



Plant 1.0 MTPA ALUMINA REFINERY STREAM-5	Client NALCO	Contract Code NAL	Document ID 6695-PIP-552-CA-0003	Contract No. 66-6695
	General Job Instructions to Contractor			 नेशनल एल्युमिनियम कम्पनी लिमिटेड National Aluminium Company Ltd.
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1 General



The primary objective of this document is to provide necessary guidelines to Contractor about how to go through the various drawing / documents of Tender, provide scope clarity, co-ordination and interfacing requirements amongst contractor and other agencies for successful execution of various project activities in an efficient, smooth and undisputed manner.

Contractor shall follow all the guidelines and ensure their compliance to various requirements specified in this document. This document shall be read in conjunction with other relevant tender documents, Licensor Basic Engineering Package inputs as applicable, Owners existing project methodologies / philosophy and drawing / documents and Statutory requirements (laws, standards, instructions etc.)

2 Tender Documentation

The contractor shall carefully read the technical requirements for the Job Instructions defined in various documents as listed below. Locations, where these documents are stored in tender, are also given below. However, Contractor shall refer Master Index as well as volume wise Index of this tender to get familiarised with Tender documentation.

1. All Commercial documents, including the Pre-bid query format (excel) is included as part of Volume 1 of this tender.
2. Contractors are advised to follow the overall project schedule (as mentioned in ITB) as well as the schedule of interfacing agency (which shall be shared with the successful bidder) and prepare relevant engineering deliverables accordingly.
3. Technical as well as Commercial Questionnaire enclosed as part of this Tender shall be concurred / accepted by Contractor and submit along with the Bid, as per ITB requirement.
4. The list of documents which need to be provided along with offer by Contractor, is included as under Volume 1, ITB.
5. All Project Management, Scope of Supplies & Scope of work related documents are included in Volume 2 of this tender.
6. Waiver form template is included as part of Volume 1. Deviation during execution stage shall be raised by Contractor by using the Waiver Form only.
7. Documentation requirement are indicated in **Vendor's documentation and Document Matrix** under Volume 2 this documents.
8. Contractor scope shall be strictly followed as specified in the respective "Scope of work for Contractor" documents which is attached in Tender Volume 2.
9. Various Battery limits for Contactor shall be referred in the Battery limit documents attached in the Tender Volume 2.
10. Project specific Equipment Vendor List is included as part Volume 4 of this tender and the same shall be considered by Contractor while submitting the Bid. The same shall be followed during execution. Any deviation to Project specific vendor list shall be raised during bidding stage.
11. Quality Assurance (QA) plan and & Health, Safety and Environmental Plan, requirements to be followed as a minimum, are included in Volume 3 of this Tender.
12. Inspection & Quality Assurance requirements are included as part of Volume 3 of this Tender for Static equipment's, Package units, Rotating and Instruments equipment / items. For electrical equipment /

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Items Inspection requirement QAP (Quality Assurance plans) requirements are covered under respective Technical specifications.

13. Construction Management Guidelines are included as part of Volume 3 whereas Construction Specifications are available in Volume 2 of this Tender (under Civil Section)

14. Technical documents are included in Volume 4 with the Tender.

15. All applicable codes and standards are mentioned in project design basis as well as technical specifications of respective equipment which is included in Volume 4 of this tender.

16. Basic Engineering Package (BEP) documents from Licensor relevant to the scope of work of the contractor are attached as Volume 5 with the Tender as received from the licensor.

Contractor to note that multiple agencies are involved in this project, like various Contractors, Consultant, Owner, Licensors etc. Contractor shall work together in a synchronised manner with various stakeholders of this Project. Proper Co-ordination shall be maintained amongst all these agencies throughout various stages of this project.

Contractor is deemed to have received & understood the tender documents entirely during the bidding stage. Contractor shall check the tender documents and highlight any missing data in the tender documents, any deviation or contradiction to the licensor's package. Such cases shall be brought to the notice of the Owner/Consultant. Owner/Consultant's decision will be final. Contractor must seek clarifications from Owner/Consultant well in advance before submitting their quote. Prebid meeting may called for with concern contractors, depend on pre-bid queries, within 15 days of receipt bid from Owner. Site Visit should be carried out by contractor prior to submit their bid.

Schedule for Pre-bid queries, Site visit is included under Volume 1 of this tender, under Letter inviting Bid (LIB). **In absence of query from contractor, it shall be considered as contractor's total compliance to the tender with no deviation.**

Further during order execution stage, in case of any conflict between the statutory requirements, codes and standards to be followed and various specifications, data sheets etc. of the tender documents, same shall be brought to the notice of the Owner/Consultant. In case of clearly defined requirement, the stringent one shall prevail. In case of ambiguity, Owner/Consultant's decision shall be binding on the Contractor. Any deviation / extra price claim on account of such contradictions shall not be accepted.