

HINDUSTAN ZINC LIMITED

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

**NOTICE OF INVITATION OF TENDER FOR TRANSPORTATION OF
REFINERY MUD (Silver content: 22-25%) & HIGH-GRADE METAL FROM DARIBA & CHANDERIYA PLANT TO
PANTNAGAR**

Tender No.HZL/CONT/RM-HGM/2023-2025/06-B**Date: 28.04.2023****LAST DATE OF SUBMISSION: 05th May' 2023**

M/s _____

Dear Sir(s),

1. Sealed tenders are invited for the Transportation of Refinery Mud from Dariba Plant (Dist. Rajsamand) to Pantnagar Plant and HGM Metal from Chanderia (Dist. Chittorgarh) to Pantnagar Plant (Dist. Rudrapur) for the period of two years (July '2023 to June '2025) as specified under "Scope of Work" appended hereto.
2. Tenders must be submitted in sealed envelope only superscripted on the face thereon "TENDER FOR.... & TENDER NO. .. to reach the below given address on or before the closing hours of 05th March'2023.
3. EARNEST MONEY DEPOSIT : Participating tenderers must deposit Earnest Money Deposit (EMD) of Rs.2,00,000/- (Rupees Two lacs only) in the form of Demand Draft in favour of "HINDUSTAN ZINC LIMITED", payable at Udaipur, Rajasthan

Yours sincerely,

For HINDUSTAN ZINC LIMITED,

(Authorised Signatory)

Address to submit the tender

Head - Logistics
Hindustan Zinc Ltd.
C.R.D.L. Building
P.O: Zinc Smelter,
Debari-313024, Udaipur (Raj)

Enclose :- Scope of work and terms & conditions & Annexure A, B , C & D.

SCOPE OF WORK:**1. Dispatch Volume:**

- (a) Tentatively 200 MT per month of refinery mud will be dispatched from HZL's Dariba plant to HZL's Pantnagar plant every month in the vehicles supplied by the Service Provider. The material value of each consignment will be approximately of Rs. 10 crores .
- (b) Tentatively 120 MT per month of HGM Metal will be dispatched from HZL's Chanderiya plant to HZL's Pantnagar plant every month in the vehicles supplied by the Service Provider. The material value of each consignment will be approximately of Rs. 10 crores.
- (c) During the return journey of the said vehicles i.e. from Pantnagar to Chanderiya/Dariba, Refractory bricks/OPS/VRF/ Slag/empty drums/Other Items will be dispatched to Chanderiya/Dariba Plant of HZL.
- (d) However, monthly quantity required to be transported from both the factories of HZL will depend on HZL's requirements and may vary from month to month and will be offered for the transportation at HZL's discretion.
- (e) The above indication is an estimate does not provide any guarantee on minimum volume of load or work for every consignment by HZL.

2. Delivery schedule:

- (a) Tentatively there shall be dispatch of 28-30 consignments/loads of Refinery mud and 17-18 consignments/loads of HGM in a month.
- (b) HZL shall give 24 hours advance intimation to the Service Provider before lifting of every consignment from its Dariba plant.

3. Vehicle Type & Capacity:

- (a) The Service Provider shall provide close body dedicated vehicles for transportation of refinery mud & HGM for every consignment. HZL consignment shall not be kept open at any time during the transit. The Service Provider shall ensure capacity of dedicated vehicle/s provided to be of min 7.5 to 8 MT approx. and shall be in good repair and not more than 5 years old.
- (b) To avoid any break down during transit, the vehicles supplied by the Service Provider must be roadworthy and in good working condition. Dedicated vehicles shall have proper registration with RTO, valid Pollution Under Control certificate and proper license with driver/s to drive the vehicle.
- (c) Breakdown of any vehicle/s shall be replaced by suitable vehicle immediately and The Service Provider shall intimate within 30 minutes on the same to HZL.
- (d) In case any vehicle/s is detained by any Govt. officials pertaining to RTO/GST Invoice/Sales Tax/CGST etc then seal on both van and every cargo shall be broke open in presence of HZL representative only.
- (e) The Service Provider shall be held responsible for all the consequences arising of breaking the seals without the presence of HZL representative. Photograph of Driver, Gunman

&Vehicle and scanned copies of Licenses of Driver/s & vehicle to be sent by the Service provider before two to three hours of Expected Time of Arrival (ETA) of dedicated Vehicle at HZL. HZL shall check the above documents & Digital Photographs along with scanning of relevant documents and the same shall be preserved until the consignment reaches the consignee.

