



NIT No.: TPCODL/P&S/100000503/2023-24

Procedure to Participate in Tender

Tender Enquiry No- TPCODL/P&S/1000000503/2023-24

Tender Enquiry No.	Work Description	EMD* (Rs.)	Tender Fee** (Rs.)	Last Date for payment of Tender Fee
TPCODL/P&S/1000000503/23-24	Providing Services for Enforcement Activities for a period of 3 Years at TPCODL	Rs. 7,00,000	5,000	28.12.2023

* EMD is exempted for MSME Bidders registered in the State of Odisha. However, MSME Bidder shall be barred to participate in the tendering process for a period of 2 years in case it backs out post award of the contract. MSME BAs needs to submit Bid Security Declaration.

** MSMEs registered in the State of Odisha shall pay tender fee of Rs. 1,000/- including GST.

Please note that corresponding details mentioned in this document will supersede any other details mentioned anywhere else in the Tender Document.

Procedure to Participate in Tender.

Following steps are to be followed before “Last date for Payment of Tender Fee”:

1. Eligible and Interested Bidders to submit duly signed and stamped letter on Bidder's letter head indicating
 - a. Tender Enquiry number
 - b. Name of authorized person
 - c. Contact number
 - d. E-mail id
 - e. Details of submission of Tender Fee
 - f. GST Registration No
 - g. Details of submission of Tender Fee
 - h. MSME Certificate, wherever applicable
 - i. Details of Bank Account for refund of EMD
 - j. Postal Address for refund of EMD
2. Non-Refundable Tender Fee, as indicated in table above, to be submitted in the form of Direct Deposit in the following bank account and submit the receipt along with a covering letter clearly indicating the Tender Reference/ Enquiry Number –

Beneficiary Name: TP Central Odisha Distribution Ltd.
Bank Name: STATE BANK OF INDIA
Branch Name: IDCO Towers, Bhubaneswar
Address: P.O. - Sahidnagar, Janapath, Bhubaneswar.
Branch Code: 7891
Account No: 10835304915
IFSC Code: SBIN0007891



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E-mail with necessary attachment of 1 and 2 above to be sent to arijeet.choudhury@tpcentralodisha.com and sony.jha@tpcentralodisha.com before last date and time for payment of Tender Fee.

Interested bidders to submit Tender Fee and Authorization Letter before Last date and time as indicated above, after which link from TPCODL E-Tender system (Ariba) will be shared for further communication and bid submission.

Please note that all future correspondence regarding the tender, bid submission, due date extension, Pre-bid query, etc. will take place through TPCODL E-Tender system (Ariba) only. User manual to guide the bidders to submit the bid through E-Tender system (Ariba) is enclosed.

All communication shall be held only with the bidders who have carried out the above steps to participate in the Tender.

It is to be noted that once date of “Last date and time for Payment of Tender Participation Fee” is lapsed, no Bidder will be sent link from TPCODL E-Tender System (Ariba). Without this link, bidder will not be able to participate in the tender. Any last moment request to participate in tender will not be considered.

Further, all future corrigendum to the said tender will be uploaded in the Tender section on website <https://www.tpcentralodisha.com>.



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OPEN TENDER NOTIFICATION

FOR

**PROVIDING SERVICES FOR ENFORCEMENT
ACTIVITIES FOR A PERIOD OF 3 YEARS AT
TPCODL**

Tender Enquiry No.: TPCODL/P&S/100000503/23-24

Due Date for Bid Submission: 10.01.2024 [15:00 Hours]

**TP Central Odisha Distribution Limited
1st Floor, Anuj Building, Plot No.29, Satya Nagar,
Bhubaneswar, Odisha 751007**



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1.0 Event Information

1.1. Scope of work

Open Tenders are invited from interested Bidders entering into a Contract for the following:

S. No.	Description	EMD Amount (Rs.)	Tender Fee (Rs.)
1.	Providing Services for Enforcement Activities for a period of 3 Years at TPCODL	Rs. 7,00,000	5,000

Note: Tender Fee is inclusive of GST

1.2. Availability of Tender Documents

Please refer "Procedure to participate in the e-tender".

