



Indian Synthetic Rubber Private Limited

(Joint Venture of Indian Oil, TSRC- Taiwan)

Contact Address:

Opposite Naptha Cracker Polymer Terminal Gate.
P.O.: Panipat Refinery, Panipat-132140
Tel.: +91-180-252-9100,9200 & Fax: +91-180-252-9138

Request for Quotation

Vendor Code : 10000232 Vendor Name: RFQ VENDOR 1 Vendor Address: X . 000000 Contact Person: Phone: Email: Vendor GST No.:	RFQ No: 4100024700 RFQ Date: 09.11.2025 PR No.: 2000002624 Purchase Group: Service Contact Person: ISRPL GST NO.: 06AACCI3980J1ZE
	Service to be delivered at: Indian Synthetic Rubber Private Limited Opposite Naphtha Cracker Polymer Terminal Gate P.O. Panipat Refinery, Panipat

Quotation Deadline Date : 21.11.2025 **Time :** 1300 Hrs

Subject: RFQ for Production assistance and packaging contract on Man days basis for 2 Years **at ISRPL complex, Panipat , Haryana.**

Dear Sir,

Bids are invited in Two Bid System at ISRL, Panipat for the above referred subject work.

Last Date and Time for submission of offer: For Last Date and Time please refer page 1 of the tender.

ISRPL take no responsibility for delay, loss or non-receipt of tender documents sent by post or courier. Fax/E-Mail offers shall not be accepted.

The bid shall be submitted in the manner described in other terms & conditions in the tender.

Item	Service	Quantity	UoM	Delivery date
00010		1	Serv Unit	05.12.2025
Production assistance Job - Manday basis				

Description: Technical Pre-Qualification Criteria for Manpower supply in various section of Production Department including Packaging .

Purpose:

The purpose of this document is to identify the Technical Pre-qualification criteria (TPQC) for the contractors participating in the contract bid , to get suitable /qualified contractors who can meet not only the financial

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criteria but having similar executed work experience for both types (manpower supply to production assistance and Packaging) of work execution in production department

Background :

Any Service , Outline service Agreement , Capex items execution contract having estimated contract value more than 10 Lacs / Year, to have approved technical PQC along with PR.

To have more participation in a bid which will provide better negotiation power , merging of similar nature of contract has been decided

- 1 Bidder /Contractor must have at least three years of experience, during last five years in supply of Manpower (Unskilled ,Semi Skilled,skilled , high skilled) for various types of Production Assistance jobs including Packaging in various section of Production department of industries like Chemical /petrochemical/ Fertilizer / Polymer or Rubber or rubber chemical.
- 2 Bidder/ Contractor must have executed one annual contract to supply minimum 50 Man days per day in shift including G shift of production department .
- 3 Bidder /contractor must accept both activities "manpower Supply on mandays basis" and "Manual repacking on Tonnage basis "which is purely requirement based
- 4 The Bidder must submit sufficient documentary evidence like detailed work orders & completion certificates clearly mentioning the detailed description of work done, with start & end dates along with the executed values.
- 5 Executed Work order criteria should have fulfilled requirement of "Financial PQC " in similar nature of work as mentioned in Sr No. 01
- 6 The bidder must submit sufficient documentary evidence like against the timely statutory returns like ESI ,EPF of last three Years

Consolidated SOR for Man-days Contract (Production Assistance & Packaging manpower)

Basis: Two years / 730 days Requirement (From 01/01/2026 to 31/12/2027)

General Points for Line Item # A (Production Assistance)

1. Job will be done in Shifts & General duty as follows: Normal shifts being followed in ISRPL are as below
A Shift: 6 AM to 2 PM
B Shift: 2 PM to 10 PM
C Shift: 10 PM to 6 AM

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G Shift: 9.00 AM to 6.00 PM

Shift timing may change as per Requirement of ISRPL.

2. Contract Workers must not leave their working place without giving charge to the next shift workers, any case the same is not followed contract worker Attendance shall be considered as Half day. If such activity is on regular basis or more than 3 days contractor shall either replace or payment for the worker for the mentioned days shall be not done. Area Engineer shall certify the same.

3. In case of pre notified 12 hours duty due to any reason like COVID or any specific situation contractor has to make roaster in such a way that no OT to be generated keeping 48 hours/week intact .

4. In case of emergency situation like sudden lockdown / section 144 /curfew etc if any workers get stucked in side the premises then contractor has to extend full support to his workers and coordinate with ISRPL management to comply overtime /avoid permissible OT .

5. Hand over Take Over system is to be followed strictly.

6. Overtime will be in the custodian of ISRPL Shift in Charge/ Officer in charge . Without the consent and approval of Shift in Charge / Officer in charge . no overtime shall be paid

7. If the reliever is not available , overtime shall not be considered and payment will be done on man-day basis. Such Payment shall be in contractor scope.

8. If requirement of any additional work by shall be certified by Shift In charge and then by officer In charge for such payment

9. The contractor shall adhere to all statutory rules & regulations pertaining to ISRPL as well as legal requirement. Any deviation in legal requirement shall be cleared immediately by HR Department.

10. The HSE rules pertaining to ISRPL shall be strictly adhered to by the contractor.

11. All PPEs are to be provided by Contractor to their workmen. PPE - Googles, helmet(yellow), chemical suite, hand gloves, safety shoe, face shield, Safety Belt, gum boot, Special Gloves for Rosin braking etc. If any PPE is damaged (certified by area in charge), the same to be replaced immediately. All Contract worker should wear only yellow helmet with contractor name /Logo embossed on helmet. Any deviation in this case, penalty shall be imposed.

12. Workers are to be given with good condition safety shoe and boiler suit dress if required for specific Job (vessel cleaning). If damaged and certified by area in charge, the same is to be replaced immediately.

13. Contractor to provide uniform to all the contractor workers, Uniform shall be shirt with full sleeves without pockets and trouser."

14. Persons employed with the contractor, directly or indirectly, should not have been subject to any criminal proceedings in any court of law.

15. The contractor shall be responsible for maintaining discipline & decorum

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	inside plant premises and shall ensure that the workers employed by him, directly or otherwise, follow all rules applicable to workers inside ISRPL plant premises.			
16.	The contractor shall provide all required tools like brooms, floor mopping and cleaning tools, rope ,Belcha ,Hammer, rubber cleaning tools, waste cotton and other tools as and when required for housekeeping and other activities.			
17.	The persons employed by the contractor, directly or otherwise, shall not indulge in any sort of malpractices.			
18.	Standard Operating Procedures pertaining to all activities to be strictly adhered to unless otherwise specified.			
19.	The contractor shall be responsible for maintaining all records pertaining to contract and his performance of the same, and any misplacement of records & documents shall be the onus of the contractor.			
20.	The contractor shall visit the plant site frequently, preferably twice a month for familiarizing with the operational intricacies and troubleshooting as & when required.			
21.	On written/Verbal instruction from ISRPL or its authorized officer the Contractor shall perform any additional jobs in connection with the work with a prior notice of 24 hours. The decision of ISRPL whether such additional work is covered under the existing work obligation of the Contractor or not shall be final, conclusive and binding on the parties.			
22.	There is no area classification & boundary for area, workers has to do job as per instruction of Shift in Charge.			
23.	For any weekly cleaning (Biweekly, Grade changeover cleaning, Additional pit cleaning and audit preparation) or any other intermittent services raised with prior intimation by Officer in charge /plant manager / shift in charge, the contractor has to provide unskilled labours as per requirement			
24.	The mandays and overtime payment will be done as per authorized attendance duly verified with existing records available with ISRPL. Contractor attendance record to be certified by officer in charge. Attendance of all the contractor workers shall be first certified by contractor Supervisor and final attendance shall be cleared by officer in charge after verifying with ISRPL records. Any deviation in attendance records or malfunction shall be taken as misconduct. & Strict action will be taken.			
25.	In case of any denial of instructed work by the contractor employee, the same person should be terminated from the job from the next day as per the instruction of officer in charge (Production).			
26.	No extra job will be treated as over time until the person stay more than the stipulated shift end time as per the instruction of the shift In Charge.			
27.	Penalty will be imposed if somebody is found smoking or drinking Alcohol inside the plant area. Reporting at job under alcohol influence will be send out of factory premises. Found carrying such items will also earn similar penalty			

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28.	ISRPL will not give the attendance if somebody is found absent from the working site up to 30 minutes without informing the area In charge			
29.	One day rest in a week is mandatory for all workers.			
30.	Declared holidays of ISRPL will be deemed as holiday and workers engaged on those days will be paid Overtime.			
31.	During shutdown or when there is no job in a particular area , the contractor workers will be mobilized for other jobs as per instruction of shift in charge			
32.	If any worker having weekly off on declared holiday will be treated as normal weekly off. Any overtime or man-days will not consider on this day.			
33.	Additional or minimum requirement of manpower on holidays will be dictated by officer in charge			
34.	Workers reporting in General shift shall avail holiday, until and unless requested by officer in charge.			
35.	Contractor has to maintain all attendance record & submit every month.			
36.	ISRPL is having the jurisdiction for increase /decrease manpower up to 50 % giving 15 days prior notice to the contractor.			
37.	There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping by brooms, mopping & garbage collection activity and transfer collected garbage in designated area.			
38.	Any new activity related to modification of plant will be consider as normal job activity, Worker should do this activity without extra payment.			
39.	Any new activity related to new equipment ,material handling, scrap handling ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should do this activity without refusal & extra payment.			
40.	Contractor Workers must not leave their working place without informing area in charge or Contractor supervisor.			
41.	Contractor workers not allowed to exit from main gate without shift in charge permission before stipulated working hours .			
42.	If any of the contractor labour refuse to do any job advised by the area in charge, his attendance will be cancelled for that. If the same thing continued for more than 3 days the labour is to be removed from the site.			
43.	Contractor workers should have their refreshment in contactor shed, if anyone found having refreshment outside the shed strict action will be taken.			
44.	Qualification of supervisor: Supervisor provided should be 12th pass / Diploma/Graduate with more than 3 years of experience in this type of supervisory work.			

Penalty Clauses

1. The decision of Officer In charge will supersede others in case of any discrepancies/ dispute. The penalty will be levied by officer in charge.

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2. In case of any material or equipment damage by the manpower employed by the contractor, permanent or temporary, the agency shall be subject to a penalty of actual cost plus 25% of the ISRPL infrastructure/ damaged equipment.
3. In case of any down time in operation pertaining to shortage of raw materials/chemicals loading inside the tanks, packaging or detention of trucks/ tankers due to delay in unloading, directly due to inefficiency of the contractor, the agency shall be subject to a penalty as deemed suitable by the ISRPL management.
4. In case of any violation of HSE rules pertaining to ISRPL and safe work practices, irrespective of whether such incident of safety violation involves material damage & cost of repair thereof or not, the contractor shall be subjected to monetary penalty and the amount shall be deducted from its monthly bill, the decision regarding amount of monetary penalty being at the discretion of ISRPL management.
5. In case anyone employed with the contractor, directly or otherwise, is caught while indulging in any malpractice, like taking money from truck crew etc., the person shall be expelled from his position with immediate notice and the contractor shall be liable for any disciplinary and punitive action as deemed fit by the ISRPL Production Head.
6. Any productivity loss for shortage of loading of chemicals /packaging materials and if found contractor is responsible, the agency will be penalized as deemed fit by ISRPL Management.
7. If contractor workers refuse to do work instructed by shift in charge, employee, the same person will be terminated from the job from the next day as per the instruction of officer in charge (Production).
8. If contractor workers create strike or strike related activity, the same person wages for the day will not be given & will be terminated from next day as per the instruction of officer in charge (Production).
9. If contractor workers found under Alcoholic, carrying cigarette, tobacco products, pan masala, mobile & matchbox, the same person wages for the day will not be given & will be terminated from next day as per the instruction of officer in charge (Production).
10. If contractor workers found sleeping in plant #500 (five hundred) will be fined & same amount will be deducted during monthly billing
11. If contractor workers found without uniform in plant #100 (one hundred) will be fined & same amount will be deducted during monthly billing

If contractor workers found without proper/appropriate PPE in plant site #1000 (one thousand) will be fined, PPE will be issued from ISRPL stock, fine of #1000 (one thousand) will be deducted & 5 times the PPE amount (PPE amount as per SAP) will be deducted during monthly billing.

12. In case of job assigned under housekeeping, sweeping and moping and it's

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not performed up to the mark or cleanliness maintain is not found to be up to the mark the contractor shall be subject to penalty of #2000 (two thousand) per day.

LINE ITEM # A ``Production Assistance ``

Sub Line Item: No-1

Unskilled Manpower - For chemical Handling & Batch preparation for 100 Area.

UOM: Per Man-Days (MAD)

Scope of work:

1. The drums for DEHA, IPHA, SHS, SFS, TDM, PHP/PMHP, trial chemicals are to be lifted to first floor by elevator through hand trolley & Stored there. As & when required, unloading the drums in designated storage tank. (Store persons will put the drums in pigment area ground floor).
2. NaFe- EDTA, Sodium Nitrite (NaNO₂), KCL, TAMOL paper/PP bags are to be lifted to First floor by elevator and stored there. As & when required, shifting and unloading to designated tanks to be done.
3. Flexazone (F-11), TNP, SP and other chemical drums are to be taken to the 1st floor and to be put into hot chamber and to be taken out from hot chamber and unloaded to designated tank.
4. Lifting of rosin drum from pigment preparation area ground floor to first floor using elevator through hand trolley. Rosin drum cutting with special tools and Rosin breaking by hammer in 1st floor of pigment preparation area and putting rosin chips inside the tank.
5. All the waste bags are to be arranged properly and to be placed in designated area. To be shifted in scrap yard on shift basis.
6. After Unloading of above said drums, bags & chemical to be unloaded in designated tank as per requirement of batch. Batch preparation activity will be carried out under supervision of Area in Charge.
7. All the empty drums are to be washed and to be arranged properly in designated area and paste sticker as per waste hazard. To be shifted in scrap yard daily basis.
8. De-choking & Purging piping & troubleshooting during batch preparation as instructed by area operator.
9. Assistance required during final disposal of the drums.
10. The job will be round the clock.
11. During Elevator breakdown/maintenance, drums to be shifted manually or using Forklift.
12. Housekeeping, Sweeping, Mopping of equipment & Cleaning of area regularly.
13. Shifting of empty drum near to 100 Area pit, cleaning & washing by water or steam & ensure that there is no chemical leftover in drums.
14. Crushing of drums in drum crusher & shifting in scrap yard.

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15. Lifting of rosin drums to Rosin breaking machine (proposed) & discarding empty drums to the scrap yard.
16. Batch preparation tools under contractor scope (Belcha, hammer, Chisels & miscellaneous tools etc.).
17. In case of any chemical spillage during above activity immediate worker has soak the material with absorbent, clean the area & shift absorbed material to hazardous waste area.

18. Low Plant Load man power (One Train Running)
A Shift - 3 unskilled labour
B Shift - 2 unskilled labour
C Shift - 2 unskilled labour

19. Full load man power (Both Train Running)
A shift - 5 unskilled labour
B Shift - 4 Unskilled Labour
C Shift - 4 Unskilled Labour

Requirement of manpower:

Total 13 manpower/Day: Considering both train running, can be increased or decreased as per Requirement or completely removed if not required any time on Intimation of officer in charge
Approx.Qty
Contract: 9490 Mandays (13*730)

Sub Line Item: No-2
Unskilled Manpower # Various jobs in ETP area
UOM: Per Man-Days (MAD)

Scope of work:

1. The drums for Poly Aluminium chloride / FeCl₃ , NaOCl, H₂O₂, Antiscalant, Citric Acid , Nitric Acid etc are to be transferred to the storage location using hand trolley & Stored there. As & when required, unloading the drums in designated storage area. (Store persons will put the drums outside the chemical house).
2. Polymer, Urea, DAP, Lime ,Soda Ash, Dolomite, SMBS, Dewatering polymer and Jaggery paper/PP bags are to be transferred to the storage location using hand trolley & Stored there. As & when required, unloading the drums in designated storage area. (Store persons will put the drums outside the chemical house).
3. All the waste paper bags are to be arranged properly and to be placed in designated area. To be shifted in scrap yard daily basis.
4. After Unloading of above said drums, bags & chemical to be unloaded in

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	designated tank as per requirement of batch. Batch preparation activity will be carried out under supervision of area operator.			
	5. All the empty drums are to be washed and to be arranged properly in designated area and paste sticker as per waste hazard. To be shifted in scrap yard daily basis.			
	6. De-choking & Purging piping & troubleshooting during batch preparation.			
	7. Assistance required during final disposal of the drums.			
	8. The job will be round the clock.			
	9. During non-availability of trolley, drums/bags to be shifted manually.			
	10. Housekeeping, sweeping, Mopping of equipment & Cleaning of area regularly.			
	11. Shifting of empty drum near to RO membrane pit and cleaning and washing with water and draining in the pit (Except NaOCl and citric Acid "this drums are to be flushed and taken into the batch preparation tank").			
	12. Cleaned drums to be shifted to backside of the ETP building with proper labelling.			
	13. Batch preparation tools under contractor scope (Belcha, hammer, Chisels & miscellaneous tools etc.).			
	14. In case of any chemical spillage during above activity immediate worker has soak the material with absorbent, clean the area & shift absorbed material to hazardous waste area.RO cartridge filter unit replacement, cleaning and box up of cartridge filter unit as and when required by the process instruction.			
	15. RO CIP batch preparation, temporary hose connection as and when required under the instruction of Shift In charge.			
	16. Manual dosing of chemicals to be done as per the instruction of Area in Charge.			
	17. Sludge bag replacement and manual filling of the bag if the bag gets damaged during transferring as and when required.			
	18. Issuance of chemical & jumbo bags from store.			
	19. Sweeping of plant floor, Tank area dyke, Roads sides, scrap yard area, chemical storage area, ETP building, storm water trench.			
	20. For ETP area in G shift per day, for field/ porta cabin sweeping and removal of garbage to nearest waste bin.			
	21. Sweeping of area as per requirement & instructed by area in charge & shift in charge.			
	22. Removal of cobwebs.			
	23. Swept material or garbage filling in proper bags & shifting to designated area.			
	24. Tools required for sweeping, mopping & housekeeping tools to be arranged by contractor.			
	25. Area effluent pit cleaning / Housekeeping of area			
	26. Cleaning of floating material & garbage from process tanks, trenches and storm water channels. Storm water channel cleaning			
	27. Pit cleaning tools to be arranged by contractor.			

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28.	Culture growth preparation and batch preparation in aeration tank as per instruction.			
29.	Water wash of different areas and floors			
30.	Cleaning of Catch Pits, plant pits ,storm water pit & de-choking of funnels			
31.	Cleaning of ETP pit, Equalization tank, Aeration tank, Flocculation tank, stream II storage tank to remove crumbs rubbery layers, Sludge age, Flocculants from it along with bagging and proper disposal of the material on regular basis.			
32.	Housekeeping of all area as per requirement including plant, scrapyard, control room & warehouse.			
33.	Worker has to work in another area to follow housekeeping & plant activity as per instruction from shift in charge.			
34.	Loading/Unloading of Hazardous waste as & when required.			

Requirement of manpower:

1 Nos Unskilled manpower/shift.
2 Nos Unskilled manpower in G shift for culture development & Housekeeping, Sweeping.
Total 5 Nos manpower/Day, can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

Approx.Qty

Contract : 3650 Man-days (5*730)

Sub Line Item: No-3

Forklift with Driver & Diesel

UOM: Per Month (MON)

Scope of work:

- Contractor has to provide one 2MT (rated capacity) diesel operated forklifts with well trained, licensed & experienced operator. Comprehensive maintenance including all spare parts, battery & tires etc under contractor's Scope.
- Vehicle certificates and statutory compliances to be met by forklift being provided. The same to be valid /maintained throughout contract execution.
- Forklift being provided during the contract execution shall not be older than five years.
- Minimum load bearing capacity shall be 2 MT.
- Lifting Height requirement minimum 6-8 Meter.
- Fork should be equipped with reverse horn / buzzer and other safety items as per lifting vehicle norms laid by competent authorities.
- Handling the chemical throughout the day for material movement from all area (Including area 100, 200, 320, 250, 300, UTY, Scrap yard, Incinerator,

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	ETP, warehouse & control room for movement of empty/filled drums & Bags) 8. Shifting empty drums & bags from 100,200, 250, 300, UTY, ETP & Incinerator area to ISRPL scrap Yard on daily basis. 9. Shifting of waste rubber jumbo bags to designated area from 100,200, 250,300, Utility y, ETP & Incinerator on daily basis. 10. Shifting Hazardous & Non-hazardous waste drums & Bags to designated area from 100,200, 250,300, Utility, ETP & Incinerator on daily basis on requirement. 11. Miscellaneous jobs such as Transferring of heavy tools like hoses, tables, pallets) as per instruction from production department. 12. Shifting ETP sludge from ETP area to designated shed. 13. Shifting of Hazardous Waste from various Plant area. 14. Shifting & lifting of chemical from front side of 100 area building during elevator maintenance. 15. Shifting/lifting of SBR-8000 (Inferior quality waste rubber scrap) and SB-9000 (waste rubber scrap) from all areas to Waste rubber shed on daily basis. 16. Loading/Unloading of SBR-8000 and SBR-9000 in trucks as and when required. 17. Working Hours for Forklift 9:00 AM - 6:00 PM. Working hours subjected to change as per the requirement of production department. In such case it would be informed, as and when required. 18. The Forklift shall be utilized for minimum 08 hrs. 19. The Forklifts shall be utilized for shifting various types of materials to various areas inside the plant or any other jobs as asked from time to time. 20. Fuel i.e. Diesel for Forklifts shall be provided by the Contractor. The contractor shall be responsible for storing & supplying Diesel to Forklifts. The operation should not get hampered because of unavailability of Diesel. 21. Vehicle should be in good working condition. All consumable like engine oil, lube oil, Diesel will be in contractor scope of supply.			

Safety Requirements of Forklifts:

- # Back Horn/ Reverse Alarm
- # Warning lights
- # Horn
- # Rear view mirror
- # Seat Belt
- # Speed control at max. 10 kmph
- # PPE: The Forklift operators must be provided with necessary PPE like Safety boots, safety goggles & hard hats, as prescribed by HSE policy of ISRPL.

General Safety Guidelines for Forklift

- # Forklift should park on marked area only

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	# Don't allow one forklift to pull another one # Inside the production area only diesel driven forklift fitted with proper spark arrester is allowed # Inside the warehouse forklift light should be always in ON condition. # There should not be any co-passenger on forklift # Wear appropriate personal protective clothing as provided by employer. Hard hat, protective footwear and reflector jacket are recommended as a minimum for people when need to work around forklifts. Other equipment may be needed depending on the working environment # Carry out a pre-shift check of the forklift followed with respective checklist and recorded and report the defects immediately to supervisor # Make sure work path is free of obstructions # Wear operator seat belt, while driving # Look all around before moving off # Look in the direction of travel # Travel at a speed suitable for the location and the load carried (Max 10 KM/Hrs.) # Travel with the forks lowered, but clear of the ground # Watch out for pedestrian's path marked strictly follow for forklift # Keep watch on the blind corners, and slow down to minimum speed and blow the horn. # Avoid sudden stops and violent braking # Take care when driving on wet slippery or loose surfaces # Make sure operator is properly trained and having valid Driving license authorized to operate the forklift. # Operator no use of illegal substances; no use of alcohol. # Operator should have the ability to understand and read the instructions, signs, etc. # Thorough examination of forklift to be carried out every 6 months by a competent person and test certificate available. # Reversing Alarm (Audio visual) and Horn must be operational. # Head light, back light and side indicator to be operational. # Warning Lights to be operational. # Hydraulic Controls to be checked prior to take into in use # Brakes (Foot & Parking) conditions to be checked prior to take into in use # Conditions of Front and rear mirror are to be checked # CCE approved spark arrester should be at Exhaust end. # Park the forklift in a safe place, on level ground; never on a slope # Leave the forklift with the mast tilted forwards and the forks fully lowered, with the tips on the floor # Apply the parking brake, switch off the engine and remove the key # Return keys to designated place of safe-keeping # Report any malfunctions or defects immediately to a supervisor # The "Operators Daily Report" must be filled out during both the pre-use and			

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post- use inspections in operators log book.
Preventive maintenance for Forklift to be maintained on respective register

Requirement of manpower:

1 Forklift with Forklift Operator/Day. Can be increased or decreased as per requirement or completely removed if not required any time on Intimation of officer in charge.

Approx.Qty: Contract: 24 Months

Sub Line Item: No-4
Forklift with Operator (Overtime)
UOM: Per Hour (HR)
Scope of work:

1. Overtime applicable for working beyond normal office hours/ Sundays and Holidays with prior approval of ISRPL officer in-charge.
2. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be considered on normal man-days basis. No overtime will be awarded.
3. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift In-charge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.

Approx.Qty: 192 Man hours

Sub Line Item: No-5

Forklift Breakdown Charges

UOM: Per Hour (HR)

Contact Address:

Opposite Naptha Cracker Polymer Terminal Gate.
P.O.: Panipat Refinery, Panipat-132140
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Scope of work:

1. Break down hours is the hours during which Forklift is not available for service. This amount will be deducted from monthly bills.
2. Absenteeism of Driver shall be considered as Breakdown.
3. The maximum allowed downtime of FLT is 8 Hours per month beyond which penalty of Rs.250 per hour shall be levied on the contractor.

