

QUOTATION NOTICE

To,

“Sealed quotations (Single part techno-commercial + price part) are invited from individual/firm
“Preparation, Supply and Serving of Eatables (Breakfast /Lunch/Dinner /Snacks /Tea) including the transportation and serving of eatables at the extension counter of Jaduguda Canteen Mill for 30 DAYS.

Terms and conditions:

1. The quotations to be addresses to the Asst. Manager (Pers.), Personnel Office (Mill), UCIL Jaduguda, P.O. - Jaduguda Mines, East Singhbhum, Jharkhand - 832102 as per attached format with acceptance of terms & conditions mentioned in the format.
2. UCIL has the right to accept or reject any or all the tenders without assigning any reason thereof.
3. The last date submission of quotation is 13.10.2026 upto 9:30 AM. The quotation shall be opened on the same date at 10:00 AM at Personnel Office (Mill) – Jaduguda.
4. L1 party will be decided based on total quoted amount only.

5. Period of completion:

30 days from date of commencement of the work (Excluding holidays & Sundays).

6. SCOPE OF WORK:

The successful Contractor shall have to execute the work as per the scope of contract mentioned below:

1. Preparation of eatables as per the approved schedule of ingredients of the UCIL using best quality raw materials in clean and hygienic condition. The meals with other eatables will be prepared as per the quantities coupon sold for various eatables.
2. Supply and serving of eatables to the Jaduguda Mill and Mines employees as per the stipulated time schedule fixed by the UCIL for 30 Days.
3. Ensure cleanliness and proper housekeeping of the distribution place and its surroundings by the awarded contractor.

The deployed persons shall be exclusively for this tender only.

Yours truly
For Uranium Corporation of India Limited

[Priti Tandon]
Asst. Manager (Pers.)-Mill

PART - 12 A-1 (FIXED COMPONENT - NOT TO BE FILLED BY BIDDER)				
S. No.	Item Description	Unit	Qty.	Total Price (Figures in INR) [Inclusive applicable Minimum Wages & Leave with Wages. PF - 13%, Bonus - 8.33%, ESIC - 3.25%, Contractor Benefit - 3.85%, GST - 5%]
1	Deployment of 05 Skilled manpower required for 25 Days for preparation, supply and service of eatables (Breakfast, Lunch, Snacks and Dinner) at Jaduguda Canteen	Mandays	125	140429.92
2	Deployment of 02 Semi-Skilled manpower required for 25 Days for preparation, supply and service of eatables (Breakfast, Lunch, Snacks and Dinner) at Jaduguda Canteen	Mandays	50	47070.34
3	Deployment of 17 Un-Skilled manpower required for 25 Days for preparation, supply and service of eatables (Breakfast, Lunch, Snacks and Dinner) at Jaduguda Canteen	Mandays	425	321002.08
4	Deployment of 02 Skilled manpower as reliever required for 5 Days for preparation, supply and service of eatables (Breakfast, Lunch, Snacks and Dinner) at Jaduguda Canteen	Mandays	10	11234.39
5	Deployment of 01 Semi-Skilled manpower required as reliever required for 5 Days for preparation, supply and service of eatables (Breakfast, Lunch, Snacks and Dinner) at Jaduguda Canteen	Mandays	5	4707.03
6	Deployment of 11 Un-Skilled manpower required as reliever required for 5 Days for preparation, supply and service of eatables (Breakfast, Lunch, Snacks and Dinner) at Jaduguda Canteen	Mandays	55	41541.44
7			Default Manpower Cost PART (12 A-1)	565985.20
PART - 12 A-2 (FIXED COMPONENT - NOT TO BE FILLED BY BIDDER)				
S. No.	Item Description	Unit	Qty.	Total Price (Figures in INR) [Incl. Applicable GST & Contractor's Benefit - 3.85%]
8	Night Shift Snack packet @ minimum of Rs. 55/- MRP (snack packet/diary milk packet) to be distributed among the night shift employee as per the list provided from Time Office (Mill), Jaduguda	Nos.	1934	110465.25
9			Default Night Shift Snack Cost PART (12 A-2)	110465.25
10	Reimbursement of leave with wages (1 in 20 physical attendance i.e 1 day for 17 manpower&556, 1 day for 2 manpower @ Rs. 693, 1 day for 5 manpower @ RS. 827			15721.65
11			Default Leave with wages cost Part(12A-3)	15721.65
12	TOTAL FIXED COMPONENT COST (TFCC) [SL. NO. 7 (12 A-1) + SL. NO. 9 (12 A-2)+SL.No.11(12A-3) NOT TO BE FILLED BY BIDDER			692172.10

PART - 12 B (QUOTED RATE COMPONENT - TO BE FILLED BY BIDDER)					
S. No.	Item Description	Unit (12-B1)	Qty. (12-B2)	Rate Per Unit (01 No.) ((Excluding Manpower Cost and Including all other cost as mentioned in the Bid Document) (12-B3)	Total Price (Figures in INR) [Incl. all applicable costs as mentioned in bid doc, GST - 5% & Contractor Benefit - 3.85%] (12-B4 = 12-B2 * 12-B3)
13	Ordinary Tea (80 ml)	Cups	18011		
14	Special Tea (80 ml)	Cups	16090		
15	Coffee (80 ml)	Cups	1057		
16	Poori with matar/chana/chana dal/soyabadi/khabili chana/seasonal veg	Nos.	46795		
17	Idli with chatni	Nos.	23235		
18	P. Chop (30 gm)	Nos.	17918		
19	Chana-wada (30 gm)	Nos.	4784		
20	Peyaji (30 gm)	Nos.	6874		
21	Laddu (30 gm)	Nos.	4896		
22	Jalebi (30 gm)	Nos.	9304		
23	Meal (6 Nos. Roti/Rice, Dal (Mashur/Arhar), 01 seasonal veg, 01 bhujjiya, chatni/pickle/ fry papad, onion slice and green chilly)	Plate	11249		
24	TOTAL QUOTED COMPONENT COST (TQCC) - IN FIGURES TO BE FILLED BY BIDDER				
25	TOTAL QUOTED COMPONENT COST (TQCC) - IN WORDS TO BE FILLED BY BIDDER				
26					692172.10
25	TOTAL TENDER VALUE COST (TVC) - IN WORDS [SL. NO. 10 (TFCC) + SL. NO. 22 - (TQCC)]				Rupees Six Lakhs Ninety Two Thousand One Hundred Seventy Two and Ten Paise
SIGN. & STAMPED OF CONTRACTOR (BIDDER) OWNER					

ADDITIONAL TERMS AND CONDITIONS (ATCs)

SERVICE LEVEL AGREEMENT (SLA)

1. Meal:

A. Type of Meal:

The Breakfast, Lunch, Dinner, Snacks. Other than prescribed food no food item can be supplied without permission of buyer.

B. Distribution/ Serving style:

Canteen staff specifications for operation: Canteen Manpower wages will be borne by the service provider and will be built into the service provider's cost. However, buyer can choose if they want to recommend any staff personnel. In case the buyer would want to specify the number and type of canteen staff required, along with other specifications, buyer may do so by uploading these requirements at the bid stage.

Buyer will bear the expenses

- Electricity Charges (Free)
- Basic Furniture (Basic Furniture includes tables, chairs and other basic level sitting arrangement for the users.),
- Water Charges

2. Canteen Committees

Canteen will be govern by two committees

A. Coupon Burning Committee (C.B.C.)

B. Canteen Managing Committee (C.M.C.)

A. Coupon Burning Committee (C.B.C.)

1. **Coupon Submission Procedure (Seller Part):** Last day's total coupon should be submitted on next opening day within 10.00 AM (or) as prescribed procedure by the Engineer-in-Charge. On Coupon counting report i.e. Form-A (Given below) & record register Signature of Contractor / Supervisor with seal Signature of coupon counting officials with name and signature of Engineer In charge is to submit on daily basis (or) as desired by the UCIL in-charge.

After start of work the successful bidder should submit the below Form-B & Form-C after the last day of each month basis within one week after expiry of last week.

Further be noted that the Service provider can claim the monthly bill as per the coupon count report of Canteen Coupon Burning Committee.

2. **Function of C.B.C.:** - Counting of coupons of each month and final coupon count report will be generated by the committee. The same report will be enclosed by the party in bill and will claim the reimbursement of the food coupons.

3. **Coupon management procedure**

(SERVICE PROVIDER'S OBLIGATION)

- Service Provider shall adhere to the timeline given by Buyer for coupon management.
- In case of non-availability of specifically demanded food item or make of items; the Service Provider shall communicate the same to Buyer at least 2 days prior.

B. Canteen Managing Committee (CMC)

1. **Function:** - Tracking of services ensures quality of service delivery in time bound manner, effective service tracking helps in analyzing Service Provider's performance as well as Buyer's timely inputs for services and leads to immediate actions against the defaulters if any. Service tracking shall be mandatory for the both Buyer and Service Provider; non-tracking of the same may lead to a fine/penalty on service provider. Service provider has to adhere strictly to the standard instructions of CMC during the complete tenure of the contract and other administrative instructions of the corporation/ Management.

2. **Service Performance**

- a. Feedback from the Canteen Committee / SPOC of the Buyer shall be maintained (daily/ weekly in duration basis and as per the events in event basis) by the Service Provider. The same can be used to track the service standards. Feedback should be taken without any bias. Buyer can also ask for submission of service feedback notes/ documents at the time of payment towards services delivered.
- b. The Single Point of Contact (SPOC) for the issues arising out of this agreement will be the Service Provider or a designated representative who shall be any employee of the Service Provider in administrative and managerial capacity and in a position of authority to resolve issues.

Nonetheless, the Service Provider shall be solely responsible for maintaining the quality and level of service provided.

- c. Such service tracking initiatives not only ensures the quality and punctuality of service delivery also reduces the chances of flaws in delivery mechanism. If any variation in logbook, service feedback is found during the tracking; immediate action can be taken against the service provider.

3. Feedback (SERVICE PROVIDER'S OBLIGATION)

Service provider should maintain Complaint register in suitable location at canteen it must be easily accessible to all employee for writing the feedback as and when basis.

4. Service Details & Standards (SERVICE PROVIDER'S OBLIGATION)

- d. The Service includes all serving staff, utensils, crockery, packaging, dispensers, hot/cold buffet chafers, tablecloth, mats, glass wear and all other equipment required for serving the desired quality of food.
- e. Service Provider shall possess a valid license issued by Food Safety & Standard Authority of India (FSSAI), State Govt. /Central Govt., PAN, and copy of GST registration certificate from appropriate authority.
- f. All persons employed by the Service Provider shall be medically fit for handling food and certified for fitness before engagement by the Service Provider.
- g. The food items supplied should be as per Government standards. If at any point of the time any penalty is imposed by the Government Authority i.e. by Food Inspector of Food Department, the same shall be borne by the Service Provider i.e. Contractor.
- h. The quality of raw materials for the preparation of meals/ snacks and other items shall be have best quality and as approved by the SPOC. The quality of the ingredients to be used for preparation of meals/ snacks shall be strictly in accordance with the list provided.
- i. Service provider shall purchase and keep the raw materials stocks of minimum 10 days required for the preparation of various items, including the controlled items of good quality at his own cost.
- j. If applicable, the service provider shall serve the food in healthy, eco-friendly packaging, also label all serving/ menu items with the it name and/or corresponding dietary restrictions(vegetarian etc.)
- k. The crockery used shall be clean and not faulty (cracked, scratched);the packaged food packets should not leak, and the cloth and paper napkins

provided should be clean.

