



HINDUSTAN ZINC LIMITED

Yashad Bhawan, Ext.-CRDL
P.O. Zinc Smelter, Debari – 313 024
UDAIPUR, (RAJ.)
Tel. No. 0294 – 2652159, 2652143

For 3PL / 4PL Container Rakes Operators

Tender No.: HZL/CONT/3PL/2017-20/01

Date: 22.12.2016

M/s _____

Dear Sir (s),

Sealed tenders are invited from 3PL/4PL operators for movement of Cathode & Finished Goods from April'17 to March'20 as per below mentioned scope of work:

- Cathode from HZL Chanderiya & Dariba unit to Pantnagar,
- Cathode from HZL Chanderiya & Dariba unit to Haridwar,
- Finished Goods (Zinc / Lead Ingot) from HZL Haridwar & Pantnagar unit to JNPT, Mundra & Pipava port for Export
- Finished Goods (Zinc / Lead Ingot) from HZL Pantnagar unit to Tarapur, Panvel, Kolkata, Bangalore, Hyderabad, Nagpur and Chennai Depots.

Tenders must be submitted in sealed envelope only superscripted on the face thereon " Tender for 3PL transportation of Cathode & Finished Goods" and Tender No. Tender/HZL/3PL/2017-20/01 to reach below address **on or before the closing hours of 10th January 2017.**

Participating tenderers must deposit Earnest Monet Deposit (EMD) of Rs.10,00,000/- (Rs. Ten Lacs only) in the form of Demand Draft in favour of "Hindustan Zinc Ltd", payable at Udaipur. The amount of EMD deposited is liable to be forfeited if successful tenderer(s) do not accept the work awarded. The EMD amount will not attract any interest and will be returned to unsuccessful tenderers after finalization of work order.

Yours sincerely,

For **HINDUSTAN ZINC LIMITED,**

(Authorised Signatory)

Enclosure:-

Annexure A : Scope of work

Annexure B : General Terms & Conditions

Annexure C : Performance Deliverables

Annexure D, E & F : Price template, vehicle check list & Company Profile

Address to submit the Tender

Head - Logistics

Hindustan Zinc Ltd.

C.R.D.L. Building

P.O: Zinc Smelter,

Debari-313024, Udaipur (Raj)

ANNEXURE - A

SCOPE OF WORK :

A) Cathode from HZL Chanderiya & Dariba unit to Pantnagar :

- Placement of rake as per loading schedule,
- Ensuring 180 numbers of empty fit container inventory at HZL, Chanderiya Railway Siding at all times,
- Placement of empty container from railway siding to the loading ramp,
- Stuffing of containers at Chanderiya & Dariba unit,
- Road bridging of containers from Dariba to Chanderia Railway siding,
- Transporting stuffed containers back to railway siding,
- Loading and unloading of the containers from the rake,
- On reporting of the rake at the ICD (SCIC) or CRT(Haldi Road), offloading stuffed containers from the rake,
- Transportation of the stuffed containers from ICD/CRT to Pantnagar unit,
- De-stuffing cathode from the container inside Pantnagar unit (under scope of HZL)

Thus, transportation of ready for dispatch Cathode from the warehouse (Chanderiya / Dariba unit) to the delivery point at Pantnagar unit which includes placement of rake, getting empty containers, transportation and road bridging will be in the scope of service provider.

For above service provider will have to maintain the required infrastructure like reach stacker, trucks, fork lifts and the labour & supervisory staff at loading and unloading locations to achieve the following key objective.

Stuffing : around 75 containers per day at the load location.

Transporting around 75 loaded containers per day from ICD/CRT to Pantnagar.

Suggest visit to loading / unloading locations & make an assessment of the resources required to be deployed at ICD/CRT and unloading location before you revert with your offer.

At Chanderiya, you have to use our own private railway siding (HZL). However, at Pantnagar since HZL is not having its own siding, the service provider can choose ICD (SCIC) or CRT (Haldi Road) as it is very near to Pantnagar Plant.

Total Indicative monthly quantity in contention will be approx.:

42,000 MT per Month from Chanderiya & Dariba Units

17-18 rakes per month

Target stuffing per day 75 containers with 27.50 MT of cathode.

