



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2024/B/4694542

Dated/दिनांक : 26-02-2024

**Bid Document/ बिड दस्तावेज़**

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	15-03-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	15-03-2024 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Mines
Department Name/विभाग का नाम	Materials
Organisation Name/संगठन का नाम	National Aluminium Company Limited, Bhubaneswar
Office Name/कार्यालय का नाम	Alumina Refinery Nalco Damanjodi
Total Quantity/कुल मात्रा	200
Item Category/मद केटेगरी	Stainless Steel Sinks for Domestic Purposes (V3) as per IS 13983 (Q2)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Certificate (Requested in ATC), Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
-------------------	----

**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
-------------------	----

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Purchase Preference/एमआईआई खरीद वरीयता**

MII Purchase Preference/एमआईआई खरीद वरीयता	Yes
--	-----

**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
---	-----

1. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 100%(selected by Buyer) percentage of total QUANTITY. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy

for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

3. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- If number of technically qualified bidders are only 2 or 3.
- If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

### **Stainless Steel Sinks For Domestic Purposes (V3) As Per IS 13983 ( 200 pieces )**

**(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)**

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

\* As per GeM Category Specification/जेम कैटेगरी विशिष्टि के अनुसार

<b>Specification</b>	<b>Specification Name/विशिष्टि का नाम</b>	<b>Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य</b>
Standards	<b>Confirmity to standard IS 13983 and ISI Marked</b>	Yes
Types and Specification	<b>Type of Bowl</b>	Rectangular
	<b>Type of Sink built in counter shall be as per clause 4 Of IS 13983</b>	Single bowl without drainer
	<b>Material used stainless steel of Grade Designation used as per clause 5 of IS 13983</b>	SS 304 Or higher
	<b>Sinks shall be provided, in one of the following conditions as per clause 7.5 of IS 13983</b>	Without tap holes
Test Report	<b>Availability of Test Report from Central Govt/NABL/ILAC accredited lab to prove confirmity to specification</b>	Yes, No
	<b>Test Report to be furnished to the buyer on demand</b>	Yes, No

**Additional Specification Parameters - Stainless Steel Sinks For Domestic Purposes (V3) As Per IS 13983 ( 200 pieces )**

Specification Parameter Name	Bid Requirement (Allowed Values)
SINK SPEC	STAINLESS STEEL KITCHEN SINK OF OVERALL SZ:610X460MM & BOWL SIZE 540X404X225MM, MADE OF STAINLESS STEEL OF ISI- 304 STANDARD GRADE AND 1MM THICKNESS HAVING FINEST QUALITY, NON-MAGNETIC, RUST PROOF AND CONFORMED TO IS-13983.
FINISH AND COATING	THE KITCHEN SINK SHOULD BE HI-GLOSS FINISH AND A SPECIAL PLASTIC COATING TO PROTECT IT FROM SCRATCHES INCLUDING 4 INCH COUPLING MADE FROM HIGH GRADE ABS PLASTIC AND STEEL.
COUPLING KNOB	THE COUPLING KNOB SHOULD BE MADE OF PREMIUM GRADE COPPER SO THAT IT PREVENTS WATER STAINS OR CORRODE.
SAMPLE	SAMPLE TO BE PROVIDED BY THE PARTY FOR APPROVAL BEFORE DELIVERY

\* Bidders offering must also comply with the additional specification parameters mentioned above.

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Arbind Kumar Singh	763008, Alumina Refinery Nalco, Damanjodi	200	120

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**

**1. Scope of Supply**

Scope of supply (Bid price to include all cost components) : Only supply of Goods

**2. Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

**3. Generic**

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

**4. Generic**

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

**5. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1) Bidder shall submit point wise confirmation of specification as well as special conditions along with the offer.

2) Prices on gem are inclusive of all cost component i.e. GST, freight, P&F, insurance etc. Any other condition mentioned anywhere in the attachment shall be ignored. **Note- Prices to be offered as per the UOM given in the BOQ/tender documents.**

3) Vendor should submit bid only if tender additional terms & conditions and GEM general terms & conditions are acceptable. Any commercial term mentioned as an attachment shall be ignored.