Tracking of vehicles :

The Service Provider shall be held responsible for safe delivery of all consignments to the Consignee & back under this Contract.

GPS/VTS installation :

- (a) The Service provider shall intimate through SMS & Email every day addressing to HZL regarding transit status of each vehicle/consignment dispatched from HZL until it reaches the Consignee.
- (b) Service provider shall install VTS (Vehicle Tracking System) and other approved device in all their dedicated vehicles for online vehicle tracking. HZL may also install its own GPS unit in the vehicle for its tracking. Service Provider has to provide GPS tracking report to HZL on regular basis.
- (c) The dedicated staff of the Service provider shall be provided with mobile phones for communication with HZL or the employees of the Service Provider, as the case may be, any point of time.

Packing of the consignments :

- (a) Consignment shall be loaded from HZL Dariba plant in metallic drum/s in sealed conditions having quantity of about 350-400 kilograms per drum.
- (b) These drums will be sealed by us and further all drums will be packed on the wooden pallets for easy loading & unloading. (Tentative size of the metallic drum is dia 2' & height 3' & after packing of these drums on pallet, the tentative size of the pallet, the tentative size of the pallet will be maximum L 5' x W 5' x H 3.5')
- (c) However, notwithstanding above, HZL reserve rights to change packing style of the consignment at any point of time & accordingly the Service Provider shall be intimated in advance.
- (d) The return load from Pantnagar to Dariba will carry refractory bricks/OPS/Slag which will be packed in metallic drums or gunny bags.
- (e) The HGM Metal from Chanderia will be in the form of Ingots and approx..7.5 mt will be dispatched at a time.

Loading & Unloading of the cargo :

Loading and Unloading of cargo within HZL factory premises at Dariba, Chanderia and Pantnagar shall be under the scope of HZL.

Safety of the consignment in transit :

- (a) For transit security of the consignments dispatched either from Dariba or from Pantnagar plant of HZL, the Service Provider shall provide dedicated staff particularly armed staff /gunman (over the vehicle carrier) with every dedicated vehicle provided by The Service Provider.
- (b) The Service Provider shall submit the gun license of the gunman to HZL without fail. The staff of such dedicated vehicle shall have list of contact persons & contact numbers of nearest office of the Service Providers enroute, of HZL office and all police stations falling enroute.
- (c) The staff provided by the Service Provider shall be properly trained and should have capability of handling any emergencies or facing any mishaps successfully especially during the transit.
- (d) The service provider shall depute honest & loyal staff only in all dedicated vehicles. During transit the vehicle shall not halt at any location. In case it is necessary that the consignment shall halt during transit, it should halt at the dedicated and pre-determined Service Provider location only and shall avoid halts to other places as far as reasonable.
- (e) Alternate dedicated vehicle shall be arranged immediately by the Service Provider to address any breakdown of the dedicated vehicle. The Service Provider shall take all necessary precautions to avoid any loss/damage of all the consignment/s in transit.

Transshipments of the consignment :

There shall be no transshipments during surface transportation. In case of any accident or major break down to any vehicle carrying the consignment, the Service Provider will keep us informed regarding transshipment owing to such reasons.

Transit time :

- (a) Transit time of the consignment of the refinery mud loaded from our Dariba plant for Pantnagar plant or the consignments of Slag from our Pantnagar plant for Dariba plant will be of 36-40 hrs and the cargo shall reach the consignee within the agreed stipulated timeframe. Similar transit time will be for HGM Metal dispatched from Chanderia.
- (b) Computation of Transit time of every vehicle shall start from the out time mentioned on HZL GST invoices & ends with reporting time at factory gate of the Consignee.
- (c) In case of delay in delivery of consignments compared to the agreed transit time as mentioned above, HZL reserved the right of recovery of its losses from the amount due or payable to the Service Provider under this Contract.