- l. All vegetables, fruits etc. used shall be fresh and not rotten or overripe. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and must be prepared and served fresh. All the items being used shall be stored properly and served before their expiry date.
- m. The deployed canteen staff, shall be adequate as per requirements, trained, presentable, well dressed, well-mannered and well experienced to ensure timely, efficient and prompt service.
- n. The deployed canteen staff shall serve potable drinking water from the source to the dispensers and water coolers placed at all locations at the Buyer premise/designated premises.
- o. It is found that the quality of items supplied by the service provider and/or the services rendered are unsatisfactory or that the service provider has violated any terms and conditions of the contract and agreement, then in that event, the buyer will be entitled to terminate this contract, at any time without assigning any reasons whatsoever and without notice. However, Canteen operation shall be continued by buyer through other available sources at the service provider's risk & cost and liability.
- p. The work shall be done in a neat workman like manner. The site must be cleared by the service provider including removal of waste and leftovers, etc. from time to time as these accumulate during the work. On completion the whole site must be left in a clean and tidy condition to the satisfaction of the SPOC or Engineer in-charge.

3. Defined Timelines

- a. Service Provider shall adhere to the timeline given by Buyer/ CMC for serving arrangements on Buyer's premise/ designated premise.
- b. In case of non-availability of specifically demanded food item or make of items; the Service Provider shall communicate the same to Buyer/CMC at least 2 days prior.

4. Service Assumptions

- a. The Service Provider shall not sublet any part of the Contract to others. The Service Provider shall be responsible and liable to deliver the services as per the contract.
- b. Food preparation shall be based on availability of the seasonal

vegetables/ fruits.

- c. The staff provided by the service provider shall not be deemed employees of the user department hence the compliance of the applicable acts/ laws will be the sole responsibility of the service provider.
- d. The Buyer/**CANTEEN MANAGING COMMITTEE/ SPOC(SINGLE POINT OF CONTACT)/ ENGINEER-IN-CHARGE** shall be the sole authority to decide and judge the quality of the service rendered by the Service Provider and all other matters and his decision shall be final and binding.
- e. No Service Provider's staff shall be allowed to stay in the Buyer's premise/ designated premise unnecessarily after working hours without any prior permission.
- f. Any damages/ losses caused by Service Provider in the premises of buyer shall be borne by the Service Provider at their own cost.

5. SERVICE PROVIDER'S OBLIGATION

(Will include the following)

- a. During the period of agreement, the Service Provider shall be fully responsible for entire Canteen arrangement at the Buyer Department.
- b. The Service Provider, however, shall be required to adjust/change the serving timings as and when required depending upon the requirements of the Buyer Department.
- c. The Service Provider shall devote his full attention to the work of Canteen and shall discharge its obligations under the agreement most diligently and honest. A senior level representative of the Service Provider shall visit Buyer premises at least once-a-day and review the service performance of its personnel. During the weekly visit, Service Provider's representative will also meet the Buyer's officer dealing with services under the contract for mutual feedback.
- d. Regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the Buyer Department.
- e. The service provider shall maintain proper records as may be required under all Acts/ laws applicable to service provider's working and canteen workers at buyer's location which would be subject to check, from time to time, by the SPOC.

- f. The Service provider shall prepare and serve fresh and wholesome meals/snacks/beverages to buyer and such other persons as approved by the buyer in the Canteen as required from time to time continuous canteen services at specified locations as may be decided by the SPOC.
- g. The Service provider shall be bound at his own cost to repair any damage caused to the roads by the movements of his men, materials and equipment or any other purpose required by the service provider for enabling jobs.
- h. Service provider shall have to run the canteen as per terms and conditions of contract specified hereunder as well as the General Conditions of Contract entirely at service provider's own cost including the entire cost of labor, materials, automobile van etc. except where otherwise provided in the agreement in an expressed manner.
- i. The Service provider shall be responsible for proper upkeep and maintenance of the canteen premises, furniture and fixtures, cooking and serving utensils and cutlery. When material supplied by the buyer becomes unserviceable, if the same are replaced by the buyer, would only be replaced against the return of the unserviceable materials by the service provider; otherwise the cost of such materials shall be borne by the service provider.
- j. The service provider shall keep a proper inventory of the items placed at his disposal by the buyer and the same shall be verified by the representatives of the buyer along with service provider's personnel at the beginning and end of the Contract period.
- k. The Service provider shall not use or allow to be used the canteen premises or any part thereof for dwelling purposes and shall not allow any outsiders to loiter and around the canteen building without valid authority.
- l. The Canteen shall remain open on all working days. Also, on the weekends/ holidays, as and when required by the Buyer Department, Canteen service should be offered.
- m. The Service Provider should follow the instruction of Canteen committee of the Buyer Department for the Canteen arrangement, Raw materials being used, Quality and quantity of the eatable and drinks served, Condition of fittings and fixtures, Sanitary arrangement and cleanliness, Hygiene of the canteen staff/worker, etc.

- n. The service provider shall be responsible for ensuring compliance with the provisions related to Labor Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labor [R&A] Act, Food Safety and Standards Act, 2006, etc. as applicable from time to time.
- o. Service Provider shall ensure the timely delivery with the agreed standards and quantity of required services to the Buyer. The Service Provider shall provide canteen services in the dining area and/ or administrative building premises and/ or any other premise designated by the Buyer as per the service request and for the number of people mentioned by the Buyer.
- p. The Service Provider shall be well equipped to undertake Hygiene audit and reports shall be submitted to the Buyer bi-annually.
- q. All the staff deployed by Service Provider at Buyer's premise/ designated premise shall adhere to the Buyer's policies for office timings/ other guidelines.
- r. Service Provider shall provide identity card, name badges and safety items/ kits, shoes etc. to its staff working in the Buyer's premise. Staff should also ensure wearing gloves and hair covers while cooking and serving food.
- s. Service Provider shall inform about the non-availability/ shortage of any item/ dish in advance in appropriate time along with the alternate options for non- available items.
- t. Taking protective measures to protect the property and persons and prevent accidents shall be the Service Provider's responsibility during the contract period.
- u. The Service Provider shall not deploy or shall discontinue deploying the person(s), if desired by the Buyer and must ensure prompt replacement of the personnel without any additional cost to the Buyer. The personnel being deployed shall ordinarily be continued and should not be changed without written intimation and consultation with Buyer.
- v. The Service Provider shall arrange for any special type of equipment and machines if required for canteen service at his own cost.
- w. The Service Provider shall maintain its gadgets and equipment etc. in good working conditions with all safety measures at its own cost and

expenses.

- x. The Service Provider shall be responsible for maintaining hygiene and safety of cooking/ serving area and the canteen staff deployed at the premise where food is being prepared/ served.
- y. Service provider shall abide by the Govt. laws relating to stocking of food grains, sale of food, etc. and shall obtain the necessary licenses from the competent authority, wherever applicable. The buyer at its discretion through its authorized representative may check the stock position of all the items to see that the above is being complied by the service provider
- z. Unless specified in the '**List of Free Supply from UCIL**', it will be the responsibility of the Contractor to bring all materials, plant, equipment, accessories, tools, special tools if any, tackles, spares, consumables, for the smooth erection and commissioning of the system.
- aa. All the supplied items of the Contractor as per the price format must meet the technical specifications mentioned in the tender document.

A. Safety related Conditions

- a) The Contractor shall comply with the provisions of Atomic Energy Factory Rules 1996 /Regulations /Rules applicable to the work and exercise due diligence and take all steps/actions on his own or as directed by the UCIL or statutory authorities to ensure the safety of the employees/equipments deployed by him, at his own cost. The contractor will prepare and provide the Standard Operating Procedure (SOP) related to Safety to Engineer In Charge/Safety Officer.
- b) The contractor shall at all times, take all reasonable precaution for the safety of employees, including these of sub-Contractors in the performance of his contract and shall comply with all applicable provisions of both Central as well as the State Safety Laws.
- c) In the event that the Contractor fails to comply with these provisions, the Engineer-in-Charge may, without prejudice to any other legal or contractual rights, issue an order stopping all or any part of the work, thereafter, a start order for resumption of work may be issued at the discretion of the contracting officer. The Contractor shall make no reason of or in connection with such stoppage.
- d) The Contractor must ensure that while working inside the premises of other organizations during the course of executions of this work, all the safety and security provisions as may be applicable thereof are complied adequately. At its own cost and risk.

6. The scope of work shall also include the following.

- Preparation, supply and serving of eatables (Breakfast /Lunch /Dinner /Snacks /Tea) at Jaduguda Mill canteen including utensils, all type of canteen related cleaning, transportation & serving of eatables at extension counter of Jaduguda Mill.
- Cleanliness and maintenance of hygiene in Kitchen area which will be inspected by the Canteen Managing Committee Chairman /Engineer-In-charge at any point of time.

7. Supplies and Arrangements responsibility of Service Provider (Bidder)

This includes the following.

- Providing raw materials (ingredients) of eatable at the mill canteen,
- The raw materials stock should be available in store for minimum next Ten (10) days except dairy products.
- Making arrangement for utensils (cooking as well as serving),
- Making arrangement for LPG Gas,
- Make arrangement for Gas Stove, Kitchen cooking Utensils, Storage utensils, Freezer & plates, glasses.
- Providing raw materials (ingredients), tools and tackles including cleaning soap, floor cleaning liquid, wash Basin cleaning liquid soap for cleaning of utensils and premises.
- Making arrangement for cleaning of utensils and canteen premises and surroundings including supply of items like washing powder and phenyl etc.
- Providing manpower for all the activities specified above.
- Providing drinking water from Mill plant RO to the canteen's (Mill & Mines)
- Distance between Mill Canteen & Mines Canteen is approx. 2 KM.
- All kind of transportation including all food items between Mill & Mines canteen & Transportation of drinking water also.
- Drinking water containers.
- Water filling in drinking water container.

The above schedule can be changed based on the confirmation from the UCIL management in near future.

The brand, quality and hygiene of eatable materials

- a) Specifications of Food Consumables filled by the Buyer as enclosed in the bid document
- b) Contractor should maintain 10 days buffer stock in the store room.
- c) Used refine oil to be changed thrice a week and as per direction of Engg In-charge.
- d) Bhujia shall be prepared with mixing of potato and seasonal vegetable.

If any of the above brand groceries material needs to be change, the contractor shall obtain prior permission from the Engineer In-Charge, after getting consulted with Canteen Management Committee members.