Approx.Qty Contract : - 250 #

Sub Line Item: No-6

Skilled Manpower - Pit Cleaning

UOM: Per Man-days (MAD)

Scope of work:

1. Lifting and shifting of CRWS/WWS manholes for cleaning of plant underground lines & Trenches (400 to 300 Area underground line, CRWS trench header & WWTP trench header).
2. Shifting of pumps/ejectors and emptying out of trenches/manholes
3. During pit cleaning activities, manpower to be equipped with sufficient PPEs (Usage of safety belt is mandatory for all pit cleaning workers).
4. Area effluent pit cleaning using requisite cleaning tools.
5. Cleaning of floating material & garbage from process trenches and storm water channels. Storm water channel cleaning
6. Pit cleaning tools to be arranged by contractor.
7. Water wash of different areas and floors.
8. Cleaning of Catch Pits, plant pits, storm water pit & de-choking of funnels.
9. Cleaning of 100/200/250/300/400/accident pit to remove crumbs rubbery layers from it along with bagging and proper disposal of the material on regular basis.
10. Housekeeping of all area as per requirement including plant, scrapyard, control room & warehouse.
11. Worker has to work in another area to follow housekeeping & plant activity as per instruction from shift in charge.
12. Unloading of Hazardous waste as & when required.

Requirement of manpower:

3 unskilled manpower / Day (In G Shift)

Total 3 manpower / Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer



Indian Synthetic Rubber Private Limited

(Joint Venture of Indian Oil, TSRC- Taiwan)

Contact Address:

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in-Charge.

Can be called in Shifts as per production department requirement.

Approx.Qty

Contract: 2190 Man-days (3*730)

Sub Line Item: No-7

Unskilled Manpower # For various jobs in Polymerization section , MCR & Finishing area

UOM: Per Man-days (MAD)

Scope of work:

1. Assistance to field in charge for hose connections, big size valve operation, top grating removal, housekeeping and miscellaneous job as directed by field in charge.
2. Assistance to field in charge for carrying tools to different platforms.
3. Assisting field in charge on strainer cleaning, and other routine & non routine activity.
4. Assistance to panel engineer as messenger for field, Taking MIV to stores/HSE/Admin & substation Lock-out/ Tag-out activities.
5. For 300 area, preparation of NaNO₂ batch as & when required.
6. Support in unloading of Diesel & Defoamer drums.
7. Cleaning of accumulated/floating crumbs from serum tank/wash tank/crumb separators and filling the same in jumbo bags and keeping at designated places.
8. Collection of rubber crumbs, latex & oil after hydro jetting from various equipment, vessels and Tanks.
9. Cleaning of various Equipment's/piping/vessels during shutdown, grade changeover, biweekly and routine cleaning activities.
10. Cleaning and de-choking of line & equipment.
11. Support during Preparation of Silicon batch as & when required.
12. Support in unloading of coagulation Aid drums.
13. Breakage of larger crumbs into smaller pieces at outlet of dryer.
14. Regular cleaning/pigging activity of different equipment's in plant
15. Cleaning of equipment during chocking of rubber.
16. Rubber collection trays accumulated rubber cleaning.
17. Hopper and baler cleaning during grade changeover/biweekly/routine cleaning activities.
18. Bale cutting, assistance to check man and baler/dryer pit cleaning.
19. Putting PE films in machine.
20. Repackaging of unwrapped bales.
21. To collect spilled rubber from different places and other housekeeping jobs.
22. Housekeeping of area, equipment cleaning, equipment mopping & cobweb

Regd. Office: 10th Floor, Core 2, Scope Minar, District Centre, Laxmi Nagar, Delhi #92. Tel. :+91-11- 43130000 Fax: +91-11-43130007

Corporate Office: 1st Floor, IGL Complex, Plot No. 2B, Sector 126, Noida-201304, U.P. Tel. :+91-120- 4871000 Fax: +91-120-4871030

Plant Address: Opposite Naptha Cracker Polymer Terminal Gate, P.O.: Panipat Refinery, Panipat-132140, Tel.: +91-180-252-9100 & Fax: +91-180-252-9138

Tax Details: GST No.: 06AACCI3980J1ZE PAN No.: AACCI3980J Corporate Identity Number: U25190DL2010PTC205324

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removal as & when required or instructed by area in charge & shift in charge.
23. Hose & drum shifting by Hand Pallet truck as & when required.
24. Manual packaging & repackaging of bales as & when required.
25. Box preparation for bale packaging as & when required.
26. Box empty out & Cleaning as & when required.
27. Coagulation Aid/Defoamer/Silicone drum flushing /washing & shifting in 100 area after confirmation of there is no leftover material in drums.
28. Empty bags shifting to scrap yard.
29. Proper collection & packing of packaging waste material (PE film, Bobbins, papers & sticker).
30. Dryer old filter removal, cleaning & new filter preparation.
31. Dryer internal, side cover, top cover & doors cleaning.
32. To collect spilled rubber from different places and other housekeeping jobs.

33. Low Production Load manpower (One Train Running)
(3 Poly Area + 1 Control Room + 1 Coagulation & Blend + 2 Dryer + 2 Check Man)
A Shift - 8 unskilled labour
B Shift - 8 unskilled labour
C Shift - 8 unskilled labour
G Shift - 1 unskilled labour

34. Full load man power (Both Train Running)
(4 Poly Area + 1 Control Room + 1 Coagulation & Blend + 2 Dryer + 3 Check Man)
A shift - 11 unskilled labour
B Shift - 11 unskilled labour
C Shift - 11 unskilled labour
G Shift - 01 unskilled labour

Requirement of manpower:

8 to 11 unskilled manpower / shift.
Total 25 to 34 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

Approx.Qty
Contract : 18250 to 24820 Man-days (25*730 to 34*730)

Sub Line Item: No-8

Contact Address:

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Skilled Manpower # Tanker Unloading and various CLASS 1 maintenance jobs in ETP .

UOM: Per Man-days (MAD)

Scope of work:

1. Hose connection/disconnection and unloading of Styrene, Fatty Acid, Dark Oil, Low PCA oil, NaOH, KOH, H₂SO₄, HCl, Ammonia tanker in respective storage tanks.
2. Hose connection & disconnection by spanner with proper gasket arrangement.
3. Hose removal & flushing after tanker unloading.
4. Hose connection & disconnection by spanner with proper gasket arrangement in other area of plant as per requirement.
5. Scrapper and tools required for tanker unloading under contractor scope.
6. Cleaning of unloading area after tanker unloading.
7. Completely removal of residual material from tanker by scrapper.
8. Skilled manpower provided by the contractor has to be a certified rigger.

Requirement of manpower:

- # 2 Nos Skilled manpower / Day (1 in shift A/ B shift) + 1 in G shift
- # Total 2 to 3 manpower/day, can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.
- # Approx.Qty Contract: 1460 to 2190 Man-days (2*730 to 3*730)

Sub Line Item: No-9

Skilled Manpower # Overtime (various jobs) UOM: Per Man-hour (MAH)

Scope of work:

1. OT will be payable for workmen called over and above our regular requirement and not for regular shift coverage. Will be approved by ISRPL officer-in-charge.
2. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be consider on normal man-days basis. No overtime will be awarded.
3. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift In-charge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.
4. Attendance on ISRPL declared paid holidays to be considered as over time

Contact Address:

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Approx.Qty
Contract : 1152 Man hours

Sub Line Item: No-10

High Skilled Manpower # Supervision of Contractual workers and other activities related to day to day management of contractual jobs

UOM: Per Man-day (MAD)

Scope of work:

1. Maintain Housekeeping in Area
2. Communicator between ISRPL and Contractor.
3. Providing job specific PPEs and tools to the contractual manpower without delay in job.
4. Coordinate with Forklift to transfer all empty drums, rubber & waste (Hazardous- Non-hazardous) to designated area.
5. Arrange all empty drums in proper way in scrap yard. In case of any chemical spillage in scrap yard during above activity immediate worker has soak the material with absorbent, clean the area & shift absorbed material to hazardous waste area. All this activity should arrange & coordinate by supervisor only without any delay.
6. Every shift start supervisor should meet to shift in charge and as per instruction distribute the job to workers.
7. Every shift start supervisor will meet to shift in charge & will give manpower status.
8. Keeping the record of Attendance & over-time of the contractual manpower and informing & getting it verified from Area In charge & SIC/Panel Engineer/ Plant manager / Area in charge/ officer in charge
9. Provide all necessary tools to workers.
10. Supervisor has to take plant round & start housekeeping, cleaning & mopping activity by self-initiative with informing to area in charge.
11. Supervisor has to give proper safety training & instruction to workers for carry out safe job execution.
12. Supervisor has to stay at job location during critical activity.
13. Regularly receive MIV from control room & coordination for shift material from store ground floor to 100 area top floor.
14. The supervisor will distribute the job of different areas and control the contractual manpower and maintain the man power as communicated through service contract.
15. Mobilising the manpower as per the requirement of the plant & as informed from the SIC/ Panel Engineer/ Officer in charge .
16. Extending the previous shift manpower whenever required.
17. Ensuring proper relieving of contractual manpower at work location.

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Item	Service	Quantity	UoM	Delivery date
18.	Supervisor will meet to SIC at every shift end & provide job status.			
19.	There is no defined area for supervisors, they should work in all plant as per instruction by shift in charge.			
20.	Any new activity related to modification of plant will be consider as normal job activity, Supervisor should this activity without extra payment.			
21.	Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Supervisor should this activity without refusal & extra payment.			
22.	All workers should do sweeping by brooms & garbage collection activity and transfer collected garbage in designated area. This activity should initiate by supervisors only.			

Requirement of manpower:

1 High skilled manpower / Shift. +1 in G shift

Total 4 manpower/Day: Can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge

Approx.Qty

Contract :2920 Man-days (4*730)

Sub Line Item: No-11

High Skilled Manpower # Overtime

UOM: Per Man-hour (MAH)

Scope of work:

- OT will be payable for workmen called over and above our regular requirement and not for regular shift coverage. Will be approved by ISRPL officer-in-charge.
- If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be Consider on normal man-days basis. No overtime will be awarded.
- Apart from fulfilment of scheduled manpower, if officer in charge/ Shift In-charge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.
- Attendance on ISRPL declared paid holidays to be considered as over time

Approx.Qty

Contract : 1536 Man hours

Sub Line Item: No-12

Contact Address:

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Unskilled Manpower # Sweeper for Regular Activity

UOM: Per Man-day (MAD)

Scope of work:

1. Sweeping of plant floor, Tank area dyke, Roads sides, scrap yard area, Box warehouse, Finishing building, 100 area building, Fire water pump house & ETP building.
2. Mopping of finishing area epoxy coating floor twice per shift.
3. Sweeping of area as per requirement & instructed by area in charge & shift in charge.
4. Removal of cobwebs.
5. Swept material or garbage, filling in proper bags & shifting to designated area.
6. Tools required for sweeping, mopping & housekeeping tools to be arranged by contractor.
7. There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping & garbage collection activity and transfer collected garbage in designated area.
8. Any new activity related to modification of plant will be consider as normal job activity, Worker should follow this activity without extra payment.
9. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should follow this activity without refusal & extra payment.
10. There is no defined work for any worker everyone should follow area in charge instruction & accordingly work

Requirement of manpower:

A Shift: 1 unskilled manpower

B Shift: 1 unskilled manpower

G Shift: 3 unskilled manpower

Total 5 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

Approx.Qty

Contract :3650 Man-days (5*730)

Sub Line Item: No-13

Unskilled Manpower # Overtime

UOM: Per Man-hour (MAH)

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Scope of work:

1. OT will be payable for workmen called over and above our regular requirement and not for regular shift coverage. Will be approved by ISRPL officer-in-charge.
2. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be consider on normal man-days basis. No overtime will be awarded.
3. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift In-charge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.
4. Attendance on ISRPL declared paid holidays to be considered as over time

Approx.Qty

Contract : 24960 Man hours

Sub Line Item: No-14

Unskilled Manpower # Various housekeeping jobs for Customer , IMS audit, OISD , Statutory + and Grade changeover/Biweekly cleaning
UOM: Per Man-day (MAD)

Scope of work:

1. Requirement of this type of manpower solely depends on the decision of officer in charge & Head Production.
2. This manpower is required for limited period only.
3. This type of manpower may be not required in total contract period.
4. Intimation regarding requirement of this manpower would be given 1 or 2 days prior by officer in charge to contractor.
5. Requirement of this type of manpower is temporary (say from 1 day to 1 week maybe).
6. There is no fix job, Workers has to follow instruction of area in charge without any refusal. Following are main activities:
 - # Housekeeping
 - # Mopping
 - # Sweeping
 - # Cobweb removal
 - # Floor cleaning & mopping
 - # Dusting (removal of dust)
 - # Shifting of swept material
 - # Pit/Trench cleaning.
 - # Strom water reservoir/Emergency pond cleaning
 - # Biweekly cleaning and Grade changeover cleaning in Finishing area

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Requirement of manpower:

A shift: 5 unskilled manpower

B shift: 5 unskilled manpower

Total 10 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

Approx.Qty

Contract : 1420 Man-days (10*142)

Basis for number of days calculation :

For customer Audit/other Audit = 32 Days (2 Audit per qtr *2 days per qtr *4 qtr*2yrs)

For Bi weekly/GC cleaning= 110 days (A Tr: 2 days per month *22 months + B Tr :3 Days per month *22months)

Total days = (32+110) = 142 days

Sub Line Item: No-15

Unskilled Manpower # ETP Shutdown jobs

UOM: Per Man-day (MAD)

Scope of work:

1. This type of manpower required only in annual shutdown for various activity.

2. This manpower is required for limited period.

3. If there is no annual shutdown in contract period, this manpower is not required.

4. Requirement of this type of manpower solely depends on the decision of officer in charge & Head Production

5. This type of manpower may be not required in total contract period.

6. Requirement of this manpower will be given before 7 to 10 days by officer in charge to contractor.

7. This type of manpower required only for 10 to 30 days.

8. There is no fix job in annual shutdown, various activities are carried out in parallel. Workers has to follow instruction of area in charge without any refusal. Following are main activities:

Equipment cleaning

Vessels cleaning.

Tanks cleaning.

Sludge removing & shifting

Pit cleaning (Inside).

Water flushing of pipelines, equipment, vessels & Tank.

Storm water channel cleaning.

Contact Address:

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Item	Service	Quantity	UoM	Delivery date
#	Storm water pit cleaning.			
#	Housekeeping.			
#	Sweeping			
#	Mopping			
#	Cobweb removal.			
#	Scrap yard area waste removal & shifting.			
#	Empty drums & Bags shifting.			
#	Strainer cleaning			
#	Tank dyke cleaning.			
#	Hose connection & disconnection			
#	Building Floor & wall cleaning & Mopping.			
#	Other miscellaneous jobs.			
9.	There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping by brooms & garbage collection activity and transfer collected garbage in designated area.			
10.	Any new activity related to modification of plant will be consider as normal job activity, Worker should follow do this activity without extra payment.			
11.	Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should follow do this activity without refusal & extra payment.			
12.	There is no defined work for any worker everyone should follow area in charge instruction & accordingly work			

Requirement of manpower:

A shift: 2 unskilled manpower
B shift: 2 unskilled manpower
G shift: 3 unskilled manpower

Total 7 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge

No of days for annual shutdown considered =25*2 years

Approx.Qty

Annual : 350 Man-days (7*25*2)

Sub Line Item: No-16

Unskilled Manpower # Annual Shutdown jobs

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UOM: Per Man-day (MAD)

Scope of work:

1. This type of manpower required only in annual shutdown for various activity.
2. This manpower is required for limited period.
3. If there is no annual shutdown in contract period, this manpower is not required.
4. Requirement of this type of manpower solely depends on the decision of officer in charge & Head Production.
5. This type of manpower may be not required in total contract period.
6. Requirement of this manpower will be given before 7 to 10 days by officer in charge to contractor.
7. This type of manpower required only for 10 to 30 days.
8. There is no fix job in annual shutdown, various activities are carried out in parallel. Workers has to follow instruction of area in charge without any refusal. Following are main activities:

- # Equipment cleaning
- # Vessels cleaning.
- # Sphere & Bullet cleaning.
- # Tanks cleaning.
- # Pit cleaning (Inside).
- # Water flushing of pipelines, equipment, vessels & Tank.
- # Storm water channel cleaning.
- # Storm water pit cleaning.
- # Cooling water sump cleaning.
- # Side stream filter cleaning.
- # Housekeeping.
- # Sweeping
- # Mopping
- # Cobweb removal.
- # Scrap yard area waste removal & shifting.
- # Empty drums & Bags shifting.
- # Strainer cleaning
- # Filter cleaning & Preparation
- # Roller cleaning.
- # Dryer top cover & side door cleaning.
- # Tank dyke cleaning.
- # Hose connection & disconnection
- # Finishing area duct cleaning.
- # Building Floor & wall cleaning & Mopping.
- # Resin replacement and makeup.
- # Various jobs in PNCP & PPMC area.
- # Other miscellaneous jobs.

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9.	There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping & garbage collection activity and transfer collected garbage in designated area.			
10.	Any new activity related to modification of plant will be consider as normal job activity, Worker should do this activity without extra payment.			
11.	Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should do this activity without refusal & extra payment.			
12.	There is no defined work for any worker everyone should follow area in charge instruction & accordingly work			

Requirement of manpower:

A shift: 5 unskilled manpower
B shift: 5 unskilled manpower
G shift: 5 unskilled manpower

Total 15 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

No of days for annual shutdown considered =25* 2 years

Approx.Qty
: 750 Man-days (15*25*2 Years)

Line Item # B : Packaging Manpower

SOR for Man-days Contract For line item B (Packaging)
Basis: Two years / 730 days Requirement (From 01/01/2026 to 31/12/2027)

General Points under Line Item B
Job will be done shift & general duty as follows
A Shift: 6.00 Hour to 14.00 Hours
B Shift: 14.00 Hours to 22.00 Hours
C Shift: 22.00 Hours to 06.00 Hours
G Shift: 9.00 Hours to 18.00 Hours
Shift timing may change as per Requirement of ISRPL
Shift wise Requirement of manpower Casual labors (unskilled)

Scenario /Area Box preparation Robot log Man ual pac
king Online paper baggin
g Total
One line without paper bagging 2 1 1 0 4
One line with paper bagging 2 1 1 1 5



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Two lines without paper bagging 2 2 2 0 6
Two lines with paper bagging in one line 2 2 2 0 6
Two line with paper bagging in two lines 2 2 2 1 7

Housekeeping sweepers (Unskilled)

Scenario /Area A Shift B Shift C Shift G Shift Total
Housekeeping of entire packaging section including offline packaging
and box preparation area 0 0 0 1 1

Shift supervisors (High Skilled)

Scenario /Area A Shift B Shift C Shift Day
Total
Supervising entire operation including offline
Activities 1 1 1 3

General terms and conditions

1. In case of pre notified 12 hours duty due to any reason like COVID or any specific situation contractor has to make roaster in such a way that no OT to be generated keeping 48 hours/week intact .
2. In case of emergency situation like sudden lockdown / section 144 /curfew etc if any worker(s) get stucked in side the premises then contractor has to extend full support to his workers after coordinating with ISRPL management to comply permissible OT hours .
3. Contract workers will carry out manual packing . Utilization of Robot will be depend on availability.
4. Contractor Workers must not leave their working place without giving charge to the next shift labours, any case the same is not followed contract worker Attendance shall be considered as Half day. If such activity is on regular basis or more than 3 days within a month, contractor shall either replace or payment for the worker for the mentioned days shall be not done. Area Engineer shall certify the same.
5. Contract workers will work in any area /location of Entire Finishing area with the co ordination of other contractor manpower .There is no area restriction for any worker.
6. Job specific tools as mentioned in the SOP and PPES are to be provided by the contractor.

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7.	In Biweekly or Grade Changeover cleaning contract workers will works in other area like Blend , coagulation and Dryer as per instruction of SIC/Area In charge /plant manager.			
8.	Hand over / Take Over system is to be followed strictly.			
9.	"Overtime will be in the custodian of ISRPL Shift in Charge. Without the consent of shift In Charge no overtime shall be entertained.			
10.	If the reliever is not available the overtime will not be paid by ISRPL and will be considered as normal man days. Such Payment shall be in contractor scope.			
11.	If requirement of any additional work by shall be certified by Shift In charge and then by officer In charge for such payment"			
12.	The contractor shall adhere to all statutory rules & regulations pertaining to ISRPL as well as legal requirement. Any deviation in legal requirement shall be cleared immediately by HR Department.			
13.	The HSE & HR rules pertaining to ISRPL shall be strictly adhered to by the contractor.			
14.	All PPEs are to be provided by Contractor to their workmen. PPE - Googles, helmet(yellow), chemical suite, hand gloves, safety shoe, face shield, Safety Belt, gum boot If any PPE is damaged (certified by area in charge), the same to be replaced immediately. All Contract worker should wear only yellow helmet with contractor name/Logo and gate pass number embossed on helmet. Any deviation in this case, penalty shall be imposed as decided by Officer In charge			
15.	Labours are to be given with good condition safety shoe and boiler suit dress if required for specific Job (like vessel cleaning). If damaged and certified by area in charge, the same is to be replaced immediately.			
16.	Contractor to provide uniform to all the contractor workers, Uniform shall be shirt with full sleeves without pockets and trouser."			
17.	Persons employed with the contractor, directly or indirectly, should not have been subject to any criminal proceedings in any court of law.			
18.	The contractor shall be responsible for maintaining discipline & decorum inside plant premises and shall ensure that the workers employed by him, directly or otherwise, follow all rules applicable to workers inside ISRPL plant premises.			
19.	The contractor shall provide all required tools like brooms, floor mopping and cleaning tools, rope ,Belcha ,Hammer, rubber cleaning tools, waste cotton and other tools as and when required for housekeeping and other activities.			
20.	The persons employed by the contractor, directly or otherwise, shall not indulge in any sort of malpractices.			
21.	Standard Operating Procedures (SOP) pertaining to all activities to be strictly adhered to unless otherwise specified.			
22.	The contractor shall be responsible for maintaining all records pertaining to contract and his performance of the same, and any misplacement of records & documents shall be the onus of the contractor.			