4. SERVICE PROVIDER LIABILITY:

In addition to its liability under the scope of work as above, the Service Provider shall be liable for any loss or damage or misplacement of consignment in Domestic & International carriage of consignments. The non-exhaustive list of such liability is as under. In the event of any Loss or Damage to Consignments, which are insured by HZL, the Service Provider shall at the request of HZL, issue

Loss/ Damage/ Shortage Certificate with the purpose of enabling HZL to Lodge Insurance claim with the Insurance Company.

- (a) All claims must be notified to the Service Provider by HZL in writing within 30 days from the date of acceptance of the consignment or knowledge of such loss or damage or misplacement, whichever is later.
- (b) No liability is assumed for any errors and/or omissions in any information/ data that are imparted in respect of the consignment.
- (c) In every case, in which by virtue of the provisions of Section 27 of Arms Act, the Service provider shall ensure the copy of gun license to be provided to HZL and the same shall be carried by his Gunman/representative during the transit. The Service Provider shall ensure adequate training to be imparted to the Gunman on the grounds of usage & proper handling of the fire arms.

5. PERIOD OF CONTRACT:

The contract is valid for a period of 2 years from 01.07.2023 to 30.06.2025, and thereafter may be extended by mutual consent of parties for a further period of 1 year subject to the satisfactory performance of the Service provider. However, in case of unsatisfactory performance by the Service Provider, HZL reserves the right to terminate this contract forthwith without any compensation to the Service Provider in accordance with provisions hereunder.

6. RATES:

- (a) **For every to & fro trip from Dariba plant to Pantnagar plant and back to Dariba/Chandaria plant of every vehicle carrying min 7.5 to 8 MT load of HZL consignments, the freight will be Rs. _____**
- (b) **For every to & fro trip from Chandaria plant to Pantnagar plant and back to Dariba/Chandaria plant of every vehicle carrying min 7.5 to 8 MT load of HZL consignments, the freight will be Rs. _____**
- (c) The above freight rates shall be inclusive of all expenses like road taxes, vehicle insurance charges, permit expenses, L.R expenses etc. GST as applicable shall be paid extra provided necessary GST invoice is deposited to HZL. **(Pl attach break up of all cost).**

- 2. The above Freight charges shall remain fixed & firm during the tenure of the contract. However, HZL will make changes in its Basic Freight Rate against escalation/de-escalation in Diesel price as per formula given below and in case of changes in toll charges en-route.
Formula: HZL shall increase/ decrease its Basic Freight Rate by 0.20% proportionately for every 1% change in diesel price

7. TAXES AND DUTIES:

- (a) The Charges enumerated as above includes all statutory charges and taxes etc. payable to any Government body by the Service Provider on the Implements, equipment's, accessories, labour and services etc. for the purpose of fulfilling his obligations under the contract as applicable on the date of signing of this contract.

- (b) Any variations in the rates of duty/taxes levied subsequent to the execution of contract and during the subsistence of contract shall be borne by the Service Provider. The Service Provider shall pay income tax on all payments made to him under the contract. Income Tax at the prevailing rate, on gross amount billed, shall be deducted from the Service Provider's bills as per relevant provisions of Income tax Act.
- (c) The Service Provider shall be fully and exclusively liable for all the sales tax, duties, octroi, royalties and any other statutory taxes, levies etc., now in force and hereafter increased, imposed or modified in respect of works and materials by central and state government authorities.

