

KIOCL LIMITED
(A Govt. of India Enterprises)
II Block, Koramangala,
BANGALORE – 560 034

CONTRACT
DEPARTMENT
MANUAL
(Pellet & BFU)
2009

(INTERNAL CIRCULATION ONLY)



सत्यमेव जयते

प्रमोद कुमार रस्तोगी
P. K. Rastogi



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29th May, 2009

FOREWORD

Companies under Government ownership or large public participants depend on full time Board Members and independent Board Members to carry on the activities of the Company to achieve the goal for which the Company is established. It will be difficult for large stakeholders to participate in day-to-day management.

The Management being the trustee on behalf of the stakeholders, they should observe strict discipline in conducting the day-to-day activities in the larger interest of the organization. Every issue will have a different dimension depending on the concerned employee/executive looking into the same. To converge different ideas and to take a consistent stand on the issues, it is necessary that guidelines are laid down which are free from distortion and provide clear cut directions.

Manuals play a very important role in this direction and act as a ready-reckoner even to the new-corner into the organization. In this respect, KIOCL Limited has got prepared 11 Manuals comprising of all Departments. These Manuals take care of the present working conditions and the possible changes that may occur in near future.

I congratulate KIOCL team for their efforts in bringing out these Manuals and I sincerely hope that these will be updated from time to time to keep abreast of the changing working environment.


(P.K. Rastogi)



ಕೆ. ರಂಗನಾಥ
ಅಧ್ಯಕ್ಷ ಮತ್ತು ಮುಖ್ಯಾಧಿಕಾರಿ ನಿರ್ದೇಶಕ

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K. RANGANATH
Chairman-cum-Managing Director



ISO 9001, 14001 &
OHSAS 18001 COMPANY

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KIOCL Limited

(A Government of India Enterprise)
 2 Block, Koramangala, Bangalore - 560 034.

July 18, 2009

FOREWORD

The requirement of department manuals was felt for a long time to streamline the functions of the department and to define the roles & responsibilities of the employees working in various departments.

Keeping this in view, KIOCL LTD prepared 11 department manuals which explain in detail the functions of these individual department & its responsibilities, detailed working procedures and decision making process etc.

I am happy to record that the officials of KIOCL Ltd and the Consultant M/s Chunder Khator & Associates, Kolkata have put in their best efforts to bring out these manuals successfully.

I am sure that these manuals will provide necessary guidance and support during various stages of departmental activities for taking suitable decision as per company policies and guidelines. Further, these manuals will be helpful not only to the KIOCL Ltd but for other stake holders also to understand the working procedure of the each individual departments and company as a whole.

I congratulate all the concerned officials for their sincere effort in preparation of these manuals in a systematic and time bound manner.

I hope the respective departments follow the procedures laid down in the manuals to perform their day to day activities and improve up on continuous basis.

K. Ranganath
(K. Ranganath)



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SEGMENT - 1	PERSPECTIVE
<i>Ref. No. 1.1</i>	<i>Subject-Genesis & Scope of Manual</i>
<i>Ref. No. 1.2</i>	<i>Subject- Functions of Contract Dept.</i>
<i>Ref. No. 1.3</i>	<i>Subject- Objectives</i>
<i>Ref. No. 1.4</i>	<i>Subject- Policy</i>

Description/Process Flow/Control Perspective	Document	Responsibility
<p>1.1 <u>GENESIS & SCOPE</u> Awarding of Work Order/ Maintenance Order/Repair Order.</p>		HOD, Contract Department.
<p>1.2 <u>Functions Contract Dept:</u> Registration of Contractors, Selection of Contractors, processing the proposals received from indenting departments for approval of competent authority for initiating tender action, Issuing of Tenders, Receiving and Evaluation of Tenders, Conducting negotiations, if required, processing for approval of competent authority for award of work, conveying approval to award the work to contractor in the form of Work Order / Repair Order / Maintenance Order.</p> <p>Processing the proposals received from indenting departments in case of (i) deviation in work/repair/maintenance order value, (ii) Extension of completion time, (iii)extra items, to the competent authority after scrutinising such proposals and conveying approval to the contractors in the form of amendment letters to the original work/repair/maintenance orders after receipt of approval from the competent authority for the same.</p>		HOD, Contract Department.
<p>1.3 <u>Objectives.</u> To select competent contractor / external agency to carryout the jobs as per the requirement of user departments at competitive rates.</p>		HOD, Contract Department
<p>1.4 <u>Policy</u> To achieve satisfactory & desired quality of work needed by the Indenter / User and at competitive costs.</p>		HOD, Contract Department