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23.	The contractor shall visit the plant site frequently, preferably twice a month for familiarizing with the operational intricacies and troubleshooting as & when required.			
24.	On written/Verbal instruction from ISRPL or its authorised officer the Contractor shall perform any additional jobs in connection with the work with a prior notice of 24 hours. The decision of ISRPL whether such additional work is covered under the existing work obligation of the Contractor or not shall be final, conclusive and binding on the parties.			
25.	For any weekly cleaning (Biweekly, Grade changeover cleaning, Additional pit cleaning and audit preparation) or any other intermittent services raised with prior intimation by Officer in charge /plant manager / shift in charge , the contractor has to provide unskilled labours as per requirement			
26.	One day weekly rest is compulsory for each worker. Strictly adhere to quarterly overtime			
27.	Declared holidays of ISRPL will be deemed as holiday and workers engaged on those days will be paid Overtime.			
28.	The mandays and overtime payment will be done as per authorised attendance duly verified with existing records available with ISRPL . Contractor attendance record to be certified by officer in charge . Attendance of all the contractor workers shall be first certified by contractor Supervisor and final attendance shall be cleared by officer in charge after verifying with ISRPL records. Any deviation in attendance records or malfunction shall be taken as misconduct. & strict action will be taken.			
29.	In case of any denial of instructed work by the contractor employee, the same person should be terminated from the job from the next day as per the instruction of officer in charge (Production).			
30.	No extra job will be treated as over time until the person stay more than the stipulated shift end time as per the instruction of the shift In Charge.			
31.	Penalty will be imposed if somebody is found smoking or drinking Alcohol inside the plant area. Reporting at job under alcohol influence will be send out of factory premises. His service will get terminated with immediate effect			
32.	ISRPL will not give the attendance if somebody is found absent from the working site up to 30 minutes without informing the area In charge			
33.	One day rest in a week is mandatory for all workers. Other statutory formalities to be fulfilled by the contractor after communicated from HR and HSE Dept			
34.	Declared holidays of ISRPL will be deemed as holiday and workers engaged on those days will be paid Overtime.			
35.	If any worker having weekly off on declared holiday will be treated as normal weekly off. Any overtime or man-days will not consider on this day.			
36.	Additional or minimum requirement of manpower on holidays will be dictated by Officer in Charge			
37.	Workers reporting in General shift shall avail holiday, until and unless			

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	requested by officer in charge. 38. Contractor has to maintain all attendance record & submit every month. 39. ISRPL is having the jurisdiction for reducing the manpower up to 50 % giving 15 days prior notice to the contractor. 40. There is no defined type of works for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping by brooms, mopping & garbage collection activity and transfer collected garbage in designated area. 41. Any new activity related to modification of plant will be consider as normal job activity, Worker should do this activity without extra payment. 42. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should do this activity without refusal & extra payment. 43. Contractor Workers must not leave their working place without informing area in charge or Contractor supervisor. 44. Contractor workers not allowed to exit from main gate without shift in charge permit. 45. Contractor workers should have their refreshment in contactor shed, if anyone found having refreshment outside the shed strict action will be taken 46. Qualification of supervisor: Supervisor provided should be 12th /Diploma/Graduate/ITI with more than 3 years of experience in this type of supervisory work. 47. Monthly Bill for Packaging services (for the previous month) has to be provided by 3rd of each month failing which bill will not be cleared. 48. Contractor supervisor has to keep record of packaging items issued to contract persons by maintaining a register (provided by ISRPL). 49. Packaging material is to be issued with proper permission from bar-code area in charge & unused material to be returned to designated area at shift end. Penalty of actual packaging material cost plus 25% shall be imposed on the contractor if any deviation is found in packaging material used against the actual production. 50. Contract person has to continuously keep record of tare wt., net wt. and rechecking of box at 5 MT weigh scale during robot and manual packing. For above activity, contractor has to keep dedicated persons. 51. Contractor also need to provide one supervisor in each shift for packaging section, who has to report to Production SIC at start of his shift duty. Supervisor to execute the all above mentioned jobs, shift wise and day wise production summary to be noted and submitted to the area in charge/shift in charge. 52. Contractor supervisor has to be continuously available on site & be in continuous touch with ISRPL bar-code operator 53. Contract worker have to eat their food compulsorily in Labour shed/contractor canteen. 54. Finishing area Floor mopping & Box ware house cleaning is to be done once in every shift. Contractor has to provide dedicated persons for house-			

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	keeping/sweeping/mopping in each shift. 55. During Bi-weekly/Grade-changeover cleaning, contract workers has to follow house- keeping activities or any other work instructed by Production SIC. They have to work in any area as directed by SIC 56. The online packaging type requirement shall be provided by the ISRPL and accordingly the manpower requirement for production shall be intimated to the contractor one shift in advance for the job. 57. Manual packaging & inspection manpower requirement for production shall be intimated to the contractor one shift in advance for the job. 58. Use of apron/uniform dress during manual packing/repacking as specified by ISRPL. 59. Cleaning, housekeeping, mopping and maintenance of all equipment's from PE wrapping Machine to Box preparation area. 60. PE film provision in wrapping machine. PE film maintenance and unwrapped bales rewrapping. 61. Waste PE film, Packaging item, Paper bags and Bobbins(core) collection and disposal. 62. For any Bi-weekly cleaning or any other intermittent services Officer In charge provide the manpower requirement one day prior to the job. Accordingly, the contractor has to provide additional unskilled labour. 63. If any worker having weekly off on declared holiday will be treated as normal weekly off. Any overtime or man days will not consider on this day, in such case over time shall be paid by contractor. 64. Officer in charge will intimate for the different manpower arrangement for different plant load and packaging type arrangement so that production and housekeeping is not hampered due to insufficient manpower one day in advance			

Penalty Clauses

1. In case of less manpower reported contractor has to arrange manpower for his proxy . In case of less manpower than desired double amount will be deducted as per prevailing wage rate
For single absent of supervisor # 2000 (two thousand) and single absent of sweeper # 1000 (one thousand) penalty will be imposed
2. The decision of officer in charge will supersede others in case of any discrepancies/dispute. The penalty will be levied by officer in charge.
3. In case of any material or equipment damage by the manpower employed by the contractor, permanent or temporary, the agency shall be subject to a penalty of actual cost plus 25% of the ISRPL infrastructure/ damaged equipment.
4. In case of any violation of HSE rules pertaining to ISRPL and safe work practices, irrespective of whether such incident of safety violation involves material damage & cost of repair thereof or not, the contractor shall be

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	subjected to monetary penalty and the amount shall be deducted from its monthly bill, the decision regarding amount of monetary penalty being at the discretion of ISRPL management. 5. In case anyone employed with the contractor, directly or otherwise, is caught while indulging in any malpractice, like taking money from truck crew etc., the person shall be expelled from his position with immediate notice and the contractor shall be liable for any disciplinary and punitive action as deemed fit by the ISRPL Production Head. 6. If contractor workers refuse to do work instructed by shift in charge, employee, the same person will be terminated from the job from the next day as per the instruction of officer in charge (Production). 7. If contractor workers create strike or strike related activity, the same person wages for the day will not be given & will be terminated from next day as per the instruction of officer in charge (Production). 8. If contractor workers found under Alcoholic, carrying cigarette, tobacco products, pan masala, mobile & matchbox, the same person wages for the day will not be given & will be terminated from next day as per the instruction of officer in charge (Production). 9. If contractor workers found sleeping in plant site # 1000 (one thousand) will be fined & same amount will be deducted during monthly billing. On repeat of the same his service will get terminated 10. If contractor workers found without uniform in plant site Rs 100 (one hundred) will be fined & same amount will be deducted during monthly billing 11. If contractor workers found without proper/appropriate PPE in plant site # 1000 will be fined, PPE will be issued from ISRPL stock, fine of # 1000 (one thousand) will be deducted & 5 times the PPE amount (PPE amount as per SAP) will be deducted during monthly billing. 12. In case of job assigned under housekeeping, sweeping and moping and it's not performed up to the mark or cleanliness maintain is not found to be up to the mark the contractor shall be subject to penalty of # 2000 (two thousand) per day. 13. If any worker leaves work place without giving charge or before arriving next shift manpower then fine upto #3000 (three thousand) will be imposed per instance 14. Contractor will ensure required manpower per shift basis .On non compliances fine upto #500(five hundred) will be imposed per instance 15. The decision of officer in charge will supersede all others in case of any discrepancies. The penalty will be levied by officer in charge. 16. In case of any External Customer complaint is reported due to negligence of Contract persons during Box preparation/packing/handling/bar code sticker handling, penalty of # 10,000 (ten thousand) will be levied on agency. 17. Any contract worker found throwing garbage, paper waste or any packaging material the supervisor shall be informed and penalty # 400 (four hundred) per day shall be imposed and accordingly deducted from monthly bill.			

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18.	In case of job assigned under housekeeping, sweeping and mopping is not performed up to the mark or cleanliness maintain is not found to be up to the mark ,the contractor shall be subject to penalty of # 2000 (two thousand) per day.			
	Sub Line Item: No-1 Packing In Metal Box and paper bags UOM : Man days *** Metal box may be Good Pack , GPS 5 and Chinese Box Scope of work: 1. Good pack box/ Metal /wooden box preparation as per SOP & instruction from packaging Bar code operator /SIC 2. Cleaning of allocated work area with BROOM and housekeeping tools. 3. Placing and replacing of P.E.Film rolls on/from Film wrapping machine holder 4. Housekeeping, 5s and production management. All the packaging material housekeeping, 5s to be maintained. Shift wise floor mopping of Box preparation area. Shift wise floor mopping near PE film wrapping area, paper bagging area, Robot packing area. Off-spec and On-spec storage area. 5. Installation of bottom black PE film in the each good pack box preparation. 6. Installation of circular black PE film in the each good pack box preparation. 7. Top black PE film provision in the each good pack box preparation after Finished Product filling. 8. Top transparent PE film cap provision on the each good pack box preparation. 9. Cleaning of Good pack/GPS5/Metal box having Carbon black, other labels and any foreign material available inside and outside surface of the Good Pack/Metal/GPS5 Box before box preparation. Removal of Dust, old sticker, cleaning tools and safety items from empty and filled Good pack/metal/GPS5 Box. 10. Good pack/GPS5/metal box inspection segregation and return of damaged boxes to stores on daily basis. 11. Shifting of prepared empty good pack boxes to manual or robot conveyor system at designated location. 12. Refilling of online printer ink in printing machine of paper bagging machine printer and bale printer. 13. Repacking of any damaged box during manual and robot packing. Due to improper handling and preparation of good pack. No repacking cost shall be paid for such repacking. 14. Accountability of used, received and in stock packaging material. Daily Packaging material stock (Circular bag, Top and Bottom PE film cover, Paper Bag) recorded data should be provided to barcode operator. 15. Any mismatch in daily packaging material with daily production w.r.t			

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	packaging material issued to supervisor shall be deducted from monthly Bill. Penalty of original cost packaging material difference Plus 25% shall be imposed and deducted from Contractor in monthly bill. 16. Provide support to record of tare weight, net weight and rechecking of empty/filled box at 2 MT weigh scale during robot and manual packing. To provide the recorded data to barcode engineer. 17. Provide support to record of individual good pack box no., Skid no., Lot no., Blend no: and sticking of barcode generated sticker for each box for On-spec/Off-spec material. To provide recorded data to barcode Engineer. 18. Shifting of filled good pack boxes from manual or robot conveyor system to product warehouse. 19. Rechecking of packed material for segregation and weight deviations. 20. Return of any nonstandard bales and non-conformation bales to check man location for repacking. Bales shifting SS trolley to be provided by contractor. 21. Segregation of off spec and on spec. Material during robot and manual operation. 22. Weighing and provision of sticker along with date of production, lot number and keeping them at designated place for On-spec/Off-spec material. 23. Weighing and provision of sticker along with date of production and keeping them at designated place for dry scrap material. 24. Repacking of material in case of any discrepancy observed in packaging material. No additional payment shall be for such material and officer in-charge decision shall stand final. 25. Bale traffic management downstream of film wrapping system. 26. Cleaning of Equipment's downstream of film wrapping system. 27. Manual shifting of bales from one box to another if & when required. 28. Helping the fork lift operators to place the bag on trucks for scrap rubber and other non rubber scrap material / sludge transportation 29. Hazardous waste & scrap shifting from plant to designated area. 30. There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping by brooms & garbage collection activity and transfer collected garbage in designated area. 31. Any new activity related to modification of plant will be consider as normal job activity, Worker should follow this activity without extra payment. 32. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should this activity without refusal & extra payment. 33. There is no defined work for any worker everyone should follow area in charge instruction & accordingly work. 34 Cleaning of allocated work area with BROOM 35 Packaging of different grade material in online paper system. 36 Stitching of paper bag manually with portable stitching machine provided			

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	by contractor in case of problem with automatic paper bagging machine. 37 Housekeeping, 5s and production management. All the packaging material housekeeping, 5s to be maintained. Shift wise floor mopping of Box preparation area. Shift wise floor mopping near PE film wrapping area, paper bagging area, Robot packing area. Off-spec and On-spec storage area. 38 Ensuring of good condition of paper bags during paper bagging. Loading of empty paper bags in paper bag car in bagging machine. 39 Ensuring of lot no: and Grade printing on paper bags downstream of stitching. machine. Any defect such as unprinted Lot No. and Grade on paper bag shall be repacked immediately by the contract worker. No additional payment shall be paid by ISRPL to contractor. Refilling of online printer ink in printing machine paper bagging machine printer. and bale printer. 40 Manual Stamping/sticker provision of Grade and Lot No. on the paper bag shall be done by contract worker on failure of online printing machine. No additional payment shall be paid by ISRPL to contractor. 41 Ensure Proper online thread stitching of paper bag with finished Product. Any Defect in online paper bagging stitching shall be stitched with Portable sewing machine by Contract manpower immediately. Portable Sewing machine shall be provided by Contractor. No Additional payment shall be done to contractor for such packing. 42 Filling of stitched paper bags in GPS-5/wooden box/ good pack/ china box as per requirement manually or by robot packaging. 43 Cleaning of Good pack/GPS-5/Wooden Box/Metal bax having Carbon black, other labels and any foreign material available inside and outside surface of the Good Pack Box before box preparation. Dust removal, Removal old sticker, cleaning tools and safety items from empty and filled Good pack/wooden/metal/GPS5/ or any type of metal / Wooden Box. 44 Accountability of used, received and in stock packaging material. Daily Packaging material stock (Circular bag, Top and Bottom PE film cover, Paper Bag) recorded data should be provided to barcode operator. 45 Manual packing of bales in Good pack boxes/GP-5/Chinese boxes in case of failure/Maintenance of Robot/ Bale Conveyor systems. 46 Any mismatch in daily packaging material with daily production w.r.t packaging material issued to supervisor shall be deducted from monthly Bill. Penalty of original cost packaging material difference Plus 25% shall be imposed and deduced from Contractor in monthly bill.			

Approx.Qty

Contract : 13140 to 15330 Man-days (18*730 to 21*730)

Sub Line Item 2 : Unskilled Manpower- Sweeper for regular

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UOM = Per man-days

Scope of work

1. Sweeping of plant floor, equipment top, hand, below kenmac conveyer bottom Tank area dyke, Roads sides, scrap yard area, Box warehouse & entire Finishing building,
2. Mopping of finishing area epoxy coating floor once in a shift.
3. Sweeping of area as per requirement & instructed by area in charge & shift in charge.
4. Removal of cobwebs.
5. Swept material or garbage filling in proper bags & shifting to designated area.
6. Tools required for sweeping, mopping & housekeeping tools to be arranged by contractor.
7. There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping & garbage collection activity and transfer collected garbage in designated area.
8. Any new activity related to modification of plant will be consider as normal job activity, Worker should follow this activity without extra payment.
9. Any new activity related to new equipment, vessel & Tank installed during contract period will be consider as normal job activity, Worker should follow this activity without refusal & extra payment.
10. There is no defined work for any worker everyone should follow area in charge instruction & accordingly work

1. Requirement of manpower:

1 unskilled man power / shift

Total 3 manpower/Day: can be increased or decreased as per Requirement or completely removed if not required any time on Intimation of officer in charge.

Approx.Qty

Contract : 730 Man-days (1*730)

Sub Line Item:3 Unskilled Manpower #Overtime UOM: Per Hour (MAH)

Scope of work:

1. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be consider on normal man- days basis. No overtime will be awarded.

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2. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift Incharge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.

3. Attendance on ISRPL declared paid holidays to be considered as over time

Approx.Qty
Contract :8448 Man hours

Sub Line Item 4: High Skilled Manpower Supervision of Contractual workers and other activities related to day to day management of contractual jobs .

UOM: Per Man-days

Scope of work:

1. Maintain Housekeeping in Finishing Area
2. Communicator between ISRPL team and Contractor.
3. Providing job specific PPEs and tools to the contractual manpower without delay in job.
4. Coordinate with Forklift to shift all Empty bobbins (core) Jumbo bags , waste P.E.Films,/black tops / circular bags .paper bags / thread empty bobbins drums, rubber & waste (Hazardous-Non-hazardous) to designated area.
5. Arrange all empty drums in proper way in scrap yard. In case of any chemical spillage in scrap yard during above activity immediate worker has soak the material with absorbent, clean the area & shift absorbed material to hazardous waste area. All this activity should arrange & coordinate by supervisor only without any delay.
6. Every shift start supervisor should meet to shift in-charge and as per instruction distribute the job to workers and provide manpower status
7. Keeping the record of Attendance & over-time of the contractual manpower and informing & getting it verified from Area In charge & SIC/Panel Engineer.
8. Provide all necessary tools to workers.
9. Supervisor has to take plant round & start housekeeping, cleaning & mopping activity by self-initiative with informing to area in charge.
10. Supervisor has to give proper safety training & instruction to workers for carry out safe job execution.
11. Supervisor has to stay at job location during critical activity.
12. Regularly receive MIV from control room & coordination for shift material from store to 400 area.

13. Ensure receipt of on spec quality RM /Packaging material and return back in case non confirm material received through MRV

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14.	Ensure sufficient stock of RM/Packaging material prior to Sunday/holiday			
15.	Maintaining manual stock register for all packaging material			
16.	Co #ordinate with FLT /Logistic team for box shifting to designated BINS in ware house			
17.	Co #ordinate with FLT team for empty/filled box shifting to Robot/ware house			
18.	Co #ordinate off line packaging activities by maintaining proper house keeping			
19.	The supervisor will distribute the job of different areas and control the contractual manpower and maintain the man power as communicated through service contract.			
20.	Mobilising the manpower as per the requirement of the plant & as informed from the SIC/ Panel Engineer.			
21.	Extending the previous shift manpower whenever required.			
22.	Ensuring proper relieving of contractual manpower at work location.			
23.	There is no defined area for supervisors, they should work in all plant as per instruction by shift in charge.			
24.	Any new activity related to modification of plant will be consider as normal job activity, Supervisor should this activity without extra payment.			
25.	Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Supervisor should this activity without refusal & extra payment.			
26.	Implementing workers should do sweeping by brooms & garbage collection activity and transfer collected garbage in designated area. This activity should initiate by supervisors only.			
27.	Receive material from logistics department through MRV with proper LOT No. to be done by supervisor			

Requirement of manpower:

1 High skilled man power / shift

Total 3 manpower/Day: Can be increased or decreased as per Requirement or completely Removed if not required any time on Intimation of officer in charge

Approx.Qty

Contract : 2190 Man-days (3*730)

Sub Line Item:5 High Skilled Manpower - Overtime

UOM: Per Hour (MAH)

Scope of Work

1. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be consider on normal man-days basis. No overtime will be awarded.
2. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift Incharge has raised requirement for overstay of manpower, then only overtime

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will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.

3. Attendance on ISRPL declared paid holidays to be considered as over time

Approx.Qty

Contract :1152 Man hours

Sub Line Item: No-6

Unskilled Manpower # Housekeeping jobs for various Audits like Customer , IMS, IATF , OISD, Statutory and other miscellaneous Audits .

UOM: Per Man-day (MAD)

Scope of work:

1. Requirement of this type of manpower solely depends on the decision of officer in charge & Head Production.
2. This manpower is required for limited period only.
3. This type of manpower may be not required in total contract period.
4. Intimation regarding requirement of this manpower would be given 1 or 2 days prior by officer in charge to contractor.
5. Requirement of this type of manpower is temporary (say from 1 day to 1 week maybe).
6. There is no fix job, Workers has to follow instruction of area in charge without any refusal. Following are main activities:

- # Housekeeping
- # Broom & Mopping of packaging area
- # Sweeping
- # Cobweb removal
- # Floor cleaning & mopping
- # Dusting (removal of dust)
- # Shifting of swept material
- # Pit/Trench cleaning.
- # Storm water reservoir/Emergency pond cleaning

Requirement of manpower:

G shift: 5 unskilled manpower per day

Total 5 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

Basis :

For customer Audit/other Audit = 16 days (2 Audit per qtr *2 days per qtr *4 qtr) per year

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Approx.Qty

Contract : 160 (16*5*2 years) Man Days

Sub Line Item: No-7

Manual Repackaging & Inspection. UOM: Per MT

Scope of work

1. Manually re-packing and scooping of white spots/foreign material from loose bales in metal/ wooden boxes as directed w.r.t. quantity and quality.
2. Area housekeeping before and after work must be carried out by the workers themselves
3. Segregation criteria shall be provided by the ISRPL guidelines and quality requirements for segregation.
4. Any type of pack change and repack to be considered as single activity . In case of any confusion /clarity Officer In charge's decision will be final
5. Counting the exact number of bales packed inside each box. Weighment of all the manually re-inspected boxes to noted and recorded in checklist. The record to be provided to area engineer.
6. Handling of loose bales from time to time as and when required.
7. Accountability of used, received and in stock packaging material during manual repacking. Any mismatch in packaging material stock during manual repacking and inspection issued to supervisor shall be deducted from monthly Bill.
8. All the packaging waste generated during repacking and inspection shall be daily collected and handover to area engineer. Time to time cleaning of the area where the operation is carried out. Penalty of 1000 per day shall be imposed to the contractor.
9. Maintaining all safety requirements as applicable in ISRL, including usage of PPE and lifting techniques. However, workers working inside the boxes shall only be wearing socks and no shoes.
10. Work instructions with regards to which bale to be put in exactly in which box shall be followed strictly.
11. Strictly ensure that the re-packed bales are not contaminated in any way with dust/ moisture or any other foreign contaminant.
12. Provision of new barcode sticker to replace the old/damaged sticker.
13. Supervise the job strictly to ensure worker discipline with regards to the above.
14. Receive material from logistics department through MRV with proper LOT No. to be done by supervisor.
15. Follow the instructions from area engineer for how to segregate bales,

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	which bale to be segregated & bale to be put in exact box. Daily report for the manual inspected material to be submitted to area engineer. 16. Decision of Officer In-charge shall be final for the Quantity of repacked and material handled and any unusual or any type specific packing required by customer . Approx. Contract : 6,000 MT			

Sub Line Item: No-8
Manual Paper Packaging. UOM: Per MT
Scope of work:

1. Taking out each bale from boxes and packing manually in paper bag as per the SOP.
2. Any type of pack change and repack to be considered as single activity . In case of any confusion /clarity Officer In charge's decision will be final
3. Pasting of paper bag sticker as per the lot being paper bagged and ensuring the same.
4. Stitching the mouth of paper bags with portable sewing machine. Portable bag closure machine shall be provided by Contractor.
5. Counting the exact number of bales packed inside each box. Weighment of all the manually re-inspected boxes to noted and recorded in checklist. The record to be provided to area operator
6. Accountability of used, received and in stock packaging material during manual repacking. Any mismatch in packaging material stock during manual paper packing issued to supervisor shall be deducted from monthly Bill.
7. All the packaging waste generated during repacking and inspection shall be daily collected and handover to area engineer. Time to time cleaning of the area where the operation is carried out. Penalty of 1000 per day shall be imposed to the contractor.
8. Filling of paper bagged lots into metallic boxes (GPS-5/Good pack/metal Box). Each box should be stuffed with 30 bales. Lesser bales shall be

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accepted in a box only when a lot is completely exhausted. All boxes shall be weighed manually & the weight slip shall be pasted on the box. The barcode labels shall be pasted on these boxes after being taken out from the original packaging.

9. Sticker containing correct LOT NUMBER shall be manually pasted on the paper bag in completely legible manner. Under no circumstances shall any lot or grade be mixed with another. The Contractor shall otherwise be liable to any re-work/ damages to ISRPL property during performance of the job.

10. All equipment's, like, thread spools, hand held sewing machine, markers and their repair and maintenance thereof shall be Contractor's responsibility.

Approx.Qty

Contract: 36,000 MT

The item covers the following services:

10	10005004	9,490	MAD
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Unskilled manpower for 100 Area

Unskilled Manpower - For chemical Handling & Batch preparation for 100 Area.

UOM: Per Man-Days (MAD)

Scope of work:

1. The drums for DEHA, IPHA, SHS, SFS, TDM, PHP/PMHP, trial chemicals are to be lifted to first floor by elevator through hand trolley & Stored there. As & when required, unloading the drums in designated storage tank. (Store persons will put the drums in pigment area ground floor).
2. NaFe- EDTA, Sodium Nitrite (NaNO₂), KCL, TAMOL paper/PP bags are to be lifted to First floor by elevator and stored there. As & when required, shifting and unloading to designated tanks to be done.
3. Flexazone (F-11), TNP, SP and other chemical drums are to be taken to the 1st floor and to be put into hot chamber and to be taken out from hot chamber and unloaded to designated tank.
4. Lifting of rosin drum from pigment preparation area ground floor to first floor using elevator through hand trolley. Rosin drum cutting with special tools and Rosin breaking by hammer in 1st floor of pigment preparation area and putting rosin chips inside the tank.
5. All the waste bags are to be arranged properly and to be placed in designated area. To be shifted in scrap yard on shift basis.
6. After Unloading of above said drums, bags & chemical to be unloaded in designated tank as per requirement of batch. Batch preparation activity will be carried out under supervision of Area in Charge.
7. All the empty drums are to be washed and to be arranged properly in

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designated area and paste sticker as per waste hazard. To be shifted in scrap yard daily basis.

8. De-choking & Purging piping & troubleshooting during batch preparation as instructed by area operator.

9. Assistance required during final disposal of the drums.

10. The job will be round the clock.

11. During Elevator breakdown/maintenance, drums to be shifted manually or using Forklift.

12. Housekeeping, Sweeping, Mopping of equipment & Cleaning of area regularly.

13. Shifting of empty drum near to 100 Area pit, cleaning & washing by water or steam & ensure that there is no chemical leftover in drums.

14. Crushing of drums in drum crusher & shifting in scrap yard.

15. Lifting of rosin drums to Rosin breaking machine (proposed) & discarding empty drums to the scrap yard.

16. Batch preparation tools under contractor scope (Belcha, hammer, Chisels & miscellaneous tools etc.).

17. In case of any chemical spillage during above activity immediate worker has soak the material with absorbent, clean the area & shift absorbed material to hazardous waste area.

18. Low Plant Load man power (One Train Running)

A Shift - 3 unskilled labour

B Shift - 2 unskilled labour

C Shift - 2 unskilled labour

19. Full load man power (Both Train Running)

A shift - 5 unskilled labour

B Shift - 4 Unskilled Labour

C Shift - 4 Unskilled Labour

Requirement of manpower:

Total 13 manpower/Day: Considering both train running, can be increased or decreased as per Requirement or completely removed if not required any time on Intimation of officer in charge

20 10005005 3,650 MAD
Unskilled Manpower for ETP Operation

Unskilled Manpower # Various jobs in ETP area
UOM: Per Man-Days (MAD)

Scope of work:

Contact Address:

Opposite Naptha Cracker Polymer Terminal Gate.
P.O.: Panipat Refinery, Panipat-132140
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1.	The drums for Poly Aluminium chloride / FeCl ₃ , NaOCl, H ₂ O ₂ , Antiscalant, Citric Acid , Nitric Acid etc are to be transferred to the storage location using hand trolley & Stored there. As & when required, unloading the drums in designated storage area. (Store persons will put the drums outside the chemical house).			
2.	Polymer, Urea, DAP, Lime ,Soda Ash, Dolomite, SMBS, Dewatering polymer and Jaggery paper/PP bags are to be transferred to the storage location using hand trolley & Stored there. As & when required, unloading the drums in designated storage area. (Store persons will put the drums outside the chemical house).			
3.	All the waste paper bags are to be arranged properly and to be placed in designated area. To be shifted in scrap yard daily basis.			
4.	After Unloading of above said drums, bags & chemical to be unloaded in designated tank as per requirement of batch. Batch preparation activity will be carried out under supervision of area operator.			
5.	All the empty drums are to be washed and to be arranged properly in designated area and paste sticker as per waste hazard. To be shifted in scrap yard daily basis.			
6.	De-choking & Purging piping & troubleshooting during batch preparation.			
7.	Assistance required during final disposal of the drums.			
8.	The job will be round the clock.			
9.	During non-availability of trolley, drums/bags to be shifted manually.			
10.	Housekeeping, sweeping, Mopping of equipment & Cleaning of area regularly.			
11.	Shifting of empty drum near to RO membrane pit and cleaning and washing with water and draining in the pit (Except NaOCl and citric Acid "this drums are to be flushed and taken into the batch preparation tank").			
12.	Cleaned drums to be shifted to backside of the ETP building with proper labelling.			
13.	Batch preparation tools under contractor scope (Belcha, hammer, Chisels & miscellaneous tools etc.).			
14.	In case of any chemical spillage during above activity immediate worker has soak the material with absorbent, clean the area & shift absorbed material to hazardous waste area.RO cartridge filter unit replacement, cleaning and box up of cartridge filter unit as and when required by the process instruction.			
15.	RO CIP batch preparation, temporary hose connection as and when required under the instruction of Shift In charge.			
16.	Manual dosing of chemicals to be done as per the instruction of Area in Charge.			
17.	Sludge bag replacement and manual filling of the bag if the bag gets damaged during transferring as and when required.			
18.	Issuance of chemical & jumbo bags from store.			
19.	Sweeping of plant floor, Tank area dyke, Roads sides, scrap yard area, chemical storage area, ETP building, storm water trench.			