4) TDS under section 194Q:

- a) Finance Act 2021 has brought amendments in existing TDS/TCS Sections and has introduced new Sections 194Q (Deduction of tax at Source on payment of certain sum for purchase of goods ) and 206AB ( Special provision for deduction of tax at source for non-filers of income-tax return) among others. The above Sections would be effective from 01st July, 2021.
- b) NALCO, being Buyer (under Section 194Q inserted in the Income Tax Act, 1961 vide Finance Act 2021 ) having total sales, gross receipts, or turnover from business above Rupees Ten Crores during the last Financial Year, will deduct TDS under Section 194Q, w.e.f. 01.07.2021, at the prescribed rate of 0.1% on the purchase value of any goods, aggregate of which is exceeding the threshold limit of Rs.50 Lakhs in a Financial year.
- c) Accordingly, Vendors/Sellers are not to collect tax at source under section 206C(1H) of the Act w.e.f. 01.07.2021, in case provisions of section are applicable to them.
- d) The above is as per the current statute and is subject to modification(s) based on amendments/ notifications under Income Tax Act, 1961, from time to time. Income Tax TDS, as applicable at the prevailing rate on the gross amount billed shall be deducted from the contractor's bills.
- e) Vendor/Party categorised/designated as "specified person" under Section 206AB of Income Tax Act, 1961 shall be liable for TDS at higher rate as provided under the said section, by NALCO. So, Vendors/Contractors are advised to submit self-certified copies of Income Tax return (ITR) for each of the Two Previous Years for which due date for filing of **ITR** has expired, along with the Invoice/Bill so as to facilitate NALCO, verify the applicability of Section 206AB.

5) NALCO's Vision, Mission, Core Values, Social accountability policy, Environment policy, OHS policy & Energy policy are given in the attached file for the knowledge of the suppliers for having a better understanding of NALCO company.

6) NALCO is a SA8000 certified company and all bidders interested to supply material to NALCO should be committed to social accountability. Hence, please submit the completely filled SA8000 questionnaire provided with the tender (without any alteration to the format) along with the offer. SA8000 certified companies can submit their certification. Non-compliance to the requirements of SA8000 may lead to rejection of the offer.

7) Payment term: 100% payment within 10 days of receipt and acceptance of goods at site.

**Note: Payment of GST is subject to the reflection of invoice in GSTR-2A/Anx-2 (GST New Return) of NALCO.**

8) In case of order placement, vendor shall comply to **EHS (Environment Health & Safety) GUIDELINES TO SUPPLIERS** provided with the tender.

9) **DELIVERY AND PRICE REDUCTION SCHEDULE / LIQUIDATED DAMAGES:** Delivery period is the essence of the contract and the materials should be delivered within this time, failing which, NALCO without prejudice to its rights under the contract shall have the option either to reduce the price @ 1/2% of order value per week or part thereof subject to a maximum of 5% of the undelivered portion/the order value (if the item(s) cannot be used unless full supply is made) or to cancel the Order and purchase the materials from alternative source at the risk and cost of the supplier.

**10) No communication shall be entertained outside GeM regarding the subject tender. Representation, if any, for clarification against this tender may be raised on GeM only.**

11) Bidder must submit the attached declaration for Implementation of integrity for consideration of their offer for evaluation.

12) Bank Mandate form is attached in buyer added document. Bidder(s) 'not registered' with NAL

CO needs to submit the 'Bank Mandate' form along with the offer.

13) Contact details for matters related to receipt of material, GRN and payment in case of order placement:

Receipt of material, GRN and CRAC-

Sri C.S. Nayak , DM(Materials),

Mobile- 9437160060

e.mail id: chandra.nayak@nalcoindia.co.in

For payment-

Sri Manoranjan Sahoo, DM(Finance)

Mobile no: 9437457403

e.mail id: manoranjan.sahoo@nalcoindia.co.in

.

