

STERLITE INDUSTRIES (I) LTD.

**REQUEST FOR PROPOSAL (RFP)
FOR
WSMD SERVICES**

Reference: SIIL/COMM/LOG/EOI/09-10/01(A)

Sterlite Industries (I) Ltd (SIIL) invites tenders for award of contract for WSMD (Weighing, Sampling & Moisture Determination) and Supervision of Loading and Unloading operations of its Copper Concentrate and Rock Phosphate at Tuticorin Port. The approximate annual quantity of Copper Concentrate is 13 lakh MT and Rock Phosphate is 7 lakh MT.

The scope and other details are as follows:

A. Scope of Services:

Complete Weighing, Sampling and Moisture Determination of our Copper Concentrate and Rock Phosphate imported in bulk at Tuticorin, which includes the following activities

1. Continuous (24 hrs) discharge and wharf supervision at Tuticorin Port.
2. Supervision of traffic and logistics.
3. Weightment supervision at SIIL smelter or as specified by SIIL.
4. Sampling at SIIL smelter or as specified by SIIL (As per ISO 12743)
5. Moisture determination/analysis (ISO 10251)
6. Analytical sample preparation.
7. Sample sealing and distribution. Final composite sample preparation. 3 packets of 250 grams each to SIIL.
8. Quantity Determination by Initial and Final Draft Survey (Interim Draft Survey if discharging is interrupted, at no extra cost)
9. Giving continuous reporting to SIIL officials about progress in WSMD operations.
10. Chemical analysis on composite sample of Rock Phosphate for the parameters as mentioned in Annexure III.
11. Checking of Tarpaulins on every Copper Concentrate/Rock Phosphate carrying tippers moving out from Port. It shall be thoroughly checked that the Tarpaulins are not torn and are tied properly to ensure no spillage en route.
12. Checking of tippers at Port for Free from holes before loading and checking for tipper doors condition.
13. At external warehouses complete unloading operations shall be supervised. Every tipper shall be thoroughly checked after unloading to ensure 100% discharge of Cargo at the warehouse. The stevedore agent shall be instructed to get the unloaded tippers cleaned completely. Adequate lighting facility shall be provided by the warehouse operator.
14. Loading operations at warehouses will be supervised by Service Provider to ensure the cleanliness of the tippers before loading.



15. Checking of Tarpaulins on every tipper moving out from Warehouse. It will be thoroughly checked that the Tarpaulins are not torn and are tied properly to ensure no spillage en route.
16. Checking of tippers at Warehouse for Free from holes before loading and checking for tipper doors condition.
17. Any deviations to the above will be immediately informed to the SILL officials and the Stevedoring agent.
18. Tally of tippers in between port to warehouse/plant once in every four hours (twice in every shift). Any tippers taking more transit time is to be communicated to SILL immediately.
19. Service Provider's representative at Warehouse will maintain a register for tippers unloaded at warehouse mentioning all relevant details including date, time of unloading, challan no etc.
20. Service Provider's representative at the warehouse shall give acknowledgement for unloading of each tipper.
21. Service Provider's representative shall ensure external warehouse is locked properly after completion of warehouse movement.
22. Service Provider shall furnish tally report for the following:
 - a. Tippers loaded at port and unloaded at external warehouse every day and after every shipment.
 - b. Any deviations mentioning the truck number and the detail regarding driver, stevedore etc
 - c. Report for trucks loaded from external warehouse and unloaded at Plant.
 - d. Report on daily receipt and issue from external warehouse.
 - e. Report to SILL on daily basis mentioning the weight details at 2 external weighbridges in case unloading at external warehouse and one external weighbridge and plant weighbridge in case of unloading at internal warehouse.

B. Details of Activities:

1. Follow the instructions of SILL's Imports team / Lab Personnel and make changes to the procedure of sampling and moisture analysis as per the instructions from time to time.
2. Do continuous discharge supervision, which will include ensuring safety of the cargo, liasoning with the stevedores to ensure that the cargo is covered with tarpaulins on the wharf and trucks are cleaned before loading. Should also ensure thate the trucks are properly trimmed before deapatch.



