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India

Request for Quotation (RFQ)
RFQ Number/Date 7030443 / April 29,2025
Purchasing Group/Telephone Services&works con

Your vendor number with us
1113629

Quot. Deadline Date:May 09,2025
Job Compl. Date :June 30,2027

Subject: Urgent Tender for "Rate Contract for Polymer Bagging, Loading & Associated Activities of PP, HDPE & LLDPE Warehouse and Polymer Powder Bagging & Associated Activities of LLDPE & PP Warehouse" of HPL Plant, Haldia, West Bengal

Dear Sir,
Sealed tenders are invited in Two Bid System for the above referred subject work. A set of tender documents is issued to you for submitting your offer.

Last Date and Time for submission of offer :09.05.2025,12.30 hrs

HPL takes no responsibility for delay, loss or non-receipt of tender documents sent by post or courier. Fax/E-Mail offers shall not be accepted.

The bid shall be submitted in the manner described in other terms & conditions in the tender.

IMPORTANT NOTE: PLEASE PROVIDE YOUR GST REGISTRATION NUMBER AND SAC CODES OF QUOTED MATERIALS

If you need any Technical Clarification, please contact:

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Md. Tanweer Alam (Ph. No.:03224-222158) for Bagging,
Mr. Surajit Bhattacharjee (Mb. No.:9433796015) for Loading,
and any Commercial Clarification, please contact:
Mr. Dipankar Mandal (Mb. No.: 09474089020).

Note to Bidders:

1) Bidder are requested to visit the site before submitting the Quotation.

2-a) Daily Rated Contractors' Employees (DRCEs') under MOS

There are four categories of Manpower under MOS DRCEs'

- i) High- Skilled, ii) Skilled,
- iii) Semi- Skilled, iv) Un-Skilled

Bidders are advised to quote considering the wage rate as stipulated in the MOS (Memorandum of Settlement) dated 19.11.2024. Bidders are advised to quote their bid accordingly. HPL will not entertain any change of wages during the contract period for MOS/ Non-MOS workmen. Bonus @ 8.33% (MOS Only) need to be inbuilt in the contract. Revision of Bonus beyond 8.33% (if any) shall be reimbursed extra at actuals subject to management approval.

2-b) Daily Rated Contractors' Employees (DRCEs) under Non-MOS

There are two categories of Manpower under Non-MOS DRCEs'

- i) Sr. Machine Optr.1 ii) Sr. Machine Optr.2

"Bidders are advised to quote considering the wage rate as stipulated in the Non-MOS (Memorandum of Settlement) dated 24.01.2020. Bidders are advised to quote their bid accordingly. Bonus @ 8.33% (MOS Only) need to be inbuilt in the contract. Revision of Bonus beyond 8.33% (if any) shall be reimbursed extra at actuals subject to management approval."

2-c) Supply Labour for Bagging (Non-MOS workmen)

"Bidders are advised to quote considering the wage rate as stipulated in the Non-MOS (Memorandum of Settlement) dated 25.02.2021. Bidders are advised to quote their bid accordingly. Bonus @ 8.33% (MOS Only) need to be inbuilt in the contract. Revision of Bonus beyond 8.33% (if any) shall be reimbursed extra at actuals subject to management approval."

2-d) Supply Labour for Loading (Non-MOS workmen)

Bidders are advised to quote considering the wage rate as stipulated in the Non-MOS (Memorandum of Settlement) dated 25.02.2021. Bidders are advised to quote their bid accordingly. Bonus @ 8.33% (MOS Only) need to be inbuilt in the contract. Revision of Bonus beyond 8.33% (if any) shall be reimbursed extra at actuals subject to management approval."

HPL will not entertain any change of wages during the contract period for MOS/ Non-MOS workmen.

3) Please submit your Quotation within Quotation Deadline Date.

Earnest Money Deposit (EMD)

The Technical BID shall be accompanied by an Earnest Money Deposit(EMD) of 15,00,000.00/- in the form of Demand Draft / Bank

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Guarantee (BG), from any Scheduled Bank in India, and issued in favour of HALDIA PETROCHEMICALS LIMITED, payable at HALDIA, failing which the tender is liable to be rejected. No interest will be payable by HPL on the Earnest Money Deposit. The Earnest Money Deposit paid by the successful bidder will be retained towards the Security Deposit for the fulfilment of the CONTRACT or be refunded. In case of Bank Guarantee (BG), the validity would be minimum 03 months.

This EMD, nevertheless, shall be forfeited if the bidder declines to accept/execute the entire job at his quoted rate and / or fails to start work within the stipulated period mentioned in the RFQ Document, or fails to execute the CONTRACT within 10 days of the receipt of LOI/Contract

EMD should be contained in separate envelope and clearly superscribe on the envelope

" Earnest Money Deposit"

Name of the work: _____

RFQ No.: - _____

Please note the following details of our company regarding GST

Company : Haldia Petrochemicals Limited

Provisional Id no. : 19AAGCB2001F1Z9

Item	Service No	Quantity	Unit	Description
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00001

ANNUAL BAGGING OPERATION CONTRACT(HDPE)

1 Power unit

Bagging & Associated Activities (HDPE) for the period 01.07.2025 to 30.06.2026

A. Scope of Work of Contractor Agency:

The scope of Bagging & Associated Activities includes Normal Bagging Operation and all supporting activities as described in the following line items (1 to 9). Housekeeping is an integral part of the scope of work. Necessary details are given below. Agreed rates shall be payable for the jobs listed below i.e. 1,2,3,4,5,6,7,8,9. No other payments shall be made other than these line items.

1 Normal Bagging Operation:

Under this line item all the following clauses (1.1 to 1.5) are under normal bagging operation. Basis of certification of monthly bills of contractor agency for Line Item-1 shall be "per mt of prime, non-prime and off-grade polymer bagged at the bagging lines only".

Normal Bagging Operation includes Bagging Line Operation, counting of filled pallets / bags after completion bagging of a particular lot , store keeping of Empty Bag Storage Room, Re-printing, Re-charging, Erasing, Manual Stamping, Shifting of Loaded Pallets from Palletisers to Bay / Bins in Warehouses ,Loading Bays or any other location within the complex as advised by Polymer Logistics, Shifting of Loaded Bags from one Warehouse to another Loading Bays or any other location within

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the complex as advised by Polymer Logistics, Loading and unloading of filled pallets onto trucks using Forklifts, Shifting of Empty Bags from one Warehouse to another, Shifting of Empty Pallets from one Warehouse to another, Battery Changing Operation, Recovery Operation, Manual Palletisation, Dumping & Re-palletisation , Capping / De-capping of dumped filled bags at the designated location. Scope of this activity also includes arranging tarpaulins at the job location from the designated storage location as advised by Polymer Logistics during capping. Fitting the caps & Tying of the draw strings is a part of the scope of this job. Removing the caps after untying the draw strings during de-capping, folding the tarpaulins and shifting it to designed location as advised by Polymer Logistics is also a part of the scope. It will be the responsibility of the Contractor Agency to ensure that the tarpaulins are handled properly and safely and any damage whatsoever is avoided during handling, transportation, capping & de-capping.etc. Supporting activities means supply of forklift trucks with operators to other Plants for Plant-related operations, supply of supply manpower to other Plants for Plant - related operations etc including housekeeping.

The Contractor Agency shall ensure the portable machines and any malfunctioning hand stitching machines are immediately deposited at bagging maintenance room after informing the Bagging SIC and collected after repair and trial run. For malfunctioning portable weighing machines, these are to be sent to Bagging SIC room and replaced immediately with properly working machine.

Depending on the organization's business requirements, the Supply Workers allocated to Polymer Logistics, may have to be deputed to our Bagging Plants to undertake certain specific time-bound task(s) commensurate with their skill. Similarly, Supply Workers allocated to our Bagging Plant, may be deputed to Polymer Logistics as per the criteria mentioned above. The Contractor Agency will be responsible for ascertaining such requirements from the Bagging Shift Incharge on duty or concerned HPL official and mobilizing the agreed manpower within the agreed time frame so as to be able to complete the assigned task safely and to the satisfaction of the concerned HPL officer within the allotted time. Necessary supervision during execution of the allotted task is to be ensured by the Contractor Agency.

1.2 Supervision and coordination to ensure safety at the work place by complying with the HSEF Policy of the Company. The Contractor Agency shall provide all necessary PPEs as per HPL specifications and norms including safety shoes, uniform, insulated /non insulated gloves, helmets, ear plugs, nose masks, safety goggles etc to their workmen as and when required.

1.3 Standard Operating Procedures (SOPs) shall be followed until advised otherwise.

1.4 Any other jobs related to bagging as required shall be advised by the concerned HPL Officer- In-charge to the Contractor Agency as and when required.

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1.5 Housekeeping of Bagging & its Associated Areas and Outside Areas:

(i) Manual sweeping, dusting, collection and bagging of swept materials of Bagging Areas, Battery Charger Rooms, Empty Bag storage area

BDP / AMPP Bagging Area , Fork Lift Repair Area , Other Solids Area, HDPE Flaker Area, approach roads to Bagging Areas, sitting & eating place of contractual employees, janitorial and other areas pertaining to Bagging function. Regular removal of broken & unserviceable pallets to designated place as advised by Polymer Logistics and cleaning of equipment are a part of housekeeping.

(ii) Purchase and provision of all tools like brooms and sticks, hoes, belcha, spades, sickles, buckets etc. as and when required for housekeeping activities are in the scope of the Contractor Agency.

(iii) Cleaning of Bagging Operational Areas and their Associated Areas' walls upto man height, Operation Rooms and Offices on a daily basis.

(iv) Operation of all electric lights, fans, industrial aquaguards /Water purifier cum coolers in Bagging Operational and their Associated Areas.

(v) Housekeeping (outside Bagging Operational & Associated Areas) include sweeping, cleaning of debris and garbage, shifting of garbage and dumping in the nearest bin / vat or designated location, cutting of grass and small shrubs, washing with water as and when required or any other related activity as advised by the Officer-In-Charge.

(vi) Regular disposal of food waste in the dustbin outside of bagging plants to ensure health and hygiene of the operating areas.

(vii) Regular housekeeping of bagging area bathroom to ensure health and hygiene of the areas.

(viii) Watering of potted plants and gardens.

" Quantum of Jobs & Working Hours : The indicative volume of work would be around 3.12 lacs mt/annum (around 26 KT /month on an average). However, the volume of mentioned work shall vary from month to month and day to day operation depending on actual HPL business need.

Normally Bagging related operational activities shall be done in 'A' shift (i.e. 06:00 hrs to 14:00 hrs) and 'B' shift (i.e. 14:00 hrs to 22:00 hrs) including working on Sundays. Working on holidays (as per HPL approved holiday list) shall be as per HPL business need.

2 Bagging during night shifts and differential payment

2.1 Though normal operation of Bagging shall be carried out in A shift (i.e., 6 am to 2 pm) & B shift (i.e., 2 pm to 10 pm). However, Bagging operation during C shift (i.e., 10 pm to 6 am) shall also be the requirement as and when required as per business need. Contractor agency shall be doing all the arrangement for night shift operation partly or fully as advised

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by concerned officer in-charge.

2.2 Intimation for work in night shift shall be communicated to the contractor agency by 7 pm on same day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge on daily basis and get the information for night shift operation.

2.3 Quantity bagged during night shift shall be billed under Line item-1. In addition to, a differential amount shall be payable to contractor agency against this line item on account of additional expenses for night operation.

3. Bagging during Holidays and differential payment

3.1 Though normal operation of Bagging shall be carried out seven days a week including Sunday. However, Bagging operation during Holidays (A / B / C shifts) shall also be the requirement as and when required as per business need. Based on business requirement, on HPL declared Paid Holidays, the organization reserves the right to operate Bagging Plants or partially suspend bagging operations or completely suspend bagging operations. However, irrespective of the operational status of Bagging Plants, it may be required to provide forklift trucks with operators, as per Logistics truck loading plan. It is the responsibility of the Contractor Agency to obtain this information from the concerned HPL Officer-in-Charges latest by 19:00 hrs on the preceding day for planning man power and resource deployment.

3.2 Intimation for work on any Holiday shall be communicated to the contractor agency by 7 pm on previous day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge on daily basis and get the information for arrangement of Bagging on Holidays.

3.3 Quantity bagged during Holidays (HPL declared Holidays only) shall be billed under Line item-1. In addition to, a differential amount shall be payable to contractor agency under this line item on account of additional expenses for operation on Holidays.

4 Idle Payment:

Though monthly indicative volume may be around 26kT on an average, the volume of work shall vary from month to month as well as day to day depending on the business need. However, a minimum committed quantity of 25 kT / month for HDPE Bagging Plant shall be given by HPL and any shortfall in committed quantity of 25 kT / month shall be payable to the Contractor Agency subject to certain conditions mentioned below. During Shut down of Bagging, the Contractor Agency's manpower may be deployed to other areas within the Complex at no additional charge. The Contractor Agency will be responsible for the supervision and safety of his workmen at the assigned area. The fulfillment of this criteria is mandatory for claiming idle payment

5. Payment of Additional Supply Labourers for Plant/ Dumping/ Repalletisation Job:

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If supply labourers are required beyond the engagement as per shift schedule, the HPL Officer-In-Charge will instruct for additional deployment and payment shall be made under this line item.

6 Payment of Additional Forklift Operators for Plant Job:

If forklift operators are required beyond the engagement as per shift schedule, the HPL Officer-In-Charge will instruct for additional deployment and payment shall be made under this line item.

7 Bagging of Other Solids:

This includes Bagging of Blowdown Powder (BDP), Waste Powder and Pellets (WPP), Low Polymer Flakes and lumps (by HDPE Bagging Plant), Plant sweep (PS) and Floor sweep (FS) material.

All other associated activities i.e. Manual Palletisation, Dumping, Re-Palletisation, Re-charging, Erasing, Manual Stamping, Shifting of Loaded Pallets to Warehouses / Loading Bays or any other location within the complex as advised by Polymer Logistics,, Shifting of Loaded Bags from one Warehouse to another, Shifting of Empty Bags from one Warehouse to another or HDPE Flaker House , Shifting of Empty Pallets from one Warehouse to another or HDPE Flaker House, Shifting of Loaded Pallets from HDPE Flaker House to Warehouses/ HDPE Flakes godown, Recovery Operation etc. pertaining to bagging of other solids are also under the scope of this line item.

When filled pallets are shifted by forklift / truck to a location outside the Product Warehouse and dumped there, the job includes shifting the empty pallets back to Product Warehouse. During repalletisation, supplying empty pallets at the job location is a part of the scope of the contract.

HDPE / PE Wax flakes bagging includes filling, accurate weight of 20 kg net weight per filled bag, folding, stitching, manual repalletisation, arranging of empty bags & empty pallets, weight checking of one sample pallet per shift and warehousing. PE Wax flakes bagging and associated activities will need to be done on a daily basis in three shift operation (A, B and C shifts). Printing of lot, grade etc. on each filled bag using hand held printers or as per the advice of Bagging SIC or Officer Incharge is in the scope of this contract.

Bagging of other solids (Ps, FS, BDP, WPP, AMPP & RPP) includes sieving, filling, folding, stitching, manual palletisation, arranging of empty bags & empty pallets, weighing of each filled bag (except RPP) and warehousing.

Recovery operation in Product Warehouses includes sorting, sieving, filling, folding, stitching, manual palletisation, arranging of empty bags and empty pallets, weighing of each filled bag, disposal of used bags and warehousing.

Payment will be given as per actual tonnage (MT) of other solids bagged only. No other payment will be made separately for the associated activities as mentioned above.

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8.Payment of Additional Machine Operators for Plant Job:

If Bagging Machine operators are required beyond the engagement as per shift schedule, the HPL Officer-In-Charge will instruct for additional deployment and payment shall be made under the applicable line item

B. Special Conditions of the Contract:

1.0 Responsibilities of Contractor Agency:

1.1 Contractor Agency shall be solely responsible for the given contract of "Bagging & Associated Activities (HDPE)" pertaining to Bagging function. Contractor Agency shall also be responsible for the deployment of required resources and direct continuous supervision of the job. The entire responsibility of supervision of the above stated job shall be managed and administered by the Contractor Agency. Time-bound operation shall be the prime responsibility of the Contractor Agency.

1.2 The Contractor Agency shall provide a conveyance car at the work site during working hours for the purpose of emergency requirements such as sending their employees to the nearest hospital for medical treatment, if required and / or any other emergency requirement arises during the process of operation. Concept of common pool car for all the three Product Warehouses and entire warehouse operation inclusive of Bagging and Logistics activities shall be accepted in all shifts.

2.0 Work Culture:

2.0.1 A healthy work culture at the work place shall be ensured as per the appropriate statute. Contractor Agency shall be responsible for the work culture and discipline in Bagging operation.

2.0.2 In the process of job operation, the Contractor Agency shall not indulge in any form of direct or indirect malpractices defined as misdemeanor in the appropriate statute.

2.0.3 Contractor Agency shall not indulge in any sort of restrictive and / or compartmentalized work practice in the process of job execution.

2.0.4 The Contractor Agency should ensure a positive attitude of his employees so that there will be no conflict or dispute related to fulfilling the Company's business requirement and maintaining rules and regulations.

2.0.5 Contractor shall ensure that their manpower deployed in HPL Plant has not been convicted under any criminal law.

However, if it is subsequently detected by HPL, the concerned workman / workmen shall be debarred from entering HPL Plant premises and shall be prosecuted as per the law in force if found within HPL premises thereafter.

2.0.6 Material build-up in Polymer Plant would affect Plant operation. The Contractor Agency shall mobilize the required additional resources to remove such build-up as per the advice of the concerned HPL Officer-In-Charge within 12 hours of notice.

2.0.7 Forklifts would be allotted to the respective Contractor Agencies by the Team Leader - Bagging for carrying out Bagging as well as Logistics activities. However, one Contractor Agency would release some of the forklifts to other Bagging / Logistics

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Contractor Agencies based on the requirement given by HPL Bagging SIC.

2.0.8 The Contractor Agency will have to comply with all Statutory rules applicable in HPL.

2.0.9 The Contractor Agency will have to prepare the Biometric schedule for their workmen for the subsequent month before 25 th of the running month and submit it to the concerned G shift officials for approval.

