

**Bid Document/ बिड दस्तावेज़**

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	11-04-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	11-04-2024 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	50000
Item Category/मद केटेगरी	30MM HIGH CHROME GRINDING MEDIA SPHERICAL_12506002820_1_1000066831 (Q3)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
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	Experience Criteria,Past Performance,Certificate (Requested in ATC),OEM Authorization Certificate,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
Past Performance/विगत प्रदर्शन	60 %
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

Bid Details/बिड विवरण	
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
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#### ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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#### 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
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#### MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

2. 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.

3. 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 25%(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.

4. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 60% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

5. 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

### **30MM HIGH CHROME GRINDING MEDIA SPHERICAL\_ 12506002820\_ 1\_ 1000066831 ( 50000 kilogram )**

**(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**

Buyer Specification Document/क्रेता विशिष्टि दस्तावेज़	<a href="#">Download</a>
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#### **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
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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	50000	60

## 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. Certificates

Material Test Certificate Should Be Sent Along with The Supply. The Material Will Be Checked by Buyer's Lab & the Results of the Lab will be the Sole Criteria for Acceptance of the Item.

### 6. Generic

**Manufacturer Authorization:**Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid

### 7. 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 after testing and acceptance of material within 30 days.

**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 NALCO 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 Neeraj Pandey , DM(Materials),

Mobile- 8331019016

e.mail id: neeraj.pandey@nalcoindia.co.in

For payment-

Sri Manoranjan Sahoo, DM(Finance)

Mobile no: 9437457403

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

14) Upper quantity tolerance not allowed. However, weighbridge tolerance of +/-0.5% is allowed.