#### 6. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

#### 7. **Sample Clause**

After award of contract – Successful Bidder shall have to get advance sample approved from buyer before bulk manufacturing / starting bulk supplies. Successful Bidder shall submit

01

samples for Buyer's approval, within 15 days of award of contract. Buyer shall, as per contract specifications framework, either approve the advance sample or will provide complete list of modification required in the sample within 10 days of receipt of advance sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated by Buyer. If there is delay from buyer side in approval of advance sample – the delivery period shall be refixed without LD for the period of delay in sample approval. In case, the sample is found to have major deviations / not conforming to the Contract specifications, the buyer at its discretion may call for fresh samples for approval before allowing bulk supplies or may terminate the contract after notifying the deviations to the seller.

Unless otherwise provided in the contract, all samples required for test shall be supplied by the contractor free of cost. Where under the contract, the contractor is required to submit an advance sample, any expenses incurred by the contractor on or in connection with the production of stores in bulk, before the sample has been approved unconditionally shall be borne by the Seller and he shall not claim any compensation in the event of such sample being found unacceptable by the Buyer / Consignee.

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.

3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**

## CHECKLIST FOR TECHNICAL AND COMMERCIAL REQUIREMENTS

S.No.	Nalco's Requirement	Bidder's Remarks
1	Item has been quoted as per material specification document without any deviation.	Yes/No.
2	Duly signed and stamped 'Technical Specification' document <b>along with the supporting documents</b> has been submitted.	Yes/No.
3	Prices are quoted on 'FOR Nalco Stores, Damanjodi' basis including all cost component viz. GST, P&F, freight, insurance etc.	Yes/No.
4	Offer shall be valid for 90 days from the date of opening of tender i.e. final tender opening date with extension time, if any	Agreed/Not agreed
5	Payment term: <b>100% payment shall be released within 10 days of receipt and acceptance of material at site.</b> Note: Payment of GST is subject to the reflection of invoice in GSTR-2A/Anx-2 (GST New Return) of NALCO.	Agreed/Not agreed
6	Item(s) shall be procured as per the evaluation criteria mentioned in the tender. This condition will supersede any other related condition mentioned by the bidder in their offer.	Agreed/Not agreed
7	Please confirm acceptance to the tender delivery period.	Accepted/Not Accepted
8	Please indicate the despatching station of the material.	
9	Duly filled <b>Integrity Declaration</b> has been submitted with the offer	Submitted/Not Submitted
10	Duly filled SA 8000 questionnaire provided with the tender has been submitted	Submitted/Dealer
11	Bank Mandate has been submitted with the offer	Submitted/Registered vendor-no change in already updated bank details
12	Duly filled Local Content Declaration Certificate as per PPP_MII order has been submitted with the offer (format attached).	Submitted/Not Submitted
13	UDYAM Registration Certificate for claiming preference under MSE goods supplier	Submitted/Not applicable

(Bidder's Signature with stamp)



## NALCO's Vision, Mission and Value Statement

### **Vision**

To be a Premier and Integrated company in the Aluminium value chain with strategic presence in Mining both domestic & global, Metals and Energy sectors.

### **Mission**

To sustainably grow multi-fold in Mining, Alumina and Aluminium business along with select diversification in Minerals, Metals and Energy sectors, while continuously improving on efficiency and business practices thus enhancing value for all stakeholders.

### **Core Values: BEST**

#### **Benefitting Stakeholders**

We provide our customers, suppliers and other stakeholders with utmost level of value, service and satisfaction.

#### **Excellence and quality**

We ensure that our products, manufacturing & business processes adhere to the highest quality levels and standards.

#### **Sustainability**

We relentlessly pursue sustainable practices and create a positive impact on the communities we engage with.

#### **Trust & Integrity**

We conduct ourselves with dignity, integrity, equity, transparency and accountability to build trust.

## Alumina Refinery's Vision, Mission

### **Vision**

To be a world-class Alumina Refinery

### **Mission**

To sustainably grow multifold in Alumina Business while continuously improving on efficiency and business practices thus enhancing value for all stakeholders.

