TENDER FOR
HIRING OF MANPOWER CONTRACTOR FOR FORECOURT MANAGEMENT SERVICES AT LNG/L-CNG STATIONS FOR A PERIOD OF TWO YEARS IN SOLAPUR GA

TENDER NO.IMC/SOLAPUR/26-27/140

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1.0 INTRODUCTION

In 2017, IMC has forayed into City Gas Distribution and received the authorization to undertake City Gas Distribution Project in Solapur Geographical Area (GA) by PNGRB, as per vide order dated 06-03-2017.

Further PNGRB vide their letter dated 08.03.2019 has authorized IMC Ltd. for Geographical Area of Solapur for executing CGD project to provide Natural Gas for the Domestic, Commercial, Industrial and Transport consumer segments in Solapur GA, Maharashtra.

2.0 SCOPE OF SERVICES

This enquiry deal with contract for hiring of manpower contractor for Forecourt Management Services at LNG/L-CNG Based Mother Stations at Chincholi MIDC for a period of two years in Solapur GA.

The Manpower requirement is tentative and may vary during award and execution of Work.

3.0 SCOPE OF WORK

The scope of work will be to provide manpower for Forecourt Operations of LNG/L-CNG stations at Chincholi MIDC at Solapur GA. The work will be executed on awarded rate basis. The brief scope of work will be as follows:

> CNG dispensing services for dispensing of CNG from the dispensers into vehicles and filling of Mobile cascades. CNG station management service for station management jobs like sales accounting, cash handling up to collection deposition into bank on daily basis, house-keeping and cleaning of entire station premises including washrooms, record-keeping, overall station management & related jobs at LNG/LCNG Stations.

Brief Scope of Work is mentioned in above is tentative and may vary during award, for detail scope of work refer Technical Tender Vol II of II.

Manpower deployment for various categories are as follows:

i. Forecourt Management Services

SR No	Item Description	UOM	Quantity required for two years	A-52 LNG/LCNG Station
1	Forecourt In charge	Man-Month	24	One per month
2	Cashier	Man-Month	24	One per month
3	Technician	Man-Month	96	04 nos per month 1st Shift-01 no 2nd Shift-01 no 3rd shift-01 no General/Reliever-01 no
4	Filler	Man-Month	720	30 nos per month 1st Shift-09 nos 2nd Shift-09 nos 3rd shift-09 nos General/Reliever-03 no
5	Housekeeping	Man-Month	96	04 nos per month 1st Shift-01 no 2nd Shift-01 no General/Reliever-02 no

ii. Role & Duty Hours

Sr. No.	Type of Manpower	Role	Duty hours
01	Filler	CNG dispensing in customer vehicle (02/03/04 wheelers and buses)	Shift working i.e A shift – 06:00 AM to 02:00 PM B shift – 02:00 PM to 10:00 PM C Shift – 10:00 PM to 06:00 AM Note: Weekly off is applicable but weekly off of monthly manpower shall not be on same day.
02	Supervisor	Overall, in charge including Forecourt gas reconciliation	General shift 09:30 AM to 06:00 PM, however he will be responsible for 24 x 7 operation management and shall be any time available on phone and move to site as per requirement and IMC instruction Note: Weekly off is applicable but weekly off of monthly manpower shall not be on same day.
03	Cashier	Cash management and reconciliation of daily basis	General shift 09:30 AM to 06:00 PM, however he will be responsible for 24 x 7 operation management and shall be any time available on phone and move to site as per requirement and IMC instruction Note: Weekly off is applicable but weekly off of monthly manpower shall not be on same day.
04	Technician	Filling LCVs, routine/minor breakdown/preventive maintenance of dispenser, LCVs, LCV post	Shift working i.e A shift – 06:00 AM to 02:00 PM B shift – 02:00 PM to 10:00 PM C Shift – 10:00 PM to 06:00 AM
05	Sweeper	Cleanliness and housekeeping of entire station	Two Shifts A shift – 06:00 AM to 02:00 PM B shift – 02:00 PM to 10:00 PM