OTHERS TERMS AND CONDITIONS

1. Contractors should employ only the persons with established identity.
2. Dy. Commandant, CISF, UCIL will issue temporary identity cards to persons actually engaged in the work and may exercise checks as considered necessary to ensure that strangers are not permitted inside the work premises. Contractors are required to surrender the identity cards on completion of job to Dy. Commandment, CISF, UCIL. CISF control room / Contractor will not allow any inter-state labourer as a contract labour in any case.
3. In case of any particular aspect not specifically covered in these standards, the standard practice as may be specified by Engineer in Charge/Engineer Representative shall be final & binding. If any terms and conditions are not mentioned in the BID, ATC or ORDER, then contractor will follow as per the provisions as laid down by UCIL PURCHASE AND WORKS CONTRACT PROCEDURE – 2017. So, contractor are requested to go through UCIL PURCHASE AND WORKS CONTRACT PROCEDURE – 2017 available in UCIL Website which is mentioned as below-
<https://ucil.gov.in/notes/Purchase%20&%20Works%20Contract%20Procedure-2017.pdf>
4. Contractor shall pay the Salary (Minimum Wages and Bonus) to their worker within the scheduled time i.e. on or before 7th of every month and provident fund within the scheduled time i.e. on or before 15th of every month. In case of failure to pay salary by contractor to their workers before stipulated payment day that is 07th of every month, provident fund within the scheduled date that is 15th of every month or bonus within a period of eight months from the close of the accounting year that is November of the respective accounting year in 02nd repetitive instance, Corporation shall pay salary directly to contract labours and such amount shall be recovered within two months from their future submitted RA bill from the date of such payment made as well as action will be initiated against respective contractor by imposing penalty. Contractor who fails (default) to pay statutory payment that is minimum wages, Bonus and Provident Fund to my contractor workers within the scheduled date for second instance, UCIL shall compel the contractor to stop the work besides taking other suitable steps to make the payment to the workers at Contractor's risk and cost including blacklisting procedure. In such case, UCIL shall on such cancellation of contract have power to
 - (a) Take possession of the site and any materials, constructional plant, implements, stores etc. thereon, and/or

(b) Carryout the incomplete work by any means at the risk and cost of the Contractor.

On cancellation of the Contract in full or in part, the Engineer-in-Charge shall determine what amount, if any, is recoverable from the Contractor for completion of the works or part of the works or in case the works or part of the works is not to be completed, the loss or damage suffered by the Corporation. In determining the amount, credit shall be given to the Contractor for the value of the work executed by the Contractor up to the time of cancellation, the value of Contractor's materials taken over and incorporated in the work, and use of tackle and machinery belonging to the Contractor.

Any excess expenditure incurred or to be incurred by the Corporation in completing the works or part of the works or the excess loss or damages suffered or may be suffered by the Corporation as aforesaid after allowing such credit shall be recovered from any moneys due to the Contractor on any account, and if such moneys are not sufficient the Contractor shall be called upon in writing to pay same within 30 days.

If the Contractor shall fail to pay the required sum within the aforesaid period of 30 days, the Engineer-in-charge shall have the right to sell any or all of the Contractor's unused materials, Unused materials, constructional plant, Implements, temporary building etc. and apply the proceeds of sale thereof, towards the satisfaction of any sums due from the Contractor under the Contract and if thereafter there be any balance outstanding from the Contractor, it shall be recovered in accordance with the provisions of the Contract.

Any sums in excess of the amounts due to the Corporation and unsold materials, constructional plant etc. shall returned to the Contractor, provided always that if cost or anticipated cost of completion by the Corporation of the works is less than the amount which the Contractor would have been paid had he completed the works or part of the works, such benefit shall not accrue to the Contractor.

Such cancellation of contract on account of non-performance by the contractor would entitle the corporation to forfeit the performance security (SD) besides other actions such as downgrading the Contractor's rating or debarment from the for specified period as decided on merits. UCIL shall have the option and shall be at liberty to complete the work at the Risk & cost of Contractor by taking out remaining part of the work from Contractor's scope/ terminating the order and awarding it to alternate agencies e.g. next lowest bidders in the awarded Order etc. This shall be without prejudice to UCIL's rights under other clauses of this order.

5. No contract worker below the age of 18 years shall be deployed on the work and maximum age limit is to be considered as 60 Years.

6. The contractor shall be directly responsible and indemnify the UCIL against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel, if any deployed by him.
7. The contractor shall engage and authorize supervisors (Canteen Attendant) for daily operations, who shall ensure regular and effective supervision and control of the personnel, if any, deployed by him and gives suitable direction for undertaking the contractual obligations. Contractor shall provide proper identification cards for his labour/workers to be deputed by him for Work/Services, duly signed by the contractor or authorized person on behalf of contractor. Also the contractor should obtain Entry Passes from Security Dept. through Engineering– In-Charge for his labour /workers on submission of Police Verification Certificate.
8. Contractor has to deploy the personnel with no past criminal records. Also the contractor has solely responsible to provide Police Verification for all the persons deployed by him. In case any worker is found having criminal record, he shall have to be immediately replaced immediately without assigning any reasons.
9. The contractor/contracting firm shall not employ or permit to be employed any person suffering from any contagious, loathsome or infectious disease. The contractor/contracting firm shall get examined his employees/persons/workers deployed through Civil Govt. Doctor before deployment and their Annual Health Check-up report should be submitted to EIC from time to time.
10. No employees or person of contractor (including contractor) be allowed to consume alcoholic drinks or any narcotics within the plant premises. If found under the influence of above, the owner / UCIL will terminate the contract immediately and may refer the case to police.
11. The contractor shall be solely responsible for disciplining the personnel deployed by him. Further he shall ensure that none of his workers create any nuisance or indulge in anti-social criminal activities during the entire period of contract. In case, anybody is found indulging in such activities, then he will have to be immediately removed without any prejudice to further necessary action as deemed fit.
12. In case of accident, injury and death caused to the workers / labour of the contractor while executing the Work under the contract, the contractor shall be solely responsible for payment of adequate compensation, insurance money etc. to the next kith & kin of injured / diseased. Contractor shall indemnify UCIL from such liabilities.
13. The Contractor shall obtain all necessary insurance policies (ESIC and Accidental and Death Insurance) covering all risks such as accidents, injuries, death caused to his employees or labourers or to third person including loss to the properties of owner/ UCIL or to some other agency. The contractor shall submit the proof that he has purchased an insurance policy as mentioned above.

14. While confirming to any of these conditions, Contractor should ensure that no applicable Act or Rules regarding labor, welfare etc., is violated. Contractor shall indemnify UCIL for any action brought against him for violation, non-compliance of any applicable Act, Rules and Regulations thereunder.
15. The contractor hereby agrees to indemnify owner / UCIL and harmless from all claims, demands, actions, cost and charges etc. brought by any court, competent authority / statutory authorities against owner/ UCIL.
16. Contractor shall indemnify UCIL against all action, suits, proceedings, claims, losses, damages etc. which may arise under “Employer's Liability act – 1938”, “Contract Labour (Regulation & Abolition) Act - 1970 “, “Payment of Wages Act - 1936”, “Minimum Wages Act - 1948”, “E.S.I. Act - 1948”, “Fatal Accident Act - 1855”, “Shops & Establishment Act”, “Employees Provident Fund Act - 1952”, “Payment of Bonus Act - 1965”, “Maternity Benefit Act – 1961”, “Industrial Disputes Act - 1947” or any other act or statute or rules pertaining to such Act, or 04 Labour Codes and their subsequent rules in near rules not specifically mentioned herein but having any direct or indirect application for the person engaged under this Contract.
17. The personnel to be deputed by the contractor shall observe all security, fire and safety rules of UCIL while at the site/ work. His Work/ Services will be supervised by the supervisors of contractor. Contractor has to strictly adhere to the guidelines/ instructions/ amendment/ rules issued time to time from the Statutory Authority and UCIL, both. The Contractor shall at his own expense comply with or cause to be complied with Model Rules for Labour Welfare as provided under the Rules framed by the appropriate government from time to time for the protection of health and for making sanitary arrangements for workers employed directly or indirectly on the works. In case the Contractor fails to make arrangements as aforesaid, the Engineer-in-charge shall be entitled to do so and recover the cost thereof from the Contractor. Failure to comply with Model Rules for Labour Welfare, Safety code or the provisions relating to report on accidents and to grant Maternity Benefits to female workers shall make the Contractor liable to pay to the Corporation as liquidated damages an amount not exceeding Rs. 50.00 for each default on materially incorrect statement or reports from the Engineer-in-charge in such matters, based on reports from the Inspecting officers shall be final and binding and deductions for recovery of such liquidated damages may be made from the any amount payable to the contractor.
18. Contractor agrees to and does hereby accept full and exclusive responsibility for compliance of all obligations imposed and further agrees to defend, indemnify and hold the Company harmless from any liability/penalty which may be imposed by the Central, State or Local Authority and also from all claims suits or proceedings that may be brought out against the Company arising under, growing out of or by reason of the work provided for by this Contract irrespective of the fact that whether it is brought by employees of the contractor, by third parties or any Central Government, State Government or Local Authority under any act or rules framed there under.

- Contractor shall indemnify the Company against all losses or damages caused to it on account of acts of the personnel deployed by him.
19. Contractor will be required to observe and fulfill all the obligations under various enactments' applicable to the nature of job performed by him under the contract.
 20. Contractor shall exclusively be liable for non-compliance of the provisions of any act, law, rules or regulation having bearing over engagement of workers, directly or indirectly for execution of the Contract.
 21. Contractor has responsible to distribute snacks packet on schedule timing as mentioned above in bid.
 22. Contractor shall maintain **Rs. 55/- per pkt.** as per marked MRP printed (Incl. GST) in specified packet (Combo or Single pkt.). **THE CONTRACTOR SHOULD SUPPLY ALL BRANDED EATABLES** Specifications of Food Consumables filled by the Buyer as enclosed in the bid document.
 23. The contractor must possess necessary food license from the competent authority for the entire period of contract and obtain labour license from the ALC (C), Chaibasa, Jharkhand. In the event of breach of aforesaid conditions, the contractor shall be open for action as deemed fit by the concerned labour authorities of the Central Government or appropriate competent authority accordingly.
 24. The contractor should provide the following items for 30 Days:
 - i. Washing Detergent
(Surf excel easy wash/Ghadi/Tide/Wheel) – 35 kg.
 - ii. Hard Broom – 35 Nos.
 - iii. Soft Broom – 15 Nos.
 - iv. Phenyl – 5 Litres
 - v. Floor Scraper – 4 Nos.
 25. The contractor should provide Disposable caps & gloves as per requirement. Contractor workers should also ensure wearing gloves and hair covers while cooking and serving food.
 26. Dress material should be get inspected by EIC before distribution among the labours.
 27. The cost of point No. 22 & 23 are already included in the estimation, if the contractor had failed to provide the said item mentioned at point no. 22 & 23 within 30 Days of the start of the contract, the same may be deducted from the contractor R/A bill and Rs. 50/- will be deducted as additional penalty amount every such delay of month.
 28. All the eatable food items shall be prepared in Industrial LPG cylinder only, the cost and transportation of Industrial LPG cylinder shall be borne by contractor itself which was already taken in the estimation.