1.3. Calendar of Events

(a)	Date of sale/ availability of tender documents from TPCODL Website	From 18.12.2023 onwards
(b)	Date by which Interested and Eligible Bidder to pay Tender Fee and confirm participation as mentioned in "Procedure to Participate in Tender"	28.12.2023
(c)	Last Date of receipt of pre-bid queries, if any	30.12.2023
(d)	Pre-Bid Meeting*	02.01.2024
(e)	Last Date of Posting Consolidated replies to all the pre-bid queries as received	04.01.2024
(f)	Last date and time of receipt of Bids	10.01.2024; 15:00 Hours
(g)	Date & Time of opening technical bids & EMD (Envelope-1 & 2)	Participating Bidders will get mail intimation from TPCODL E-Tender system (Ariba) when their Technical Bids are opened.
(h)	Date & Time of opening of Price bid of qualified bidders	Bidders will get mail intimation from TPCODL E-tender system (Ariba) when their Price Bids are opened

**Pre-Bid Meeting Time and Venue details shall be shared later*

Note :- In the event of last date specified for submission of bids and date of opening of bids is declared as a closed holiday for TPCODL's office, the last date of submission of bids and date of opening of bids will be the day following working day at appointed times.

1.4 Mandatory documents required along with the Bid

- 1.4.1 EMD of requisite value and validity
- 1.4.2 Tender Fee of requisite amount
- 1.4.3 Requisite Documents for compliance to Qualification Criteria mentioned in Clause 1.7.
- 1.4.4 Drawing, Type Test details along with a sample of each item as specified at Annexure I (as applicable)

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- 1.4.5 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
- 1.4.6 Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.
- 1.4.7 Proper authorization letter/ Power of Attorney to sign the tender on the behalf of bidder.
- 1.4.8 Copy of PAN, GST, PF and ESI Registration (In case any of these documents is not available with the bidder, same to be explicitly mentioned in the 'Schedule of Deviations')
- 1.4.9 Documents for safety bid evaluation as per Appendix 13: CSM-F-9 Safety Bid Evaluation Criteria

Please note that in absence of any of the above documents, bid submitted by the bidder shall be liable for rejection.

1.5. Deviation from Tender

Normally, the deviations to tender terms are not admissible and the bids with deviation are liable for rejection. Hence, the bidders are advised to refrain from taking any deviations on this Tender. Still in case of any deviations, all such deviations shall be set out by the Bidders, clause by clause in the 'Annexure III - Schedule of Deviations' and same shall be submitted as a part of the Technical Bid.

1.6. Right of Acceptance/Rejection

Bids are liable for rejection in absence of following documents:-

- i. EMD of requisite value and validity
- ii. Tender fee of requisite value
- iii. Price Bid as per the Price Schedule mentioned in Annexure I (BOQ)
- iv. Necessary documents against compliance to Qualification Requirements mentioned at Clause 1.7 of this Tender Document
- v. Filled in Schedule of Deviations as per Annexure III
- vi. Filled in Schedule of Commercial Specifications as per Annexure IV
- vii. Receipt of Bid within the due date and time

TPCODL reserves the right to accept/reject any or all the bids without assigning any reason thereof.

1.7 Qualification Requirement / Eligibility Criteria

1. The bidder should have average annual turnover of Rs. 7 Cr in last three years (FY 2020-2021, FY 2021-22 and FY 2022-2023) Audited balance sheet, profit and loss account and auditors report from the statutory auditors of the company required. **CA Audited Summary sheet and profit & loss account statements to be submitted.**
2. The bidder should have experience of similar works (Intelligence / Enforcement assignment or meter reading cum spot billing / bill distribution or other similar nature in any distribution utilities) during last 3 years and should be either of the following:
 - Three similar completed works not less than the cumulative amount equal to Rs. 7 Cr.
OR
 - Two similar completed works not less than the cumulative amount equal to Rs. 9 Cr.
OR
 - One similar completed works not less than the cumulative amount equal to Rs. 12 Cr.**(Order copies /completion certificates to be submitted)**



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3. Bidders should be registered under Private Security Agencies Regulation Act (PSARA). **Required copy of the document to be submitted.**
4. The agency should be registered with Shops and Establishment act / Labour (Regulation & Abolition) Act. **Required copy of the document to be submitted.**
5. Bidder should be a company registered in India with an office in Orissa. **(Bidder should submit an undertaking and details of address in this regard).**
6. Bidder must have all Statutory Compliance like Valid PAN, ESI registration, EPF registration & GSTN Registration. **Required copy of the document to be submitted.**
7. Declaration on bidder's letterhead for Non-blacklisting from any Government Department/ PSU/ SEB's/ Power Utility/OREDA.