SEGMENT - 2	INITIATION OF PROPOSAL FOR AWARDING CONTRACT	
Ref. No. 2.1	Subject-Initiation of Proposal	
Description/Process Flow/Control Perspective	Document	Responsibility
<p>2.1 Initiation of Proposal for Awarding Contract</p> <p>I. The Indenting/initiation department prepares a note sheet detailing the required work with Justification, realistic estimate giving the basis for estimate, Schedule of Work & any Special conditions not mentioned in the General Conditions of the Contract. They also suggest whether the Tender should be Open, Limited or Single tender. For Maintenance or Repair Work the estimate is prepared in Format A. For Limited tender, the Indenting Department suggests the name of competent contractors/Agency. The Contract Department can also suggest and add the names of the competent Contractors/Agency. Indenting/initiation department should frame the NIT (Notice inviting tender) conditions in line with Company's General Conditions of Contract, CVC and Government guidelines. For all proposals, indenting department will attach a checklist in the prescribed 'checklist format for procurement/sales/ service contract' duly filled.</p> <p>II. The note sheet is routed through the HOD of the indenting/initiation department to the Site Technical Evaluation Committee. This committee will submit its findings in prescribed format 'Site technical evaluation committee report'.</p> <p>III. On clearance of Site Technical Committee, the proposal is sent to HOD of Projects/contracts department through HOD of indenting department.</p> <p>IV. The Contract Department evaluates the indented work for its feasibility and the cost, obtains clarifications, if any, from the indenting department and forwards it to the approving authority (based on Delegation of Power) through HOD of finance department.</p> <p>V. The proposal is received back in Projects/Contracts department after approval of competent authority for further processing.</p> <p>VI. Contracts beyond Rs.20.00 lakhs (estimated amount) will be concluded at Technical Services Department, Bangalore.</p> <p>VII. The tenders are issued to the parties as approved.</p> <p>All works to be contracted shall require concurrence from HOD of Local Finance department or as approved by the competent Authority.</p>	<p>Format A</p> <p>Checklist for procurement/sales/ service contract</p> <p>Site Technical evaluation Committee Report format</p>	<p>HOD Indenting Department</p> <p>HOD Indenting Department.</p> <p>HOD Indenting department</p> <p>HOD Projects/ Contract Department</p>



SEGMENT - 3	PREPARATION OF TENDER DOCUMENT
Ref. No. 3.1	Subject –Approval for tender
Ref. No. 3.2	Subject- Preparation of Tender Documents
Ref. No. 3.3	Subject- Pre-qualification Bids

<i>Description/Process Flow/Control Perspective</i>	<i>Document</i>	<i>Responsibility</i>
<p>3.1 Approval for Tender: On approval of the proposal, necessary action is taken by the Contracts Department.</p>	Note Sheet	HOD, Projects/Contract department
<p>3.2 Preparation of Tender Documents On receipt of approval for Tendering action, the Tender Document is prepared by including Invitation to Bid, Instruction to Bidders, Schedule of work given by indenting/user department, along with special conditions if any, and drawings as required. If the estimated amount of the proposal is more than Rs.30.00 Lakhs, The Integrity Pact Programme is Included.</p>	Invitation to Bid-- KIOCL/PPU/PROJ/QF-01, Instruction to Bidders (except civil works) --- KIOCL/PPU/PROJ/QF-02 Instruction to Bidders (for Civil Works only) ---- KIOCL/PPU/PROJ/QF - 03 Schedule of Work— KIOCL/PPU/PROJ/QF-05 Integrity Pact Programme	HOD, Projects/Contract User Dept.
<p>3.3 Pre-qualification Bids If for any Job / Work, Pre-qualification of bidders is required then Form Annexure I of the tender is prepared and attached to the Tender document.</p>	Annexure I	HOD Indenting/ Projects/Contract User Dept.