The above is indicative typical manpower requirement however IMC Limited reserve rights to change as per their business requirement and vendor is bound to accept the same

4.0 DETAILED SCOPE OF WORK

4.1. EXTENT OF WORK

The scope of work (extent) of the Agency/Contractor shall include but not limited to the items mentioned below:

i) CNG stations at LNG/L-CNG stations, Chincholi, MIDC in Solapur GA.

ii) Three shifts will be operated on daily basis for operation of three or higher number of dispensers each at LNG/L-CNG stations, Chincholi, MIDC

iii) The contract shall comprise mainly of following services:

a) CNG dispensing services for dispensing of CNG from the dispensers into vehicles and filling of Mobile cascades (it will be in contractor scope to open HCV/MCV/LCV back door, connect fill hose, filling gas, disconnect fill hose and close the back door).

b) CNG station management service for station management jobs like

- Sales accounting,
- Cash handling up to collection deposition in designated bank account on daily basis,
- All kinds of online payments management, cash reconciliation,
- Forecourt gas reconciliation,
- Queue management
- House-keeping and cleaning of entire station premises including washrooms,
- Customer management (Including attending complaints, seeking feedback and any other issues)
- Record-keeping,
- Overall station management including all related jobs.

iv) Overall responsibility for all activities related to sales from the CNG dispensers irrespective of type of dispenser (Bus/Car or Single/Double arm).

v) Dispensing of CNG to vehicles and to collect cash, refund the balance and issue cash receipt to the customers.

vi) Courteous conduct with the customers.

vii) Handing over cash to the supervisor. Supervisor will be in contractor's scope.

viii) To manage the vehicle queue for smooth refuelling of vehicles.

ix) To note opening and closing readings of each arm of the dispensers before and after every shift and reporting the same to the Supervisor.

x) To maintain the Dispenser reading logbook as per the guidelines of IMC Limited.

xi) To check and attend the minor gas leaks from tubing/fittings around the CNG station and from the dispensers and reporting to the supervisor promptly.

xii) Routine/minor maintenance jobs for Dispensers such as draining and cleaning of coalescing filters, fitting nozzle converters, replacement of O-rings, gaskets, Valve handles, leak check, rectifying electrical connections etc. for all dispensers.

xiii) IMC Limited shall have the right to interchange the operators of any set of dispensers,

xiv) CNG station management service: Agency/Contractor has to perform the jobs as per below:

a) Overall Supervision/management of all activities being handled by Agency/ Contractor.
b) LEL (Lower Explosive Limit) checking.
c) Preparation of bills/invoices for retail sales to customers.
d) Complete housekeeping and up keeping of the premises, station including washrooms should be maintained clean and green.

xv) The contractor shall provide Safety Personal Protective Equipment (PPE) to all its manpower deployed and cost of the same shall be in contractor's scope. Contractor shall not recover or deduct as an advance from the salary of the persons deployed at IMC Limited LNG/L- CNG Stations on account of providing them Uniform, Safety Shoes, Safety Helmets, Raincoats, Reflective Jackets, Safety Goggles, Hand gloves etc. and other such items. If contractor fails to do so, penalty shall be charged as per COMPENSATION FOR NON- FULFILMENT OF OBLIGATIONS UNDER HANDLING AND MAINTENANCE OF FORE COURT CONTRACT.

xvi) One-time safety training shall be provided by IMC prior to deployment subjected to report by contractor with PPEs.

xvii) It is assumed that before quoting for this contract, contractor has visited the site to understand the quantum of work.

xviii) The qualifications and experiences of the personnel to be engaged in the execution of the activities as per Scope of work are as follows**:**