It will be also the responsibility of the contractor agency to ensure that the attendance and leave records of their workmen in the system owned by HPL is maintained and updated accurately .

2.0.10 All workmen shall report to their duties strictly as per approved monthly biometric shift schedule and within the scheduled hours as required by the Principal Employers.

2.0.11 The Contractor Agency is to ensure that the absenteeism of their workmen is avoided .Habitual absenteeism need to be reported to the Bagging and Plant HR #IR officials for information and advice on the forward path. .

2.0.12 The Contractor Agency is to ensure that Bagging Line Operation is continued while handing over and taking over takes place i.e. from 'A' shift to 'B' shift and from 'B' to 'C' shift operation, where ever applicable.

2.0.13 The Contractor Agency is to ensure that Bagging Line Operation is continued without any disruption outside the tiffin breaks.

2.0.14 Forklift Operators engaged by the Contractor Agency are to manage their operations in such a way that Bagging operation should not come to a standstill due to not lifting & shifting of loaded pallets or unavailability of empty pallets in empty pallet dispenser.

2.0.15 No restricted or compartmentalized work practice will be entertained. In case of such violations the cost of the proportionate work loss will have to be borne by the Contractor Agency.

2.0.16 The Contractor Agency is to ensure that the expected levels of productivities as notified by concerned department(s) from time to time are achieved and maintained on day to day basis.

2.0.16 The Contractor Agency is to ensure that all the daily shift records (Log books, Log sheets, registers etc.) are updated and maintained as per organizational requirement.

3.0 Penal clauses:

Contractor Agency shall ensure that the assigned quantum of job is duly performed. In case of non-compliance, penalties will be imposed as under:

3.1 In case of any other losses arising from intentional or unintentional damage of products and / or property including major and minor equipment like forklifts, portable sewing machines, portable weighing machines, fittings and fixtures in any part of the Warehouse , tarpaulins etc., the amount of losses as deemed fit by HPL shall be recovered from the Security Deposit or bills of the Contractor Agency. This damage may be due to mischief / mishandling, mal-operation and unsafe work practice by any of the Contractor Agency's manpower.

3.2 It is the sole responsibility of the Contractor Agency to

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complete the day's target bagging as per organizational requirement within normal shift hours i.e. within 'A' & 'B' shifts. However, penalty shall be imposed if the day's target is not fulfilled within 24 hours time period for reasons attributed to the Contractor Agency.

3.3 All the Associated Activities pertaining to "Bagging & Associated Activities " (HDPE) have to be carried out as advised by the job coordinator/Bagging SIC. Any non-compliance of Associated Activities in part or full shall attract a penalty of Rs. 5,000 per day for HDPE Bagging Plant.

3.4 The Contractor Agency is to ensure safe work practices including usage of PPEs in the process of job operation. Any deviation shall attract necessary penalty as per HPL norms.

3.5 Strict supervision by Contractor Agency during Dumping and Manual Palletisation. Penalties, @ Rs. 1000/bag or the amount of losses whichever is higher, will be charged against damage of pallets during dumping due to lack of supervision or otherwise.

3.6 The Contractor Agency is to ensure the exact quality and quantity of material to be bagged in case of Recovery or Recharging operations. If any negligence in the form of foreign material, grade mixing, contamination with dust and particles , improper stitching , etc. is detected, necessary penalty as deemed fit by HPL shall be deducted from their Monthly Bill. The amount of penalty may be up to the level of actual compensation paid to the Customer.

3.7 The Contractor Agency shall be responsible for the positive work culture and discipline in Bagging operation. Stoppage of bagging lines frequently for petty reasons is not acceptable and necessary penalty will be levied from the Contractor Agency as per the loss of business opportunity. Loss will be calculated as the difference between the day's average target bagging quantity (833 MT) and the actual bagged quantity, multiplied by the normal bagging rate.

3.8 It is the sole responsibility of the Contractor Agency to complete the maximum day's target bagging (1000 MT) as conveyed by the Bagging SIC within normal shift hours i.e. within 'A' & 'B' shifts. In case of failure for reasons attributable to the Contractor Agency, no additional payment will be made to the Contractor Agency if it extends beyond 'A' & 'B' shifts. However, a penalty will be imposed if the day's target is not fulfilled within 24 hour time period for reasons attributed to the Contractor Agency. Loss will be calculated as the difference between the day's maximum target bagging quantity (1000 MT) and the actual bagged quantity, multiplied by the normal bagging rate.

Reimbursement_PPE_HDPE Bagging

1. The scope of reimbursement is against providing of the PPE items in the full quantity for the mentioned heads of workmen deployed in the concerned Bagging Plant in the applicable FY.

2. PPE items should be examined by our Safety dept. and distributed after their approval.

3. Name - wise PPE issue register is to be maintained by the concerned Bagging Contractor. This register is to be signed by the workmen, Bagging Contractor Site Incharge & HPL Engineer Incharge at the time of distribution. After completion of

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distribution to all eligible workmen photocopy of this certified PPE Issue Register is to be submitted along with the bill to the Engineer Incharge for processing.

4. It will be the responsibility of the concerned Bagging Contractor to enforce the usage of the provided PPE by the workmen during their duty hours. In case of non compliance penalty will be levied on the concerned bagging contractor as per the terms of the Bagging Contract.

5. In case of loss, damage for any reason whatsoever, breakage of the PPE or any condition rendering the PPE item unusable or dangerous, the concerned Bagging Contractor is to replace the damaged items immediately at their own cost.

6. HPL reserves the right to ask the workmen to produce the PPE on demand for inspection of its condition. The concerned Bagging Contractor should educate the workmen for safe storage and proper usage of the PPE items so that they can last for their designed life span.

Consignee Address:

The item covers the following services:

1				Normal Bagging Operation
	338,924.000	Metric	Tonnes	
2				Night Bagging and differential payment
	20,000.000	Metric	Tonnes	
3				Holiday Bagging and differential payment
	14,000.000	Metric	Tonnes	
4				Payment_ Addtinal Supply Labours Plnt Jb
	3,000.000	Hour		
5				Payment_ Addtinal Forklft Opetrs Plnt Jb
	1,000.000	Hour		
6				Bagging of other Solids
	7,200.000	Metric	Tonnes	
7				Idle Payment
	20,000.000	Metric	Tonnes	
8				Payment for Addl Jr Mc Optr
	1,800.000	Hour		
9				Payment for Addl Sr Mc Optr
	1,800.000	Hour		
10				Helmet
	121	Number		
11				Hand Gloves(Chrome Canadian)
	484	Pair		
12				Nose Musk
	726	Number		
13				CHC-Over spect Type
	242	Number		
14				CHC-No-2
	242	Number		

00002

Loading & Associated Activities (HDPE)

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1 Power unit

Loading & Associated Activities (HDPE)

A. Scope of Work of Contractor Agency

Loading and associated activities of HDPE warehouse is comprising of total five Line Items (1 to 5) as described under:

1.0 Line Item -1: Loading of Polymer Bags upto 20500 MT (per month)

2.0 Line Item -2: Loading of Polymer Bags above 20500 MT (per month)

Line Item-1 and 2 have various activities as described under the point no 1.01 to 1.14, which are basically loading of polymer bags into trucks, unloading of polymer bags as and when required, associated activities of loading & unloading, housekeeping of entire Logistics areas and miscellaneous activities.

Certification of monthly bills of contractor agency for Line Item-1 and 2 shall be done on the basis of "per mt of load/unload of polymer bags" (i.e., quantity of load/unload done by the contractor agency as mentioned in point no 1.01 under the heading "Main activities (Loading/ Unloading)", which shall also cover payments for the rest 13 activities (as mentioned in point no 1.02 to 1.14) under the heading of "Associated activities of loading & unloading", "Housekeeping" and "Miscellaneous Activities", which are integral part of line item no- 1 & 2. No other payments shall be made separately.

List of activities of Line Item 1 & 2 under the following headings:

Main activities (Loading/ Unloading):

1.01. Loading of polymers bags, low polymer bags, polymer scraps (BDP / WPP / Machine wastes / Low polymer scraps / PS / FS etc) into trucks, containers, containerized trucks on regular basis. Unloading of same has also to be carried out as and when required.

Loading activity includes

a. Collection of "DO (Delivery Order) slip" from Logistics.

b. Coordination with truck crews for placement of trucks/ containers for loading as per "DO slip" at the loading points nearest to storage location or as advised by Logistics coordinator.

c. Shifting of materials from storage location to trucks/ containers by Forklift and certification of grade, lot number & quantity on "DO slip" as shifted.

d. Mobilizing loaders and physical loading of polymer bags into the trucks/ containers under supervision of contractor agency and certification of grade, lot number & loaded quantity on "DO slip"

e. Submission of "DO slip" to Logistics on completion of loading.

f. Proper supervision by the contractor agency to ensure safety at workplace during placement of trucks at loading bays, loading

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				& covering of trucks with tarpaulin, tying up with rope etc. Specifically checking of all PPE#s of Driver & khalasi (Whenever Applicable)
				Associated activities of loading & unloading:
				1.02. Replenishment of "cut & torn" bags while loading with fresh polymer bags of same grade taking from product warehouse, segregation of #cut & torn# bags and keeping those aside. Shifting of #cut & torn# bags on daily basis from loading area and storage bins to bagging areas as advised by concerned officer in-charge.
				1.03. Stacking of empty pallets during loading (05 /10 pallets in one stack) at loading decks and shifting to product warehouse or bagging area by Forklift trucks. Storage of empty pallets needs to be done properly upto a height of 20 empty pallets and maintaining a good aesthetic view.
				1.04 Repalletisation of fallen bags from the loaded pallets while shifting by Forklift trucks for loading. The fallen bags need to be lifted from floor and restacked on pallet. Restacking of product bags fallen from the stacks in storage bins of product warehouse and other areas also to be carried out on a regular basis.
				Housekeeping:
				1.05. Housekeeping of product warehouse and vicinity on daily basis, which includes manual sweeping of warehouse floor, walls, passages, loading decks, loading bays, ceiling of loading deck, surrounding roads of product warehouses, approach roads to product warehouses and despatch gate, truck parking areas, operating rooms & offices etc. Cutting of grass and small shrubs of nearby areas, washing of warehouse floor and roads with water etc
				Purchase and / or arrangement of all the tools & tackles like broom & stick, hoe, spade, sickle, etc, as required for housekeeping and miscellaneous activities shall be the responsibility of contractor agency.
				1.06 Cleaning of dirty product bags and collection of any spilled materials from floor on a daily basis, filling into empty bags & shifting to storage bins or bagging areas as advised by concerned officer in-charge.
				1.07 Shifting of sample polymer bags and returned goods from laboratory etc and keeping at product warehouse properly.
				Miscellaneous Activities:
				1.08 Operating electric lights of HDPE product warehouse & loading bays on daily basis. Operating shutters of product warehouses as & when required as advised by concerned officer in-charge.
				1.09 Contractor agency shall provide uniform and all necessary PPEs to their workmen as per HPL norms which include safety shoes, cotton dusters, nose guards etc. Insulated hand gloves, soft leather hats etc also to be provided to workmen to facilitate loading of slightly hot polymer bags as and when required.
				1.10 Plantation at nearby areas as advised by concerned officer in-charge. Watering of plants and gardens as and when required
				1.11 Contractor agency shall make all arrangements to keep the work place including lunch place, places for sitting, washing

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place and other janitorial facilities etc neat and clean on daily basis.

1.12 Contractor agency shall make all arrangements for collection of debris, garbage and food wastes of workmen from dust bins/ garbage bins/ waste containers located near lunch place, different loading bays, despatch gate etc. and subsequent disposal of the same at HPL garbage yard/ scrap yard by garbage van or cycle van.

1.13 Any other jobs, which are not mentioned but related to loading, unloading, house-keeping or as shall be advised by concerned officer in-charge shall be carried out by the contractor agency as and when required.

1.14 Contractor agency shall provide conveyance car at work site during working hours for operational requirement, training coordination, any emergency requirement that arises during the process of operation like sending sick or injured workmen to Occupational Health Centre or nearest Hospital for medical treatment etc.

Quantum of Jobs and normal working time for Line Items-1 & 2

2.01 The indicative volume of work would be around 3.2 lacs mt/annum (around 27 KT /month on an average). Though, indicative volume is around 3 3.2 lacs mt/annum (around 27 KT/ month on an average), the volume of mentioned work shall vary from month to month and day to day operation depending on actual HPL business need. This indicative volume of work per annum cannot be used by the CONTRACTOR to claim any relaxation in the conditions of this contract.

2.02 The indicative work volume/day would be around 1 KT/warehouse/day, however, a volume of 2 KT/warehouse in a day shall also be the requirement depending on business need, which needs to be carried out and completed in three shifts operation. Intimation for additional loads beyond 1 KT/warehouse/day arising purely out of business need shall be communicated to the contractor agency by 8 pm of previous day for better planning.

2.03 Normal operation for all the activities shall be carried out in 1st shift (i.e., 6 am to 2 pm) & 2nd shift (i.e., 2 pm to 10 pm) and seven days a week including Sunday. During the need of higher despatch requirement, Contractor Agency shall be equipped to load at least 800 mt in 1st shift and 1200 mt in 2nd shift operation on availability of trucks.

2.04 However, work in night shift (i.e., 10 pm to 6 am) and during Holidays shall also be the requirement as per business need. Contractor agency shall make all arrangement for doing works in night shifts and on Holidays as and when required, but under separate line items (Line Item - 3 & 4 respectively)

3.0 Line Item -3: Night loading and differential payment

3.01 Though normal operation of loading / unloading shall be carried out in 1st shift (i.e., 6 am to 2 pm) & 2nd shift (i.e., 2 pm to 10 pm), however, loading operation during night shift (i.e., 10 pm to 6 am) shall also be the requirement as per business need. Contractor agency shall be doing all the arrangement for night shift operation as advised by concerned officer in-charge.

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3.02 Intimation for work in night shift shall be communicated to the contractor agency by 7 pm on same day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge on daily basis and get the information for night shift operation.

3.03 Quantity loaded during night shift shall be billed under Line item-1. In addition to, a differential amount shall be payable to contractor agency against this Line item on account of additional expenses for night operation.

4.0 Line Item -4: Holiday loading and differential payment

4.01 Though normal operation of loading / unloading shall be carried out seven days a week including Sunday. However, working on Holidays shall be on business need basis. Contractor agency shall be doing all the arrangement for loading on Holidays as advised by concerned officer in-charge.

4.02 Intimation for work on any Holiday shall be communicated to the contractor agency on previous day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge and get the information for arrangement of loading on Holidays.

4.03 Quantity loaded during Holidays (HPL declared Holidays only) shall be billed under Line item-1. In addition to, a differential amount shall be payable to contractor agency under this Line item on account of additional expenses for operation on Holidays.

5.0 Line Item -5: Idle payment (Shortfall in minimum committed quantity)

A minimum committed quantity of 20.5 KT/ month shall be given to contractor agency by HPL in order to ensure minimum expenses of contractor agency during the month. Any shortfall in minimum committed quantity / month shall be payable to the contractor.

B. Special Conditions of the Contract

6.0 Responsibilities of Contractor Agency

Contractor agency shall be solely responsible for the given contract of "Loading & Associated Activities (HDPE)" pertaining to Logistics function. Contractor agency shall also be responsible for deployment of required resources and supervision of the job. Entire responsibility of supervision of above stated job shall be administered by the contractor agency. Time-bound operation shall be the prime responsibility of the contractor agency.

7.0 Work Culture at Workplace

7.01 A healthy work culture at workplace has to be maintained by the contractor agency as per the appropriate statute. Contractor agency shall not indulge in any short of restricted and/or compartmentalized work practice in the process of job execution. Idle workmen need to be mobilized to work in other product warehouses or other areas of plant as required.

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7.02 In the process of job operation, the contractor agency shall not indulge in any form of direct or indirect wrongful act.

7.03 Loading of trucks/containers must physically commence within reasonable time (ideally within 5 minutes) after placement of material at loading bays. Loading of the truck/container should be completed within a reasonable time (e.g.within 30 minutes for 18 mt truck & within 45 minutes for 20 feet containers).

7.04 Contractor shall ensure that their manpower deployed in HPL Plant has not been a subject to the process of any criminal law. If subsequently detected by HPL, the workmen shall be debarred from entering HPL Plant premises and shall be prosecuted as per the law in force if found within HPL premises.

8.0 Penal clauses

8.01 Contractor agency shall ensure that the assigned quantum of job is duly performed. For any detention of trucks for more than 12 hours due to non performance expressed or implied, a penalty of Rs.3000/truck per day (or part of the day) shall be debited from monthly bills of contractor agency (Under "Penalty for detention of trucks")

8.02 In case of any other losses arising from damages of products, property, duplication of loading/unloading operation etc., the amount of losses as deemed fit by HPL shall be recovered from the security deposit or payment against monthly bills of the contractor agency.

8.03 Loading of product bags into the trucks and containers in right quantity as specified in "DO Slip" shall be the responsibility of contractor agency. In case, loaded trucks are found to have weight variation on account of wrong quantity loaded, contractor agency to recheck the loaded truck through unloading and reloading of entire quantity and no payment shall be entertained for this rework.

8.04 As already specified in point no 2.3 that in case, 2 KT load/ WH in two shifts operation is not completed by end of 2nd shift due to lack of resources or any other issues at contractor agency's end, contractor agency to ensure completion of loading by night shift of same day and no claim for night shift operation shall be entertained for the pending load of trucks upto 2 KT, which report by 7 pm.

8.05 In the process of job operation, the contractor agency shall not indulge in any form of direct or indirect malpractices. Even any transaction of money with the truck crews as "Chayee Pani", "Hamali" or anything else while loading is strictly prohibited and a penalty of Rs 10000(Rupees ten thousand only) per incident (Under "Penalty for NC & malpractices") shall be charged to contractor agency and debited from his monthly bills in addition to other penal actions as deemed fit by HPL.

8.06 All supporting activities pertaining to Line Item-1 & 2 as mentioned under point no 1.02 to 1.14 have to be carried out on a regular basis or as and when required as applicable. Any non-compliance in performing the stated activities in full or part shall attract a penalty of Rs 10000(Rupees ten thousand only) per day (Under "Penalty for NC & malpractices") in

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addition to other penalties as mentioned above.