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20.	For ETP area in G shift per day, for field/ porta cabin sweeping and removal of garbage to nearest waste bin.			
21.	Sweeping of area as per requirement & instructed by area in charge & shift in charge.			
22.	Removal of cobwebs.			
23.	Swept material or garbage filling in proper bags & shifting to designated area.			
24.	Tools required for sweeping, mopping & housekeeping tools to be arranged by contractor.			
25.	Area effluent pit cleaning / Housekeeping of area			
26.	Cleaning of floating material & garbage from process tanks, trenches and storm water channels. Storm water channel cleaning			
27.	Pit cleaning tools to be arranged by contractor.			
28.	Culture growth preparation and batch preparation in aeration tank as per instruction.			
29.	Water wash of different areas and floors			
30.	Cleaning of Catch Pits, plant pits ,storm water pit & de-choking of funnels			
31.	Cleaning of ETP pit, Equalization tank, Aeration tank, Flocculation tank, stream II storage tank to remove crumbs rubbery layers, Sludge age, Flocculants from it along with bagging and proper disposal of the material on regular basis.			
32.	Housekeeping of all area as per requirement including plant, scrapyard, control room & warehouse.			
33.	Worker has to work in another area to follow housekeeping & plant activity as per instruction from shift in charge.			
34.	Loading/Unloading of Hazardous waste as & when required.			

Requirement of manpower:

1 Nos Unskilled manpower/shift.
2 Nos Unskilled manpower in G shift for culture development & Housekeeping, Sweeping.
Total 5 Nos manpower/Day, can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

30 **10005006** 24 MON
Forklift (6 Meter) Operation for 8 Hour

Forklift with Driver & Diesel
UOM: Per Month (MON)
Scope of work:

Contact Address:

Opposite Naptha Cracker Polymer Terminal Gate.
P.O.: Panipat Refinery, Panipat-132140
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1.	Contractor has to provide one 2MT (rated capacity) diesel operated forklifts with well trained, licensed & experienced operator. Comprehensive maintenance including all spare parts, battery & tires etc under contractor's Scope.			
2.	Vehicle certificates and statutory compliances to be met by forklift being provided. The same to be valid /maintained throughout contract execution.			
3.	Forklift being provided during the contract execution shall not be older than five years.			
4.	Minimum load bearing capacity shall be 2 MT.			
5.	Lifting Height requirement minimum 6-8 Meter.			
6.	Fork should be equipped with reverse horn / buzzer and other safety items as per lifting vehicle norms laid by competent authorities.			
7.	Handling the chemical throughout the day for material movement from all area (Including area 100, 200, 320, 250, 300, UTY, Scrap yard, Incinerator, ETP, warehouse & control room for movement of empty/filled drums & Bags)			
8.	Shifting empty drums & bags from 100,200, 250, 300, UTY, ETP & Incinerator area to ISRPL scrap Yard on daily basis.			
9.	Shifting of waste rubber jumbo bags to designated area from 100,200, 250,300, Utility y, ETP & Incinerator on daily basis.			
10.	Shifting Hazardous & Non-hazardous waste drums & Bags to designated area from 100,200, 250,300, Utility, ETP & Incinerator on daily basis on requirement.			
11.	Miscellaneous jobs such as Transferring of heavy tools like hoses, tables, pallets) as per instruction from production department.			
12.	Shifting ETP sludge from ETP area to designated shed.			
13.	Shifting of Hazardous Waste from various Plant area.			
14.	Shifting & lifting of chemical from front side of 100 area building during elevator maintenance.			
15.	Shifting/lifting of SBR-8000 (Inferior quality waste rubber scrap) and SB-9000 (waste rubber scrap) from all areas to Waste rubber shed on daily basis.			
16.	Loading/Unloading of SBR-8000 and SBR-9000 in trucks as and when required.			
17.	Working Hours for Forklift 9:00 AM - 6:00 PM. Working hours subjected to change as per the requirement of production department. In such case it would be informed, as and when required.			
18.	The Forklift shall be utilized for minimum 08 hrs.			
19.	The Forklifts shall be utilized for shifting various types of materials to various areas inside the plant or any other jobs as asked from time to time.			
20.	Fuel i.e. Diesel for Forklifts shall be provided by the Contractor. The contractor shall be responsible for storing & supplying Diesel to Forklifts. The operation should not get hampered because of unavailability of Diesel.			
21.	Vehicle should be in good working condition. All consumable like engine oil, lube oil, Diesel will be in contractor scope of supply.			

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Safety Requirements of Forklifts:

- # Back Horn/ Reverse Alarm
- # Warning lights
- # Horn
- # Rear view mirror
- # Seat Belt
- # Speed control at max. 10 kmph
- # PPE: The Forklift operators must be provided with necessary PPE like Safety boots, safety goggles & hard hats, as prescribed by HSE policy of ISRPL.

General Safety Guidelines for Forklift

- # Forklift should park on marked area only
- # Don't allow one forklift to pull another one
- # Inside the production area only diesel driven forklift fitted with proper spark arrester is allowed
- # Inside the warehouse forklift light should be always in ON condition.
- # There should not be any co-passenger on forklift
- # Wear appropriate personal protective clothing as provided by employer. Hard hat, protective footwear and reflector jacket are recommended as a minimum for people when need to work around forklifts. Other equipment may be needed depending on the working environment
- # Carry out a pre-shift check of the forklift followed with respective checklist and recorded and report the defects immediately to supervisor
- # Make sure work path is free of obstructions
- # Wear operator seat belt, while driving
- # Look all around before moving off
- # Look in the direction of travel
- # Travel at a speed suitable for the location and the load carried (Max 10 KM/Hrs.)
- # Travel with the forks lowered, but clear of the ground
- # Watch out for pedestrian's path marked strictly follow for forklift
- # Keep watch on the blind corners, and slow down to minimum speed and blow the horn.
- # Avoid sudden stops and violent braking
- # Take care when driving on wet slippery or loose surfaces
- # Make sure operator is properly trained and having valid Driving license authorized to operate the forklift.
- # Operator no use of illegal substances; no use of alcohol.
- # Operator should have the ability to understand and read the instructions, signs, etc.
- # Thorough examination of forklift to be carried out every 6 months by a competent person and test certificate available.
- # Reversing Alarm (Audio visual) and Horn must be operational.

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	# Head light, back light and side indicator to be operational. # Warning Lights to be operational. # Hydraulic Controls to be checked prior to take into in use # Brakes (Foot & Parking) conditions to be checked prior to take into in use # Conditions of Front and rear mirror are to be checked # CCE approved spark arrestor should be at Exhaust end. # Park the forklift in a safe place, on level ground; never on a slope # Leave the forklift with the mast tilted forwards and the forks fully lowered, with the tips on the floor # Apply the parking brake, switch off the engine and remove the key # Return keys to designated place of safe-keeping # Report any malfunctions or defects immediately to a supervisor # The "Operators Daily Report" must be filled out during both the pre-use and post- use inspections in operators log book. # Preventive maintenance for Forklift to be maintained on respective register Requirement of manpower: # 1 Forklift with Forklift Operator/Day. Can be increased or decreased as per requirement or completely removed if not required any time on Intimation of officer in charge.			
40	10005007	192.0	HR	
	Forklift Operation - Overtime			
	Forklift with Operator (Overtime)			
	UOM: Per Hour (HR)			
	Scope of work:			
	1. Overtime applicable for working beyond normal office hours/ Sundays and Holidays with prior approval of ISRPL officer in-charge.			
	2. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be considered on normal man-days basis. No overtime will be awarded.			
	3. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift In-charge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.			
50	10005008	1.0	HR	
	Forklift Operation- Break Down			

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Forklift Breakdown Charges

UOM: Per Hour (HR)

Scope of work:

1. Break down hours is the hours during which Forklift is not available for service. This amount will be deducted from monthly bills.
2. Absenteeism of Driver shall be considered as Breakdown.
3. The maximum allowed downtime of FLT is 8 Hours per month beyond which penalty of Rs.250 per hour shall be levied on the contractor.

60 10005009 2,190 MAD
Skilled Manpower for Pit Rubber Recovery

Skilled Manpower - Pit rubber Recovery and Seggregation

UOM: Per Man-days (MAD)

Scope of work:

1. Lifting and shifting of CRWS/WWS manholes for cleaning of plant underground lines & Trenches (400 to 300 Area underground line, CRWS trench header & WWTP trench header).
2. Shifting of pumps/ejectors and emptying out of trenches/manholes
3. During pit cleaning activities, manpower to be equipped with sufficient PPEs (Usage of safety belt is mandatory for all pit cleaning workers).
4. Area effluent pit cleaning using requisite cleaning tools.
5. Cleaning of floating material & garbage from process trenches and storm water channels. Storm water channel cleaning
6. Pit cleaning tools to be arranged by contractor.
7. Water wash of different areas and floors.
8. Cleaning of Catch Pits, plant pits, storm water pit & de-choking of funnels.
9. Cleaning of 100/200/250/300/400/accident pit to remove crumbs rubbery layers from it along with bagging and proper disposal of the material on regular basis.
10. Housekeeping of all area as per requirement including plant, scrapyard, control room & warehouse.
11. Worker has to work in another area to follow housekeeping & plant activity as per instruction from shift in charge.
12. Unloading of Hazardous waste as & when required.

Requirement of manpower:

3 unskilled manpower / Day (In G Shift)

Total 3 manpower / Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in-Charge.

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Can be called in Shifts as per production department requirement.

70 10005010 24,820 MAD
Unskilled Manpower forPoly,MCR,Finishing

Unskilled Manpower # For various jobs in Polymerization section , MCR & Finishing area

UOM: Per Man-days (MAD)

Scope of work:

1. Assistance to field in charge for hose connections, big size valve operation, top grating removal, housekeeping and miscellaneous job as directed by field in charge.
2. Assistance to field in charge for carrying tools to different platforms.
3. Assisting field in charge on strainer cleaning, and other routine & non routine activity.
4. Assistance to panel engineer as messenger for field, Taking MIV to stores/HSE/Admin & substation Lock-out/ Tag-out activities.
5. For 300 area, preparation of NaNO₂ batch as & when required.
6. Support in unloading of Diesel & Defoamer drums.
7. Cleaning of accumulated/floating crumbs from serum tank/wash tank/crumb separators and filling the same in jumbo bags and keeping at designated places.
8. Collection of rubber crumbs, latex & oil after hydro jetting from various equipment, vessels and Tanks.
9. Cleaning of various Equipment's/piping/vessels during shutdown, grade changeover, biweekly and routine cleaning activities.
10. Cleaning and de-choking of line & equipment.
11. Support during Preparation of Silicon batch as & when required.
12. Support in unloading of coagulation Aid drums.
13. Breakage of larger crumbs into smaller pieces at outlet of dryer.
14. Regular cleaning/pigging activity of different equipment's in plant
15. Cleaning of equipment during chocking of rubber.
16. Rubber collection trays accumulated rubber cleaning.
17. Hopper and baler cleaning during grade changeover/biweekly/routine cleaning activities.
18. Bale cutting, assistance to check man and baler/dryer pit cleaning.
19. Putting PE films in machine.
20. Repackaging of unwrapped bales.
21. To collect spilled rubber from different places and other housekeeping jobs.
22. Housekeeping of area, equipment cleaning, equipment mopping & cobweb removal as & when required or instructed by area in charge & shift in charge.

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23. Hose & drum shifting by Hand Pallet truck as & when required.
24. Manual packaging & repackaging of bales as & when required.
25. Box preparation for bale packaging as & when required.
26. Box empty out & Cleaning as & when required.
27. Coagulation Aid/Defoamer/Silicone drum flushing /washing & shifting in 100 area after confirmation of there is no leftover material in drums.
28. Empty bags shifting to scrap yard.
29. Proper collection & packing of packaging waste material (PE film, Bobbins, papers & sticker).
30. Dryer old filter removal, cleaning & new filter preparation.
31. Dryer internal, side cover, top cover & doors cleaning.
32. To collect spilled rubber from different places and other housekeeping jobs.

33. Low Production Load manpower (One Train Running)
(3 Poly Area + 1 Control Room + 1 Coagulation & Blend + 2 Dryer + 2 Check Man)
A Shift - 8 unskilled labour
B Shift - 8 unskilled labour
C Shift - 8 unskilled labour
G Shift - 1 unskilled labour

34. Full load man power (Both Train Running)
(4 Poly Area + 1 Control Room + 1 Coagulation & Blend + 2 Dryer + 3 Check Man)
A shift - 11 unskilled labour
B Shift - 11 unskilled labour
C Shift - 11 unskilled labour
G Shift - 01 unskilled labour

Requirement of manpower:

8 to 11 unskilled manpower / shift.
Total 25 to 34 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

80 **10005011** 2,190 MAD
Skilled for Tanker Unloading & ETP

Contact Address:

Opposite Naptha Cracker Polymer Terminal Gate.
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Skilled Manpower # Tanker Unloading and various CLASS 1 maintenance jobs in ETP .

UOM: Per Man-days (MAD)

Scope of work:

1. Hose connection/disconnection and unloading of Styrene, Fatty Acid, Dark Oil, Low PCA oil, NaOH, KOH, H2SO4, HCl, Ammonia tanker in respective storage tanks.
2. Hose connection & disconnection by spanner with proper gasket arrangement.
3. Hose removal & flushing after tanker unloading.
4. Hose connection & disconnection by spanner with proper gasket arrangement in other area of plant as per requirement.
5. Scrapper and tools required for tanker unloading under contractor scope.
6. Cleaning of unloading area after tanker unloading.
7. Completely removal of residual material from tanker by scrapper.
8. Skilled manpower provided by the contractor has to be a certified rigger.

Requirement of manpower:

2 Nos Skilled manpower / Day (1 in shift A/ B shift) + 1 in G shift
Total 2 to 3 manpower/day, can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

90 10005012 1,152 MAH
Skilled Manpower -Overtime Per HR

Skilled Manpower # Overtime (various jobs) UOM: Per Man-hour (MAH)
Scope of work:

1. OT will be payable for workmen called over and above our regular requirement and not for regular shift coverage. Will be approved by ISRPL officer-in-charge.
2. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be consider on normal man-days basis. No overtime will be awarded.
3. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift In-charge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.

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4. Attendance on ISRPL declared paid holidays to be considered as over time

100 10005013 2,920 MAD
High Skilled manpower for Supervising

High Skilled Manpower # Supervision of Contractual workers and other activities related to day to day management of contractual jobs

UOM: Per Man-day (MAD)

Scope of work:

1. Maintain Housekeeping in Area
2. Communicator between ISRPL and Contractor.
3. Providing job specific PPEs and tools to the contractual manpower without delay in job.
4. Coordinate with Forklift to transfer all empty drums, rubber & waste (Hazardous- Non-hazardous) to designated area.
5. Arrange all empty drums in proper way in scrap yard. In case of any chemical spillage in scrap yard during above activity immediate worker has soak the material with absorbent, clean the area & shift absorbed material to hazardous waste area. All this activity should arrange & coordinate by supervisor only without any delay.
6. Every shift start supervisor should meet to shift in charge and as per instruction distribute the job to workers.
7. Every shift start supervisor will meet to shift in charge & will give manpower status.
8. Keeping the record of Attendance & over-time of the contractual manpower and informing & getting it verified from Area In charge & SIC/Panel Engineer/ Plant manager / Area in charge/ officer in charge
9. Provide all necessary tools to workers.
10. Supervisor has to take plant round & start housekeeping, cleaning & mopping activity by self-initiative with informing to area in charge.
11. Supervisor has to give proper safety training & instruction to workers for carry out safe job execution.
12. Supervisor has to stay at job location during critical activity.
13. Regularly receive MIV from control room & coordination for shift material from store ground floor to 100 area top floor.
14. The supervisor will distribute the job of different areas and control the contractual manpower and maintain the man power as communicated through service contract.
15. Mobilising the manpower as per the requirement of the plant & as informed from the SIC/ Panel Engineer/ Officer in charge .
16. Extending the previous shift manpower whenever required.

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17. Ensuring proper relieving of contractual manpower at work location.
18. Supervisor will meet to SIC at every shift end & provide job status.
19. There is no defined area for supervisors, they should work in all plant as per instruction by shift in charge.
20. Any new activity related to modification of plant will be consider as normal job activity, Supervisor should this activity without extra payment.
21. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Supervisor should this activity without refusal & extra payment.
22. All workers should do sweeping by brooms & garbage collection activity and transfer collected garbage in designated area. This activity should initiate by supervisors only.
Requirement of manpower:

1 High skilled manpower / Shift. +1 in G shift
Total 4 manpower/Day: Can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge

110	10005014	1,536	MAH
High Skilled Manpower - Overtime/Hour			

High Skilled Manpower # Overtime
UOM: Per Man-hour (MAH)

Scope of work:

1. OT will be payable for workmen called over and above our regular requirement and not for regular shift coverage. Will be approved by ISRPL officer-in-charge.
2. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be Consider on normal man-days basis. No overtime will be awarded.
3. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift In-charge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.
4. Attendance on ISRPL declared paid holidays to be considered as over time

120	10005015	3,650	MAD
Unskilled Manpower for Sweeping jobs			

Unskilled Manpower # Sweeper for Regular Activity

Contact Address:

Opposite Naptha Cracker Polymer Terminal Gate.
P.O.: Panipat Refinery, Panipat-132140
Tel.: +91-180-252-9100,9200 & Fax: +91-180-252-9138

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UOM: Per Man-day (MAD)
Scope of work:

1. Sweeping of plant floor, Tank area dyke, Roads sides, scrap yard area, Box warehouse, Finishing building, 100 area building, Fire water pump house & ETP building.
2. Mopping of finishing area epoxy coating floor twice per shift.
3. Sweeping of area as per requirement & instructed by area in charge & shift in charge.
4. Removal of cobwebs.
5. Swept material or garbage, filling in proper bags & shifting to designated area.
6. Tools required for sweeping, mopping & housekeeping tools to be arranged by contractor.
7. There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping & garbage collection activity and transfer collected garbage in designated area.
8. Any new activity related to modification of plant will be consider as normal job activity, Worker should follow this activity without extra payment.
9. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should follow this activity without refusal & extra payment.
10. There is no defined work for any worker everyone should follow area in charge instruction & accordingly work

Requirement of manpower:

- # A Shift: 1 unskilled manpower
- # B Shift: 1 unskilled manpower
- # G Shift: 3 unskilled manpower
- # Total 5 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

130 10005016 24,960 MAH
Unskilled Manpower - Overtime Per Hour

Unskilled Manpower # Overtime
UOM: Per Man-hour (MAH)

Scope of work:

1. OT will be payable for workmen called over and above our regular requirement and not for regular shift coverage. Will be approved by ISRPL

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officer-in-charge.

2. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be consider on normal man-days basis. No overtime will be awarded.

3. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift In-charge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.

4. Attendance on ISRPL declared paid holidays to be considered as over time

140 10005017 1,420 MAD
Unskilled Manpower forAudit & GcCleaning

Unskilled Manpower # Various housekeeping jobs for Customer , IMS audit, OISD , Statutory + and Grade changeover/Biweekly cleaning
UOM: Per Man-day (MAD)

Scope of work:

- Requirement of this type of manpower solely depends on the decision of officer in charge & Head Production.
- This manpower is required for limited period only.
- This type of manpower may be not required in total contract period.
- Intimation regarding requirement of this manpower would be given 1 or 2 days prior by officer in charge to contractor.
- Requirement of this type of manpower is temporary (say from 1 day to 1 week maybe).
- There is no fix job, Workers has to follow instruction of area in charge without any refusal. Following are main activities:

- # Housekeeping
- # Mopping
- # Sweeping
- # Cobweb removal
- # Floor cleaning & mopping
- # Dusting (removal of dust)
- # Shifting of swept material
- # Pit/Trench cleaning.
- # Strom water reservoir/Emergency pond cleaning
- # Biweekly cleaning and Grade changeover cleaning in Finishing area

Requirement of manpower:

- # A shift: 5 unskilled manpower
- # B shift: 5 unskilled manpower
- # Total 10 manpower/Day: can be increased or decreased as per requirement or

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completely removed if not required any time on intimation of officer in charge.

150	10005018	350	MAD
Unskilled Manpower for ETP shutdown			

Unskilled Manpower # ETP Shutdown jobs
UOM: Per Man-day (MAD)

Scope of work:

1. This type of manpower required only in annual shutdown for various activity.
2. This manpower is required for limited period.
3. If there is no annual shutdown in contract period, this manpower is not required.
4. Requirement of this type of manpower solely depends on the decision of officer in charge & Head Production
5. This type of manpower may be not required in total contract period.
6. Requirement of this manpower will be given before 7 to 10 days by officer in charge to contractor.
7. This type of manpower required only for 10 to 30 days.
8. There is no fix job in annual shutdown, various activities are carried out in parallel. Workers has to follow instruction of area in charge without any refusal. Following are main activities:

- # Equipment cleaning
- # Vessels cleaning.
- # Tanks cleaning.
- # Sludge removing & shifting
- # Pit cleaning (Inside).
- # Water flushing of pipelines, equipment, vessels & Tank.
- # Storm water channel cleaning.
- # Storm water pit cleaning.
- # Housekeeping.
- # Sweeping
- # Mopping
- # Cobweb removal.
- # Scrap yard area waste removal & shifting.
- # Empty drums & Bags shifting.
- # Strainer cleaning

- # Tank dyke cleaning.
- # Hose connection & disconnection
- # Building Floor & wall cleaning & Mopping.
- # Other miscellaneous jobs.

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9.	There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping by brooms & garbage collection activity and transfer collected garbage in designated area.			
10.	Any new activity related to modification of plant will be consider as normal job activity, Worker should follow do this activity without extra payment.			
11.	Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should follow do this activity without refusal & extra payment.			
12.	There is no defined work for any worker everyone should follow area in charge instruction & accordingly work			

Requirement of manpower:

A shift: 2 unskilled manpower
B shift: 2 unskilled manpower
G shift: 3 unskilled manpower

Total 7 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge

No of days for annual shutdown considered =25

160 10005019 750 MAD
Unskilled Manpower for Annual Shutdown

Unskilled Manpower # Annual Shutdown jobs
UOM: Per Man-day (MAD)

Scope of work:

1. This type of manpower required only in annual shutdown for various activity.
2. This manpower is required for limited period.
3. If there is no annual shutdown in contract period, this manpower is not required.
4. Requirement of this type of manpower solely depends on the decision of officer in charge & Head Production.
5. This type of manpower may be not required in total contract period.
6. Requirement of this manpower will be given before 7 to 10 days by officer in charge to contractor.
7. This type of manpower required only for 10 to 30 days.
8. There is no fix job in annual shutdown, various activities are carried out in parallel. Workers has to follow instruction of area in charge without any

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	refusal. Following are main activities:			
	# Equipment cleaning			
	# Vessels cleaning.			
	# Sphere & Bullet cleaning.			
	# Tanks cleaning.			
	# Pit cleaning (Inside).			
	# Water flushing of pipelines, equipment, vessels & Tank.			
	# Storm water channel cleaning.			
	# Storm water pit cleaning.			
	# Cooling water sump cleaning.			
	# Side stream filter cleaning.			
	# Housekeeping.			
	# Sweeping			
	# Mopping			
	# Cobweb removal.			
	# Scrap yard area waste removal & shifting.			
	# Empty drums & Bags shifting.			
	# Strainer cleaning			
	# Filter cleaning & Preparation			
	# Roller cleaning.			
	# Dryer top cover & side door cleaning.			
	# Tank dyke cleaning.			
	# Hose connection & disconnection			
	# Finishing area duct cleaning.			
	# Building Floor & wall cleaning & Mopping.			
	# Resin replacement and makeup.			
	# Various jobs in PNCP & PPMC area.			
	# Other miscellaneous jobs.			
	9. There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping & garbage collection activity and transfer collected garbage in designated area.			
	10. Any new activity related to modification of plant will be consider as normal job activity, Worker should do this activity without extra payment.			
	11. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should do this activity without refusal & extra payment.			
	12. There is no defined work for any worker everyone should follow area in charge instruction & accordingly work			

Requirement of manpower:

- # A shift: 5 unskilled manpower
- # B shift: 5 unskilled manpower

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G shift: 5 unskilled manpower

Total 15 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

No of days for annual shutdown considered =25

00020		1	Serv Unit	05.12.2025
Packaging Job- Manday basis				

Description: Technical Pre-Qualification Criteria for Manpower supply in various section of Production Department including Packaging .

Purpose:

The purpose of this document is to identify the Technical Pre-qualification criteria (TPQC) for the contractors participating in the contract bid , to get suitable /qualified contractors who can meet not only the financial criteria but having similar executed work experience for both types (manpower supply to production assistance and Packaging) of work execution in production department

Background :

Any Service , Outline service Agreement , Capex items execution contract having estimated contract value more than 10 Lacs / Year, to have approved technical PQC along with PR.