3. Provide daily report every morning detailing previous days discharge quantity, delivered quantity with shift wise breakup. Also issue discharge commencement and discharge completion certificate.
4. A person shall be present round the clock at the wharf and must report over telephone, discharge/delivery status whenever required.
5. Provide adequate qualified personnel (qualification as described in annexure II) to carry out sampling / moisture determination at SIIIL premises. A copy of their competency certificate to be submitted to the laboratory / logistics (part of ISO 17025 requirement) Also the service provider must provide the experience certificate for the sampler / chemist whom they are employing for the above said works. Service Provider must maintain the shift wise record for WSMD work carried out inside as well as outside SIIIL premises. Whenever there is a change in the manpower, it should be given in writing about the same and new manpower shall be thoroughly trained in the sampling activity before employing them. The ovens and balance shall be calibrated regularly and the calibration certificate shall be traceable to NABL. The service provider shall ensure the following safety measures:
 - a. All employees of the service provider shall undergo annual medical checkup and copy of the same to be handed over to safety department.
 - b. All employees of the service provider shall undergo safety induction given by SIIIL safety department before joining duty and non compliance of points a and b shall attract a penalty of Rs 500 per incident.
6. Service Provider shall ensure that sufficient equipment in usable condition are provided to the satisfaction of SIIIL staff. The instruments shall be as per the enclosed list in Annexure I.
7. Follow International Standards for performing the above work. (Standard No ISO 12743 / ISO 12111)
8. Protect the interests of SIIIL at all times. Service Provider shall not carry out similar operations involving SIIIL's cargo for seller at the receiving port viz Tuticorin or at the load port, either simultaneously or conjointly, without written permission of SIIIL.
9. Submit quality sample and 5 copies of joint report covering the entire range of work within 2 days after completion of moisture analysis work after each consignment. Service Provider shall ensure that the samples are handed over in time.
10. Submit the Joint Survey Report to SIIIL within 2 working days on completion of analysis.
11. Follow the instructions of SIIIL's lab personnel / imports team and make changes to the procedure of sampling and moisture analysis as per their instructions from time to time.

C. General Conditions:

1. Complying with all statutory regulations in force for employing labor and related payments / expenses (like ESI, PF etc) arising thereof. The surveyor shall be solely responsible for all payments of wages, incentives, overtime and payment of levies arising thereof in engaging such services.
2. Provision of Personal Protective Equipment (PPE) equipment to all employees involved in this operation both at SILL and Port (List of PPE: Safety Shoes, Helmet, Dust Mask, Gloves)
3. No usage of PPEs will be taken as a violation of safety standard. Any deviation will lead to penalty.
4. Service Provider shall provide one supervisor in supervisory cadre round the clock at SILL as well as at the dock and warehouse.
5. No sub-contracting activities/manpower allowed.
6. The personnel for SILL's cargo shall not be diverted to other cargoes to ensure that the work is not affected.
7. All the invoice settlements are subject to TDS at the applicable rates announced by union government of India time to time.
8. Separate manpower shall be engaged for regular house keeping work in the WSMD lab and copper concentrate sampling point on daily basis.
9. If the equipments are not in running condition for more than a week, service provider shall be penalised.

D. Payment terms:

The service provider shall raise bills per vessel basis in respect of the services performed during the month. The bill raised by the service provider shall be in conformity with the terms of appointment letter and of the agreement. An authorised official of the Service Provider shall verify all the bills. The payment shall be made within 10 days from the date of submission of bills with supporting documents.

Without prejudice to the para above, delay in payment of bill due to any reason shall not give any right to the service provider to suspend the service.

E. Submission of Quotation and other documents:

SI No	Paticulars	Quote (Rs PMT)
1	Copper Concentrate	
2	Rock Phosphate	

The bidders are required to submit the following documents to our Tuticorin Works in sealed envelope latest by **__ September, 2009**.

1. Details of the company like branches, turnover, balance sheet etc
2. Filled in Vendor Registration Form.
3. Signed & stamped offer.
4. Demand Draft of Rs.50,000 as EMD **(in separate envelope)**

The envelope shall be addressed to:

Asst General Manager (Logistics)
Sterlite Industries (I) Ltd,
Sipcot Industrial Complex,
Madurai Bypass Road,
TV Puram P.O.
Tuticorin – 628002,
Tamilnadu, India.