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

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

### **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 कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

## HI-CHROME GRINDING MEDIA FOR COAL MILL

SL	TECHNICAL REQUIREMENT	TECHNICAL DETAILS																														
1	NAME OF THE ITEM	HICHROME GRINDING MEDIA																														
2	APPLICATION	FOR USE IN COAL MILLS BBD 3448																														
3	SHAPE	SPHERICAL																														
4	SIZES	30 MM																														
5	DIMENSIONAL TOLERANCES	<b>NOMINAL DIA.</b> 30MM <b>ACCEPTABLE RANGE</b> AS PER IS 6079:1989																														
6	CHEMICAL COMPOSITION	<table> <tr> <th>ELEMENT</th><th>MIN %</th><th>MAX. %</th></tr> <tr> <td><b>CARBON</b></td><td><b>1.8</b></td><td><b>3.5</b></td></tr> <tr> <td>MANGANESE</td><td>0.5</td><td>1.5</td></tr> <tr> <td><b>CHROMIUM</b></td><td><b>11.0</b></td><td><b>18.0</b></td></tr> <tr> <td><b>NICKEL</b></td><td>-</td><td><b>02.0</b></td></tr> <tr> <td><b>MOLYBDENUM</b></td><td>-</td><td><b>02.5</b></td></tr> <tr> <td><b>COPPER</b></td><td>--</td><td><b>02.0</b></td></tr> <tr> <td>SILICON</td><td>--</td><td>01.0</td></tr> <tr> <td>SULPHUR</td><td>--</td><td>0.1</td></tr> <tr> <td>PHOSPHOROUS</td><td>--</td><td>0.1</td></tr> </table> <p><b>THE BIDDER MUST COMPLY TO SPECIFICATION FROM THE ABOVE RANGE SO AS TO OBTAIN THE DESIRED QUALITY &amp; ACHIEVE THE WEAR RATE</b></p>	ELEMENT	MIN %	MAX. %	<b>CARBON</b>	<b>1.8</b>	<b>3.5</b>	MANGANESE	0.5	1.5	<b>CHROMIUM</b>	<b>11.0</b>	<b>18.0</b>	<b>NICKEL</b>	-	<b>02.0</b>	<b>MOLYBDENUM</b>	-	<b>02.5</b>	<b>COPPER</b>	--	<b>02.0</b>	SILICON	--	01.0	SULPHUR	--	0.1	PHOSPHOROUS	--	0.1
ELEMENT	MIN %	MAX. %																														
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SILICON	--	01.0																														
SULPHUR	--	0.1																														
PHOSPHOROUS	--	0.1																														
7	CARBON CONTENT SHALL BE AIMED AT LOWER RANGE TO GET BETTER TOUGHNESS & IMPACT RESISTANCE																															
8	CHROMIUM TO CARBON RATIO (Cr/C)	MINIMUM 5.0 SUBJECT TO THE CHEMICAL COMPOSITION AS SPECIFIED AT SL.6 ABOVE																														
9	HARDNESS	<b>57 HRC (min)</b>																														
10	RETAINED AUSTENITE	<b>15% MAXIMUM</b>																														
11	MICROSTRUCTURE	<b>Wholly tempered martensitic with (Fe-Cr)7C3 type finally dispersed complex carbide.</b>																														
12	FINISH	ALL THE BALLS MUST BE PROPERLY FETTLER, TUMBLED AND DRESSED. ALL SURFACES MUST BE THOROUGHLY CLEANED.																														
13	FREEDOM FROM DEFECTS	ALL THE BALLS MUST BE FREE FROM DEFECTS LIKE BLOW HOLES, SAND INCLUSION, SHRINKAGES, CAVITIES, COLD SHUTS AND CRACKS.																														
14	PACKING	1. SUITABLY PACKED IN STEEL DRUMS OF 200 / 210 LTR. CAPACITY WITH CLAMPING ARRANGEMENT AT THE TOP COVER. 2. EACH DRUM MUST CONTAIN ONLY ONE SPECIFIC SIZE BALL. MIX-UP OF BALLS OF DIFFERENT SIZES OR, WITH OTHER MATERIALS IS NOT PERMITTED AND THE QUANTITY SHALL BE REJECTED ON RECEIPT. 3. TWO SMALL HOLES AT THE BOTTOM OF DRUM FOR DRAINAGE WATER. 4. EACH DRUM MUST BE PACKED WITH SAME QTY. APPROXIMATELY.																														
15	MARKING	EACH DRUM MUST HAVE THE FOLLOWING MARKING FOR EASY IDENTIFICATION: 1. NAME & EMBLEM OF PARTY 2. PURCHASE ORDER NO: 3. SIZE OF BALLS IN THE DRUM: 4. NET WEIGHT IN KGS.																														
16	HEAT TREATMENT	THE GRINDING MEDIA SHALL BE SUITABLY HEAT TREATED TO OBTAIN THE REQUIRED HARDNESS, RA AND MICROSTRUCTURE AS GIVEN ABOVE IN THE SPECIFICATION AND PERFORMANCE REQUIREMENT MENTIONED AT SL. NOS. 9, 10 & 11.																														



## **I. SAMPLING INSPECTION & ACCEPTANCE CRITERIA OF HI-CHROME GRINDING MEDIA AFTER RECEIPT AT OUR STORES**

THE SUPPLIER SHALL TRACK THE DESPATCH CONSIGNMENT OF GRINDING MEDIA TILL THE ARRIVAL OF GRINDING MEDIA TO CENTRAL STORE OF NALCO, DAMANJODI THROUGH THEIR LOCAL REPRESENTATIVES . AFTER ARRIVAL OF MATERIAL AT NALCO ,DAMANJODI CENTRAL STORE ,SUPPLIERS'S REPRESENTATIVE HAS TO REACH SITE WITHIN 6 DAYS FOR WITNESSING SAMPLE. NALCO SHALL NOT WAIT BEYOND THE STIPULATED PERIOD AND GO FOR UNILATERAL SAMPLING OF GRINDING MEDIA AS FOLLOWS:-

AFTER RECEIPT OF THE MATERIALS AT NALCO'S DAMANJODI CENTRAL STORE SAMPLING,VISUAL INSPECTION AND ANALYSIS WILL BE CARRIED OUT AS GIVEN BELOW:

- 1) SAMPLING : THE SAMPLING METHOD FOR VISUAL AND DIMENSIONAL CHARACTERISTICS , HARDNESS TEST, CHEMICAL COMPOSITION SHALL BE DONE AS PER WI/QC/04/25.
- 2) INSPECTION : VISUAL INSPECTION OF SAMPLE COLLECTED AS PER WI/QC/04/25 SHALL BE CARRIED OUT FOR DIMENSIONS,SURFACE FINISHING AND FREEDOM OF DEFECTS .
- 3) ANALYSIS : SAMPLE COLLECTED AS PER WI/QC/04/25 SHALL BE SENT TO NALCO'S LAB TO KNOW THE CHEMICAL COMPOSITION AND HARDNESS .THE METHOD ADOPTED FOR ANALYSIS ARE AS PER WI/QC/05/45 AND IN ACCORDANCE WITH NALCO'S RELEVANT INSTRUMENT METHOD FOR ROCKWELL HARDNESS TEST.
- 4) ACCEPTANCE CRITERIA:
  - A) FOR VISUAL & DIMENSIONAL CHARACTERISTICS, PERMISSIBLE NUMBER OF DEFECTIVES SHALL BE ACCEPTED WITH VARIANCE IN LINE WITH IS 6079:1989 .
  - B) SIZE TOLERANCE SHALL BE ACCEPTED AS PER IS6079:1989 .

**NOTE** : THE GRINDING MEDIA SHALL BE CONSIDERED DEFECTIVE:

1. IF THE MEAN DIMENSION OF THE DEFECTIVE AREAS AND/OR DEPTH OF DEFECT IS MORE THAN SPECIFIED BELOW ( IN CASE OF SCATTERED DEFECTS, THE TOTAL AREA OF ALL DEFECT SHALL PUT TOGETHER FOR DEFECT MEASUREMENT).
  - a. FOR 30 MM GRINDING MEDIA, THE ACCEPTABLE MEAN DIMENSION OF DEFECT IS <3 MM AND THE DEPTH IS <2 MM.
  - b. FOR 40 MM AND 50 MM GRINDING MEDIA, THE ACCEPTABLE MEAN DIMENSION OF DEFECT IS <4 MM AND THE DEPTH IS <2 MM.
2. IF MISMATCHED FACE IS >1 MM FOR 30,40 AND 50 MM GRINDING MEDIA .
3. OVALITY IS >10% FOR 30 MM SIZE GRINDING BALLS AND >7% FOR 40 MM AND 50 MM SIZE GRINDING BALLS  
$$\text{OVALITY} = (\text{MAX. DIA} - \text{MIN DIA}) \times 100 / \text{NOMINAL DIA}$$
IV. EXTRA INGATE OR DEPRESSION AT INGATE LOCATION IS MORE THAN  $\pm 1.0$  MM OVER THE DIMENSIONAL TOLERANCE SPECIFIED FOR THE SIZE.
- C) CHEMICAL COMPOSITION: TEST RESULT OF CHEMICAL COMPOSITION SHALL BE ACCEPTED AS PER P.O./ TECH. SPECIFICATION WITH ACCEPTABLE VARIATION INLINE WITH IS 6601- 1987.
- D) HARDNESS : THE RESULT OBTAINED BY HARDNESS TESTER SHOULD PASS THE P.O./TECH. SPECIFICATION NORM INDICATED IN SL NO. 9 AS PER THE WI/QC/04/25 TABLE NO III.
- E) MICRO- STRUCTURE & RETAINED AUSTENITE: SUPPLIER HAVE TO SUBMIT TEST CERTIFICATE FOR MICROSTRUCTURE AND RETAIN AUSTENITE FOR EACH CONSIGNMENT FROM ANY GOVT OR NABL ACCREDITED LABORATORY.

THE GRINDING MEDIA SHALL BE ACCEPTED IF THE TEST RESULT APPEARED IN THE CERTIFICATE IS INLINE WITH THE NORMS INDICATED IN SL. NO. 10 AND 11 OF THE PO / TECH. SPECIFICATION AS PER THE WI/QC/04/25 TABLE III .

TEST CHARGES FOR THE ABOVE TEST AT NALCO SITE WILL BE BORNE BY NALCO. THIS OR ANY OTHER TEST HOWEVER WILL NOT RELIEVE THE VENDOR OF HIS OBLIGATION ON PERFORMANCE GUARANTEE.