8. PAYMENT TERMS:

- (a). The Service Provider shall raise proper bills in conformity with the terms and conditions of this contract. The Service Provider shall submit the bills on trip to trip basis in respect of the work done by the Service Provider during the month. The Service Provider shall submit the invoice along with the proof of delivery acknowledged by the authorized representative of the consignee.
- (b). Payment shall be made normally within 15 days from the date of submission of bill. Delay in processing or settlement of bills of the Service provider does not give any substantial right or claim to the Service provider.
- (c). No mobilization advance or any other advance would be payable to the Service Provider. The Service Provider shall not be entitled to claim from HZL any compensation or other payment because of either any delay in payment, idle time of employees or damage to the vehicle/equipment.
- (d). HZL shall without any prejudice to other rights be at liberty to deduct from the service charges or other dues payable to the Service Provider, any amount / damages due by the Service Provider to HZL. The payment of service charges or any other fees, charges or dues shall be subject to deduction of taxes / levies as applicable including Income tax deduction at source.

9. INSURANCE, SAFETY & CARE OF WORK:

- (a) The Service Provider shall insure with a reputed creditworthy company as regards its working civil liability, bodily injury, corporal and material damage that can occur to its representative, any third party or property during performance of its obligation under the contract.
- (b) The Service Provider will devote his undivided attention and time to the work entrusted to him by HZL and work diligently to the full satisfaction of HZL. Ensuring safety and prevention of any accident / incident will be the sole responsibility of the Service Provider.
- (c) The Service Provider shall be responsible for providing safety equipment for loading and unloading of goods and to safeguard the goods in transit or during handling or any other accessories required for safe transportation/service.
- (d) The Service Provider shall be responsible for all loss, destruction or deterioration of or to the materials from any cause whatsoever while in transit or during handling.
- (e) The Service Provider should ensure strict compliance of any or all safety measures advised by HZL. In case of any violation of safety measures by the Service Provider or his employee will be

taken seriously and in such situation, HZL reserves its right to cancel this contract and/or penalize the Service Provider.

- (f) When there is a hold up of consignment or service en-route due to vehicle breakdown/ accident or any other cause, the same shall be intimated forthwith to HZL.
- (g) The Service Provider shall immediately upon knowing of any accident damage or losses, in which he is involved on the site, should inform both HZL & the Consignee. The Service Provider shall be responsible for settling and resolving the dispute, if any.**
- (h) The Service Provider shall be solely liable for any accident or injury that may happen to any person engaged by him or to any third party in connection with and during the conduct of tasks in accordance with the contract. HZL shall not be liable for any compensation payable or any damage in respect of or in consequence of any accident or injury to any person in the employment of the Service Provider or otherwise.
- (i) The consignment in the possession of the Service provider for transportation in terms of this Contract shall be held in trust by the Service provider and the same shall be delivered to HZL or its consignee promptly and in good condition. The Service provider shall be responsible for all acts or omissions of its employees which in the opinion of HZL, establishes infidelity of such employee of the Service Provider based on FIR/Police report, and which resulted in loss to HZL during the performance of this contract.**
- (j) HZL reserves the right to inspect the consignment at any time or place after the same is handed over to the Service provider for execution and the Service provider shall make necessary arrangements for inspection as and when called upon in this regard by HZL. The Service provider in such case shall not be paid any charges in any form for the arrangements so made.
- (k) During the Term of this Contract, the Service Provider and HZL shall provide each other and their respective authorized representatives, reasonable rights of access to carry out their respective right/obligations under this contract. No right/obligation of HZL under this contract shall be diminished, waived or in any way affected by any such inspection(s) by or on behalf of the Service provider or by any requests or observations made by the service provider or it's representatives in connection with any such inspection.
- (l) HZL shall not be deemed to be responsible in any manner whatsoever for any legal action taken against the service provider for any environmental or other hazard during transit by any authority or court of competent jurisdiction. In the event of such action against HZL, the service provider shall reimburse all such costs and expenses incurred in this regard.
- (m) Except as expressly provided in the Contract, in no event shall any party hereto be liable to the other for any indirect, incidental or consequential damages whatsoever that may be suffered by the other.
- (n) The service provider shall obtain a comprehensive floater fidelity Insurance policy for the maximum value of consignment **(INR 20 crores @ 10 crores per trip)** considering maximum two vehicles in transit at a time and should engage only persons covered in the policy.