29. All transportation cost like purchase of groceries, Industrial LPG cylinder, fresh vegetables shall be borne by the contractor. No separate payment/vehicle will be provided by the company.
30. Skilled manpower means the labour engaged in cooking eatable food items in any organization.
31. As per discretion of management/EIC the night shift from 12.01 PM to 05.00 AM will be introduced and/or function during the contract period.
32. L-1 Bidder will be decided on the overall lowest quoted value basis only.
33. Maintenance cost of the equipment/machinery used in canteen has to be borne by the Contractor. If the machinery/equipment used in the canteen not getting repaired by the contractor as per stipulated 24 hours, then the repair will be done by EIC/ER and actual repair cost will be deducted from Monthly RA Bills.
34. Movement of materials like, groceries, vegetables, cleaning items, Industrial LPG cylinder etc. shall be done within office hours i.e. by 05:00 PM only. Late movement of any materials is strictly prohibited.

35. Preparation & Serving of Food Items inside plant by Service Provider

The preparation and serving of food items as specified in the work specification at the designated places and time schedule and includes

Preparation and serving of Breakfast
Preparation and serving of Meals (Lunch & dinner)
Preparation and serving of snacks
Preparation and serving of Tea
Serving of Night Refreshment Packets

The serving includes transportation of the prepared food items to the place of serving with contractor's own arrangements.

36. Deputed Worker Details (All documents should be self certified by the workers & contractors) to be submitted to UCIL, on start of the Contract Work

- a) Copy of Aadhar Card and Voter's ID Card of each worker
- b) Confirmation Receipt of ESIC (e-Pehchan Card) has to be issued to all eligible contractual labours from UMANG Portal (<https://web.umang.gov.in/landing/departement/esic.html>) by contractor
- c) Confirmation receipt on upload all details on Jharniyojan portal (<https://jharniyojan.jharkhand.gov.in>)
- d) Copy of pass book front page for Bank account number of each worker
- e) Copy of EPF account number of each worker
- f) Police verification Report document for each worker

- g) Medical Examination Report (Recently done) of each worker (Fitness Report), Cost of the medical examination is to be included in the menu cost only. There is no separate provision for the same in the price format.
- h) Training completion clearance by Mill department, without which their bills are not considered for payment.
- i) Form A-Register entry after completion of Training, without which their bills are not considered for payment.
- j) Complete gate pass form duly signed by the contractor of each worker

Other Documents

- a) Employee Compensation/ESI Insurance for the whole period of contract.
- b) Issuance of ESIC Card
- c) Form-VII Commencement/Completion as per CLRA act 1970.
- d) Form-A,B,C,D & E original register form
- e) On Letter head Total material/Utensil/Equipment list in English with quantity taking inside plant area.
- f) Certificate/ License regarding Interstate migrant worker or Undertaking.
- g) Supervisor Details: Name, Qualification, Mobile Number
- h) Security Deposit Bank Guarantee as per format in Tender Document
- i) Copy of company profile as per tender attachment-XI
- j) Copy of integrity pact as per tender attachment – XII
- k) Monthly Worker allocation chart from the day of work commencement.
- l) Compliances of all Labour act as per applicable by the State & Central Government during the currency of the contract.

PAYMENT TERMS AND CONDITIONS

38.2 SECURITY DEPOSIT

The total amount of security deposit will be 10% of the awarded value of work [DOE OM No. F.1/2/2023-PPD dated 01 st January 2024], i.e. contract price. Fifty percent of this amount (i.e. 5.0% of the contract price) shall have to be deposited as initial security deposit at the time of execution of agreement including the amount deposited as Earnest Money. Balance 5.0% of awarded value of the work will be deducted from the Running Account bills by way of percentage deductions. Such percentage deduction shall be @ 10% of the running account bills till the full amount of security deposit is realized / retained by the Corporation.

Acceptable Mode of payment of Initial Security Deposit

In properly executed Bank Guarantee issued by any Indian Nationalized/ Schedule Commercial banks in the approved format as enclosed herewith.

- a. For deposit upto Rs. 5,000/- : Demand Draft payable at SBI, Jaduguda.
- b. For deposit beyond Rs. 5,000/- and up to Rs. 1.00 Lakh.: DAC/TDR/FDR etc. from any Schedule Banks duly pledged in favour of UCIL.
- c. But in case of Earnest Money of amount more than Rs. 50,000/-, the Tenderer should submit Bank Guarantee issued by Nationalized bank.
- d. For deposit beyond Rs. 1.00 Lakhs: Bank Guarantee issued by Scheduled bank of jointly, severally bound with the Contractor to the purchaser for the amount same above.

The terms of the said guarantee shall be such as shall be approved by UCIL and the obtaining of such guarantee and the cost of guarantee to be so entered shall be at the expenses, in all respects, of the Contractor. The said guarantee shall be valid till the expiry of the defect liability period and issue of the final certificate by the Engineer, and with a claim period of Six months beyond it's required validity.

All compensation or other sums of money payable by the Contractor under the terms of this contract or any other contract or any other account whatsoever may be deducted from or paid by sale of a sufficient part of his security deposit or from the interest arising there from or from any sums which may be due or become due to the Contractor by the Corporation or any account whatsoever and in the event of his security deposit be reduced by reason of any such deduction or sale as aforesaid, the Contractor shall within fourteen days of receipt of notice of demand from the Engineer-in-charge make good the deficit.

Refund of Security Deposit

Before releasing security deposit (SD) in respect of supplies/works, a "No Due Certificate" shall be issued by EIC/OIC duly countersigned by head of the department after a "No Due Certificate" shall be issued by EIC/OIC duly countersigned by head of the department after ensuring that no amounts are recoverable from the supplier/contractor. EIC/OIC shall recommend release of SD and retention money after compliance by the contractor towards guarantee/warranty/performance guarantee & other related clauses as stipulated in the purchase/work order and on submission of formal claim by supplier/contractor.

On receipt of "no dues certificate" from EIC/OIC, SD or retention money retained in the form of B.G and/ or cash may be refunded at the earliest, if the contractor is not liable to pay any money to UCIL under any other contract.

FORFEITURE OF SD & RETENTION MONEY

The SD & retention money shall stand forfeited in favour of UCIL, without any further notice to the contractor in the following circumstances:

1. In case of any failure whatsoever on the part of the contractor at any time during performance of his part of the contract including the extended periods of contract, where notice is given and time for rectification allowed.

2. If the contractor indulges at any time in any subletting/ subcontracting of any portion of the work without approval of UCIL.

3. Conditions under which SD/Retention money will be forfeited, shall be clearly stipulated in the tender.

The Security Deposit BG shall remain valid up to sixty (60) days beyond the completion of work as certified by UCIL plus defect liability period as applicable and shall be released on Contractor's request thereafter.

In the event, Contractor does not submit Security Deposit in spite of notices; the amount of entire Security Deposit amount will be adjusted from the progressive bill(s) to be submitted by the party.

38.3 LIQUIDATED DAMAGES (LD)

Liquidated Damages (LD) shall be levied where reasons are attributable to supplier / contractors for delays in execution of purchase order/ contract. LD shall be levied @ 0.5% per week or part thereof on the value of unfinished supply/work order for each week of delay subject to a maximum of 5% of the total value of contract (excluding Taxes and Duties).

Contractor shall be solely responsible for any damages, theft, pilferage during lifting, loading, unloading, shifting and transportation of materials, machine. Proportionate amount shall be recovered for such damages from final payment and discretion of Engineer-in-charge in this matter will be final.

For the portion of delay which is attributable to UCIL / force majeure or to the supplier / contractor, the case shall be dealt with as follows:

Delay attributable to UCIL / Force majeure

LD Not Applicable

Taxes & Duties

Any increase in taxes and duties on account of statutory increase, fresh imposition of any duty or taxes which take place during such extended period shall be admissible.

Price Variation

Price variation, if indicated in the Work Order/ Purchase Order, shall be applicable during such extended period.

Delay attributable to Supplier / Contractor

LD Applicable

Taxes & Duties

Increase / fresh imposition of taxes and duties during the extended period will be to the account of the supplier/contractor. Any decrease in taxes and duties during the extended period will be availed by UCIL.

Price Variation

Price variation, if indicated in the contract will be applicable for the work performed within the scheduled period of contract.

For work executed during the extended delivery period, the rates as prevailing on the last day of the scheduled contract period only may be paid. De-escalation /reduction, if any, which takes place, shall have to be passed on to UCIL.

4. The payment of the National Holiday (i.e. 26th January, 15th August and 02nd October) will be paid to the contractual worker by the contractor as per the minimum wages act and the same amount will be reimbursed to the contractor after submission of the bill.

38.4 DIFFERENT TAXES

Income Tax & other taxes will be deducted as per norms of the Corporation, if applicable.

38.5 CONVERSANCE WITH ORDER CONDITIONS

The Contractor shall be deemed to have carefully examined and to have knowledge of the conditions, specifications, schedules, etc. forming part of the order. Any information thus had or otherwise obtained from UCIL shall not in any way relieve the Contractor from his responsibility for executing the work in terms of the order. No claims of Contractor shall be admissible for Failure of the Contractor on above stipulation.

38.6 RESPONSIBILITY FOR PERFORMANCE OF CONTRACT

The Contractor shall be entirely responsible for the due performance of the order in all respects according to the intent and meaning of the specifications and all other documents referred to in this order.

38.7 SUB-LETTING

The Contractor shall not sublet/sub-contract the whole or any part of work or assigns the order or any part thereof without the prior written consent of UCIL. In the event the Contractor contravenes this condition, UCIL reserves the right to reject the work and complete the same at Contractor's Risk and Cost by taking out incomplete part of the work from Contractor's scope/ terminating the order and awarding it to alternate agencies.

38.8 LIQUIDATION, DEATH, BANKRUPTCY ETC.

If the Contractor shall die, dissolve or become bankrupt or insolvent or causes or suffers any receiver to be appointed of his business or any assets thereof compound with his creditors, or being a corporation commence to be wound up, not being a member's voluntary winding up for the purpose of amalgamation or reconstruction, or carry on its business under a Receiver for the benefits of its creditors or any of them, UCIL shall be at liberty:

- a) to terminate the order forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the Contractor or to the Receiver or Liquidator or to any person in whom the order may become vested, or
- b) to give such Receiver, Liquidator or other person the option of carrying out the order subject to his providing a guarantee up to an amount to be agreed for the due and faithful performance of the order.

38.9 AMENDMENT OF CONTRACT

During service delivery period some conditions may occur when the UCIL may require amending the Agreement, some of such conditions may be as followed

- a. Amendment of the Contract after event of Force Majeure: In case of occurrence of any exceptional event/ circumstance such as Force Majeure, which has been more specifically stipulated in the General Terms and Conditions, which has affected either party directly to perform the agreed services, the agreement can be amended. However, cause, evidence and nature of such effect shall be notified to the other party.
- b. Amendment in statutory variations: All statutory variations leading to increase in the cost of the contract will be debited to the UCIL accounts.

