

NIRO - TECH

NO.12, BALAKRISHNA NAGAR, GLASS FACTORY MAIN ROAD,
THIRUVOTTIYUR, CHENNAI – 600 019
E-MAIL : NIROTECH82@GMAIL.COM

(PROFILE OVERVIEW)



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CLIENT LIST

- **KEC INTERNATIONAL PVT LIMITED** -**202.2 LAKHS**
- **NCC PVT LIMITED** -**156.7 LAKHS**
- **GMR INFRASTRUCTURE LTD – EPC** -**41LAKHS+(RUNNING)**
- **PATEL INFRASTRUCTURE LTD** -**246.7LAKHS+(RUNNING)**
- **GANNON DUNKERLY CO.PVT LTD** -**56 LAKHS**
- **BSM ENTERPRISES** -**127.5LAKHS**
- **ANIRUTH K ENTERPRISES** -**95.18LAKHS**

Site Manual Scope & Exclusions

The site Manual, outlining the general guidelines of site management, also, to a certain extent, captures the responsibilities of the Site In-Charge and other site personnel. The manual also clearly mentions the roles and responsibilities of various employees for effective Site Management.

This manual, therefore, assumes a greater importance and has to be carefully read by all Site Personnel.

In case any of the site employees has any query or requires any clarification, on his roles and responsibilities, he should immediately discuss the same with his Site In-charge or Project Manager and get the required clarifications.

NIRO TECH CORE BUSINESS & VISION

VISION



To be a leader in Engineering, supply & Project implementation.

MISSION

Grow through mutually beneficial partnerships with customers, technology partners, vendors and Sub- contractors; empower and strengthen the skills and competencies of people; apply a system approach to project management to ensure timely, quality and cost –effective deliverables.

QUALITY POLICY

"Pursues continual improvement in the Quality of its Products and Services to enhance customer Satisfaction and business growth through dedication, commitment and teamwork of all employees"

QUALITY OBJECTIVE

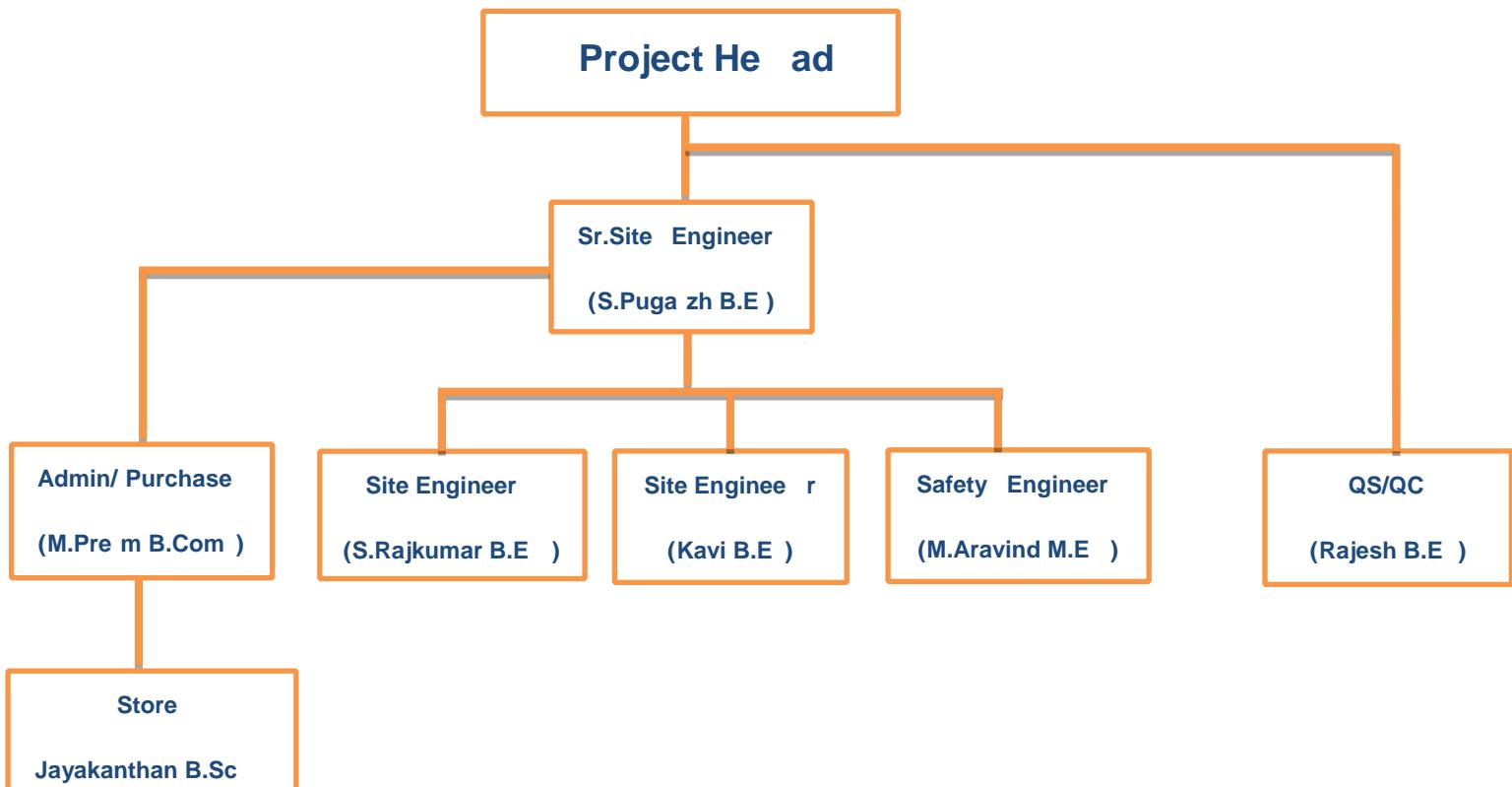
1. To ensure quality of Products, services to enhance to customer satisfaction.
2. To provide a safe environment for all personnel, with adequate monitoring systems.
3. To organize skill enhancement programmes for employees to meet the changing needs of customers.

HSE POLICY

- Preventing injuries & ill health to the employees & interested parties of the organization
- Complying with all applicable legal & other requirements
- Mitigating the pollution in work area as well as our surroundings
- Training all the employees of Annai Enterprises and Contract employees on HSE aspects.
- Carrying out continual improvement in Health, safety and Environmental management System.