- (o) The service provider shall obtain a comprehensive Insurance policy for vehicles to be used for the services contemplated in this agreement. HZL shall take appropriate open insurance cover for the Product against marine and war risks as per the Institute Commodity Traders Clauses (A) and war, strikes, riots and civil commotion.
- (p) The Service Provider shall not do anything which in the opinion of HZL may be or becomes a nuisance or annoyance or danger or which may adversely affect the property, reputation or interest of HZL. The Service Provider shall not do any act in or about our premises anything whereby any policy of insurance taken out by HZL against loss or damage by fire or otherwise may become void or voidable.
- (q) It is the responsibility of service provider to provide/ arrange all details required by HZL or Insurance Company in case of any claim.
- (r) In the event of any misplacement/theft, the service provider has to take the following steps:
 - (i). Inform the Logistics section of HZL immediately about the incident.
 - (ii). Lodge the FIR with the nearest police station within 2 days from the date of incident.
 - (iii). Call the surveyors for the survey of the incident and arrange for the photographs.
 - (iv). Arrange for necessary certificates for the damaged/lost consignment.
 - (v). Arrange for final investigation report within 90 days from the date of F.I.R.
- (vi). Provide Police certificates/FIR and all other necessary supporting documents for claiming Insurance or any other need of HZL. The Transit Insurance of every Consignment shall be taken by HZL however, notwithstanding this Service Provider shall be responsible for infidelity of its employees and shall take additional insurance cover for due performance of its obligation under the contract.**

10. SECURITY DEPOSIT :

Security cover in the form of Bank Guarantee from any Nationalised / Scheduled Bank of Rs.50,00,000/- (Rupees Fifty Lacs only) shall be furnished by the service provider. The bank guarantee should be valid for a period of six months in excess of validity period of contract. The bank guarantee should be in the format approved by HZL (format attached). HZL reserves the right to invoke the bank guarantee/operate the security deposit for any or all losses to HZL arising out of the non performance of the service provider under this contract notwithstanding its rights to take any further legal remedy for recovery of such losses. The service provider shall ensure that at all times, the security cover remain at the specified amount and in the event of any deficiency arising by appropriation by the company, they shall immediately on notice without any demur or protest, replenish the deposit amount to the extent of the short fall. Failure to furnish the Bank Guarantee shall be treated as failure to discharge its obligations under this contract and shall result in termination of this contract.

11. SERVICE INSTRUCTIONS:

- (a) Service instructions shall be issued periodically by HZL with time frames to execute the service, destination and other requirements through the service provider's representative over telephone.
- (b) It is clearly understood that the instructions so given or delivered to, through the representative or over telephone / Mail shall be construed as instructions given or delivered to the service provider.
- (c) The Service provider shall execute such instructions and in case of failure in carrying out the instructions, the service provider shall be responsible for any loss incurred to HZL.
- (d) The Service Provider shall ensure that its employees while on HZL premises or while carrying out their obligations under this Contract, observe the standards of cleanliness, decorum and general discipline laid down by HZL. It is agreed that HZL shall be the sole judge as to whether or not; the Service Provider and / or its employees have observed the same.

12. DOCUMENTATION & RECORDS:

- (a) The Service Provider shall personally and exclusively supervise the work through qualified supervisors/managers of its employees so as to ensure that the services rendered under this Contract are carried out to HZL satisfaction.
- (b) The terms and conditions normally printed overleaf in the consignment notes or any other document of the Service Provider shall not be applicable to this contract to the extent that it is repugnant or otherwise inconsistent or contrary to the terms and conditions of this contract.
- (c) The signing of consignment note or any other document by the Service Provider's authorized representative shall serve as sufficient acknowledgement of the quantity and condition of goods received on behalf of the service provider.

