

## NATIONAL ALUMINIUM COMPANY LIMITED

(A Govt. of India Enterprise)

Captive Power Plant Division

Tel:-

ANGUL - 759145 , Odisha

Fax:-

Email:-

Order No : CPP/T&C/C20/MC-5481/5300008307/2025/

NALCO's GSTN :21AAACN7449M1Z9

Date : 07.03.2025

TO: UTKAL CONSTRUCTION,  
GITAGRAM, PTC  
759123 ANGUL  
Odisha India  
Tel:06764-233908 Fax:  
Email:Jateswardas1@gmail.com

[111307]

PAN NO : AAZPD4086E  
GST REG NO : 21AAZPD4086E1ZP  
EPF NO : OR/12400  
ESI NO : 44-5851-101

**Sub :MAN POWER ASSISTANCE FOR SYSTEMS DEPARTMENT RELATED JOBS INCPP.(SACNo.998533)**

Ref.:

- |   |                 |
|---|-----------------|
| 1) RFP No.: CPP/T&C/GeM-209/MC-5481/NIT/2025/334  | Date:29.01.2025 |
| 2) Our Online Tender ID No.: GEM/2025/B/5884331   | Date:29.01.2025 |
| 3) Your Online Bid opened on  | Date:12.02.2025 |
| 4) LOI No.:CPP/CNT/MC-5481/LOI/2025/455   | Date:26.02.2025 |
| 5) Refer e-office file no.: 1300-076-14-16/0004/2024-076 (Computer No.100041 ) for details. |                 |

Dear Sir/Madam,

With reference to your offer referred above for the subject tender, NALCO is pleased to confirm acceptance of your offer and award the subject work in your favour with the terms and conditions given hereunder and various annexures enclosed herewith.

(A)

Sl No.	Description	Refer Enclosure at
1	TERMS & CONDITION OF CONTRACT/ SCOPE OF WORK / TECHNICAL SPECIFICATION / LIST OF FIM / INSPECTION AND TESTING ETC.	ANNEXURE-IA
2	SPECIAL CONDITIONS OF CONTRACT	ANNEXURE-IB
3	BILL OF QUANTITY & SCHEDULE OF RATES	ANNEXURE-II

(B) CONTRACT VALUE : **Rs 23,47,733.00 (Excluding GST of Rs 4,22,591.90)**

(C) EFFECTIVE DATE OF CONTRACT: 27.02.2025

(D) CONTRACT PERIOD : 02 YEARS

(E) PAYMENT TERMS : As per special Instruction

(F) MANAGER-IN-CHARGE : AGM(Systems)

(G) EMERGENCY CONTRACT EXECUTION PERIOD : NOT APPLICABLE.

All other terms and conditions not specifically mentioned in this order shall be as per tender stipulations and mutually agreed deviations, and shall remain unaltered. You are requested to acknowledge the receipt of the Work Order / SPO. If we don't receive the same within 7 (seven) days, it will be presumed that you have accepted the Work Order / SPO. You are requested to report to Manager-in-Charge for all matters related to the works, payments etc.

Thanking you

Yours faithfully,

For and on behalf of

National Aluminium Company Limited

Name:

Designation:

Address:

**OTHER TERMS AND CONDITIONS OF CONTRACT:****ANNEXURE-IA**

<b>HRD Clearance :</b>	APPLICABLE: REF CLAUSE 9.7,19,20 AND 21.6 OF ANNEXURE-A1.
<b>Special Safety /ENV /SA Requirement :</b>	APPLICABLE: 1) GENERAL : REFER CLAUSE No.:21 AND 22 OF ANNEXURE-A1. 2) SPECIAL : REFER CLAUSE OF ANNEXURE-IA AND IB.
<b>GST :</b>	APPLICABLE @18%.
<b>SECURITY DEPOSIT:</b>	APPLICABLE: REF CLAUSE 13 OF ANNEXURE-A1
<b>Execution Of Agreement :</b>	APPLICABLE: REF CLAUSE 12 OF ANNEXURE-A1 AND ANNEXURE-C23 OF NIT.
<b>FIM with Material code &amp; Qty:</b>	NIL
<b>Defect Liability Period(DLP) :</b>	3 MONTHS
<b>Labour Escalation :</b>	<b>APPLICABLE THROUGH ACTUAL REIMBURSEMENT, STANDARD FORMULA OF ESCALATION WILL NOT BE APPLICABLE.</b>
<b>Labour Component (%) :</b>	--
<b>Basic Labour Rate(L0) Rs.:</b>	611.00
<b>POL / Material Escalation :</b>	NOT APPL
<b>BG Against FIM :</b>	NOT APPL
<b>IB Against FIM :</b>	NOT APPL
<b>BG Against Equipment :</b>	NOT APPL