Process of Finalisation of Contract:

On receipt of above documents, scrutiny of each tender document will be made by SILL's internal committee. This committee will shortlist service providers for further process based on offered prices, potentials of the service provider, market reputation, branch network, past services provided to our group companies, extra services provided etc. SILL reserves rights to award subject contract to one or more service providers based on their potentials.

EMD:

All transporters are required to deposit an amount of **Rs. 50,000/-** (Rs. Fifty Thousand only) as **EMD** to participate in Bidding Process. This EMD is to be deposited on or before **__ September, 2009** by Demand Draft in favour of **STERLITE INDUSTRIES (I) LIMITED** payable at Tuticorin. This

Demand Draft is to be deposited in **separate envelope** along with other tender documents. The EMD will be refunded to unsuccessful bidders within 30 days from the date of bidding. No interest shall be paid on the EMD.

The EMD for successful bidders shall be refunded after successful completion of work assigned through contract. No interest shall be paid on the EMD.

Annexure I

Laboratory Equipments List:

SI No	Equipment	Quantity (nos)
1	Hot Air Oven	20
2	SS Sample Tray	300
3	SS Sample Scoop	15 (different sizes)
4	SS Sampling Pipe	10 (height of 4.5 to 5 ft)
5	SS Sample Container with air tight lid	50
6	Pulveriser	2 (with a capacity of grinding minimum 150 grams in single run)
7	Mettler top loading balance	2 (minimum graduation of 0.1 gram)
8	Class A NPL certified standard weight	1 set
9	SS Rifle Divider	2 (as per International Standard)
10	Sample Mixer	2 (Inner side made of SS and easily cleanable type)
11	Sieve Shaker	1
12	Sieves	2 sets
13	Sample mixing table	2 (3 X 6 ft)
14	Writing Table	2
15	Chairs	5
16	Steel Almira	2
17	Sample/Tray preserving shelf	2
18	Heat Sealing Machine	1
19	Vibrating free heavy weight table for keeping balance	1
20	Rotary Sample Divider (for dividing sample into 8/10/12 equal parts)	1

Other Consumables:

1. Inner polythene coated aluminium foil covers
2. Cloth line paper covers
3. Fevicol
4. Thick polythene cover for sample collection
5. Tag
6. Thread
7. Cello Tape
8. Marker Pen
9. Cleaner and other stationary items

Annexure II

Details of no of persons to be employed by the Service Provider:

SI No	Place of Work	No of Persons		Minimum Qualification
1	Sampling Point	Sampler – 2	Sampler – 1	10 th or 12 th Standard
		Supervisor – 1	-	Graduate
2	Weighbridge	Tally Clerk – 1	-	Graduate
3	Laboratory	Sampler – 2	Sampler – 2	10 th or 12 th Standard
		Chemist – 1	Chemist – 1	B.Sc/M.Sc
4	Wharf	Supervisor – 1	Supervisor – 1	12 th Standard
5	Overall Incharge	Manager – 1	Manager – 1	Graduate / Post Graduate

Note:

1. The above manpower shall be on 8 hrs shift basis.
2. The overall incharge (Manger) shall be only one person who will co-ordinate port / lab activities / report preparation etc.
3. An attendance register shall be maintained of the persons available at Sampling Point, Laboratory mentioning Name, Address, Contact No, Time In, Time Out, Signature etc

Annexure III

A. Chemical Analysis of Rock Phosphate

Elements (Dry Basis)

SI No	Elements	Method of Analysis
1	P ₂ O ₅	IS
2	CL	AGNO ₃ Titration
3	SiO ₂	IS
4	Al ₂ O ₃	ICP / AAS
5	MgO	ICP / AAS
6	Fe ₂ O ₃	ICP / AAS
7	Na ₂ O	Flame Photometer
8	K ₂ O	Flame Photometer
9	Mn	ICP / AAS
10	CaO	KMNO ₄ Titration
11	SO ₃	BASO ₄ Precipitation Method
12	F	IS

B. Physical Analysis (Sieve Analysis)

- a. For JPMC Rock Phosphate: Tyler Mesh No +4, +20, +100, +200 and -200
- b. For Egypt Rock Phosphate: Granulometry - +4.5 mm, +0.8 mm, +0.315 mm, +0.125 mm, +0.063 mm, +0.05 mm and -0.05mm