1.8. Marketing Integrity

We have a fair and competitive marketplace. The rules for bidders are outlined in the General Condition of Contracts. Bidders must agree to these rules prior to participating. In addition to other remedies available, TPCODL reserves the right to exclude a bidder from participating in future markets due to the bidder's violation of any of the rules or obligations contained in the General Condition of Contracts. A bidder who violates the market place rules or engages in behavior that disrupts the fair execution of the marketplace, may result in restriction of a bidder from further participation in the marketplace for a length of time, depending upon the seriousness of the violation. Examples of violations include, but are not limited to:

- Failure to honor prices submitted to the marketplace
- Breach of terms as published in TENDER/NIT

1.9. Supplier Confidentiality

All information contained in this tender is confidential and shall not be disclosed, published or advertised in any manner without written authorization from TPCODL. This includes all bidding information submitted to TPCODL. All tender documents remain the property of TPCODL and all suppliers are required to return these documents to TPCODL upon request. Suppliers who do not honor these confidentiality provisions will be excluded from participating in future bidding events.

2.0 Evaluation Criteria

- The bids will be evaluated technically on the compliance to tender terms and conditions
- The bids will be evaluated commercially on all-inclusive lowest cost for overall tender BOQ as calculated in Schedule of Items [Annexure I]. TPCODL however, reserves right to split the order line item wise and/or quantity wise amongst more than one Bidder. Hence, all bidders are advised to quote their most competitive rates against each line item.
- Bidder has to mandatorily quote against each item of Schedule of Items [Annexure I]. Failing to do so, TPCODL may reject the bids.

NOTE: In case a new bidder is not registered with TPCODL, factory inspection and evaluation shall be carried out to ascertain bidder's manufacturing capability and quality procedures. However TPCODL reserves the right to carry out factory inspection and evaluation for any bidder prior to technical qualification.

In case a bidder is found as Disqualified in the factory evaluation, their bid shall not be evaluated any further and shall be summarily rejected. The decision of TPCODL shall be final and binding on the bidder in this regard.

2.1 Price Variation Clause: The prices shall remain FIRM during the entire contract period.

2.2 Quantity Variation clause:



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3.0 Submission of Bid Documents

3.1 Bid Submission

Bidders are requested to submit their offer in line with this Tender document. TPCODL shall respond to the clarification raised by various bidders and the replies will be sent to all participating bidders through TPCODL e-tender system (Ariba).

Bids shall be submitted in 3 (three) parts:

FIRST PART: “EMD” as applicable shall be submitted. The EMD shall be valid for 210 days from the due date of bid submission in the form of BG / Bank Draft / Bankers Pay Order (issued from a Scheduled Bank) online NEFT/ RTGS transfer favoring ‘TP Central Odisha Distribution Limited’ payable at Bhubaneswar. The EMD has to be strictly in the format as mentioned in General Condition of Contract, failing which it shall not be accepted by TPCODL and the bid as submitted shall be liable for rejection. A separate non-refundable tender fee of stipulated amount also needs to be transferred online through NEFT/ RTGS in case the tender document is downloaded from our website.

TPCODL Bank Details for transferring Tender Fee and EMD is as below:

Account Name: TP CENTRAL ODISHA DISTRIBUTION LIMITED

Bank Name: SBI, IDCO Towers, Bhubaneswar

Bank Account No. : 10835304915

IFSC Code: SBIN0007891

For Tender Fee and EMD submitted via online transfer, bidder to ensure that the same are carried out through separate transactions.

The EMD in the form of Bank Draft / BG / Bankers Pay Order shall be delivered at the following address in sealed envelope clearly indicating the tender reference / enquiry number, name of tender and bidder name:

Chief (Procurement & Stores)

TP Central Odisha Distribution Limited

1st Floor, Anuj Building, Plot No.29, Satya Nagar, Bhubaneswar, Odisha 751007

SECOND PART: “TECHNICAL BID” shall contain the following documents:

- a) Documentary evidence in support of qualifying criteria
- b) Technical literature/GTP/Type test report etc. (if applicable)
- c) Qualified manpower (if available)
- d) Testing facilities (if applicable)
- e) No Deviation Certificate as per the Annexure III – Schedule of Deviations
- f) Acceptance to Commercial Terms and Conditions viz. Delivery schedule/period, payment terms etc. as per the Annexure IV – Schedule of Commercial Specifications.
- g) Quality Assurance Plan/Inspection Test Plan for supply items (if applicable)
- h) Project Implementation Plan including Level 2 Schedule for the project
- i) Unpriced mentioning “Quoted/Not Quoted” against all line items (Prices should not be mentioned)

The technical bid shall be properly indexed and is to be submitted through TPCODL E-tender platform (Ariba) only. Hard copy of Technical Bids need not be submitted.