## **Declaration by Bidder for Implementation of Integrity**

**Tender Ref:** \_\_\_\_\_

I/We ( \_\_\_\_\_ Name of the Bidder \_\_\_\_\_ ) commit to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in order to secure the contract. I/ We further undertakes that

- Will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage to any official of the Buyer, connected directly or indirectly with the bidding process, evaluation, contracting and implementation of the Contract.
- will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- will commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable fact.
- will not instigate or cause to instigate any third person to commit any of the actions mentioned above.

Yours faithfully

(authorized signatory of the Bidder)

Date:

SL. NO.	<b>EHS (Environment Health &amp; Safety) GUIDELINES TO SUPPLIERS</b>
1	<b>For Suppliers of Capital equipment &amp; machinery:</b> <ol style="list-style-type: none"> <li>1. Competence/maintenance/calibration requirements if any to be compiled.</li> <li>2. Does the machine need any hazardous chemicals as per MSIHC rules 1989 &amp; amendment thereafter?</li> <li>3. Noise level at 2 Meter distance is to be specified.</li> <li>4. The machine shall comply with applicable EHS legislations.</li> </ol>
2	<b>For Suppliers of Hazardous Chemicals/Inflammable Chemicals:</b> <ol style="list-style-type: none"> <li>1. You have to comply with applicable EHS legislations for manufacture, storage, transportation and possession of hazardous chemicals/inflammable liquid/gas cylinder rules.</li> <li>2. MSDS guidelines shall be followed by your organization for proper storage, transportation of hazardous materials and others as applicable.</li> <li>3. Provide MSDS at the time of first consignment or whatever any update is there to the company.</li> <li>4. Fire extinguisher is to be maintained in working condition in your organization.</li> <li>5. Avoid leakage of oil, water, coolant etc. in your organization to conserve natural resources.</li> <li>6. Provide TREM Cards to drivers for handling transportation emergencies.</li> <li>7. To use personal protective equipment such as helmets/gloves/shoes/ear plugs/welder goggles as specified and to follow safe work procedures in your organization.</li> <li>8. You should explain to your workers about potential hazards, accidents, emergencies, environmental impact and explain all precautions to be taken.</li> </ol>
3	For Suppliers of gas cylinders, the requirement of Gas Cylinder Rules and it's current amendment are to be ensured.
4	For Suppliers dispatching Full Truck –load material on their own truck must ensure the following: <ol style="list-style-type: none"> <li>1. Driver should have valid documents including Driving Licence and pollution control certificate.</li> <li>2. Unauthorised person should not drive the vehicle.</li> <li>3. Driver should strictly follow the speed regulations and other guidelines given by CISF.</li> </ol>

## **SOCIAL ACCOUNTABILITY POLICY**

We at NALCO are committed to provide a socially accountable work environment to all employees and uphold ethical business practices by respecting employees' rights.

We shall achieve these by adopting a companywide culture, which will help to promote:

- ✚ Involvement of all employees in sustenance of SA 8000 standard;
- ✚ Continual improvement initiatives in all social issues;
- ✚ Learning and training opportunities to all employees;
- ✚ Fulfillment of relevant statutory rules & regulations, ILO requirements, applicable international instruments and their interpretation.

\*\*\*\*\*

## **ENVIRONMENT POLICY**

In recognition of the interests of the society in securing sustainable industrial growth, compatible with a wholesome environment, NALCO affirms that it assigns high importance to promotion and maintenance of a pollution-free environment in all its activities.

### **OBJECTIVES:**

- ✚ To use non-polluting and environment-friendly technology.
- ✚ To monitor regularly air, water, land, noise and other environmental parameters.
- ✚ To constantly improve upon the standards of pollution control and provide a leadership in environment management.
- ✚ To develop employees' awareness on environmental responsibilities and encourage adherence to sound environmental practices.
- ✚ To work closely with the Government & local authorities to prevent or minimize adverse consequences of the industrial activities on the environment.
- ✚ To comply with all applicable laws governing environment protection through appropriate mechanisms.
- ✚ To actively participate in social welfare and environmental development activities of the locality around its Units.

