



**KIOCL LIMITED**  
(Formerly Kudremukh Iron Ore Company Limited)  
(A Govt. of India Enterprise)  
Panambur, Mangalore-575010

**PROJECTS DEPARTMENT**

AN ISO 9001 (QMS),  
ISO 14001 (EMS) &  
OHSAS 18001 (OHSMS)  
COMPANY

Telephone No. : 0824 - 2407304  
Fax : 0824 - 2407422  
Website : [www.kioclltd.com](http://www.kioclltd.com)

No.PROJ/5095/

January 6, 2010

**SHORT TENDER NOTICE**

Sealed tenders are invited from the experienced Contractors who have carried out similar type of work for the below mentioned work at Panambur, Dakshina Kannada District, Karnataka State. Tenders will be received up to 3:00 PM on the date indicated below and opened in the presence of the tenderers who wish to be present on the same day in the office of the undersigned.

Tender papers can be had from the office of the undersigned on all working days during the office hours till 3:00 PM on. 19.01.2010 on payment of Rs.100.00 per set (inclusive of Sales Tax) in the form of demand Draft drawn in favour of KIOCL Limited, Panambur, Mangalore – 10 or payment in cash at KIOCL Limited., Mangalore cash counter. The tender documents can be downloaded from our website [www.kioclltd.com](http://www.kioclltd.com). In such cases, DD towards cost of tender documents shall be enclosed along with Technical Bid.

Name of the work	EMD (Rs.)	Duration of Contract	Last date for submission of tenders
Periodical medical examination of employees of KIOCL Ltd., Panambur, Mangalore.	(* ) 3,000.00	ONE MONTH	20. 01.2010

(GAJANANA PAI T)  
DGM (Projects & PC)

Telephone : 2407304

Fax : 0824-2407422

AN ISO 9001:2000, ISO 14001:2004 & OHSAS 18001:2007 COMPANY

**KIOCL LIMITED**  
(A Govt. of India Enterprise)  
Panambur, Mangalore-575010

No.PROJ./TC/5095/

January 6, 2010

Dear Sir,

Sub: Tender for periodical medical examination of employees of KIOCL Limited,  
Panambur, Mangalore.

-----

Please find enclosed herewith the tender documents for (i) Technical Bid - comprising of Proforma for Technical evaluation, Invitation for tender, instructions to tenderers & terms & conditions, Special conditions, schedule of work (blank) and (ii) documents for Price bid comprising Schedule of Work.

**The Technical bid along with other documents shall also contain proforma for Technical evaluation, which shall be duly filled. The price bids of only technically qualified bidders shall be opened and others shall be rejected.**

**KIOCL Ltd's decision on Technical evaluation shall be final and no correspondence shall be entertained in this regard.**

Thanking you,

Yours faithfully,  
for KIOCL LIMITED

(GAJANANA PAI T.)  
DGM (Projects & PC)

Encl: As above.

TECHNICAL BID INDEX

Sl.No.	Particulars	Page No.
1.	PROFORMA FOR TECHNICAL EVALUATION OF BIDDERS	4
2.	Invitation to tender - KIOCL/MR/TC/QF-01	5
3.	Instruction to tenderers & terms and conditions - KIOCL/MR/TC/QF-02	6 - 8
4.	Special Terms and Conditions	9 -13
5	Schedule of work (Blank)	14

PRICE BID INDEX

Sl.No.	Particulars	Page No.
1.	Schedule of work (to be duly filled)	15 - 16

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 single work order executed of similar nature of work in any single year (2005-06 onwards).  <u>Note:-</u> (i) For works carried out in KIOCL Ltd. copy work orders shall be furnished and for the works carried out in other areas work done certificates shall be furnished.	(i) Should have executed at least one work of minimum value Rs. 2 lakh under single work order in last five years.
2.	PAN No.	
3.	Service Tax registration no.	

