor shall ensure that all its personnel deployed under this contract have obtained additional insurance coverage under the Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) through the participating banks and submit the proof of such insurance coverage to the satisfaction of BGL. The cost of the insurance premium amount for both the above schemes shall be borne by the contractor giving evidence/proof to BGL in this respect and the Contractor shall suitably consider the same in their bid. Both the schemes are to be regulated continuously on yearly basis and the same should be renewed on each successive relevant date in subsequent years.

**30. PROVISION IN TENDER REGARDING CONTRACTOR TO ENGAGE CONTRACT MANPOWER BELONGING TO SCHEDULED CASTES AND WEAKER SECTIONS OF THE SOCIETY:**

While engaging the contractual manpower, Contractors are required to make efforts to provide opportunity of employment to the people belonging to Scheduled Castes and weaker sections of the society also in order to have a fair representation of these sections.

**Annexure-I of SCC**

Basis for consideration of quoting rates under RLC (Central) notification of Minimum Wages Act, 1948 and up to latest amendments-for categories mentioned in SOR

<u>Category as per SOR</u>	<u>Category under RLC notification of Minimum Wages Act</u>
SOR Sl. No. 1	Highly Skilled
SOR Sl. No. 2	Skilled
SOR Sl. No. 3	Skilled
SOR Sl. No. 4	Skilled
SOR Sl. No. 5	Skilled
SOR Sl. No. 6	Un-Skilled
SOR Sl. No. 7	Un-Skilled
SOR Sl. No. 8	Skilled
SOR Sl. No. 9	Un-Skilled
SOR Sl. No. 10	Skilled
SOR Sl. No. 11	Un-Skilled

The following components to be considered in arriving unit rate per service:

<b>Item no</b>	<b>Components</b>	<b>To be calculated as mentioned</b>
A	Basic day Wage	=As per Minimum wages Act,1948 per day w.r.t to its categories
B	EPF	=@ 13% of Basic day wage
C	ESI	=@ 3.25% of Basic day wage
d	Bonus	= (@8.33% of Basic) As per Minimum wages Act,1948 per day w.r.t to its categories
E	Leave allowance towards one leave for every 20 days of working	=@ 1.525 of one basic wage
F	Contractor service charges	=@ _____
	Total Unit rate per service per day	=(a+b+c+d+e)*30.5+(f)

**Wage Calculation Sheet For Hiring Manpower supporting services for CNG Operations at Various Stations in Vijayawada as per RLC Notification dtd. 31.03.2022**

<b><u>Highly Skilled:</u></b>	-	-	-	-	-
<b>Basic Wage (Rs.)/Man Day</b>	<b>EPF (13.00%)</b>	<b>ESI (3.25%)</b>	<b>Bonus (8.33%)</b>	<b>Leave allowance @1.525 on day wage (1 Leave for 20 Days)</b>	<b>Sub Total, Rs. /per services</b>



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806	104.78	26.195	67.14	40.97	<b>1045.09</b>
<b><u>Skilled Services:</u></b>	-	-	-	-	-
<b>Basic Wage (Rs.)/Man Day</b>	<b>EPF (13.00%)</b>	<b>ESI (3.25%)</b>	<b>Bonus (8.33%)</b>	<b>Leave allowance @1.525 on day wage (1 Leave for 20 Days)</b>	<b>Sub Total</b>
734	95.42	23.86	61.14	37.31	<b>951.73</b>
<b><u>Unskilled Services:</u></b>	-	-	-	-	-
<b>Basic Wage (Rs.)/Man Day</b>	<b>EPF (13.00%)</b>	<b>ESI (3.25%)</b>	<b>Bonus (8.33%)</b>	<b>Leave allowance @1.525 on day wage (1 Leave for 20 Days)</b>	<b>Sub Total</b>
553	71.89	17.97	46.06	28.11	<b>717.04</b>

**Note:**

As and when there will be revision in Minimum wages, the Work order will be amended



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**SECTION-9**  
**SCHEDULE OF RATES**





**Hiring of O&M Support Services for CNG Operations at Various Locations in Vijayawada**

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**SCHEDULE OF RATES**

**Bhagyanagar Gas Limited  
SCHEDULE OF RATES (SOR)  
Financial Bid / Priced Bid**

**Bid Document ref: BGL/558/2022-23, dtd. 29.09.2022**

**Item: Wage Calculation Sheet For Hiring Manpower supporting services for CNG Operations at Various Stations in Vijayawada**