Target Transit time of Rake from Chanderia to ICD(SCIC) or CRT(Haldi Road) : 55 hrs

B) Cathode from HZL Chanderiya & Dariba unit to Haridwar :

- Placement of rake as per loading schedule,
- Ensuring 180 numbers of empty fit container inventory at, HZL Chanderiya Railway Siding at all times,
- Placement of empty container from railway siding to the loading ramp,
- Stuffing of containers at Chanderiya & Dariba unit,
- Road bridging of containers from Dariba to Chanderia Railway siding,
- Transporting stuffed containers back to railway siding,
- Loading and unloading of the containers from the rake,
- On reporting of the rake at the CRT (Pathri Road), offloading stuffed containers from the rake,
- Transportation of the stuffed containers from railway siding to Haridwar unit,
- De-stuffing cathode from the container inside Haridwar unit (under scope of HZL).

Thus, transportation of ready for dispatch Cathode from the warehouse (Chanderiya / Dariba unit) to the delivery point at Haridwar unit which includes placement of rake, getting empty containers, transportation and road bridging will be in the scope of service provider.

For above service provider will have to maintain the required infrastructure like reach stacker, trucks, fork lifts and the labour & supervisory staff at loading and unloading locations to achieve the following key objective.

Stuffing : around 30 containers per day at the load location.

Transporting around 30 loaded containers per day from CRT to Haridwar.

Suggest visit to loading / unloading locations & make an assessment of the resources required to be deployed at CRT and unloading location before you revert with your offer.

At Chanderiya, you have to use our own private railway siding (HZL). However, at Haridwar since HZL is not having its own siding, the service provider has to use Pathri Road as it is very near to Haridwar Plant. If service provider has any proposal to use nearby ICD, then the same can also be considered if HZL finds it operationally suitable.

Total Indicative monthly quantity in contention will be approx.:

20000 MT per Month from Dariba & Chanderiya Units

7 - 8 rakes a month, Target Stuffing per day 30 containers with 27.50 MT.

Target Transit time of Rake from Chanderia to Pathri Road : 50 hrs

C) Finished Goods (Zinc / Lead Ingot) from HZL Haridwar & Pantnagar unit to JNPT, Mundra & Pipavav port for Export:

- Ensuring 90 numbers of empty fit container inventory at the loading location or nearby siding at all times,
- Placement of rake as per schedule,
- Placement of empty container from railway siding to the loading ramp,
- Stuffing of containers (under scope of HZL),
- Transporting stuffed containers back to railway siding,
- Loading and unloading of the containers from the rake,
- Transportation of the stuffed containers from railway siding to CFS or any designated area for handling export consignments,
- Perform Custom clearance activities at port / ICD including de-stuffing Finished Goods from domestic containers & stuffing into shipping line containers (EXIM) containers, lashing, fumigation, chocking, getting shipping bills etc.
- If HZL start factory stuffing of export containers, then the activities will change accordingly.

Thus, transportation of Finished Goods from the unit's warehouse (Haridwar & Pantnagar unit) to the port which includes placement of rake, getting empty containers, stuffing & de-stuffing, transportation, road bridging, custom clearance, filing shipping bills, lashing, fumigation, chocking (as required), liasioning etc. will be in the scope of service provider.

For above, service provider will have to maintain the required infrastructure like reach stacker, trucks, fork lifts and the labour & supervisory staff at loading and unloading locations to achieve stuffing of around 10-15 containers per day at Haridwar & 25-30 containers at Pantnagar for movement of export consignments to DRT, Mundra & Pipava Ports.

Suggest visit to loading / unloading locations & make an assessment of the resources required to be deployed at ICD/CRT and unloading location before you revert with your offer. It is also suggested to discuss with HZL team for any clarification required

For export movement from Pantnagar & Haridwar, service provider can choose any railway siding nearest to our plant but preferably same railway siding should be used which is being used for handling cathode rakes.

Total Indicative monthly quantity in contention will be approx.

Haridwar : 7500-10000 MT per month
Pantnagar : 12500-15000 MT per month
Preferred 27.5 MT stuffing per containers.

D) Finished Goods (Zinc / Lead Ingot) from HZL Pantnagar unit to HZL Depots at Tarapur, Panvel, Kolkata, Bangalore, Hyderabad, Nagpur and Chennai.

- Ensuring 90 numbers of empty fit container inventory at the loading location or nearby siding at all times,
- Placement of rake as per schedule,
- Placement of empty container from railway siding to the loading ramp,
- Stuffing of containers (under scope of HZL),
- Transporting stuffed containers back to railway siding,
- Loading and unloading of the containers from the rake,
- Transportation of the stuffed containers from railway siding to Depots,

Thus, transportation of Finished Goods from Pantnagar warehouse to HZL depots which includes placement of rake, getting empty containers, stuffing & de-stuffing, transportation, road bridging etc. will be in the scope of service provider.