\_\_\_\_\_  
CONTRACTOR

**KIOCL LIMITED.**  
(A Govt. of India Enterprise)  
PANAMBUR, MANGALORE – 10

No.PROJ/TC/5095/

Date : 06.01.2010

Dear Sir(s)

Sub: Tender for periodical medical examination of employees of KIOCL Limited, Panambur, Mangalore

-----

1. Bid documents for the above work are enclosed herewith.
2. Sealed bids will be received up to 15.00 Hrs. on 20.01.2010 at the office of Contracts Section of Projects Department, KIOCL Limited, Panambur, Mangalore – 10. Bids received late are liable for rejection.
3. Bidders shall abide by all the details of “Instruction to Bidders” enclosed with the tender documents. The sealed bids shall be submitted in two separate sealed covers – (1) Technical bid and (2) Price Bid and each sealed bids shall be superscribed with the respective subjects and shall be addressed to DGM (Projects & PC), KIOCL Limited, Panambur, Mangalore – 575 010.
4. The Technical Bid shall be accompanied by an Earnest Money Deposit (EMD) of Rs. 3,000.00 (Rupees three thousand only) to be deposited in the form of a Demand Draft from a Scheduled Bank drawn in favour of KIOCL Ltd., Panambur, Mangalore.
5. EMD shall be adjusted to the Security Deposit in the case of successful bidder. However, the same shall be returned to the unsuccessful bidders immediately after the award of work to successful bidder.
6. Acceptance of the bid will be intimated to successful bidder through a letter enclosing the copies of the Letter of Intent (LOI) and this letter will be treated as authorization for award of work. The bidder shall sign the said copies of LOI and send to the owner within seven days from the date of receipt for formal signature and issue of the same. In the event of failure on the part of the bidder to sign and return the LOI within the specified time, the EMD shall be liable to be forfeited at the sole discretion of the owner.
7. The time of completion of all works under this contract shall be **one month** from the date of issue of Letter of Intent.
8. The successful bidder shall be required to execute an agreement within the time specified in the Letter of Intent.
9. The Company reserves the right to reject any or all the tenders without assigning any reason.

Thanking you,

Yours faithfully,  
for KIOCL LIMITED

Encl: Bid documents.

DGM (Projects &amp; PC)

**KIOCL LIMITED.**  
(A Govt. of India Enterprise)  
PANAMBUR, MANGALORE - 10

No.PROJ/TC/5095

Date: 06.01.2010

TENDER FOR PERIODICAL MEDICAL EXAMINATION OF EMPLOYEES OF KIOCL LIMITED,  
PANAMBUR, MANGALORE.

**A. INSTRUCTION TO TENDERERS**

1. Technical bid should accompany EMD of **Rs.3,000.00** in the form of Demand Draft drawn in favour of KIOCL Limited, Panambur.
2. Tender will be received up to 3:00 P.M. on **20.01.2010**.
3. Tenderers have to acquaint themselves with the conditions prevailing at site, before submitting the tenders.
4. Tenderers shall furnish their quotation in the schedule enclosed to the bid documents. Quotations should be written in both words and figures.
5. Owner/Engineer reserves the right to reject any or all tenders without assigning any reason.
6. Owner/Engineer reserves the right to award part of the work or the whole, as may be considered necessary.
7. Tenders received late are liable for rejection.
8. Tenders submitted without EMD will not be considered.

**B. TERMS AND CONDITIONS**

1. The work shall generally be governed by KIOCL Ltd's General Conditions of Contract (TS/B/KIOCL/QF-31/REV-1) which is available for reference in Projects Office on all working days.
2. Scope of work in this contract broadly covers the following.
  - (a) **As per schedule of work enclosed.**
3. The quantities given in the schedule of items are approximate and may vary or some of the items may not be executed. No claim by the contractor on account of variations, omissions and modifications will be entertained.
4. No escalation is admissible on any account whatsoever.