8.07 It is imperative for the contractor agency to ensure that the right material is fed by the forklift operator and loaded by loaders in the right truck/container. Any noncompliance in this regard may attract a penalty of Rs. 10000 (Rupees ten thousand only) per incident (Under "Penalty for NC & malpractices") as per the discretion of HPL. Over and above this, the contractor agency shall be liable to fully compensate HPL for any loss which may occur for any such wrong loading/feeding as determined.

8.08 The contractor agency shall be liable to fully compensate HPL for any asset damage done by anyone related to the contractor. Besides this, the contractor agency shall be responsible for paying penalty as per the GCC about safety.

Consignee Address:

Offsite Plant
Haldia Petrochemicals Ltd.
Purba Midnapur, West Bengal
Haldia-Pin 721602, India
Pin : 721602
West Bengal
India

The item covers the following services:

1				Loading of Polymer Bags upto 20500 MT
	360,000.000	Metric	Tonnes	
2				Loading of Polymer Bags above 20500 MT
	80,000.000	Metric	Tonnes	
3				Night loading and differential payment
	12,000.000	Metric	Tonnes	
4				Holiday loading and differential payment
	11,000.000	Metric	Tonnes	
5				Idle Payment
	1.000	Metric	Tonnes	
6				Penalty for detention of trucks
	1	Number		
7				Penalty for NC & malpractices
	1	Number		
8				Differential Payment for powder loading
	500.000	Metric	Tonnes	
9				Penalty for Wrong Material Feed/Load
	1	Number		
10				Loading of Low Polymer
	7,800.000	Metric	Tonnes	

00003 **ANNUAL BAGGING OPERATION CONTRACT(LLDPE)**

1 Power unit

Bagging & Associated Activities (LLDPE) for the period
01.07.2025 to 30.06.2026

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A. Scope of Work of Contractor Agency:

The scope of Bagging & Associated Activities includes Normal Bagging Operation and all supporting activities as described in the following line items (1 to 9). Housekeeping is an integral part of the scope of work. Necessary details are given below. Agreed rates shall be payable for the jobs listed below i.e. 1,2,3,4,5,6,7,8,9. No other payments shall be made other than these line items.

1 Normal Bagging Operation:

Under this line item all the following clauses (1.1 to 1.5) are under normal bagging operation. Basis of certification of monthly bills of contractor agency for Line Item-1 shall be "per mt of prime, non-prime and off-grade polymer bagged at the bagging lines only".

1.1 Normal Bagging Operation includes Bagging Line Operation, counting of filled pallets / bags after completion bagging of a particular lot , store keeping of Empty Bag Storage Room, Re-printing, Re-charging, Erasing, Manual Stamping, Shifting of Loaded Pallets from Palletizers to Bay / Bins in Warehouses, Loading Bays or any other location within the complex as advised by Polymer Logistics ,Shifting of Loaded Bags from one Warehouse to another Loading Bays or any other location within the complex as advised by Polymer Logistics , Loading and unloading of filled pallets onto trucks using Forklifts, Shifting of Empty Bags from one Warehouse to another, Shifting of Empty Pallets from one Warehouse to another, Battery Changing Operation, Recovery Operation, Manual Palletization , Dumping & Re-palletization , Capping / De-capping of dumped filled bags at the designated location. Scope of this activity also includes arranging tarpaulins at the job location from the designated storage location as advised by Polymer Logistics during capping. Fitting the caps & Tying of the draw strings is a part of the scope of this job. Removing the caps after untying the draw strings during de-capping, folding the tarpaulins and shifting it to designed location as advised by Polymer Logistics is also a part of the scope. It will the responsibility of the Contractor Agency to ensure that the tarpaulins are handled properly and safely and any damage whatsoever is avoided during handling, transportation, capping & de-capping, all process activities related to De duster operation (including regular blowing & cleaning)etc. No payment will be made for any additional manpower deployment (over and above the approved monthly shift schedule)at New Palletisers in New LLDPE Warehouse or any other operational area under LLDPE Bagging Plant. Operation and related activities of gluing system (if introduced in Bagging in the subsequent dates) will be a part of this contract. Supporting activities means supply of forklift trucks with operators to other Plants for Plant-related operations, supply of supply manpower to other Plants for Plant - related operations etc. including housekeeping.

The Contractor Agency shall ensure the portable machines and any

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malfunctioning hand stitching machines are immediately deposited at bagging maintenance room after informing the Bagging SIC and collected after repair and trial run. For malfunctioning portable weighing machines, these are to be sent to Bagging SIC room and replaced immediately with properly working machine. Depending on the organization's business requirements, the Supply Workers allocated to Polymer Logistics, may have to be deputed to our Bagging Plants to undertake certain specific time-bound task(s) commensurate with their skill. Similarly, Supply Workers allocated to our Bagging Plant, may be deputed to Polymer Logistics as per the criteria mentioned above. The Contractor Agency will be responsible for ascertaining such requirements from the Bagging Shift In charge on duty or concerned HPL official and mobilizing the agreed manpower within the agreed time frame so as to be able to complete the assigned task safely and to the satisfaction of the concerned HPL officer within the allotted time. Necessary supervision during execution of the allotted task is to be ensured by the Contractor Agency.

1.2 Supervision and coordination to ensure safety at the workplace by complying with the HSEF Policy of the Company. The Contractor Agency shall provide all necessary PPEs as per HPL specifications and norms including safety shoes, uniform, insulated / non insulated gloves, helmets, ear plugs, nose masks, safety goggles etc. to their workmen as and when required.

1.3 Standard Operating Procedures (SOPs) shall be followed until advised otherwise.

1.4 Any other jobs related to bagging as shall be advised by the concerned HPL Officer- In-charge to the Contractor Agency as and when required.

1.5 Housekeeping of Bagging & its Associated Areas and Outside Areas:

(i) Manual sweeping, dusting, collection and bagging of swept materials of Bagging Areas, Battery Charger Rooms, Empty Bag storage area

BDP / AMPP Bagging Area , Fork Lift Repair Area , Other Solids Area, HDPE Flaker Area, approach roads to Bagging Areas, sitting & eating place of contractual employees, janitorial and other areas pertaining to Bagging function. Regular removal of broken & unserviceable pallets to designated place as advised by Polymer Logistics and cleaning of equipment are a part of housekeeping.

(ii) Purchase and provision of all tools like brooms and sticks, hoes, belcha, spades, sickles, buckets etc. as and when required for housekeeping activities are in the scope of the Contractor Agency.

(iii) Cleaning of Bagging Operational Areas and their Associated Areas' walls up to man height, Operation Rooms and Offices on a daily basis.

(iv) Operation of all electric lights, fans, industrial aqua guards /Water purifier cum coolers in Bagging Operational and

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their Associated Areas.

(v) Housekeeping (outside Bagging Operational & Associated Areas) include sweeping, cleaning of debris and garbage, shifting of garbage and dumping in the nearest bin / vat or designated location, cutting of grass and small shrubs, washing with water as and when required or any other related activity as advised by the Officer-In-Charge.

(vi) Regular disposal of food waste in the dustbin outside of bagging plants to ensure health and hygiene of the operating areas.

vii) Regular housekeeping of bagging area bathroom to ensure health and hygiene of the areas.

Viii) Watering of potted plants and gardens.

" Quantum of Jobs & Working Hours : The indicative volume of work would be around 3.48 lacs mt/annum (around 29 KT /month on an average). However, the volume of mentioned work shall vary from month to month and day to day operation depending on actual HPL business need.

Normally Bagging related operational activities shall be done in 'A' shift (i.e. 06:00 hrs to 14:00 hrs) and 'B' shift (i.e. 14:00 hrs to 22:00 hrs) including working on Sundays. Working on holidays (as per HPL approved holiday list) shall be as per HPL business need.

2 Bagging during night shifts and differential payment

2.1 Though normal operation of Bagging shall be carried out in A shift (i.e., 6 am to 2 pm) & B shift (i.e., 2 pm to 10 pm). However, Bagging operation during C shift (i.e., 10 pm to 6 am) shall also be the requirement as and when required as per business need. Contractor agency shall be doing all the arrangement for night shift operation partly or fully as advised by concerned officer in-charge.

2.2 Intimation for work in night shift shall be communicated to the contractor agency by 7 pm on same day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge on daily basis and get the information for night shift operation.

2.3 Quantity bagged during night shift shall be billed under Line item-1. In addition to, a differential amount shall be payable to contractor agency against this line item on account of additional expenses for night operation.

3. Bagging during Holidays and differential payment

3.1 Though normal operation of Bagging shall be carried out seven days a week including Sunday. However, Bagging operation during Holidays (A / B / C shifts) shall also be the requirement as and when required as per business need. Based on business requirement, on HPL declared Paid Holidays, the organization reserves the right to operate Bagging Plants or partially suspend bagging operations or completely suspend bagging operations. However, irrespective of the operational status of Bagging Plants, it may be required to provide forklift trucks with operators, as per Logistics truck loading plan. It is the

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responsibility of the Contractor Agency to obtain this information from the concerned HPL Officer-in-Charges latest by 19:00 hrs on the preceding day for planning man power and resource deployment.

3.2 Intimation for work on any Holiday shall be communicated to the contractor agency on previous day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge on daily basis and get the information for arrangement of Bagging on Holidays.

3.3 Quantity bagged during Holidays (HPL declared Holidays only) shall be billed under Line item-1. In addition to, a differential amount shall be payable to contractor agency under this line item on account of additional expenses for operation on Holidays.

4. Idle Payment:

Though monthly indicative volume may be around 29kT on an average, the volume of work shall vary from month to month as well as day to day depending on the business need. However, a minimum committed quantity of 28 kT / month for LLDPE Bagging Plant shall be given by HPL and any shortfall in committed quantity of 28 kT / month shall be payable to the Contractor Agency subject to certain conditions mentioned below During Shut down of Bagging, the Contractor Agency's manpower may be deployed to other areas within the Complex at no additional charge. The Contractor Agency will be responsible for the supervision and safety of his workmen at the assigned area. The fulfillment of this criteria is mandatory for claiming idle payment

5. Payment of Additional Supply Labourers for Plant/ Dumping/ Repalletization Job:

If supply labourers are required beyond the engagement as per shift schedule, the HPL Officer-In-Charge will instruct for additional deployment and payment shall be made under this line item.

6 Payment of Additional Forklift Operators for Plant Job:

If forklift operators are required beyond the engagement as per shift schedule, the HPL Officer-In-Charge will instruct for additional deployment and payment shall be made under this line item.

7. Bagging of Other Solids:

This includes Bagging of Blowdown Powder (BDP), Additive Mixed Polymer Powder (AMPP), Recovered Polymer Pellets (RPP), Waste Powder and Pellets (WPP), Plant sweep (PS) and Floor sweep (FS) material.

All other associated activities i.e. Manual Palletization, Dumping, Re-Palletization, Re-charging, Erasing, Manual Stamping, Shifting of Loaded Pallets to Warehouses / Loading Bays or any other location within the complex as advised by Polymer Logistics,, Shifting of Loaded Bags from one Warehouse to another, Shifting of Empty Bags from one Warehouse to another, Shifting of Empty Pallets from one Warehouse to

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another, Recovery Operation etc. pertaining to bagging of other solids are also under the scope of this line item. Payment will be given as per actual tonnage (MT) of other solids bagged only. No other payment will be made separately for the associated activities as mentioned above.

When filled pallets are shifted by forklift / truck to a location outside the Product Warehouse and dumped there, the job includes shifting the empty pallets back to Product Warehouse. During repalletization, supplying empty pallets at the job location is a part of the scope of the contract.

Bagging of other solids (PS, FS, BDP, WPP, AMPP & RPP) includes sieving, filling, folding, stitching, manual palletization, arranging of empty bags & empty pallets, weighing of each filled bag (except RPP) and warehousing.

Recovery operation in Product Warehouses includes sorting, sieving, filling, folding, stitching, manual palletization, arranging of empty bags and empty pallets, weighing of each filled bag, disposal of used bags and warehousing.

8.Payment of Additional Machine Operators for Plant Job:
If Bagging Machine operators are required beyond the engagement as per shift schedule, the HPL Officer-In-Charge will instruct for additional deployment and payment shall be made under the applicable line item

B. Special Conditions of the Contract:

1.0 Responsibilities of Contractor Agency:

1.1 Contractor Agency shall be solely responsible for the given contract of "Bagging & Associated Activities (LLDPE)" pertaining to Bagging function. Contractor Agency shall also be responsible for the deployment of required resources and direct continuous supervision of the job. The entire responsibility of supervision of the above stated job shall be managed and administered by the Contractor Agency. Time-bound operation shall be the prime responsibility of the Contractor Agency.

1.2 The Contractor Agency shall provide a conveyance car at the work site during working hours for the purpose of emergency requirements such as sending their employees to the nearest hospital for medical treatment, if required and / or any other emergency requirement arises during the process of operation. Concept of common pool car for all the three Product Warehouses and entire warehouse operation inclusive of Bagging and Logistics activities shall be accepted in all shifts.

2.0 Work Culture:

2.0.1 A healthy work culture at the work place shall be ensured as per the appropriate statute. Contractor Agency shall be responsible for the work culture and discipline in Bagging operation.

2.0.2 In the process of job operation, the Contractor Agency shall not indulge in any form of direct or indirect malpractices defined as misdemeanor in the appropriate statute.

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				<p>2.0.3 Contractor Agency shall not indulge in any sort of restrictive and / or compartmentalized work practice in the process of job execution.</p> <p>2.0.4 The Contractor Agency should ensure a positive attitude of his employees so that there will be no conflict or dispute related to fulfilling the Company's business requirement and maintaining rules and regulations.</p> <p>2.0.5 Contractor shall ensure that their manpower deployed in HPL Plant has not been convicted under any criminal law. However, if it is subsequently detected by HPL, the concerned workman / workmen shall be debarred from entering HPL Plant premises and shall be prosecuted as per the law in force if found within HPL premises thereafter.</p> <p>2.0.6 Material build-up in Polymer Plant would affect Plant operation. The Contractor Agency shall mobilize the required additional resources to remove such build-up as per the advice of the concerned HPL Officer-In-Charge within 12 hours of notice.</p> <p>2.0.7 Forklifts would be allotted to the respective Contractor Agencies by the Team Leader - Bagging for carrying out Bagging as well as Logistics activities. However, one Contractor Agency would release some of the forklifts to other Bagging / Logistics Contractor Agencies based on the requirement given by HPL Bagging SIC.</p> <p>2.0.8 The Contractor Agency will have to comply with all Statutory rules applicable in HPL.</p> <p>2.0.9 The Contractor Agency will have to prepare the Biometric schedule for their workmen for the subsequent month before 25th of the running month and submit it to the concerned G shift officials for approval.</p> <p>It will be also the responsibility of the contractor agency to ensure that the attendance and leave records of their workmen in the system owned by HPL is maintained and updated accurately.</p> <p>2.0.10 All workmen shall report to their duties strictly as per approved monthly biometric shift schedule and within the scheduled hours as required by the Principal Employers.</p> <p>2.0.11 The Contractor Agency is to ensure that the absenteeism of their workmen is avoided .Habitual absenteeism need to be reported to the Bagging and Plant HR #IR officials for information and advice on the forward path. .</p> <p>2.0.12 The Contractor Agency is to ensure that Bagging Line Operation is continued while handing over and taking over takes place i.e. from 'A' shift to 'B' shift and from 'B' to 'C' shift operation, where ever applicable.</p> <p>2.0.13 The Contractor Agency is to ensure that Bagging Line Operation is continued without any disruption outside the tiffin breaks.</p> <p>2.0.14 Forklift Operators engaged by the Contractor Agency are to manage their operations in such a way that Bagging operation should not come to a standstill due to not lifting & shifting of loaded pallets or unavailability of empty pallets in empty pallet dispenser.</p> <p>2.0.15 No restricted or compartmentalized work practice will be entertained. In case of such violations the cost of the proportionate work loss will have to be borne by the Contractor Agency.</p>

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				<p>2.0.16 The Contractor Agency is to ensure that the expected levels of productivities as notified by concerned department(s) from time to time are achieved and maintained on day to day basis.</p> <p>2.0.17 The Contractor Agency is to ensure that all the daily shift records (Log books, Log sheets, registers etc.) are updated and maintained as per organizational requirement.</p> <p>3.0 Penal clauses:</p> <p>Contractor Agency shall ensure that the assigned quantum of job is duly performed. In case of non-compliance, penalties will be imposed as under:</p> <p>3.1 In case of any other losses arising from intentional or unintentional damage of products and / or property including major and minor equipment like forklifts, portable sewing machines, portable weighing machines, fittings and fixtures in any part of the Warehouse, tarpaulines etc., the amount of losses as deemed fit by HPL shall be recovered from the Security Deposit or bills of the Contractor Agency. This damage may be due to mischief / mishandling, mal-operation and unsafe work practice by any of the Contractor Agency's manpower.</p> <p>3.2 It is the sole responsibility of the Contractor Agency to complete the day's target bagging as per organizational requirement to be conveyed by the Bagging SIC every day within normal shift hours i.e. within 'A' & 'B' shifts. However, penalty shall be imposed if the day's target is not fulfilled within 24 hours time period for reasons attributed to the Contractor Agency.</p> <p>3.3 All the Associated Activities pertaining to "Bagging & Associated Activities " (LLDPE) have to be carried out as advised by the job coordinator / Bagging SIC. Any non-compliance of Associated Activities in part or full shall attract a penalty of Rs. 5,000 per day for LLDPE Bagging Plant</p> <p>3.4 The Contractor Agency is to ensure safe work practices including usage of PPEs in the process of job operation. Any deviation shall attract necessary penalty as per HPL norms.</p> <p>3.5 Strict supervision by Contractor Agency during Dumping and Manual Palletization. Penalties, @ Rs. 1000/bag or the amount of losses whichever is higher, will be charged against damage of pallets during dumping due to lack of supervision or otherwise.</p> <p>3.6 The Contractor Agency is to ensure the exact quality and quantity of material to be bagged in case of Recovery or Recharging operations. If any negligence in the form of foreign material, grade mixing, improper stitching contamination with dust and particles etc. is detected, necessary penalty as deemed fit by HPL shall be deducted from their Monthly Bill. The amount of penalty may be up to the level of actual compensation paid to the Customer.</p> <p>3.7 The Contractor Agency shall be responsible for the positive work culture and discipline in Bagging operation. Stoppage of bagging lines frequently for petty reasons is not acceptable and heavy penalty will be levied from the Contractor Agency as per the loss of business opportunity. Loss will be calculated as the difference between the day's average target bagging quantity (933 MT) and the actual bagged quantity, multiplied by the</p>

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normal bagging rate.