SITE ORGANISATION CHART





METHODOLOGY OF CONSTRUCTION WORK

1. Piling

- The pile boring operations shall be performed using the suitable rotary drill rigs depends on the diameter, depth, Soil condition and construction method.
- If necessary, the bore-holes shall be stabilized with a temporary casing in the upper layer (depends on soil and site condition) .The length of the casing will be determined from the actual soil condition encountered on site.
- Bentonite shall be used for unstable subsoil condition and for piles equal and more than 1800mm diameter.
- The reinforcement cage will be fabricated in lay-down sections. The length, type and size of the steel cage will be according to contract drawings and specifications.
- Cages will be installed into the bored hole using a service crane of the required lifting capacity.
- All pile shall then be concreted by using the „trimie“ method.
- Spoil from piles will be cleared from the boring locations by means of an excavator as boring proceeds.
- Depending on the volume of spoil excavated, it will be removed to stockpile area or spoil pit, for drying before loading and removed off-site.

2. Excavation Work

- The area to be excavated shall be properly marked and clear before starting the works.
- The depth of excavation shall be periodically checked by a surveyor to avoid over excavation. The bank of excavated1 area shall be sloped 30 degrees and shall be maintained to avoid a collapse of the bank into the excavated area.



- All excavated material shall be kept a minimum of 1.0 meter from the edge of excavation or shall be stockpiled to the area designated by the Engineer.
- For all excavation activities, adequate safety barriers, sign boards, advance warning signs would be used.

3. Bar bending Work

- On receipt of approval, bending of re-bars will be carried out and the prepared reinforcements shall be stacked properly with tags for proper identification. Care will be taken to ensure that the steel reinforcements are rust free.
- For epoxy coated re-bars, after bending them, the cracks of the coating if any shall be repaired with repair kit before placing.
- After placing the re-bars in position it will be tied with epoxy coated/annealed Binding wire to form the reinforcement for the structure. It will be inspected and approved before using.

4. Brick Work

- Locations of brick walls & openings in brick walls will be marked on floor by referring the off lines of main grids.
- Verticality & the alignment of brick walls will be checked by using mason's plumb.
- Cement/ sand mortar will be mixed manually or mechanical mixer & volume of cement & sand will be measured using gauge boxes. Mix ratio of cement & sand is 1:5 (by volume)
- Inspection with the engineer's representative will be carried out while work is in progress.
- Sample of Bricks will be submitted for the approval of engineer



5. Scaffolding

- Scaffolding shall be erected, altered and dismantled by experienced Workmen working under the direction of a competent Supervisor.
- Procedure for erection & dismantling should be such that an unstable condition is not reached at any point of time. Progress should be symmetrical to prevent any load imbalance.
- All Scaffolding workers shall be wearing Safety Harness with Double Lanyard. When changing positions they shall secure the 2nd Lifeline before unhooking and re-hooking the 1st Lifeline.
- Scaffolding Couplers should be tightened with proper Tools. Scaffolding materials and other objects shall not be dropped, thrown, tipped or shot from Heights. Drop area shall be barricaded.
- Bracings and Ladders shall be constructed as the Scaffolding progress.
- To protect Persons working below from falling material as well as Persons working above from falling down, Safety Nets should be deployed wherever practicable.
- During the erection stage of any Scaffolding, Warning Notice with the wording "Scaffolding incomplete – Do not use" should be fixed to the Scaffolding at all access points. This warning will be in the form of a painted Board. Also, in the event of any doubt concerning the integrity of particular Scaffolding, "Scaffolding incomplete – Do not use" Boards shall be put.
- After erection, but before use of Scaffolding, the erected Scaffolding shall be inspected and approved by the Scaffolding Supervisor. The certified Scaffolding shall then be handed over to the Maintenance for use. Once erected, the Scaffolding shall be inspected every Week.
- The Status Board with the wording "Scaffolding Complete, Safe for Use" should be displayed when the Scaffolding is ready for use. Tags shall be displayed near access points at Eye level.



- No portion of the Scaffold should be utilized unless that portion is fully decked, braced, tied, demarcated and certified.
- Scaffolding materials such as Tubular, Plank, Clamp, etc. shall be inspected annually by the Scaffolding Supervisor, to ensure they are free from defects. The inspected lot of material shall be painted on the edges with different colors for ease of identification.
- All Workers engaged in Scaffolding erection/dismantling shall use Safety Belt/Harness, with Double Lifeline. One Harness of the Safety Belt shall always be anchored to the firm support.
- All Platforms shall be provided with Guardrails, mid-Rails and Toe-Boards.
- A Ladder of proper Length shall be provided for the job to be done. If it is used as a means of access or as a working place, it shall rise to a Height of at least 3'6" (1.07 Meters) above the landing place or above the highest Rung to be reached by the Feet of the Person, using the Ladder. Ladders shall be examined before use for missing, broken, loose or damaged Rungs and Splinters.
- Wooden Ladders shall not be used.
- Where a Ladder is carried single-handed, the front end should be kept high enough to clear Person's Head and special care taken at corners and blind spots.
- The Stiles of a Ladder shall be equally supported on a firm level surface. Boxes, Bricks, Barrels, etc. shall not be used as a means of support and under no circumstances shall Wedges or other loose material be used as Packing.
- Ladders shall not be supported on their Rungs and Rungs shall not be used to support Scaffold Boards.
- Ladders shall be set 1' (300mm) out of each 4' (1.210 Meters) of Height, i.e. at an angle of 75 Degrees to the Horizontal. Where extension Ladders are used fully extended, minimum overlap of sections shall be Four Rungs. Splicing or Lashing Ladders together to obtain an extension will not be permitted.
- Both Stiles of a Ladder shall be evenly supported and securely lashed to prevent any movement.



6. Form work

- Use formwork which is rigid and closely fitted, with sufficient strength to support wet concrete.
- Ensure that centering plates, planks or plywood are properly cleaned.
- Effect proper check for line, level and plumb before starting concreting activity.
- Shuttering to be checked in stage wise, i.e. 1st beam bottom alignment, level and rigidity of staging to take the load. 2nd Beam sides 3rd Slab shuttering & levels. 4th – Fixing of side supports, for rigidity.
- Special care should be taken to check column supports at junction of beams.
- Position of pockets and insert to be carefully placed and check before placing concrete.
- Take care to apply suitable form release agent before the placement of reinforcement and after proper cleaning of form work.
- Use of magic tape for gap filling.
- Provide extra supports at joints of wall plates beam bottom, proper care must be taken to prevent bulging of centering.
- Ensure that proper supporting system has been adopted for external beams to prevent bulging.
- Leave slab form work undisturbed till concrete gains 70% of required strength.