SEGMENT - 4	ISSUING OF OPEN TENDER
Ref. No. 4.1	Subject-Open Tender
Ref. No. 4.2	Subject- Issuing of Limited Tender
Ref. No. 4.3	Subject-Integrity Pact Programme

<i>Description/Process Flow/Control Perspective</i>	<i>Document</i>	<i>Responsibility</i>
<p>4.1 Open Tender Open Tenders are invited through NIT (Notice Inviting Tenders) published in News Papers & Web site. Following information are furnished:-</p> <ol style="list-style-type: none">1. Last day of collection of Tender Documents.2. Cost of Tender Papers.3. Last date, time and place of submission and opening of Tender BIDS.4. Amount of EMD and mode of payment.5. Exemption of EMD to firms registered in NSIC	Letter issued on Company's letter head	HOD, Projects/ Contract department
<p>4.2 Issuing of Limited Tender The Tenders are sent directly by post/courier to the approved bidders or issued directly at site. The tenders, which are directly handed over at site, the acknowledgement of receipt is taken from the bidder. Following information are in the Tender along with the required technical specification an detail:</p> <ol style="list-style-type: none">1. Last date, time and place of submission of Tender.2. Amount of EMD and mode of Payment.3. Exemption of EMD for firms registered with NSIC. <p>NOTE For Registered Contractors the EMD is exempted up to Rs.1000/- as these contractors have deposited Registration fees of Rs.1000/- The details of limited tenders like tender number, subject, tender opening date and number of agencies to whom tenders are issued are to be uploaded in Company website.</p>	Letter issued on Company's letter head	HOD, Contract department



SEGMENT - 4	ISSUING OF OPEN TENDER
Ref. No. 4.1	Subject-Open Tender
Ref. No. 4.2	Subject- Issuing of Limited Tender
Ref. No. 4.3	Subject-Integrity Pact Programme

<i>Description/Process Flow/Control Perspective</i>	<i>Document</i>	<i>Responsibility</i>
<p>4.3 Integrity Pact If the estimated amount of proposal is more than Rs 30.00 Lakhs the successful tenderer shall execute Integrity Pact Programme with the company after finalisation of the tender. One External Independent Monitor (EIM) appointed by the company is vested by authority to verify compliances with the agreement between KIOCL and the Tenderer.</p>	Integrity Pact Programme	HOD, Contract Department
<p>4.4 Pre bid meeting: A pre – bid meeting will be conducted / arranged along with the bidder to clarify / explain the techno – commercial clarification of the tender document (NIT). For attending the above meeting by the bidder/s is not mandatory. This meeting will be conducted before the receipt of the offer / bid documents from the bidders. It facilities, based on the techno – commercial clarifications the bidder/s can quote complete price in the priced format. The pre – bid meeting is also not an obligatory for all the tenders. This will be depends upon the case to case NIT. The requirement of the pre –bid meeting will be decided in consultation with the Head of Department of the Projects Department.</p>		
<p>4.5 Fraud Prevention Policy: This clause shall be made as part of all NIT's. “Every one may take a note that a “Fraud Prevention Policy” is being followed at KIOCL, which provides a system for prevention / detection / reporting of any fraud. It also forbids everyone form involvement activity is suspected by anyone, the matter must be reported to the ‘Nodal Officer’ (Chief Vigilance Officer) as soon as he / she comes to know of any fraud or suspected fraud”.</p>	Fraud Prevention Policy	HOD, Contract Department



SEGMENT - 5	RECEIPT OF TENDER
Ref. No. 5.1	Subject- Receipt & Processing of Tender