3.8 It is the sole responsibility of the Contractor Agency to complete the maximum day's target bagging (1000 MT) as conveyed by the Bagging SIC within normal shift hours i.e. within 'A' & 'B' shifts. In case of failure for reasons attributable to the Contractor Agency, no additional payment will be made to the Contractor Agency if it extends beyond 'A' & 'B' shifts. However, a penalty will be imposed if the day's target is not fulfilled within 24 hour time period for reasons attributed to the Contractor Agency. Loss will be calculated as the difference between the day's maximum target bagging quantity (1000 MT) and the actual bagged quantity, multiplied by the normal bagging rate.

Reimbursement_PPE_LLDPE Bagging

1. The scope of reimbursement is against providing of the PPE items in the full quantity for the mentioned heads of workmen deployed in the concerned Bagging Plant in the applicable FY.
2. PPE items should be examined by our Safety dept. and distributed after their approval.
3. Name - wise PPE issue register is to be maintained by the concerned Bagging Contractor. This register is to be signed by the workmen, Bagging Contractor Site Incharge & HPL Engineer Incharge at the time of distribution. After completion of distribution to all eligible workmen photocopy of this certified PPE Issue Register is to be submitted along with the bill to the Engineer Incharge for processing.
4. It will be the responsibility of the concerned Bagging Contractor to enforce the usage of the provided PPE by the workmen during their duty hours. In case of non compliance penalty will be levied on the concerned bagging contractor as per the terms of the Bagging Contract.
5. In case of loss, damage for any reason whatsoever, breakage of the PPE or any condition rendering the PPE item unusable or dangerous, the concerned Bagging Contractor is to replace the damaged items immediately at their own cost.
6. HPL reserves the right to ask the workmen to produce the PPE on demand for inspection of its condition. The concerned Bagging Contractor should educate the workmen for safe storage and proper usage of the PPE items so that they can last for their designed life span.

Powder Bagging & Associated Activities (LLDPE)

A. Scope of Work of Contractor Agency:

1.1 The scope of direct 20 Kg powder Bagging , powder Bagging(Jumbo Bags)& Associated Activities includes Powder Bagging Operation and all supporting activities as described in the following line items . Housekeeping is an integral part of the scope of work. Necessary details are given below. Agreed rates shall be payable for the jobs listed below .No other payments shall be made other than these line items.

The direct 20 Kg powder Bagging consists of the following activities :

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				<p>1)Pre Printing of empty 20 Kg bag with correct lot No., grade, nett wt. etc.</p> <p>2)Filling material into 20 Kg bag at the designated location ,</p> <p>3)Weighing each 20 kg bag including weight correction,</p> <p>4)Folding & manual stitching,</p> <p>5)Arranging of empty pallets, hand stitching maching including threads, Portable electronic weighing machines , electrical board (if required) at the designated location</p> <p>6) Manual palletisation,</p> <p>7)Shifting the filled pallets to designated Bay Bin by Electric Forklifts in Product Warehouses as advised by Bagging SIC/Polymer Logistics SIC ,</p> <p>8)House Keeping of the operating area adhering to the safety norms, quality standards and targeted production quantity.</p> <p>9)Counting of filled bags after completion of particular lot .</p> <p>10) Battery Changing Operation.</p> <p>11) The indicative manpower deployment per eight hour shift for the above activities will be : Field coordinator- 1 head, forklift operator-2 heads , Supply labours-25 heads .</p> <p>1.2 The powder Bagging(Jumbo Bags) consists of the following activities :</p> <p>1)Shifting Filled Jumbo Bag to 20 Kg bagging station,</p> <p>2)Pre Printing of empty 20 Kg bag with correct lot No grade etc,</p> <p>3)Holding the jumbo Bag for 20Kg bag filling.</p> <p>4)Filling material into 20 Kg bag,</p> <p>5)Weighing each 20 kg bag including weight correction</p> <p>6)Folding & manual stitching</p> <p>7)Manual palletisation</p> <p>8)Shifting the filled pallet to designated Bay Bin by electric forklift</p> <p>9)Arranging empty pallet to work station hand stitching maching including threads, Portable electronic weighing machines , electrical board (if required),</p> <p>10)House Keeping of the operating area adhering to the safety norms, quality standards and targeted production quantity.</p> <p>11)Counting of filled bags after completion of particular lot .</p> <p>12) Battery Changing Operation,</p> <p>The contractor shall be held liable for any compensation claims raised by customer with regard to illegible printing, improper stitching, product mixing, foreign material contamination .</p> <p>1.3 The contractor shall be held liable for any compensation claims raised by customer with regard to illegible printing, improper stitching, product mixing, foreign material contamination.</p> <p>1.4 Issue of PPE & usage of the same to the workers, transport & fooding are in the scope of the Contractor.</p> <p>1.5 The Contractor Agency shall ensure the portable machines and any malfunctioning hand stitching machines are immediately deposited at bagging maintenance room after informing the Bagging SIC and collected after repair and trial run. For malfunctioning portable weighing machines, these are to be sent to Bagging SIC room and replaced immediately with properly working machine.</p>

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1.6 The Contractor Agency will be responsible for ascertaining such requirements from the Bagging Shift Incharge on duty or concerned HPL official and mobilizing the agreed manpower within the agreed time frame so as to be able to complete the assigned task safely and to the satisfaction of the concerned HPL officer within the allotted time. Necessary supervision during execution of the allotted task is to be ensured by the Contractor Agency.

1.7 Supervision and coordination to ensure safety at the work place by complying with the HSEF Policy of the Company. The Contractor Agency shall provide all necessary PPEs as per HPL specifications and norms including safety shoes, uniform, insulated / non insulated gloves, helmets, ear plugs, nose masks, safety goggles etc to their workmen as and when required.

1.8 Standard Operating Procedures (SOPs) shall be followed until advised otherwise.

1.9 Purchase and provision of all tools like brooms and sticks, hoes, belcha, spades, sickles, buckets etc. as and when required for housekeeping activities are in the scope of the Contractor Agency.

1.10 Cleaning of Powder Bagging Operational Areas and their Associated Areas' walls upto man height, Operation Rooms and Offices on a daily basis.

1.11 Operation of all electric lights, fans, industrial aquaguards /Water purifier cum coolers in Powder Bagging Operational and their Associated Areas.

1.12 Housekeeping (outside Bagging Operational & Associated Areas) include sweeping, cleaning of debris and garbage, shifting of garbage and dumping in the nearest bin / vat or designated location, cutting of grass and small shrubs, washing with water as and when required or any other related activity as advised by the Officer-In-Charge.

1.13 Regular disposal of food waste in the dustbin outside of bagging plants to ensure health and hygiene of the operating areas.

1.14 Normally Powder Bagging related operational activities shall be done in 'A' shift (i.e. 06:00 hrs to 14:00 hrs) and 'B' shift (i.e. 14:00 hrs to 22:00 hrs) including working on Sundays. Working on holidays (as per HPL approved holiday list) shall be as per HPL business need.

1.15 Though normal operation of Bagging shall be carried out in A shift (i.e., 6 am to 2 pm) & B shift (i.e., 2 pm to 10 pm). However, Bagging operation during C shift (i.e., 10 pm to 6 am) shall also be the requirement as and when required as per business need. Contractor agency shall be doing all the arrangement for night shift operation as advised by concerned officer in-charge.

1.16 Intimation for work in night shift shall be communicated to the contractor agency by 7 pm on same day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge on daily basis and get the information for night shift operation.

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B. Special Conditions of the Contract:

1.0 Responsibilities of Contractor Agency:

1.1 Contractor Agency shall be solely responsible for the given contract of "Powder Bagging & Associated Activities (LLDPE)" pertaining to Bagging function. Contractor Agency shall also be responsible for the deployment of required resources and direct continuous supervision of the job. The entire responsibility of supervision of the above stated job shall be managed and administered by the Contractor Agency. Time-bound operation shall be the prime responsibility of the Contractor Agency.

1.2 The Contractor Agency shall provide a conveyance car at the work site during working hours for the purpose of emergency requirements such as sending their employees to the nearest hospital for medical treatment, if required and / or any other emergency requirement arises during the process of operation.

2.0 Work Culture:

2.0.1 A healthy work culture at the work place shall be ensured as per the appropriate statute. Contractor Agency shall be responsible for the work culture and discipline in Powder Bagging operation.

2.0.2 In the process of job operation, the Contractor Agency shall not indulge in any form of direct or indirect malpractices defined as misdemeanor in the appropriate statute.

2.0.3 Contractor Agency shall not indulge in any sort of restrictive and / or compartmentalized work practice in the process of job execution.

2.0.4 The Contractor Agency should ensure a positive attitude of his employees so that there will be no conflict or dispute related to fulfilling the Company's business requirement and maintaining rules and regulations.

2.0.5 Contractor shall ensure that their manpower deployed in HPL Plant has not been convicted under any criminal law. However, if it is subsequently detected by HPL, the concerned workman / workmen shall be debarred from entering HPL Plant premises and shall be prosecuted as per the law in force if found within HPL premises thereafter.

2.0.6 Material build-up in Polymer Plant would affect Plant operation. The Contractor Agency shall mobilize the required additional resources to remove such build-up as per the advice of the concerned HPL Officer-In-Charge within 12 hours of notice.

2.0.7 Forklifts would be allotted to the respective Contractor Agencies by the Team Leader - Bagging for carrying out Bagging as well as Logistics activities. However, one Contractor Agency would release some of the forklifts to other Bagging / Logistics Contractor Agencies based on the requirement given by HPL Bagging SIC.

2.0.8 The Contractor Agency will have to comply with all Statutory rules applicable in HPL.

2.0.9 The Contractor Agency will have to prepare the Biometric schedule for their workmen for the subsequent month before 25 th of the running month and submit it to the concerned G shift officials for approval.

It will be also the responsibility of the contractor agency to

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				ensure that the attendance and leave records of their workmen in the system owned by HPL is maintained and updated accurately.
				2.0.10 All workmen shall report to their duties strictly as per approved monthly biometric shift schedule and within the scheduled hours as required by the Principal Employers.
				2.0.11 The Contractor Agency is to ensure that the absenteeism of their workmen is avoided .Habitual absenteeism need to be reported to the Bagging and Plant HR #IR officials for information and advice on the forward path. .
				2.0.12 The Contractor Agency is to ensure that Powder Bagging Operation is continued while handing over and taking over takes place i.e. from 'A' shift to 'B' shift and from 'B' to 'C' shift operation, where ever applicable.
				2.0.13 The Contractor Agency is to ensure that Powder Bagging Operation is continued without any disruption outside the tiffin breaks.
				2.0.14 Forklift Operators engaged by the Contractor Agency are to manage their operations in such a way that Bagging operation should not come to a standstill due to not lifting & shifting of loaded pallets or unavailability of empty pallets in powder bagging area
				2.0.15 No restricted or compartmentalized work practice will be entertained. In case of such violations the cost of the proportionate work loss will have to be borne by the Contractor Agency.
				2.0.16 The Contractor Agency is to ensure that the expected levels of productivities as notified by concerned department(s) from time to time are achieved and maintained on day to day basis.
				2.0.17 The Contractor Agency is to ensure that all the daily shift records (Log books, Log sheets, registers etc.) are updated and maintained as per organizational requirement.

3.0 Penal clauses:

Contractor Agency shall ensure that the assigned quantum of job is duly performed. In case of non-compliance, penalties will be imposed as under:

3.1 In case of any other losses arising from intentional or unintentional damage of products and / or property including major and minor equipment like forklifts, portable sewing machines, portable weighing machines, fittings and fixtures in any part of the powder bagging area etc., the amount of losses as deemed fit by HPL shall be recovered from the Security Deposit or bills of the Contractor Agency. This damage may be due to mischief / mishandling, mal-operation and unsafe work practice by any of the Contractor Agency's manpower.

3.2 It is the sole responsibility of the Contractor Agency to complete the day's target Powder bagging as per organizational requirement to be conveyed by the Bagging SIC every day within normal shift hours i.e. within 'A' & 'B' shifts. However, penalty shall be imposed if the day's target is not fulfilled within 24 hours time period for reasons attributed to the Contractor Agency.

3.3 All the Associated Activities pertaining to "Powder Bagging

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& Associated Activities " (LLDPE) have to be carried out as advised by the job coordinator / Bagging SIC. Any non-compliance of Associated Activities in part or full shall attract a penalty of Rs. 5,000 per day for LLDPE Powder Bagging. 3.4 The Contractor Agency is to ensure safe work practices including usage of PPEs in the process of job operation. Any deviation shall attract necessary penalty as per HPL norms. 3.5 The Contractor Agency shall be responsible for the positive work culture and discipline in Powder Bagging operation. Stoppage of Powder bagging operation frequently for petty reasons is not acceptable and heavy penalty will be levied from the Contractor Agency as per the loss of business opportunity.

Consignee Address:

The item covers the following services:

1				Normal Bagging Operation
	355,642.000	Metric	Tonnes	
2				Night Bagging and differential payment
	20,000.000	Metric	Tonnes	
3				Holiday Bagging and differential payment
	14,000.000	Metric	Tonnes	
4				Payment_ Addtinal Supply Labours Plnt Jb
	3,500.000	Hour		
5				Payment_ Addtinal Forklft Opetrs Plnt Jb
	500.000	Hour		
6				Bagging of other Solids
	2,000.000	Metric	Tonnes	
7				Idle Payment
	4,500.000	Metric	Tonnes	
8				Payment for Addl Jr Mc Optr
	1,800.000	Hour		
9				Payment for Addl Sr Mc Optr
	1,800.000	Hour		
10				Helmet
	134	Number		
11				Hand Gloves(Chrome Canadian)
	536	Pair		
12				Nose Musk
	804	Number		
13				CHC-Over spect Type
	268	Number		
14				CHC-No-2
	268	Number		
15				LLDPE Powder Bagging (Jumbo)
	500.000	Metric	Tonnes	

The powder Bagging consists all activites i.e Pre Printing of empty 20 Kg bag with correct lot No., grade, nett wt. etc.

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				filling material into 20 Kg bag at the designated location in LLDPE Plant, Weighing each 20 kg bag, weight correction by topping up, folding & manual stitching, arranging of empty pallets at the LLDPE Plant, Stacking on empty pallets, Shifting the filled pallets to designated Bay Bin by forklift trucks in our Warehouses as advised by Bagging SIC, House Keeping etc adhering to the safety norms, quality standards and targeted production quantity. The contractor shall be held liable for any compensation claims raised by customer on this account. Issue of PPE & usage of the same to the workers, transport & fooding are in the scope of the Contractor.
				The powder Bagging consists all activites i.e Shifting Filled Jumbo Bag to 20 Kg bagging station, Pre Printinting of empty 20 Kg bag with correct lot No grade etc, Holding the jumbo Bag for 20Kg bag filling, filling material into 20 Kg bag, Weighing each 20 kg bag,Folding & Stitching, Stacking on pallet, Shifting the filled pallet to designated Bay Bin, Arrnaging empty pallet to work station, House Keeping etc adhering the safety norms and quality standard. The contractor shall be held liable for any compensation claims raised by customer on this account.
16				Printing of Woven Sack_Normal PowderBagg
	1,200,000	Number		
17				Direct 20 kg LLDPEPowder Bagging
	60,000.000	Metric Tonnes		
00004				Loading & Associated Activities (LLDPE)
	1	Power unit		

Loading & Associated Activities (LLDPE)

A. Scope of Work of Contractor Agency

Loading and associated activities of LLDPE warehouse is comprising of total five Line Items (1 to 5) as described under:

1.0 Line Item -1: Loading of Polymer Bags upto 21000 MT (per month)

2.0 Line Item -2: Loading of Polymer Bags above 21000 MT (per month)

Line Item-1 and 2 have various activities as described under the point no 1.01 to 1.14, which are basically loading of polymer bags into trucks, unloading of polymer bags as and when required, associated activities of loading & unloading, housekeeping of entire Logistics areas and miscellaneous activities.

