

**BANK NOTE PAPER MILL INDIA PRIVATE LIMITED,  
CIN: U21090KA2010PTC055475  
CORPORATE OFFICE, MYSORE**

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**LTE No: BNPM/LTE/DOs & DONTs board/573/2018-19 dated 09.10.2018**

**Last date of Submission of quotation: 30.10.2018 at 1500 hrs**

**1. Scope of work:**

Supply and installation of DOs & DONTs board display board as per the price scheduled at BNPM, Mysore.

**2. Terms & Conditions:**

S. No.	Particulars	Quantity
1.	Payment Terms	100% on receipt and acceptance of goods by the consignee at destination and on production of all required documents by the supplier. <b><u>Warranty certificate (if applicable) and NEFT/RTGS details shall be furnished along with invoice.</u></b>
2.	Price	Price should be inclusive of all taxes & duties.
3.	Freight	Shall be included in quoted price
4.	Packing & Forwarding	Shall be included in quoted price
5.	Delivery Terms	It is responsible of the bidder to arrange transportation and labour required for completion of works on FOR destination basis.
6.	Delivery Period	.....
7.	Material to be delivered at	Engineering Stores Bank Note Paper Mill India Private Limited Note Mudran Nagar Mysore 570 003
8.	Contact person in Engineering Stores	Mr. Ashutosh Kumar 0821 2401 486 Mr. Sunil 0821 2401 485

**BNPM/LTE/536/DOs & DONTs board/2018-19 Dated 09.10.2018**

Name of the Firm												
SI NO	Description	Unit	QTY	HSN CODE	Price for supply and installation of DOs &DONTs display board (in INR)							
					Basic Unit Price (INR)	Freight, P&F, Insurance and Other Charges (INR)	Unit Price (Incl. of Freight, P&F, Insurance & Other Charges) (INR)	GST - 18% (INR)	Total Unit Price (Incl. of Freight, P&F, Insurance, Other Charges & GST) (INR)	Input Tax Credit for HSN/SAC (INR)	Effective Unit Price (Net of Input Tax Credit) (INR)	Total Price (Incl. of Freight, P&F, Insurance , Other Charges & GST) (INR)
			(i)		(a)	(b)	(c) = (a)+(b)	(d)	(e) = (c)+(d)	(f)	(g) = (e) - (f)	(h) = (g)*(i)
1	Providing, supplying, installation of <b>DOs &amp; DONTs display board</b> of overall size <b>900*750 mm (Vertical)</b> using 5mm thick soft PVC Board as background material and providing self-glowing sticker (3M company) of required font size, colour, text and style including double side tape/sticker (3M company) for fixing the board including other material which are essential for completion of job to enhance its heritage look having neat exterior finish etc. as required and direction of engineer using standard make of materials the rate quoted shall include labour charges, transportation charges, installation charges, cutting, finishing etc. GST etc. as per the attachment.	NO	34									
<b>Total effective price (net of input tax credit) for supply and installation of DOs &amp;DONTs display board with GST, freight, P&amp;F, Insurance and Other Charges (In figures) (D.A.P – Mysore site)</b>												
<b>Total effective price (net of input tax credit) for supply and installation of DOs &amp;DONTs display board with GST, freight, P&amp;F, Insurance and Other Charges (In words) (D.A.P – Mysore site)</b>												

We hereby confirm that

1. We accept all terms & conditions mentioned in the enquiry.
2. Price quoted is inclusive of GST, duties, P&F, freight etc. on DAP, BNPM, Mysore basis.

Signature of bidder:.....

Name of the Firm:.....

Seal of the firm: .....