38.10 SUSPENSION AND TERMINATION

UCIL may at any time temporarily stop the work under the order or any part thereof by notice in writing to the Contractor. UCIL will not be liable to the Contractor for any damage or loss or idle wages caused by such period of suspension.

The agreement shall be come to an end either on completion of the Contract Period or shall be terminated for the following reasons:

1. Mutual consent: The contract may be terminated based on mutual consent in case the services are no longer required. Termination based on mutual consent will not attract any penalties or shall not be liable for any extra payments other than payment of invoices raised till the time of termination including notice period.

2. Breach of contractual obligations: Any incidents considered as the breach of contract will result in immediate termination of services. UCIL shall have the right to terminate the Contract effective immediately by giving written notice to the Service Provider if, the Service Provider breaches a material provision of this Contract where that breach is not capable of remedy; or if the Service Provider breaches any provision of this Contract and fails to remedy the breach within 14 days after receiving notice requiring it to do so.

However, termination of this Contract shall not affect any accrued rights or remedies of either party.

38.11 NEGLIGENCE, DEFAULT AND RISK PURCHASE

If the Contractor fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any order given to him in writing by UCIL in the order, UCIL may give notice in writing to the Contractor calling upon him to make good the failure, neglect or contravention within such time as may be deemed reasonable and in default of the compliance with the said notice, UCIL without prejudice to its rights under the order, may rescind or cancel the order holding the Contractor liable for the damages that UCIL may sustain in this regard.

If the Contractor fails to comply with such notice within a period of 15 (fifteen) days from the date of serving thereof, UCIL shall have the option and shall be at liberty to complete the work at the Risk & cost of Contractor by taking out incomplete part of the work from Contractor's scope/ terminating the order and awarding it to alternate agencies.

This shall be without prejudice to UCIL's rights under other clauses of this order.

UCIL shall have right to recover all expenses, costs and charges incurred in completion of the work by deducting any money due or which may become due to the Contractor or by revoking the Bank Guarantees.

38.11 FORCE MAJEURE

Force majeure is an event beyond the control of supplier/contractor and not involving the supplier's/contractor's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to acts of the purchaser/contractor either in its sovereign or contractual capacity, wars or revolution, hostility, acts of public enemy, civil commotion, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts and freight embargoes or any other event which UCIL may deem fit to consider so. The decision

about force majeure shall rest with UCIL which shall be final and binding. Force Majeure clause has to be compulsorily embedded in the order.

If there is delay in performance or other failures by the supplier/contractor to perform obligations under its contract due to event of a Force Majeure, the supplier/contractor shall not be held responsible for such delays/failures.

If a Force Majeure situation arises, the supplier/contractor shall promptly notify the purchaser in writing of such conditions and the cause thereof within fifteen days of occurrence of such event. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonable/practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period of exceeding sixty days, UCIL may at its option terminate the contract without any financial repercussion on either side.

38.12 ARBITRATION

All disputes or difference whatsoever arising between the parties out of or relating to the contract shall be settled through discussions between the Chairman & Managing Director of UCIL and the Authorized signatory of the contractor. In case an amicable settlement is not arrived at, the matter will be settled through Arbitration by appointment of sole Arbitrator as approved by CMD, UCIL.

The provisions of The Arbitration & Conciliation Act, 1996, and Rules made there under and/or any statutory modifications or re-enactment thereof for the time being in force shall apply to such arbitration proceedings. The language of the arbitration proceedings shall be English and the place of arbitration proceedings shall be the concerned UCIL unit where the contract is executed. For Global tender this clause may be modified by the competent authority on case to case basis.

38.13 JURISDICTION

The courts within the local limits of whose jurisdiction the place from which the purchase order is issued is situated only shall, subject to Arbitration Clause, have jurisdiction to deal with and decide any matter arising out of this contract.

38.14 NOTICES

All notices under this work order shall be given in writing and shall be deemed sufficiently given when delivered either in person or by fax or by registered mail addressed to the other party at its address set forth in this Work order with a copy to the nominated representative (if any) at site.

If any such notice is delivered by hand, it shall be duly acknowledged and if given by fax it shall be confirmed by registered letter within seven days of the date of such notice.

Either party shall by notice in writing inform the other party of any change of its address as stated herein below for receiving such notices.

38.15 CORRUPTION, GIFT AND PAYMENT OF COMMISSION

Any bribe, remuneration, commission, gift or advantage given, promised or offered by or on behalf of the Contractor, his agents or representative or anyone on his or their behalf to any employee, representative or agent of UCIL or any person on his behalf in relation to the execution of this or any other order with UCIL shall in addition to the criminal liability under the laws in force, be liable to cause of cancellation of this order and also to payment of any loss resulting from such cancellation to UCIL. Integrity pact signed by the Contractor with UCIL.

38.16 WARRANTY AND GUARANTEE/DEFECT LIABILITY

The Contractor shall warrant and guarantee that the work executed will be of high quality in all respects and conforming to the latest relevant standards and shall be free from any defects in the workmanship. In case of any defect, the same shall be rectified without any additional cost.

38.17 TERMS OF PAYMENT

UCIL will make payment under the Contract, basis the monthly bills with complete documentations as required in monthly RA Bill as received by the Contractor by 16th of every month, subject to any deduction if any.

It should be noted that the delay submission of monthly bills by contractor after 16th of every month, should not delay the payment delay by the contractor to the contractor workers in next month.

38.18 OTHER PAYMENT CONDITIONS

The Contractor shall put up the bills on the monthly basis to the Engineer-in-charge/Engineer Representative of UCIL for necessary certification. Payment will be made by UCIL in the following manner –

1. Monthly payment will be made against supply of manpower (skilled/semi-skilled/unskilled) as per quoted rates in price part.
2. Cost of food items and Night reimbursement will be reimbursed on monthly basis based on the actual consumption of eatables and quoted rates in price part by considering approved schedule of ingredients which is already accepted by contractor in Tender.

38.19 DOCUMENTS REQUIRED FOR PAYMENT

Subject to any deductions which UCIL may be authorized to make under the Contract, the Contract Price shall be payable as stipulated in Special Conditions upon submission of following documents in 1 Original + 3 Copies:

- a. Tax Invoice.
- b. Certification from UCIL for deployment of different category of manpower / work executed.
- c. Certification of monthly bills by designated Official-in charge of UCIL.
- d. Certification by designated Official-in charge of UCIL mentioning reimbursements/deductions made to contractor against monthly bills.
- e. Certification from UCIL that Contractor has made all statutory payments for the Bill period incl. EPF/ ESI/Additional Insurance for death benefit, adherence to the payment of minimum wages, bonus etc.
- f. Undertaking that CONTRACTOR has complied with all statutory requirements during the period for which the payment has been claimed.

In case any or all of the documents listed above is not submitted along with the invoice, payment shall be kept in abeyance till submission of the requisite documents. In such an event contractor shall ensure payment of due wages to his workmen as well as payment to statutory authorities keeping UCIL completely indemnified against any claims.

Contractor to adhere strict compliance of prevailing statutory GST norms while raising Invoice on UCIL. Any financial liability arising out of non compliance shall be borne by Supplier.

The monthly RA (Running Account) bills should be submitted to the Engineer-in-charge within 15 days of next month including the coupon count certificate of UCIL Jaduguda "Coupon Burning Committee". The each monthly bill should be accompanied with following documents i.e. one original bill set, 2 sets of photo copies duly certified & sealed by the contractor on each documents (Total three sets):

- a) Confirmation Receipt of ESIC (e-Pehchan Card) has to be issued to all eligible contractual labours from UMANG Portal (<https://web.umang.gov.in/landing/department/esic.html>) by contractor
- b) Confirmation receipt on upload all details on Jharniyojan portal (<https://jharniyojan.jharkhand.gov.in>)
- c) The seller should submit all employees' medical report before, first RA bill release.
- d) The seller should get certificate from EIC regarding all canteen contractual employee into A-Register entry before first RA bill release.
- e) Labour compliances check list duly filled.
- f) Form-A & B of Coupon Report (As given above) duly signed by the contractor.
- g) Tax invoice
- h) Coupon Burning Committee report of the month

- i) Coupon counting register
- j) GST paid receipt
- k) Form-B Wage Register
- l) Form-D Attendance sheets
- m) Form-C Fine/Advance/Damage/Loss/Deductions if any.
- n) Copy of ESI insurance
- o) Copy of bank certified payment proof of each worker/reliever
- p) Copy of wage slip with full details duly signed by contractor & acknowledged by worker/labour
- q) Certified copy of PF remittance Challan for workers/reliever
- r) Undertaking regarding contributions made by the contractors for EPF/ESI
- s) Copy of Provident Fund Registration Certificate issued by concerned Regional Provident Fund Commissioner.
- t) Copy of Employee State Insurance Registration Certificate issued by concerned ESIC / Employee Compensation Policy (wherever applicable)
- u) Undertaking letter for interstate migrant workers
- v) Monthly measurement register
- w) Form-A (Incase if there is any change in manpower later)

Bills will be released only after fulfilling the above

Only one RA bill has to be raised for each month and needed to be submitted within 10th of the consecutive month, if fails then the bill can be submit along with a valid reason in next grace period of 5 days. If you will fail to submit the RA Bill within the maximum time limit then an approval is needed against the bill from the competent authority with a valid reason for processing the bills.

38.20 ACCIDENT OR INJURY TO WORKMEN

The Contractor shall be solely liable for any accident or injury that may happen to any of his contractor workers engaged in the Contract. UCIL shall not be liable for, or in respect of, any damage or compensation payable at law in respect of, or in consequence of, any accident or injury to any personnel in the employment of the Contractor and the Contractor shall indemnify and keep indemnified the company against all such claims, damages, compensations and proceedings.

The Contractor shall forthwith report to UCIL all cases of accidents to any of his contractor workers and shall make every arrangement to render all possible assistance and aid to the victims of the accident.

38.21 Escalation:

a) Labour Escalation

The labour wage escalation will be paid as per formula mentioned below up to the scheduled completion date including duly approved Time or/and Value Extension, if any, on the items mentioned in the schedule of the items and rates. No escalation will be attracted for the period beyond duly approved time or/and value extension.

$$\text{WEV} = \text{R} * \frac{\text{W1} - \text{W0}}{\text{W0}}$$

Where the above abbreviations indicates as follows -

WEV = Wage Escalated Value

R = Work done value during period under consideration

W0 = Minimum Labour Wages based on Govt. notification as per ALC (C), Chaibasa as on the date of opening of the price bid or revised price bid whichever is later

W1 = Revised Minimum Labour Wages, based on Govt. notification as per ALC, (C), Chaibasa, during the period of execution of work

The above formulae of escalation will be applicable to all the applicable wages components e.g. Minimum Wages, ESIC, Additional Insurance, PF, Bonus, Paid Holidays etc. as per the quoted rate in Price Part accordingly.

b) Material Escalation

This tender does not have any provision for any material escalation. The contractor should take all such provisions and below mentioned provisions taken into account before applying for the bid.