\*\*\*\*\*

## **OCCUPATIONAL HEALTH & SAFETY POLICY**

NALCO is committed to maintain a Safe, Healthy and Sustainable work environment in all its operations. This shall be achieved by:

- ✚ Focusing on prevention of Accidents and Occupational Health issues.
- ✚ Complying with all legal requirements & other requirements related to Safety and Occupational Health of persons and establishing clearly defined goals & procedures to achieve the same.
- ✚ Ensuring Safety & Health of all employees and contract workers in its premises, including those involved in transportation, cleaning and other such activities.
- ✚ Conducting Periodic Safety Audits, Environment Audits, Health Check-ups and Risk Assessment by both internal and external qualified persons.
- ✚ Considering aspects related to Safety and Health of personnel as well as environmental issues at the time of procurement of equipment and selection of technologies.
- ✚ Ensuring health of persons in the peripheral locations, likely to be affected by our operations.
- ✚ Periodically monitoring and reviewing safety & occupational health issues at relevant levels, including the highest levels.
- ✚ Communicating Safety Hazards and health related issues to all concerned through suitable means, including training.
- ✚ Involving the workmen in Policy implementation as well as identification of potential issues.
- ✚ Considering Health & Safety performance of individuals at different levels during their career advancement as per NALCO's policy.
- ✚ Establishing and maintaining suitable set-up with competent persons to monitor and bring to the notice of the management any issues related to unsafe conditions & practices.
- ✚ Striving for continual improvements, exceeding statutory compliance levels, wherever feasible.

\*\*\*\*\*

## **ENERGY POLICY**

Enhancing Energy Performance, comprehensively optimising Energy Use, Energy Consumption and Energy Efficiency, is a major imperative for an Energy Intensive industry like ours. In recognition of this, we will focus on continual improvement of all round Energy Performance with special focus on areas of significance by way of having in place Energy Objectives based on the enshrined Guiding Principles.

### **Guiding Principles:**

- To endeavour for reduction in Specific Consumption of Energy in all forms in areas of significance.
- To ensure availability of correct information in time and to make available necessary resources for achieving the Objectives and Targets.
- To comply with all applicable legal and other statutory/ regulatory requirements related to our energy use, consumption and efficiency.
- To espouse Energy Efficient Technology encompassing procurement of Energy Efficient products & services and design for energy performance improvement.
- To carry out Energy audits and Energy reviews at planned intervals, to improve energy performance.

\*\*\*\*\*

## Social Accountability 8000 Compliance Format (Supplier)

### **A. Basic information**

<b>Name of the organization</b>		
<b>Address</b>		
<b>Telephone No</b>		
<b>Name of the Proprietor</b>		
<b>Nature of Business</b>		
<b>License Number and date of expiry</b>		
<b>Employees</b>	<b>Staff (Total Number)</b>	<b>Workmen (Total Number)</b>
• Permanent		
• Casual		
• Badli		
• Temporary		
• Contracted		

### **B. Information regarding Social Accountability**

- What is the minimum age required to join your organization? \_\_\_\_\_ Years
- What types of certificates (Like mark sheet, birth certificate) you keep with you? Original Copy / Xerox
- Do you require to keep any kind of deposit in form of cash at the time of employment? Yes/No
- Do you provide safe & healthy work environment as per statutory requirement? Yes/No
- If directly not provided by you, do you get health & safety benefits from NALCO? Yes/No
- Do you provide personal protective equipment(s) to your employees free of cost? Yes/No
- Do you provide safety training to your employees? Yes/No
- Do you ensure canteen facility for your employees? Yes/No
- Do you have any procedure in your organization for Accessing work place related risk? Yes/No
- Do you have any worker participation based team Such as SPT (social performance Team) and Safety health Committee (SHC)? Yes/No
- Do you have any procedure in your organization for Consultation with stake holder & interested parties for