The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the TPCODL, shall be written in the English Language. Any printed literature furnished by the Bidder may be written in another Language, provided that



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this literature is accompanied by an English translation, in which case, for purposes of interpretation of the Bid, the English translation shall govern.

THIRD PART: "PRICE BID" shall contain only the price details and strictly in format as mentioned in Annexure I along with explicit break up of basic prices, Taxes & duties, Freight etc. In case any discrepancy is observed between the item description stated in Schedule of Items mentioned in the tender and the price bid submitted by the bidder, the item description as mentioned in the tender document (to the extent modified through Corrigendum issued if any) shall prevail. Price Bid is to be submitted in soft copy through TPCODL E-Tendering system (Ariba) only. Hard copy of Price Bid not be submitted.

SIGNING OF BID DOCUMENTS:

The bid must contain the name, residence and place of business of the person or persons making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all persons signing should also be typed or printed below the signature.

The Bid being submitted must be signed by a person holding a Power of Attorney authorizing him to do so, certified copies of which shall be enclosed.

The Bid submitted on behalf of companies registered with the Indian Companies Act, for the time being in force, shall be signed by persons duly authorized to submit the Bid on behalf of the Company and shall be accompanied by certified true copies of the resolutions, extracts of Articles of Association, special or general Power of Attorney etc. to show clearly the title, authority and designation of persons signing the Bid on behalf of the Company. Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with bid.

A bid by a person who affixes to his signature the word 'President', 'Managing Director', 'Secretary', 'Agent' or other designation without disclosing his principal will be rejected.

The Bidder's name stated on the Proposal shall be the exact legal name of the firm.

3.2 Contact Information

Please note all correspondence regarding the tender, bid submission, bid submission date extension, Pre-bid query etc. will happen through TPCODL E-Tender system (Ariba).

All communication will be done strictly with the bidder who have done the above step to participate in the Tender.

Communication Details:

Package Owner

Name: Arijeet Choudhury
Designation: Procurement (Commercial Services)
Contact No.: 9871432126
E-Mail ID: arijeet.choudhury@tpcentralodisha.com

Escalation Matrix

Name: Mr. Sudhakar Behera
Designation: Sr. General Manager (Procurement)
Contact No.: 9437282663
E-Mail ID: sudhakar.behera@tpcentralodisha.com



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Technical Executive

Name: Reshma Agrawalla
Designation: Enforcement
Contact No.: 9439541130
E-Mail ID: Reshma.Agrawalla@tpcentralodisha.com

Bidders are strictly advised to communicate with Package Owner through TPCODL E-tender System (ARIBA) only. They need to pay Tender Participation Fee to receive the ARIBA Log-in.

3.3 Bid Prices

Bidders shall quote for the entire Scope of Supply/ work with a break up of prices for individual items and Taxes & duties. The bidder shall complete the appropriate Price Schedules included herein, stating the Unit Price for each item & total price with taxes, duties & freight up to destination at various sites of TPCODL. The all-inclusive prices offered shall be inclusive of all costs as well as Duties, Taxes and Levies paid or payable during the execution of the supply work, breakup of price constituents.

Applicable GST to be specified clearly.

The quantity break up shown else-where other than Price Schedule is tentative. The bidder shall ascertain himself regarding material required for completeness of the entire work. Any items not indicated in the price schedule but which are required to complete the job as per the Technical Specifications/ Scope of Work/ SLA mentioned in the tender, shall be deemed to be included in prices quoted.

3.4 Bid Currencies

Prices shall be quoted in Indian Rupees Only.

3.5 Period of Validity of Bids

Bids shall remain valid for 180 days from the due date of submission of the bid.

Notwithstanding clause above, the TPCODL may solicit the Bidder's consent to an extension of the Period of Bid Validity. The request and responses thereto shall be made in writing.