Sr. No.	Services to be Performed	Minimum Qualification	Preference
1	CNG Dispensing Service (CNG Filler)	12th (Intermediate) pass in any discipline, or ITI in any discipline	1-year experience in CNG Station/ OMC Retail Outlet for fuel dispensing.
		10th pass (High school)	3 years or more experience
2	Station Management Services (Supervisor)	Graduate in any discipline, or Diploma in Engineering discipline.	1-year experience in CNG Station/ Compressor Station/Oil & Gas installation/ OMC Retail Outlets (Workable knowledge of computers is mandatory with minimum experience of 1 year).
3	Station Housekeeping and Cleaning services (Housekeeper/ Cleaner/ Sweeper)	Basic Primary Education (Should be able to read, write and speak in Hindi/ Local language)	1-year experience in relevant job along with Character Certificate from local police station.
4	CNG technician	ITI	1-year experience in CNG Station/ OMC Retail Outlet for fuel dispensing.
5	Cashier	Minimum B COM	Minimum 01-year experience in cash management

xix) Contractor are required to verify above mentioned qualifications and experience and shall submit documentary evidence to IMC Limited for approval before deputing on site.

4.2. MANPOWER RELATED OTHER REQUIREMENTS

i) The services shall be provided as required anywhere in Solapur district.

ii) The Bidder/ Contractor will be the employer for its manpower deployed at the Company. There will be no employer-employee relationship between the manpower deployed by the Contractor & the Company. Any grievance of any of these employees deputed in any capacity shall be handled by the Contractor only & the Company shall not be responsible for the same.

iii) Employees for Company's Forecourt Management work shall be provided as per the instructions of Project-in-charge. Drivers shall keep record of fuel refueling & kilometers run for necessary audits. The necessary formats will be provided by the Company. In case the services would be required beyond 09 hours, the drivers shall not refuse to do duty beyond 09 hours.

iv) The Contractor shall be responsible for any theft or loss of property – that is attributable to its manpower. The Contractor shall have to make good such loss incurred by the Company.

v) The Contractor shall ensure that the persons deployed will not have any bad habit such as drinking, smoking, drugs or any unnatural preferences. The Contractor will get police verification done before deploying anyone in the above tasks – & also provide a copy of the identification proof, driving license, domicile, Aadhar card & a

vi) The Contractor shall ensure that all the applicable statutes are complied with & ensure that proofs of compliance with PF/ ESI/ Minimum Wages etc. are attached along with the monthly invoice raised.

vii) The charges mentioned in the above table are inclusive of all statutory dues including but not limited to PF, ESI etc.

viii) Contractor has to deposit their staff salary into his bank account on or before 10th of every month.

ix) All persons deployed should know spoken Hindi & Marathi.

x) The Contractor shall provide the registration certificate copy – under PF, ESI, GST & license under Contract Labour Act to Company & Bank Details for record. In addition, the Contractor will give a copy of its PAN Card to Company for record.

xi) The Contractor shall take a policy under Employee Compensation Act for its employees deployed under this Work Order.

xii) The Contractor shall give the persons deployed necessary uniform, safety shoes, identity cards, Personal Protective Equipments (PPEs) & umbrella (whenever required), & necessary training & capabilities to perform the duties at the premises.

xiii) The Contractor should ensure that all the payments to the deployed persons like salary etc. should be made through Bank only & proof thereof shall be provided to the Company within 15 days of the payment.

xiv) The Contractor shall ensure to provide weekly rest to each employee deployed under this Work Order on staggered basis. The Contractor shall be responsible for ensuring weekly rest & alternate arrangement during weekly rest. Maximum 26 working days with 04 weekly offs shall be allowed for each employee in a month. Overtime or working beyond prescribed hours is only allowed on prior approval from IMC.

xv) Leave Encashment 18 days per annum of un-availed Privilege Leave in a year at 5% based on Basic & Special Allowance shall be billed & paid on monthly basis. Leave Register Copy to be attached & proof of payment should be produced.

xvi) Form C under Payment of Bonus Act will be produced & minimum 8.33% of annual earned Basic & Special Allowance will be paid as Bonus on monthly basis to eligible employees of the Contractor.

xvii) The Contractor shall immediately replace staff in case of resignation and/or instruction from IMC on behaviour/non-performance or any other ground.

xviii) If the applicable minimum wages increases/decreases, then the same will be informed to IMC for a revision in the amount payable.