For above, service provider will have to maintain the required infrastructure like reach stacker, trucks, fork lifts and the labour & supervisory staff at loading and unloading locations to achieve stuffing of around 25-30 containers per day at Pantnagar for movement to depots.

Suggest visit to loading / unloading locations & make an assessment of the resources required to be deployed at ICD/CRT and unloading location before you revert with your offer. It is also suggested to discuss with HZL team for any clarification required

For export movement from Pantnagar & Haridwar, service provider has to use same railway siding which is being used for handling cathode rakes.

Total Indicative monthly quantity in contention will be approx. 10,000 MT per month with preferred stuffing of 27.5 MT per container.

ANNEXURE - B

General Terms & Conditions:

- Service Provider shall keep sufficient buffer stock of empty fit containers with steel flooring and end opening gates. No side opening gate containers will be accepted for loading (Annexure-E). Each Container to be sealed with two bottle seals having unique identity numbers.
- Under no circumstances the service provider can stop work, necessary remedial measures shall have to be taken by him.
- In case rake placement is delayed then dispatch through road vehicles must be exercised in order to meet requirement of HZL, the vehicle used must have all valid documents required to carry the goods as per applicable Motor Vehicle Act. The vehicles used for internal movement and for road bridging should comply with the vehicles check list of HZL (Annexure-E) and not older than year 2010 model. No deviation shall be accepted with respect to vehicle health and road worthiness.
- The vehicles carrying containers should have proper locking arrangements from all the four corners to ensure safe movement. As no overloading will be allowed, the vehicles used for carrying containers to & fro between railway siding and the plant should be of model 4018 or 4923. Strictly no overloading will be permitted.
- Service Provider has to ensure that cathode is delivered at Haridwar and Pantnagar Plants on time and there should not be any Plant stoppage for want of cathode. Any production loss due to plant stoppage will result in imposing suitable penalty on Service Provider to recover the losses.
- Failure to lift indent quantity will lead to risk purchase which shall be binding to service provider.
- Service provider shall be responsible for delivering of original and duplicate copy of invoices at destination along with the consignment.
- Transit insurance of material shall be in HZL account. HZL shall take appropriate marine insurance policy to cover the risk for transportation of the goods involved. The service provider shall produce requisite documents and evidences as may be desired for lodging of claims by HZL against partial or total loss. HZL however reserves its right to take or recover such losses from the service provider in the event of loss of goods, loss of value of goods due to negligence of the service provider and the decision of HZL on such recovery shall be final and binding on the service provider. However, under Insurance the Excess clause will applicable.
- Tenure : Three years from April 2017 to March 2020.
- Security Deposit : In form of Bank Guarantee from any Nationalised / Scheduled Bank for Rs.Two Crore as per HZL approved format.
- Price component should clearly have break up of Container / Rail haulage (with distance considered between two points), Road bridging cost & material handling cost. Price shall be firm & fixed till the expiry of the contract period. Price shall be inclusive of all expenses like road taxes, toll tax, insurance charges, permit expenses and Mathadi Union / Varai charge as applicable and statutory levies etc.
- Service tax as applicable where Service Provider has to ensure proper document on which HZL can avail centvat.
- Price will not change by any reason except change in diesel price (increase/decrease) or change in container haulage charge (increase/decrease) or change in toll taxes (increase/decrease).

- HZL shall increase/ decrease its basic rate by 0.30% or proportionate for every 1% change in diesel price on Road bridging & Material Handling component.
- Service provider has to maintain excellent liasioning with Railways to ensure smooth and uninterrupted movement of our container rakes and the same should report at Pantnagar and Haridwar within target transit time as mentioned above. Any delay in movement of cathode container rake and stoppage of plant will be the responsibility of the service provider and HZL will have the right to impose penalty and recover losses from them.
- For Container / Rail haulage service provider has to submit the circular issued by the competent authority initially with the EOI & later as when changes circulated.
- However shunting charge by Railway Power done in HZL premise / yard (if applicable) shall be born by HZL based on demand note issued by Chief Goods Supervisor.
- In case there is any delay in dispatch of Cathode rake due to container shortage or delay in arrival of incoming empty rake, the service provider has to ask railways for “engine on load” facility to dispatch the rake on priority and the cost incurred for the same will be borne by the service provider.