Non-availability of raw materials will lead to stoppage of operations in canteen. So, UCIL will procure the required raw materials for minimum next ten (10) days from U.C.E. Co-Operative Store, Jaduguda and the billed amount will be paid directly to U.C.E. Co-Operative Store, Jaduguda. The same billed amount will be deducted from next monthly RA Bill of the contractor. Contractor has to bear the losses [Difference amount in market rate] (If any) due to non-availability of raw materials. Raw material includes night refreshment.

38.22 TDS FOR INCOME TAX

Tax deduction at source (TDS) shall be made towards income tax from all the bills of the contractor at applicable rates as per Income Tax Act and Rules.

38.23 DEFECT LIABILITY PERIOD

There shall be no Defect liability for this package. However, the Contractor shall be responsible to make good and remedy at his own expense within such period as may be stipulated by the designated Official-in-charge of UCIL, any defect which may develop.

38.24 Penalties & Fine

Penalties and fine can be imposed on either party in case they have caused loss to other party, loss can be financial as well as reputational. These losses may occur due to breach of contract/ agreement, faulty services, none/ delayed payment to the Service Provider for the services availed. Amount of penalties/ fine shall be settled / recovered during next payments/final settlements of the service provider and it should not be more than 5% of total work order value including manpower. The decision of imposing penalty is at the discretion of Engineer-In charge/Canteen Management Committee.

Penalties and fine are detailed below-

Sl. No .	Nature of Default	1st Instance	2nd Instance	3rd Instance
1.	Deficiency in quality of food items prepared on checking by the Canteen Managing Committee Chairman /Engineer-In-charge	2000/-	3000/-	5000/- onwards further
2.	Deficiency in cleanliness and maintenance of hygiene in Kitchen area on checking by the Canteen Managing Committee Chairman /Engineer-In-charge	2000/-	3000/-	5000/- onwards further
3.	Deficiency in cleanliness and maintenance of outside area including disposal of waste material on checking by the Canteen Managing Committee Chairman /Engineer-In-charge	2000/-	3000/-	5000/- onwards further
4.	Misconduct/ Disobedience of persons engaged by the licensee for the Canteen	2000/-	3000/-	5000/- onwards further
5.	Non-Adherence to approved rates/menu on checking by the Canteen Managing Committee Chairman /Engineer-In-	2000/-	3000/-	5000/- onwards further

	charge			
6.	If found Canteen Service provider is preparing <u>Non-menu items food</u> in UCIL, Jaduguda Mill Canteen on checking by the Canteen Managing Committee Chairman /Engineer-In-charge	2000/- + Non-menu Items no reimbursemen t	3000/- + Non-menu Items no reimbursemen t	5000/- onwards further + Non-menu Items no reimbursemen t
7.	If each employee of Canteen Service Provider will found without uniform Or The food supply employee without any of the items i.e. Uniform, hand gloves, head cap, Apron or Non maintaining of food delivery timings on checking by the Canteen Managing Committee Chairman /Engineer-In-charge	@ Rs. 50/- per month will be deducted from the contractor's RA bill till not complied.		
8.	In case of payment of wages to all labour/worker is not made by the contractor on or before 7th of succeeding month, failing which necessary action will be taken as deemed fit on checking by the Engineer-In-charge	1. As per Payment of Wages Act, 1936 [Clause No. 20 of THE PAYMENT OF WAGES ACT, 1936], penalty will be imposed to contractor with value of Rs. 1500/- for each such offence i.e. for every such delayed month (effective in the Monthly R.A. Bill for such delayed month) after 07th of the month as per the below mentioned 02 conditions – 1.1. In case payment of contractor workers (i.e. Central Minimum Wages) engaged for this work has not been made on the stipulated payment day i.e. on or before 07th of every month. 1.2. In Case of Bank Holidays/Corporation Holidays/weekend falls on 07th, Minimum Wages and Bonus payment should be done before 07th of the month. 2. As per Payment of Bonus Act, 1965, penalty		

		will be imposed to contractor with value of Rs. 1000/- for one time, if the Bonus payment will not happen within a period of eight months from the close of the accounting year i.e. November. 3. The Contractor shall put up the bills on the monthly basis to the Engineer-in-Charge / Engineer representative for necessary certification and payment on or before 16th of every month (In Case of Bank Holidays/Corporation Holidays/weekend falls on 16th, it will be 17th of the month), failing which, Corporation will not be responsible for the delay in payment of monthly RA Bill to contractor accordingly. In case of payment of wages to all labour/worker is not made by the contractor on or before 7th of succeeding month, UCIL being the principle employer will initiate the proposal for approval from the competent authority for the advance for the payment of contractor workers by 08th of the succeeding month, without any further delay. The same advance amount will be adjusted in next monthly RA Bill of the contractor.
9.	At Mill canteen utensil washing area, if the drain pipe of outgoing waste water will get jam due to the throwing of spillage/waste foods into the above drain pipe line on checking by the Canteen Managing Committee Chairman /Engineer-In-charge	It is in the scope of successful bidder that they should get clean the drain pipe line on their own cost within 4 days from the notice of C.M.C. otherwise @ Rs. 50/- per month penalty will be charged for delay.
10.	If any contract person/ deployed worker founds taking/carrying the prohibited substances like Gutka/drugs/Pan/smoking in the Canteen premises.	@Rs. 50/- per month penalty will be charged for non compliance.

11.	The raw materials stock should be available in store for minimum next ten (10) days except dairy products. On checking by the Canteen Managing Committee Chairman /Engineer-In-charge if found non-compliance	@Rs. 50/- for every instance (delayed days) on every non-availability of raw-materials, penalty will be charged for non-compliance.
12.	If Manpower is less than 20 Nos. during Monday to Saturday and less than 12 Nos. during Sundays, Holidays and National Holidays	Since period is very short period of 30 days, no penalty will be charged for non-compliance.

38.25 CONTRACTOR TO FOLLOW SECURITY RULES ENFORCED BY UCIL

The contractor shall strictly abide by the prevailing security rules and regulations and also to be enforced by the owner from time to time. Entry to the works premises of the owner is strictly restricted and only bona fide pass/permission holders are allowed.

38.26 MEDICAL CARE

The contractor shall be fully responsible for any first aid and emergency medical treatment to his contractor workers at the site. Necessary arrangements for this purpose shall be made by the contractor at site. In serious cases, Medical facilities of UCIL may be available to the contractor on chargeable basis.

OTHER TERMS AND CONDITIONS

1. Worker duty Allocation

Month wise total worker name wise and shift wise allocation chart should be submitted by you in last day of previous month, which is optional as desired by the Engineer-in-charge.

The daily report and monthly report format are enclosed for necessary action. Please compliance the above before submitting the bills for payment.

2. Duration of the Contract

The duration of the contract shall be 30 Days.

The Officer-in-charge of the work order is **Ms. Priti Tandon Asst. Manager (Pers) & Officer-in-Charge representative will be Shri Subhankar Shit, Assistant.**

3. WORK SPECIFICATIONS:

Location of Jadugora Project

Jadugora is a census town in the Musabani CD block in the Ghatshila subdivision of the East Singhbhum district in the Indian state of Jharkhand. Rankini Mandir, also known as Kapadgadi Ghat Rankini Mandir is a temple situated in Rohinibera village of Bansila Gram Panchayat in Potka block, near Jadugora.

The nearby railway stations are Rakha Mines Railway Station (3.8 km), Tatanagar (24.2 km). The nearest airport is Birsa Munda Airport, Ranchi (165 Km). The nearest Post Office is at Jadugoda Mines SO under Jamshedpur HO in Singhbhum Division Jharkhand Circle.

Location of Canteens

The mill and mine are located within a single complex with one common entry gate for mines and mill and guarded by CISF personnel. There are a total of one canteen, viz. the mill canteen, catering the employees of Mines and Mill. The mill canteen is located at a distance of about 1.5 km within the complex.

The mill canteen has the cooking facility for preparation of food and serving facility.

For serving food at mill canteen, the cooked materials are required to be transported by covered vans. Apart from that the above mentioned location, prepare food is required to be served at Mines Canteen.

4. Service Timings of Eatables(Table-1)

The tentative service timings of various eatables at different locations shall be as follows.

Sl. No.	Items	Time Schedule
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01.	Ordinary Tea (80 ml)	06.00 AM to 09.30 AM/ 02.00 PM to 06.30 PM
02.	Special Tea (80 ml)	Starts from 07.30 AM and as and when required
03.	Coffee (80 ml)	As and when required
04.	Breakfast (Poori and Idli) (Jalebi to be distributed every Monday)	06.00 AM to 09.30 AM
05.	Lunch/ Dinner	12:00 (Noon) to 04.00 PM/ 08.00 PM to 12.00 PM
06.	Snacks (Monday-Jalebi & Potato Chop) (Tuesday-Potato Chop) (Wednesday-Chanabara) (Thursday- Potato Chop) (Friday- Peyaji) (Saturday-Potato Chop) (Sunday-Potato Chop) Laddoo-1st day of every month, if falls Sunday than to be distributed on Monday	02.30 PM to 06.30 PM
7.	Night Refreshment packet	05.00 AM to 06.30 AM

NIGHT REFRESHMENT:

Supply, Distribution of Food, Snacks & Milk Packet in the Mill Division, Jaduguda as per Specifications of Food Consumables filled by the Buyer as enclosed in the bid document.

The contractor intends for Supply, Distribution of Food, Snacks & Milk Packet in the Mill Canteen, Jaduguda.

Sl. No.	Description	Tentative Requirement of Snacks/ Milk Packet	Criteria for Snacks Packet Supply
1.	Supply, Distribution of Food, Snacks & Milk Packet in the Mill	As per Price Bid Format	Branded packed eatables items approved by the

	Canteen, Jaduguda.		“FASSI” and certified/confirm by the EIC.
2.	Timing as per Schedule	06.00 AM to 07.00 AM	Daily timing for distribution area at Mill Canteen, Jaduguda.
3.	Stocks	----	Parties should maintain at least 10 days buffer stocks at distribution site.

The contractor shall also provide Supply, Distribution of Food, Snacks & Milk Packet in the Mill Canteen, Jaduguda as per the Specifications of Food Consumables filled by the Buyer as enclosed in the bid document during the contract period.

