



ANNEXURE X

RESPONSIBILITY MATRIX				
S.NO	DESCRIPTION	RESPONSIBILITY		REMARKS
		OWNER	CONTRACTOR	
1.00	GENERAL			
1.01	Deployment of minimum guaranteed category wise manpower.	X	Y	
1.02	Tentative manpower deployment Plan	X	Y	
1.03	Arrangement of all category of Manpower	X	Y	
1.04	Travel expenses for staff and workers	X	Y	
1.05	Accommodation and boarding for staff and workers	X	Y	
1.06	Local conveyance of staff and workers	X	Y	
1.07	Uniform & Fire Protective suits for manpower	X	Y	
1.08	Arrangement of mobile/telephone for day to day jobs from Contractor's side.	X	Y	
1.09	Arrangement of refreshments/tiffins/meals during extra work	X	Y	
2.00	INFRASTRUCTURE			
2.01	Construction of site office and store	X	Y	OPGC will provide space to the contractor for construction of office/store. Construction of office/store with all infrastructure including IT will be in the scope of the contractor.
2.02	Furniture for office	X	Y	
2.03	Rest room and changing room for workers	Y	X	
2.04	Canteen facility on chargeable basis.	Y	X	
2.06	Power and drinking water for Contractor site office on free of cost basis	Y	X	
2.07	Adequate toilets at work area.	Y	X	
2.09	Access to First aid centre on chargeable basis	Y	X	
2.10	Arrangement of parking facilities for contractor's manpower	Y	X	
3.00	TOOLS & PLANTS			
3.01	All General Tools	X	Y	
3.02	Special tools supplied by OEM	Y	X	
3.03	General scaffolding materials	X	Y	
3.04	General consumables including O2 & D.A gas	X	Y	

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3.05	Special consumables which goes permanently into the machine like gaskets, 'O' rings, joint compounds etc.	Y	X	
3.06	All spares required for completion of job	Y	X	
3.07	General welding electrodes/ filler wire, structural electrodes like 6018, 7018, 6013 etc.	X	Y	
3.08	Special welding electrodes, filler wires etc. For welding	Y	X	
3.10	Oil, grease and any other lubricants etc.	Y	X	
3.11	Diesel/cleaning solvent for components cleaning	X	Y	
4.00	SITE ACTIVITIES			
4.01	Daily report, weekly & monthly reports	X	Y	As per Owner's prescribed formats
4.02	Carrying out preventive, predictive and breakdown maintenance schedules as per the scope	X	Y	
4.03	Provide SMPs and available required drawings	Y	X	
4.04	Security within plant premises	X	Y	Security of contractor's resources at site is in scope of the contractor.
4.05	Loading & unloading, handling of material at site.	X	Y	
4.06	Inland transportation of spares, materials etc.	X	Y	
4.07	14 Ton Hydra with Fuel	X	Y	
4.08	Pick up van with fuel.	X	Y	
4.09	Tractor & Trolley with Fuel	X	Y	
4.10	Utility Vehicle with transportation, maintenance & fuel.	X	Y	
4.11	All required Cranes with Operator and & fuel supply	Y	X	
4.12	EOT Crane with out operator	Y	X	
4.13	Any major and minor civil works	Y	X	
4.14	General housekeeping	X	Y	
4.15	House keeping responsibility after completion of the work	X	Y	
4.16	All Required Work Permits (PTW)	Y	X	
5.00	SITE SERVICES			
5.01	Condition monitoring for mechanical and electrical equipment	Y	X	
5.02	Required NDT - DP, MPT	X	Y	
5.03	In side and out side work shop arrangement	Y	X	
5.04	OEM experts service for any equipment	Y	X	
5.05	De-watering activity at work area	X	Y	
5.06	Oil filtration equipment	Y	X	
5.07	Oil Testing and samples	Y	X	

S.NO	DESCRIPTION	RESPONSIBILITY		REMARKS
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5.08	Required Insulation Works	X	Y	However, Contractor will be responsible for removal & re-fixing of insulation area limited to Contractor's work. Material shall be in Owner's scope.
5.09	Painting works	X	Y	However, Contractor will be responsible for painting of area limited to Contractor's work.
5.1	Power Supply and compressed air for site activities	Y	X	
5.11	Erection of scaffolding	X	Y	
6.00	SAFETY			
6.01	Qualified Safety Engineers/ Safety Supervisors	X	Y	
6.02	PPE for staff and workers	X	Y	
6.03	Safety Nets wherever required	X	Y	
6.04	Regular tool box talk	X	Y	
6.05	Third party inspection of contractor's tools & tackles	X	Y	However validation of certification will be in presence of Owner. Assistance of manpower for Owner's Tools & tackles under contractor's scope.
6.06	Ensuring safety of manpower inside plant premises.	X	Y	
7.00	FEES			
7.01	Labour license	X	Y	
7.02	Provident Fund	X	Y	
7.03	ESI	X	Y	
7.04	GST/ Any new tax imposed by Govt.	Y	X	
8.00	Insurance			
8.01	Equipment insurance	Y	X	
8.02	Workmen compensation	X	Y	
	Y - In scope			
	X - Not in scope			