Payment Terms:

Payment shall be made within 15 days from the date of submission of the bills. However the payment of Rail transport freight shall be done in advance

Service Provider's to ensure:

- Service provider shall provide all necessary safety gadgets like safety shoes, helmets, reflective jackets etc to their employees when they enter in the HZL premises.
- The service provider's employees have to ensure strict compliance of safety measures adopted by HZL.
- The service providers shall be responsible and liable for payment of salary, wages and other legal dues of the employees employed by him for the purpose of rendering service required by company under this agreement.
- The service providers shall maintain books, account, records and documents comply with all statutory rules and regulations which are applicable to the service providers for the fulfillment of the terms of this agreement.
- The service provider shall comply in all respect with the provisions of all statutes, rules and regulations applicable to the service provider and/or to the service provider's employees including but not limited to PF act, minimum wages act , ESI Act & Bonus Act & particular the Contract labour (Regulations & Abolition Act,1970) & the rules made there under.
- Service Provider has to ensure that the wages to their employees is distributed by 7th of every month as per the rates decided by HZL from time to time and the PF and ESI are deposited by 20th of every month. In case of deviation, HZL shall impose suitable penalty on the Service Provider as decided by the competent authority.
- The Service provider is required to furnish that there is no enquiry /investigation pending by the police against their employees deputed to carry out this job.
- Service provider shall ensure total compliance of Indian Motor Vehicle Act and amendments thereof as made from time to time. The service provider shall be responsible for any breach/es and damages resulting from such breach/es shall be to service provider's account.

- The service provider shall be responsible to secure compliance with all central and state laws as well as the rules, regulations, bye-laws / notifications and orders of the local authorities and statutory bodies as may be in force from time to time.
- The service provider shall make good at his own cost, any damages to the property of anybody, persons, local authorities etc. due to or arising from his operations covered by under this contract.
- Service provider has to follow all applicable EHS Regulations.

Safety Of Materials:

- Once goods are loaded and acknowledged by the service provider's authorized representative, it would be deemed that the service provider has collected the acknowledged correct quantity in sound condition.
- The service provider will take necessary precautions to ensure that the Goods under his custody are protected from loss, damage or deterioration till it gets delivered to destination. HZL will not provide any protective cover to safeguard the goods in transit or during handling or any other required accessories during carriage.
- The service provider shall be responsible for all loss, destruction, damage and or deterioration of the material from any cause, whatsoever, while in transit or during handling.
- On demand of HZL, service provider should have option to arrange one person as escort against each rake with necessary fulfillment of requirement by Railway and in accordance with the Railway Board Circular No. TCR/1078/2013/MISC./Rep Permission dated 26.09.2014.

Jurisdiction:

For the purpose of enforcing legal rights/ remedies in respect of this contract, Udaipur Court in the State of Rajasthan alone shall have exclusive jurisdiction.

INDICATIVE Standard Operating Procedure (SOP) :

- Service Provider will place indent for rake/ arrange lorry as per HZL requirement
- Service Provider will check the fitness of containers arrived through rake.
- Service Provider will check container wise bundles handed with packing list handed over to them by the Loading supervisor of HZL.
- Service Provider shall do loading with forklifts through ramp.
- Service Provider will make consignment note against each stuffed container mentioning registration number of vehicle carrying empty container, container identification number, bundle number loaded, weight of each bundle, total number of bundles loaded with net weight and finally seal number used against container during locking of door.
- Service Provider will issue one copy of consignment note to Loading Supervisor of HZL who will tally with its own packing list before making invoice.
- Service Provider should ensure 0% breakdown of Material Handling Equipments.
- Any delay leading to detention/ demurrage shall be born by Service Provider.
- Providing the daily MIS including status of stuffing, transit, de-stuffing etc..
- Under Finished Goods EXIM booking