- II. RETESTING IF FELT BY SUPPLIER TO BE CARRIED OUT AS PER SPECIAL CONDITION CLAUSE NO " e" OF PROCEDURE NO WI/QC/04/25
- III. THE TEST RESULTS FOR EACH CONSIGNMENT SUBMITTED BY NALCO LAB /GOVT. LAB/NABL APPROVED LABORATORY IS BINDING TO NALCO AND SUPPLIER.
- IV. AFTER RECEIPT OF ANY CONSIGNMENT AT NALCO'S SITE IT MAY TAKE ONE MONTH TO GET THE TEST REPORT.
- V. PARTY HAS TO ADHERE TO THE DELIVERY SCHEDULE STRICTLY. VENDOR HAS TO SUPPLY THE GRINDING MEDIA IN A MINIMUM LOT SIZE OF 20 MT. EXCEPT THE LAST LOT.
- VI. UPPER QUANTITY TOLERANCE NOT ALLOWED. HOWEVER, WEIGHBRIDGE TOLERANCE OF +/-0.5% IS ALLOWED.
- VII. REJECTED MATERIAL IF ANY, HAVE TO BE REPLACED BY THE PARTY WITHIN 01(ONE) MONTH AFTER GETTING REJECTION NOTICE FROM NALCO.
- VIII. REJECTED MATERIAL SHALL BE LIFTED FROM SITE WITHIN 60 (SIXTY) DAYS FROM THE DATE OF REJECTION AT THEIR COST AND OWN ARRANGEMENT.
- IX. PAYMENT TERM- 100% PAYMENT AFTER TESTING & ACCEPTANCE OF MATERIAL WITHIN 30 DAYS.
- X. WORK INSTRUCTION / PROCEDURE (WI/QC/04/25, WI/QC/05/44 AND WI/QC/05/45) FOR SAMPLING AND ANALYSIS OF HIGH CHROME GRINDING MEDIA IS ATTACHED HEREAFTER.

Procedure No. WI /QC/04/25

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Effective Date : 01.10.2014

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CHAPTER-04

**WORK INSTRUCTION FOR SAMPLING OF  
HIGHCHROME / HYPER STEEL GRINDING  
MEDIA FOR IN-HOUSE REFINERY LAB  
TESTING OR OUTSIDE LABORATORY**

**Purpose**

To ensure drawing representative sample of high chrome/hyper steel grinding media from one lot of Ten tones or more or part thereof, if one size having similar composition and subject to similar heat treatment.

**Scope**


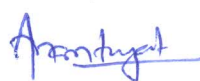
To ensure sampling of Grinding media of all sizes, from the received lot as per PO.

**Responsibility**

Laboratory in-Charge & Receipt In-Charge (SPP/Operation)

**Activity Details**

- i) Before drawing samples, following information shall be recorded. Name of the supplier, PO No, Invoice, Grade & size of the grinding media, Quantity, No. of drums or bags, Date of sampling.
- ii) **Scale of Sampling:**  
Both for loose packing or container box, random nos. are selected as per the following.

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**Table No I**

No. of Containers ( bags, drums etc) in the lot (N)	Sample size (n)
3 to 15	3
16 to 40	4
41 to 110	5
111 to 130	7

- iii) For above selected containers or bags quality of grinding media balls are withdrawn as per the following column for visual dimensions and hardness/microstructure and chemical composition.

**Table No II**

Lot weight	Visual Dimension characteristics	Hardness characteristics	Micro-structure & RA	Chemical composition
Upto 2 ton	20	3	1	3
2 to 5 ton	32	3	1	3
5 to 10 ton	50	3	1	3
10 to 20 ton	50	6	2	6

**ACCEPTABLE CRITERIA**

**Table No III**

Lot weight	Hardness characteristics		Micro-structure & RA characteristics		Chemical composition
	Sample	Acceptable	Sample	Acceptable	
Within 10 tones	3	2	1	1	Avg of 3
>10 to 20 ton	6	4	2	2	Avg of 6

**For example:**

Say, there are 5 tons of Grinding media supplied in 10 containers or bags, then three nos. of containers shall be selected in random sequence i.e. 1,4,7 or 4,7 & 10 as per above (ii) i.e  $N/n = 10/3 = 3.0$ .



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#### CHAPTER-04

- a) Then from the above 3 containers, 32 nos. of balls to be chosen i.e. 11,11,10 nos. of ball shall be withdrawn from 3 containers respectively for initial visual & dimension characteristics.
- b) After dimensional test, 8 nos. are selected say 3, 3 & 2 from the above 11, 11 & 10 and out of 3,3,2 above one each i.e total three no's are selected for Hardness test. Out of three no's after hardness test any one sample is taken for microstructure study.
- c) From above b out of 3,3, & 2 one each i.e total three nos. are selected for chemical composition.