7. Road work

In-Process Procedure:

The execution procedures shall be divided into following sections, which are: a)

- Prime Coat.
- b) Binder course.
- c) Tack coat.
- d) Wearing course.



a) Prime Coat:

- Quality of Primer should be as per BS1707 or 1S:217, IS: 454 and IS: 8887.
- Immediately before applying the prime coat (which shall be preliminarily approved), the full width of the surface shall be cleaned with compressed air.
 - i) The bituminous material for the prime coat shall be applied by means of bitumen spray tankers.
 - ii) This shall be applied in a single layer at the rate of 0.7 – 1.5 liters /sq.m and at a temperature not exceeding 70° C. This surface shall be cured for 24 hours.
 - iii) The over spread area shall be cured more than 24 hours/ until excess prime coat is evaporated.

b) Binder Course:

- Quality of Binder should be as per AASHO-T182 or IS: 73, IS: 217, IS:454 and IS: 8887.
- i) Immediately before paving the binder course material, the surface of the prime coat shall be cleaned with compressed air and shall be ensured that the surface is dry.
- ii) The hot asphalt mix shall be brought from the mixing plant by 6 wheel trucks or trailers. Upon arrival at site, the asphalt mix shall be dumped into the asphalt paver.
- iii) The asphalt paver shall lay the material to the required thickness and level.
- iv) The mix shall be compacted as soon as possible after spreading the material. Tandem rollers shall follow the laying operation to carry out breakdown rolling up to temperature of 110- 120° C. Pneumatic tired rollers and tandem rollers shall follow the breakdown rolling and sufficient passes shall be made to achieve the required compaction.



- Rolling shall start from the sides and proceed toward the center. Each trip of the roller shall overlap the previous trip by at least 30 cm. Roller wheel shall be kept moistened. The roller shall be capable of reversing without backlash and shall be free from worn parts.
 - Heavy rollers shall be used to complete all rolling including elimination of waves caused by the lighter rollers. Full compaction shall be obtained before the asphalt temperature reaches 100° C. Compaction shall be in accordance with specification of relevant standard.
- v) The construction joints shall be prepared by cutting the layer vertically down by means of asphalt saw cutting machine or with jack hammer. The joint shall be cleaned well by compressed air and tack coat material shall be applied on the vertical and horizontal surface for better bonding. Extremely good care shall be taken when asphalt is laid at construction joints.
- vi) The areas inaccessible for heavy rollers shall be compacted with plate compactors or hand tampers. After reaching the base course top level, suitable fill material (dune sand) shall be dumped to the top level of base course on the sides of road shoulders. It shall be leveled, shaped (1:6 ratios) and compacted to 90% maximum dry density.

c) Tack Coat:

- i) The material (which shall be primarily approved) shall be applied at the rate of 0.3 to 0.6 lit/ sq.m at the temperature not exceeding 54 °C above the binder and at where there is a joint with existing asphalt surface.
- ii) The surface shall be cured for the period as per manufacturer's recommendations until a tacky surface is visible.

d) Wearing Course:



- i) The hot asphalt mix shall be spread over the cured surface of tack coat by automatic asphalt paver to the required profile and thickness.
- ii) The mix shall be compacted as soon as possible after spreading the material. Tandem roller shall follow the laying operation to carry out breakdown rolling up to a temperature of 110- 120° C.
 - Self propelled rollers and Tandem rollers shall follow the breakdown rolling and sufficient passes shall be made to achieve the required compaction.
 - Rolling shall start from the sides and proceed toward the center. Each trip of the roller shall overlap the previous trip by at least 30 cm.
 - Roller wheels shall be kept moistened. The roller shall be capable of reversing without backlash and shall be free from worn parts. Heavy tandem roller (CC-41) shall be used to complete all rolling including elimination of waves caused by the lighter rollers Full compaction shall be obtained before the asphalt temperature reaches 80° C. Compaction shall be in accordance with specification of relevant standard.
- iii) Traffic shall not be allowed on this layer until it is properly cooled, a minimum period of 12 hours shall be considered after the completion of the rolling.
- iv) The test holes shall me made good with hot asphalt mix and compacted using Marshal Hammer.



Roles and Responsibilities

1. Project Manager

- Plan the delivery of the project at hand.
- Manage the day-to-day working, utilization, implementation and technical consultants engaged on client assignments. From ensuring the correct material turns up before a job, to explaining the work ethics and activities to colleagues.
- Report progress on projects by suitable media to sector management, maintain and update project reporting, checkpoints and financial reporting to a high standard.
- Plan and arrange visits to existing and new potential clients, ensuring every client receives sufficient support to enhance their relationships.
- Develop contacts with senior staff, directors, and other influential staff within each account during the implementation phase.
- Co-ordinate required support levels and training.
- Produce reports on each project at agreed intervals, and whenever substantive actions are required.

2. Senior Site Engineer

- Assess project and its requirements.
- Assess the impact and feasibility of site due diligence, preliminary layout and up to the final engineering design.
- Prepare architectural drawings and schematic designs based on project requirements.
- Study and assess drawings, plans, specifications and other documents relating to construction projects.
- Determine budget, project schedules and scope of work and deploy appropriate staff.



- Direct, lead and support other engineering and skilled personnel in managing and executing multiple tasks and projects.
- Lead and direct onsite construction teams.
- Collaborate and interact with construction teams, architects and outside project developers and consultants.
- Manage deliverables on time and within the budget.
- Initiate and ensure standard civil engineering discipline in drawings and plans including geotechnical, wind and hydrology analyses.
- Adhere to the best practices, standards and procedures of the company

3. Site Engineer

- Acting as the main technical adviser on a construction site for subcontractors, crafts people and operatives.
- Setting out, leveling and surveying the site.
- Checking plans, drawings and quantities for accuracy of calculations.
- Ensuring that all materials used and work performed are as per specifications.
- Agreeing a price for materials, and making cost-effective solutions and proposals for the intended project;
- Managing, monitoring and interpreting the contract design documents supplied by the client or architect;
- Liaising with the local authority (where appropriate to the project) to ensure compliance with local construction regulations and by-laws;
- Liaising with clients and their representatives (architects, engineers and surveyors), including attending regular meetings to keep them informed of progress;
- Day-to-day management of the site, including supervising and monitoring the site labor force and the work of any subcontractors;



- planning the work and efficiently organizing the plant and site facilities in order to meet agreed deadlines;
- Overseeing quality control and health and safety matters on site;
- Preparing reports as required;
- Resolving any unexpected technical difficulties and other problems that may arise.

4. Safety Engineer

- Ensure compliance with statutory requirements and company safety management system.
- Organize and provide each employee with appropriate safety induction.
- Maintain safe and healthy workplace through daily site inspections and report findings to construction manager.
- Ensure that the PPE is used on site by all personnel in compliance to work environment. Assist in investigating all workplace incidents/accidents and implement the follow up corrective action.
- Actively participate safety meetings and conduct tool box talks among employees.
- Ensure that all plant equipment mobilized on site has valid third party certification as it pertains to safety and safe operation of equipment.
- Ensure that all working personnel conduct their working activities in a safe manner according to prescribed safe working procedures.
- Co-ordinate safety activities with safety officers from sub-contractors, consultant/client representative.
- Ensure that all work equipment and machinery are maintained by a competent person with documented records available for inspection.
- Ensure that general workplace area is maintained to provide good standards of housekeeping.