<i>Description/ Process Flow/Control Perspective</i>	<i>Document</i>	<i>Responsibility</i>
<p>5.1 The process of opening of Tenders. Tender received later than the declared date and time are rejected.</p> <ol style="list-style-type: none"> The bidder shall deposit the Tender in the locked Box marked clearly in Projects/Contracts Office. Similarly the tenders Received by post or courier are also kept in the same box. The Tender Box is opened at specified date and time, given in the tender document. The Envelopes containing the Tenders are numbered e.g., 1/4, 2/4 i.e. 1 of 4nos of total numbers of tenders received and 2of 4nos. total numbers of Tenders received. The tenders are opened along with representatives of the Finance Department, Contract Department and the bidder or their representative and recorded in the Tender Opening Register. A representative from indenting department should be involved in case of two bid system. In case of single bid system both technical and price bids are opened together and in case of two-bid system, Technical bid is opened first. The Site Tender Evaluation Committee (STEC) comprising of representative from Indenting/Initiation Dept., Projects/Contracts Dept., and Finance Dept. (committee nominated by Company) will scrutinize the offers received for compliance of NIT terms, to verify whether CVC guidelines/procedures are followed or not and put up their recommendation for acceptance or otherwise of such offers with proper justification. Any deviation to NIT in the bid will be rejected. Approval from competent authority is required for acceptance and rejection of the Technical Bid in two-bid system. After receiving the approval, the price bids are opened in presence of representatives of Contract Department and Finance Department and Recorded in Tender Opening Register. A comparative Statement of the prices of all the bidders along with estimated amount is made. The Price Bids are evaluated by Site Tender Evaluation Committee for the reasonability of the price and give clear recommendation for acceptance or otherwise of offers and forwarded for approval of competent authority through Finance Concurrence. If negotiations with L1 is recommended by the STEC, approval for the same should be obtained from the Approving Authority with concurrence of Finance Department. With regard to negotiation with L1, CVC guidelines have to be followed. The negotiation is done in presence of Representative of Contract, Finance, & User/Indenting Departments. Minutes of negotiations are to be recorded duly signed by all the participants and put up to STEC. 	<p>Tender Opening Register.</p> <p>Note Sheet</p> <p>Tender Opening Register</p> <p>Comparative Statement Record</p> <p>Site Tender Evaluation Committee Report</p> <p>Minutes of negotiation</p>	<p>Projects/Contract Dept and Finance Dept</p> <p>Projects/Contract Dept</p> <p>Projects /Contract Dept.</p> <p>Contract Dept.</p> <p>Contract Dept.</p> <p>Projects /Contract Dept.</p>



<p>10. The negotiated offer shall be evaluated by STEC for the reasonability of the price and give clear recommendation for acceptance or otherwise of offers and forwarded for approval of competent authority through Finance Concurrence.</p> <p>11. In case the price of L 1 is found to be higher than the estimate even after negotiation, which cannot be justified, the same tender can go for re-tendering by putting up for approval through Finance department to the Approving Authority.</p> <p>12. When a Tender goes for re-tendering all the bidders who had quoted are informed that the tender is cancelled, & EMD will be returned as per General Condition of Contract.</p>	<p>Note sheet Letters</p>	<p>Projects /Contract Dept. Projects /Contract Dept., Finance Dept.</p>
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KIOCL Limited
ORDER REGISTER
Work Order/ Maintenance/ Repair Order

Sl.No.	Description of Work	Order No.	Name of Agency	Amount	Completion Period		Mode Of Tender
					Start date	End date	

ORDER REGISTER (CONTINUED) RECORDS OF DEVIATIONS

Deviation of			Date of Completion of Maintenance Period
Time	Quantity	Amount	



FORMAT – A

PROPOSAL FOR EMERGENCY MAINTENANCE/REPAIR ORDER

PROPOSAL NO.

Date

1. Area/Location/equipment
2. Description of the Job
3. Code no. of the item in case of Mo's (if available)
4. Quantity required
5. Details such as drawings schedule, terms & conditions
6. Reasons in brief, for requirement.
7. Estimated cost
8. Agency & Quotation ref.
(in case of emergency job)
9. Suggested parties
(in case to be carried out)
10. Date of requirement/completion
(atleast 2 weeks time for fixing agency assumed)
11. Job Ticket Reference
12. Any requirements if any

Indenter



FORMAT – B

KIOCL/PPU/PROJ/QF – 23
OR
KIOCL/BFU/CON/QF-23

KIOCL LIMITED
Pellet Plant Unit/BFU Unit, Mangalore.

JOB TICKET CUM DELIVERY CHALLAN

Location :

To,

Sl. No.

M/s. _____

Date :

Area/Equipment :

Repair Order No. :

(As issued by Contractor Dept) :

You are requested to undertake following repairs jobs.