#### **Chemical Composition :**

- d) For chemical composition three /or six nos. from above 'c' shall be tested by Spectrometer only(or in any Govt/NABL accredited laboratory in case of non availability of Spectrometer)
- e) In case of sampling for Chemical composition, Hardness & Microstructure only without dimensional parameters, out of three or six random containers, three/six balls are withdrawn from each container from Top, Middle & Bottom portion of Container. For Testing in Laboratory, the method e) is being followed.

#### **Acceptable Criteria**

- i) For visual & dimensional characteristics, permissible number of defectives shall be accepted as per IS 6079:1989 with tolerance as mentioned.
- ii) Hardness shall be tested in accordance with NALCO relevant instrument method both for BHN and Rockwell or in any Govt ./NABL Laboratory( In case of non-availability of Hardness Testing Equipment) and accepted as per the Table-III.
- iii) Chemical composition shall be accepted as per PO specification with acceptable variation in line with IS 6601-1987. **Out of three/or six samples) the average of three/or six samples shall be taken as the final result as an acceptable criteria.**
- iv) Microstructure & RA analysis and acceptable criteria shall be as per the Table- III (The no of samples for each Consignment shall be selected as per this table).
- v) Size tolerance shall be accepted as per IS 6079:1989



**CHAPTER-04**

- vi) Microstructure Method shall be followed as per 7739, part-I-1975 and part v- 1976, RA-2007 and specification for microstructure is as per PO.
- vii) Specification/Norm for all parameters shall be followed as per PO only.

**Reference:** IS 6079:1989 and relevant IS 6601,8800 and  
**Spectrometer** procedure for grinding media WI/QC/05/45

**Special Condition**

- a) The vendor's representative is allowed to witness the sampling & analysis at Nalco site for any consignment supplied by them. In case of non-arrival, Nalco shall proceed for sampling & analysis without waiting for the representative's arrival.  
No further communication shall be done by NALCO to witness the sampling & analysis. Vendor to co-ordinate through their local representatives for the receipt of material and sampling, in case, they are interested to be present during sample collection & analysis.
- b) Re-sampling or Re- inspection shall not be allowed.
- c) Party shall be issued test results for each consignment from NALCO Laboratory or by Outside Laboratory on request.
- d) The supplier should submit in house test certificate or from any Gov/NABL accredited Laboratory for each consignment or Lot. In case of High chrome grinding media party must have to submit Test Certificate for Microstructure & Retain Austenite (RA) for each consignment from any Govt or NABL accredited Laboratory. Based on this result the Consignment shall be accepted.
- e) As there is a time period gap between sample collection & analysis, the Supplier may request for retesting of the sample already drawn ( in case of deviation from norms ), analyzed & preserved within 15 days of communication of results of analysis, subject to the condition that the Suppliers representative is available on site during sample collection. However, such requests may not ordinarily be accepted. Any such request shall be disposed of by the Competent Authority i.e ED (M&R), whose decision will be final & binding. In the event of the retesting being approved by the Competent Authority, the first set of analysis for all the samples (which were analyzed/reported and preserved) shall be considered null or void. Retesting of all samples shall be carried out and the results obtained thereof shall be binding on both NALCO and Supplier.

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**WORK INSTRUCTION FOR DETERMINATION  
BHN HARDNESS BY BHN HARDNESS TESTER**


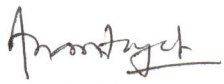
**PURPOSE:** Determination of BHN Hardness of hyper steel Grinding media