To have more participation in a bid which will provide better negotiation power , merging of similar nature of contract has been decided

1 Bidder /Contractor must have at least three years of experience, during last five years in supply of Manpower (Unskilled ,Semi Skilled,skilled , high skilled) for various types of Production Assistance jobs including Packaging in various section of Production department of industries like Chemical /petrochemical/ Fertilizer / Polymer or Rubber or rubber chemical.

2 Bidder/ Contractor must have executed one annual contract to supply minimum 50 Man days per day in shift including G shift of production department .

3 Bidder /contractor must accept both activities "manpower Supply on mandays basis" and "Manual repacking on Tonnage basis "which is purely requirement based

4 The Bidder must submit sufficient documentary evidence like detailed work orders & completion certificates clearly mentioning the detailed description of work done, with start & end dates along with the executed values.

5 Executed Work order criteria should have fulfilled requirement of

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"Financial	PQC "	in similar nature of work as mentioned in Sr No. 01		
6	The bidder must submit sufficient documentary evidence like	against the		
timely	statutory	returns like ESI ,EPF	of last three Years	

Consolidated SOR for Man-days Contract (Production Assistance & Packaging manpower)

Basis: Two years / 730 days Requirement (From 01/01/2026 to 31/12/2027)

General Points for Line Item # A (Production Assistance)

1. Job will be done in Shifts & General duty as follows: Normal shifts being followed in ISRPL are as below

A Shift: 6 AM to 2 PM

B Shift: 2 PM to 10 PM

C Shift: 10 PM to 6 AM

G Shift: 9.00 AM to 6.00 PM

Shift timing may change as per Requirement of ISRPL.

2. Contract Workers must not leave their working place without giving charge to the next shift workers, any case the same is not followed contract worker Attendance shall be considered as Half day. If such activity is on regular basis or more than 3 days contractor shall either replace or payment for the worker for the mentioned days shall be not done. Area Engineer shall certify the same.

3. In case of pre notified 12 hours duty due to any reason like COVID or any specific situation contractor has to make roaster in such a way that no OT to be generated keeping 48 hours/week intact .

4. In case of emergency situation like sudden lockdown / section 144 /curfew etc if any workers get stucked in side the premises then contractor has to extend full support to his workers and coordinate with ISRPL management to comply overtime /avoid permissible OT .

5. Hand over Take Over system is to be followed strictly.

6. Overtime will be in the custodian of ISRPL Shift in Charge/ Officer in charge . Without the consent and approval of Shift in Charge / Officer in charge . no overtime shall be paid

7. If the reliever is not available , overtime shall not be considered and payment will be done on man-day basis. Such Payment shall be in contractor scope.

8. If requirement of any additional work by shall be certified by Shift In charge and then by officer In charge for such payment

9. The contractor shall adhere to all statutory rules & regulations

pertaining to ISRPL as well as legal requirement. Any deviation in legal

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	requirement shall be cleared immediately by HR Department. 10. The HSE rules pertaining to ISRPL shall be strictly adhered to by the contractor. 11. All PPEs are to be provided by Contractor to their workmen. PPE - Googles, helmet(yellow), chemical suite, hand gloves, safety shoe, face shield, Safety Belt, gum boot, Special Gloves for Rosin braking etc. If any PPE is damaged (certified by area in charge), the same to be replaced immediately. All Contract worker should wear only yellow helmet with contractor name /Logo embossed on helmet. Any deviation in this case, penalty shall be imposed. 12. Workers are to be given with good condition safety shoe and boiler suit dress if required for specific Job (vessel cleaning). If damaged and certified by area in charge, the same is to be replaced immediately. 13. Contractor to provide uniform to all the contractor workers, Uniform shall be shirt with full sleeves without pockets and trouser." 14. Persons employed with the contractor, directly or indirectly, should not have been subject to any criminal proceedings in any court of law. 15. The contractor shall be responsible for maintaining discipline & decorum inside plant premises and shall ensure that the workers employed by him, directly or otherwise, follow all rules applicable to workers inside ISRPL plant premises. 16. The contractor shall provide all required tools like brooms, floor mopping and cleaning tools, rope ,Belcha ,Hammer, rubber cleaning tools, waste cotton and other tools as and when required for housekeeping and other activities. 17. The persons employed by the contractor, directly or otherwise, shall not indulge in any sort of malpractices. 18. Standard Operating Procedures pertaining to all activities to be strictly adhered to unless otherwise specified. 19. The contractor shall be responsible for maintaining all records pertaining to contract and his performance of the same, and any misplacement of records & documents shall be the onus of the contractor. 20. The contractor shall visit the plant site frequently, preferably twice a month for familiarizing with the operational intricacies and troubleshooting as & when required. 21. On written/Verbal instruction from ISRPL or its authorized officer the Contractor shall perform any additional jobs in connection with the work with a prior notice of 24 hours. The decision of ISRPL whether such additional work is covered under the existing work obligation of the Contractor or not shall be final, conclusive and binding on the parties. 22. There is no area classification & boundary for area, workers has to do job as per instruction of Shift in Charge. 23. For any weekly cleaning (Biweekly, Grade changeover cleaning, Additional pit cleaning and audit preparation) or any other intermittent services raised			

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	with prior intimation by Officer in charge /plant manager / shift in charge, the contractor has to provide unskilled labours as per requirement 24. The mandays and overtime payment will be done as per authorized attendance duly verified with existing records available with ISRPL. Contractor attendance record to be certified by officer in charge. Attendance of all the contractor workers shall be first certified by contractor Supervisor and final attendance shall be cleared by officer in charge after verifying with ISRPL records. Any deviation in attendance records or malfunction shall be taken as misconduct. & Strict action will be taken. 25. In case of any denial of instructed work by the contractor employee, the same person should be terminated from the job from the next day as per the instruction of officer in charge (Production). 26. No extra job will be treated as over time until the person stay more than the stipulated shift end time as per the instruction of the shift In Charge. 27. Penalty will be imposed if somebody is found smoking or drinking Alcohol inside the plant area. Reporting at job under alcohol influence will be send out of factory premises. Found carrying such items will also earn similar penalty 28. ISRPL will not give the attendance if somebody is found absent from the working site up to 30 minutes without informing the area In charge 29. One day rest in a week is mandatory for all workers. 30. Declared holidays of ISRPL will be deemed as holiday and workers engaged on those days will be paid Overtime. 31. During shutdown or when there is no job in a particular area , the contractor workers will be mobilized for other jobs as per instruction of shift in charge 32. If any worker having weekly off on declared holiday will be treated as normal weekly off. Any overtime or man-days will not consider on this day. 33. Additional or minimum requirement of manpower on holidays will be dictated by officer in charge 34. Workers reporting in General shift shall avail holiday, until and unless requested by officer in charge. 35. Contractor has to maintain all attendance record & submit every month. 36. ISRPL is having the jurisdiction for increase /decrease manpower up to 50 % giving 15 days prior notice to the contractor. 37. There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping by brooms, mopping & garbage collection activity and transfer collected garbage in designated area. 38. Any new activity related to modification of plant will be consider as normal job activity, Worker should do this activity without extra payment. 39. Any new activity related to new equipment ,material handling, scrap handling ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should do this activity without refusal & extra			

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payment.

40. Contractor Workers must not leave their working place without informing area in charge or Contractor supervisor.
41. Contractor workers not allowed to exit from main gate without shift in charge permission before stipulated working hours .
42. If any of the contractor labour refuse to do any job advised by the area in charge, his attendance will be cancelled for that. If the same thing continued for more than 3 days the labour is to be removed from the site.
43. Contractor workers should have their refreshment in contractor shed, if anyone found having refreshment outside the shed strict action will be taken.
44. Qualification of supervisor: Supervisor provided should be 12th pass / Diploma/Graduate with more than 3 years of experience in this type of supervisory work.

Penalty Clauses

1. The decision of Officer In charge will supersede others in case of any discrepancies/ dispute. The penalty will be levied by officer in charge.
2. In case of any material or equipment damage by the manpower employed by the contractor, permanent or temporary, the agency shall be subject to a penalty of actual cost plus 25% of the ISRPL infrastructure/ damaged equipment.
3. In case of any down time in operation pertaining to shortage of raw materials/chemicals loading inside the tanks, packaging or detention of trucks/ tankers due to delay in unloading, directly due to inefficiency of the contractor, the agency shall be subject to a penalty as deemed suitable by the ISRPL management.
4. In case of any violation of HSE rules pertaining to ISRPL and safe work practices, irrespective of whether such incident of safety violation involves material damage & cost of repair thereof or not, the contractor shall be subjected to monetary penalty and the amount shall be deducted from its monthly bill, the decision regarding amount of monetary penalty being at the discretion of ISRPL management.
5. In case anyone employed with the contractor, directly or otherwise, is caught while indulging in any malpractice, like taking money from truck crew etc., the person shall be expelled from his position with immediate notice and the contractor shall be liable for any disciplinary and punitive action as deemed fit by the ISRPL Production Head.
6. Any productivity loss for shortage of loading of chemicals /packaging materials and if found contractor is responsible, the agency will be penalized as deemed fit by ISRPL Management.
7. If contractor workers refuse to do work instructed by shift in charge, employee, the same person will be terminated from the job from the next day as per the instruction of officer in charge (Production).
8. If contractor workers create strike or strike related activity, the same

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person wages for the day will not be given & will be terminated from next day as per the instruction of officer in charge (Production).

9. If contractor workers found under Alcoholic, carrying cigarette, tobacco products, pan masala, mobile & matchbox, the same person wages for the day will not be given & will be terminated from next day as per the instruction of officer in charge (Production).

10. If contractor workers found sleeping in plant #500 (five hundred) will be fined & same amount will be deducted during monthly billing

11. If contractor workers found without uniform in plant #100 (one hundred) will be fined & same amount will be deducted during monthly billing

If contractor workers found without proper/appropriate PPE in plant site #1000 (one thousand)

will be fined, PPE will be issued from ISRPL stock, fine of #1000 (one thousand) will be

deducted & 5 times the PPE amount (PPE amount as per SAP) will be deducted during monthly billing.

12. In case of job assigned under housekeeping, sweeping and moping and it's not performed up to the mark or cleanliness maintain is not found to be up to the mark the contractor shall be subject to penalty of #2000 (two thousand) per day.

Line Item # B : Packaging Manpower

SOR for Man-days Contract For line item B (Packaging)

Basis: Two years / 730 days Requirement (From 01/01/2026 to 31/12/2027)

General Points under Line Item B

Job will be done shift & general duty as follows

A Shift: 6.00 Hour to 14.00 Hours

B Shift: 14.00 Hours to 22.00 Hours

C Shift: 22.00 Hours to 06.00 Hours

G Shift: 9.00 Hours to 18.00 Hours

Shift timing may change as per Requirement of ISRPL

Shift wise Requirement of manpower Casual labors (unskilled)

Scenario /Area Box preparation Robot log Man ual pac

king Online paper baggin

g Total

One line without paper bagging 2 1 1 0 4

One line with paper bagging 2 1 1 1 5

Two lines without paper bagging 2 2 2 0 6

Two lines with paper bagging in one line 2 2 2 0 6

Two line with paper bagging in two lines 2 2 2 1 7

Housekeeping sweepers (Unskilled)

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Scenario /Area A Shift B Shift C Shift G Shift Total
Housekeeping of entire packaging section including offline packaging
and box preparation area 0 0 0 1 1

Shift supervisors (High Skilled)

Scenario /Area A Shift B Shift C Shift Day
Total
Supervising entire operation including offline
Activities 1 1 1 3

General terms and conditions

1. In case of pre notified 12 hours duty due to any reason like COVID or any specific situation contractor has to make roaster in such a way that no OT to be generated keeping 48 hours/week intact .
2. In case of emergency situation like sudden lockdown / section 144 /curfew etc if any worker(s) get stucked in side the premises then contractor has to extend full support to his workers after coordinating with ISRPL management to comply permissible OT hours .
3. Contract workers will carry out manual packing . Utilization of Robot will be depend on availability.
4. Contractor Workers must not leave their working place without giving charge to the next shift labours, any case the same is not followed contract worker Attendance shall be considered as Half day. If such activity is on regular basis or more than 3 days within a month, contractor shall either replace or payment for the worker for the mentioned days shall be not done. Area Engineer shall certify the same.
5. Contract workers will work in any area /location of Entire Finishing area with the co ordination of other contractor manpower .There is no area restriction for any worker.
6. Job specific tools as mentioned in the SOP and PPES are to be provided by the contractor.
7. In Biweekly or Grade Changeover cleaning contract workers will works in other area like Blend , coagulation and Dryer as per instruction of SIC/Area In charge /plant manager.
8. Hand over / Take Over system is to be followed strictly.
9. "Overtime will be in the custodian of ISRPL Shift in Charge. Without the

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	consent of shift In Charge no overtime shall be entertained. 10. If the reliever is not available the overtime will not be paid by ISRPL and will be considered as normal man days. Such Payment shall be in contractor scope. 11. If requirement of any additional work by shall be certified by Shift In charge and then by officer In charge for such payment" 12. The contractor shall adhere to all statutory rules & regulations pertaining to ISRPL as well as legal requirement. Any deviation in legal requirement shall be cleared immediately by HR Department. 13. The HSE & HR rules pertaining to ISRPL shall be strictly adhered to by the contractor. 14. All PPEs are to be provided by Contractor to their workmen. PPE - Googles, helmet(yellow), chemical suite, hand gloves, safety shoe, face shield, Safety Belt, gum boot If any PPE is damaged (certified by area in charge), the same to be replaced immediately. All Contract worker should wear only yellow helmet with contractor name/Logo and gate pass number embossed on helmet. Any deviation in this case, penalty shall be imposed as decided by Officer In charge 15. Labours are to be given with good condition safety shoe and boiler suit dress if required for specific Job (like vessel cleaning). If damaged and certified by area in charge, the same is to be replaced immediately. 16. Contractor to provide uniform to all the contractor workers, Uniform shall be shirt with full sleeves without pockets and trouser." 17. Persons employed with the contractor, directly or indirectly, should not have been subject to any criminal proceedings in any court of law. 18. The contractor shall be responsible for maintaining discipline & decorum inside plant premises and shall ensure that the workers employed by him, directly or otherwise, follow all rules applicable to workers inside ISRPL plant premises. 19. The contractor shall provide all required tools like brooms, floor mopping and cleaning tools, rope ,Belcha ,Hammer, rubber cleaning tools, waste cotton and other tools as and when required for housekeeping and other activities. 20. The persons employed by the contractor, directly or otherwise, shall not indulge in any sort of malpractices. 21. Standard Operating Procedures (SOP) pertaining to all activities to be strictly adhered to unless otherwise specified. 22. The contractor shall be responsible for maintaining all records pertaining to contract and his performance of the same, and any misplacement of records & documents shall be the onus of the contractor. 23. The contractor shall visit the plant site frequently, preferably twice a month for familiarizing with the operational intricacies and troubleshooting as & when required. 24. On written/Verbal instruction from ISRPL or its authorised officer the Contractor shall perform any additional jobs in connection with the work with			

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	a prior notice of 24 hours. The decision of ISRPL whether such additional work is covered under the existing work obligation of the Contractor or not shall be final, conclusive and binding on the parties. 25. For any weekly cleaning (Biweekly, Grade changeover cleaning, Additional pit cleaning and audit preparation) or any other intermittent services raised with prior intimation by Officer in charge /plant manager / shift in charge , the contractor has to provide unskilled labours as per requirement 26. One day weekly rest is compulsory for each worker. Strictly adhere to quarterly overtime 27. Declared holidays of ISRPL will be deemed as holiday and workers engaged on those days will be paid Overtime. 28. The mandays and overtime payment will be done as per authorised attendance duly verified with existing records available with ISRPL . Contractor attendance record to be certified by officer in charge . Attendance of all the contractor workers shall be first certified by contractor Supervisor and final attendance shall be cleared by officer in charge after verifying with ISRPL records. Any deviation in attendance records or malfunction shall be taken as misconduct. & strict action will be taken. 29. In case of any denial of instructed work by the contractor employee, the same person should be terminated from the job from the next day as per the instruction of officer in charge (Production). 30. No extra job will be treated as over time until the person stay more than the stipulated shift end time as per the instruction of the shift In Charge. 31. Penalty will be imposed if somebody is found smoking or drinking Alcohol inside the plant area. Reporting at job under alcohol influence will be send out of factory premises. His service will get terminated with immediate effect 32. ISRPL will not give the attendance if somebody is found absent from the working site up to 30 minutes without informing the area In charge 33. One day rest in a week is mandatory for all workers. Other statutory formalities to be fulfilled by the contractor after communicated from HR and HSE Dept 34. Declared holidays of ISRPL will be deemed as holiday and workers engaged on those days will be paid Overtime. 35. If any worker having weekly off on declared holiday will be treated as normal weekly off. Any overtime or man-days will not consider on this day. 36. Additional or minimum requirement of manpower on holidays will be dictated by Officer in Charge 37. Workers reporting in General shift shall avail holiday, until and unless requested by officer in charge. 38. Contractor has to maintain all attendance record & submit every month. 39. ISRPL is having the jurisdiction for reducing the manpower up to 50 % giving 15 days prior notice to the contractor. 40. There is no defined type of works for workers, everyone should work in			

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	all plant area as per instruction by shift in charge. All workers should do sweeping by brooms, mopping & garbage collection activity and transfer collected garbage in designated area. 41. Any new activity related to modification of plant will be consider as normal job activity, Worker should do this activity without extra payment. 42. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should do this activity without refusal & extra payment. 43. Contractor Workers must not leave their working place without informing area in charge or Contractor supervisor. 44. Contractor workers not allowed to exit from main gate without shift in charge permit. 45. Contractor workers should have their refreshment in contactor shed, if anyone found having refreshment outside the shed strict action will be taken 46. Qualification of supervisor: Supervisor provided should be 12th /Diploma/Graduate/ITI with more than 3 years of experience in this type of supervisory work. 47. Monthly Bill for Packaging services (for the previous month) has to be provided by 3rd of each month failing which bill will not be cleared. 48. Contractor supervisor has to keep record of packaging items issued to contract persons by maintaining a register (provided by ISRPL). 49. Packaging material is to be issued with proper permission from bar-code area in charge & unused material to be returned to designated area at shift end. Penalty of actual packaging material cost plus 25% shall be imposed on the contractor if any deviation is found in packaging material used against the actual production. 50. Contract person has to continuously keep record of tare wt., net wt. and rechecking of box at 5 MT weigh scale during robot and manual packing. For above activity, contractor has to keep dedicated persons. 51. Contractor also need to provide one supervisor in each shift for packaging section, who has to report to Production SIC at start of his shift duty. Supervisor to execute the all above mentioned jobs, shift wise and day wise production summary to be noted and submitted to the area in charge/shift in charge. 52. Contractor supervisor has to be continuously available on site & be in continuous touch with ISRPL bar-code operator 53. Contract worker have to eat their food compulsorily in Labour shed/contractor canteen. 54. Finishing area Floor mopping & Box ware house cleaning is to be done once in every shift. Contractor has to provide dedicated persons for house-keeping/sweeping/mopping in each shift. 55. During Bi-weekly/Grade-changeover cleaning, contract workers has to follow house- keeping activities or any other work instructed by Production SIC. They have to work in any area as directed by SIC 56. The online packaging type requirement shall be provided by the ISRPL and			

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	accordingly the manpower requirement for production shall be intimated to the contractor one shift in advance for the job. 57. Manual packaging & inspection manpower requirement for production shall be intimated to the contractor one shift in advance for the job. 58. Use of apron/uniform dress during manual packing/repacking as specified by ISRPL. 59. Cleaning, housekeeping, mopping and maintenance of all equipment's from PE wrapping Machine to Box preparation area. 60. PE film provision in wrapping machine. PE film maintenance and unwrapped bales rewrapping. 61. Waste PE film, Packaging item, Paper bags and Bobbins(core) collection and disposal. 62. For any Bi-weekly cleaning or any other intermittent services Officer In charge provide the manpower requirement one day prior to the job. Accordingly, the contractor has to provide additional unskilled labour. 63. If any worker having weekly off on declared holiday will be treated as normal weekly off. Any overtime or man days will not consider on this day, in such case over time shall be paid by contractor. 64. Officer in charge will intimate for the different manpower arrangement for different plant load and packaging type arrangement so that production and housekeeping is not hampered due to insufficient manpower one day in advance			

Penalty Clauses

1. In case of less manpower reported contractor has to arrange manpower for his proxy . In case of less manpower than desired double amount will be deducted as per prevailing wage rate
For single absent of supervisor # 2000 (two thousand) and single absent of sweeper # 1000 (one thousand) penalty will be imposed
2. The decision of officer in charge will supersede others in case of any discrepancies/dispute. The penalty will be levied by officer in charge.
3. In case of any material or equipment damage by the manpower employed by the contractor, permanent or temporary, the agency shall be subject to a penalty of actual cost plus 25% of the ISRPL infrastructure/ damaged equipment.
4. In case of any violation of HSE rules pertaining to ISRPL and safe work practices, irrespective of whether such incident of safety violation involves material damage & cost of repair thereof or not, the contractor shall be subjected to monetary penalty and the amount shall be deducted from its monthly bill, the decision regarding amount of monetary penalty being at the discretion of ISRL management.
5. In case anyone employed with the contractor, directly or otherwise, is caught while indulging in any malpractice, like taking money from truck crew

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	etc., the person shall be expelled from his position with immediate notice and the contractor shall be liable for any disciplinary and punitive action as deemed fit by the ISRPL Production Head. 6. If contractor workers refuse to do work instructed by shift in charge, employee, the same person will be terminated from the job from the next day as per the instruction of officer in charge (Production). 7. If contractor workers create strike or strike related activity, the same person wages for the day will not be given & will be terminated from next day as per the instruction of officer in charge (Production). 8. If contractor workers found under Alcoholic, carrying cigarette, tobacco products, pan masala, mobile & matchbox, the same person wages for the day will not be given & will be terminated from next day as per the instruction of officer in charge (Production). 9. If contractor workers found sleeping in plant site # 1000 (one thousand) will be fined & same amount will be deducted during monthly billing. On repeat of the same his service will get terminated 10. If contractor workers found without uniform in plant site Rs 100 (one hundred) will be fined & same amount will be deducted during monthly billing 11. If contractor workers found without proper/appropriate PPE in plant site # 1000 will be fined, PPE will be issued from ISRPL stock, fine of # 1000 (one thousand) will be deducted & 5 times the PPE amount (PPE amount as per SAP) will be deducted during monthly billing. 12. In case of job assigned under housekeeping, sweeping and moping and it's not performed up to the mark or cleanliness maintain is not found to be up to the mark the contractor shall be subject to penalty of # 2000 (two thousand) per day. 13. If any worker leaves work place without giving charge or before arriving next shift manpower then fine upto #3000 (three thousand) will be imposed per instance 14. Contractor will ensure required manpower per shift basis .On non compliances fine upto #500(five hundred) will be imposed per instance 15. The decision of officer in charge will supersede all others in case of any discrepancies. The penalty will be levied by officer in charge. 16. In case of any External Customer complaint is reported due to negligence of Contract persons during Box preparation/packing/handling/bar code sticker handling, penalty of # 10,000 (ten thousand) will be levied on agency. 17. Any contract worker found throwing garbage, paper waste or any packaging material the supervisor shall be informed and penalty # 400 (four hundred) per day shall be imposed and accordingly deducted from monthly bill. 18. In case of job assigned under housekeeping, sweeping and mopping is not performed up to the mark or cleanliness maintain is not found to be up to the mark ,the contractor shall be subject to penalty of # 2000 (two thousand) per day.			