Certification of monthly bills of contractor agency for Line Item-1 and 2 shall be done on the basis of "per mt of load/unload of polymer bags" (i.e., quantity of load/ unload done by the contractor agency as mentioned in point no 1.01 under the heading "Main activities (Loading/ Unloading)", which shall also cover payments for the rest 13 activities (as mentioned in point no 1.02 to 1.14) under the heading of "Associated activities of

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				loading & unloading", "Housekeeping" and "Miscellaneous Activities", which are integral part of line item no- 1 & 2. No other payments shall be made separately.
				List of activities of Line Item 1 & 2 under the following headings: Main activities (Loading/ Unloading): 1.01. Loading of polymers bags, low polymer bags, polymer scraps (BDP/ WPP/ Machine wastes/RPP / AMPP / PS / FS etc) into trucks, containers, containerized trucks on regular basis. Unloading of same has also to be carried out as and when required. Loading activity includes a. Collection of "DO (Delivery Order) slip" from Logistics. b. Coordination with truck crews for placement of trucks/ containers for loading as per "DO slip" at the loading points nearest to storage location or as advised by Logistics coordinator. c. Shifting of materials from storage location to trucks/ containers by Forklift and certification of grade, lot number & quantity on "DO slip" as shifted. d. Mobilizing loaders and physical loading of polymer bags into the trucks/ containers under supervision of contractor agency and certification of grade, lot number & loaded quantity on "DO slip" e. Submission of "DO slip" to Logistics on completion of loading. f. Proper supervision by the contractor agency to ensure safety at workplace during placement of trucks at loading bays, loading & covering of trucks with tarpaulin, tying up with rope etc. Specifically checking of all PPE#s of Driver & khalasi (Whenever Applicable) Associated activities of loading & unloading: 1.02. Replenishment of "cut & torn" bags while loading with fresh polymer bags of same grade taking from product warehouse, segregation of #cut & torn# bags and keeping those aside. Shifting of #cut & torn# bags on daily basis from loading area and storage bins to bagging areas as advised by concerned officer in-charge. 1.03. Stacking of empty pallets during loading (05 /10 pallets in one stack) at loading decks and shifting to product warehouse or bagging area by Forklift trucks. Storage of empty pallets needs to be done properly upto a height of 20 empty pallets and maintaining a good aesthetic view. 1.04 Repalletisation of fallen bags from the loaded pallets while shifting by Forklift trucks for loading. The fallen bags need to be lifted from floor and restacked on pallet. Restacking of product bags fallen from the stacks in storage bins of product warehouse and other areas also to be carried out on a regular basis. Housekeeping: 1.05. Housekeeping of product warehouse and vicinity on daily basis, which includes manual sweeping of warehouse floor, walls, passages, loading decks, loading bays, ceiling of loading deck, surrounding roads of product warehouses, approach roads to product warehouses and despatch gate, truck parking areas, operating rooms & offices etc. Cutting of grass and small shrubs

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				<p>of nearby areas, washing of warehouse floor and roads with water etc</p> <p>Purchase and / or arrangement of all the tools & tackles like broom & stick, hoe, spade, sickle, etc, as required for housekeeping and miscellaneous activities shall be the responsibility of contractor agency.</p> <p>1.06 Cleaning of dirty product bags and collection of any spilled materials from floor on a daily basis, filling into empty bags & shifting to storage bins or bagging areas as advised by concerned officer in-charge.</p> <p>1.07 Shifting of sample polymer bags and returned goods from laboratory etc and keeping at product warehouse properly.</p> <p>Miscellaneous Activities:</p> <p>1.08 Operating electric lights of LLDPE product warehouse & loading bays on daily basis. Operating shutters of product warehouses as & when required as advised by concerned officer in-charge.</p> <p>1.09 Contractor agency shall provide uniform and all necessary PPEs to their workmen as per HPL norms which include safety shoes, cotton dusters, nose guards etc. Insulated hand gloves, soft leather hats etc also to be provided to workmen to facilitate loading of slightly hot polymer bags as and when required.</p> <p>1.10 Plantation at nearby areas as advised by concerned officer in-charge. Watering of plants and gardens as and when required</p> <p>1.11 Contractor agency shall make all arrangements to keep the work place including lunch place, places for sitting, washing place and other janitorial facilities etc neat and clean on daily basis.</p> <p>1.12 Contractor agency shall make all arrangements for collection of debris, garbage and food wastes of workmen from dust bins/ garbage bins/ waste containers located near lunch place, different loading bays, despatch gate etc. and subsequent disposal of the same at HPL garbage yard/ scrap yard by garbage van or cycle van.</p> <p>1.13 Any other jobs, which are not mentioned but related to loading, unloading, house-keeping or as shall be advised by concerned officer in-charge shall be carried out by the contractor agency as and when required.</p> <p>1.14 Contractor agency shall provide conveyance car at work site during working hours for operational requirement, training coordination, any emergency requirement that arises during the process of operation like sending sick or injured workmen to Occupational Health Centre or nearest Hospital for medical treatment etc.</p> <p>At least a pool of two conveyance cars for three product warehouses (both loading & bagging operation) shall be arranged by contractor agency during daily working hours.</p>

Quantum of Jobs and normal working time for Line Items-1 & 2

2.01 The indicative volume of work would be around 3.5 lacs mt/annum (around 29 KT /month on an average). Though, indicative volume is around 3.5 lacs mt/annum (around 29 KT/ month on an average), the volume of mentioned work shall vary from month to month and day to day operation depending on

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actual HPL business need. This indicative volume of work per annum cannot be used by the CONTRACTOR to claim any relaxation in the conditions of this contract.

2.02 The indicative work volume/day would be around 1 KT/warehouse/day, however, a volume of 2 KT/warehouse in a day shall also be the requirement based on business need, which needs to be carried out and completed in three shifts operation. Intimation for additional loads beyond 1 KT/warehouse/day arising purely out of business need shall be communicated to the contractor agency by 8 pm of previous day for better planning.

2.03 Normal operation for all the activities shall be carried out in 1st shift (i.e., 6 am to 2 pm) & 2nd shift (i.e., 2 pm to 10 pm) and seven days a week including Sunday. During the need of higher despatch requirement, Contractor Agency shall be equipped to load at least 800 mt in 1st shift and 1200 mt in 2nd shift operation on availability of trucks.

2.04 However, work in night shift (i.e., 10 pm to 6 am) and during Holidays shall also be the requirement as per business need. Contractor agency shall make all arrangement for doing works in night shifts and on Holidays as and when required, but under separate line items (Line Item - 3 & 4 respectively)

3.0 Line Item -3: Night loading and differential payment

3.01 Though normal operation of loading / unloading shall be carried out in 1st shift (i.e., 6 am to 2 pm) & 2nd shift (i.e., 2 pm to 10 pm), however, loading operation during night shift (i.e., 10 pm to 6 am) shall also be the requirement as per business need. Contractor agency shall be doing all the arrangement for night shift operation as advised by concerned officer in-charge.

3.02 Intimation for work in night shift shall be communicated to the contractor agency by 7 pm on same day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge on daily basis and get the information for night shift operation.

3.03 Quantity loaded during night shift shall be billed under Line item-1. In addition to, a differential amount shall be payable to contractor agency against this Line item on account of additional expenses for night operation.

4.0 Line Item -4: Holiday loading and differential payment

4.01 Though normal operation of loading / unloading shall be carried out seven days a week including Sunday. However, working on Holidays shall be on business need basis. Contractor agency shall be doing all the arrangement for loading on Holidays as advised by concerned officer in-charge.

4.02 Intimation for work on any Holiday shall be communicated to the contractor agency on previous day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge and get the information for arrangement of loading on Holidays.

4.03 Quantity loaded during Holidays (HPL declared Holidays only) shall be billed under Line item-1. In addition to, a differential amount shall be payable to contractor agency under this Line item on account of additional expenses for operation on Holidays.

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5.0 Line Item -5: Idle payment (Shortfall in minimum committed quantity)

A minimum committed quantity of 21 KT/ month shall be given to contractor agency by HPL in order to ensure minimum expenses of contractor agency during the month. Any shortfall in minimum committed quantity / month shall be payable to the contractor.

B. Special Conditions of the Contract

6.0 Responsibilities of Contractor Agency

Contractor agency shall be solely responsible for the given contract of "Loading & Associated Activities (LLDPE)" pertaining to Logistics function. Contractor agency shall also be responsible for deployment of required resources and supervision of the job. Entire responsibility of supervision of above stated job shall be administered by the contractor agency. Time-bound operation shall be the prime responsibility of the contractor agency.

7.0 Work Culture at Work Place

7.01 A healthy work culture at work place has to be maintained by the contractor agency as per the appropriate statute.

Contractor agency shall not indulge in any short of restricted and/or compartmentalized work practice in the process of job execution. Idle workmen need to be mobilized to work in other product warehouses or other areas of plant as required.

7.02 In the process of job operation, the contractor agency shall not indulge in any form of direct or indirect wrongful act.

7.03 Loading of trucks/containers must physically commence within reasonable time (ideally within 5 minutes) after placement of material at loading bays. Loading of the truck/container should be completed within a reasonable time (e.g. within 30 minutes for 18 mt truck & within 45 minutes for 20 feet containers).

7.04 Contractor shall ensure that their manpower deployed in HPL Plant has not been a subject to the process of any criminal law. If subsequently detected by HPL, the workmen shall be debarred from entering HPL Plant premises and shall be prosecuted as per the law in force if found within HPL premises.

8.0 Penal clauses

8.01 Contractor agency shall ensure that the assigned quantum of job is duly performed. For any detention of trucks for more than 12 hours due to non performance expressed or implied, a penalty of Rs.3000/truck per day (or part of the day) shall be debited from monthly bills of contractor agency (Under "Penalty for detention of trucks")

8.02 In case of any other losses arising from damages of products, property, duplication of loading/unloading operation etc., the amount of losses as deemed fit by HPL shall be

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recovered from the security deposit or payment against monthly bills of the contractor agency.

8.03 Loading of product bags into the trucks and containers in right quantity as specified in "DO Slip" shall be the responsibility of contractor agency. In case, loaded trucks are found to have weight variation on account of wrong quantity loaded, contractor agency to recheck the loaded truck through unloading and reloading of entire quantity and no payment shall be entertained for this rework.

8.04 As already specified in point no 2.3 that in case, 2 KT load/ WH in two shifts operation is not completed by end of 2nd shift due to lack of resources or any other issues at contractor agency's end, contractor agency to ensure completion of loading by night shift of same day and no claim for night shift operation shall be entertained for the pending load of trucks upto 2 KT, which report by 7 pm.

8.05 In the process of job operation, the contractor agency shall not indulge in any form of direct or indirect malpractices. Even any transaction of money with the truck crews as "Chayee Pani", "Hamali" or anything else while loading is strictly prohibited and a penalty of Rs 10000(Rupees ten thousand only) per incident.(Under "Penalty for NC & malpractices") shall be charged to contractor agency and debited from his monthly bills in addition to other penal actions as deemed fit by HPL.

8.06 All supporting activities pertaining to Line Item-1 & 2 as mentioned under point no 1.02 to 1.14 have to be carried out on a regular basis or as and when required as applicable. Any non-compliance in performing the stated activities in full or part shall attract a penalty of Rs 10000(Rupees ten thousand only) per day (Under "Penalty for NC & malpractices") in addition to other penalties as mentioned above.

8.07 It is imperative for the contractor agency to ensure that the right material is fed by the forklift operator and loaded by loaders in the right truck/container. Any noncompliance in this regard may attract a penalty of Rs. 10000 (Rupees ten thousand only) per incident (Under "Penalty for NC & malpractices") as per the discretion of HPL. Over and above this, the contractor agency shall be liable to fully compensate HPL for any loss which may occur for any such wrong loading/feeding as determined.

8.08 The contractor agency shall be liable to fully compensate HPL for any asset damage done by anyone related to the contractor. Besides this, the contractor agency shall be responsible for paying penalty as per the GCC about safety.

Consignee Address:

Offsite Plant
Haldia Petrochemicals Ltd.
Purba Midnapur, West Bengal
Haldia-Pin 721602, India
Pin :721602
West Bengal
India

Request for Quotation (RFQ)

RFQ Number/Date

7030443 / April 29, 2025

Item	Service No	Quantity	Unit	Description
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The item covers the following services:

1				Loading of Polymer Bags upto 21000 MT
	360,000.000	Metric	Tonnes	
2				Loading of Polymer Bags above 21000 MT
	96,000.000	Metric	Tonnes	
3				Night loading and differential payment
	12,000.000	Metric	Tonnes	
4				Holiday loading and differential payment
	11,000.000	Metric	Tonnes	
5				Idle Payment
	1.000	Metric	Tonnes	
6				Penalty for detention of trucks
	1	Number		
7				Penalty for NC & malpractices
	1	Number		
8				Differential Payment for powder loading
	35,000.000	Metric	Tonnes	
9				Penalty for Wrong Material Feed/Load
	1	Number		

00005 **ANNUAL BAGGING OPERATION CONTRACT (PP)**

1 Power unit

Bagging & Associated Activities (PP) for the period 01.07.2025 to 30.06.2026

A. Scope of Work of Contractor Agency:

The scope of Bagging & Associated Activities includes Normal Bagging Operation and all supporting activities as described in the following line items (1 to 9). Housekeeping is an integral part of the scope of work. Necessary details are given below. Agreed rates shall be payable for the jobs listed below i.e. 1,2,3,4,5,6,7,8,9. No other payments shall be made other than these line items.

1 Normal Bagging Operation:

Under this line item all the following clauses (1.1 to 1.5) are under normal bagging operation. Basis of certification of monthly bills of contractor agency for Line Item-1 shall be "per mt of prime, non-prime and off-grade polymer bagged at the bagging lines only".

1.1 Normal Bagging Operation includes Bagging Line Operation, counting of filled pallets / bags after completion bagging of a particular lot , store keeping of Empty Bag Storage Room, Re-printing, Re-charging, Erasing, Manual Stamping, Shifting of Loaded Pallets from Palletisers to Bay / Bins in Warehouses ,Loading Bays or any other location within the complex as advised by Polymer Logistics, Shifting of Loaded Bags from one Warehouse to another Loading Bays or any other location within the complex as advised by Polymer Logistics, Loading and unloading of filled pallets onto trucks using Forklifts, Shifting of Empty Bags from one Warehouse to another, Shifting of Empty Pallets from one Warehouse to another, Battery Changing

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				<p>Operation, Recovery Operation, Manual Palletisation, Dumping & Re-palletisation , Capping / De-capping of dumped filled bags at the designated location. Scope of this activity also includes arranging tarpaulins at the job location from the designated storage location as advised by Polymer Logistics during capping. Fitting the caps & Tying of the draw strings is a part of the scope of this job. Removing the caps after untying the draw strings during de-capping, folding the tarpaulins and shifting it to designed location as advised by Polymer Logistics is also a part of the scope. It will be the responsibility of the Contractor Agency to ensure that the tarpaulins are handled properly and safely and any damage whatsoever is avoided during handling, transportation, capping & de-capping, etc. Supporting activities means supply of forklift trucks with operators to other Plants for Plant-related operations, supply of supply manpower to other Plants for Plant - related operations etc including housekeeping.</p> <p>The Contractor Agency shall ensure the portable machines and any malfunctioning hand stitching machines are immediately deposited at bagging maintenance room after informing the Bagging SIC and collected after repair and trial run. For malfunctioning portable weighing machines, these are to be sent to Bagging SIC room and replaced immediately with properly working machine.</p> <p>Depending on the organization's business requirements, the Supply Workers allocated to Polymer Logistics, may have to be deputed to our Bagging Plants to undertake certain specific time-bound task(s) commensurate with their skill. Similarly, Supply Workers allocated to our Bagging Plant, may be deputed to Polymer Logistics as per the criteria mentioned above. The Contractor Agency will be responsible for ascertaining such requirements from the Bagging Shift Incharge on duty or concerned HPL official and mobilizing the agreed manpower within the agreed time frame so as to be able to complete the assigned task safely and to the satisfaction of the concerned HPL officer within the allotted time. Necessary supervision during execution of the allotted task is to be ensured by the Contractor Agency.</p> <p>1.2 Supervision and coordination to ensure safety at the work place by complying with the HSEF Policy of the Company. The Contractor Agency shall provide all necessary PPEs as per HPL specifications and norms including safety shoes, uniform, insulated /non insulated gloves, helmets, ear plugs, nose masks, safety goggles etc to their workmen as and when required.</p> <p>1.3 Standard Operating Procedures (SOPs) shall be followed until advised otherwise.</p> <p>1.4 Any other jobs related to bagging as required shall be advised by the concerned HPL Officer- In-charge to the Contractor Agency as and when required.</p> <p>1.5 Housekeeping of Bagging & its Associated Areas and Outside Areas:</p> <p>(i) Manual sweeping, dusting, collection and bagging of swept</p>

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				<p>materials of Bagging Areas, Battery Charger Rooms, Empty bag storage area, BDP / WPP Bagging Area , Fork Lift Repair Area , Other Solids Area, approach roads to Bagging Areas, sitting & eating place of contractual employees, janitorial and other areas pertaining to Bagging function. Regular removal of broken & unserviceable pallets to to designated place as advised by Polymer Logistics and cleaning of equipment are a part of housekeeping.</p> <p>(ii) Purchase and provision of all tools like brooms and sticks, hoes, belcha, spades, sickles, buckets etc. as and when required for housekeeping activities are in the scope of the Contractor Agency.</p> <p>(iii) Cleaning of Bagging Operational Areas and their Associated Areas' walls upto man height, Operation Rooms and Offices on a daily basis.</p> <p>(iv) Operation of all electric lights, fans, industrial aquaguards/ Water purifier cum coolers in Bagging Operational and their Associated Areas.</p> <p>(v) Housekeeping (outside Bagging Operational & Associated Areas) include sweeping, cleaning of debris and garbage, shifting of garbage and dumping in the nearest bin / vat or designated location, cutting of grass and small shrubs, washing with water as and when required or any other related activity as advised by the Officer-In-Charge.</p> <p>(vi) Regular disposal of food waste in the dustbin outside of bagging plants to ensure health and hygiene of the operating areas.</p> <p>(vii) Regular housekeeping of bagging area bathroom to ensure health and hygiene of the areas.</p> <p>(viii) Watering of potted plants and gardens.</p> <p>" Quantum of Jobs & Working Hours : The indicative volume of work would be around 3.24 lacs mt/annum (around 27 KT /month on an average). However, the volume of mentioned work shall vary from month to month and day to day operation depending on actual HPL business need.</p> <p>Normally Bagging related operational activities shall be done in 'A' shift (i.e. 06:00 hrs to 14:00 hrs) and 'B' shift (i.e. 14:00 hrs to 22:00 hrs) including working on Sundays. Working on holidays (as per HPL approved holiday list) shall be as per HPL business need basis.</p> <p>2 Bagging during night shifts and differential payment</p> <p>2.1 Though normal operation of Bagging shall be carried out in A shift (i.e., 6 am to 2 pm) & B shift (i.e., 2 pm to 10 pm). However, Bagging operation during C shift (i.e., 10 pm to 6 am) shall also be the requirement as and when required as per business need. Contractor agency shall be doing all the arrangement for night shift operation partly or fully as advised by concerned officer in-charge.</p> <p>2.2 Intimation for work in night shift shall be communicated to the contractor agency by 7 pm on same day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge on daily basis and get the information for night shift operation.</p> <p>2.3 Quantity bagged during night shift shall be billed under</p>

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Line item-1. In addition to, a differential amount shall be payable to contractor agency against this line item on account of additional expenses for night operation.

3. Bagging during Holidays and differential payment

3.1 Though normal operation of Bagging shall be carried out seven days a week including Sunday. However, Bagging operation during Holidays (A / B / C shifts) shall also be the requirement as and when required as per business need. Based on business requirement, on HPL declared Paid Holidays, the organization reserves the right to operate Bagging Plants or partially suspend bagging operations or completely suspend bagging operations. However, irrespective of the operational status of Bagging Plants, it may be required to provide forklift trucks with operators, as per Logistics truck loading plan. It is the responsibility of the Contractor Agency to obtain this information from the concerned HPL Officer-in-Charges latest by 19:00 hrs on the preceding day for planning man power and resource deployment.