Sl.No.	Job Description	Qty.	Expected date of delivery	Date on which handed over to Contractor	Date on which delivered back	Signature of recipient Engineer

Please attach this job ticket cum delivery challan along with your Invoice on completion of job for processing for payment.

Signature :

Name :

Designation :

Engineer-in-charge

Items included in this Job Ticket cum Delivery Challan have been received as mentioned in the respective columns.

Sign. :

Engineer-in-charge



FORMAT – D

KIOCL/PPU/PROJ/QF – 22
OR
KIOCL/BFU/CON/QF-22

KIOCL LIMITED
Pellet Plant Unit/BFU Unit, Mangalore.

OUT GOING JOB TICKET

Sl. No.

To,

M/s. _____

Date :

Area/Eqpt :

You are requested to undertake following jobs.

Sl.No.	Job Description	Qty.	Date Reqd.

Please attach this job ticket along with your invoice on completion of job.

Engineer Incharge

Name :

Designation :



ANNEXURE I

PROFORMA FOR TECHNICAL EVALUATION OF BIDDERS

The agencies who are sending their letter of expression must furnish following details along with documentary evidence of their claims. However, any surrogated submission in any form will disqualify them from consideration.

Generic

Name of the Agency	Postal Address	Communication Address	Contact Person	Emergency contact mode/No

Specific

Sl.No.	Description	Minimum Required
1.	Highest value of similar work executed in single/two work order/s in last five year (Define similar work)	(i) Should have executed at least single work order of minimum value of Rs.,..... in last five years. OR Two orders of Rs..... or above in last five years.
2.	Provident Fund Account No.	
3.	PAN No.	
4.	ESI No.	
5.	Service tax registration no.	
6.	TIN No.	
7.	Any other requirement specific to the job.	

CONTRACTOR

OWNER



CHECK LIST FOR PROCUREMENTS/ SALES / SERVICE CONTRACTS

Sl. No	Item Details		Page No.
1	Name of the Proposal and date		
2	Estimated cost Contract/ Order: Rs.		
3	Recommended date of commencement of work/ delivery of material		
4	Type of Tender recommended/approved.		
5	Approving authority (as per delegation of power)		
6	Date of approval of Competent Authority with jurisdiction.		
7	Date of Publishing Tender Notice in Company's website		
8	Date of publishing Tender Notice in News papers		
9	Date of opening of tender		
10	Negotiation with L1		
11	Actual date of award of Contract/ Order		
12	W.O. No.		
13	Period of Contract		
14	Value of contract		
15	Name of IEM, mentioned in the order/contract, (if applicable).		
16	Details furnished to the IEM on.		
17	Date of updating of work awarded, details in the website.		
18	Status of the Contract/Order.		



KIOCL LIMITED

No.....

Date...

SITE TECHNICAL EVALUATION COMMITTEE REPORT

Date of Meeting :

WO Proposal No. and Date :

Amount in Rs. :

The Committee has looked into the above Work order proposal and the findings are as under :

Sl. No.	Description	Yes/No	If no, Remarks
1	Check list enclosed		
2.	Description of the item(s)/Scope of work is/are adequate for further processing (If NO, the committee shall finalise the details)		
3.	The estimated value is reasonable (If NO, the committee shall finalise the value)		
4.	The Estimated Quantity is adequate (If NO, the committee shall finalise the value)		
5.	The attachments furnished are adequate and complete.		
6.	Observations/ Recommendations, if any.		

Signature :

Name :

Date :

(Member-1)
Indenting Dept.

(Member – 2)
Stores / Purchase Dept.

(Member – 3)
Finance Dept.

Signature :

Name :

(Co- opt Member – 1)

(Co – opt Member – 2)



KIOCL LIMITED

No.....

Date...

SITE TENDER EVALUATION COMMITTEE REPORT

Date of Meeting :

WO Proposal No. and Date :

Amount in Rs. :

The Committee has looked into the above Work order proposal and the findings are as under :

Sl.No.	Description	Yes/No	If no, Remarks
1	TEC enclosed		
2.	Technical details/scope of work is adequate (If NO, the committee shall finalise the details)		
3.	Draft NIT is complete in all respects (If no, the committee shall finalise the NIT)		
4.	The attachments furnished are adequate and complete.		
5.	Tender recommendation and details (such as Open tender, LTE etc.)		
6.	Observations/ Recommendations, if any.		