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Sub Line Item: No-1

Packing In Metal Box and paper bags UOM : Man days

*** Metal box may be Good Pack , GPS 5 and Chinese Box

Scope of work:

1. Good pack box/ Metal /wooden box preparation as per SOP & instruction from packaging Bar code operator /SIC
2. Cleaning of allocated work area with BROOM and housekeeping tools.
3. Placing and replacing of P.E.Film rolls on/from Film wrapping machine holder
4. Housekeeping, 5s and production management. All the packaging material housekeeping, 5s to be maintained. Shift wise floor mopping of Box preparation area. Shift wise floor mopping near PE film wrapping area, paper bagging area, Robot packing area. Off-spec and On-spec storage area.
5. Installation of bottom black PE film in the each good pack box preparation.
6. Installation of circular black PE film in the each good pack box preparation.
7. Top black PE film provision in the each good pack box preparation after Finished Product filling.
8. Top transparent PE film cap provision on the each good pack box preparation.
9. Cleaning of Good pack/GPS5/Metal box having Carbon black, other labels and any foreign material available inside and outside surface of the Good Pack/Metal/GPS5 Box before box preparation. Removal of Dust, old sticker, cleaning tools and safety items from empty and filled Good pack/metal/GPS5 Box.
10. Good pack/GPS5/metal box inspection segregation and return of damaged boxes to stores on daily basis.
11. Shifting of prepared empty good pack boxes to manual or robot conveyor system at designated location.
12. Refilling of online printer ink in printing machine of paper bagging machine printer and bale printer.
13. Repacking of any damaged box during manual and robot packing. Due to improper handling and preparation of good pack. No repacking cost shall be paid for such repacking.
14. Accountability of used, received and in stock packaging material. Daily Packaging material stock (Circular bag, Top and Bottom PE film cover, Paper Bag) recorded data should be provided to barcode operator.
15. Any mismatch in daily packaging material with daily production w.r.t packaging material issued to supervisor shall be deducted from monthly Bill. Penalty of original cost packaging material difference Plus 25% shall be imposed and deduced from Contractor in monthly bill.
16. Provide support to record of tare weight, net weight and rechecking of empty/filled box at 2 MT weigh scale during robot and manual packing. To

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	provide the recorded data to barcode engineer.			
	17. Provide support to record of individual good pack box no., Skid no., Lot no., Blend no: and sticking of barcode generated sticker for each box for On-spec/Off-spec material. To provide recorded data to barcode Engineer.			
	18. Shifting of filled good pack boxes from manual or robot conveyor system to product warehouse.			
	19. Rechecking of packed material for segregation and weight deviations.			
	20. Return of any nonstandard bales and non-conformation bales to check man location for repacking. Bales shifting SS trolley to be provided by contractor.			
	21. Segregation of off spec and on spec. Material during robot and manual operation.			
	22. Weighing and provision of sticker along with date of production, lot number and keeping them at designated place for On-spec/Off-spec material.			
	23. Weighing and provision of sticker along with date of production and keeping them at designated place for dry scrap material.			
	24. Repacking of material in case of any discrepancy observed in packaging material. No additional payment shall be for such material and officer in-charge decision shall stand final.			
	25. Bale traffic management downstream of film wrapping system.			
	26. Cleaning of Equipment's downstream of film wrapping system.			
	27. Manual shifting of bales from one box to another if & when required.			
	28. Helping the fork lift operators to place the bag on trucks for scrap rubber and other non rubber scrap material / sludge transportation			
	29. Hazardous waste & scrap shifting from plant to designated area.			
	30. There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping by brooms & garbage collection activity and transfer collected garbage in designated area.			
	31. Any new activity related to modification of plant will be consider as normal job activity, Worker should follow this activity without extra payment.			
	32. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should this activity without refusal & extra payment.			
	33. There is no defined work for any worker everyone should follow area in charge instruction & accordingly work.			
	34 Cleaning of allocated work area with BROOM			
	35 Packaging of different grade material in online paper system.			
	36 Stitching of paper bag manually with portable stitching machine provided by contractor in case of problem with automatic paper bagging machine.			
	37 Housekeeping, 5s and production management. All the packaging material housekeeping, 5s to be maintained. Shift wise floor mopping of Box preparation area. Shift wise floor mopping near PE film wrapping area, paper bagging area, Robot packing area. Off-spec and On-spec storage area.			

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38	Ensuring of good condition of paper bags during paper bagging. Loading of empty paper bags in paper bag car in bagging machine.			
39	Ensuring of lot no: and Grade printing on paper bags downstream of stitching. machine. Any defect such as unprinted Lot No. and Grade on paper bag shall be repacked immediately by the contract worker. No additional payment shall be paid by ISRPL to contractor. Refilling of online printer ink in printing machine paper bagging machine printer. and bale printer.			
40	Manual Stamping/sticker provision of Grade and Lot No. on the paper bag shall be done by contract worker on failure of online printing machine. No additional payment shall be paid by ISRPL to contractor.			
41	Ensure Proper online thread stitching of paper bag with finished Product. Any Defect in online paper bagging stitching shall be stitched with Portable sewing machine by Contract manpower immediately. Portable Sewing machine shall be provided by Contractor. No Additional payment shall be done to contractor for such packing.			
42	Filling of stitched paper bags in GPS-5/wooden box/ good pack/ china box as per requirement manually or by robot packaging.			
43	Cleaning of Good pack/GPS-5/Wooden Box/Metal box having Carbon black, other labels and any foreign material available inside and outside surface of the Good Pack Box before box preparation. Dust removal, Removal old sticker, cleaning tools and safety items from empty and filled Good pack/wooden/metal/GPS5/ or any type of metal / Wooden Box.			
44	Accountability of used, received and in stock packaging material. Daily Packaging material stock (Circular bag, Top and Bottom PE film cover, Paper Bag) recorded data should be provided to barcode operator.			
45	Manual packing of bales in Good pack boxes/GP-5/Chinese boxes in case of failure/Maintenance of Robot/ Bale Conveyor systems.			
46	Any mismatch in daily packaging material with daily production w.r.t packaging material issued to supervisor shall be deducted from monthly Bill. Penalty of original cost packaging material difference Plus 25% shall be imposed and deducted from Contractor in monthly bill.			

Approx.Qty

Contract : 13140 to 15330 Man-days (18*730 to 21*730)

Sub Line Item 2 : Unskilled Manpower- Sweeper for regular
UOM = Per man-days

Scope of work

1. Sweeping of plant floor, equipment top , hand , below kenmac conveyer bottom Tank area dyke, Roads sides, scrap yard area, Box warehouse & entire

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Finishing building,
2. Mopping of finishing area epoxy coating floor once in a shift .
3. Sweeping of area as per requirement & instructed by area in charge & shift in charge.
4. Removal of cobwebs.
5. Swept material or garbage filling in proper bags & shifting to designated area.
6. Tools required for sweeping, mopping & housekeeping tools to be arranged by contractor.
7. There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping & garbage collection activity and transfer collected garbage in designated area.
8. Any new activity related to modification of plant will be consider as normal job activity, Worker should follow this activity without extra payment.
9. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should follow this activity without refusal & extra payment.
10. There is no defined work for any worker everyone should follow area in charge instruction & accordingly work

1. Requirement of manpower:
1 unskilled man power / shift
Total 3 manpower/Day: can be increased or decreased as per Requirement or completely removed if not required any time on Intimation of officer in charge.

Approx.Qty

Contract : 730 Man-days (1*730)

Sub Line Item:3 Unskilled Manpower #Overtime UOM: Per Hour (MAH)

Scope of work:

1. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be consider on normal man- days basis. No overtime will be awarded.
2. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift Incharge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.

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3. Attendance on ISRPL declared paid holidays to be considered as over time

Approx.Qty
Contract :8448 Man hours

Sub Line Item 4: High Skilled Manpower Supervision of Contractual workers and other activities related to day to day management of contractual jobs .

UOM: Per Man-days

Scope of work:

1. Maintain Housekeeping in Finishing Area
2. Communicator between ISRPL team and Contractor.
3. Providing job specific PPEs and tools to the contractual manpower without delay in job.
4. Coordinate with Forklift to shift all Empty bobbins (core) Jumbo bags , waste P.E.Films,/black tops / circular bags .paper bags / thread empty bobbins drums, rubber & waste (Hazardous-Non-hazardous) to designated area.
5. Arrange all empty drums in proper way in scrap yard. In case of any chemical spillage in scrap yard during above activity immediate worker has soak the material with absorbent, clean the area & shift absorbed material to hazardous waste area. All this activity should arrange & coordinate by supervisor only without any delay.
6. Every shift start supervisor should meet to shift in-charge and as per instruction distribute the job to workers and provide manpower status
7. Keeping the record of Attendance & over-time of the contractual manpower and informing & getting it verified from Area In charge & SIC/Panel Engineer.
8. Provide all necessary tools to workers.
9. Supervisor has to take plant round & start housekeeping, cleaning & mopping activity by self-initiative with informing to area in charge.
10. Supervisor has to give proper safety training & instruction to workers for carry out safe job execution.
11. Supervisor has to stay at job location during critical activity.
12. Regularly receive MIV from control room & coordination for shift material from store to 400 area.
13. Ensure receipt of on spec quality RM /Packaging material and return back in case non confirm material received through MRV
14. Ensure sufficient stock of RM/Packaging material prior to Sunday/holiday
15. Maintaining manual stock register for all packaging material
16. Co #ordinate with FLT /Logistic team for box shifting to designated BINS in ware house
17. Co #ordinate with FLT team for empty/filled box shifting to Robot/ware

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house	18. Co #ordinate off line packaging activities by maintaining proper house keeping			
	19. The supervisor will distribute the job of different areas and control the contractual manpower and maintain the man power as communicated through service contract.			
	20. Mobilising the manpower as per the requirement of the plant & as informed from the SIC/ Panel Engineer.			
	21. Extending the previous shift manpower whenever required.			
	22. Ensuring proper relieving of contractual manpower at work location.			
	23. There is no defined area for supervisors, they should work in all plant as per instruction by shift in charge.			
	24. Any new activity related to modification of plant will be consider as normal job activity, Supervisor should this activity without extra payment.			
	25. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Supervisor should this activity without refusal & extra payment.			
	26. Implementing workers should do sweeping by brooms & garbage collection activity and transfer collected garbage in designated area. This activity should initiate by supervisors only.			
	27. Receive material from logistics department through MRV with proper LOT No. to be done by supervisor			

Requirement of manpower:

1 High skilled man power / shift

Total 3 manpower/Day: Can be increased or decreased as per Requirement or completely Removed if not required any time on Intimation of officer in charge

Approx.Qty

Contract : 2190 Man-days (3*730)

Sub Line Item:5 High Skilled Manpower - Overtime

UOM: Per Hour (MAH)

Scope of Work

1. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be consider on normal man-days basis. No overtime will be awarded.
2. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift Incharge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.
3. Attendance on ISRPL declared paid holidays to be considered as over time

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Approx.Qty
Contract :1152 Man hours

Sub Line Item: No-6
Unskilled Manpower # Housekeeping jobs for various Audits like Customer ,
IMS, IATF , OISD, Statutory and other miscellaneous Audits .

UOM: Per Man-day (MAD)

Scope of work:

1. Requirement of this type of manpower solely depends on the decision of officer in charge & Head Production.
2. This manpower is required for limited period only.
3. This type of manpower may be not required in total contract period.
4. Intimation regarding requirement of this manpower would be given 1 or 2 days prior by officer in charge to contractor.
5. Requirement of this type of manpower is temporary (say from 1 day to 1 week maybe).
6. There is no fix job, Workers has to follow instruction of area in charge without any refusal. Following are main activities:

- # Housekeeping
- # Broom & Mopping of packaging area
- # Sweeping
- # Cobweb removal
- # Floor cleaning & mopping
- # Dusting (removal of dust)
- # Shifting of swept material
- # Pit/Trench cleaning.
- # Storm water reservoir/Emergency pond cleaning

Requirement of manpower:

G shift: 5 unskilled manpower per day

Total 5 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

Basis :

For customer Audit/other Audit = 16 days (2 Audit per qtr *2 days per qtr *4 qtr) per year

Approx.Qty

Contract : 160 (16*5*2 years) Man Days

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Sub Line Item: No-7

Manual Repackaging & Inspection. UOM: Per MT

Scope of work

1. Manually re-packing and scooping of white spots/foreign material from loose bales in metal/ wooden boxes as directed w.r.t. quantity and quality.
2. Area housekeeping before and after work must be carried out by the workers themselves
3. Segregation criteria shall be provided by the ISRPL guidelines and quality requirements for segregation.
4. Any type of pack change and repack to be considered as single activity . In case of any confusion /clarity Officer In charge's decision will be final
5. Counting the exact number of bales packed inside each box. Weighment of all the manually re-inspected boxes to noted and recorded in checklist. The record to be provided to area engineer.
6. Handling of loose bales from time to time as and when required.
7. Accountability of used, received and in stock packaging material during manual repacking. Any mismatch in packaging material stock during manual repacking and inspection issued to supervisor shall be deducted from monthly Bill.
8. All the packaging waste generated during repacking and inspection shall be daily collected and handover to area engineer. Time to time cleaning of the area where the operation is carried out. Penalty of 1000 per day shall be imposed to the contractor.
9. Maintaining all safety requirements as applicable in ISRL, including usage of PPE and lifting techniques. However, workers working inside the boxes shall only be wearing socks and no shoes.
10. Work instructions with regards to which bale to be put in exactly in which box shall be followed strictly.
11. Strictly ensure that the re-packed bales are not contaminated in any way with dust/ moisture or any other foreign contaminant.
12. Provision of new barcode sticker to replace the old/damaged sticker.
13. Supervise the job strictly to ensure worker discipline with regards to the above.
14. Receive material from logistics department through MRV with proper LOT No. to be done by supervisor.
15. Follow the instructions from area engineer for how to segregate bales, which bale to be segregated & bale to be put in exact box. Daily report for the manual inspected material to be submitted to area engineer.
16. Decision of Officer In-charge shall be final for the Quantity of repacked and material handled and any unusual or any type specific packing required by customer .



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(Joint Venture of Indian Oil, TSRC- Taiwan)

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Approx.

Contract : 6,000 MT

Sub Line Item: No-8

Manual Paper Packaging. UOM: Per MT

Scope of work:

1. Taking out each bale from boxes and packing manually in paper bag as per the SOP.
2. Any type of pack change and repack to be considered as single activity . In case of any confusion /clarity Officer In charge's decision will be final
3. Pasting of paper bag sticker as per the lot being paper bagged and ensuring the same.
4. Stitching the mouth of paper bags with portable sewing machine. Portable bag closure machine shall be provided by Contractor.
5. Counting the exact number of bales packed inside each box. Weighment of all the manually re-inspected boxes to noted and recorded in checklist. The record to be provided to area operator
6. Accountability of used, received and in stock packaging material during manual repacking. Any mismatch in packaging material stock during manual paper packing issued to supervisor shall be deducted from monthly Bill.
7. All the packaging waste generated during repacking and inspection shall be daily collected and handover to area engineer. Time to time cleaning of the area where the operation is carried out. Penalty of 1000 per day shall be imposed to the contractor.
8. Filling of paper bagged lots into metallic boxes (GPS-5/Good pack/metal Box). Each box should be stuffed with 30 bales. Lesser bales shall be accepted in a box only when a lot is completely exhausted. All boxes shall be weighed manually & the weight slip shall be pasted on the box. The barcode labels shall be pasted on these boxes after being taken out from the original packaging.
9. Sticker containing correct LOT NUMBER shall be manually pasted on the

Regd. Office: 10th Floor, Core 2, Scope Minar, District Centre, Laxmi Nagar, Delhi #92. Tel. :+91-11- 43130000 Fax: +91-11-43130007

Corporate Office: 1st Floor, IGL Complex, Plot No. 2B, Sector 126, Noida-201304, U.P. Tel. :+91-120- 4871000 Fax: +91-120-4871030

Plant Address: Opposite Naptha Cracker Polymer Terminal Gate, P.O.: Panipat Refinery, Panipat-132140, Tel.: +91-180-252-9100 & Fax: +91-180-252-9138

Tax Details: GST No.: 06AACCI3980J1ZE PAN No.: AACCI3980J Corporate Identity Number: U25190DL2010PTC205324

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paper bag in completely legible manner. Under no circumstances shall any lot or grade be mixed with another. The Contractor shall otherwise be liable to any re-work/ damages to ISRPL property during performance of the job.

10. All equipment's, like, thread spools, hand held sewing machine, markers and their repair and maintenance thereof shall be Contractor's responsibility.

Approx.Qty

Contract: 36,000 MT

The item covers the following services:

10	10004996	15,330	MAD
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Unskilled manpower in Packaging section

Packing In Metal Box and paper bags UOM : Man days

*** Metal box may be Good Pack , GPS 5 and Chinese Box

Scope of work:

1. Good pack box/ Metal /wooden box preparation as per SOP & instruction from packaging Bar code operator /SIC
2. Cleaning of allocated work area with BROOM and housekeeping tools.
3. Placing and replacing of P.E.Film rolls on/from Film wrapping machine holder
4. Housekeeping, 5s and production management. All the packaging material housekeeping, 5s to be maintained. Shift wise floor mopping of Box preparation area. Shift wise floor mopping near PE film wrapping area, paper bagging area, Robot packing area. Off-spec and On-spec storage area.
5. Installation of bottom black PE film in the each good pack box preparation.
6. Installation of circular black PE film in the each good pack box preparation.
7. Top black PE film provision in the each good pack box preparation after Finished Product filling.
8. Top transparent PE film cap provision on the each good pack box preparation.
9. Cleaning of Good pack/GPS5/Metal box having Carbon black, other labels and any foreign material available inside and outside surface of the Good Pack/Metal/GPS5 Box before box preparation. Removal of Dust, old sticker, cleaning tools and safety items from empty and filled Good pack/metal/GPS5 Box.
10. Good pack/GPS5/metal box inspection segregation and return of damaged boxes to stores on daily basis.
11. Shifting of prepared empty good pack boxes to manual or robot conveyor system at designated location.
12. Refilling of online printer ink in printing machine of paper bagging

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Item	Service	Quantity	UoM	Delivery date
	machine printer and bale printer. 13. Repacking of any damaged box during manual and robot packing. Due to improper handling and preparation of good pack. No repacking cost shall be paid for such repacking. 14. Accountability of used, received and in stock packaging material. Daily Packaging material stock (Circular bag, Top and Bottom PE film cover, Paper Bag) recorded data should be provided to barcode operator. 15. Any mismatch in daily packaging material with daily production w.r.t packaging material issued to supervisor shall be deducted from monthly Bill. Penalty of original cost packaging material difference Plus 25% shall be imposed and deducted from Contractor in monthly bill. 16. Provide support to record of tare weight, net weight and rechecking of empty/filled box at 2 MT weigh scale during robot and manual packing. To provide the recorded data to barcode engineer. 17. Provide support to record of individual good pack box no., Skid no., Lot no., Blend no: and sticking of barcode generated sticker for each box for On-spec/Off-spec material. To provide recorded data to barcode Engineer. 18. Shifting of filled good pack boxes from manual or robot conveyor system to product warehouse. 19. Rechecking of packed material for segregation and weight deviations. 20. Return of any nonstandard bales and non-conformation bales to check man location for repacking. Bales shifting SS trolley to be provided by contractor. 21. Segregation of off spec and on spec. Material during robot and manual operation. 22. Weighing and provision of sticker along with date of production, lot number and keeping them at designated place for On-spec/Off-spec material. 23. Weighing and provision of sticker along with date of production and keeping them at designated place for dry scrap material. 24. Repacking of material in case of any discrepancy observed in packaging material. No additional payment shall be for such material and officer in-charge decision shall stand final. 25. Bale traffic management downstream of film wrapping system. 26. Cleaning of Equipment's downstream of film wrapping system. 27. Manual shifting of bales from one box to another if & when required. 28. Helping the fork lift operators to place the bag on trucks for scrap rubber and other non rubber scrap material / sludge transportation 29. Hazardous waste & scrap shifting from plant to designated area. 30. There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping by brooms & garbage collection activity and transfer collected garbage in designated area. 31. Any new activity related to modification of plant will be consider as normal job activity, Worker should follow this activity without extra payment.			

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Item	Service	Quantity	UoM	Delivery date
32.	Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should this activity without refusal & extra payment.			
33.	There is no defined work for any worker everyone should follow area in charge instruction & accordingly work.			
34	Cleaning of allocated work area with BROOM			
35	Packaging of different grade material in online paper system.			
36	Stitching of paper bag manually with portable stitching machine provided by contractor in case of problem with automatic paper bagging machine.			
37	Housekeeping, 5s and production management. All the packaging material housekeeping, 5s to be maintained. Shift wise floor mopping of Box preparation area. Shift wise floor mopping near PE film wrapping area, paper bagging area, Robot packing area. Off-spec and On-spec storage area.			
38	Ensuring of good condition of paper bags during paper bagging. Loading of empty paper bags in paper bag car in bagging machine.			
39	Ensuring of lot no: and Grade printing on paper bags downstream of stitching. machine. Any defect such as unprinted Lot No. and Grade on paper bag shall be repacked immediately by the contract worker. No additional payment shall be paid by ISRPL to contractor. Refilling of online printer ink in printing machine paper bagging machine printer. and bale printer.			
40	Manual Stamping/sticker provision of Grade and Lot No. on the paper bag shall be done by contract worker on failure of online printing machine. No additional payment shall be paid by ISRPL to contractor.			
41	Ensure Proper online thread stitching of paper bag with finished Product. Any Defect in online paper bagging stitching shall be stitched with Portable sewing machine by Contract manpower immediately. Portable Sewing machine shall be provided by Contractor. No Additional payment shall be done to contractor for such packing.			
42	Filling of stitched paper bags in GPS-5/wooden box/ good pack/ china box as per requirement manually or by robot packaging.			
43	Cleaning of Good pack/GPS-5/Wooden Box/Metal bax having Carbon black, other labels and any foreign material available inside and outside surface of the Good Pack Box before box preparation. Dust removal, Removal old sticker, cleaning tools and safety items from empty and filled Good pack/wooden/metal/GPS5/ or any type of metal / Wooden Box.			
44	Accountability of used, received and in stock packaging material. Daily Packaging material stock (Circular bag, Top and Bottom PE film cover, Paper Bag) recorded data should be provided to barcode operator.			
45	Manual packing of bales in Good pack boxes/GP-5/Chinese boxes in case of failure/Maintenance of Robot/ Bale Conveyor systems.			
46	Any mismatch in daily packaging material with daily production w.r.t packaging material issued to supervisor shall be deducted from monthly Bill. Penalty of original cost packaging material difference Plus 25% shall be imposed and deduced from Contractor in monthly bill.			

Contact Address:

Opposite Naptha Cracker Polymer Terminal Gate.
P.O.: Panipat Refinery, Panipat-132140
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Item	Service	Quantity	UoM	Delivery date
20	10004997	730	MAD	
	Unskilled manpower for Housekeeping			
	Unskilled Manpower- Sweeper for regular			
	UOM = Per man-days			
	Scope of work			
	1. Sweeping of plant floor,equipment top , hand , below kenmac conveyer bottom Tank area dyke, Roads sides, scrap yard area, Box warehouse & entire Finishing building,			
	2. Mopping of finishing area epoxy coating floor once in a shift .			
	3. Sweeping of area as per requirement & instructed by area in charge & shift in charge.			
	4. Removal of cobwebs.			
	5. Swept material or garbage filling in proper bags & shifting to designated area.			
	6. Tools required for sweeping, mopping & housekeeping tools to be arranged by contractor.			
	7. There is no defined area for workers, everyone should work in all plant area as per instruction by shift in charge. All workers should do sweeping & garbage collection activity and transfer collected garbage in designated area.			
	8. Any new activity related to modification of plant will be consider as normal job activity, Worker should follow this activity without extra payment.			
	9. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Worker should follow this activity without refusal & extra payment.			
	10. There is no defined work for any worker everyone should follow area in charge instruction & accordingly work			
	Requirement of manpower:			
	1 unskilled man power / shift			
	Total 3 manpower/Day: can be increased or decreased as per Requirement or completely removed if not required any time on Intimation of officer in charge.			
30	10004998	8,448	MAH	
	Unskilled manpower pckaging section OT			
	Unskilled Manpower #Overtime UOM: Per Hour (MAH)			

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Item	Service	Quantity	UoM	Delivery date
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Scope of work:

1. If any worker overstays due to shortage of allotted manpower (unavailability of reliever) as per contract, it will be consider on normal man- days basis. No overtime will be awarded.
2. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift Incharge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.
3. Attendance on ISRPL declared paid holidays to be considered as over time

40	10004999	2,190	MAD
High Skilled Manpower Packaging section			

High Skilled Manpower Supervision of Contractual workers and other activities related to day to day management of contractual jobs .

UOM: Per Man-days

Scope of work:

1. Maintain Housekeeping in Finishing Area
2. Communicator between ISRPL team and Contractor.
3. Providing job specific PPEs and tools to the contractual manpower without delay in job.
4. Coordinate with Forklift to shift all Empty bobbins (core) Jumbo bags , waste P.E.Films,/black tops / circular bags .paper bags / thread empty bobbins drums, rubber & waste (Hazardous-Non-hazardous) to designated area.
5. Arrange all empty drums in proper way in scrap yard. In case of any chemical spillage in scrap yard during above activity immediate worker has soak the material with absorbent, clean the area & shift absorbed material to hazardous waste area. All this activity should arrange & coordinate by supervisor only without any delay.
6. Every shift start supervisor should meet to shift in-charge and as per instruction distribute the job to workers and provide manpower status
7. Keeping the record of Attendance & over-time of the contractual manpower and informing & getting it verified from Area In charge & SIC/Panel Engineer.
8. Provide all necessary tools to workers.
9. Supervisor has to take plant round & start housekeeping, cleaning & mopping activity by self-initiative with informing to area in charge.
10. Supervisor has to give proper safety training & instruction to workers for carry out safe job execution.
11. Supervisor has to stay at job location during critical activity.
12. Regularly receive MIV from control room & coordination for shift material from store to 400 area.

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Item	Service	Quantity	UoM	Delivery date
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13. Ensure receipt of on spec quality RM /Packaging material and return back in case non confirm material received through MRV
14. Ensure sufficient stock of RM/Packaging material prior to Sunday/holiday
15. Maintaining manual stock register for all packaging material
16. Co #ordinate with FLT /Logistic team for box shifting to designated BINS in ware house
17. Co #ordinate with FLT team for empty/filled box shifting to Robot/ware house
18. Co #ordinate off line packaging activities by maintaining proper house keeping
19. The supervisor will distribute the job of different areas and control the contractual manpower and maintain the man power as communicated through service contract.
20. Mobilising the manpower as per the requirement of the plant & as informed from the SIC/ Panel Engineer.
21. Extending the previous shift manpower whenever required.
22. Ensuring proper relieving of contractual manpower at work location.
23. There is no defined area for supervisors, they should work in all plant as per instruction by shift in charge.
24. Any new activity related to modification of plant will be consider as normal job activity, Supervisor should this activity without extra payment.
25. Any new activity related to new equipment ,vessel & Tank installed during contract period will be consider as normal job activity, Supervisor should this activity without refusal & extra payment.
26. Implementing workers should do sweeping by brooms & garbage collection activity and transfer collected garbage in designated area. This activity should initiate by supervisors only.
27. Receive material from logistics department through MRV with proper LOT No. to be done by supervisor

Requirement of manpower:

1 High skilled man power / shift

Total 3 manpower/Day: Can be increased or decreased as per Requirement or completely Removed if not required any time on Intimation of officer in charge

50 10005000 1,152 MAH
High Skilled Manpower Packaging sec OT

High Skilled Manpower - Overtime

UOM: Per Hour (MAH)

Scope of Work

1. If any worker overstays due to shortage of allotted manpower

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(unavailability of reliever) as per contract, it will be consider on normal man-days basis. No overtime will be awarded.
2. Apart from fulfilment of scheduled manpower, if officer in charge/ Shift Incharge has raised requirement for overstay of manpower, then only overtime will be considered. The above said overtime to be dully filled and to be approved and signed by officer in charge/Shift in charge who has raised the requirement along with the reason mentioned against it.
3. Attendance on ISRPL declared paid holidays to be considered as over time

60	10005001	160	MAD
Unskilled for Audit housekeeping			

Unskilled Manpower # Housekeeping jobs for various Audits like Customer , IMS, IATF , OISD, Statutory and other miscellaneous Audits .