3.2 Intimation for work on any Holiday shall be communicated to the contractor agency by 7 pm on previous day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge on daily basis and get the information for arrangement of Bagging on Holidays.

3.3 Quantity bagged during Holidays (HPL declared Holidays only) shall be billed under Line item-1. In addition to, a differential amount shall be payable to contractor agency under this line item on account of additional expenses for operation on Holidays.

4 Idle Payment:

Though monthly indicative volume may be around 27kT on an average, the volume of work shall vary from month to month as well as day to day depending on the business need. However, a minimum committed quantity of 26 kT / month for PP Bagging Plant shall be given by HPL and any shortfall in committed quantity of 26 kT / month shall be payable to the Contractor Agency subject to certain conditions mentioned below: During Shut down of Bagging, the Contractor Agency's manpower may be deployed to other areas within the Complex at no additional charge. The Contractor Agency will be responsible for the supervision and safety of his workmen at the assigned area. The fulfillment of this criteria is mandatory for claiming idle payment

5. Payment of Additional Supply Labourers for Plant/ Dumping/ Repalletisation Job(No supply labours will be engaged in othere operation):

If supply labourers are required beyond the engagement as per shift schedule, the HPL Officer-In-Charge will instruct for additional deployment and payment shall be made under this line item.

6 Payment of Additional Forklift Operators for Plant Job:

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If forklift operators are required beyond the engagement as per shift schedule, the HPL Officer-In-Charge will instruct for additional deployment and payment shall be made under this line item.

7. Bagging of Other Solids:

This includes Bagging of Blowdown Powder (BDP), Waste Powder and Pellets (WPP), Plant sweep (PS) and Floor sweep (FS) material.

All other associated activities i.e. Manual Palletisation, Dumping, Re-Palletisation, Re-charging, Erasing, Manual Stamping, Shifting of Loaded Pallets to Warehouses / Loading Bays or any other location within the complex as advised by Polymer Logistics, Shifting of Loaded Bags from one Warehouse to another, Shifting of Empty Bags from one Warehouse to another, Shifting of Empty Pallets from one Warehouse to another or other solid bagging area, Shifting of Loaded Pallets from other solid bagging area to Warehouses, Recovery Operation etc. pertaining to bagging of other solids are also under the scope of this line item.

Payment will be given as per actual tonnage (MT) of other solids bagged only. No other payment will be made separately for the associated activities as mentioned above.

When filled pallets are shifted by forklift / truck to a location outside the Product Warehouse and dumped there, the job includes shifting the empty pallets back to Product Warehouse. During repalletisation, supplying empty pallets at the job location is a part of the scope of the contract.

Bagging of other solids (PS, FS, BDP, WPP) includes sieving, filling, folding, stitching, manual palletisation, arranging of empty bags & empty pallets, weighing of each filled bag (except RPP) and warehousing.

Recovery operation in Product Warehouses includes sorting, sieving, filling, folding, stitching, manual palletisation, arranging of empty bags and empty pallets, weighing of each filled bag, disposal of used bags and warehousing.

8. Payment of Additional Machine Operators for Plant Job:

If Bagging Machine operators are required beyond the engagement as per shift schedule, the HPL Officer-In-Charge will instruct for additional deployment and payment shall be made under the applicable line item.

B. Special Conditions of the Contract:

1.0 Responsibilities of Contractor Agency:

1.1 Contractor Agency shall be solely responsible for the given contract of "Bagging & Associated Activities (PP)" pertaining to Bagging function. Contractor Agency shall also be responsible for the deployment of required resources and direct continuous supervision of the job. The entire responsibility of supervision of the above stated job shall be managed and administered by the Contractor Agency. Time-bound operation

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shall be the prime responsibility of the Contractor Agency.

1.2 The Contractor Agency shall provide a conveyance car at the work site during working hours for the purpose of emergency requirements such as sending their employees to the nearest hospital for medical treatment, if required and / or any other emergency requirement arises during the process of operation. Concept of common pool car for all the three Product Warehouses and entire warehouse operation inclusive of Bagging and Logistics activities shall be accepted in all shifts.

2.0 Work Culture:

2.0.1 A healthy work culture at the work place shall be ensured as per the appropriate statute. Contractor Agency shall be responsible for the work culture and discipline in Bagging operation.

2.0.2 In the process of job operation, the Contractor Agency shall not indulge in any form of direct or indirect malpractices defined as misdemeanor in the appropriate statute.

2.0.3 Contractor Agency shall not indulge in any sort of restrictive and / or compartmentalized work practice in the process of job execution.

2.0.4 The Contractor Agency should ensure a positive attitude of his employees so that there will be no conflict or dispute related to fulfilling the Company's business requirement and maintaining rules and regulations.

2.0.5 Contractor shall ensure that their manpower deployed in HPL Plant has not been convicted under any criminal law. However, if it is subsequently detected by HPL, the concerned workman / workmen shall be debarred from entering HPL Plant premises and shall be prosecuted as per the law in force if found within HPL premises thereafter.

2.0.6 Material build-up in Polymer Plant would affect Plant operation. The Contractor Agency shall mobilize the required additional resources to remove such build-up as per the advice of the concerned HPL Officer-In-Charge within 12 hours of notice.

2.0.7 Forklifts would be allotted to the respective Contractor Agencies by the Team Leader - Bagging for carrying out Bagging as well as Logistics activities. However, one Contractor Agency would release some of the forklifts to other Bagging / Logistics Contractor Agencies based on the requirement given by HPL Bagging SIC.

2.0.8 The Contractor Agency will have to comply with all Statutory rules applicable in HPL.

2.0.9 The Contractor Agency will have to prepare the Biometric schedule for their workmen for the subsequent month before 25th of the running month and submit it to the concerned G shift officials for approval.

It will be also the responsibility of the contractor agency to ensure that the attendance and leave records of their workmen in the system owned by HPL is maintained and updated accurately .

2.0.10 All workmen shall report to their duties strictly as per approved monthly biometric shift schedule and within the scheduled hours as required by the Principal Employers.

2.0.11 The Contractor Agency is to ensure that the absenteeism of their workmen is avoided .Habitual absenteeism need to be

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				<p>reported to the Bagging and Plant HR #IR officials for information and advice on the forward path. .</p> <p>2.0.12 The Contractor Agency is to ensure that Bagging Line Operation is continued while handing over and taking over takes place i.e. from 'A' shift to 'B' shift and from 'B' to 'C' shift operation, where ever applicable.</p> <p>2.0.13 The Contractor Agency is to ensure that Bagging Line Operation is continued without any disruption outside the tiffin breaks.</p> <p>2.0.14 Forklift Operators engaged by the Contractor Agency are to manage their operations in such a way that Bagging operation should not come to a standstill due to not lifting & shifting of loaded pallets or unavailability of empty pallets in empty pallet dispenser.</p> <p>2.0.15 No restricted or compartmentalized work practice will be entertained. In case of such violations the cost of the proportionate work loss will have to be borne by the Contractor Agency.</p> <p>2.0.16 The Contractor Agency is to ensure that the expected levels of productivities as notified by concerned department(s) from time to time are achieved and maintained on day to day basis.</p> <p>2.0.16 The Contractor Agency is to ensure that all the daily shift records (Log books, Log sheets, registers etc.) are updated and maintained as per organizational requirement.</p> <p>3.0 Penal clauses: Contractor Agency shall ensure that the assigned quantum of job is duly performed. In case of non-compliance, penalties will be imposed as under:</p> <p>3.1 In case of any other losses arising from intentional or unintentional damage of products and / or property including major and minor equipment like forklifts, portable sewing machines, portable weighing machines, fittings and fixtures in any part of the Warehouse , tarpaulins etc., the amount of losses as deemed fit by HPL shall be recovered from the Security Deposit or bills of the Contractor Agency. This damage may be due to mischief / mishandling, mal-operation and unsafe work practice by any of the Contractor Agency's manpower.</p> <p>3.2 It is the sole responsibility of the Contractor Agency to complete the day's target bagging as per organizational requirement within normal shift hours i.e. within 'A' & 'B' shifts. However, penalty shall be imposed if the day's target is not fulfilled within 24 hours time period for reasons attributed to the Contractor Agency.</p> <p>3.3 All the Associated Activities pertaining to "Bagging & Associated Activities " (PP) have to be carried out as advised by the job coordinator / Bagging SIC. Any non-compliance of Associated Activities in part or full shall attract a penalty of Rs. 5,000 per day for PP Bagging Plant.</p> <p>3.4 The Contractor Agency is to ensure safe work practices including usage of PPE#s in the process of job operation. Any deviation shall attract necessary penalty as per HPL norms.</p> <p>3.5 Strict supervision by Contractor Agency during Dumping and Manual Palletisation. Penalties, @ Rs. 1000/bag or the amount of losses whichever is higher, will be charged against damage of</p>

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pallets during dumping due to lack of supervision or otherwise.
3.6 The Contractor Agency is to ensure the exact quality and quantity of material to be bagged in case of Recovery or Recharging operations. If any negligence in the form of foreign material, grade mixing, improper stitching, contamination with dust and particles etc. is detected, necessary penalty as deemed fit by HPL shall be deducted from their Monthly Bill. The amount of penalty may be up to the level of actual compensation paid to the Customer.

3.7 The Contractor Agency shall be responsible for the positive work culture and discipline in Bagging operation. Stoppage of bagging lines frequently for petty reasons is not acceptable and heavy penalty will be levied from the Contractor Agency as per the loss of business opportunity. Loss will be calculated as the difference between the day's average target bagging quantity (867 MT) and the actual bagged quantity, multiplied by the normal bagging rate.

3.8 It is the sole responsibility of the Contractor Agency to complete the maximum day's target bagging (1000 MT) as conveyed by the Bagging SIC within normal shift hours i.e. within 'A' & 'B' shifts. In case of failure for reasons attributable to the Contractor Agency, no additional payment will be made to the Contractor Agency if it extends beyond 'A' & 'B' shifts. However, a penalty will be imposed if the day's target is not fulfilled within 24 hour time period for reasons attributed to the Contractor Agency. Loss will be calculated as the difference between the day's maximum target bagging quantity (1000 MT) and the actual bagged quantity, multiplied by the normal bagging rate.

Reimbursement_PPE_PP Bagging

1. The scope of reimbursement is against providing of the PPE items in the full quantity for the mentioned heads of workmen deployed in the concerned Bagging Plant in the applicable FY.
2. PPE items should be examined by our Safety dept. and distributed after their approval.
3. Name - wise PPE issue register is to be maintained by the concerned Bagging Contractor. This register is to be signed by the workmen, Bagging Contractor Site Incharge & HPL Engineer Incharge at the time of distribution. After completion of distribution to all eligible workmen photocopy of this certified PPE Issue Register is to be submitted along with the bill to the Engineer Incharge for processing.
4. It will be the responsibility of the concerned Bagging Contractor to enforce the usage of the provided PPE by the workmen during their duty hours. In case of non compliance penalty will be levied on the concerned bagging contractor as per the terms of the Bagging Contract.
5. In case of loss, damage for any reason whatsoever, breakage of the PPE or any condition rendering the PPE item unusable or dangerous, the concerned Bagging Contractor is to replace the damaged items immediately at their own cost.
6. HPL reserves the right to ask the workmen to produce the PPE on demand for inspection of its condition. The concerned Bagging Contractor should educate the workmen for safe storage and proper usage of the PPE items so that they can last for

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their designed life span.

Powder Bagging & Associated Activities (PP)

A. Scope of Work of Contractor Agency:

1.1 The scope of direct 20 Kg powder Bagging , powder Bagging(Jumbo Bags)& Associated Activities includes Powder Bagging Operation and all supporting activities as described in the following line items . Housekeeping is an integral part of the scope of work. Necessary details are given below. Agreed rates shall be payable for the jobs listed below .No other payments shall be made other than these line items.

The direct 20 Kg powder Bagging consists of the following activities :

- 1)Pre Printing of empty 20 Kg bag with correct lot No., grade, nett wt. etc.
- 2)Filling material into 20 Kg bag at the designated location ,
- 3)Weighing each 20 kg bag including weight correction,
- 4)Folding & manual stitching,
- 5)Arranging of empty pallets, hand stitching maching including threads, Portable electronic weighing machines , electrical board (if required) at the designated location
- 6) Manual palletisation,
- 7)Shifting the filled pallets to designated Bay Bin by Electric Forklifts in Product Warehouses as advised by Bagging SIC/Polymer Logistics SIC ,
- 8)House Keeping of the operating area adhering to the safety norms, quality standards and targeted production quantity.
- 9)Counting of filled bags after completion of particular lot .
- 10) Battery Changing Operation.
- 11) 11) The indicative manpower deployment per eight hour shift for the above activities will be: Field coordinator- 1 head, forklift operator-2 heads , Supply labours-25 heads .

1.2 The powder Bagging(Jumbo Bags) consists of the following activities :

- 1)Shifting Filled Jumbo Bag to 20 Kg bagging station,
 - 2)Pre Printing of empty 20 Kg bag with correct lot No grade etc,
 - 3)Holding the jumbo Bag for 20Kg bag filling.
 - 4)Filling material into 20 Kg bag,
 - 5)Weighing each 20 kg bag including weight correction
 - 6)Folding & manual stitching
 - 7)Manual palletisation
 - 8)Shifting the filled pallet to designated Bay Bin by electric forklift
 - 9)Arranging empty pallet to work station hand stitching maching including threads, Portable electronic weighing machines , electrical board (if required),
 - 10)House Keeping of the operating area adhering to the safety norms, quality standards and targeted production quantity.
 - 11)Counting of filled bags after completion of particular lot .
 - 12) Battery Changing Operation,
- The contractor shall be held liable for any compensation claims

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				<p>raised by customer with regard to illegible printing, improper stitching, product mixing, foreign material contamination .</p> <p>1.3 The contractor shall be held liable for any compensation claims raised by customer with regard to illegible printing, improper stitching, product mixing, foreign material contamination.</p> <p>1.4 Issue of PPE & usage of the same to the workers, transport & fooding are in the scope of the Contractor.</p> <p>1.5 The Contractor Agency shall ensure the portable machines and any malfunctioning hand stitching machines are immediately deposited at bagging maintenance room after informing the Bagging SIC and collected after repair and trial run. For malfunctioning portable weighing machines, these are to be sent to Bagging SIC room and replaced immediately with properly working machine.</p> <p>1.6 The Contractor Agency will be responsible for ascertaining such requirements from the Bagging Shift Incharge on duty or concerned HPL official and mobilizing the agreed manpower within the agreed time frame so as to be able to complete the assigned task safely and to the satisfaction of the concerned HPL officer within the allotted time. Necessary supervision during execution of the allotted task is to be ensured by the Contractor Agency.</p> <p>1.7 Supervision and coordination to ensure safety at the work place by complying with the HSEF Policy of the Company. The Contractor Agency shall provide all necessary PPEs as per HPL specifications and norms including safety shoes, uniform, insulated / non insulated gloves, helmets, ear plugs, nose masks, safety goggles etc to their workmen as and when required.</p> <p>1.8 Standard Operating Procedures (SOPs) shall be followed until advised otherwise.</p> <p>1.9 Purchase and provision of all tools like brooms and sticks, hoes, belcha, spades, sickles, buckets etc. as and when required for housekeeping activities are in the scope of the Contractor Agency.</p> <p>1.10 Cleaning of Powder Bagging Operational Areas and their Associated Areas' walls up to man height, Operation Rooms and Offices on a daily basis.</p> <p>1.11 Operation of all electric lights, fans, industrial aqua guards /Water purifier cum coolers in Powder Bagging Operational and their Associated Areas.</p> <p>1.12 Housekeeping (outside Bagging Operational & Associated Areas) include sweeping, cleaning of debris and garbage, shifting of garbage and dumping in the nearest bin / vat or designated location, cutting of grass and small shrubs, washing with water as and when required or any other related activity as advised by the Officer-In-Charge.</p> <p>1.13 Regular disposal of food waste in the dustbin outside of bagging plants to ensure health and hygiene of the operating areas.</p> <p>1.14 Normally Powder Bagging related operational activities</p>

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				shall be done in 'A' shift (i.e. 06:00 hrs to 14:00 hrs) and 'B' shift (i.e. 14:00 hrs to 22:00 hrs) including working on Sundays. Working on holidays (as per HPL approved holiday list) shall be as per HPL business need.
				1.15 Though normal operation of Bagging shall be carried out in A shift (i.e., 6 am to 2 pm) & B shift (i.e., 2 pm to 10 pm). However, Bagging operation during C shift (i.e., 10 pm to 6 am) shall also be the requirement as and when required as per business need. Contractor agency shall be doing all the arrangement for night shift operation as advised by concerned officer in-charge.
				1.16 Intimation for work in night shift shall be communicated to the contractor agency by 7 pm on same day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge on daily basis and get the information for night shift operation.
				B. Special Conditions of the Contract:
				1.0 Responsibilities of Contractor Agency:
				1.1 Contractor Agency shall be solely responsible for the given contract of "Powder Bagging & Associated Activities (PP)" pertaining to Bagging function. Contractor Agency shall also be responsible for the deployment of required resources and direct continuous supervision of the job. The entire responsibility of supervision of the above stated job shall be managed and administered by the Contractor Agency. Time-bound operation shall be the prime responsibility of the Contractor Agency.
				1.2 The Contractor Agency shall provide a conveyance car at the work site during working hours for the purpose of emergency requirements such as sending their employees to the nearest hospital for medical treatment, if required and / or any other emergency requirement arises during the process of operation.
				2.0 Work Culture:
				2.0.1 A healthy work culture at the work place shall be ensured as per the appropriate statute. Contractor Agency shall be responsible for the work culture and discipline in Powder Bagging operation.
				2.0.2 In the process of job operation, the Contractor Agency shall not indulge in any form of direct or indirect malpractices defined as misdemeanor in the appropriate statute.
				2.0.3 Contractor Agency shall not indulge in any sort of restrictive and / or compartmentalized work practice in the process of job execution.
				2.0.4 The Contractor Agency should ensure a positive attitude of his employees so that there will be no conflict or dispute related to fulfilling the Company's business requirement and maintaining rules and regulations.
				2.0.5 Contractor shall ensure that their manpower deployed in HPL Plant has not been convicted under any criminal law. However, if it is subsequently detected by HPL, the concerned workman / workmen shall be debarred from entering HPL Plant premises and shall be prosecuted as per the law in force if found within HPL premises thereafter.