- Provide safety related information in weekly/monthly safety reports and record keeping of safety documentations.

5. Quantity Surveyor

The day to day responsibilities of include roles inside the office, on the construction site - or in meetings with clients and other project personnel. While the very nature of construction work ensures no two projects are ever the same, a typical work day might involve:

- Preparation of contracts, including details regarding quantities of required materials
- On-going cost analysis of maintenance and repair work
- Feasibility studies of client requests
- Analyzing completed work and arranging payment to contractors
- Allocating upcoming work to contractors
- Site visits, assessments and projections for future work

6. Admin

- Evaluate all projects and ensure compliance to all budgets for contract services and coordinate with project manager to review all projects and maintain estimates and track all invoices and work orders.
- Assist contractors to evaluate all contract documents and prepare reports for any deficiencies in projects and ensure adherence to all design and construction regulations for all new buildings at various locations and ensure effective maintenance of all project schedules.
- Monitor all contractor drawings at various intervals and maintain records of all installation and evaluate all applications for payment got contractors and



recommend changes if required and supervise efficient working of all employees and ensure compliance to all instructions.

- Ensure compliance to all company safety requirements and monitor all projects from conceptualization to implementation and prepare reports for same and evaluate punch list for all project close out.
- Maintain records of goods ordered and received.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.

7. FINANCE & ACCOUNTS

- Site In-charge should maintain cash account statement and update the same as and when the expenses are paid.
- They should see that all the amount claimed are supported by bills. Accounts will not accept payment vouchers if not supported by proper documents.
- Site in charge should ensure that proper receipt is obtained for the payment of rent/ rent advance for engaging house for company employees.
- All cash expenses shall be prepared in cash vouchers by site accountant/ Supervisor, signed by recipient and approved by Site In-charge.
- Business related expenses must be submitted along with required and explanatory note to Project manager & finance department
- When the site is getting closed, he should ensure that the amount is adjusted/ recovered from building owner & statements sent to office.

8. SITE PURCHASE

- Purchase request & Purchase orders for site Purchases shall be done from site with the consent & approval of Project Manager.
- Goods Receipt Entry shall be made, once materials are received at site
 - (a) Duly inspected & quantity verified with PO



- (b) With required plant/ gate entries
- (c) Attaching documents covering all taxes & duties



NCCL/CMRL-ECV101/WO/038/18-19 - SITE

Date: 15/06/2018

To
M/s. NIRO – Tech,
No.12, Balakrishna nagar,
Glass factory main Road,
Thiruvottiyur,
Chennai – 19.

Kind Attn: Mr. S. Barathi

Sub: Work Order issued to carryout laying of roads for the CMRL project package ECV101 - Reg.

With reference to our discussion at site office, we are pleased to issue this work order on you for laying of road for our project ECV 101 Chennai Metro Rail Corporation Limited, Chennai, Tamil Nadu as per the enclosed BOQ and the following terms and conditions.

1. The Scope of Work shall be as per the enclosed BOQ.
2. The value of work is Rs 76,82,500 (Seventy six lakhs eighty two thousand five hundred rupees only) based on the quantities mentioned in BOQ.
3. The quantities mentioned are tentative and may vary to any extent based on the actual site conditions. Payments will be made based on the actual measurements as certified by NCCL Engineer-In-Charge and no escalation will be considered.

NCCL Scope:-

4. Equipment like excavator, dumpers required for disposal of debris and transportation will be provided by NCCL free of cost.

Your Scope:-

5. Materials required for execute the above work are in your scope.
6. All equipment and all consumables required for completion of road work shall be in your scope.
7. The road layer and thickness requirements shall be within the allowable limits as per the Agreement/ Specifications. All works shall be done as per the Client's instructions.
8. You shall maintain register for area of execution and thickness provided for each layer etc. with joint signatures of your Engineer, our Engineer and Consultant's Representative.
9. You have to maintain Safety rules & House Keeping as per our client requirements and as directed by CMRL/NCCL.
10. After completion of work, you shall be responsible to obtain the RFI from Client.

Commercial terms and conditions :-

11. The item rates in the BOQ are firm till the completion of job. No escalation will be paid.
12. The item rates are excluding GST, however it shall be paid extra after submitting the remit challan proof, if applicable. However, TDS shall be recovered from your bills as per rules.



NCC

13. You can submit monthly RA Bills by end of the month, which will be cleared in 10 days of time from date of submission. Certified final bill will be paid within 15 days of certification.
14. We shall recover 5% retention money from RA Bills, which shall be released after three months from the date of completion of entire work and submission of final bill.
15. Your workmen will be covered under our workmen compensation policy. However, we shall not be liable for any compensation on account pertaining to your staff, workmen and machinery. All necessary legal work and follow up with courts / Labour dept / Insurance co shall be done by you at your cost. Any compensation received in such cases shall be passed on to you after recovering any expenditure incurred by NCCL for this purpose. You shall have to abide to all provisions of the contract labour (regulations and abolition act), 1970 as amended.
16. You shall mobilize required machinery along with necessary tools, consumables etc. within a week of issue of this work order.
17. The entire work shall be executed in the best workmanship to the satisfaction of Engineer-in-Charge of NCCL and meeting the requirements of the client provisions and specifications. All defective works shall be rectified by you at your cost only and NCCL shall not be liable for additional expenditure. In the event of your failure to rectify and/or redo such defective/sub-standard work, NCCL shall get the same done. Complete cost incurred thereof shall be recovered from you. No claim whatsoever shall be raised by you in this regard.
18. In case of any differences, disputes arising during the execution of this contract, decision of NCCL management shall be final and binding.
19. You shall be governed by all statutory requirements as per Central & Local Authorities. You will be responsible for ESI, EPF contribution for your workers and necessary proof of records shall be submitted to our site officials. No labourers below the age of 18 years will be allowed at the work premises. You are responsible for following all safety regulations of the site. You shall cover the people working on your behalf at our site with Workmen Compensation and Insurance at your cost and necessary records shall be submitted to our site office. You shall indemnify us from any statutory claims and consequential action arising out of any liability incurred by you.

This work order is sent to you in duplicate and you are requested to return us the duplicate duly signed by you with your acceptance.