- In case any bundles or straps received broken at port / ICD then the same to be communicated to Export Marketing with remarks to be mentioned on LR.
- Re-strapping of damaged bundles & repair of package of export material.
- Service Providers has to ensure that no broken bundle should be stuffed into the container.
- Picking of empty containers from container yard within 24 hrs from the date of issuance of DO (Dispatch Order) from shipping line.
- Cleaning the container and material through Air Pressure, if required.
- Stuffing of cargo in containers as per daily export plan.
- Moving the stuffed containers to the Port immediately (48 hrs prior to the vessel cut off date).
- Service Provider should ensure related documents should be handed over to the shipping line within the documentation cut off time, failing which any ground rent, Shipping Line detention charges, the shut out charges and interest cost shall be born by you. Exclusion Port congestion and circumstance beyond the control of Service Provider.
- Service Provider should complete all Excise Examination and Port formalities and manage transport in such a manner that no container is sent to buffer yard.
- Service Provider has to monitor inspection (like SGS) wherever required.
- Service Provider shall be responsible for security of the material right from the time the material arrives at port /ICD till it is safely delivered to shipping line.
- Service provider has to do reconciliation of stock periodically (preferably every fortnight) and update Export Marketing about correctness of stock. Any discrepancy and financial hit suffered by HZL will be debited to Service Provider's account.
- The Service Provider shall maintain private record (Warehousing Register) containing information relating to details of ARE-3 and invoice, date of warehousing certificate, description of goods received including marks and numbers, quantity, value, amount of duty, details of operation in the warehouse and clearance from the warehouse for export (ARE-1 No., Invoice No., quantity, value, duty). Service Provider shall produce Register to the Central Excise Officers in-charge of the warehouse and to Export Marketing whenever required.
- Service Provider has to maintain record mentioning the list of the ARE-3 which are used under the ARE-1 and shall send status to Export Marketing on daily basis through e.mail.
- Service Provider has to prepare excise documentation and maintain record in the warehouse through SAP installed by Export Marketing of HZL. Service Providers has to send ARE and custom attested documents to Udaipur based HZL Office after custom clearance.
- Service provider shall procure certificate of Origin as and when required.
- Service provider must ensure that the EP copies and DEPB copies should be released on time (approx 20 days after shipment) and in case of delay they should intimate HZL on timely basis for proceedings. In case of EGM error, Service Provider shall ensure to rectification of error within 45 days from the date of shipment with coordination with shipping line for releasing the EP copy.
- Service provider shall keep a track of the shipping bills for each and every shipment and MIS for the same should be maintained and sent to Export Marketing.



- Service provider should provide the information for Name of Buyer, B/L No. corresponding Shipping Bill No. and ARE No. used along with individual ARE qty in soft copy using excel sheet for each shipment. Further information for metal stock reconciliation to be provided on weekly basis.

ANNEXURE-C

PERFORMANCE DELIVERABLES

No.	Performance deliverables	Measure of performance
1	Indent of rake and its placement.	100% Rake placement as per the schedule circulated in the beginning of every month.
2	Container availability	Fit containers should be available for stuffing cathode & FG as per the nos. mentioned in work order
3	Dispatch of rake	Railway Power & crew to be made available to dispatch rake within 2 hours of release
4	Liasioning with Railways	Excellent liasioning with Railways is the top most requirement and all rakes should be properly tracked while in Transit.
5	Key Accounts Manager	One Key Accounts Manager for effective communication and addressing all issues.
6	Rake Transit time	Ensure timely reporting of rakes at destinations. Pantnagar : 55 hrs and Haridwar : 50 hrs
7	Road Bridging of Cathode	Sufficient no. of vehicles to be deployed for road bridging of cathode with min transit time.
8	Warehouse Management	100% accuracy in stock reconciliation
9	Timely Gate-In of export containers	100% time Gate-In of export containers to catch the designated Vessel
10	Material Handling Equipments	0% breakdown of R/S, F/L etc..
11	Availability of manpower	100% availability to be ensured as per plan / requirement
12	Compliance to Safety Rules	To comply with Co's safety guidelines and use all mandatory PPEs while working inside Plant.