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				<p>2.0.6 Material build-up in Polymer Plant would affect Plant operation. The Contractor Agency shall mobilize the required additional resources to remove such build-up as per the advice of the concerned HPL Officer-In-Charge within 12 hours of notice.</p> <p>2.0.7 Forklifts would be allotted to the respective Contractor Agencies by the Team Leader - Bagging for carrying out Bagging as well as Logistics activities. However, one Contractor Agency would release some of the forklifts to other Bagging / Logistics Contractor Agencies based on the requirement given by HPL Bagging SIC.</p> <p>2.0.8 The Contractor Agency will have to comply with all statutory rules applicable in HPL.</p> <p>2.0.9 The Contractor Agency will have to prepare the Biometric schedule for their workmen for the subsequent month before 25 th of the running month and submit it to the concerned G shift officials for approval.</p> <p>It will be also the responsibility of the contractor agency to ensure that the attendance and leave records of their workmen in the system owned by HPL is maintained and updated accurately.</p> <p>2.0.10 All workmen shall report to their duties strictly as per approved monthly biometric shift schedule and within the scheduled hours as required by the Principal Employers.</p> <p>2.0.11 The Contractor Agency is to ensure that the absenteeism of their workmen is avoided .Habitual absenteeism need to be reported to the Bagging and Plant HR #IR officials for information and advice on the forward path. .</p> <p>2.0.12 The Contractor Agency is to ensure that Powder Bagging Operation is continued while handing over and taking over takes place i.e. from 'A' shift to 'B' shift and from 'B' to 'C' shift operation, where ever applicable.</p> <p>2.0.13 The Contractor Agency is to ensure that Powder Bagging Operation is continued without any disruption outside the tiffin breaks.</p> <p>2.0.14 Forklift Operators engaged by the Contractor Agency are to manage their operations in such a way that Bagging operation should not come to a standstill due to not lifting & shifting of loaded pallets or unavailability of empty pallets in powder bagging area</p> <p>2.0.15 No restricted or compartmentalized work practice will be entertained. In case of such violations the cost of the proportionate work loss will have to be borne by the Contractor Agency.</p> <p>2.0.16 The Contractor Agency is to ensure that the expected levels of productivities as notified by concerned department(s) from time to time are achieved and maintained on day to day basis.</p> <p>2.0.17 The Contractor Agency is to ensure that all the daily shift records (Log books, Log sheets, registers etc.) are updated and maintained as per organizational requirement.</p>

3.0 Penal clauses:

Contractor Agency shall ensure that the assigned quantum of job is duly performed. In case of non-compliance, penalties will

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be imposed as under:

3.1 In case of any other losses arising from intentional or unintentional damage of products and / or property including major and minor equipment like forklifts, portable sewing machines, portable weighing machines, fittings and fixtures in any part of the powder bagging area etc., the amount of losses as deemed fit by HPL shall be recovered from the Security Deposit or bills of the Contractor Agency. This damage may be due to mischief / mishandling, mal-operation and unsafe work practice by any of the Contractor Agency's manpower.

3.2 It is the sole responsibility of the Contractor Agency to complete the day's target Powder bagging as per organizational requirement to be conveyed by the Bagging SIC every day within normal shift hours i.e. within 'A' & 'B' shifts. However, penalty shall be imposed if the day's target is not fulfilled within 24 hours time period for reasons attributed to the Contractor Agency.

3.3 All the Associated Activities pertaining to "Powder Bagging & Associated Activities (PP) " have to be carried out as advised by the job coordinator / Bagging SIC. Any non-compliance of Associated Activities in part or full shall attract a penalty of Rs. 5,000 per day for PP Powder Bagging.

3.4 The Contractor Agency is to ensure safe work practices including usage of PPEs in the process of job operation. Any deviation shall attract necessary penalty as per HPL norms.

3.5 The Contractor Agency shall be responsible for the positive work culture and discipline in powder Bagging operation. Stoppage of Powder bagging operation frequently for petty reasons is not acceptable and heavy penalty will be levied from the Contractor Agency as per the loss of business opportunity.

Consignee Address:

The item covers the following services:

1			Normal Bagging Operation
	346,314.000	Metric Tonnes	
2			Night Bagging and differential payment
	36,000.000	Metric Tonnes	
3			Holiday Bagging and differential payment
	14,000.000	Metric Tonnes	
4			Payment_ Addtinal Supply Labours Plnt Jb
	3,500.000	Hour	
5			Payment_ Addtinal Forklft Opetrs Plnt Jb
	500.000	Hour	
6			Bagging of other Solids
	2,400.000	Metric Tonnes	
7			Idle Payment
	14,000.000	Metric Tonnes	

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8				Payment for Addl Jr Mc Optr
	1,800.000	Hour		
9				Payment for Addl Sr Mc Optr
	1,800.000	Hour		
10				Helmet
	111	Number		
11				Hand Gloves(Chrome Canadian)
	444	Pair		
12				Nose Musk
	666	Number		
13				CHC-Over spect Type
	222	Number		
14				CHC-No-2
	222	Number		
15				PP powder Bagging_Jumbo conversion
	500.000	Metric Tonnes		
<p>Scope of PP Powder Bagging (Jumbo bag conversion) and printing of woven sacks for normal powder bagging is as below: (a) The powder Bagging consists all activities i.e (i) Arranging of empty Jumbo Bags at the designated location. Filling of empty 400 kg Jumbo bags at the designated location and Shifting of Filled Jumbo Bags to 20 Kg bagging station, Pre Printing of empty 20 Kg bag with correct lot No, grade etc, Holding the jumbo Bag for 20Kg bag filling, filling material into 20 Kg bag, Weighing each 20 kg bag including weight correction, Folding & Stitching, Stacking on pallet, Shifting the filled pallet to designated Bay Bin, arranging empty pallet to work station, House Keeping etc adhering the safety norms, quality standards and statutory compliances. The contractor should ensure that at least the weight of filled pallet is checked manually using the portable electronic weighing machine and records are maintained and submitted to the Bagging SIC on duty. The contractor shall be held liable for any compensation claims raised by customer on this account.</p>				
<p>Scope of PP Powder Bagging (Direct 20 kg) and printing of woven sacks for normal powder bagging is as below: (b) Filling of 20 Kg woven sacks at the designated bagging station, Pre Printing of empty 20 Kg bag with correct lot No, grade etc, Weighing each 20 kg bag including weight correction, Folding & Stitching, Stacking on pallet, Shifting the filled pallet to designated Bay Bin, arranging empty pallet to work station, House Keeping etc adhering the safety norms, quality standards and statutory compliances. The contractor should ensure that at least the weight of filled pallet is checked manually using the portable electronic weighing machine and records are maintained and submitted to the Bagging SIC on duty. The contractor shall be held liable for any compensation claims raised by customer on this account.</p>				
16				Printing of Woven Sack_Normal PowderBagg
	400,000	Number		
17				PP powder bagging _ Direct 20 kg
	20,000.000	Metric Tonnes		
00006				Loading & Associated Activities (PP)

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1 Power unit

Loading & Associated Activities (PP)

A. Scope of Work of Contractor Agency

Loading and associated activities of PP warehouse is comprising of total five Line Items (1 to 5) as described under:

1.0 Line Item -1: Loading of Polymer Bags upto 21500 MT (per month)

2.0 Line Item -2: Loading of Polymer Bags above 21500 MT (per month)

Line Item-1 and 2 have various activities as described under the point no 1.01 to 1.15, which are basically loading of polymer bags into trucks, unloading of polymer bags as and when required, associated activities of loading & unloading, housekeeping of entire Logistics areas and miscellaneous activities.

Certification of monthly bills of contractor agency for Line Item-1 and 2 shall be done on the basis of "per mt of load/unload of polymer bags" (i.e., quantity of load/unload done by the contractor agency as mentioned in point no 1.01 under the heading "Main activities (Loading/ Unloading)", which shall also cover payments for the rest 13 activities (as mentioned in point no 1.02 to 1.14) under the heading of "Associated activities of loading & unloading", "Housekeeping" and "Miscellaneous Activities", which are integral part of line item no- 1 & 2. No other payments shall be made separately.

List of activities of Line Item 1 & 2 under the following headings:

Main activities (Loading/ Unloading):

1.01. Loading of polymers bags, low polymer bags, polymer scraps (BDP/ WPP/ Machine wastes / PS / FS etc) into trucks, containers, containerized trucks on regular basis. Unloading of same has also to be carried out as and when required.

Loading activity includes

a. Collection of "DO (Delivery Order) slip" from Logistics.

b. Coordination with truck crews for placement of trucks/ containers for loading as per "DO slip" at the loading points nearest to storage location or as advised by Logistics coordinator.

c. Shifting of materials from storage location to trucks/ containers by Forklift and certification of grade, lot number & quantity on "DO slip" as shifted.

d. Mobilizing loaders and physical loading of polymer bags into the trucks/ containers under supervision of contractor agency and certification of grade, lot number & loaded quantity on "DO slip"

e. Submission of "DO slip" to Logistics on completion of loading.

f. Proper supervision by the contractor agency to ensure safety at workplace during placement of trucks at loading bays, loading

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				& covering of trucks with tarpaulin, tying up with rope etc. Specifically checking of all PPE#s of Driver & khalasi (Whenever Applicable)
				Associated activities of loading & unloading:
				1.02. Replenishment of "cut & torn" bags while loading with fresh polymer bags of same grade taking from product warehouse, segregation of #cut & torn# bags and keeping those aside. Shifting of #cut & torn# bags on daily basis from loading area and storage bins to bagging areas as advised by concerned officer in-charge.
				1.03. Stacking of empty pallets during loading (05 /10 pallets in one stack) at loading decks and shifting to product warehouse or bagging area by Forklift trucks. Storage of empty pallets needs to be done properly upto a height of 20 empty pallets and maintaining a good aesthetic view.
				1.04 Repalletisation of fallen bags from the loaded pallets while shifting by Forklift trucks for loading. The fallen bags need to be lifted from floor and restacked on pallet. Restacking of product bags fallen from the stacks in storage bins of product warehouse and other areas also to be carried out on a regular basis.
				Housekeeping:
				1.05. Housekeeping of product warehouse and vicinity on daily basis, which includes manual sweeping of warehouse floor, walls, passages, loading decks, loading bays, ceiling of loading deck, surrounding roads of product warehouses, approach roads to product warehouses and despatch gate, truck parking areas, operating rooms & offices etc. Cutting of grass and small shrubs of nearby areas, washing of warehouse floor and roads with water etc
				Purchase and / or arrangement of all the tools & tackles like broom & stick, hoe, spade, sickle, etc, as required for housekeeping and miscellaneous activities shall be the responsibility of contractor agency.
				1.06 Cleaning of dirty product bags and collection of any spilled materials from floor on a daily basis, filling into empty bags & shifting to storage bins or bagging areas as advised by concerned officer in-charge.
				1.07 Shifting of sample polymer bags and returned goods from laboratory etc and keeping at product warehouse properly.
				Miscellaneous Activities:
				1.08 Operating electric lights of PP product warehouse & loading bays on daily basis. Operating shutters of product warehouses as & when required as advised by concerned officer in-charge.
				1.09 Contractor agency shall provide uniform and all necessary PPEs to their workmen as per HPL norms which include safety shoes, cotton dusters, nose guards etc. Insulated hand gloves, soft leather hats etc also to be provided to workmen to facilitate loading of slightly hot polymer bags as and when required.
				1.10 Plantation at nearby areas as advised by concerned officer in-charge. Watering of plants and gardens as and when required
				1.11 Contractor agency shall make all arrangements to keep the work place including lunch place, places for sitting, washing

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				<p>place and other janitorial facilities etc neat and clean on daily basis.</p> <p>1.12 Contractor agency shall make all arrangements for collection of debris, garbage and food wastes of workmen from dust bins/ garbage bins/ waste containers located near lunch place, different loading bays, despatch gate etc. and subsequent disposal of the same at HPL garbage yard/ scrap yard by garbage van or cycle van.</p> <p>1.13 Any other jobs, which are not mentioned but related to loading, unloading, house-keeping or as shall be advised by concerned officer in-charge shall be carried out by the contractor agency as and when required.</p> <p>1.14 Contractor agency shall provide conveyance car at work site during working hours for operational requirement, training coordination, any emergency requirement that arises during the process of operation like sending sick or injured workmen to Occupational Health Centre or nearest Hospital for medical treatment etc.</p> <p>Quantum of Jobs and normal working time for Line Items-1 & 2</p> <p>2.01 The indicative volume of work would be around 3.2 lacs mt/annum (around 27 KT /month on an average). Though, indicative volume is around 3.2 lacs mt/annum (around 27 KT/ month on an average), the volume of mentioned work shall vary from month to month and day to day operation depending on actual HPL business need. This indicative volume of work per annum cannot be used by the CONTRACTOR to claim any relaxation in the conditions of this contract.</p> <p>2.02 The indicative work volume/day would be around 1 KT/warehouse/day, however, a volume of 2 KT/warehouse in a day shall also be the requirement based on business need, which needs to be carried out and completed in three shifts operation. Intimation for additional loads beyond 1 KT/warehouse/day arising purely out of business need shall be communicated to the contractor agency by 8 pm of previous day for better planning.</p> <p>2.03 Normal operation for all the activities shall be carried out in 1st shift (i.e., 6 am to 2 pm) & 2nd shift (i.e., 2 pm to 10 pm) and seven days a week including Sunday. During the need of higher despatch requirement, Contractor Agency shall be equipped to load at least 800 mt in 1st shift and 1200 mt in 2nd shift operation on availability of trucks.</p> <p>2.04 However, work in night shift (i.e., 10 pm to 6 am) and during Holidays shall also be the requirement as per business need. Contractor agency shall make all arrangement for doing works in night shifts and on Holidays as and when required, but under separate line items (Line Item - 3 & 4 respectively)</p> <p>3.0 Line Item -3: Night loading and differential payment</p> <p>3.01 Though normal operation of loading / unloading shall be carried out in 1st shift (i.e., 6 am to 2 pm) & 2nd shift (i.e., 2 pm to 10 pm), however, loading operation during night shift (i.e., 10 pm to 6 am) shall also be the requirement as per business need. Contractor agency shall be doing all the arrangement for night shift operation as advised by concerned officer in-charge.</p>

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<p>3.02 Intimation for work in night shift shall be communicated to the contractor agency by 7 pm on same day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge on daily basis and get the information for night shift operation.</p> <p>3.03 Quantity loaded during night shift shall be billed under Line item-1. In addition to, a differential amount shall be payable to contractor agency against this Line item on account of additional expenses for night operation.</p> <p>4.0 Line Item -4: Holiday loading and differential payment</p> <p>4.01 Though normal operation of loading / unloading shall be carried out seven days a week including Sunday. Working on Holidays shall be on business need basis. Contractor agency shall be doing all the arrangement for loading on Holidays as advised by concerned officer in-charge.</p> <p>4.02 Intimation for work on any Holiday shall be communicated to the contractor agency on previous day. It shall be the responsibility of contractor agency to keep in touch with concerned officer in-charge and get the information for arrangement of loading on Holidays.</p> <p>4.03 Quantity loaded during Holidays (HPL declared Holidays only) shall be billed under Line item-1. In addition to, a differential amount shall be payable to contractor agency under this Line item on account of additional expenses for operation on Holidays.</p> <p>5.0 Line Item -5: Idle payment (Shortfall in minimum committed quantity)</p> <p>A minimum committed quantity of 21.5/ month shall be given to contractor agency by HPL in order to ensure minimum expenses of contractor agency during the month. Any shortfall in minimum committed quantity / month shall be payable to the contractor.</p> <p>B. Special Conditions of the Contract</p> <p>6.0 Responsibilities of Contractor Agency</p> <p>Contractor agency shall be solely responsible for the given contract of "Loading & Associated Activities (PP)" pertaining to Logistics function. Contractor agency shall also be responsible for deployment of required resources and supervision of the job. Entire responsibility of supervision of above stated job shall be administered by the contractor agency. Time-bound operation shall be the prime responsibility of the contractor agency.</p> <p>7.0 Work Culture at Work Place</p> <p>7.01 A healthy work culture at work place has to be maintained by the contractor agency as per the appropriate statute. Contractor agency shall not indulge in any short of restricted and/or compartmentalized work practice in the process of job execution. Idle workmen need to be mobilized to work in other product warehouses or other areas of plant as required.</p>				

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Item	Service No	Quantity	Unit	Description
				<p>7.02 In the process of job operation, the contractor agency shall not indulge in any form of direct or indirect wrongful act.</p> <p>7.03 Loading of trucks/containers must physically commence within reasonable time (ideally within 5 minutes) after placement of material at loading bays. Loading of the truck/container should be completed within a reasonable time (e.g. within 30 minutes for 18 mt truck & within 45 minutes for 20 feet containers).</p> <p>7.04 Contractor shall ensure that their manpower deployed in HPL Plant has not been a subject to the process of any criminal law. If subsequently detected by HPL, the workmen shall be debarred from entering HPL Plant premises and shall be prosecuted as per the law in force if found within HPL premises.</p> <p>8.0 Penal clauses</p> <p>8.01 Contractor agency shall ensure that the assigned quantum of job is duly performed. For any detention of trucks for more than 12 hours due to non performance expressed or implied, a penalty of Rs.3000/truck per day (or part of the day) shall be debited from monthly bills of contractor agency (Under "Penalty for detention of trucks")</p> <p>8.02 In case of any other losses arising from damages of products, property, duplication of loading/unloading operation etc., the amount of losses as deemed fit by HPL shall be recovered from the security deposit or payment against monthly bills of the contractor agency.</p> <p>8.03 Loading of product bags into the trucks and containers in right quantity as specified in "DO Slip" shall be the responsibility of contractor agency. In case, loaded trucks are found to have weight variation on account of wrong quantity loaded, contractor agency to recheck the loaded truck through unloading and reloading of entire quantity and no payment shall be entertained for this rework.</p> <p>8.04 As already specified in point no 2.3 that in case, 2 KT load/ WH in two shifts operation is not completed by end of 2nd shift due to lack of resources or any other issues at contractor agency's end, contractor agency to ensure completion of loading by night shift of same day and no claim for night shift operation shall be entertained for the pending load of trucks upto 2 KT, which report by 7 pm.</p> <p>8.05 In the process of job operation, the contractor agency shall not indulge in any form of direct or indirect malpractices. Even any transaction of money with the truck crews as "Chayee Pani", "Hamali" or anything else while loading is strictly prohibited and a penalty of Rs 10000(Rupees ten thousand only) per incident (Under "Penalty for NC & malpractices") shall be charged to contractor agency and debited from his monthly bills in addition to other penal actions as deemed fit by HPL.</p> <p>8.06 All supporting activities pertaining to Line Item-1 & 2 as mentioned under point no 1.02 to 1.14 have to be carried out on a regular basis or as and when required as applicable. Any non-compliance in performing the stated activities in full or part shall attract a penalty of Rs 10000(Rupees ten thousand</p>

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only) per day (Under "Penalty for NC & malpractices") in addition to other penalties as mentioned above.