5. Specifications of Eatables

(i) Quantity of Ingredients(Table-3)

Sl. No	Item	Ingredients as per Schedule	Average consumption 30 Days
1	Ordinary Tea 100 Cups.	Sugar 1 Kg Tea 0.100 Kg Milk P. 0.250 Kg	18011
2	Special Tea 100 Cups.	Sugar 1 Kg Tea 0.150 Kg Milk P. 0.350 Kg	16090
3	Coffee 80 Cups.	Sugar 1 Kg Nescafe 0.100 Kg Milk P. 0.400 Kg	1057
4	Poori 70 Nos.	Atta 1 Kg Dal 0.500 Kg. R. Oil 0.350 Kg Masala & Salt as desire	46795

5	Idli 64 Nos.	Rice 1 Kg Urad Dal 0.333 Kg Chana Dal ½ kg R. Oil 0.050 Kg Masala & Salt as desire	23235
6	P.Chop 55 Nos.	Potato 1 Kg Besan ½ kg R. Oil 0.250 Kg Masala & Salt as desire	17918
7	Chana-wada 70 Nos.	Chana Dal 1.00 Kg R. Oil 0.250 Kg Onion 0.500 Kg G.Chilli 0.050 Kg. Masala & Salt as desire	4784
8	Peyaji 100 Nos.	Besan 1.250 Kg. Onion 1.250 Kg. R. Oil 0.600 Kg Masala & Salt as desire	6874
9	Meal 100 Nos.	Atta 20 Kg/ Boiled Rice 20 Kg Masur Dal 5 Kg Potato 5 Kg Onion 4 Kg Green Veg. 10 Kg Green Chilli 1 Kg Oil 1 Kg Adrak 0.250 Kg Lahsoon 0.200 Kg Panchphoran 0.050 Kg Bhujia 10 Kg. Onion Papad/Chatni/Pickle Masala & Salt as desire	11249
10	Laddu 100 Nos.	Besan 0.769 Kg Sugar 1.500 Kg R.Oil 0.577 Kg Colour as desire	4896
11	Jalebi 400 Nos.	Maida 2.700 Kg Sugar 5.400 Kg R.Oil 2.200 Kg Colour as desire	9304

Note:-Salt, Soda Salt, water, masala etc extra ingredients in preparation of above items to be used as per required.

(ii) Quality of Ingredients(Table-4)

The quality of each ingredient shall conform to the specifications given in the table below.

Specifications of Food Consumables filled by the Buyer			
S.no	Name of Item	Specific Brand, if applicable [All Brands should be FSSAI Certified Brand as applicable, Fresh i.e. Expiry date needs to be checked before procurement and Hygienic i.e. no duplicate brand will be allowed]	Specific place of purchase
1	Tea leaves	Tata-Tea Premium, Tea Gold, Brooke Bond-Tazza, Red label, Taz Mahal	Any place as per the Specific Brand availability as mentioned LFS
2	Milk Powder used for making Tea/Coffee	Nestle-Everyday Dairy Whitener, Mother Dairy-Dairy Whitener, Amulya-Dairy Whitener	Any place as per the Specific Brand availability as mentioned LFS
3	Boiled Rice	Baba-Premium Rice, Super gold-boiled rice	Any place as per the Specific Brand availability as mentioned LFS
4	Atta	ITC-Aashirwad Shudh Chakki Aata, Adani Wilmar- Fortune Chakki Fresh Atta, Cargill- Nature Fresh Sampoorna Chakki Atta	Any place as per the Specific Brand availability as mentioned LFS
5	Mustard oil	B P Oil Mills-Haathi, Adani Wilmar-Fortune Premium Kachi Ghani Pure Mustard Oil, Mahesh Edible Oil-Saloni	Any place as per the Specific Brand availability as mentioned LFS
6	Refined oil (Soyabean Oil usage is strictly prohibited)	Marico- Saffola Tasty, Mother Dairy-Dhara Refined Sunflower Oil, Adani Wilmar-Fortune Sunlite Refined Sunflower Oil, Adani-Fortune Rice Bran Health Oil	Any place as per the Specific Brand availability as mentioned LFS

7	Masala	Tata Sampann Garam Masala, EVEREST Food-Everest, Mahashian Di Hatti-MDH, DS Group-Catch Spices, Rasoi Magic - Ready to Cook Spice Mixes	Any place as per the Specific Brand availability as mentioned LFS
8	Salt	Tata Salt, ITC-Aashirvaad Iodized Salt, Saffola Salt Plus - Less Sodium	Any place as per the Specific Brand availability as mentioned LFS
9	Coffee	Nestle- Nescafe, HUL-Bru, Tata-Coffee	Any place as per the Specific Brand availability as mentioned LFS
10	Besan	Adani Wilmar-Fortune Chana Besan 100% Chana Dal 100% Taste, Tata Sampann 100% Chana Dal Fine Besan, ITC-Aashirvaad 100% Chana Dal Besan	Any place as per the Specific Brand availability as mentioned LFS
11	Papad	Lijjat-Papad, Shreeram-Papad	Any place as per the Specific Brand availability as mentioned LFS
12	Panchphoran	Sunrise-Pure, PanchPhoron Whole Spice, Mahashian Di Hatti-MDHPanch Puran	Any place as per the Specific Brand availability as mentioned LFS
13	Mixed Pickles	Ushodaya Enterprises-Priya, Desai Foods -Mothers Recipe Mixed Pickle (Mp/Ei) Bottle, Pradhan-Mango Pickle, Girish Chanachur& Snacks-Sreshth Pickle	Any place as per the Specific Brand availability as mentioned LFS
14	Masurdal/ Urad Dal/ Chana DalEdible Color to be used in Jalebi	As per market availability	Any place as per the market availability as mentioned LFS

15	Sugar	As per market availability	Any place as per the market availability as mentioned LFS
16	Night Refreshment (Value-Rs. 55 MRP)	Milk- Amul/ Mother Dairy/Sudha, Sev Namkeen/Moong Dal-Sreshth/Bikano/ Haldiram/Bikaji/Fakira Chanachur/Mustafi, Biscuit/Toast Biscuit - Brisk Farm/Britannia, Cake - Parle/Priya/Britannia, Soan Papdi - Bikaji/Haldiram/Bikano, Packaged Juice - Frooti/Maaza/Slice/Tropicana/B-Natural/ Paper Boat/Parle Agro (Appy), Peda - Sudha/Amul/Brijwasi, Curd- Amul/Mother Dairy/Britannia/Nestle/Paras/Milky Mist	Any place as per the Specific Brand availability as mentioned LFS
17	All Green vegetables, Potato, Onion, Ginger & Garlic should be fresh		Jaduguda weekly (Sunday & Thursday) haat/bazaar only

Quantity of Ingredients and the quality of each ingredient as mentioned above may change during the contract period based on UCIL discretion.

(iii) Fixed Schedule of Days wise Breakfast & Snacks preparation as follows (Table-5):

Contractor should strictly follow the following items day wise schedule

Days	Breakfast		Lunch	Snacks	Dinner
Sunday	Poori with masur dal	Idli with chatni & Tea	Meal with pickle	P. Chop & Tea	Meal with pickle
Monday	Poori with alu chana & Jalebi	Idli with chatni & Tea	Meal with chatni	P. Chop, Jalebi & Tea	Meal with chatni
Tuesday	Poori with masur dal	Idli with chatni & Tea	Meal with pickle	P. Chop & Tea	Meal with pickle
Wednesday	Poori with alu matar	Idli with chatni & Tea	Meal with papad	Chana wada & Tea	Meal with papad
Thursday	Poori with masur	Idli with	Meal with	P. Chop &	Meal with

	dal	chatni & Tea	pickle	Tea	pickle
Friday	Poori with soyabari	Idli with chatni & Tea	Meal with chatni	Piyagi & Tea	Meal with chatni
Saturday	Poori with kabli chana	Idli with chatni & Tea	Meal with papad	P. Chop & Tea	Meal with papad

- (iv) The Contractor should use only commercial LPG cylinders in the staff Canteen. Use of Kerosene and other flammable items are strictly prohibited. The fuel cost for preparation/cooking of food will be borne by the contractor.
- (v) The Contractor shall not engage any agent or enter into sub-contract with any other caterers for running the said services.
- (vi) The Catering Contractor shall not carry any business other than running the Canteen on in the UCIL Canteen premises.

6. Deployment of Manpower

- All Manpower/Women age must be between 18 years to 60 years only with sound health.
- Working Women will not be allowed for night shift duty (6 PM to 6 AM).
- No mobile is allowed to any of the workers. Only supervisor can have standard mobile phone without camera & non smart phone.
- On yearly basis the entire workers of the contract should gone through Annual Medical Examination, once before employment, once in a period of 6 months, as per the Rules 71, 88 Sch. II of Atomic Energy Factory Rules, 1996 and the details of pre-employment and periodical medical examinations carried out as aforesaid shall be recorded in the prescribed form 1.

CANTEEN STAFF ENGAGED ON WEEKDAYS (MONDAY TO SATURDAY)

CANTEEN ATTENDANT – 2 Persons (Semi-Skilled)
HEAD COOK - 5 Persons (Skilled)
HELPER - 17 Persons (Unskilled)

Total Manpower for 04 Shifts (A, B, C & G Shift) = 24 persons

CANTEEN STAFF ENGAGED ON WEEKENDS (SUNDAY, HOLIDAY AND NATIONAL HOLIDAY)

CANTEEN ATTENDANT – 1 Person (Semi-Skilled)
HEAD COOK - 2 Persons (Skilled)
HELPER - 11 Persons (Unskilled)

Total Manpower for 04 Shifts (A, B, C & G Shift) = 14 persons

JOB RESPONSIBILITIES

CANTEEN ATTENDANT (Semi-Skilled)

1. Allocate the duties to the contractor workers according to their capabilities and capacity for smooth functioning of the canteen.
2. Procure and receive all raw materials.
3. Issue raw materials to the cook or helpers as and when required for preparation of eatables.
4. Contractor's Attendant will be Engineer In-Charge/Engineer Representative of store items and raw materials.
5. Maintain the account of the stock items and keep record of the material received and issued in a proper manner.
6. Responsible for keeping accurate holding of stocks as per ground balance of accounting records.
7. The information regarding number of meals (Lunch/Dinner) coupons sold each day will be collected by the Contractor from the Attendant of canteen, daily at 10.00 AM and 6.30 PM respectively. Supply and sale of coupons shall be done by UCIL.
8. Also to check with cook on regular basis whether the appliances used in canteen kitchen like gas pipes , burner, roti making machine, mixie, grinder etc are working properly and If they are not working and any maintenance is required same has to be informed to UCIL canteen Attendant .immediately
9. Keep a register of daily consumption of eatables at distribution place, which shall be duly certified by the Officer-Engineer In-Charge/Engineer Representative of UCIL.
10. The daily consumption report against selling of eatables to the employees shall be submitted to the Officer-Engineer In-Charge/Engineer Representative on every alternate day.
11. Responsible for loss/damage of materials kept in store.
12. To ensure completion of all on boarding process of contractors, which includes - PME/IME, Form A Register maintenance, Gate Pass Issuance and training completion, fire training completion.
13. In no case, there should be wastage of eatables.
14. Ensure that the contractor workers should always be in clean prescribed uniform, close-cut hair, clean, shaved etc.
15. Responsible for the good behavior and etiquette of their staff as well as for efficient and prompt service.
16. Maintain all the safety precautions and safety appliances to their workmen engaged for this work shall be provided.
17. Ensure that all the grocery items procured by him shall be stored in a covered container with lid. Any grocery item shall not be kept opened.