For Hindustan Zinc Limited**For Tenderer****Authorised Signatory****Authorised Signatory with
seal of the company**

ANNEXURE – “A”**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)

	2022-23(estd)	2021-22	2020-21
Freight Turnover			
Net Profit			
Net Worth			
Capital Employed			

15. Major Contracts / Clients:

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

16. Back-Load 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

ANNEXURE- "B"

VEHICLE COST WORKING FOR Refinery Mud and HGM			
Vehicle Type			
Capacity			
Estd.Trips/month			
Estd. Qty/month			
Distance (RTKM)			
Avg Diesel Consp.			
		Cost/ month (Rs)	Cost per mt (Rs.)
Diesel(Litre)	(RTKM*trips)/Avg.		
Insurance	Rs...../annum		
Rd Tax/Permit	Rs...../annum		
Fitness	Rs...../annum		
Driver Salary	Rs...../Month		
Fooding allowance	Rs...../Per day		
Installment	Rs...../annum		
Travel/RTO Exp	Rs...../annum		
Cleaner	Rs...../annum		
Tyre Cost	Rs...../Kms		
Toll	Rs...../round trip		
Maintenance	Rs...../Kms		
office/manpower	Rs...../Month		
Total Cost			
Less Salvage value			
Total Net of Salvage Value			
Per mt cost			

VEHICLE & DRIVING SAFETY 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-C: 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

Better Eye Worse Eye

Near Vision

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)

ANNEXURE: "D"
VEHICLE & DRIVING STANDARD

No-Go Criteria for commercial vehicle & driver and penalty provisions for violations					
S. N.	Risk Category	Section	No - Go criteria for vehicle	Action Plan	Penalty Value (Rs.)
1	High	Tyre	Tyre of all wheels including third axle should be in good condition with Wheel changing Tool Kit (Tyre should have depth of minimum 1.5mm)	Apart from penalty, vehicle will also be rejected at dispatching and receiving plants and cannot be allowed till necessary rectifications are made.	5,000/-
2		Third Axle	Empty truck can have 3rd axle up but loaded must have 3rd axle down		
3		Hand Brake	Hand brake in working condition		
4		Head Lights	Both head lights should be in working condition (Dipper and High beam both)		
5		Horn (Front and Reverse)	Audible Horn for front and reverse		
6		Fire Extinguisher	Dedicated 4kg (ISI mark) fire extinguisher & extinguisher should not be empty, pressure should be proper.		
7		EIP/Hazchem	Three side pasting of EIP (Emergency Information Panel) over Acid tanker, chemical, petroleum & hazardous vehicles		
8		TREM Card and MSDS	Chemical and hazardous vehicle should have TREM Card (Transport Emergency) & MSDS (Material Safety Data Sheet).		
9		Spark Arrester	Any vehicle entering hydrocarbon area and carrying flammable material must have spark arrester as per government norms		
10	High	Under Run Protection (SUPD & RUPD)	Side under run and Rear under run protection must be available	Apart from penalty, vehicle will also be rejected at dispatching and receiving plants and cannot be allowed till necessary rectifications are made.	6,000/-
11		Seat belt	3-point contact Seat belts for driver seat and helper should be available.		
12		Wheel Stoppers	Use of wheel stoppers (with handle) by driver to avoid any line of fire incident and should be applied when vehicle is standing idle(plant premises including parking area).	Warning letter to be issued to the Driver if vehicles is parked without wheel stopper	
13		Over speeding	Over speeding in Plant premises beyond the allowed speed limit	Warning letter to be issued to the Driver for overspeeding	5,000/-
14		Chassis	Inspection of chassis in respect to fitness	Vehicle to be blocked & penalty should also be imposed	10,000/-
15		Vehicle Key	Ignition key should not be kept in parked vehicle	Vehicle to be blocked for "one day" & penalty should also be imposed	5,000/-
16		Low	Side Mirrors	Driver & passenger side mirrors	Apart from penalty, vehicle will be allowed as one time inside plants and cannot be allowed again till necessary rectifications are made.
17	First Aid		First Aid kit with all contents with validity		
18	Retro Reflective Tape 3M		For easy identification at night		
19	Side indicators and other sport lights		Rear, brake light, Fog lamps and side indicator lights should be in working condition.		
20	Wiper		Wiper at both sides and should be in working condition		
21	Vehicle Marker (Warning Triangle)		Vehicle should have two warning triangles for use in emergency		
Penalty will be only one, either Rs.10,000/- or Rs.6,000/- or Rs. 5,000/ or Rs.2,000/- whichever is highest					

Annexure-1

In case of any fraud/false certification/wrong uploading of documents in TMS Portal, If it is found in any document pertaining to vehicle and driver, penalty will be imposed on the transporter as mentioned below:

Important Note:- No penalty will be applicable if the transporter/driver can produce correct original document on the spot.