8.07 It is imperative for the contractor agency to ensure that the right material is fed by the forklift operator and loaded by loaders in the right truck/container. Any noncompliance in this regard may attract a penalty of Rs. 10000 (Rupees ten thousand only) per incident (Under "Penalty for NC & malpractices") as per the discretion of HPL. Over and above this, the contractor agency shall be liable to fully compensate HPL for any loss which may occur for any such wrong loading/feeding as determined.

8.08 The contractor agency shall be liable to fully compensate HPL for any asset damage done by anyone related to the contractor. Besides this, the contractor agency shall be responsible for paying penalty as per the GCC about safety.

Consignee Address:

Offsite Plant
Haldia Petrochemicals Ltd.
Purba Midnapur, West Bengal
Haldia-Pin 721602, India
Pin : 721602
West Bengal
India

The item covers the following services:

1			Loading of Polymer Bags upto 21500 MT
	360,000.000	Metric Tonnes	
2			Loading of Polymer Bags above 21500 MT
	68,000.000	Metric Tonnes	
3			Night loading and differential payment
	12,000.000	Metric Tonnes	
4			Holiday loading and differential payment
	11,000.000	Metric Tonnes	
5			Idle Payment
	1.000	Metric Tonnes	
6			Penalty for detention of trucks
	1	Number	
7			Penalty for NC & malpractices
	1	Number	
8			Differential Payment for powder loading
	24,000.000	Metric Tonnes	
9			Penalty for Wrong Material Feed/Load
	1	Number	

Other Terms and Conditions:

1.0-Site Particulars:

The intending bidder shall be deemed to have visited the site and familiarized himself with the site conditions before submitting the tender. Non-familiarity with site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the drawings and specifications. For site visit, the tenderer may contact representative of HPL at plant office HALDIA PETROCHEMICALS COMPLEX.

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Quotations to be submitted by the intending tenderers shall be deemed to have been so submitted upon the intending tenderers having been satisfied in all respect about the labour conditions including applicable labour wages and benefits for the work force deployed/to be deployed by the Contractor(s)/ subcontractor(s) in the premises of the Company at Haldia. The Company shall not entertain any requests or complaints whatsoever on such account.

2.0-Validity of Offer:

Offers shall remain valid for acceptance for SIX MONTHS from the last date of submission of offers, and if accepted, shall remain valid till completion of work. During the validity of the bid, Bidder shall not modify his bid in any way, unless requested by owner in writing. If required, owner may request for extension of validity. HPL also reserve its right not to accept the lowest bidder.

3.0-Deviations to Tender Stipulations:

No deviations shall be acceptable on the following tender provisions.

- a) Defect Liability period and latent defects
- b) Termination
- c) Schedule of Rates

Bidder shall quote strictly based on the terms and conditions in the RFQ documents and not stipulate any deviations. However unavoidable, deviations shall be listed separately as per RFQ **Annexure-VI**.

4.0-Taxes and Duties:

The prices shall be exclusive of Statutory Taxes & Duties and will be remains firm & fixed for entire period of contract.

5.0-Tax Deduction:

All necessary & statutory tax shall be deducted from your bill amount at the rate prevailing during the time of payment and necessary TDS certificate shall be given to you.

6.0-Payment Terms:

Payment shall be made monthly RA bills by crossed cheque (A/c Payee) within 30 days from the date of receipt of certified bills after deducting Income tax & any other Statutory taxes at source at the rates prevailing at that time.

7.0-Price Reduction schedule for delayed Job completion: N/A

7.1- Security Deposit:

EMD amount Rs. 15,00,000/- to be converted to security deposit. Additionally Security Deposit of Rs. 35,00,000/- (in the form of Demand Draft / Bank Gurantee (BG)) to be submitted before awarding the contract.

The same shall be released after successfull completion of the contract.

8.0-Defects after Completion

The contractor shall make good at his own cost and to the satisfaction of the Employer all defects, shrinkage, settlements or other faults, which may appear within 12 months after completion of the work. In default, the Employer may employ and pay other persons / agencies to amend and make good such damages, losses and expenses consequent thereon or incidental thereto shall be made good and borne by the

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contractor and such damages, loss and expenses shall be recoverable from him by the Employer or may be deducted by the Employer in lieu of such amending and making good by the contractor, deduct from any money due to the contractor a sum equivalent to the cost of amending such work together with any expenses the Employer may have incurred in connection therewith.

9.0-Idle Labour

Whatever the reasons may be, no claim for idle labour, additional establishments cost of hire and labour charges of tools and plants would be entertained under any circumstances.

10.0-Clearing Site on Day to Day Basis / on Completion

On completion of the works the contractor shall clear away and remove from the site all constructional plant, surplus materials, rubbish and temporary works of every kind and leave the whole of the site and the works clean and in a workman like condition to the satisfaction of the Employer.

11.0-Dismissal of Workmen

The contractor shall on the request of the Employer immediately dismiss from works and remove from site any persons employed thereon by him, who will in opinion of the Employer, be unsuitable or incompetent or who misbehaves. Such discharges shall not be the basis of any claim for compensation or damages against the Employer or any of their officer or employee.

12.0-Personal Protective Equipment:

Contractors have to provide all-necessary personal protective equipments such as welder protective equipments, helmet, safety shoes, safety goggles & hand gloves etc. to their labours.

13.0-Safety and work permit:

Contractor shall have to strictly adhere to all the safety rules of HPL and always work with proper permit from the operational department.

14.0-Safety regulations:

You shall have to follow all the safety rules and regulations followed by HPL and also to ensure that your workers are well equipped with safety shoes and helmets and all other safety appliances required during the execution of the work.

15.0-Penalty for violating safety rules & procedures :

15.1-Incase of accident of a Contractor's employee:

a) In case of physical injury (LTI) a penalty of 0.5% of the contract value or Rs.1,00,000.00 per injury, whichever is more.

b) In case of fatal accident (FLT), a penalty of 1% of the contract value or Rs.5,00,000.00 per fatality, whichever is more.

15.2-Incase of violation of Safety Rules/Procedures:

For violation in PPEs norm as laid down in respective area & not complying the general Safety rules/procedures of the Company the penalty will be Rs.1,000.00 per occasion per man.

For any subsequent recurring issues the penalty will be double i.e. Rs.2,000.00 per next occasion.

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These penalties (if any) will be deducted from Contractor's respective monthly bills.

15.3-In case of different types of injuries:

a) First Aid Case (FAC) - Rs. 2000 per incident per person

b) Medical Treatment case (MTC) - Rs. 4000 per incident per person

c) Restricted Work Case (RWC) - Rs. 8000 per incident per person

For any subsequent recurring issues, the penalty will be doubled for each case.

The above penalties will be independent of any statutory penalties and/or other action against the service contractors.

Methodology for identification of violation of safety rules and regulations and recovery of penalty:

1.HPL's Occupational Health Centre (OHC) will declare any injury as First Aid Case (FAC) , Medical Treatment Case(MTC), Restricted Work Case(RWC), Loss Time Injury(LTI) & (Fatality) FLT.

2.Investigation will be carried out within 24 hours by HPL's safety team. For major accidents (LTI / FLT) a cross functional investigation team will be formed by management.

3.HPL's Team Leader (TL) - Safety will check the nature & cause of such unsafe act or unsafe condition and whether contractor or contract workers are responsible or not.

4.Finance Department will deduct money from the Bills of the Contractor on the certification / confirmation of the HPL's Head - HSEF.

5.For violation of any safety rules and for unsafe act safety personnel at site will issue a penalty slip to the contractor representative at site with a copy to Team Leaders and Finance dept. Contractor representative will have to sign in the penalty slip.

6.At the beginning of every month, Finance dept. will submit a monthly statement of penalty amount for the previous month.

16.0-Labour Laws & Regulations:

Contractor shall obtain necessary labour license from Licensing Authority under the "Contract Labour (Regulation & Abolition) Act 1970" and central rules made there under.

17.0-Provident Fund:

The provisions of the EPF & MP Act, 1952 and rules/Scheme framed there under shall be applicable to the eligible contractor and his eligible employees to be engaged for this job. The contractor shall furnish the code no. allotted by RPFC Authority to the Engineer -in-charge. For this purpose, the contractor is liable to submit copy of each wage sheet & challan showing PF deposit with each bill to the Engineer-in-charge duly signed. Upon failure of the contractor to do so the HPL shall be entitled to deduct applicable labour emoluments as Indemnity amount and shall be released only upon submission of related documents as proof of PF compliance in respect of the employees to be engaged by contractor for this job.

18.0-ESI Scheme:

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Contractor shall also comply with the provisions of the ESI ACT, 1948 and Rules framed there under in respect of your workers to be engaged for this job you shall obtain ESI Code No. from the local ESI Authorities for the said purpose and furnish the Code No. allotted by ESI authorities to the Engineer-in-charge before starting the job.

19.0-Statutory Documents:

19.1-Wages Register:

Xerox copies of the Wages Register must be attached with the monthly bills. The Wages Register must correspond to the period of Xerox copies of PF & ESI Challans. The wages of the personnel deployed by the Contractor must be disbursed in the presence of the Principal Employer in the scheduled format.

19.2-ESI Compliances:

Monthly xerox copies (of the previous month) of challans reflecting individual contributions of all Contractual Employees including Supply Labour, to be attached with the monthly bills. Eg. Xerox of ESI Challan for the month of September must be attached with the bills for the services rendered in October (that would be submitted in November).

The Xerox copies of ESI Return of Contributions reflecting individual contributions of all Contractual Employees including Supply Labour, need to be submitted in December & June every year.

19.3-PF Compliances:

Monthly xerox copies of challans (of the previous month) to be attached with the monthly bills. Eg. Xerox of PF Challan for the month of September must be attached with the bills for the services rendered in October (that would be submitted in November).

The Xerox copies of PF Return Of Contributions need to be submitted in June every year.

The required compliances which are needed with the monthly bills are -

- 1) Contract number wise submission of EPF challan (Photocopy)
- 2) EPF Returns in -
 - a. Form - 5 (Photocopy)
 - b. Form - 10 (Photocopy)
 - c. Form - 12A Revised V (Photocopy)
 - d. A format (Contract-wise in original) duly receipted by the EPF authority (Formats of all four has been enclosed herewith)

19.4-Inspection Reports:

Xerox copies of the PF & ESI Inspection Reports need to be submitted along with the bills for the month of June every year or at the end of the Contract whichever is earlier.

19.5-Half Yearly Return under Contract Labour (R&A) Act:

Xerox copies of Form XXIV mentioned under Contract Labour (R&A) Act, need to be submitted along with the bills for services rendered in January and July every year.

19.6-Other Documents:

Other documents that may be required to be produced would be communicated from time to time based on Statutory requirements subject

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to subsequent amendments.

20.0-Maintenance of Leave & Attendance data:

All leave and attendance data pertaining to the personnel to be deployed by the Contractor to carry out the assigned jobs need to be maintained and controlled by the Contractor himself.

21.0-Insurance Cover for Workmen:

The contractor shall obtain adequate insurance policy in respect of his workmen to be engaged for the work towards compensations as admissible under the Workmen's Compensation Act, 1923 and Rules framed there under upon death /disablement of a worker and the same has to be produced to the Engineer-in-charge before start of the work.

In case any person deployed by you or by agencies who have been engaged by you for the execution of this contract suffers work injury or complains of illness within the Plant or in the presence of other HPL personnel on duty, the concerned person may be treated by the available medical / Para medical personnel who have been deployed by the Company. Subsequently, subject to the decision and guidance of the Company's Medical Officer, the concerned person may be hospitalized.

In such cases and in the absence of your authorized representatives or of the concerned agencies, all expenses related to the initial treatment and / or hospitalization expenses shall be borne by HPL and may be subsequently recovered from your bills. However, HPL will arrange to communicate such events to you through any of your personnel or any other suitable medium at the earliest possible opportunity. Once you or your agency takes charge of the situation all relevant medical documents (that had so far been generated) related to the case shall be duly handed over to you to enable you to claim insurance benefits, if any. In such events, all decisions taken by the Company's Medical Officer, related to the treatment and / or hospitalization of the patient may be considered to be final and binding on all concerned.

22.0-Site organization:

Contractor should have adequate manpower, equipment, tools and tackles to carry out the job. Bidders are advised to submit the proposed minimum site organization chart and the list of minimum equipment, tools and tackles they are going to maintain at site including the list of equipments owned by the bidder. However this does not absolve the contractor of his responsibility to mobilize more manpower, equipment, tools and tackles as required to carry out the work. Contractor has to provide adequate skilled worker required for the job including supervisory worker.

23.0-Submission of offer:

The tender shall be strictly submitted in two separate parts in the following manner in separately sealed envelopes duly super scribed as below:

Name of the work: -----
Request for quotation no: -----
Last date & time for submission: -----

ADDRESSED TO:

DGM- Materials (Attn: Mr. Dipankar Mandal)
Materials department
Haldia Petrochemicals Ltd

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PO Box No: 12, Haldia
Purba Medinipur: 721602
Phone & Fax: 03224 221062, 274854
E-mail: Dipankar.Mandal@hpl.co.in

Part I :- Techno-Commercial/Unpriced part ---Envelope I

This part shall contain tender document duly filled in as required without prices and signed by the tenderer along with drawings if any.

All covering letters, deviation if any and other information's/ documents as per PROPOSAL FORMS enclosed, shall be submitted with the bid.

* Bidder details for Income Tax, Sale Tax, GST, PF, and ESI as per **RFQ Annexure-I**

* List of reputed clients (either Petrochemicals Companies or Refineries or Big Process Plant) with whom you have executed major similar nature of jobs with copies of Contracts in last Five (5) Years as per **RFQ Annexure-II**. If required, HPL may visit works of few of your reputed clients. Please mention if there is any overrun of schedule and reasons thereof.

* Details of present commitment of the bidders as per **RFQ Annexure-III**

* List of Tools, Tackles, Equipments required to perform this work & presently available with as per **RFQ Annexure-IV**

* Statements of audited accounts for the last three (3) years as per **RFQ Annexure-V**

* Prospective site organization chart for this Job with details of Manpower with relevant qualification & experience.

* Bank Solvency Certificate with name and address of your Official Bankers in Kolkata as well as in Haldia.

* Information of current litigation (if any).

* Memorandum of understanding (MOU)/Agreement in case of a partnership firm and also the names of the partners.

* Registration under shops and establishment act.

* Workman Compensation Policy

* List of authorized signatories along with copies of signature(s).

* Details of nominated sub-contractors in case of sub-contracting. A prior approval from HPL has to be taken before finalizing the nominated sub-contractors and enclosed "Declaration" form as per **RFQ Annexure-VII** has to be filled up by the contractors and furnished to us while engaging sub-contractors.

* Vendor shall submit the "Details of Compliance Records" as per **Annexure-VIII**

Part II:-Price part-----Envelope II

This part shall contain only the prices and shall be submitted in a separate envelope clearly super scribing on top of envelope PRICE PART

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- DO NOT OPEN. No condition or stipulation shall be taken in this part. Any condition given in this part shall not be considered and may render the offer liable for rejection.

The above two envelopes shall be enclosed in Third envelope Super scribing tender no, subject and due date. The full name, address and contact numbers of the tenderers shall be written on the bottom left hand corner of all sealed envelopes.

In case of violating the above submission procedure, offer shall be liable for rejection.

24.0-Official Timings for receipt of Offer :

Monday-Friday : 0830 hrs to 1700 hrs
Saturday : 0830 hrs to 1200 hrs
Sunday : Closed

24.1-In emergency case you can send your price offer to the mail id:**offer.plantmaterials@hpl.co.in** with following details in the subject line of mail

- 1)RFQ No. and date
- 2)Your Company Name
- 3)Subject of the Tender

However in that case you have to intimate concerned HPL's personnel the following information

- 1)Date and Time when the mail was sent
- 2)Mail ID from where the mail was sent

No other information to be provided to HPL's personnel,otherwise HPL may reject the offer.

Technical(unpriced) offer to be sent to the mail id of responsible person in clause no.23.0

Bidder to mandatorily declare the category under which the enterprise falls, as contemplated under the provisions of "The Micro, Small and Medium Enterprises Development Act, 2006" alongwith a copy of proof of filing of memorandum and a copy of registration certificate as required by the said Act. In case the enterprise does not fall under any of the aforesaid categories, the same should also be stated

25.0-Attachments:

Attachments-1 :Please submit your commercial offer strictly as per attached Schedule of Rates(SOR) only and follow the instruction as stated above.

Attachments-2 : RFQ Annexure I to VIII

Attachments-3 : General Conditions of Contract of HPL

Attachments-4 : Annexure A B C

Attachments-5 : ANNEXURE D

Attachments-6 : Eligibility Criteria

Attachments-7 : ITB (Instruction to Bidders)

Please acknowledge receipt of tender documents and confirm your participation. In case you are not quoting for this work, please return complete set of tender documents at the earliest.

Thanking You,

For **Haldia Petrochemicals Ltd.**

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Dipankar Mandal
DGM - Materials