Signature :

Name :

Date :

(Member-1)
Indenting Dept.

(Member – 2)
Stores / Purchase Dept.

(Member – 3)
Finance Dept.

Signature :

Name :

(Co- opt Member – 1)

(Co – opt Member – 2)



SEGMENT - 8	AMENDMENTS
Ref. No. 8.1	Subject- Quantity
Ref. No. 8.2	Subject- Extension of Time

<i>Description/Process Flow/Control Perspective</i>	<i>Document</i>	<i>Responsibility</i>
<p>8.1 Quantity</p> <p>a) For any upward deviation in work/repair/maintenance order value, deviation approval from the competent Authority is must. A note sheet is prepared by the user Department justifying the deviation, which is routed through HOD, to HOD Projects/Contracts department. Contracts department will scrutinise the proposal and obtains clarifications, if required, from the indenting department and forwards it to the approving authority (based on Delegation of Power) through HOD of finance department.</p> <p>b) On receipt of approval of competent authority, approval is conveyed for deviation in the form of an amendment letter to the work/repair/maintenance order.</p>	Order Amendments	HOD User department/ HOD Projects/ Contract Dept
<p>8.2 Extension of Time</p> <p>a) Extension is permitted, only when delay / over-run, cannot be attributed to the Contactor.</p> <p>b) To seek an amendment to the Work Order, the contractor / agency will apply with proper justification for delay not attributed to the contractor/agency before the completion period of the work. The User / Initiator will raise the Note Sheet seeking approval of extension of time without levy of Late delivery clause. This is routed through Contracts & Finance departments for the approval of the competent authority. Copies of Amendment letter are circulated to all departments to whom Work Order copies are given initially.</p> <p>c) The Contractor's signature is obtained in all the pages of the amendment letter (Office copy) and kept in the file.</p> <p>d) For delays attributed to the Contractor, he is penalised as per the General Terms of Contract.</p>		HOD Projects/ Contract Dept
		HOD User department, HOD Projects/Contracts department.



SEGMENT - 9	ISSUING OF WORK ORDER FOR EMERGENCY JOBS
<i>Ref. No. 9.1</i>	<i>Subject- Emergency Work Order</i>
<i>Ref. No. 9.2</i>	<i>Subject- Emergency Repair Order</i>
<i>Ref. No. 9.3</i>	<i>Subject-Emergency Maintenance Order</i>
<i>Ref. No. 9.4</i>	<i>Subject-Nominated Tender</i>
<i>Ref. No. 9.5</i>	<i>Subject-Repeat Orders</i>

<i>Description/Process Flow/Control Perspective</i>	<i>Document</i>	<i>Responsibility</i>
<p>9.1 <u>Emergency Work Order</u> In case of Emergencies, the user department will entrust the Work to a suitable, competent agency, and after completion of the Work, a Note Sheet will be moved recording the emergency nature of the work, enclosing the contractor's bill and certifying the reasonability of the rate claimed by the contractor. The Contracts department will scrutinize the proposal, and put it up for approval of the competent authority, in concurrence with the Finance. Negotiation with contractor is held to bring down the quoted rate, if required, with approval of the competent authority. After receipt of the approval from the competent authority, a covering work order is placed on the contractor.</p>	Note Sheet	User Dept.
<p>9.2 <u>Emergency Repair Order</u></p> <p>a) In case of Emergency, the item for repair shall be handed over to the suitable competent Contractor with a document permitting and detailing the item to be repaired in Format B, by the Initiator /user.</p> <p>b) The User department will initiate the proposal in Format A, immediately and take the approval from the competent authority. The quotation of the repair job is to be collected from the contractor and the reasonability of the quoted rate is to be certified by the User department. The Contracts department will scrutinize the proposal, and put it up for approval of the competent authority, after taking the concurrence of the Finance department. After receipt of the approval from the competent authority, a covering repair order is placed on the contractor.</p>	<p>Format B</p> <p>Format A</p>	<p>User Dept.</p> <p>User Dept., Contract Dept. Finance Dept.</p>