- improvement of the system? Yes/No
- Does your organization charge any employment fee from workers? Yes/No
  - Do you have any system for consultation & communication with Employees and other interested parties to understand the provision Of SA-8000? Yes/No
  - Do you have any procedure for handling the grievance and problems of the workers? Yes/No
  - Do you have any evaluation system for your suppliers, sub-suppliers And contractors? Yes/No
  - What types of medical benefits you provide to your employees?
- 
- 
- 
- 
- Do you allow trade union and collective bargaining in your organization? Yes/No
- If no, how do you ensure freedom of expression?
- 
- 
- 
- 
- 
- Incase of non-performance of any employee, how do you deal with such situations?
- 
- 
- 
- 
- 
- What are the procedures of hiring/promotion/ remuneration in your organization?
- 
- 
- 
- 
- 
- Do you provide appointment letter to your employees? Yes/No
  - Do you maintain a documented terms and conditions

of employment? Yes/No

- Do you maintain a disciplinary procedure? Yes/No

If no, how do you terminate your employee?

---

---

---

---

---

- How do you ensure that your employees are not discrimination on the basis of cast creed, gender, religion, age and dieses?

---

---

---

- How many shift you have? \_\_\_\_\_ shifts
- What is the official working time? \_\_\_\_\_ hours
- Which day is off day in your organization? \_\_\_\_\_
- In case, a person works in off day or holiday, how is he/she compensated?

---

---

---

- Do you pay overtime to your employeesas per law? Yes/No
- What is the lowest amount (salary/wage) you pay to your employees? Rs.\_\_\_\_\_-/-
- Is there any case of deduction in wage? Yes/No
- In case, it is yes, what are the general reasons for such deduction?

---

---

- 
- 
- Is there any apprentice period in your organization? Yes/No
  - If yes, what is the apprentice period in your organization? \_\_\_\_\_
  - Do you have any international certification Yes/No
  - If yes, please specify
- 
- 

- Do you receive, handle or promote goods and/or services from supplier/subcontractors or sub-suppliers Yes/No
  - Do you receive, handle or promote goods and/or services from supplier/subcontractors or sub-suppliers who are classified as home worker? Yes/No
  - If yes, what steps you have taken to ensure that they get similar level of protection as afforded directly by permanent employees?
- 
- 
- 
- 

- Have you taken care to look into issues related to child labour Forced labour, health & safety, working hours and remuneration of your suppliers Yes/No

We do hereby declare that our organization is committed to social accountability. We will promptly implement remedial/corrective actions identified against the requirement and promptly inform your organization. We also declare that the sub contractors/sub supplier's performances are monitored by us. Moreover, we declare that if invited, we shall participate in awareness programme as well as monitoring programme organized by you.

We declare that the above-mentioned informations are correct.

Signature:

Designation:

Date

Seal of the organization



**MANDATE FORM FOR ELECTRONIC PAYMENT THROUGH RBI**  
**EFT/ RTGS/NEFT/Internet Banking**

**To**

**National Aluminium Company Limited,**

-----

-----

**Dear Sir,**

Sub: Authorization for release of payment due from NALCO, through RBI-EFT/Internet / RTGS.

Refer Order No.....dt.....and/or Tender/Enquiry/Letter No.....dt.....

(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

1. Name of the Party :

2. Address of the party :.....

.....

.....

City :.....Pin Code:.....

E-mail Id: .....

PermanentAccountNumber :.....

3. Particulars of Bank:

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR No			
(9 Digits code number appearing on the MICR Band of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
Account Type	Savings ف	Current ف	Cash Credit ف
Account Number(as appearing in the Cheque Book)			
RTGS / IFSC Code			

4. Date from which the mandate should be effective :

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold National Aluminium Company Limited responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RBI EFT / Internet / RTGS.

Place:

Date:

Signature of the party/Authorized Signatory

-----

Certified that particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

(Signature of the Authorized Official from the Banks)