Name of the Vendor								
Item No.	Description	SAC Code	UOM	No. of Services / day	Number of service days	Minimum Wage/Man Day as per Annexure-A of SCC (Rs.)	Total Amount (Rs.) (in figures)	Total Amount (Rs.) (in words)
(a)	(b)		(c)	(d)	(e)	(f)	(g)	(g)
1	Providing Supervisory services ( <b>Highly Skilled Category</b> ) in General and Shift duties for carrying out the following jobs on daily basis throughout the year i.e., to Coordinate shift duties, ensure all records to be maintained, preparing excise invoice/ bills for retail sales etc., for detailed scope, refer to SCOPE OF WORK C1 no: 8(b) (Roles and responsibilities) and as per directions of EIC		Lumpsum	5.00	3,650.00	1,045.09	38,14,565.60	
2	Providing Mechanical O&M support services ( <b>Skilled Category</b> ) in General shift for carrying out the following jobs on daily basis throughout the year i.e., Maintenance of cascade, SS tubing works, Maintenance of MDPE network, Gas leak problems etc., for detailed scope, refer to SCOPE OF WORK C1 no: 8(b) (Roles and responsibilities) and as per directions of EIC		Lumpsum	3.00	2,190.00	951.73	20,84,288.70	



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3	Providing PNG O&M support services ( <b>Skilled Category</b> ) in Shift duties for carrying out the following jobs on daily basis throughout the year i.e., Maintenance of mdpe network, handling of PNG complaints, Gas leak problems etc., for detailed scope, refer to SCOPE OF WORK C1 no: 8(b) (Roles and responsibilities) and as per directions of EIC.		Lumpsum	3.00	2,190.00	951.73	20,84,288.70	
4	Providing Electrical O&M support services ( <b>Skilled Category</b> ) in General shift for carrying out the following jobs on daily basis throughout the year i.e., Maintenance of electrical substation, panel, feeders, Electrical Equipment's etc., for detailed scope, refer to SCOPE OF WORK C1 no: 8(b) (Roles and responsibilities) and as per directions of EIC.		Lumpsum	2.00	1,460.00	951.73	13,89,525.80	
5	Providing Filling services ( <b>Skilled Category</b> ) in Shift duties for carrying out the following jobs on daily basis throughout the year i.e., Dispensing CNG to vehicles/ cascades, cash collection, Operating valves at Compressors/cascades for CNG Dispensing, LCV loading/ unloading as per safe operating procedures etc., for detailed scope, refer to SCOPE OF WORK C1 no: 8(b) (Roles and responsibilities) and as per directions of EIC		Lumpsum	12.00	8,760.00	951.73	83,37,154.80	



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6	Providing services ( <b>Unskilled Category</b> ) in Shift duties for housekeeping, maintaining cleanliness at work area, messenger and hospitality services and helping in filling activities as per direction & instruction of EIC through out the year. Refer SCOPE OF WORK CI no: 8(b) (Roles & Responsibilities) and as per directions of EIC		Lumps um	12.00	8,760.00	717.04	62,81,270.40	
7	Providing services ( <b>Unskilled Category</b> ) in General shift for housekeeping activities, maintaining cleanliness at plant area and CNG stations in Vijayawada as per direction and instructions of EIC through out the year. Refer to SCOPE OF WORK CI no: 8(b) (Roles & Responsibilities) and as per directions of EIC		Lumps um	4.00	2,920.00	717.04	20,93,756.80	
8	Providing Technician services ( <b>Skilled Category</b> ) in General for Operation & Maintenance of 600 SCMH Delta Compressor packages on daily basis i.e., to Coordinate BGL staff, ensure all records to be maintained, ensure smooth & healthy running of compressor packages, for detailed scope, refer to SCOPE OF WORK CI no: 8(b) (Roles and responsibilities) and as per directions of EIC.		Lumps um	2.00	1,460.00	951.73	13,89,524.15	



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9	Providing Operator services ( <b>Unskilled Category</b> ) in Shift duties for Operation & Maintenance of 600 SCMH Delta Compressor packages on daily basis i.e., to Coordinate BGL staff, hourly logging of compressor parameters, ensure smooth & healthy running of compressor packages, for detailed scope, refer to SCOPE OF WORK Cl no: 8(b) (Roles and responsibilities) and as per directions of EIC.	1111 111	Lumpsum	9.00	6,570.00	717.04	47,10,952.80
10	Providing Filling services ( <b>Skilled Category</b> ) in Shift duties for carrying out the following jobs on daily basis i.e., Dispensing CNG to vehicles/ cascades, cash collection, Operating valves at Compressors/cascades for CNG Dispensing, LCV loading/ unloading as per safe operating procedures etc., for detailed scope, refer to SCOPE OF WORK Cl no: 8.(b) (Roles and responsibilities) and as per directions of EIC		Lumpsum	6.00	4,380.00	951.73	41,68,572.44
11	Providing services ( <b>Unskilled Category</b> ) in Shift duties for housekeeping, maintaining cleanliness at work area, messenger and hospitality services and helping in filling activities as per direction & instruction of EIC. Refer SCOPE OF WORK Cl no: 8(b) (Roles & Responsibilities) and as per directions of EIC		Lumpsum	6.00	4,380.00	717.04	31,40,627.46
<b>Total Amount (Rs.) (A)</b>							<b>3,94,94,527.65</b>
						%	



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<b>Service Charges (%) (B)</b>		-	
<b>GST @ % (D)</b>		-	
<b>Grand total amount Incl. of all taxes, Duties &amp; GST (Rs.) (E=C+D)</b>			