18. Contractor Attendant shall put up the bills on the monthly basis to the Officer-Engineer In-Charge/Engineer Representative for necessary certification and payment by 16th of every month.
19. Any other additional duty allotted by the Engineer In-Charge/Engineer Representative of the Canteen.

HEAD COOK (Skilled)

1. To prepare snacks as per the UCIL schedule and menu.
2. To prepare lunch/meals as per the UCIL schedule and menu.
3. To prepare Tea/Special Tea etc. as per the UCIL schedule and menu.
4. Any other additional duty allotted by the Engineer In-Charge/Engineer Representative of the Canteen.
5. To check the appliances used in canteen kitchen on regular basis like gas pipes , burner, roti making machine , mixie, grinder etc. If they are not working and any maintenance is required same has to be reported to Contractor's Attendant.immediately

HELPER (Unskilled)

1. Serve food items in the Canteen distribution counter everyday as per the time schedule fixed by UCIL. The Contractor must follow the distribution-timing schedule strictly.
 2. To provide regular room service to the Officers/Staff
 3. To distribute Night Refreshment packets as per certification of Time Office team.
 4. To collect the used cups/plates & utensil's etc. within the canteen premises.
 5. To assist Cook in preparation of snacks /lunch/ meals/ Tea/ Special Tea.
 6. To clean crockery/cutlery/utensils etc.
 7. To sweep and wash the floor area.
 8. Cleaning/dusting table, chair and other furniture in canteens.
 9. Cleaning slabs and area where food is cooked.
 10. Cleaning of surrounding areas of canteen, making the surroundings clean.
 11. Any other additional duty allotted by the Engineer In-Charge/Engineer Representative of the canteen.
- a. Contractor has to issue the job responsibilities as mentioned above in writing to all on boarded contractor workers of Mill Canteen, Jaduguda.
 - b. After medical examination all contractor workers should attend Training classes and thereafter bidder should enrollment them in Form A [Part-A] register is compulsory as per the Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017. Failing which the employee will not be allowed inside the mill area.
 - c. Food supply worker should wear Uniform, hand gloves, head cap and

aprons compulsorily.

- d. The tentative deployment of shift-wise and location-wise manpower shall be as mentioned below and as per Point No. 22 mentioned above. Contractor shall be responsible for running the Canteen in 4-shift /day i.e. “A”, “B” , “C” and “G” shift with above mentioned contractor workers strength for management of day-to-day work such as supply and serving of eatables, cleaning of utensils, proper housekeeping etc.
- e. UCIL may also at its own discretion completely change the allocation of persons at any of the locations or in any of the shifts indicated above and may interchange the nature of work assigned to any of these persons.
- f. UCIL may also at its own discretion allocate any or all of the above persons for any other nature of work at any other place and at any other time which may be totally different from what is indicated above.
- g. The punching of worker attendance is compulsory without punching no payment will be done.

7. Special Instructions by UCIL

UCIL shall have the right to give any instruction to the contractor necessary for the safe and orderly execution of the work and/or to forthwith remedy/ modify/ remove/ stop any work matter/practice considered pre-judicial to the interest of the public, for which no specific provision has been made in these terms and conditions and the contractor shall be obliged to comply with the same, without any claim for compensation for the same.

In the case of any danger, accident, in the course of execution of the work, the contractor shall take immediate steps in his own or as directed by the UCIL or statutory authority, to remove the danger and ensure safety of employees of the contractor/UCIL.

8. General

In case of all claims arising out of any dispute, reference or award, in connection with or due to non-payment /short payment by the contractor or his representatives or any accident involving the employees /dumpers /equipments of the contractor or any accident to third party or damage to its property or penalties imposed for non-compliance of any provision(s) of any Act /rules/Regulations /Bye-laws /Orders, by the contractor, the contractor shall have full responsibility and liability for the same and the UCIL shall stand fully indemnified by the Contractor against all such claims.

If the UCIL suffers any loss on account of suspension of production or idleness of its equipments /employees or on any other account or damage to its property, due to any

failure on the part of the his representative/employees or from the dumpers /equipments of the Contractor, the value of the same as assessed by the UCIL shall be recovered from the contractor's bill /security deposit. The decision of the UCIL on this regard shall be final and binding on the contractor.

The UCIL shall have full right to deduct any excess payment /penalties /claims dues /taxes /levies etc. deductible /recoverable from the contractor as per the terms and conditions of the contract or as provided in law, from the bills and or security deposit of the contractor for any amount payable to him against this contract or any other contract with the UCIL.

9. Security of the Materials in Transit

The contractor shall be responsible for the security of the materials in transit and its safe delivery without any loss or damage. Where the material is weighed both at the loading and receiving ends, the shortage other than those on account of moisture loss will be to the account of the contractor.

10. Labour License

Before the actual commencement of work, the contractor will have to get a Labour license from the ALC, (Central) for engaging the laborers, **if applicable**, and he will be governed by all the provision of the Contract Labour Act 1970 (Regulation & Abolition), if applicable.

11. Payment of Idle Charges & Other Payments

There shall be no payment for idle charges of the contractor's equipment due to any reason.

In case of stoppage of work by local people /Bandh or any other reasons, no idle charges will be paid by UCIL towards Labour, Plant and Machinery etc. to the contractor for this work.

The contractor shall bear all costs and expenses for the execution of the contract. The UCIL shall bear no liability whatsoever on any account except of payment for the work done at the accepted rates subject to the terms and conditions of the contract.

In case payment of laborers engaged for this work, has not been made on stipulated payment day, UCIL shall take other suitable steps to make the payment to the workers at risk and cost of the contractor.

12. Laws Governing the Contract

This contract shall be governed by the Indian Laws for the time being in force and it shall be deemed to have executed at Mill Canteen Jaduguda, within the ordinary Civil Jurisdiction of the Competent Courts in the District Jamshedpur, Jharkhand State.

13. Inspection of Site

The bidder should inspect the site /route before submission of their tender.

14. Other Terms & Conditions Applicable to the Contractor

Law of the Land:

The contractor shall comply with all the laws of land (Acts, Rules, Regulations, Bylaws, Circulars, Guidelines, recommendation etc) as may be applicable to personnel and resources deployed for this work.

Execution of Agreement:

The contractor shall execute the agreement with the UCIL in the proforma approved by the UCIL for the execution of the work, within **08 (Eight) days** or as directed from the date of issue of letter of intent /Work Order on non-judicial stamp paper of requisite value, which shall be provided by the Contractor at his own cost.

Commencement of Work:

The Contractor shall start the work from 27.01.2025.

Payment Terms:

Running bill can be raised on work progress. Payment shall be made within 30 days from date of certification of bill by Engineer-in-charge and Engineer Representative after necessary recoveries.

Release of Bills:

Bills will not be released if minimum wages and all statutory payments to the employees are not paid electronically in contractor workers account and the Payment Certificate is obtained from contractor workers. The Certificate is to be enclosed with the bill.

Escalation:

No escalation shall be paid against this Menu items.

Site Conditions Etc:

All the work shall be executed as per existing site conditions and no extra claims shall be entertained.

Stoppage of Work:

In case of stoppage of the work by local people, Bandh or any other reason no idle charges will be paid by the corporation towards labour, plant and machinery etc.

Working Hours:

The working hours for the execution of the work will be fixed by the Engineer-in-charge in consultation with the contractor.

Housekeeping & Maintenance of Canteen by the Bidder

- a) The canteen and its precincts shall be kept clean and maintained in a sanitary condition.
- b) All the furniture, utensils and other equipment shall be kept clean and in a hygienic condition.
- c) The concerned contractor will be responsible for collecting the used canteen waste material cleaning and disposal of waste at his own arrangement & cost.

<PARTY LETTER HEAD>

UNDERTAKING - DECLARATION - ACCEPTANCE BY BIDDER

To

Assistant Manager – Personnel Mill
Uranium Corporation of India Limited
Jaduguda

I / Wehereby undertaking & certifying that -

1. I / We _____have read the bid document containing the Scope of Work (SOW) and Additional Terms and Conditions (ATC) attached in the applied bid received through Official E Mail ID of Asst. Manger (Pers.) Mill, Jaduguda of here to and agree to abide by such conditions.
2. I fully understand and abide by the tender conditions. If found successful I will sign it as an agreement without seeking any change.
3. I/We understand that the submission of offers / bids does not guarantee awarding of contract.
4. I submitted my offered value is total of (Total Menu Item cost + Total Default manpower & Night Shift Packet cost + Reimbursement of EL)
5. I / We further understand that in case of any information submitted by me / us being found to be incorrect, UCIL will have the right to summarily reject the bid, cancel the awarded contract (If any) or revoke the same at any time with forfeiture of EMD (Wherever applicable) /Security Deposit including debarment for a period of 1 year at any time without assigning any reason whatsoever. UCIL may also initiate criminal action as contemplated under the provision of IPC for submission of wrong/fraudulent documents.
6. In case of acceptance of Bid by the UCIL, I / We undertake myself / ourselves to execute the awarded contract without seeking any change within the time frame stipulated by UCIL and to commence the work as per the terms and conditions failing which, I / We shall have no objection to the forfeiture of full Earnest Money Deposit (EMD) (Wherever applicable)/ Security Deposit, deposited by us with UCIL, Jaduguda in addition to other penalties specified under the terms and conditions of the bid document.
7. UCIL and its representatives are hereby authorized to conduct any inquiries or investigations or seek clarifications or verify any statements, documents and information submitted in connection with this bid.
8. I/ We are not debarred / blacklisted by UCIL or by any PSUs/Govt. Organizations or any organizations where I/we have worked in my previous assignments.
9. I / We do hereby confirm that I / We have the necessary authority and approval and submit this bid.

10. I/We hereby confirm that if I/We fail (default) to pay statutory payment that is minimum wages, Bonus and Provident Fund to my contractor workers within the scheduled date for second instance, UCIL shall compel the contractor to stop the work besides taking other suitable steps to make the payment to the workers at Contractor's risk and cost including blacklisting procedure that is UCIL will carry out the incomplete work by any means at the risk and cost of the Contractor by taking out incomplete part of the work from Contractor's scope/terminating the order and awarding it to alternate agencies.
11. I/We will not sublet/sub-contract the whole or any part of work or assign the order or any part thereof without the prior written consent of UCIL. In the event the Contractor contravenes this condition, UCIL reserves the right to reject the work and complete the same at Contractor's Risk and Cost that is UCIL will carry out the incomplete work by any means at the risk and cost of the Contractor by taking out incomplete part of the work from Contractor's scope/terminating the order and awarding it to alternate agencies.
12. If my undertaking is becoming wrong then my tender can be cancelled by the buyer at any point of time.
13. All the data and information as furnished in this proposal are correct and true covered by our formal proposal no. _____, dated _____.

VERIFICATION:

Verified at _____ on this _____ day of _____ year, that the contents of the above undertaking are true and correct to my personal knowledge, no part is false and nothing material has been concealed from my side.

Signature of the Bidder

Name:

Designation:

(Seal of the Company)