<i>Description/Process Flow/Control Perspective</i>	<i>Document</i>	<i>Responsibility</i>
<p>9.3 <u>Emergency Maintenance Order</u></p> <p>a) In case of Emergencies, the user department will entrust the Work to a suitable, competent agency, with a document permitting and detailing the item to be supplied in Format D on the supplier/contractor, by the Initiator /user.</p> <p>b) The User department will initiate the proposal in Format A, immediately and take the approval from the competent authority. The quotation of the job is to be collected from the contractor and the reasonability of the quoted rate is to be certified by the User department. The Contracts department will scrutinize the proposal, and put it up for approval of the competent authority, after taking the concurrence of the Finance department. After receipt of the approval from the competent authority, a covering maintenance order is placed on the contractor.</p>	<p>Format D</p> <p>Format A</p>	<p>User Dept.</p> <p>User Dept., Contract Dept., Finance Dept.</p>
<p>9.4 <u>Nominated Tender (Without Calling for Tender)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> In case where the work is yet to be started and the work being of Proprietary in nature or due to Emergency requirement, the User department will initiate a proposal (in case Work order it is Note Sheet and in case of Maintenance/Repair Work it is proposal of Repair/Maintenance Order) <input type="checkbox"/> The proposal is forwarded by User department based on the quotation obtained from the Contractor, justifying the rate and need of awarding of work without tendering. The proposal is forwarded through the Contract department with the concurrence of the Finance to the competent Authority for approval. <input type="checkbox"/> On approval of the Contract, the Work Order is awarded and recorded in the respective Order Register and copies are forwarded to appropriate offices. 	<p>Note Sheet</p>	<p>User Dept., Contract Dept., Finance Dept.</p>
<p>9.5 <u>Repeat Order</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> The User Department makes the proposal for repeat order. Repeat order can not be generated if there is down trend in cost of inputs and this is to be certified by the User Department <input type="checkbox"/> The process of approval, recording and awarding of repeat order is same as those of described in other method of awarding of order. 		<p>User Dept., Contract Dept., Finance Dept.</p>



SEGMENT - 10	ADVERTISEMENT
Ref. No. 10.1	Subject- Advertisement

<i>Description/Process Flow/Control Perspective</i>	<i>Document</i>	<i>Responsibility</i>
10.1 Advertisement : 1. Prepare the matter for Advertisement. 2. Approval for publishing the advertisement in the news papers with cost of advertisement from competent authority with Financial concurrence. 3. Note to be prepared and sent to Public relation department with copies of approved note sheet for publishing in the News Paper. 4. The tender documents along with NIT (notice inviting tender) to be uploaded in company's website.	Letter /Note Sheet.	HOD Projects/ Contracts HOD Projects/ Contracts PRO Dept. Bangalore



SEGMENT - 11	REGISTRATION OF CONTRACTORS
Ref. No. 11.1	Subject- Registration of Contractors
Ref. No. 11.2	Subject-List of Registered Contractors
Ref. No. 11.3	Subject-Registration fees

<i>Description/Process Flow/Control Perspective</i>	<i>Document</i>	<i>Responsibility</i>
<p>11.1 Registration of Contractors</p> <p>a) The company registers Contractors / Agencies/ Suppliers for various maintenance / construction/ services, for carrying out jobs in the Plant premises. The User departments maintain a bank of contractors too, depending on their need.</p> <p>b) The Contractors need to apply for registration to the Contracts department. The applications are scrutinised for:</p> <ol style="list-style-type: none"> 1) Types of work done 2) Skilled manpower available. 3) Tools & equipment in their possession. 4) Experience in undertaking similar jobs. 5) PF, ESI and compliance to other statutory conditions. 6) Type of Company 7) List of jobs carried out during last 3 years. 	Form for Registration	HOD Projects/ Contracts Dept.
<p>11.2 List of Registered Contractors</p> <p>The contracts department a list of authorised contractors/ agencies/ suppliers category wise.</p>		
<p>11.3 Registration Fees</p> <p>The contractors shall deposit Rs 1000/- as registration fees. This amount would be refunded if the party wants to opt out of registration. Every registered contractor/supplier/agency will purchase a printed General Conditions of Contract 'B'. at a price of Rs 50/- (inclusive of Tax).</p>		