5. Rates quoted against schedule items shall include all materials, labour, machinery expenses and hire charges, taxes, royalties, transport, maintenance incidents, enabling works etc. based on the conditions mentioned herein. Unless otherwise specified in the tender schedule the rates for all items will be deemed to include all leads, lifts and decents in the work.
6. The work executed shall be maintained in good condition for a period of **NIL MONTH** from the date of completion including repair required if any at contractor's cost. If the contractor fails to fulfill his obligation during the maintenance period, the same shall be got done by the owner at contractor's risk and cost.
7. (a) 5% of the value of work shall be deducted and retained till the completion of work.  
(b) Initial Security Deposit of 3% of the value of work shall be adjusted immediately after the placement of order. EMD shall be adjusted against the initial Security Deposit. The balance 2% shall be recovered from each running bill. The Security Deposit shall be refunded after successful completion of maintenance period.
8. Any damage to the company's property caused by the contractor during the execution/maintenance of work shall be charged to the contractor and the amount of damage shall be left to the sole discretion of the Engineer.
9. Statutory deduction towards all applicable taxes shall be made as per rules.
10. Royalties if any for materials applicable shall have to be paid by the contractor.
11. All safety appliances like safety belt, helmets etc. have to be provided by the contractor to all his workers and supervisors. None of the workmen without safety appliances shall be allowed to work at heights.
12. The contractor shall abide with all the provisions contained in Factories Act and Rules/Regulations/Bylaws/Orders made thereunder.
13. The contractor should obtain Insurance Policy to cover the risk of the labourers under Workmen Compensation Act and should be produced before starting the work.
14. Time of completion and Liquidated Damages :

The entire work under this Contract shall be completed within **ONE MONTH** from the date of issue of Work/Repair/Maintenance Order. If the contractor fails to complete the work within the stipulated completion time, the contractor shall pay to owner as liquidated damages for such default, for every day which shall elapse between the date prescribed thereof and the actual date of completion of the scope of work, the amounts determined on the basis of the percentage of the value of the work as specified herein.

Delay of 1st 20 days ..... 0.1% per day  
Delay of next 20 days ..... 0.15% per day

subject to a maximum of 5% of the value of the work. The Owner/Engineer has the discretion to reduce or waive the Liquidated Damages.

15. Our Company comes under Factories Act, Rules, Regulations, byelaws and orders made thereunder. Hence the Contractors must abide by the same.
- (i) No persons shall be employed without Initial Training on Safety as per vocational Training Rules.
  - (ii) Contractor must immediately after deploying the Contract Workers, get their initial Medical Examination done at Company Hospital/Company recognised Hospital. The expenditure towards Medical Examination of Contract Workers shall be borne by KIOCL Ltd.
  - (iii) A supervisor with experience should be deployed to ensure that the contract workers work safely and in accordance with all the provisions of Factories Act, Rules, Regulations, Byelaws and orders made thereunder.
16. The Contractor shall be responsible for all the safety measures as per the rules in the interest of safety of all the labourers working under him. Necessary safety appliances shall be provided to all the labourers at Contractor's cost.
- Wherever it is observed that the contractor has not provided safety appliances to the workers engaged by him, the Management reserves the right to issue the necessary safety appliances to his workers on cost recoverable basis.
17. The Bids shall be valid for a period of three months from the due date of submission of the bid.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
OWNER