ANNEXURE-D

S.No.	COST ELEMENTS : CATHODE TRANSPORTATION	For cathode movement from Chanderia to Pantnagar (Rs/mt)
A	Rail Part:	
1	Rail Haulage	
2	Rake Leasing charges	
3	Container leasing charges	
	Total Rail cost	
B	Handling Part:	
1	Cost of Reach Stacker at Chanderia	
2	Cost of Folk Lifter at Chanderia/Dariba	
3	Local road bridging at Chanderia	
4	Road bridging from Dariba to Chanderia	
5	Admin cost at Chanderia	
6	Admin cost at Pantnagar	
7	Cost of Reach Stacker at Pantnagar Rly siding	
8	Road bridging between Pantnagar Rly siding and Plant	
	Total Handling Cost	
C	TOTAL COST FOR CATHODE MOVEMENT TO PANTNAGAR	
S.No.	COST ELEMENTS : CATHODE TRANSPORTATION	For cathode movement from Chanderia to Haridwar (Rs/mt)
A	Rail Part:	
1	Rail Haulage	
2	Rake Leasing charges	
3	Container leasing charges	
	Total Rail cost	
B	Handling Part:	
1	Cost of Reach Stacker at Chanderia	
2	Cost of Folk Lifter at Chanderia/Dariba	
3	Local road bridging at Chanderia	
4	Road bridging from Dariba to Chanderia	
5	Admin cost at Chanderia	
6	Admin cost at Haridwar	
7	Cost of Reach Stacker at Haridwar Rly siding	
8	Road bridging between Haridwar Rly siding and Plant	
	Total Handling Cost	
C	TOTAL COST FOR CATHODE MOVEMENT TO HARIDWAR	

S.No.	COST ELEMENTS : FOR FG EXPORT FROM PANTNAGAR	To JNPT (Rs/mt)	To Mundra (Rs/mt)	To Pipava (Rs/mt)
A	Rail Part:			
1	Rail Haulage			
2	Rake Leasing charges			
3	Container leasing charges			
	Total Rail cost			
B	Handling Part:			
1	Road bridging from Pantnagar Plant to Rly Siding			
2	Cost of Reach Stacker at Pantnagar Rly siding			
3	Admin cost at Pantnagar			
4	Road bridging from Port to CFS (if any)			
5	CHA Charges			
6	CFS Charges			
7	Picking of empty containers from other CFS			
8	Lashing			
9	Chocking			
10	Fumigation			
	Total Handling Cost			
C	TOTAL COST FOR FG MOVEMENT FROM PANTNAGAR			
S.No.	COST ELEMENTS : FOR FG EXPORT FROM HARIDWAR	To JNPT (Rs/mt)	To Mundra (Rs/mt)	To Pipava (Rs/mt)
A	Rail Part:			
1	Rail Haulage			
2	Rake Leasing charges			
3	Container leasing charges			
	Total Rail cost			
B	Handling Part:			
1	Road bridging from Haridwar Plant to Rly Siding			
2	Cost of Reach Stacker at Haridwar Rly siding			
3	Admin cost at Haridwar			
4	Road bridging from Port to CFS (if any)			
5	CHA Charges			
6	CFS Charges			
7	Picking of empty containers from other CFS			
8	Lashing			
9	Chocking			
10	Fumigation			
	Total Handling Cost			
C	TOTAL COST FOR FG MOVEMENT FROM HARIDWAR			

S.No.	COST ELEMENTS : FG MOVEMENT FROM PANTNAGAR TO DEPOTS*	To Tarapur (Rs/mt)	To Kolkata (Rs/mt)	To Panwel (Rs/mt)
A	Rail Part:			
1	Rail Haulage			
2	Rake Leasing charges			
3	Container leasing charges			
	Total Rail cost			
B	Handling Part:			
1	Road bridging from Pantnagar Plant to Rly Siding			
2	Cost of Reach Stacker at Pantnagar Rly siding			
3	Admin cost at Pantnagar			
4	Road bridging from Port to Depot			
5	De-stuffing charges at Rly siding (if any)			
	Total Handling Cost			
C	TOTAL COST FOR FG MOVEMENT FROM PANTNAGAR			

*May insert more columns for Chennai, Bangalore, Hyderabad and Nagpur.

ANNEXURE - E

S.No.	VEHICLE CHECK LIST
1	Floor should be even, strong enough and not damaged
2	Vehicle floor should be of Steel
3	Tyres to be in good condition - Vehicles with Torn/damaged tyres will not be allowed
4	Vehicle should have both front & reverse horn
5	Front light, back light & reverse light to be in working condition.
6	Vehicle has 3 pieces mirror
7	Vehicles of model 4018 and 4923 should have THREE AXLES
8	Both paddle & hand brakes to be in working condition.
9	Driver 's seat should be stable & in good condition
10	Drivers's seat should have three point seat belt
11	Rear & side under run protection for wheels
12	Retro Reflective tape all around the vehicle
13	Vehicle has silencer in ok condition.
14	Both front and rear indicators to be in working condition.
15	Pollution control certificate
16	Vehicle has clean front glass with both wipers in working condition
17	All valid RC/ Permit /Insurance should be with the vehicle
18	Vehicle should have ISI certified fire extinguisher of 1 Kg.
19	Driver should have valid driving licence and follows safe driving cardinal rules
20	Driver should have medical fitness certificate from Registered medical practitioner
21	Driver should have all mandatory PPEs.
S.No.	CONTAINER CHECK LIST
1	Container walls should be without any hole or openings and no damage should be visible.
2	Container should have proper locking arrangement with provision to insert two bottle seals on the doors.
3	Containers should have MS floor or good quality wooden floor.
4	Container floor should be strong enough to take load of 5 mt folk lifter at the time of loading and unloading.
5	Containers should confirm to International standards with good physical appearance. The doors should be affixed strongly with the help of "ribbit", no loose bolts/screws to be used as it can result in theft & pilferage during transit.
6	All containers should have end opening gates. Side open gate containers shall not be allowed for loading.