xix) The Company shall, in the event of the Contractor committing any breach of any of the terms & conditions of this Work Order or if the services provided by the Contractor is considered to be unsatisfactory by the Company or for any other reason considered by the Company as insufficient, be entitled to terminate this Work Order by giving one month's notice in writing.

xx) On expiry or earlier determination of this Work Order, the Contractor & the persons deployed shall vacate the said premises, without in any way causing any damage & hindrance to ingress or egress to said premises & property therein. Drivers shall safely park the Company vehicles & handover keys & any other provided tools etc. as per the instruction of IMC Project in-charge.

5.0 DELAY / INTERRUPTION IN THE OPERATION SERVICE

5.1 The agency/contractor will deploy qualified, efficient and experienced personnel to discharge the contractual obligation effectively.

5.2 At any circumstance, any delay or interruption in the forecourt operation services shall not be entertained for any reason what so ever.

5.3 If due to any reason the services are not available for any particular period, penalty shall be charged as per COMPENSATION FOR NON-FULFILMENT OF OBLIGATIONS UNDER HANDLING AND MAINTENANCE OF FORE COURT CONTRACT.

5.4 The decision of EIC shall be final in this regard.

6.0 EQUIPMENTS, TOOLS & TACKLES

6.1 The Contractor shall without prejudice to his overall responsibility to execute and complete the work as per specifications and time schedule, progressively deploy adequate equipment, tools & tackles and augment the same as decided by the Engineer- in-Charge depending on the exigencies of the work so as to complete all works within the contracted time schedule and without any additional cost to IMC Limited. All the tools and tackles to be used for the execution of job should be in good shape and should be tested/ calibrated.

7.0 INSTRUCTIONS TO CONTRACTOR

7.1 The contractor shall ensure upkeep of the LNG/L-CNG Station. All items required for housekeeping and cleaning job such as detergents, phenyl (liquid and solid), toilet cleaners, washing soaps/ liquids, all types of brooms and buckets, any other item required shall be in contractor’s scope of supply.

7.2 The contractor shall provide at its own cost, uniform (Both T-Shirt/Shirt + Trouser) are mandatory, to its employees at the outlet and ensure that its employees, while on duty, wear such uniforms. Non-compliance will lead to penalty as per COMPENSATION FOR NON-FULFILMENT OF OBLIGATIONS UNDER HANDLING AND MAINTENANCE OF FORE COURT CONTRACT.

7.3 The contractor shall be responsible for ensuring that its employees conduct themselves in a proper manner and are courteous to customers. The contractor shall not engage or employ any person with a criminal record/background.

7.4 The contractor shall take due care of the equipment installed at the L-CNG stations and ensure that the same are operated by properly trained people in a prudent manner. In case of any breakdown / damage / or defect in the equipment, the contractor shall immediately notify to the EIC and shall not operate the equipment till clearance is given by EIC. In case it is found that damage is due to intentional act or highly negligence, IMC may recover such cost from contractor RA bill. IMC Limited GA head decision will be final in this respect.

7.5 The contractor shall follow safety procedures, from time to time specified by IMC Limited for operating the outlets regarding handling of CNG. The contractor shall ensure full compliance with the guide lines, norms, rules stipulations etc. as may be prescribed by chief controller of explosive (CCOE), Chief fire officer (CFO), and any other statutory authorities from time to time in respect of safe handling, storage and sale of CNG at site.

7.6 The contractor shall ensure compliance with all such safety guidelines/directives given by IMC Limited from time to time which will include but not limited to checking of metallic plates (fitted on body of the vehicle signifying make of CNG conversion kit, CNG cylinder, validity thereof etc.), endorsement in RC Book (issued by regional transport office) of the vehicle and witnessing genuineness of cylinder prior to filling CNG in the vehicle etc.