UOM: Per Man-day (MAD)

Scope of work:

1. Requirement of this type of manpower solely depends on the decision of officer in charge & Head Production.
2. This manpower is required for limited period only.
3. This type of manpower may be not required in total contract period.
4. Intimation regarding requirement of this manpower would be given 1 or 2 days prior by officer in charge to contractor.
5. Requirement of this type of manpower is temporary (say from 1 day to 1 week maybe).
6. There is no fix job, Workers has to follow instruction of area in charge without any refusal. Following are main activities:

- # Housekeeping
- # Broom & Mopping of packaging area
- # Sweeping
- # Cobweb removal
- # Floor cleaning & mopping
- # Dusting (removal of dust)
- # Shifting of swept material
- # Pit/Trench cleaning.
- # Storm water reservoir/Emergency pond cleaning

Requirement of manpower:

G shift: 5 unskilled manpower per day

Total 5 manpower/Day: can be increased or decreased as per requirement or completely removed if not required any time on intimation of officer in charge.

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Item	Service	Quantity	UoM	Delivery date
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70 10005002 6,000.000 MT
Packing-Manual Repackaging & Inspection

Manual Repackaging & Inspection. UOM: Per MT

Scope of work

1. Manually re-packing and scooping of white spots/foreign material from loose bales in metal/ wooden boxes as directed w.r.t. quantity and quality.
2. Area housekeeping before and after work must be carried out by the workers themselves
3. Segregation criteria shall be provided by the ISRPL guidelines and quality requirements for segregation.
4. Any type of pack change and repack to be considered as single activity . In case of any confusion /clarity Officer In charge's decision will be final
5. Counting the exact number of bales packed inside each box. Weighment of all the manually re-inspected boxes to noted and recorded in checklist. The record to be provided to area engineer.
6. Handling of loose bales from time to time as and when required.
7. Accountability of used, received and in stock packaging material during manual repacking. Any mismatch in packaging material stock during manual repacking and inspection issued to supervisor shall be deducted from monthly Bill.
8. All the packaging waste generated during repacking and inspection shall be daily collected and handover to area engineer. Time to time cleaning of the area where the operation is carried out. Penalty of 1000 per day shall be imposed to the contractor.
9. Maintaining all safety requirements as applicable in ISRL, including usage of PPE and lifting techniques. However, workers working inside the boxes shall only be wearing socks and no shoes.
10. Work instructions with regards to which bale to be put in exactly in which box shall be followed strictly.
11. Strictly ensure that the re-packed bales are not contaminated in any way with dust/ moisture or any other foreign contaminant.
12. Provision of new barcode sticker to replace the old/damaged sticker.
13. Supervise the job strictly to ensure worker discipline with regards to the above.
14. Receive material from logistics department through MRV with proper LOT No. to be done by supervisor.
15. Follow the instructions from area engineer for how to segregate bales, which bale to be segregated & bale to be put in exact box. Daily report for the manual inspected material to be submitted to area engineer.
16. Decision of Officer In-charge shall be final for the Quantity of repacked and material handled and any unusual or any type specific packing required by customer .

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Item	Service	Quantity	UoM	Delivery date
80	10005003 Packing-Manual Paper Packaging	36,000.000	MT	
Manual Paper Packaging. UOM: Per MT Scope of work: 1. Taking out each bale from boxes and packing manually in paper bag as per the SOP. 2. Any type of pack change and repack to be considered as single activity . In case of any confusion /clarity Officer In charge's decision will be final 3. Pasting of paper bag sticker as per the lot being paper bagged and ensuring the same. 4. Stitching the mouth of paper bags with portable sewing machine. Portable bag closure machine shall be provided by Contractor. 5. Counting the exact number of bales packed inside each box. Weighment of all the manually re-inspected boxes to noted and recorded in checklist. The record to be provided to area operator 6. Accountability of used, received and in stock packaging material during manual repacking. Any mismatch in packaging material stock during manual paper packing issued to supervisor shall be deducted from monthly Bill. 7. All the packaging waste generated during repacking and inspection shall be daily collected and handover to area engineer. Time to time cleaning of the area where the operation is carried out. Penalty of 1000 per day shall be imposed to the contractor. 8. Filling of paper bagged lots into metallic boxes (GPS-5/Good pack/metal Box). Each box should be stuffed with 30 bales. Lesser bales shall be accepted in a box only when a lot is completely exhausted. All boxes shall be weighed manually & the weight slip shall be pasted on the box. The barcode labels shall be pasted on these boxes after being taken out from the original packaging. 9. Sticker containing correct LOT NUMBER shall be manually pasted on the paper bag in completely legible manner. Under no circumstances shall any lot or grade be mixed with another. The Contractor shall otherwise be liable to any re-work/ damages to ISRPL property during performance of the job. 10. All equipment's, like, thread spools, hand held sewing machine, markers and their repair and maintenance thereof shall be Contractor's responsibility.				

Submission of offer:

The offers shall be submitted under two part bidding system. The Part 1 shall be Techno-Commercial Un-priced bid and Part 2 shall be priced bid.

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Part 1 Techno-Commercial/ Un-priced bid: Techno-Commercial Un-priced bid either to be sent in email to undersigned(varinder.kumar@isrpl.co.in) or by post / hand in a separate envelope.

Part 2 Priced bid: Priced bid either to be sent in email to offer@isrpl.co.in without marking copy of the mail to anyone or by post / hand in a separate envelope clearly super scribing on top of envelope "PRICE PART - DO NOT OPEN" to the undersigned only. Priced bid shall contain all the details together with the price. Priced bid should be on company's official letterhead, duly signed by the competent authority and company's official seal affixed on all pages. No condition or stipulation shall be taken in this part. The Bidder should quote in words and figures and also to work out the total amount of the RFQ/tender.

In case of submitting the bid by post (DTDC / First Flight) or by hand, the Techno-Commercial Un-priced bid envelope and Priced bid envelope shall be enclosed in Third envelope super scribing tender no., subject and due date. The full name, address and contact numbers of the bidders shall be written on the bottom left hand corner of all sealed envelopes. Bid shall be submitted to the following address.

Manager - Materials
Indian Synthetic Rubber Private Limited
Plant Address:
Opp. IOCL Naptha Cracker Polymer Terminal Gate
Village Baljattan, Panipat Refinery
Panipat: 132140, Haryana, India

Techno-Commercial Un-priced bid shall be submitted as per following guidelines.

"Techno-Commercial Un-priced bid shall contain all details of the tender viz. specifications, delivery schedule and other commercial terms and conditions except price.

The "Techno-Commercial Un-priced bid" should not contain any prices or indication thereof in any manner whatsoever.

1. Bidder details for Income Tax, GST, PF, and ESI as per RFQ Annexure-I
The Vendor must not have defaulted under any of the applicable Acts like, Income Tax, GST Act, PF & ESI Act or any other Act which as per the nature of contract is required (Declaration/Return Copies to be furnished).

2. List of reputed clients (either Petrochemicals Companies or Refineries or Big Process Plant) with whom you have executed major similar nature of jobs with copies of Contracts in last Five (5) Years as per RFQ Annexure-II. If required, ISRPL may visit works of few of your reputed clients. Please mention if there is any overrun of schedule and reasons thereof.

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3. Details of present commitment of the bidders as per RFQ Annexure-III

4. List of Tools, Tackles, Equipment's required to perform this work & presently available with as per RFQ Annexure-IV

5. Statements of audited accounts for the last three (3) years as per RFQ Annexure-V

6. Deviation (if any) as per RFQ Annexure-VI.

7. PAN Card & Service tax Registration Copy.
Prospective site organization chart for this Job with details of Manpower with relevant qualification & experience.

Bank Solvency Certificate with name and address of your Official Bankers.

Information of current litigation (if any).

Memorandum of understanding (MOU)/Agreement in case of a partnership firm and also the names of the partners.

Registration under shops and establishment act.

PF and ESI/Workman Compensation Policy.

List of authorized signatories along with copies of signature(s).

All supporting documents to validate Technical Qualification Sheet attached herein.

8. Stamped and signed copy of this RFQ.

9. Stamped and signed copy of GCC.

Earnest Money Deposit: The amount of EMD is Rs 2 Lac which to be submitted along with Techno-Commercial Un-priced bid (on and before the last date of submission of offer). EMD shall be accepted in the form of pay order or Demand Draft or BG (format enclosed). Demand Draft or Pay Order shall be made in favour of "Indian Synthetic Rubber Private Limited" payable at Panipat. EMD of unsuccessful bidders will be returned upon award of Contract. However, EMD of the successful Bidder will be returned upon the Bidder executing the Contract, and furnishing the Security Deposit as specified in the General Conditions of Contract.

Pre-Bid Meeting: If required, you may contact the undersigned for Pre-Bid Meeting for any clarifications regarding Scope of Work, Schedule of Rates, Site conditions or any other queries with prior appointment from undersigned.

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In case of violating the above submission procedure, offer shall be liable for rejection.

ISRPL take no responsibility for delay, loss or non-receipt of bid documents sent by post or courier. Fax offers shall not be accepted.

Enclosures:

1. Annexure I - Records of Bidder
2. Annexure II - Details of Similar Jobs Executed
3. Annexure III - Present Commitments of Bidder
4. Annexure IV - Details of Tools and Tackles
5. Annexure V - Statement of Audited Accounts of Last Three Years
6. Annexure VI - Deviations if any
7. Format for Price BID / Schedules of Rates (SOR)
8. General Condition of Contracts of ISRPL

The bid shall be submitted in the manner described in Terms & Conditions in the tender and as per General Conditions of Contract enclosed.

Terms and Conditions:

1.0-Site Particulars:

The intending bidder shall be deemed to have visited the site and familiarized himself with the site conditions before submitting the tender. Non-familiarity with site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the drawings and specifications. For site visit, the tenderer may contact representative of ISRPL at plant office of INDIAN SYNTHETIC RUBBER COMPLEX. Quotations to be submitted by the intending tenderers after being satisfied in all respect about the labour conditions including applicable labour wages and benefits for the work force deployed/to be deployed by the Contractor(s)/ subcontractor(s) in the premises of the Company at Panipat. The Company shall not entertain any requests or complaints whatsoever on such account.

For manpower based contract:

#Minimum wage rates Consideration: Manpower rates will be fixed on the basis of Latest minimum wage rates (As attached as Annexure) for various categories of Labour. Contractor to quote their profit margin & overhead only. Any other labour benefits which agency needs to disburse to their labours may be included in profit margin & overhead only. In case of any increase in the minimum wage rates as per the Government of Haryana notification, rates will be revised for the impact in minimum wage rates and dependent components only and the profit margin/service charges/ Overhead charges will remain fix for complete contract period".

2.0-Validity of Offer:

Offers shall remain valid for acceptance for four Months from the last date of submission of offers, and if accepted, shall remain valid till completion of work. During the validity of the bid, Bidder shall not modify his bid in

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any way, unless requested by owner in writing. If required, owner may request for extension of validity. ISRPL also reserve its right not to accept the lowest bidder if in its opinion this would not be in the interests of the purchase.

2.1-Price Negotiation: Negotiations will not be conducted with the bidders as a matter of routine. However, Company reserves the right to conduct negotiations. ISRPL reserves the right to accept the bids as it is or negotiate with one or all vendors keeping ISRPL's best interest in mind and depending on # i) Number of bidders who are qualified as per TQC and FQC; ii) Opportunity in improved competitiveness based on reasonability and relative position in price bids; iii) workability of quoted prices; and any other consideration relevant to the contract.

It may please be noted that during or after negotiation, contractor cannot increase their rates (i.e. upward revision) wrt to initial quotes rates. In case of violation, ISRPL reserve the right to forfeit the EMD amount submitted to us along with the offer.

2.2-Price Bid Conditions

1. **Price Variation Clause:** Parties asking for price variation clause in the tenders have to quote a ceiling for price escalation clause. Tenders without any ceiling may be rejected. However, well defined and workable price variation clause can be established, the same can be provided in the tender.

2. Other Commercial Terms:

- * **Freight components:** When vendor does not mention freight component , the same shall be considered as #nil".
- * **Taxes & Duties :** When vendor does not mention Taxes & Duties, the same shall be considered as Borne by vendor .
- * **Inspection charges :** When vendor does not quote inspection charges in spite of having been stipulated in the tender document to indicate inspection charges, the same shall be considered as #nil".
- * **Component/spares/ accessory:**If a vendor doesn't quote for some component/spares/ accessory specifically indicated in the tender for consideration alongwith equipment, the same shall be considered #free supply"
- .
- * **Performance Bank Guarantee:** In case bidder does not agree to submit PBG as per tender requirement, their offer will be loaded with 10% of their basis cost of material. In case PBG is agreed for less than 10%, loading shall be for the differential.
- * Any condition taken by the tenderers having impact of contingencies e.g. interpretation of tax laws and/ or imposition of new levies etc. should be separately mentioned in Priced Bid.

3.0-Deviations to Tender Stipulations:

No deviations shall be acceptable on the following tender provisions.

- a) Defect Liability period and latent defects

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- b) Termination
- c) Schedule of Rates

Bidder shall quote strictly based on the terms and conditions in the RFQ documents and not stipulate any deviations. However unavoidable, deviations shall be listed separately as per RFQ Annexure-VI.

4.0-Taxes and Duties:

The prices shall be exclusive of GST but inclusive of all applicable statutory taxes & duties and will be remains firm & fixed for entire period of contract. GST will be paid extra at actual within the contractual delivery date. Any increase in the rates of GST beyond the contractual completion date or approved extended contractual completion time will be borne by ISRPL to the extent ITC documents passed on to ISRPL and ISRPL is in a position to get the ITC claim from the TAX authorities. However, the benefit of any reduction must be passed on to ISRPL. Vendor must provide all the information required for availing the GST credit to the buyer promptly, in case of failure to provide the information and resulting in loss of GST credit to the buyer, the vendor will reimburse the GST amount along with applicable interest & penalty to the buyer.

5.0-Tax Deduction:

All necessary & statutory tax shall be deducted from your bill amount at the rate prevailing during the time of payment and necessary TDS certificate shall be given to you.

6.0-Payment Terms:

Payment shall be made monthly RA bills by crossed cheque (A/c Payee) within 60 days from the date of receipt of certified bills after deducting Income tax & any other taxes at source at the rates prevailing at that time. In case of different payment terms, suitable loading will be done as per ISRPL Norms.

6.1 MSME Eligibility: Supplier to provide the MSME declaration (if any) with MSME / UDYAM registration with annual turnover for creating/updation of ISRPL vendor registration records.

7.0 Splitting of Order: ISRPL reserves the right to split the procurement quantity between two or more suppliers, in any proportion at its sole discretion with maximum share to L1.

8.0 Price Reduction schedule for delayed Job completion:

The date of Job completion as stipulated above shall be deemed to be the essence of the agreement. For any delay in Job Completion or part there of beyond the Job completion date stipulated, the vendor shall be liable to pay compensation @0.5%contract value per week of delay subject to a maximum of 5% of the contract value.

9.0 Idle Labour

Whatever the reasons may be, no claim for idle labour, additional

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establishments cost of hire and labour charges of tools and plants would be entertained under any circumstances.

10.0 Clearing Site on Day to Day Basis / on Completion:

On completion of the works the contractor shall clear away and remove from the site all surplus materials, rubbish and temporary works of every kind and leave the whole of the site and the works clean and in a workman like condition to the satisfaction of the Employer.

11.0 Dismissal of Workmen:

The contractor shall on the request of the Employer immediately dismiss from works and remove from site any persons employed thereon by him, who will in opinion of the Employer, be unsuitable or incompetent or who misbehaves. Such discharges shall not be the basis of any claim for compensation or damages against the Employer or any of their officer or employee.

12.0 Personal Protective Equipment:

Contractors have to provide all-necessary personal protective equipment's such as helmet, safety shoes, safety goggles & hand gloves etc. to their labours.

13.0 Safety and work permit:

Contractor shall have to strictly adhere to all the safety rules of ISRPL and always work with proper permit from the operational department.

14.0 Safety regulations:

You shall have to follow all the safety rules and regulations followed by ISRPL and also to ensure that your workers are well equipped with safety shoes and helmets and all other safety appliances required during the execution of the work.

15.0 Penalty for violating safety rules & procedures :

15.1 In case of different types of injuries:

- a) First Aid Case (FAC) - Rs. 2000 per incident per person
- b) Medical Treatment case (MTC) - Rs. 4000 per incident per person
- c) Restricted Work Case (RWC) - Rs. 8000 per incident per person

For any subsequent recurring issues, the penalty will be doubled for each case.

The above penalties will be independent of any statutory penalties and/or other action against the service contractors.

Methodology for identification of violation of safety rules and regulations and recovery of penalty:

1. ISRPL's Occupational Health Centre (OHC) will declare any injury as First Aid Case (FAC), Medical Treatment Case (MTC), Restricted Work Case (RWC), Loss Time Injury (LTI) & (Fatality) FLT.

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2. Investigation will be carried out within 24 hours by ISRPL's safety team. For major accidents (LTI / FLT) a cross functional investigation team will be formed by management.

3. ISRPL's Team Leader (TL) - Safety will check the nature & cause of such unsafe act or unsafe condition and whether contractor or contract workers are responsible or not.

4. Finance Department will deduct money from the Bills of the Contractor on the certification / confirmation of the ISRPL's Head - HSEF.

5. For violation of any safety rules and for unsafe act safety personnel at site will issue a penalty slip to the contractor representative at site with a copy to Team Leaders and Finance dept.

6. Contractor representative will have to sign in the penalty slip.

Penalty for violating safety rules & procedures:-

Penalties for Violation / Non-adherence of safety procedures and practices of ISRPL:

Violation of applicable Safety, Health and Environment related norm a penalty of Rs.5000/per occasion.

Violation as above resulting in any physical injury, a penalty of 0.5% of the contract value or Rs.1,00,000 whichever is more per injury in addition to Rs.5000/per occasion as in item 1.

Fatal accident, a penalty of 1% of the contract value or Rs.5,00,000 whichever is more per incident per person in addition to Rs.5000/per occasion as in item 1.

The amount so collected from the contractor as per above clauses shall be disbursed to the affected person / his family members by the company.

The vendor is advised to take appropriate insurance policy for the effective implementation of the above penalty provision.

In case of accidents depending on the seriousness of injury etc. in addition to the hospitalization / Treatment charges and Group insurance amount, compensation shall be paid by the vendor to the affected person / his family members in presence of Head # HR & Admin /Engineer-in-charge as per Workmen Compensation Act.

16.0 Labour Laws & Regulations:

Contractors will have to comply & abide all the Labour laws prevalent/relevant as per the Government guidelines from time to time. It will be the responsibility of contractor at time of inspection by the labour authority to submit the proof of documents and take clearance & certificate of compliance from the authority at time of inspection or when called-for by the labour authority/ISRPL.

All the labour laws will be applicable to contractor as per the rules/guidelines of law from the date of inception. Contractor will have to

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submit the relevant compliance certificates as per ISRPL requirement. To name few (Other laws not mentioned will also be applicable, if as per law advised to do so), labour laws are mentioned below:-

16.1 Contract Labour (Regulation & Abolition) Act 1970:

Contractor shall obtain necessary labour license from Licensing Authority under the "Contract Labour (Regulation & Abolition) Act 1970" and central rules made there under.

16.2 Provident Fund:

The provisions of the EPF & MP Act, 1952 and rules/Scheme framed there under shall be applicable to the eligible contractor and his eligible employees to be engaged for this job. The contractor shall furnish the code no. allotted by RPFC Authority to the Engineer -in-charge. For this purpose, the contractor is liable to submit copy of each wage sheet & challan showing PF deposit with each bill to the Engineer-in-charge duly signed. Upon failure of the contractor to do so the ISRPL shall be entitled to deduct applicable labour emoluments as Indemnity amount and shall be released only upon submission of related documents as proof of PF compliance in respect of the employees to be engaged by contractor for this job.

16.3 ESI Scheme:

Contractor shall also comply with the provisions of the ESI ACT, 1948 and Rules framed there under in respect of your workers to be engaged for this job you shall obtain ESI Code No. from the local ESI Authorities for the said purpose and furnish the Code No. allotted by ESI authorities to the Engineer-in-charge before starting the job.

17.0-Statutory Documents:

17.1 Half Yearly Return under Contract Labour (R&A) Act:

Xerox copies of Form XXIV mentioned under Contract Labour (R&A) Act, need to be submitted along with the bills for services rendered in January and July every year.

17.2 Other Documents:

Other documents that may be required to be produced would be communicated from time to time based on statutory requirements subject to subsequent amendments.

18.0 Maintenance of Leave & Attendance data:

All leave and attendance data pertaining to the personnel to be deployed by the Contractor to carry out the assigned jobs need to be maintained and controlled by the Contractor himself.

19.0 Insurance Cover for Workmen:

The contractor shall obtain adequate insurance policy in respect of his

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workmen to be engaged for the work towards compensations as admissible under the Workmen's Compensation Act, 1923 and Rules framed there under upon death /disablement of a worker and the same has to be produced to the Engineer-in-charge before start of the work.

In case any person deployed by you or by agencies who have been engaged by you for the execution of this contract suffers work injury or complains of illness within the Plant or in the presence of other ISRPL personnel on duty, the concerned person may be treated by the available medical / Para medical personnel who have been deployed by the Company. Subsequently, subject to the decision and guidance of the Company's Medical Officer, the concerned person may be hospitalized.

In such cases and in the absence of your authorized representatives or of the concerned agencies, all expenses related to the initial treatment and / or hospitalization expenses shall be borne by ISRPL and may be subsequently recovered from your bills. However, ISRPL will arrange to communicate such events to you through any of your personnel or any other suitable medium at the earliest possible opportunity. Once you or your agency takes charge of the situation all relevant medical documents (that had so far been generated) related to the case shall be duly handed over to you to enable you to claim insurance benefits, if any. In such events, all decisions taken by the Company's Medical Officer, related to the treatment and / or hospitalization of the patient may be considered to be final and binding on all concerned.

20.0 Site organization:

Contractor should have adequate manpower, equipment, tools and tackles to carry out the job. Bidders are advised to submit the proposed minimum site organization chart and the list of minimum equipment, tools and tackles they are going to maintain at site including the list of equipment's owned by the bidder. However this does not absolve the contractor of his responsibility to mobilize more manpower, equipment, tools and tackles as required to carry out the work. Contractor has to provide adequate skilled worker required for the job including supervisory worker.

21.0 Environment / Sustainability / PESO / OISD /Government Safety Related Regulations: Supplier has to follow all the Environment / PESO / OISD / Government Safety / Statutory related rules and regulations amended from time to time. The supplier has to meet the requirements of ISO 14000 and ISO 45001 etc.

ISRPL Environment Policy is to Protect, Utilize and manage our Natural resources in order to prevent Pollution and to continually improve the air breathe, the water we drink, and the earth we inhabit.

The Supplier must review and report to the Customer on further opportunities to improve environmental sustainability outcomes and increase use of Recycled Content over the term of the Contract as opportunities arise and at regular

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intervals.

- a. Set and publicly commit to net-zero value chain greenhouse gas (GHG) emissions aligned with Indian Govt. / SBTi guidelines.
- b. Suppliers are encouraged to have their science-based targets verified by SBTi.
- c. Set a goal to operate at 100% renewable electricity and declare the targeted timeline.
- d. Set a goal to operate at 100% renewable energy and declare the targeted timeline.
- e. Work with your supply base to establish climate targets to reduce GHG emissions coming from your supply chain.

22.0 STATUTORY & HR COMPLIANCES TO BE FOLLOWED /OBSERVED BY CONTRACTOR:

To observe Statutory Compliances towards fulfillment of the obligations as an company prescribed under law (enactments, rules, regulations, notifications like Factories Act, Contract Labour(A&R) Act, Employees Provident Fund, ESI, etct.,) is ISRPL prime focus. Subsequently the following compliance needs to be followed / observed by the contractors engaged at ISRPL.

A .MANPOWER REQUISITION:

The manpower requirement raised by a Department must comprise of the following details.

1. S.No.
2. Department
3. Category H. Skilled/ Skilled/ S-Skilled/ U-Skilled
4. Total Work days (in Man days)
5. Weekly Off Reserve (in Man days)
6. Leave/Holiday Reserve (in Man days)
7. Total Required Man days

B. COMPLIANCE OF STATUTORY PROVISIONS:

Contractor are required to fully comply with the provisions provided in labour laws as given in the following enactments.

