

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	13-08-2024 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	13-08-2024 14:30:00
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	340
Item Category/मद केटेगरी	OMEGA-65-93850041950_1_1000068147_UOM_KG , OMEGA-85-93851007450_2_1000068147_UOM_KG , OMEGA-636-93850305960_3_1000068147_UOM_Ltr , OMEGA-73-93916000170_4_1000068147_UOM_KG , OMEGA-35-93851009070_5_1000068147_UOM_KG
BOQ Title/बीओक्यू शीर्षक	OMEGA BRAND SPECIALTY GREASE
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), 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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Primary product category	OMEGA-65-93850041950_1_1000068147_UOM_KG
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.

#### MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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#### Details of the Competent Authority for MSE

Name of Competent Authority	GGM AR
Designation of Competent Authority	GGM
Office / Department / Division of Competent Authority	TECHNICAL HEAD
CA Approval Number	Note#13 of 97590
Competent Authority Approval Date	28-07-2024
Brief Description of the Approval Granted by Competent Authority	Item is being procured on empanelment basis from single vendor. Hence, the requirement of MSE is not applicable.

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

#### MII Purchase Preference/एमआईआई खरीद वरीयता

MII Purchase Preference/एमआईआई खरीद वरीयता	No
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#### Details of the Competent Authority for MII

Name of Competent Authority	GGM AR
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Designation of Competent Authority	GGM
Office / Department / Division of Competent Authority	Technical Head
CA Approval Number	Note#13 of 97590
Competent Authority Approval Date	28-07-2024
Brief Description of the Approval Granted by Competent Authority	Item is being procured on empanelment basis from single vendor. Hence, the requirement of MII is not applicable.

Competent Authority Approval for not opting Make In India Preference : [View Document](#)

1. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

## OMEGA-65-93850041950\_1\_1000068147\_UOM\_KG

### Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	<a href="#">View File</a>
BOQ Detail Document	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

### 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	15	120

## OMEGA-85-93851007450\_2\_1000068147\_UOM\_KG

### Technical Specifications/तकनीकी विशिष्टियाँ

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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

<b>S.No./क्र. सं.</b>	<b>Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी</b>	<b>Address/पता</b>	<b>Quantity/मात्रा</b>	<b>Delivery Days/डिलीवरी के दिन</b>
1	Arbind Kumar Singh	763008, Alumina Refinery Nalco, Damanjodi	100	120

**OMEGA-636-93850305960\_3\_1000068147\_UOM\_Ltr**

**Technical Specifications/तकनीकी विशिष्टियाँ**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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

<b>S.No./क्र. सं.</b>	<b>Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी</b>	<b>Address/पता</b>	<b>Quantity/मात्रा</b>	<b>Delivery Days/डिलीवरी के दिन</b>
1	Arbind Kumar Singh	763008, Alumina Refinery Nalco, Damanjodi	25	120

**OMEGA-73-93916000170\_4\_1000068147\_UOM\_KG**

**Technical Specifications/तकनीकी विशिष्टियाँ**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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

<b>S.No./क्र. सं.</b>	<b>Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी</b>	<b>Address/पता</b>	<b>Quantity/मात्रा</b>	<b>Delivery Days/डिलीवरी के दिन</b>
1	Arbind Kumar Singh	763008, Alumina Refinery Nalco, Damanjodi	100	120

**OMEGA-35-93851009070\_5\_1000068147\_UOM\_KG****Technical Specifications/तकनीकी विशिष्टियाँ**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

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

<b>S.No./क्र. सं.</b>	<b>Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी</b>	<b>Address/पता</b>	<b>Quantity/मात्रा</b>	<b>Delivery Days/डिलीवरी के दिन</b>
1	Arbind Kumar Singh	763008, Alumina Refinery Nalco, Damanjodi	100	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. Generic

**Registration / Empanelment Requirement:** Contract shall be awarded to only such sellers , who are registered / empanelled / approved / enlisted with

NALCO Refinery Damanjodi

for the required goods / service category on the date of bid opening. Prospective bidders (if not already registered), are advised to get themselves registered with the said registration authority before bid opening date. (It is certified that the registration is granted by the registering agency as per Rule 150 of GFR following a fair, transparent and reasonable procedure.)

### 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.**

1 set price shall be the summation of all the items' prices multiplied by the respective quantities. **Bidder should mandatorily quote for all items.**

3) Tender additional terms & conditions and GEM general terms & conditions are applicable for the tender. 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 NALCO needs to submit the 'Bank Mandate' form along with the offer.

13) Upper quantity tolerance not allowed.

14) Please submit the cost break-up of the offered price(s) in the attached format.

15) Documents attached in "Buyer Uploaded ATC document" may please be referred and documents duly filled, signed and attached to be submitted with the offer.