Thanking you,

For NCC Limited

P. Hemantha Kumar
(P Hemantha Kumar)
Deputy General Manager(Tech)

J. J. R.
Contractor Accepted Signature



NCCL/CMRL-ECV101/WO/038/18-19 - SITE

Date: 15/06/2018

To
M/s. NIRO – Tech,
No.12, Balakrishna nagar,
Glass factory main Road,
Thiruvottiyur,
Chennai – 19.

Kind Attn: Mr. S. Barathi

Sub: Work Order issued to carryout laying of roads for the CMRL project package ECV101 - Reg.

With reference to our discussion at site office, we are pleased to issue this work order on you for laying of road for our project ECV 101 Chennai Metro Rail Corporation Limited, Chennai, Tamil Nadu as per the enclosed BOQ and the following terms and conditions.

1. The Scope of Work shall be as per the enclosed BOQ.
2. The value of work is Rs 17,96,000 (Seventeen lakhs ninety six thousand rupees only) based on the quantities mentioned in BOQ.
3. The quantities mentioned are tentative and may vary to any extent based on the actual site conditions. Payments will be made based on the actual measurements as certified by NCCL Engineer-In-Charge and no escalation will be considered.

NCCL Scope:-

4. Equipment like excavator, dumpers required for disposal of debris and transportation will be provided by NCCL free of cost.

Your Scope:-

5. Materials required for execute the above work are in your scope.
6. All equipment and all consumables required for completion of road work shall be in your scope.
7. The road layer and thickness requirements shall be within the allowable limits as per the Agreement/ Specifications. All works shall be done as per the Client's instructions.
8. You shall maintain register for area of execution and thickness provided for each layer etc. with joint signatures of your Engineer, our Engineer and Consultant's Representative.
9. You have to maintain Safety rules & House Keeping as per our client requirements and as directed by CMRL/NCCL.
10. After completion of work, you shall be responsible to obtain the RFI from Client.

Commercial terms and conditions :-

11. The item rates in the BOQ are firm till the completion of job. No escalation will be paid.
12. The item rates are excluding GST, however it shall be paid extra after submitting the remit challan proof, if applicable. However, TDS shall be recovered from your bills as per rules.



13. You can submit monthly RA Bills by end of the month, which will be cleared in 10 days of time from date of submission. Certified final bill will be paid within 15 days of certification.
14. We shall recover 5% retention money from RA Bills, which shall be released after three months from the date of completion of entire work and submission of final bill.
15. Your workmen will be covered under our workmen compensation policy. However, we shall not be liable for any compensation on account pertaining to your staff, workmen and machinery. All necessary legal work and follow up with courts / Labour dept / Insurance co shall be done by you at your cost. Any compensation received in such cases shall be passed on to you after recovering any expenditure incurred by NCCL for this purpose. You shall have to abide to all provisions of the contract labour (regulations and abolition act), 1970 as amended.
16. You shall mobilize required machinery along with necessary tools, consumables etc. within a week of issue of this work order.
17. The entire work shall be executed in the best workmanship to the satisfaction of Engineer-In-Charge of NCCL and meeting the requirements of the client provisions and specifications. All defective works shall be rectified by you at your cost only and NCCL shall not be liable for additional expenditure. In the event of your failure to rectify and/or redo such defective/sub-standard work, NCCL shall get the same done. Complete cost incurred thereof shall be recovered from you. No claim whatsoever shall be raised by you in this regard.
18. In case of any differences, disputes arising during the execution of this contract, decision of NCCL management shall be final and binding.
19. You shall be governed by all statutory requirements as per Central & Local Authorities. You will be responsible for ESI, EPF contribution for your workers and necessary proof of records shall be submitted to our site officials. No labourers below the age of 18 years will be allowed at the work premises. You are responsible for following all safety regulations of the site. You shall cover the people working on your behalf at our site with Workmen Compensation and Insurance at your cost and necessary records shall be submitted to our site office. You shall indemnify us from any statutory claims and consequential action arising out of any liability incurred by you.

This work order is sent to you in duplicate and you are requested to return us the duplicate duly signed by you with your acceptance.

Thanking you,

For NCC Limited

ACCEPTED BY

AUTHORISED SIGNATORY

CONTRACTOR'S SIGNATURE



NIRO - TECH



KEC International Limited

8th Floor, Building No. 9A, DLF Cyber City Phase - III, Gurgaon (Haryana) - 122002, India
Tel.: +91-124-4188790 • Fax +91-124-4188799 • Web: www.kecrpg.com

Ref: KEC/MANALI/B-545/CPDC-37544 & 39098/Civil-08/ Amendment 01 Date: 01.12.2017

M/s. NIRO-TECH
No. 12, Balakrishna Nagar,
Glass Factory Main Road,
Chennai – 600019.
Nirotech82@gmail.com
GST No. 33DFNPP6267K1ZR

Sub: Civil work related to Establishment of Manali 400KV GIS SS UG Lines in Chennai Region on
Turn Key Basis – Package – No. 2 – Amendment – 01

Ref: WO No. : KEC/MANALI/B-545/CPDC-37544 & 39098/Civil-08 Dt. 10.09.2017

Dear Sir,

With the above reference to your WO: KEC/MANALI/B-545/CPDC-37544 & 39098/Civil-08 dated 10.09.2017 we are issuing amendment for the said WO. The revised WO value is Rs. 1,20,14,118/- (Rupees One Crore Twenty Lakh Fourteen Thousand One Hundred and Eighteen Only) associated with Establishment of Manali 400KV GIS SS UG Lines in Chennai Region on Turn Key Basis – Package – No.2. All other terms and condition of previous WO: KEC/MANALI/B-545/CPDC-37544 & 39098/Civil-08 dated 10.09.2017 is applicable and binding on you. The revised WO price schedule is attached herewith.

This work order is issued duplicate. Please return the duplicate copy of this work order duly signed by you as a token of acceptance.

Thanking you,
For KEC International Limited

Soumya Ranjan Tripathy
Project Manager

Regd. Off. : CEAT Mahal, 1st Floor, 463, Dr. Annie Besant Road, Worli, Mumbai 400030, India.
Tel.: +91-22-6667 0200 • Fax +91-22-66670260 • Web: www.kecrpg.com





NIRO - TECH



KEC International Limited

8th Floor, Building No. 9A, DLF Cyber City Phase - III, Gurgaon (Haryana) - 122002, India

Tel.: +91-124-4188790 • Fax +91-124-4188799 • Web: www.kecrpg.com

Ref: KEC/MANALI/B-545/CPDC-37544 & 39098/Civil-08

Date: 10.09.2017

M/s. NIRO-TECH

No. 12, Balakrishna Nagar,
Glass Factory Main Road,
Chennai – 600019.