## Do's and Don'ts for BOILER HOUSE

Sl No.	DO'S	DON'TS
1	Have the Boilers Inspected by IBR Inceptor Annually as per prevailing Statutory Guideline.	Operate a boiler without a valid Certificate of Inspection from IBR authority.
2	Test the safety controls and devices on a periodical basis as recommended by IBR and log the details in the log book	Operate a Boiler unless it is equipped with a tested safety valve with sufficient relieving capacity, set at OR below the maximum allowable working pressure.
3	Ensure Boiler Operators are adequately trained to assure safe and efficient operation.	Ever bypass the pressure controls, low water cut-out or any other limit switch or control.
4	Inspect the Boiler daily for proper operation and / OR adverse conditions.	Ever restrict the design function of any safety valve, such as by reducing or plugging the outlet, painting or removing it.
5	Maintain a log of incidents that affect Boiler operation, and when safety controls and devises were tested. (I.e. Low water level cut out, Safety valves testing and combustion controller etc.)	Permit unqualified personnel to operate a boiler.
6	Allow Only IBR Authorised firms/repair firms to make welded repairs.	Ever leave the Boiler unattended for a long periods of time.
7	Maintain the PPE at all times	Operate a Boiler without adequate source of combustion air.
8	Close the main stop valve on shutdown	
9	Emergency numbers shall be display	
10	1st Class operator shall be available all times for operation	
11	Burner maintenance shall be carried out as per schedule	
12	The Calibration of LT's, PT's, Flow elements and other instruments twice in a year and log it in the log book.	
13	Maintain Feed water parameters (pH,TDS, )	
14	Use Maximum condensate	
15	Carry out blowdown regularly	
16	Open air vent valve before starting the boiler and after achieving 2-3 kg/Cm <sup>2</sup> pressure, close the air vent valve	

## Do's and Don'ts for MCC Rooms

Sl No.	DO'S	DON'TS
1	Use proper safety items while working	Don't work in darkness.
2	Use proper tools for Maintenance	Don't overload motors, circuits
3	Follow SOP without fail	Don't use temporary wiring
4	Be ensure that you are isolated electrically	Don't touch any component with wet hands or sweating hands
5	Make a clear visual inspection on the components/wiring for any insulation damage/burnts	Don't twist the cables more
6	Be ensure that all power supply feeders were in OFF condition	Don't make the wiring ugly and Zigzag pattern
7	Keep the work area clean	Don't stand on metal parts/moisturised area
8	Be ensure that lighting in work area is sufficient	Don't run the cables on the floor
9	Read and follow manufacturer's instructions before work start	Don't work if you are panic/sick/exhaust
10	Check that whether worker is in healthy condition and was not drunk	Don't do anything without knowledge.
11	Close all panel doors properly after completion of work	Don't work alone.
12	Leave work on energized equipments to qualified workers	Don't wear metallic ring / bracelet during working
13	Wear insulated Rubber gloves and any other assigned protective clothing while working	Don't go near active electrical panels if a person having pace maker

## Electric Safety Do's and Don'ts

Sl No.	Do's	Dont's
1	Follow Standard Operating Procedure and follow manufacturer's instructions	Don't operate any electrical equipment unless you are familiar with the circuit
2	Ensure healthiness of insulation and working of tools & tackles before using it.	Don't use wires, tools & tackles with poor and deteriorated insulations.
3	Do place rubber mats in front of electrical switchboards/Panels. Wear rubber gloves and any other assigned protective clothing.	Don't use gloves or protective equipment's without proper voltage level not having proper test certificates.
4	Always isolate, lockout & tag out a power source of an equipment and place "men working" sign boards on it before commencing work.	Don't close any switches unless you are familiar with the circuit, which controls and unless you know the reason for its being kept open.
5	Obey warnings to stay away from electrical circuits and locked-out equipment	High voltage apparatus may give leakage shock or flash over even without touching
6	Treat circuit as alive until they are proved to be dead.	Don't touch or tamper with any electrical gear, unless you have made sure it is dead and earthed.
7	Thoroughly discharge to earth all the cables or an equipment before working on it.	Don't use bare conductor or discharge rod of different level with improper insulation for discharging.
8	Turn away your face whenever an arc or a flash is expected.	Don't close or open a switch or fuse, slowly or hesitatingly. Do it quickly, positively and firmly.
9	Ensure that all the circuits or equipment in dead condition (no power) before working on it.	Don't test a circuit with bare fingers or hand to determine whether or not it is alive.
10	Make sure that all employees are familiar with the location and the use of firefighting apparatus, emergency exit.	Don't use fire extinguishers on electrical equipment unless it is clearly marked as suitable for that purpose.
11	Make sure, when using fire hose that the jet of water breaks into a fine contact with live electrical apparatus.	Don't throw water on live electric equipment's in case of fire.