

Annexure 2

CONSIGNMENT LOAD HANDLING SUPPORT viz., UNLOADING, LOADING, STACKING,FILES SHIFTING,WEEDING OUT ASSISTANCE etc., AT IPRC, STORES SECTION

PART I

- 1 Unloading, loading, stacking and other consignment handling support service contract at IPRC, Stores for a period of two years and extendable by one more year based on the performance and upon mutual consent.
2. Scope of the works includes Unloading, loading, stacking and other consignment handling support service at IPRC. **Service Provider shall provide 3 units on all working days. One Unit (work force) has to handle a minimum load of 750 Kg. per day.** The daily requirement of service shall be for a **minimum of 3 units (750x3=2250 kg)**. **Unskilled workforce is sufficient to handle the loading/unloading/stacking activities. If required, the** Workforce will have to be deputed beyond office hours and on holidays also.

Note: Each Unit equals to 750 kg of loading/unloading/stacking

In addition to this, the contractor shall provide unskilled workforce for file shifting, weeding out assistance etc., **on call basis as and when required.**

3. This Service Contract is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the contract, should it become necessary at any stage.

PART - II

ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1 Department Scope of the Work

- 1.1 The Department will provide material handling equipment such as forklifts, Pallet truck, manual Stacker and Cranes for handling the loads beyond manual handling capacity, as and when required, at free of cost.

2 Scope of the Work

The details of works to be carried out by the service provider at IPRC are as detailed below:

- 2.1 The Scope of the work covers the unloading, loading, stacking, handling the consignments received at IPRC, Stores.

In addition to this, the service provider shall supply unskilled workforce for file shifting, weeding out assistance etc., on call basis as and when required.

2.2 One work force has to handle a minimum load of 750 kg. per day. For additional quantum of work payment will be made on pro-rata basis (more than 750 kg per day) for the additional load handled manually. Wherever material handling support is not involved and additional load handled by work force manually shall be certified by user.

2.3 **The scope of work involves:**

- a) The work involves opening of packages, segregation of materials, removing of materials from boxes, assistance in checking and also stacking the materials for inspection.
- b) Shifting of various materials such as equipment, machinery, furniture, raw materials and stationery from one division to another and other related shifting/loading/unloading works etc.
- c) Shifting of files to record rooms, tying of files, arranging files in order, movement of files from one office to other office, loading of files/records to vehicles and unloading, helping in records weeding etc., and any other job assigned by the Stores Officer from time to time.
- d) The daily requirement of service shall be for a **minimum of 3 units (750x3=2,250 kg)**. The units may increase/decrease depending upon the work load. The Stores Officer shall intimate the Service Provider the required quantity of load to be handled, from time to time.
- e) The number of service units shown above are indicative only. No guarantee can be given as to the definite number of service units are required at any time or during the period of the contract. The requirement of service is purely depending upon the activities of the IPRC. The quantity of service units may increase/decrease as per the requirement of IPRC activities and the Service Provider shall provide the support as and when requested.

2.4 The Service Provider should comply with all mandatory provisions under various Acts and Rules including labour laws.

2.5 **WORKFORCE REQUIREMENT**

The Service provider must employ the workforce as per government norms only. Employment of child labor will lead to the termination of contract. The contractor shall engage such workers, whose antecedents have been thoroughly verified, including cha and police verification and other formalities.

2.6 An attendance register including the quantum of work completed shall be maintained by the service provider or his workers every day. Workforce also may be asked to enter their attendance through biometric, if required for security reasons.

2.7 **Supervision:**

Either the Service Provider himself or his representative shall supervise the work from time to time. Supervisory charges shall not be paid separately by the department under this contract. Charges if any towards supervision shall be included in the overall Service Charges in the price bid.

2.8 **Transportation:**

The Contractor shall make his own transportation arrangement for deputing his workforce at site of work. No extra charge will be paid by Department. The contractor should take care to include this component in their service charges.

2.9 The contract is valid for a period of TWO YEARS and may be extended for one more year based on the satisfactory performance and mutual consent. Department reserves the right as to whether to extend the contract further or not.

2.10 **Work Execution Plan:**

- a) Provide the details of execution plan with deployment of the manpower, to maintain prescribed service standards. The bidder should arrive at actual requirement necessary for manpower as per service standards (approximately 1: 750 Kgs.)

Note: Unskilled workers, who are physically fit to handle the consignment loads, are only to be included in the work - force.

- b) Service support shall be extended on all working days of IPRC. Services shall also be provided on Saturdays and on any other holiday in case of need.
- d) The office hours will be from 0845 hours to 1715 hrs. with 30 minutes lunch break. The service provider shall depute their workforce at least 10 minutes in advance at the site. In case of exigency of work, the workforce deployed shall be ready to handle the loads beyond office hours/on holidays. Payment will be made on pro rata basis for the additional loads handled. **Wherever material handling support is not involved and additional loads handled by work force manually shall be certified by the user.**

The workers should be of age between 18 and 55.

2.11: **Focal Point:**

The service provider shall a focal point for correspondence. Meanwhile PSO(Stores) is the Department's Focal point.

2.12 **Service Provider Registered Address:**

In order to have non intermittent service/arranging workforce based on our requirement, Service provider shall have a registered office in Tirunelveli / Kanyakumari District, Tamilnadu.