Contract Labour (R&A) Act 1970 and rules 1971.
Payment of Wages Act 1936 and rules 1937.
Minimum Wages act 1948, Haryana Rules 1958
Employees State Insurance Act 1948,
Employees Provident Fund Act 1952 and Pension Scheme 1995
Workmen's Compensation Act 1923 and rules 1924
Industrial Dispute Act 1947 and rules 1957
Factory Act 1948 and rules 1952
Maternity Benefit Act 1961 and Haryana Rules 1967
Equal Emolument Act 1976
Haryana Labour Welfare Fund Rules 1966
Payment of Bonus Act 1965 and rules 1975

C. PRE-CONTRACT COMPLIANCE: Gate Passes are issued to all those

Contact Address:

Opposite Naptha Cracker Polymer Terminal Gate.
P.O.: Panipat Refinery, Panipat-132140
Tel.: +91-180-252-9100,9200 & Fax: +91-180-252-9138

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person/workmen who are desirous to get access inside the Plant for work related requirement. The contractor shall submit requisite documents as under for obtaining the Gate pass.

1. Permanent Gate Pass: It is basically issued to a workmen whosoever has been allotted to work or a task which is of continuous long duration nature. This kind of Gate Pass is only issued in case workmen/contractor has submitted all the requisite documents pertaining to his identity/insurance/working skill/safety induction/etc. Permanent Gate passes can be issued with a validity period of one/two/three/six/ twelve months at a time. Validity period is to be decided by HR & Admin in consultation with concerned department, if required, as per the Contract Nature and individual interaction.

S.N. Particulars

- 1 Gate pass application request Letter
- 2 ESIC No. /Workmen compensation policy
- 3 Filled personal particulars Performa
- 4 Police Verification Record
- 5 3 Photographs
- 6 Safety Induction Training
- 7 Medical Fitness Certificate
- 8 ID proof : Aaadhar Card & Voter Card
- 9 Work Order Copy
- 10 Undertaking from the Contractor
- 11 Gate Pass Register to be Maintained by the Contractor/Vender
- 12 Covid-19 protocol (Documents)

2. Temporary Gate Pass : Is issued to those who are engaged inside the premises for a shorter period of time (few hours /a day/a week/etc.) such as Servicing of AC/Machines/RO etc. Temporary Gate Passes are also issued to those Permanent natured workmen whosoever not submitted their documents as above. Temporary Gate Passes can be issued for maximum period of 07 days in such cases.

S.N Particulars

- 1 Request Letter to HR & Admin by Contractor in his letter head
- 2 ESIC No. /Workmen compensation policy
- 3 Photo ID proof : Aaadhar Card & Voter Card
- 4 3 Photographs
- 5 Safety Induction Training
- 6 Filled personal particulars Performa
- 7 Covid-19 protocol documents

1. ESIC/Valid Insurance based Labour Entry # #Only those workers shall be allowed entry into Factory premises who have valid ESI/Valid Insurance"
2. Contractor to ensure that workers deployed in the premises is physically and mentally fit and do not have any criminal record.
3. Obtaining BIP No. for local vendor / LIN Nos for firm outside Haryana.

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4. Labour License Required (for above 49 Manpower)
5. ESIC Registration certificate
6. PF Registration Certificate
7. Indemnity Bond 100 Rs. Stamp Paper
8. Power of Attorney 100 Rs. Stamp Paper
9. Form VI A (Notice of Commencement/Completion of Contract work
10. Contractor shall submit the details of work awarded to him by other departments indicating work order No., nature of work and maximum number of workers employed etc.

11. Contractor shall provide information as required in respect of all his employees employed by him to enable the ISRPL Time Office to monitor compliance of P.F. /ESI and also to enable them to furnish information to Ministry and Labour department as may be required.

12. Contractor shall provide full particulars of each employee employed by time to time. He will also endorse a copy of returns furnished by him to the Labour Department under the Contract Labour (Regulation and Abolition) Act 1970.

D. DURING CONTRACT PERIOD - CONTRACTOR SHALL OBSERVE THE FOLLOWING PROVISIONS OF LABOUR LAWS:

1. Working hours: The contractor will ensure that no contract workers employed by him continue work for more than 9 hours in a day.
2. Weekly Off: The contractor will ensure that No adult worker shall be required or allowed to work in a factory on the first day of the week which is #Weekly Off". The suitable provision of manpower against Weekly off reserve preferably 1 person for every 6 persons must be kept in the pool.
3. Holidays: Every contractor shall publish annual Holiday list of his firm for the Calendar year in consultation with ISRPL Time Office. The Holidays shall be availed by his workers as per the Holiday List. The suitable provision of manpower against Holiday reserve must be kept in the pool by the contractor.
4. Rest intervals: It is to be ensured that every contract worker shall be given 30 Min interval rest after 5 hours of work.
5. Leave: it should be ensured that every workers working for 20 days shall be given 01 days leave with wages.
6. Overtime: Worker working for more than 9 hrs a day or for more than 48 hrs in any week, overtime at the rate of twice his ordinary wage is given. It should be ensured by the contractor that no worker shall over cross overtime limit of 50 hours in quarter i.e 17 hrs in a month.

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7. PAYMENT OF WAGES, BONUS & GARTUITY

- * Contractor shall be responsible for making payment of wages through Bank transfer. No other mode of payment except in case of extreme emergency on the instruction of ISRPL Time office shall be acceptable. The Contractor shall pay wages not later than 7th of the succeeding month.
- * Payment of bonus under the Payment of Bonus Act.
- * Payment of gratuity under the Gratuity Act, and retrenchment compensation under Act will be the sole responsibility of the contractor.

8. CONTRACTOR SHALL MAINTAIN ALL REGISTERS & RECORDS & INFORMATION AS GIVEN

- * The contract shall ensure to maintain Register and records such as Employment card, Muster roll, Register of wages, Register of damage & loss, Register of fine, Register of overtime, Register of compensatory holiday, Register of annual leave with wages, Register of National & Festival Holidays and other registers prescribed under CLA Act, Payment of wages Act, Minimum Wages Act, Haryana Factories Rules, Payment of Bonus Act, PF(MP) Act, ESIC Act etc..
- * Issue appointment letter on induction of his employees and service certificate on leaving the services.
- * Shall engage only adult workers who have attained the age of 18.
- * Work to be done on shift, overtime, Sundays or on other declared holidays with written permission
- * Distribute wage slip each month to his workers.
- * Ensure payment to its workers per minimum wages prevailing and amended time to time.
- * Submit employee and employer contribution under Haryana labour Welfare Fund Act 1966.
- * Compliance of PF/ ESI deductions - #The Contractor shall file the electronic return of PF/ ESI and submit proof of payment of both the employer's and employees' contributions every month. (PF & ESIC has to be remitted by 15th.)
- * Uniform, shoes, helmet & Other PEE's for contract workers- The contractor shall provide distinct uniform different from ISRPL, shoes, helmet & other PPE's to his workers. The first bill of the contractor shall be processed on compliance to said norms or on submission of the undertaking with specific date(should be within month). In case of noncompliance beyond second month the contractor shall be issued notice."
- * Supervision of Contractor labour# #The contractor should provide for at least one identified supervisor/ representative at the Plant. All issues regarding discipline at the works like work allocation, early exit, snacks distribution etc. are to be his personal responsibility. #
- * Contract labour accidents while at work: - #In case of medical emergencies faced by contract worker at work, medical facilities in the interest of the well-being of the worker shall be provided by ISRPL. The decision of the doctors attending the emergency shall be final and binding. The cost incurred shall be deducted from the bills of the contractor. The Contractor shall complete the ESI formalities shall submit claim of reimbursement of medical

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expenses to ESI.

* First and Final Bill to be cleared only after submission of Form VI A & VI B: #Contractor shall within 5 days of commencement /completion of Work Order submit Form VI A to RLC office. Contractor shall submit a copy of Form VI A bearing the receipt seal of RLC office to HR department. The first and final bill shall be processed only on clearance regarding submission of Form VI A and VI B, full and final settlement of its workers by contractor. New Work order no. shall be allotted only after the contractor concerned furnishes copy of Form VI A regarding the closure of the earlier contracts (if any).

* Submission of Record: The contractor shall submit the wages register along with the other statutory register every month along with the monthly Bill to ISRPL Time Office for inspection. Firm shall preserve all such wages records and other records, up to the time as specified by Labour laws and at least up to the security deposit clearance.

* Returns: The Contractor shall furnish the following Returns duly applicable for the working year, whenever desired by ISRPL.

Annual returns, half yearly return & inspection certificates under CLA, PF and ESI.

Haryana Labour Welfare fund submission receipt.

Annual statement for availed/paid leaves

Bonus paid (Form-C & D)

Form III under Payment of wages Act, and Form IV under Minimum Wages Act.

E. COMPLETION OF WORK ORDER:

Submit PF & inspection report

Full and Final Statement of the worker

Certificate of Completion Form VI-A under CLA

No dues clearance certificate.

Request for cancellation of Gate pass issued

F. GENERAL RESPONSIBILITIES OF THE CONTRACTOR:

1. The contractor shall comply the aforesaid, and additionally furnish the registers and document required due to statutory obligation or requirement arises due to subsequent amendments.

2. The contractor shall pay all taxes, fees, license charges which may be him or otherwise as deemed fit.

3. The contractor shall ensure that no damage is caused to any person/any existing work/property of ISRPL/other parties working inside the factory. If any such damage is caused, it shall be the responsibility of the firm to make good the losses and compensate the affected parties at his own cost.

4. The contractor shall fully indemnify ISRPL/its customer against all claims of whatever nature arising during the course of execution of this contract due to acts of the firm/their personnel.

5. The contractor shall maintain regular contact with the designated

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employee(s) of ISRPL and will interact on matters relating to the work awarded under this contract.

6. Contractor will ensure that the job is executed through his workers on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.

7. In case contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the security deposit /other dues under the contract can be utilized by ISRPL to discharge the liability of the contractor. The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.

23.0 General Conditions of Contract: Other terms and conditions shall be as per General Conditions of contract enclosed.

24.0 Business Associates Code of Conduct (BACOC) :

24.1 PURPOSE -

Indian Synthetic Rubber Private Limited (ISRPL) (hereinafter called the Company), has always epitomized the true spirits of Business Ethics in its interactions with all its Business Associates as our Business Associates are critical stakeholders in our success and we are committed to strengthening our relationship with them.

For this purpose, the Company has drawn up this Business Associates Code of Conduct (BACOC) which is applicable to all Business Associates globally. ISRPL's Business Associates Code of Conduct (BACOC) articulates our expectations from our Business Associates with respect to ethical, compliant and safe conduct of business throughout the course of our business relationship.

ISRPL values Business Associates who join us in pursuing these common goals and adopt practices that are consistent with BACOC.

24.2 SCOPE & APPLICABILITY -

BACOC applies to to all current Business Associates of ISRPL.

"Business Associate" means any Individual/Partnership Firm/LLP/Company/ Body Corporate/Trust, etc. and their respective regular as well as contractual employees, seconded staff, with whom the Company transacts or enters into any financial or commercial arrangements and includes vendors, suppliers, lenders, Landlords/lessors, service contractors, intermediaries, consultants/advisors, lawyers, representatives, subcontractors, business development agents, custom agents, sales agents and, customers.

24.3 UPHOLD BUSINESS INTEGRITY AND ETHICS -

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A. Compliance with applicable laws and regulations

All Business Associates must comply with all applicable laws and regulations.
B. Gifts and Hospitality

Business gifts and hospitality are sometimes used in the normal course of business activity. However, if offers of gifts or hospitality (including entertainment or travel) are frequent or of substantial value, they may create the perception of, or an actual conflict of interest or an 'illicit payment'. The Company discourages such practices of giving business gifts or hospitality to its employees by Business Associates.

C. Unfair Practices/ Anti-Competitive Practices

- (i) All Business Associates must ensure not to tolerate, permit, or engage in bribery, corruption, embezzlement, extortion, kickbacks, inducements or any other unethical practices.
- (ii) All Business Associates must ensure not to get involved in money laundering activities in any manner.
- (iii) All Business Associates must ensure to follow fair practices to earn our business and not to indulge in any anti-competitive or unfair/restrictive trade practices in any form.

24.4 CONFLICT OF INTEREST -

The Business Associates shall not enter into a financial or any other relationship with a ISRPL employee that creates any actual or potential conflict of interest for ISRPL. The Business Associates must understand that a conflict of interest arises when the personal interests of the ISRPL employee are inconsistent with the responsibilities of his/her position with the company. In this regard, all such actual/apparent conflicts must be disclosed to ISRPL as soon as the Business Associates become aware of such actual/apparent conflicts.

24.5 LABOUR CONDUCT & EMPLOYMENT PRACTICES -

A. Child Labour

The use of child labour by the Supplier is strictly prohibited. Child labour refers to work that is mentally, physically, socially, morally dangerous or harmful for children, or improperly interferes with their schooling needs.
B. Forced Labour

The Business Associates shall not use forced or slave labour of any type (e.g. bonded or involuntary labour).

C. Working Standards

The Business Associates must ensure that its employees and workers work in

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compliance with all applicable laws and mandatory industry standards pertaining to the number of hours and days worked, laws on wages, labour conditions.

D. Non-Discrimination

The Business Associates shall not discriminate in hiring and employment practices on the grounds of criteria such as of race, color, religion, caste, sex, age, physical ability, sexual orientation or national origin.

E. Workplace Environment & Occupational Health and Safety

The Business Associates shall provide employees & workers safe and healthy working conditions. As a minimum, potable drinking water, adequate sanitation, fire exits and essential safety equipment, access to emergency medical care, and equipped work stations must be provided. In addition, facilities must be constructed and maintained in accordance with the standards set by applicable laws & regulations.

24.6 ENVIRONMENTAL RESPONSIBILITY -

The Business Associates must operate with care for the environment and ensure compliance with all applicable laws and regulations. The Business Associate shall strive for environmental sustainability, particularly with regard to the emission of greenhouse gases, consumption of water and energy, and the management of waste and hazardous materials. The Business Associate shall endeavour to offset the effect of climate change in its activities.

24.7 THIRD PARTY REPRESENTATION -

The Business Associates shall not be authorised to represent ISRPL or to use the ISRPL brand without the written permission of ISRPL.

24.8 PROTECTING COMPANY ASSETS -

The assets of ISRPL shall not be misused; they shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorized. These include tangible assets such as equipment and machinery, systems, facilities, materials and resources, as well as intangible assets such as proprietary information, intellectual property, and relationships with value-chain partners of ISRPL.

24.9 DISCLOSURE OBLIGATION ON COMMENCEMENT OF INSOLVENCY, BANKRUPTCY, WINDING UP AND/OR LIQUIDATION OR DISSOLUTION PROCEEDINGS

The Business Associates shall inform/communicate to ISRPL, immediately, in writing, either by registered post/Telefax/email or any other mode of written communication, in case any type of Insolvency, Bankruptcy, Winding Up And/ Or Liquidation or Dissolution Proceedings are commenced against the Business Associates of the Company.

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24.10 CONFIDENTIALITY & DATA PROTECTION

The Business Associates shall handle and process data only for the purpose(s) mentioned in the Agreement/ Purchase Order/ Service Contract/ Sales Order with ISRPL and shall comply with all applicable laws relating to collection, processing and transfer of personal and personally identifiable information in the jurisdictions of their operations. The Business Associates shall strictly adhere to the provisions of "Non-Disclosure Agreement (NDA)/Confidentiality Agreement" executed, if any, with ISRPL. Further, Business Associates shall strictly avoid usage of unapproved messaging platforms for business communication involving any commercial transactions and report any incidents of violation or disclosure of confidential or personal data to ISRPL.

24.11 SOCIAL MEDIA -

It shall be the duty of Business Associates to ensure that posts on social media (including by their employees) are legally compliant and made in a responsible manner. Further, all Business Associates shall ensure that any confidential or proprietary information of ISRPL is not posted in public domain. Further, all Business Associates shall ensure not to post any derogatory, defamatory, inflammatory, disrespectful, obscene, threatening, abusive or malicious content about ISRPL and / or its Shareholders, Promoters, Directors, Officers or Employees.

24.12 COMMUNICATION & COMPLIANCE -

All Business Associates shall ensure to internalize and institutionalize the standards of business practices and operations as set forth in this BACOC. Further, all Business Associates shall clearly communicate the requirements of this BACOC, and how it translates into business practices and operations to, all its employees and business partners. Business Associates confirm by the signature of a person authorized to agree to this BACOC that they have received, read, understood, and will comply with this BACOC.

24.13 MONITORING

The Business Associates shall maintain adequate documentation to demonstrate compliance with the principles of this code, and allow access to ISRPL to check compliance upon request with reasonable notice.

24.14 VIOLATION OF CODE -

The Business Associates shall promptly disclose to ISRPL any actual or suspected incidents of violations of this Code, whether by any of its own employees, in good faith, and on a confidential basis on the email id, i.e. amit.vohra@isrpl.co.in. Further, all Business Associates shall cooperate and

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shall provide assistance to ISRPL in conducting inquiries, investigations into any past or current incidents or activities that could potentially be in violation of this Code.

It is important that all suspected violations, including retaliation are reported. Retaliation includes adverse actions, harassment, or discrimination on a professional front relating to your reporting of a suspected violation. ISRPL will maintain confidentiality to the extent possible and will not tolerate any retribution or retaliation taken against any individual who has, in good faith, sought out advice or reported questionable behavior or a possible violation of the BACOC. ISRPL is committed to fairly assess all the issues raised and provide resolution.

24.15 IMPLICATIONS FOR NON-COMPLIANCE -

Failure to comply with the standards set forth in this BACOC will entitle ISRPL to:

- Demand corrective measures
- Terminate an agreement with any Business Associates who does not comply with the Code.
- Take suitable action including appropriate legal action at the sole discretion of ISRPL.

24.16 A Business Associate can file a Complaint/Protected Disclosure as per the procedure enunciated under Vigil Mechanism Policy of ISRPL, which can be accessed at ISRPL Website, i.e. www.isrpl.co.in. Further, if any of the Business Associates of ISRPL commits any 'wrongful conduct/Improper Activity' as defined under the said Vigil Mechanism Policy, the disciplinary action/corrective action, as deemed fit, may be taken against him in accordance with Conduct Rules/ Business Associate Code of Conduct (BACOC) of the Company.

25.0 ISRPL Sustainable Procurement Terms & Conditions

In line with our mission of becoming a trusted long-term partner, we at Indian Synthetic Rubber Pvt. Ltd. focus on strengthening our responsible sourcing partnerships. Our Responsible Procurement Policy enables us to mitigate risks and strengthen our relations with the suppliers, customers, and other stakeholder groups.

Our Responsible Procurement Policy is focused on reinforcing our commitment towards sustainable procurement practices across the value chain. We endeavour to create a sustainable society where social, economic, and environmental parameters coexist responsibly.

In alignment with our mission of developing a sustainable value creation model, we adopt a unified approach with our suppliers in accordance with the clauses below

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25.1 Doing business with integrity:

- 1.We strive to comply with all the laws and regulations within the countries of operation of our suppliers, including those relating to international trade (such as those relating to sanctions, export controls and reporting obligations), data protection and antitrust/competition laws.
- 2.We prohibit any form of bribery, corruption, extortion or embezzlement. We have enforced adequate procedures to prevent bribery in all commercial dealings undertaken by the supplier.
- 3.All and any conflict of interest in any business dealings Indian Synthetic Rubber Pvt. Ltd., of which the supplier is aware, will be declared to Indian Synthetic Rubber Pvt. Ltd. to allow the opportunity to take appropriate action.
- 4.All competitor information is obtained and used legitimately and in compliance with all applicable laws and regulations. No attempt is made to divulge to Indian Synthetic Rubber Pvt. Ltd. any information about its competitors. Indian Synthetic Rubber Pvt. Ltd. confidential information must not be shared with any third party unless permitted by Indian Synthetic Rubber Pvt. Ltd.
- 5.All business and commercial dealings are transparently performed and accurately recorded in the supplier's books and records. There is no actual or attempted participation in money laundering. No confidential information in the supplier's possession regarding Indian Synthetic Rubber Pvt. Ltd. is used to either engage in or support insider trading.

25.2 Treating workers and employees with dignity:

- 1.All workers (whether directly employed or not) are provided with means by which to raise their concerns about any of these requirements and processes are in place to ensure that workers who raise concerns and speak up in good faith are protected from retaliation.
- 2.All workers, both permanent and casual, are provided with employment documents that are freely agreed and which respect their legal and contractual rights.
- 3.All workers are treated with dignity and respect. Indian Synthetic Rubber Pvt. Ltd. endeavors to prevent any form of discrimination based on race, ethnicity, age, role, gender, gender identity, colour, religion, country of origin, sexual orientation, marital status, pregnancy, dependents, disability, social class, union membership or political views.
- 4.Under no circumstances will the supplier use forced labour, in the form of compulsory or trafficked, indentured, bonded labour. Human slavery and trafficking in the form of mental or physical coercion is strictly prohibited.
- 5.All the suppliers are prohibited from employing individuals under the local minimum age for work or mandatory schooling, whichever is higher.
- 6.All the workers are required to be compensated in fair wages that includes wages, employer's operations. overtime pay, benefits and paid leave which meets or exceeds the legal minimum standards or appropriate prevailing industry standards, whichever is higher, and compensation terms established by legally binding collective bargaining agreements are implemented and

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adhered to.

7. Workers are not required to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. All overtime work by workers is on a voluntary basis.

8. The rights of workers to freedom of association and collective bargaining are recognize and respected. Workers are not intimidated or harassed in the exercise of their right to join or refrain from joining any organization.

9. All the suppliers are required to provide a healthy and safe workplace to prevent accidents, injury linked to work as a result of employer's operations

10. All workers are provided with transparent, fair and confidential procedures that result in swift, unbiased and fair resolution of difficulties which may arise as part of their working relationship.

25.3 Protection of environment:

1. All the suppliers are required to adhere and comply with the compliance laws and regulations pertaining to environment

2. The suppliers are encouraged to contribute to the development of a sustainable society through measures such as preserving of biodiversity, reducing waste materials and drainage, conserving resources, recycling, and preventing of pollution, etc.

3. We promote responsible procurement of palm-derived materials and paper, which exacerbate environmental and human rights issues in the countries of origin, based on Sustainable Raw Materials Procurement Guidelines

25.4 Quality and traceability:

1. Suppliers shall provide products and services that satisfy the quality and safety standards set forth in all laws and regulations of the countries and territories in which suppliers conduct their business operations, as well as complying with the contracts entered into with the Indian Synthetic Rubber Pvt. Ltd. and shall strive to grasp the origins of raw materials used for the products.

25.5 Supplier Diversity and Small Business Program

1. Indian Synthetic Rubber Pvt. Ltd. has taken steps to expand its diverse supplier and small business efforts to help close this economic gap within the state Indian Synthetic Rubber Pvt. Ltd. created this plan to ensure certified minority-owned (MBE), disability-owned (DBE), veteran-owned (VBE), disabled veteran-owned (DVBE), lesbian/gay/bisexual/transgender-owned (LGBTBE), and any other business which ownership is held by members of underrepresented groups in their supply chain and small businesses (SB) as well as company owned and operated businesses have the ability to compete in the procurement process and to do business with Indian Synthetic Rubber Pvt. Ltd.

2. The mission is to provide equal access to procurement opportunities for diverse suppliers and small businesses at the organization while assisting in meeting procurement goals. The goal is to provide access to resources and services that promote entrepreneurship, start-up businesses, capacity building and sustainability.



Indian Synthetic Rubber Private Limited

(Joint Venture of Indian Oil, TSRC- Taiwan)

Contact Address:

Opposite Naptha Cracker Polymer Terminal Gate.
P.O.: Panipat Refinery, Panipat-132140
Tel.: +91-180-252-9100,9200 & Fax: +91-180-252-9138

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25.6 Monitoring and compliance:

1. Indian Synthetic Rubber Pvt. Ltd. shall monitor supplier's compliance on the standards which may include off-site assessments & on-site audits, use of questionnaires, and review of supplier's information available or any other measure suitable for review of supplier performance.
2. Suppliers also are encouraged to review compliance on periodic basis and designate personnel who shall be responsible for monitoring compliance with regards to supplier code of conduct.

26.0 General: ISRPL reserves the right to place order of any quantity, which may be higher or lower than as it is appeared in this RFQ. ISRPL also reserves the right to place order of any number of items. ISRPL reserves the rights for Technical Modifications and Commercial Negotiations. ISRPL may accept or reject the offer without assigning any reason what so ever.

Please acknowledge receipt of this enquiry and confirm your participation.

Thanking you,

For INDIAN SYNTHETIC RUBBER PRIVATE LTD.

Manager # Materials

ANNEXURE A

RFQ Terms & Conditions and Business Associates Code of Conduct Acknowledgement

I certify that our company has received, read, and understood and will abide by ISRPL's Business Associates Code of Conduct (BACOC).

Company Name

Representative

Job Title

Signature



Indian Synthetic Rubber Private Limited

(Joint Venture of Indian Oil, TSRC- Taiwan)

Contact Address:

Opposite Naptha Cracker Polymer Terminal Gate.

P.O.: Panipat Refinery, Panipat-132140

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Date

Regd. Office: 10th Floor, Core 2, Scope Minar, District Centre, Laxmi Nagar, Delhi #92. Tel. :+91-11- 43130000 Fax: +91-11-43130007

Corporate Office: 1st Floor, IGL Complex, Plot No. 2B, Sector 126, Noida-201304, U.P. Tel. :+91-120- 4871000 Fax: +91-120-4871030

Plant Address: Opposite Naptha Cracker Polymer Terminal Gate, P.O.: Panipat Refinery, Panipat-132140, Tel.: +91-180-252-9100 & Fax: +91-180-252-9138

Tax Details: GST No.: 06AACCI3980J1ZE PAN No.: AACCI3980J Corporate Identity Number: U25190DL2010PTC205324