ANNEXURE – “F”

Please submit following details alongwith the tender :

(you can use additional sheet for furnishing full details where ever its required)

1. Name of the Firm and IBA Nos : _____

2. Name of the Associated / Sister Companies :

3. Contact Details / Address (H.O.) :

Telephone(s) _____, Fax _____
Email _____

4. Type of the Firm : Sole Proprietorship
(Please tick) Partnership
Pvt. Ltd.
Ltd.
Others (Pl. specify) _____

5. Locations (other than HO):
Offices : _____

Warehouses : _____

6. Statutory details :
a) Bank Approved : _____
Registration Number : _____
Registration Year / Valid upto : _____



b) Permanent Account No. (PAN) : _____

c) Service Tax Registration no. : _____

7. Directors / Promoters :

Name :	1) _____	2) _____
Age :	_____	_____
Qualification :	_____	_____
Years of Experience in this Business :	_____	_____

Name :	1) _____	2) _____
Age :	_____	_____
Qualification :	_____	_____
Years of Experience in this Business :	_____	_____

8. Vehicle Particulars:
(Ask for additional Sheets if required)

Owned /Attached	Make	Type	Age	Nos.	Self	Financed	Leased	Solid/ Liquid	Avg. Km. per Month Covered

9. IT Infrastructure : Computers Owned (Nos.) : _____
 Software Used:
 (For Transport) : _____
 (For Accounting) : _____

10. Routes Operated :

_____	_____
_____	_____
_____	_____
_____	_____



11. Type of Logistic Business

FTL (Solids/Liquids) : _____
LTL : _____
Parcel Service : _____
Warehousing/ C& F : _____

12. Staff Strength

Managerial : _____
Supervisory : _____
Indirect / Contracted : _____

13. Material Handling Infrastructure

Cranes : _____
Forklifts : _____
Stackers : _____
Warehouse Infrastructure : _____

14. Financials :
(Give Figures in Lacs)

	2016-17(estd)	2015-16	2014-15
Freight Turnover			
Net Profit			
Net Worth			
Capital Employed			

15. Major Contracts / Clients:

Name of the Customer	Volume (in Lacs)	Contract – Since(Yrs.)



16. BackLoad Arrangement in different Routes :

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

17. Claims Record

Number of Trucks Lost in the Last three Years : _____

Total Value of Claims in the Last three years : _____

18. Client Reference :
- 1) _____
 - 2) _____
 - 3) _____

19. Unions in your Operational Area :

Area	Union	Type of Relationship

20. Relationship with the Vendanta Group

VEHICLE & DRIVING STANDARD

VEHICLES AND DRIVING

All vehicles coming to HZL plant premises should follow below mentioned criteria for Vehicles as well as Drivers. If any vehicle is not fulfilling any of the criteria then it will not be allowed to plant premises.