7.7 Without prejudice to the right of IMC Limited to adjust the cash deposit and/or invoke the bank guarantee, in case of any delay in the payment of the aggregate Retail amount, the contractor shall pay to IMC the Delayed Payment Charges (DPC) at the rate of 16% (sixteen percent) per annum on the amount unpaid from the due date of payment until date of actual payment and/or realization. Such Delayed Payment Charges shall be compounded monthly.

7.8 The work is to be carried out in "Restricted Area" (i.e. operating area not open for all being hazardous in nature) and Contractor shall work as per the instructions of Engineer- In-Charge.

7.9 The contractor shall have to increase / decrease the number of CNG Fillers and technician within the contract period specified in this enquiry document for deployment of services. Instructions regarding this shall be given by EIC.

7.10 The contractor shall maintain general purpose tools & tackles to perform the jobs of minor maintenance. Minor maintenance shall include jobs like minor leak arrests from joints in dispensers, cascades, piping, minor civil/electrical maintenance etc. Such jobs shall not require any expertise. No separate claim shall be entertained for these works.

7.11 The jobs performed under this contract shall be of services in nature and supply items if any, such as spare, consumables, if required, shall be provided by IMC Limited. However, the material required for cleaning and upkeep of the CNG stations shall be provided by the contractor as specified in this enquiry document.

7.12 The contractor shall arrange at his own cost the boarding, lodging & to and fro transportation for his staff during duty hours including off duty hour for business requirement. IMC shall make arrangements for cash collection. Till the time the cash is handed over to IMC/IMC colletion agency, the insurance(Cash in/ Safe in) has to be taken by the bidder.

7.13 The contractor shall provide proper identification cards to his personnel duly signed by the contractor or his authorized representative.

7.14 During contract period, qualified bidder (contractor who has been awarded the contract) or his staff /crew cannot resort to strike or other means of agitation on any ground, which affects the forecourt operations. Any absence of crew / staff shall be viewed seriously and contract is liable to be terminated by IMC Limited withholding all balance dues of contract and deposits and including encashment of performance bond.

7.15 The contractor shall liaise/ deal with the local operational issues in consultation with local authorities like police, fire brigade and other concerned authorities to protect the IMC Limited asset.

7.16 The cash handling / deposits etc. is to be carried out by contractor on daily basis. The traveling and other cost related to deposit of cash, cheques, online transactions, etc. is on contractor's account. The entire responsibility, in case of receiving fake currency notes, shall be of the contractor and such amount has to be made good before depositing.

7.17 The Client (IMC) shall provide a dedicated point-of-sale (POS) transaction machine for each L-CNG station

7.18 The Client (IMC) shall open a dedicated current account in reputed bank for each L-CNG station. IMC will arrange cash collection agency for cash deposition in the bank. Online/digital transaction for CNG sales shall be linked to this account only.

7.19 The Client (IMC) shall provide facility for digital payment platform with BHIM, UPI, Google Pay, PhonePe and Paytm. IMCL will also provide a Bank account where all the sales proceed will be transferred/collected/deposited.

7.20 The reconciliation and cheque / coupon / payment instruments collection is in Contractor's scope. The shortage etc. will be on account of the contractor.

7.21 IMC will provide cash collection agency and will arrange for cash deposition in bank account.

7.22 The contractor shall transfer the total amount of CNG sold in a day to IMC Limited bank account by single NEFT/RTGS transaction on daily basis and submit the transaction details to IMC Limited representative. Total amount of CNG sold in a day will be calculated by the following formula: -

Total amount (In INR) = Total CNG sale in kg of a day X CNG rate per kg of the day.

7.23 Gas accountancy on daily & monthly basis shall be provided by the contractor to IMC Limited. The contractor will calculate total sale of CNG on daily basis jointly with EIC. For any kind of discrepancy or malpractice between Gas sales & Cash collected, contractor will be responsible for the same.

7.24 Payment shall be made to the contractor within 15 days from date of invoice submission (without any error) for each calendar month for the jobs performed in the preceding month.

7.25 The contractor shall not assign or transfer the jobs to anyone nor shall appoint a sub-contractor for the said purpose.