**Special Instructions :**

- 1) STATUS OF FIRM-INDIVIDUAL.
- 2) Annexure-IA at page 9 to 10 of the Service Purchase Order may be referred for detailed "Scope of work".
- 3) All other terms and conditions not specifically mentioned in the Service Purchase Order document shall be as per NIT and GCC and shall remain unaltered.
- 4) Preference for engagement of labours under NALCO's contractors establishment may be given to Land Affected Persons.
- 5) You are requested to report to Manager-in-Charge for all matters related to the works, payments etc.in the following address.

Mr M. K. Bankar, AGM (SYSTEMS),  
 Captive Power Plant Division,  
 National Aluminium Co. Ltd.,  
 Angul (Dist), ODISHA-759145  
 E-mail: milind.bankar@nalcoindia.co.in  
 Mob. No: 9437965950

- CC: 1. GM (F) - F.C. No.: 2025W26731/3,2026W27732/2 Dt.25/02/2025 (Through e-mail)  
 2. GM (H&A), CPP (Through e-mail)  
 3. HOD (E&S) (Through e-mail)  
 4. GM (Systems) (Through e-mail)  
 5. Manager-in-charge- AGM (Systems) (Through e-mail)  
 6. AGM (IED) (Through e-mail)  
 7. DGM (Vig) S&P (Through e-mail)  
 8. Office copy, 9.Master copy  
 10. Vendor: 02 (Two) copies (one hard copy & another soft copy through e-mail)

BILL OF QUANTITY & SCHEDULE OF RATES:

ANNEXURE-II

Line item No	Activity SINo.	Service Description	UOM	QUANTITY	RATE	AMOUNT
					Curr : INR	Curr : INR
( 1 )	( 2 )	( 3 )	( 4 )	( 5 )	( 6 )	( 7 = 5 x 6 )
1		Man Power Assistance for Systems Deptt				
1	1	HSW Man power assistance for Systems	Man Days	1,212.000	1,367.61	1,657,543.32
1	2	SSW Man power assistance for Systems	Man Days	606.000	1,016.98	616,289.88
TOTAL						2,273,833.20
Discount in % : 0.00						0.00
Total After Discount						2,273,833.20
Premium in % : 3.25						73,899.58
Total After Premium						2,347,732.78

Total Amount in Words: TWENTY THREE LAKH FORTY SEVEN THOUSAND SEVEN HUNDRED THIRTY TWO RUPEES AND SEVENTY EIGHT PAISE

Notes for BOQ and SOR:

- (i) The total contract value is limited to Rs 23,47,733.00 (EXCLUDING GST)
- (ii) Rs 27,70,324.94 (Including GST @ 18%).( Ref. Payment Terms of Service Purchase Order).
- (iii) It is the responsibility of the contractor to satisfy the Statutory Authorities in case of any discrepancy arising on account of GST.
- (iv) Prior approval of Competent Authority is required for :
  - a) Execution of AHR items (Sl. No. NIL of BOQ) beyond original order quantity.
  - b) Quantity deviation (up ward ) in any single item, which has significant impact on the contract value (i.e. above 5% of work order value).
- (v) ALR item: NIL
- (vi) GATE PASS: H.S.W- 02 / S.S.W- 01
- (vii) Approving authority for this order is GGM (T&C).

BILL OF QUANTITY & SCHEDULE OF RATES:

ANNEXURE-II

Line Item No	Activity SIno.	Service Description
1		Man Power Assistance for Systems Deptt
1	1	<p>HSW Man power assistance for Systems</p> <p>ANNEXURE # I</p> <p>Subject : Man Power Assistance for Systems Department related Jobs in CPP</p> <p>SCOPE OF WORK</p> <p>HSW Man power assistance for Systems</p> <p>HIGHSKILLED</p> <p>SUPPORT TO USERS FOR MINOR SOFTWARES / HARDWARE PROBLEMS.</p> <p>Providing solution to Software problems</p> <p>1.,,Systematic resetting of servers at frequent intervals</p> <p>2.,,Server Installation</p> <p>3.,,Virus checking and arresting.</p> <p>4.,,Attending to printer sharing.</p> <p>5.,,Attending to problem in lotus notes in Client end.</p> <p>6.,,Attending to problem in SAP at user end.</p> <p>7.,,Attending to update antivirus version.</p> <p>8.,,Attending to user / system file missing.</p> <p>9.,,Domain configuration at PC label.</p> <p>10.,,Configuring of printers.</p> <p>11.,,Providing support while CD/DVD writing.</p> <p>12.,,Configuring of Ethernet cards.</p> <p>Installation of different types of PC software / driver software</p> <p>1.,,Installation of application packages continuing in legacy system</p> <p>2.,,Installation of VPN on Laptops for WFH</p> <p>3.,,Installation of terminal emulation software</p> <p>4.,,Installation of web camera and speaker.</p> <p>5.,,Installation of power builder</p> <p>6.,,Installation of acrobat reader or Nitro PDF.</p> <p>7.,,Installation of different types of PC, laptop / driver software.</p> <p>8.,,Installation of MS Office package.</p> <p>9.,,Installation of CD/DVD writer software.</p> <p>10.,,Installation of SAP application at user end.</p> <p>FIRST AID RECTIFICATION OF HARDWARE RELATED PROBLEMS</p> <p>1.,,Giving new connection to user and checking the connectivity.</p> <p>2.,,Replacing of print head and ribbons of dot matrix and laser printers.</p> <p>3.,,Preparing cables to be used for different purpose.</p> <p>4.,,Installing new equipment at user end.</p> <p>5.,,Shifting and cleaning of the assets.</p> <p>SUPPORT FOR E-MAIL (LOTUS MAIL) IN COORDINATION WITH CORPORATE OFFICE</p> <p>1.,,Call Lodging in FRS System of Corporate</p> <p>2.,,Recertification of Mail-Ids and subsequent installation</p> <p>3.,,Archive Configuration and troubleshooting related to this.</p>

**BILL OF QUANTITY & SCHEDULE OF RATES:****ANNEXURE-II**

Line Item No	Activity SNo.	Service Description
		<p><b>SUPPORT DURING VIDEO CONFERENCING AND MEETINGS</b></p> <p>1.,,Resolving connectivity issues among Projector/ LFD and Desktop/Laptop.</p> <p>2.,,Assisting users for trouble shooting in video and audio setup.</p> <p>3.,,Configuration for In-premises VC (True Conf)</p> <p>4.,,Support for Cloud VC like (Google Meet, Microsoft Teams, Zoom, Cisco Webex)</p> <p>5.,,Support for Polycom VC in coordination with CO</p> <p>6.,,Support to User Department for DISPLAY ROOM.</p> <p><b>ASSISTANCE IN IMPLEMENTAION AND TESTING OF CENTRALIZED PACKAGES AND MINOR LAN RELATED ISSUES AND INSTANT IT SUPPORT TO ALL KIND OF PLANT USER.</b></p> <p>1.,,User support for familiarization and data entry of Centralized packages</p> <p>2.,,Hardware and Software assistance during training to group users for centralized packages.</p> <p>3.,,Data entry and user support for in house developed packages for testing in various modules.</p> <p>4.,,First aid to new LAN related User problems across the plant.</p> <p><b>SUPPORT FOR e-Office</b></p> <p>1.,,Attending eOffice related issues</p> <p>2.,,DSC Installation</p> <p>3.,,DSC related trouble shooting in CPPP and Gem Portal and eOffice</p> <p>4.,,Configuration for eOffice in individual laptops to work from home.</p>
1	2	<p>SSW Man power assistance for Systems</p> <p>SSW Man power assistance for Systems SEMISKILLED</p> <p>1.,,Shifting of computer equipment from one place to another place.</p> <p>2.,,Cleaning of Server Room and individual desks in Systems Department</p> <p>3.,,Carrying of material from Central Store to Administrative Building.</p> <p>4.,,Cleaning of departmental store room.</p> <p>5.,,Providing support while taking print out.</p> <p>6.,,Attending printer setup, paper jam, ribbon jam.</p> <p>7.,,Movement of DAK.</p> <p>8.,,Connecting all cables and making pc operational.</p> <p>9.,,Connecting printer to PC and testing proper printing.</p> <p>10.,,Transferring files through LAN and USB HDD.</p> <p>11.,,Support to scanning documents</p> <p><b>ASSISTANCE IN VIDEO CONFERENCEING</b></p> <p>1.,,User help during VC meetings in daily review afternoon meetings</p>

BILL OF QUANTITY & SCHEDULE OF RATES:

ANNEXURE-II

Line Item No	Activity SNo.	Service Description
		among senior executives. 2.,,Minor maintenance and connectivity Test 3.,,Support for VC connection for departmental meetings across the units and user support. 4.,,Support for VC at GGM secretariats. 5.,,Shifting and cleaning of related material.