Nirotech82@gmail.com

GST No. 33DFNPP6267K1ZR

Sub: Civil work related to Establishment of Manali 400KV GIS SS UG Lines in Chennai Region on
Turn Key Basis – Package – No. 2

Dear Sir,

With the above reference to your offer and subsequent discussions with you, we are pleased to place the WO for Civil activity of **Rs. 45,75,000/- INR (Forty Five Lakh Seventy Five Thousand only)** associated with Establishment of Manali 400KV GIS SS UG Lines in Chennai Region on Turn Key Basis – Package – No.2.

This work order is issued duplicate. Please return the duplicate copy of this work order duly signed by you as a token of acceptance.

Thanking you,

For KEC International Limited

Soumya Ranjan Tripathy
Project Manager



Regd. Off. : CEAT Mahal, 1st Floor, 463, Dr. Annie Besant Road, Worli, Mumbai 400030, India.
Tel.: +91-22-6667 0200 • Fax +91-22-66670260 • Web.: www.kecrpg.com





NIRO - TECH



BSM ENTERPRISES

Contractor & Material Supplier

Date: 17.07.2017

To,

NIRO-TECH

No.12 Balakrishna Nagar,
Glass Factory Main Road,
Thiruvottiyur, Chennai-19

Dear Sir,

Sub: Work order for Approach Road for NCTPS – Stage III in Athipattu.

With reference to your quotation and subsequent negotiations you had with us, we are pleased to award work order to you for laying of Approach Road for NCTPS – stage III in Athipattu, As per the enclosed BOQ and the following terms and conditions.

1. The scope of work shall as per the enclosed BOQ
2. The value of work is **Rs.45,64,000.(Forty Five Lakhs Sixty Four Thousand)** based on the quantity mentioned in BOQ
3. Based on actual measurement payment will be made as certified by Engineer-in-charge
4. To arrange equipment like Excavator, Dumper for disposal of debris from site
5. The road layer and thickness requirements shall be within the allowable limits as per the specification.
6. To maintain register for note thickness of each layer with Joint signature of Engineer-in-charge
7. To maintain housekeeping after completing the work
8. After completion of work you shall be responsible for quality
9. The Item rates in the BOQ or firm till the completion of job

This work order is sent to you in duplicate and you are requested to return us the duplicate duly signed by you with your acceptance

For BSM Enterprises,

Authorised Signatory

Accepted by

Contractor Signature



NIRO - TECH



BSM ENTERPRISES
Contractor & Material Supplier

Date: 12.01.2017

To,
NIRO-TECH
No.12 Balakrishna Nagar,
Glass Factory Main Road,
Thiruvottiyur, Chennai-19

Dear Sir,

Sub: Work order for Filing and Levelling for IOCL Project in Erumavettipalayam

With reference to your quotation, we are pleased to issue this work order on you for Filing and Levelling for IOCL Project in Erumavettipalayam, As per the enclosed BOQ and the following terms and conditions.

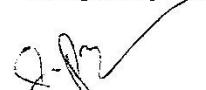
01. The scope of work shall as per the enclosed BOQ
02. The value of work is **Rs.1,27,54,346. (One Crore Twenty Seven Laksh Fifty Four Thousand Three Hundred Forty six)** based on the quantity mentioned in BOQ
03. Based on actual measurement payment will be made as certified by Engineer-in-charge
04. You have to provide sufficient driver for running the vehicle
05. The vehicle should work minimum Twenty Hrs/Day. The diesel amount which is included in the above charges
06. Diesel required for the vehicle will be issued and amount will be deducted from the bill
07. In case of any break down of the vehicle you have to arrange another vehicle, otherwise the corresponding amount will be deducted from the bill for the breakdown period
08. The number of working hours will be certified by Engineer-in-charge at site
09. All inputs, implements and incidental rental require for the attending the above work should be supplied by you.
10. You should engage experienced person to carry out above works and child labour should not be engaged

This work order is sent to you in duplicate and you are requested to return us the duplicate duly signed by you with your acceptance.

For BSM Enterprises,


Authorised Signatory

Accepted by


Contractor Signature



1/

PIL/CTP/WO/030/2019

Date: 22.01.2019

To,
M/s. NIRO-TECH,
Balakrishna Nagar,
Glass Factory main road,
Thiruvottiyur,
Chennai- 600019
PAN :- DFNPP6267K
GST No:- 33DFNPP6267K

Work Order

Kind Attention: M/s NIRO-TECH
Contact No.- +91- 9786661721 / 8428790979
Email id: nirotech82@gmail.com

Project: Four Laning of Cholopuram – Thanjavur from Km. 116.440 to 164.275 Section of NH-45C in the state of Tamilnadu under NHDP-IV on Hybrid Annuity Mode.

Subject: Construction of Structure Work for Minor Bridge (2 Nos.) from Ch. 116.440 to Ch. 164.275 for Cholopuram – Thanjavur Section of NH-45C.

Ref: IOC No. PIL/CTP/2018-19/IOC/103 dated 18.12.2018.

Dear Sir,

We, Patel Infrastructure Ltd. (PIL), refer to the offer submitted by yourself i.e., M/s NIRO-TECH (herein after called as "Subcontractor") and the subsequent negotiations in relation to the above Subcontract Work held with you and subsequent final offer submitted by you and are pleased to award to you Construction of Structure Work at site for Minor Bridge (2 Nos.) from km.134+500 to km. 144+275 in above said Project Highway based on the mutually accepted and finalized rates, terms and conditions.

Following specific terms have been agreed upon,

A. Scope of Work:

1. The Scope of the work comprises of Structure Work for Minor Bridge (2 Nos.) from km. 134+500 to km. 144+275 as per Technical Specification, approved design & drawing or as directed by the Engineer, including all required shuttering material, machinery, equipment, tools & tackles etc. on Item Rate basis (herein after referred to as "Subcontract Work") at Cholopuram to Thanjavur Section of NH-45C in the State of Tamilnadu.
2. The approximate Subcontract Price for the Subcontract Work is Rs. 18.83 Lakhs (Rupee Eighteen Lakh Eighty-three Thousand Only) as per attached details in Annexure A. The Subcontract price is inclusive of (but not limited to) IT, Duties, Royalty and other Statutory charges etc. except applicable GST.