**OBJECTIVE:** To determine the BHN Hardness by BHN Hardness tester equipment

**EQUIPMENT:** BHN Hardness Testing equipment

**PROCEDURE**

- PUT THE DESIRED BALL i.e. 10MM / 5MM / 2.5MM BALL AS REQUIRED ON THE PUNCH HEAD .
- PUT THE SAMPLE ON THE ANVIL.
- RAISE THE SAMPLE BY MOVING WOODEN HANDLE .
- AT THAT TIME LEVER MUST BE IN THE OPEN CONDITION.
- THEN TOUCH THE SAMPLE WITH THE DESIRED BALL.
- CLOSE THE LEVER.
- PUT THE IRON HANDLE AND PUMP IT TO THE REQUIRED LOAD  
i.e. 3000 kg .
- HERE LOAD IS 3000 KG AND THE BALL FIXED IS 10 MM BALL
- RELEASE THE LOAD BY PUTTING THE LEVER IN OPEN CONDITION
- AFTER SOMETIME THERE WILL BE A PUNCH OF CERTAIN DIAMETER ON THE SAMPLE SURFACE .
- THEN REMOVE THE SAMPLE BY MOVING THE WOODEN HANDLE ANTI-CLOCKWISE.
- MEASURE THE PUNCH DIA AND COMPARE THE VALUE WITH THE CHART AND DECLARE THE RESULT IN BHN .

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**WORK INSTRUCTION FOR SAMPLE PREPARATION AND ANALYSIS  
OF HYPER STEEL AND HIGHCHROME GRINDING MEDIA**

**PURPOSE** : Sample preparation of Hyper steel and High chrome Grinding media by abrasive cutting machine, polishing machine and Analysis by spectrometer .

**SCOPE** : Sample preparation and testing of grinding media sample from the received lot to ascertain conformity to specification as per PO

**EQUIPMENT:** 1. Abrasive Cutter (Metkon-Servocut 401-MA)  
2. Polishing Machine (Metkon Spectral 350 Surface Grinder)  
3. Spectrometer (Amtek Spectromax<sub>x</sub>)


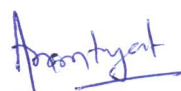
**PROCEDURE**

- A) Sample preparation**
- B) Analysis**

**A) Sample preparation by abrasive cutting machine and Polishing machine**

**I) METKON – SERVOCUT 401 – MA (ABRASIVE CUTTER)**

- **“Switch ON”** the main switch located on the wall .
- Switch ON the **“Power ON”** located on the instrument .
- After the switch on , Digital display will come on the instrument .
- Touch the symbol marked as **“book”**.
- Here” **choose cutting**” will come .
- Press the **“palm”** symbol on the digital display board .

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- Wait for the next screen .
- Touch the **“bulb”** symbol .
- Here light will glow inside the instrument .
- Then “On “the instrument by the given key .
- Open the instrument .
- Adjust the cutting wheel by the rotating handle given on the equipment .
- Fix the soft wheel **No. 19-072** medium for Hyper Steel or hard wheel **No. (19-063)** for high Chrome steel as per the cutting requirement .
- Fix the desired ball in the place given inside the equipment and make it tight by adjusting the holder jack .
- Then press the **“ Water flow ”** symbol for the flow of cooling water ( a mixyure of water + Cooling Oil) .
- Press the cutting switch (i.e. No.1) for the cutting of desired ball .
- Continuous flow of Cooling water is required for the cutting of ball .
- After cutting is over , **“ stop ”** the cutting switch and then **“ stop ”** flow of cooling water
- Here wait for some time , then remove the cutting ball by adjusting the handle given on the equipment .

**NOTE:-** All the grinding medial samples shall be cut 6mm (Min) below the surface for analysis purpose.

**II) POLISHING MACHINE . METKON SPECTRAL 350 SURFACE GRINDER .**

- After sample cutting is over , it is taken for polishing .
- This polishing is done in METKON SPECTRAL 350 SURFACE GRINDER . For thisa the following procedure is to be followed .
- Switch on the “SIEMENS” switch located on the wall .
- Switch on the “ Power On “ switch located on the instrument .
- Put on the key located left side of the instrument .
- Fix the sample in the magnetic holder and put it on the polishing paper p-60-rb320 OR P60-12A231 as per the requirement .
- Then press start “ Green Switch ” as per the requirement of the polishing paper .
- Polish it as per the requirement or till the even surface is developed .
- Then press “STOP” i.e. Black switch after the polish is over .

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- After the desired polish is over , then rotate power switch "Anticlockwise" .
- Switch off the "SIEMENS " switch located on the wall .
- After the desired polish is over , the polished sample is taken for analysis in AMETEK SPECTROMAXx .