## SPECIAL CONDITIONS

1. The following are the specifications proposed for the Periodic Medical Examination of the employees due 2009 – 10.
  - a) The Agency to conduct PME should be a reputed occupational health agency and “ISO accreditation” or any other relevant accreditation is preferred.
  - b) The agency to conduct PME by an occupational health specialist with requisite qualification. The certificate of “Associate fellow of Industrial health” (AFIH) is preferred.
  - c) The Agency conducting PME should have sufficient experience in conducting PMEs in major industries – proof to be furnished.
  - d) The Agency conducting PMEs should have standard equipments with up to date proper and valid calibration for lab tests, audiometric, spirometry, ECG etc. – proof to be furnished.
  - e) The reports of specialized tests like X – ray, ECG, audiometry, spirometry etc., to be certified by concerned specialists only.
  - f) The investigation reports to be submitted both in soft and hard copies i.e. of Lab tests, ECG, audiometry, spirometry X- ray etc.
  - g) Form No. 16 certified by “Certifying surgeon of Factory Health Services” to be submitted both in soft and hard copies.
  - h) General Medical Examinations format with details of History, General physical Examination, anthropometry, Eye, Ear and Systemic examination to be submitted including Employees photo, listed staff No. wise both in soft and hard copies.
  - i) Overall analysis of health of employees in the form of compiled data/ charts/ tables etc., to be submitted both in hard and soft copies listed Staff No. wise.
  - j) The PME should be completed within stipulated time agreed and all the reports to be delivered to the First Aid & OHS Cell, Mangalore at the agency’s cost.
2. The payment will be at the agreed consolidated rate per medical examination and shall be on submission of the comprehensive occupational health status report. Additional payments per institutions scheduled rates will be paid for additional diagnostics advised by the examining doctor based on necessity (based on symptoms/clinical examination/basic diagnostic results) on production of documentary proof.
3. Facilities provided by KIOCL Ltd:
  - i) Service of a qualified male nurse to aid the medical examiner.
  - ii) Fully equipped First Aid Center, which can be used as an examination room.
  - iii) Subsidised canteen facility during the examination process at KIOCL Ltd.
  - iv) Lodging and boarding: Lodging and boarding (food includes only vegetarian) will be arranged by KIOCL Ltd. for the Doctor and his team within 5 to 8 Kms. from the site. The cost towards boarding and lodging will be borne by KIOCL Ltd.
  - v) To & Fro travel charges: To & fro travel (by road/taxi only) charges for the doctor and his team from his head quarter to the site will be borne by KIOCL Ltd. subject to production of actual bills.
  - vi) Local conveyance at KIOCL Ltd. (camp place): Local conveyance (camp place) for the doctor and his team will be provided by KIOCL Ltd.
  - vii) Services of a person from Personnel department will be deputed from the Company for streaming the employees of medical test.

4. Document proof of Occupational health diploma or degree should be submitted for verification.
5. Doctor with this qualification must be in the team of examiners.
6. **TAXES & DUTIES:** This clause shall be applicable notwithstanding any other clause related to taxes & duties mentioned elsewhere in this tender document:
  - b. The rate quoted shall be inclusive of all taxes applicable for this work except Service Tax.
  - c. The applicable service tax will be reimbursed on production of proof of remittance of Service Tax as per Rule 6(1) of Service Tax Rules for those contractors who do not have Service Tax Registration number.
  - d. For contractors who are having Service Tax registration no., the Service tax will be paid extra based on claim of the contractor. However, the contractor shall produce a copy of half yearly return of Service tax filed at the office of the Superintendent of Central Excise. The final bill/SD will be released after production of the copy of half yearly return.
7. KIOCL Ltd. prefers to go for electronic mode of payment. Contractor shall furnish the required bank details to affect the electronic mode of payment.

Name of the Bank :

Branch :

Type of Account (Current/Savings) :

Account Number :

MICR Number :  
(9 digit number)

Branch code :

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
OWNER

## KIOCL LIMITED

PANAMBUR, MANGALORE – 575 010

## MEDICAL EXAMINATION FORM

1.	Name of the Employee	
2.	Staff No.	
3.	Age	
4.	Date of Birth	
5.	ID Marks	
6.	Date of joining	
7.	Date of transfer with reasons	
8.	Department	
9.	Occupation    a. Previous  b. Present	
10.	Brief description of job	
11.	Exposed to any Raw materials/ By – products If Yes, Details	
12.	History of illness	
13.	Habits	Smoking/Alcohol
14.	Family History	

I	PHYSICAL EXAMINATION	YEAR		YEAR		YEAR	
1	Height						
2	Weight						
3	Chest Measurements						
4	BP						
5	Pulse						
5.a	CNS						
6	CVS						
7	Respiratory System						
8	Abdomen						
9	Musculs skeletal						
10.	Vision	R	L	R	L	R	L
11	Hearing	R	L	R	L	R	L
12	Skin						
II	Investigations						
1	Blood Sugar						
2	Urine Sugar						
3	Hb						
4	TC						
5	Dc						
6	ESR						
7	Urine – Alb						
	Micro						
III	Status	FIT / UNFIT		FIT / UNFIT		FIT / UNFIT	
III a)	Remarks if any,						
V	Sig. of Medical Officer						
VI	Date						