B. General Terms & Conditions:

3. Work is required to be carried out as per relevant IRC/ MoRT&H specification with the satisfaction of PIL/IE/NHAI.

Patel Infrastructure Limited

Regd. Office

"PATEL HOUSE", Beside Prakruti Resort, Chhani Road, Chhani, Vadodara - 390 024, Gujarat, India
Ph.: +91 265 277 6678, 277 7778 | Fax: +91 265 277 7878 | Email: ho@patelinfra.com | Website : www.patinfra.com
CIN : U45201GJ2004PLC043955

Page 1 of 9



KEC INTERNATIONAL LTD

Service Order

KEC International Ltd.
Gurugram, DLF Cyber City, 122002, India
CIN No. L45200MH2005PLC152051

PO Number: 7600021678	PO Date: 25-NOV-19	Page 1 of 1
Vendor Address: NIRO TECH, Chennai, No.12., 600019, India GST No: 33DFNPP6267K1ZR	Bill To Address: KEC INTERNATIONAL LTD 9/1, Behind Sri Balaji Gas Service., Madurai road, Balabagya Nagar, Tirunelveli, Tamil Nadu, 627001, India GST No. 33AACCK5599H1Z9	Ship To Address: KEC INTERNATIONAL LTD 9/1, Behind Sri Balaji Gas Service., Madurai road, Balabagya Nagar, Tirunelveli, Tamil Nadu, 627001, India GST No. 33AACCK5599H1Z9
Your Vendor No. with us- 1010009061		
Kind Attention: Telephone: +911234567891 Email:	Purchase Group: Rly-Site-Services Approval No.: 0000052120	Contact Person : D S N Murthy Contact No.: Email: murthyd@KECRPG.COM
Quotation Ref. No	Project No. RG-901-0	Currency: INR
INCO Terms: Tirunelveli, Tamilnadu	Terms of Payment : Due in 30 Days - Vendor	
Our Reference:		

Dear Sir/Madam,

We are pleased to place our detailed order on you for following services as per the terms and conditions mentioned below.

Line No	Item Code & Description	HSN / SAC	UOM	Quantity	Unit Price	Delivery Date	Amount
00010	OHE Foundation Works	99542100 /12.0	AU	1		31-DEC-19	
1200002527	Providing & Laying-PCC-1:3.6-Foundation		M3	500.000	4,200		21,00,000
							Total Amount 21,00,000.00
							CGST-6% 1,26,000.00
							SGST-6% 1,26,000.00
							Grand Total 23,52,000.00

Amount in Words: RUPEES TWENTY THREE LAKH FIFTY TWO THOUSAND

For, KEC INTERNATIONAL Ltd.

Authorized Signatory
(C.N. V. Ramesh)



Purchase Order....



GMR INFRASTRUCTURE LTD-EPC DIVISION
 ORR PHASE-1 ADMINISTRATIVE BLOCK, KM 21 + 300 OUTER RING ROAD,
 THOOKANAMPATTU (VILL), POONAMALLEE (TK), NAZRATHPET
 CHENNAI - 600123 Tamil Nadu India
 Corporate Identification No.: L45203MH1996PLC281138

SERVICE ORDER

Vendor Code :132269	Service Order No	: 4800152452
NIRO TECH	Service Order Date	: 27.08.2019
6D. HANSA ABHINAV APARTMENT, GLASS FACTORY MAIN ROAD	Amendment Number	:
Our Excise & Tax Details		
THIRUVOTTIYUR	TIN No	: 33081665780
NA 600019	C.S.T No	: 1013385 DATED FEB 3RD,2010
INDIA	Excise Regn No/GSTN No	:
Tel No :91-8428790979	Range	:
Fax No :	Division	:
E-Mail :nirotech82@gmail.com	ECC No	:
	VAT No	: N/A
Kind Attention :	Contact Person	:
Your Offer No :	Tel	:
Offer Date :	E-Mail	:

We are pleased to place the Service Order for the following services as per Terms & Conditions along with technical specifications mentioned below. All the terms, including price is on firm basis(Unless specified explicitly in the order).

Sl No	Item Description & Code	UOM	Quantity Ordered	Unit Rate INR	Amount INR
00010	Construction of Box Culverts at NH45&NH4 Construction of CMWSSB culverts at NH4 <(>&<) > NH45.				21,14,450.00
0001	30.12.2019		1.000		
10.Dressing of PCC	M2	175	50.00		
20.PCC	M3	20	5,450.00		
30.M30 concrete box culvert	M3	120	7,000.00		
40.M40 concrete for friction slab	M3	65	7,000.00		
50.HYSD Steel	T0	20	7,000.00		
60.Shuttering for box culvert(with mater	M2	750	600.00		
70.shutt.for friction slab(with out matl	M2	520	200.00		
80.Fixing of Wheep Hole	NO	70	110.00		
Basic Value :				21,14,450.00	

Page 1 of 18



S.O. No : 4800152452

Date : 27.08.2019

Amendment No :

Taxes on the PO :

2,53,734.00



Purchase Order....



GMR INFRASTRUCTURE LTD-EPC DIVISION
 ORR PHASE-1 ADMINISTRATIVE BLOCK, KM 21 + 300 OUTER RING ROAD,
 THOOKANAMPATTU (VILL), POONAMALLEE (TK), NAZRATHPET
 CHENNAI - 600123 Tamil Nadu India
 Corporate Identification No.: L45203MH1996PLC281138

SERVICE ORDER

Vendor Code :132269
NIRO TECH
 6D, HANSA ABHINAV APARTMENT, GLASS FACTORY MAIN ROAD
 THIRUVOTTIYUR
 NA 600019
 INDIA
 Tel No : 91-8428790979
 Fax No :
 E-Mail : nirotech82@gmail.com

Kind Attention :
 Your Offer No :
 Offer Date :

Service Order No : 4800152452
 Service Order Date : 27.08.2019
 Amendment Number :

Our Excise & Tax Details
 TIN No : 33081665780
 C.S.T No : 1013385 DATED FEB 3RD,2010
 Excise Regn No/GSTN No :
 Range :
 Division :
 ECC No :
 VAT No : N/A

Contact Person :
 Tel :
 E-Mail :

We are pleased to place the Service Order for the following services as per Terms & Conditions along with technical specifications mentioned below. All the terms, including price is on firm basis(Unless specified explicitly in the order).