7.26 The Contractor shall comply with the provisions of all the applicable labour laws, particularly following Acts and any amendments/medications thereto or any other law relating thereto and rules and there under from time to time and comply with all provisions applicable therein and/or make all the payments specified therein.

i) Payment of Wages Act 1936.

ii) Workmen's Compensation Act 1923.

iii) Industrial Disputes Act, 1947

iv) Minimum wages Act 1948

v) Employees State Insurance Act 1948

vi) Maternity Benefit Act 1961

vii) Mines Act 1952

viii) Employees provided funds and Misc., Provisions Act 1952.

ix) Contract Labour (Regulation and Abolition) Act 1970

x) Payment of Bonus Act, 1965

xi) Factories Act 1948

xii) Shops and Establishment, Factories Act.

xiii) Any other as per state and central government notification / guideline / applicable laws

7.27 The contractor shall be fully responsible for complying with the provisions (including documentation and submission of reports on the above to the concerned authorities) and shall indemnify IMC Limited from any such lapse for which the Government/statutory authorities hereunder may take action against the Contractor and/or IMC Limited.

7.28 The contractor shall be liable to pay his contribution and his employee's contribution to the State Insurance Scheme, Provident Fund Authorities, etc. in respect of all his employees for the performance of his obligations under this Agreement in accordance with the provisions of the Employees' State Insurance Act, 1948, Employees Provident Fund and Miscellaneous Provisions Act 1952 as amended from time to time. The PF No. & payment details of each employee to be presented with the monthly bills.

7.29 In case the contractor fails to submit full pay details and the contributions payable of his employees employed at IMC Limited LNG/L-CNG Stations, IMC Limited shall recover from the monthly Bills of the contractor the amount of the shortfall in contribution assessed by the concerned authorities. The amount so recovered shall be paid to the concerned authorities against the actual contribution payable for Employees State Insurance or Employees Provident Fund, etc.

7.30 The monthly PF, ESIC challans etc. to be presented with the monthly RA bills. Also, Individual PF & ESIC Nos. of all contractor employees to be submitted to IMC Limited otherwise RA bills will not be processed for releasing the payments.

7.31 The contractor will be responsible for making the salary directly to the bank account of his employees by 7th of each month from his own sources and the concerned bank statement shall be attached with next month RA bill.

7.32 IMC Limited shall also have the power to deduct any sum required / estimated to be deducted from the amount due to the Contractor for the following:

e) Making good the loss suffered by his employees due to non-fulfilment of Contract Labour (R&A) Act, 1970.

f) Non-payment of wages/minimum wages under the applicable statutes.

g) Deductions from the wages of his employees which cannot be justified under the Contract Labour (R&A) Act 1970.

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

7.33 Such deductions mentioned in Clause 7.32 above will only be made based on a report from the local Labour Commissioner/Inspecting Officer in accordance with Contract Labour (R&A) Act, 1970.

7.34 All payments shall be made by the contractor to his employees in accordance with the various Rules and Regulations stated above. The contractor shall keep IMC Limited indemnified from any claims whatsoever inclusive damages/costs or otherwise arising from injuries or alleged injuries or to death of persons employed by the Contractor.

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

a) Workmen compensation and risk of accidents of contractor's own employees and representatives.

b) Risk of accident and death to third parties through acts of contractor's own employees and the risk of damage to the property of third parties arising out of the acts of contractor's employees and representatives, and

c) Risk of damage to the property of IMC through the acts of contractor's employees and representatives.

7.36 IMC Limited shall always have the right to carry out inspection by their officials for determining the quality of jobs being carried out for efficient operation of the LNG/L-CNG Station without any notice and the Contractor shall render all assistance for the same.

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

7.38 The contractor shall observe and implement all the laws of the land and the rules framed there under for the staff employed by him and IMC Limited shall in no event be liable or responsible for any default or non-observance of such laws/rules on the part of the contractor.