NO-GO Criteria For Vehicles -

1. **Seat Belt** - Vehicle must have functional seat belts for all Seats & 3 Point Contact type seat belts for driver & helper.
2. **Vehicle Fitness** - Any vehicle contracted to HZL should be certified for fitness on Roadworthiness by RTO (in form 38). New vehicle having RC of less than 2 Year old not to produce any fitness certificate separately.
3. **Tyre** - All Vehicle must comply with HZL guidance on Tyre (should have depth of 1.6mm in the centre of the tyre)
4. **Tractor Trolley** – Tractor with trolley has been banned in HZL .Only Auger with Tractor will be allowed for plantation.
5. **Retro-Reflective Tape** – Retro- Reflective tape required in the vehicle (side/front & back) for easy identification of the vehicle.
6. **Spark Arrestor** - Any vehicles carrying flammable & explosive materials such petroleum products i.e. HSD, FO, tyre oil, propane gas etc.
7. **Run Protection** - Side Run (SUDP) & Rear Run (RUDP) Protection should be available in all HMV.
8. **Third Axial Provision** - Empty truck can have lifted third axial but loaded truck should have third axial on ground with running condition.
9. **RC & Insurance Paper** - Vehicle should have a valid RC copy along with Insurance Paper.
10. **Reverse Horn** - Vehicle must have working & audio-able reverse horn.
11. **Indicators/ blinker & Head lights** - Vehicles must have working indicators/ blinkers and Head lights.
12. **Wiper at driver side** - Vehicles must have working wiper on wind screen at Driver side.
13. **Side Mirrors**- Vehicles must have side mirror at driver & helper sides
14. **Fire Extinguisher** – LMV should have 1KG metal body and HMV should have 4KG metal body type Fire Extinguisher (IS 15683).
15. **Disabled Triangle** – All vehicles (LMV & HMV) should have disabled Triangle which has to be used during vehicle breakdown condition.
16. **First Aid Kit** – All vehicles (LMV & HMV) should have one First Aid Kit for emergency Usage.

NO-GO Criteria For Drivers –

1. **Seat Belt** – Driver has to use Seat belt all the time whenever will be inside the vehicle.



2. **PPE** - Safety helmet, safety shoes, Goggle & reflective jackets (except hazardous goods carrying vehicles)
3. **Medical Fitness** - All Vehicle drivers must have a medical fitness certificate confirming the parameters stipulated by HZL. Please refer to the Annexure-1.
4. **Intake of Alcohol & Drugs** - Drivers will not be allowed to drive vehicle found taking drugs/Alcohol.
5. **Haz-Chem Training** - All Drivers carrying Hazardous chemicals and/or material possess a valid training certificate on Haz-Chem from state Government approved institute or agency(after completion of CMVR training driving licences will be issued by RTO).Driver should have **TREM** Card with them.

Annexure For Drivers Medical Fitness Certificate – (Valid for 6 Months)

MEDICAL FITNESS CERTIFICATE FOR DRIVERS

(To be filled by a registered medical practitioner)

- ❖ Name of the Applicant : _____
- ❖ Name of the Applicant's Father : _____
- ❖ Age of the Applicant in years : _____
- ❖ Sex: Male / Female
- ❖ Address :

- ❖ Is the applicant ,to the best of your judgement, subject to Epilepsy, Vertigo ,or any other ailment or likely to affect his efficiency: _____
- ❖ Does the applicant suffer from any Heart or Lung Disorder which might interfere with the performance of his duties as a Driver : _____
- ❖ B.P : Systolic _____ Diastolic _____ mm/ Hg
- ❖ CVS : _____
- ❖ Respiratory System : _____
- ❖ Is there any defect of Vision : _____
- ❖ (i) Visual Acuity for Both eyes:
- ❖ Visual acuity (with or without glasses/contact lense /IOL/ Implantable contact lense)

Distant Vision

Near Vision

Better Eye

Worse Eye

Better Eye

Worse Eye

(ii) Fundus

- (i) Any progressive pathological condition
- (ii) Vitreous or Chorio- retinitis
- (iii) Any Retinal disease in Diabetes, Hypertension, Atherosclerosis
- (iv) Corrected Myopia (including the cylinder) exceeding (-) 6D and Hypermetropia (+) 4D in each eye up to 35 years of age.
- (v) Corrected Myopia (including the cylinder) exceeding (-) 6D and Hypermetropia (+) 6D in each eye beyond 35 years of age.

(iii) Colour Blindness:



(iv) Night Blindness :

(v) Presence of Squint ;.

(vi) Glaucoma

❖ Has the applicant possess any deformity or lost any of his limb which would interfere with the efficient Performance of his duties as a driver : _____

❖ Does he show any evidence of being addicted to the excessive use of an Alcohol, Tobacco, or Drugs : _____

❖ Is he in your opinion generally fit as regards
(a) Bodily Health _____ and (b) Eyesight _____

❖ Identification Marks : _____

In addition to the above questionnaire, I certify that to the best of my knowledge and belief the applicant is FIT / UNFIT to be employed as a Driver.

Name of the Medical Officer: _____

Designation: _____

Medical Registration No: _____ : State of Registration /MCI _____

MEDICAL OFFICER

(Signature and Seal of Doctor)