Sl No	Item Description & Code	UOM	Quantity Ordered	Unit Rate INR	Amount INR
00010	Construction of Box Culverts at NH45&NH4 Construction of CMWSSB culverts at NH4 <(>&<)> NH45.				21,14,450.00
0001	30.12.2019		1.000		
10.Dressing of PCC	M2	175		50.00	
20.PCC	M3	20		5,450.00	
30.M30 concrete box culvert	M3	120		7,000.00	
40.M40 concrete for friction slab	M3	65		7,000.00	
50.HYSD Steel	T0	20		7,000.00	
60.Shuttering for box culvert(with mater	M2	750		600.00	
70.shutt.for friction slab(with out matl	M2	520		200.00	
80.Fixing of Wheep Hole	NO	70		110.00	
Basic Value :					21,14,450.00

Page 1 of 18



S.O. No : 4800152452

Date : 27.08.2019

Amendment No :

Taxes on the PO :

2,53,734.00



Phone : 91-40-44456600-49
 Fax : 91-40-44456650-51
 PAN : AAACG1846P
 CIN : U51109MH1924PLC001107

CIVIL ENGG DIVN.
 Email : hyderabadced@gdcl.in
 Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(AN ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007 Certified Company)
 #6-3-1111/16, Adj. LANE TO KIRTHAL JEWELLERS (SOMAJIGUDA,CIRCLE) NISHANTH
 BAGH, BEGUMPET, HYDERABAD - 500 016

WORK ORDER

To:	WO No.: GDCL / HYD -CED / 000 / 18-19 / Ch Pt 20082018
Name & Address: Niro Tech Address: No 11, Hulavishnu Nagar, Glass Factory Main Road, Thiruvottiyur Chennai 19	Date: 20-AUG-2018 Project Code: C1505006 Project Name: Chennai Port, Chennai Email:
Oracle Code:	
Kind Attn:	
Contact Nos:	
Subject: Labour Charges for concrete, Shuttering and reinforcement works	

This is with reference to your final offer and the subsequent discussions you had with us on the above subject matter.

We are pleased to inform you that we are pleased to inform you that we are awarding work order to you as per the attached terms and conditions.

GST No: 33AAACG1846P12G

By accepting this work order, you agree to provide the goods / service specified in full accordance with all conditions mentioned herein. The information contained herein cannot be released or disclosed for any other use or purpose other than the execution of this work order.

Please sign and return the work order copy within 10 days of receipt. This work order is released based on mutual consent / discussion / agreement and same is deemed to be acknowledged. Formal acceptance / acknowledgement if not received by us in 10 days will be considered as acceptance / acknowledgement to this document.

Ship To Address: Gannon Dunkerley & Co., Ltd GDCL, C/O Chennai Port Trust, Rajaji Salai Chennai, Tamil Nadu - 600001	Bill To Address: Gannon Dunkerley & Co., Ltd GDCL, C/O Chennai Port Trust, Rajaji Salai Chennai, Tamil Nadu - 600001
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For Gannon Dunkerley & Co Ltd

Authorized Signatory

For Gannon Dunkerley & Co Ltd

Authorized Signatory



Phone : 91-40-44456500-49
 Fax : 91-40-4445650-51
 PAN : AAACG1846P
 CIN : US1109MH1924PLC001107

CIVIL ENGG DIVN.
 Email : hyderabadced@gcl.in
 Website : www.gannondunkerley.com

GANNON DUNKERLEY & CO., LTD.

(AN ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007 Certified Company)
 #6-3-1111/16, Adj. LANE TO KIRITAL JEWELLERS (SOMAJIGUDA CIRCLE) NISHANTH

BAGH, BEGUMPET, HYDERABAD - 500 016

Work Order No.	GDCL / HYD -CED / 000 / 18-19 / Ch Pt 20082018							
Name of Contractor	Niro tech							
SR NO	ITEM NAME	ITEM NUMBER	ITEM DESC	UOM	WORK DETAILS	QUANTITY	RATE	AMOUNT
1	Item No 4.10 & 4.06 Providing and laying Plain & Reinforced cement concrete of design M40 in Retaining wall and Back up area	400001000400000	Concrete Work	CUM	Ready Mix Concrete supplied at site by GDCL transit mixer (Labour work only)	2500	195	487500
2	Supplying, fabricating and placing in position Reinforcement steel of Grade Fe 500 HSCRM / HCR / CRS or reinforcement conforming to IS 1786 as reinforcement for Top layer Pavement concrete	400001000700000	work	MT	Steel Reinforcement (Labour Work Only) Cutting, Bending and Tying etc	100	5900	590000
3	Item No 3.07 Providing and laying Reinforced cement concrete of design M20 in Block wall area	490001000600005	Form Work	SQM	Shuttering and Dismantling (Labour Work Only)	3000	220	660000
						Total Line Amount :	1737500	
						Total Tax Amount :	0	
						Total Amount :	1737500	
AMOUNT IN WORDS : SEVENTEEN LAKHS THIRTY SEVEN THOUSAND FIVE HUNDRED						GRAND TOTAL	INR 1737500.00	



HR POLICY

RECRUITMENT POLICY

The recruitments are centrally processed at Chennai and offer letters / Appointment orders / Confirmation letters/ Increment and Promotion letters are signed by MD.

All appointments shall be only with proper authorization / approval.

Before commencement of work at a new site, a chart showing total manpower requirement must be prepared and sent to MD for approval. Even temporary appointments at sites and other places are done only with authorization from the management and against proper prior requirement routed through the business unit head.

REQUIRED DOCUMENTS TO BE SUBMITTED BY EMPLOYEE ON JOINING

1. Joining Report
2. Family Particulars
3. Photo copies of all Educational Certificates(from X onwards)
4. Photo copies of all Experience Certificates.
5. Attested Photo copies of PAN Card
6. Photo copy of Photo ID proof(Voter ID/ Passport/ driving License)
7. Passport Size photos (color)



NIRO TECH

APPLICATION FOR EMPLOYMENT

1. Post Applied for : _____
2. Name of the Applicant : _____
3. Sex : Male / Female
4. Blood group : _____
5. Father's/Husband Name
With occupation : _____
6. Mother's name with
Occupation : _____
7. Date and Place of birth : _____ Age: _____
8. Qualification : _____
9. Religion : _____ Caste: SC/ST/OBC/MBC/GENERAL
10. Nationality : _____
11. Marital status : Unmarried / Married / Single
12. Permanent Address : _____
13. Present Address : _____
14. Contact Numbers : _____
15. Income Tax PAN : _____
16. Languages known : Speak Read Write a)
b)
c)
d)
17. Particulars of Academic & Professional Qualifications
- | S.no | Name of college | university/board | year | name of | %of marks |
|------|-----------------|------------------|------|---------|-----------|
|------|-----------------|------------------|------|---------|-----------|



From To degree obtained

18. Previous Employment

S.no	Name of company	Period of Service	Designation	Salary drawn	Reason for leaving
		From	To		

19. Minimum Salary Expected (Per Month)

20. Give two local reference with contact details:

I hereby declare that the particulars furnished in this application are true and to the best of my knowledge and belief.

Place :

Date : ..

Signature:

OFFICE ORDER

The appointment of Mr./Ms.....at.....on temporary basis
for a period ofmonths with effect from.....to.....on a monthly salary of
Rs.....is approved.



Date:

Authorized signature









NIRO - TECH





NIRO - TECH