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

7.40 The contractor shall provide the police verification of all the employees provided by him prior to the service. Police verification shall be submitted within 45 days after issue of LOA failing of which penalty would be applicable as per COMPENSATION FOR NON- FULFILMENT OF OBLIGATIONS UNDER HANDLING AND MAINTENANCE OF FORE COURT CONTRACT.

7.41 The contractor shall not carry out any business at/from the premises of the LNG/L-CNG Station other than that of sale of the Petroleum products supplied by IMC Limited and except allied products/services like distilled water, lubricants etc. to the customers as may be directed by the Project in Charge from time to time.

7.42 The contractor shall have the right to enter the premises only for the purpose of performing the jobs stated in this enquiry document at the said premises and shall have no right, title or interest in the said premises or outfit and it is agreed by the contractor and declared in particular that the contractor shall not be deemed to be in exclusive possession of the said premises. The contractor will have no claim on dealership for the LNG/L-CNG Station on the sole basis of this Agreement.

8.0 HEALTH SAFETY AND ENVIRONMENT (HSE)

8.1 The contractor shall adhere to the Health, Safety and Environment (HSE) management system as per IMC Limited Specification and General Conditions of Contract.

8.2 Contractor and their personnel shall observe and shall take care of all Fire & Safety and Security rules of IMC Limited / Regulating Authorities during execution of work.

8.3 It shall be contractor's responsibility to perform the work in a secured manner and following all the safety regulations as defined in relevant codes / standards.

8.4 Below minimum safety precautions to be followed while filling:

i) Approved CNG kit is fitted to the vehicle

ii) Tested cylinder is fitted to the vehicle

iii) Nameplate details for validity of CNG usage

iv) No smoking, naked flame or any other source of ignition is there at CNG station

v) No leakage from the CNG system of vehicle

vi) Ensure engine and any other equipments are switched off, hand brakes applied

vii) No persons allowed inside vehicle

viii) Do not leave the vehicle while filling

ix) During and after filling ensure there is no leakage from vehicle

x) Disconnect the filling hose immediately after filling

xi) Any other required for safe operation

9.0 COMPENSATION FOR NON-FULFILMENT OF OBLIGATIONS UNDER HANDLING AND MAINTENANCE OF FORE COURT CONTRACT

9.1 Non availability of manpower in any shift/any workplace will not be tolerable. The contractor will be penalized for each such act as follows:

9.2 For non-availability of manpower, a penalty of three times of SOR rates of the amount offered will be imposed on pro-rata basis for the duration of such non availability of services.

9.3 For every noncompliance of PPE's (Helmets, Safety Shoes, Hand gloves etc.) will be penalized @ Rs.500/- per person per shift.

9.4 For every noncompliance of uniform (T-Shirt/Shirt and Trouser) contractor will be penalized @ Rs. 500/- per person per shift.

9.5 IMC Limited will not tolerate any kind of indiscipline act at the premises from the contractor employees during the service time. If any such incident happens, the contractor will be penalized @ Rs10,000/- per act and the contractor shall terminate such employee from his/ her service immediately and condition of non-availability of manpower will be applicable after 24 hours from the termination of service.

9.6 Non-Compliance observation to perform any of the responsibilities mentioned in job responsibilities will attract penalty of @ Rs.1,000/- for each observation, and the equipment damage cost if occurred during the operations due to laxity of the man power shall be borne by the contractor, the equipment rate will be provided by IMC Limited.

9.7 If the contractor fails to provide PPE and Uniform to his manpower after stipulated time, IMC Limited will provide the PPE and Uniform at its risk and cost considering original invoice value plus 15% overhead charges will be recovered from contractor.

9.8 Police verification of all manpower to be deployed by the contractor shall be submitted before one week prior to deputation on site or within 45 days after issue of LOA whichever is earlier. If any new person(s) joins during the running period of the contract, contractor and new joinee both will submit self-declaration for character report and non-criminal record. Police verification of such person(s) has to be done immediately and report is to be submitted within 15 days. Non-compliance will attract penalty of Rs.500/- per person per week.

9.9 Not maintaining record at stations as per IMC Limited procedure will attract penalty of Rs.500/- per day.