**B) ANALYSIS BY SPECTROMETER**

**I) PROCEDURE TO SWITCH ON AMETEK SPECTROMAXx INSTRUMENT**

- "SWITCH ON" the computer marked as 1,2,3 on the key board . Then press the power on switch located on the computer .
- Open the ARGON Cylinder key Anticlockwise .
- Adjust the supply of ARGON by the BLACK KNOB by rotating clockwise and adjust it to 7 bar (kg/cm<sup>2</sup>).
- See that ARGON flow bubble is coming in the water cylinder .
- Switch on the "POWER ON" switch i.e. RED switch located on the instrument .
- Double click the "SPARK ANALYZE" ICON . Main Screen will come .
- Here message will come as "All Done" . and click the same . After this click "Cancel".
- Leave the equipment in this condition for 1 hour.

**II) HOW TO CARRY OUT ANALYSIS IN AMETEK SPECTROMAXx Instrument**

- Here main analysis screen will come .
- Select the METHOD meant for the analysis e.g.

**Method**

Hyper Steel	Fe-01-FA
High Chrome	Fe-60-FA
Mn Steel	Fe-50-FA

Place the polished sample on the Spark Stand and Press F2 for spark .

- Give 3 to 4 blank spark to know the quality of spark.
- For regular analysis , give the sample identification by pressing F5.
- After giving sample identification , click OK .

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- Clean the Spark electrode nib for each spark and place the sample on the Spark stand.
- Press F2 for Spark . In this way three spark s are taken for each sample .
- If Any abnormal spark in any sample with quite abnormal results is observed, that spark shall be discarded and should not be taken into average calculation. Average for rest of the results shall be taken .If two sparks are found to be abnormal for the same sample ,then another fresh sample from that consignment shall be taken for analysis.
- After over of analysis for the lot , press F9 and the average result will be saved .

**III) PRINTING**

- Click F12 for screen printing OR Click analysis view icon and double click the identification of the sample . The result will be displayed . Then select the printing.

**IV) ICALAISATION (ICAL)**

- ICALISATION is to be done  
When the variation of standard is noticed OR  
When there is a change of Argon gas Cylinder .

**How to do ICAL**

Select any of the programme name i.e. Fe-01-FA or Fe-60-FA , Fe-50-FA .

- Click OK.
- Press F7 (ICalise)
- Give the fresh polished sample i.e RH 18/39 (ICalise Std.)
- Press F2 for Sparking . In this way give four spark at different places of the sample .
- After 4 spark , press F9 (Sample finish)
- Click Accept .
- By doing this ICAL , all the programme is recalibrated automatically .
- After doing ICAL , check each programme with known standard .

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**V) SWITCH OFF PROCEDURE FOR SPECTROMAX SPECTROMETER**

- Turn the Argon Gas Cylinder valve clockwise .
- Click exit to quit form the programme .
- Then shutdown the computer
- Switch off all the switches .
- Place any sample on the spark stand .

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## 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 after testing &amp; acceptance of material within 30 days.</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 MSE Purchase Preference as manufacturer of offered items.	Submitted/Not applicable

(Bidder's Signature with stamp)

**(Declaration by the bidder on their letter head)**

To,  
GM(Materials),  
M/s. National Aluminium Company Limited,  
Refinery Unit, Damanjodi  
Dist.-Koraput, Odisha-763008

Date-

Dear Sir,

We, M/s. \_\_\_\_\_ having its office at \_\_\_\_\_(address)

hereby confirm that the offered product has \_\_\_\_% of the local content as per the definition of local content in order No.P-45021/2/2017-PP(BE-II) dtd. 16.09.2020 issued by Gol.

Following is/are the location(s) at which local value addition is made:

\_\_\_\_\_  
\_\_\_\_\_

Yours sincerely,

Signature

Name

Designation

Contact No.

## 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?

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- Do you allow trade union and collective bargaining in your organization? Yes/No

If no, how do you ensure freedom of expression?

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- Incase of non-performance of any employee, how do you deal with such situations?

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- What are the procedures of hiring/promotion/ remuneration in your organization?

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- 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?

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

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- 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?

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- 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?

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- 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
- 
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- 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?
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- 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,**

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**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

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

Bank's Stamp:

Date:

(Signature of the Authorized Official from the Banks)