KIOCL LIMITED, PANAMBUR, MANGALORE - 10

Sl. No.	Department	Staff No.	Name of worker	Sex	Age (At last birthday)	Date of employment on present work	Date of leaving or transfer to other work with reasons for discharge or transfer	Raw materials or by products likely to be exposed to	Likely hazards	Dates of medical examination and results thereof		Sign and symptom observed during Examination
										Date	Result Fit/Unfit	
1	2	3	4	5	6	7	8	9	10	11	12	13

Nature of tests and results										If declared unfit for work, state period of suspension with reasons in detail.	Whether certificate of Unfitness issued to the Worker	Recertified fit to resume duty on	Signature of the certifying Surgeon with Date
Medical History	Clinical Exam	Blood	Urine	Eyes	ECG	Chest X-Ray	Spirometry	Audiometry					
	Height	Weight											
14										15	16	17	18

Signature and seal of certifying Doctor &amp; Institution

SCHEDULE OF WORK (BLANK – To be submitted along with technical bid)

NAME OF WORK: MEDICAL EXAMINATION OF EMPLOYEES OF KIOCL LIMITED

Sl.No.	Description of Work	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
1. a)	The service provider will have to conduct the entire medical examination including Diagnostics indicated in the Annexure – A, enclosed (Format of report of Medical Examination) at KIOCL Ltd. Plant premises, Panambur, Mangalore –575 010 and complete the same within a period of three months from the date of commencement.				
b)	The service provider shall submit to the Company conclusion of the Examination the completed signed Format of report of medical examination and a signed computerised Occupational Health Status Report in Form 16 of the Karnataka Factories Rules 1969 as at Annexure – B is enclosed indicating the Occupational Health Status of each examinee in relation to the Occupational health hazards to which the employee is exposed in the Company <u>(both hard and soft copies of Form No. 16 with Management report and charts to be furnished)</u>				
c)	The Service provider shall depute qualified occupational health specialist and personnel to carry out the medical examination and use calibrated instruments for Diagnostics. Preferably the Doctor who conducts and certifies the Medical examination report at Annexure – A enclosed and prepares the Occupational Health Status Report under Karnataka Factories Rules 1969 as at Annexure – B enclosed indicating the Occupational Health status shall have some training in Industrial Health.	No.	759		
2	Extra charges for following investigations				
	a) X –Ray chest.	No.	100		
	b) Audiometry	No.	700		
	c) Auto Spiro.	No.	700		
	d) ECG	No.	500		
				Total	

(Rupees

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
OWNER

PRICE BIDSCHEDULE OF WORKNAME OF WORK: MEDICAL EXAMINATION OF EMPLOYEES OF KIOCL LIMITED

Sl. No.	Description of Work	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
1.	<p>a) The service provider will have to conduct the entire medical examination including Diagnostics indicated in the Annexure – A enclosed (Format of report of Medical Examination) at KIOCL Plant premises, Panambur, Mangalore –575 010 and complete the same within a period of three months from the date of commencement.</p> <p>b) The service provider shall submit to the Company conclusion of the Examination the completed signed Format of report of medical examination and a signed computerised Occupational Health Status Report in Form 16 of the Karnataka Factories Rules 1969 as at Annexure – B is enclosed indicating the Occupational Health Status of each examinee in relation to the Occupational health hazards to which the employee is exposed in the Company (both hard and soft copies of Form No. 16 with Management report and charts to be furnished)</p> <p>c) The Service provider shall depute qualified occupational health specialist and personnel to carry out the medical examination and use calibrated instruments for Diagnostics. Preferably the Doctor who conducts and certifies the Medical examination report at Annexure – A enclosed and prepares the Occupational Health Status Report under Karnataka Factories Rules 1969 as at Annexure – B enclosed indicating the Occupational Health status shall have some training in Industrial Health.</p>	No.	759	Rs.  (In words: Rs.	
2	<p>Extra charges for following investigations</p> <p>a) X –Ray chest.</p>	No.	100	Rs.  (In words: Rs.	

b) Audiometry	No.	700	Rs.	(In words: Rs.	
c) Auto Spiro.	No.	700	Rs.	(In words: Rs.	
d) ECG	No.	500	Rs.	(In words: Rs.	
Total					

(Rupees

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
OWNER