Sl. No.	Risk Category	Description of exception
1	High	On 1st default: Rs. 1 lac
2	High	On 2nd default: Rs. 2 lacs
3	High	On 3rd default: Rs. 4 lacs + blacklisting of vehicle & driver

****Only original documents should be uploaded in the system like Insurance/DL/RC/Permit/Vehicle fitness/Explosive/Hazardous license document/Medical certificate/Safety Certificate/3rd Party fitness certification for acid tankers/mention of wrong dates/validity etc.)**

****Photocopy of any documents not accepted and any deviation in this regard will attract penalty as mentioned in above table.**

****Wrong document uploaded, for eg. Permit uploaded instead of Insurance /*Any other discrepancy observed in uploaded documents.**

Vehicle Breakdown

Penalty of Vehicle Tyre burst/Breakdown-Broken Dala Rod/Hook (pin)/Hydraulic cylinders/Pump/oil leakage/Floor Damage etc Inside the plant Including Parking area

Sl. No.	Risk Category	Exception Area	Description of exception	Action Plan	Penalty Value (Rs.)
1	High	In - plant	Vehicle Tyre burst*/Breakdown-Broken Dala Rod/Hook (pin)/Hydraulic cylinders/Pump/oil leakage/Floor Damage etc Inside the plant Including Parking area (any mechanical failure in engine or vehicle not starting or tyre puncture will not attract any penalty but vehicle should be removed from the plant within 24 hrs).	Penalty & Blocked in system till rectification is done	Immediate Penalty Rs 2,500 will be imposed in case of breakdown/ tyre burst of vehicle in Parking or Inside the Plant premises , Post 24 hours from issuance of mechanic gate pass (if Vehicle not repaired) penalty INR 5,000/- per day will be imposed, in addition to Rs 2,500.

Penalty on Vehicle Tyre burst will be applicable only if Tyre is in bad condition and no penalty if new tyre burst.

Acid Tanker

In case of any deviations in respect to acid tankers ,Penalty will be imposed on the transporter as mentioned below:

Sl. No.	Risk Category	Description of exception	Action plan	Penalty Value (Rs.)
1	High	Acid leakage from tanker	Penalty & Blocked in system till rectification is done as per the standards	Rs 20,000/- + respective transporter will bear the expenditure incurred by HZL to neutralize acid leakage inside or outside the plant premises + respective transporter will also be liable for consequential expenses arising out of any unfortunate incident
2	High	Mismatch between specification mentioned in 3rd party issued certificate (Presently SGS) and actual status of acid tanker inspected in HZL premises		

		Bulkers		
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In case of any deviations in respect to Calcin bulker, Lime bulker, Fly Ash bulker & Cement bulker , Penalty will be imposed on the transporter as mentioned below:

Sl. No.	Risk Category	Description of exception	Action plan	Penalty Value (Rs.)
1	High	Valid Fitness Certificate for pressure Vessels (Hydrostatic test) from Govt certified Engineer (Competent person) certificate is valid for 2 years. Pressure vessel safety valve certificate as per Factory act 1948 under section 31, by govt certified engineer (Competent person).	Penalty & Blocked in system till rectification is done as per the standards	10,000/-

		Vehicle Maintenance		
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In case of any deviations in respect to preventive maintenance , Penalty will be imposed on the transporter as mentioned below:

Sl. No.	Risk Category	Description of exception	Action plan	Penalty Value (Rs.)
1	High	A formal inspection and preventive maintenance system must be in place to ensure that vehicles are maintained in a safe and road worthy condition.	Penalty & Blocked in system if respective transporter fails to provide documents pertaining to structured maintenance schedule.	5,000/-

		Work at Height (Unsafe Act)		
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In case of any deviations in respect to work at height (Unsafe Act) , Permit to work, Violation will attract penalty as mentioned below:

Sl. No.	Risk Category	Description of exception	Action plan	Penalty Value (Rs.)
1	High	Work at height - Driver and maintenance team of transporters strictly prohibited to work at height inside plant premises including parking area and Railway siding . Work at height violation is applicable for working without safety harness and proper anchoring with life line above 1.8 Mtrs. If it is a requirement by team maintenance of transporter to work at height , it is to be done by proper permit to work procedure.	Penalty & driver to be blocked in system for one week.	6,000/-

		Property Damage by Vehicle		
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In case of any damages of HZL Assets inside the plant including Parking area, Recovery will be imposed on the transporter/Vendor as mentioned below:

Sl. No.	Risk Category	Description of exception	Action plan	Recovery
1	High	Any damages to property of HZL assets by transporter vehicle in HZL premises including Parking area.	Recovery against damages to be borne by respective transporter/Vendor. "Driver to be blocked for one week" .	Rs.15000/- penalty and cost of actual damage as assessed by the user's department.

		Hydraulic Cylinder Jacks		
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Hydraulic cylinder jacks in Concentrate dumpers as per the Specifications (Standard hydraulic cylinder jack mounting, Cylinder bracket is attached at bottom of dumper) of HYVA or WIPRO make

Sl. No.	Risk Category	Description of exception	Action plan	Penalty Value (Rs.)
1	High	Non-standard hydraulic cylinder jacks (Cylinder bracket is attached at Top of dumper body) in concentrate dumpers- Not Accepted	Penalty & Blocked in system till rectification is done as per the standards and time line allowed	20,000/-
2	High	Toppling of dumper	Penalty & Blocked in system till rectification is done.	Rs 50,000/- + respective transporter will also be liable for consequential expenses arising out of any unfortunate incident

Work at Height (Unsafe Act)				
In case of any deviations in respect to work at height (Unsafe Act) , Permit to work, Violation will attract penalty as mentioned below:				
Sl. No.	Risk Category	Description of exception	Action plan	Penalty Value (Rs.)
1	High	Work at height - Driver and maintenance team of transporters strictly prohibited to work at height inside plant premises including parking area and Railway siding . Work at height violation is applicable for working without safety harness and proper anchoring with life line above 1.8 Mtrs. If it is a requirement by team maintenance of transporter to work at height , it is to be done by proper permit to work procedure.	Penalty & driver to be blocked in system for one week.	6,000/-
Property Damage by Vehicle				
In case of any damages of HZL Assests inside the plant including Parking area, Recovery will be imposed on the transporter/Vendor as mentioned below:				
Sl. No.	Risk Category	Description of exception	Action plan	Recovery
1	High	Any damages to property of HZL assests by transporter vehicle in HZL premises including Parking area.	Recovery against damages to be borne by respective transporter/Vendor."Driver to be blocked for one week".	Rs.15000/- penalty and cost of actual damage as assessed by the user's department.
Hydraulic Cylinder Jacks				
Hydraulic cylinder jacks in Concentrate dumpers as per the Specifications (Standard hydraulic cylinder jack mounting, Cylinder bracket is attached at bottom of dumper) of HYVA or WIPRO make				
Sl. No.	Risk Category	Description of exception	Action plan	Penalty Value (Rs.)
1	High	Non-standard hydraulic cylinder jacks (Cylinder bracket is attached at Top of dumper body) in concentrate dumpers- Not Accepted	Penalty & Blocked in system till rectification is done as per the standards and time line allowed	20,000/-
2	High	Toppling of dumper	Penalty & Blocked in system till rectification is done.	Rs 50,000/- + respective transporter will also be liable for consequential expenses arising out of any unfortunate incident