#### 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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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---



## Technical Specification and Requirement

S.No.	Material	Material Specification	Quantity	UoM
1	OMEGA-65- 93850041950_1_1000068 147_UOM_KG	OMEGA 65 CHAIN & CABLE LUBRICANT OMEGA 65 GREASE PACKED IN 5 KG PACK.	15	KG
2	OMEGA-85- 93851007450_2_1000068 147_UOM_KG	OMEGA - 85 BEARING LUBRICANT, TYPE: OMEGA-85 PACKED IN 15 KG AND 5 KG CONTAINER.	100	KG
3	OMEGA-636- 93850305960_3_1000068 147_UOM_Ltr	636,OMEGA JAMAICAN BASE UNIVERSAL MAINTENANCE OIL. JAMAICAN BASE UNIVERSAL MAINTENANCE OIL. OMEGA-636 IN 5 LTR PACK	25	Ltr
4	OMEGA-73- 93916000170_4_1000068 147_UOM_KG	OMEGA-73 GREASE OMEGA 73 WATER PROOF OPEN GEAR GREASE IN 5 KG PACK	100	KG
5	OMEGA-35- 93851009070_5_1000068 147_UOM_KG	OMEGA-35, MSL HIGH TEMP.STABLE GREASE PACKED IN 5 KG CONTAINER. OMEGA-35,MSL HIGH TEMPERATURE STABLE GREASE USED FOR DAMPER SHAFTS AND SCREW CONVEYOR BEARINGS.	100	KG

## CHECKLIST FOR TECHNICAL AND COMMERCIAL REQUIREMENTS

(Duly filled, signed and stamped copy to be mandatorily submitted with offer along with the mentioned documents, failing which it will be assumed that tender terms & conditions have not been accepted by bidder and offer shall be rejected)

S.No.	Nalco's Requirement	Bidder's Remarks
1	Item has been quoted as per material specification document without any deviation.	Yes/ <span style="color: red;">No</span>
2	Duly signed and stamped 'Technical Specification' document <b>along with the supporting documents</b> has been submitted.	Yes/ <span style="color: red;">No</span>
3	Prices are quoted on 'FOR Nalco Stores, Damanjodi' basis including all cost component viz. GST, P&F, freight, insurance etc.	Yes/ <span style="color: red;">No</span>
4	GST rate included in the price	_____ %
5	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/ <span style="color: red;">Not agreed</span>
6	Payment term as mentioned in bid document under "Buyer Added Bid Specific ATC".	Agreed/ <span style="color: red;">Not agreed</span>
7	Tender terms & conditions and GeM GTC shall only be applicable for the tender.	Agreed/ <span style="color: red;">Not agreed</span>
8	Item(s) shall be procured as per the evaluation criteria mentioned in the tender.	Agreed/ <span style="color: red;">Not agreed</span>
9	Please confirm acceptance to the tender delivery period.	Accepted/ <span style="color: red;">Not Accepted</span>
10	Please indicate the despatching station of the material.	
11	Duly filled <b>Integrity Declaration</b> has been submitted with the offer	Submitted/ <span style="color: red;">Not Submitted</span>
12	Duly filled SA 8000 questionnaire provided with the tender has been submitted	Submitted/ <span style="color: red;">Dealer</span>
13	Bank Mandate/Cancelled Cheque has been submitted with the offer	Submitted/ <span style="color: green;">Registered vendor-no change in already updated bank details</span>
14	Cost break up in NALCO's format has been submitted.	Submitted/ <span style="color: red;">Not applicable</span>

(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 stake holders.

**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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- In case 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

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>



**FORMAT OF COST**  
**ANALYSIS**

Break - Up of Fixed Price Quotation Year of Quotation		
		(Rs. in Lakhs)
Sl. No.	Particulars	Rs.
1.	MATERIAL	
1.1	Imported  i) Raw Materials Rejection (    % on (i) ) ii) Bought Out items Rejection (    % on (ii) )  Sub - total - 1.1	
1.2	Indigenous  i) Raw Materials Rejection (    % on (i) ) ii) Bought Out items Rejection (    % on (ii) ) iii) Any other input cost factor ( to specify)  Sub - total - 1.2  Total - 1.1 + 1.2	
1.3	Freight & Insurance Charges {            % of (1.1 + 1.2) }	
1.4	Storage Handling Charges {            % of (1.1 + 1.2) } Material Cost Sub – total - 1	
2.	CONVERSION COST Man hours x Manhour rate (MHR)  Sub - total - 2	
3.	NON - RECURRING COST  Sub - total - 3	
4.	SUNDRY DIRECT CHARGES  Sub - total - 4	

5.	FINANCING COST	
	Sub - total - 5	
6.	Total of Sub - totals ( 1 to 5)	
7.	Warranty Cost (        % of 6)	
8.	Total Cost (6 + 7)	
9.	Profit (        % of 8)	
10.	Selling Price (8 + 9)	

## **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 this 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:

**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)