SEGMENT - 12	CLOSING A TENDER
Ref. No. 12.1	Subject- Job Completion

<i>Description/Process Flow/Control Perspective</i>	<i>Document</i>	<i>Responsibility</i>
12.1 Job Completion On completion of the Job/Work/ Contracted task, the User/Initiator must do the following : a) Quantity verification & Progress report, and get it signed by the contractor. b) Work Completion Certificate c) No claim Certificate to be completed and signed by contractor d) No Demand Certificate e) Maintenance Certificate f) Check list for Final Bill Entries are made in the Measurement book and forwarded to the Accounts Department for processing the bill for payment.	KIOCL/MR/TC/QF-07 KIOCL/MR/TC/QF -08 KIOCL/MR/TC/QF-09 KIOCL/MR/TC/QF -12 KIOCL/MR/TC/QF -13 KIOCL/MR/TC/QF -14 KIOCL/MR/TC/QF -19	All the certificates Contracts, & Users



SEGMENT - 13	FORMS
<i>Ref. No. 13.1</i>	<i>Subject- List of Forms (PPU)</i>

Process	Forms	Records
Invitation to submit Tender	KIOCL/PPU/PROJ/QF-01	Department File
Instruction to Tenderers & Terms & Conditions (Other than Civil works)	KIOCL/PPU/PROJ/QF-02	Department File
Instruction to Tenderers & Terms & Conditions for Civil works.	KIOCL/PPU/PROJ/QF-03	Department File
Procedure regarding employment of Casual Labour	KIOCL/PPU/PROJ/QF-04	Department File
Schedule of Work with special conditions and drawings	KIOCL/PPU/PROJ/QF-05	Department File
Application for registration of contractors	KIOCL/PPU/PROJ/QF-05	Department File
Tender opening (REGISTER)	----	Tender opening register
Issue work/repair/maintenance order (REGISTERS)	----	Work/repair/maintenance order register
PROPOSAL FOR EMERGENCY MAINTENANCE/REPAIR ORDER	FORMAT – A	Departmental File
JOB TICKET CUM DELIVERY CHALLAN	FORMAT – B KIOCL/PPU/PROJ/QF-23	Departmental File
OUT GOING JOB TICKET	FORMAT – D KIOCL/PPU/PROJ/QF-22	Departmental File
PROFORMA FOR TECHNICAL EVALUATION OF BIDDERS	ANNEXURE I	Departmental File
CHECK LIST FOR PROCUREMENTS/ SALES / SERVICE CONTRACTS	--	Departmental File
SITE TECHNICAL EVALUATION COMMITTEE REPORT	--	Departmental File
SITE TENDER EVALUATION COMMITTEE REPORT	---	Departmental File



SEGMENT-13	FORMS
Ref. No. 13.2	Subject- List of Forms (BFU).

Process	Forms	Records
Invitation to submit Tender with Instructions (below Rs. 10 lakhs)	KIOCL/BFU/CON/QF-01	Department Files
Invitation to submit Tender with Instructions (above Rs. 10 lakhs)	KIOCL/BFU/CON/QF-02	
General Conditions of Contracts	TS/B/KIOCL/QF-31/Rev-1	
Employment of casual Labour	KIOCL/BFU/CON/QF-05	Department Register
Schedules of quantities with special conditions		Department Register
Bid opening		Department Register
Technical bids		Department Register
Price Bid	KIOCL/BFU/CON/QF-05 B	Department Register
Quantity verification & Progress report	KIOCL/BFU/CON/QF-06	Department Register
Issue Work Order		Department Register
Tender opening (REGISTER)	-----	Tender opening register
Issue work/repair/maintenance order (REGISTERS)	-----	Work/repair/maintenance order register
PROPOSAL FOR EMERGENCY MAINTENANCE/REPAIR ORDER	FORMAT – A	Departmental File
JOB TICKET CUM DELIVERY CHALLAN	FORMAT – B KIOCL/PPU/PROJ/QF-23	Departmental File
OUT GOING JOB TICKET	FORMAT – D KIOCL/PPU/PROJ/QF-22	Departmental File
PROFORMA FOR TECHNICAL EVALUATION OF BIDDERS	ANNEXURE I	Departmental File
SITE TECHNICAL EVALUATION COMMITTEE REPORT	--	Departmental File