3.6 Alternative Bids

Bidders shall submit Bids, which comply with the Bidding documents. Alternative bids will not be considered. The attention of Bidders is drawn to the provisions regarding the rejection of Bids in the terms and conditions, which are not substantially responsive to the requirements of the bidding documents.

3.7 Modifications and Withdrawal of Bids

The bidder is not allowed to modify or withdraw its bid after the Bid's submission. The EMD as submitted along with the bid shall be liable for forfeiture in such event.

3.8 Earnest Money Deposit (EMD)

The bidder shall furnish, as part of its bid, an EMD amounting as specified in the tender. The EMD is required to protect TPCODL against the risk of bidder's conduct which would warrant forfeiture.

The EMD shall be denominated in any of the following form:



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- Banker's Cheque/ Demand Draft/ Pay order drawn in favor of TP Central Odisha Distribution Limited payable at Bhubaneswar.
- Online transfer of requisite amount through NEFT/ RTGS.
- Bank Guarantee valid for 210 days after due date of submission.

The EMD shall be forfeited in case:

a) The bidder withdraws its bid during the period of specified bid validity.

Or

b) The successful Bidder does not

- a) accept the Purchase Order, or
- b) furnish the required Performance Security Bank Guarantee

4 Bid Opening & Evaluation process

4.1. Process to be confidential

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the TPCODL's processing of Bids or award decisions may result in rejection of the Bidder's Bid.

4.2. Technical Bid Opening

Bids will be opened at TPCODL Office, Bhubaneswar. All tender bids shall be opened internally by TPCODL. Presence of any bidder will not be allowed during bid opening process. Technical bid must not contain any cost information whatsoever.

First the envelope marked "EMD" will be opened. Bids without EMD/cost of tender (if applicable) of required amount/ validity in prescribed format, shall be rejected.

Next, the technical bid of the bidders who have furnished the requisite EMD will be opened, one by one.

4.3. Preliminary Examination of Bids/Responsiveness

TPCODL will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order. TPCODL may ask for submission of original documents in order to verify the documents submitted in support of qualification criteria.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price per item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price per item will be corrected. If there is a discrepancy between the Total Amount and the sum of the total price per item, the sum of the total price per item shall prevail and the Total Amount will be corrected.

Prior to the detailed evaluation, TPCODL will determine the substantial responsiveness of each Bid to the Bidding Documents including production capability and acceptable quality of the Goods offered. A substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation.

Bid determined as not substantially responsive will be rejected by the TPCODL and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

4.4. Techno Commercial Clarifications



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Bidders need to ensure that the bids submitted by them are complete in all respects. To assist in the examination, evaluation and comparison of Bids, TPCODL may, at its discretion, ask the Bidder for a clarification on its Bid with respect to the TPCODL specifications and attempt will be made to bring all bids on a common footing. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted owing to any clarifications sought by TPCODL.

4.5. Price Bid Opening

Price bids will be opened internally without the presence of any bidder representative. The EMD of the bidder withdrawing or substantially altering his offer at any stage after the technical bid opening will be forfeited at the sole discretion of TPCODL without any further correspondence in this regard.

4.6. Reverse Auctions

TPCODL reserves the right to conduct the reverse auction (instead of public opening of price bids) for the products/ services being asked for in the tender. The terms and conditions for such reverse auction events shall be as per the Acceptance Form attached as Annexure VI of this document. The bidders along with the tender document shall mandatorily submit a duly signed copy of the Acceptance Form attached as Annexure VI as a token of acceptance for the same.

5 Award Decision

TPCODL will award the contract to the successful bidder whose bid has been determined to be the lowest-evaluated responsive bid as per the Evaluation Criterion mentioned at Clause 2.0. The Cost for the said calculation shall be taken as the all-inclusive cost quoted by bidder in Annexure I (Schedule of Items) subject to any corrections required in line with Clause 4.3 above. The decision to place purchase order/LOI solely depends on TPCODL on the cost competitiveness across multiple lots, quality, delivery and bidder's capacity, in addition to other factors that TPCODL may deem relevant.

TPCODL reserves the rights to award contract to one or more bidders so as to meet the delivery requirement or nullify award decision without assigning any reason thereof.

In case any supplier is found unsatisfactory during delivery process, the award will be cancelled and TPCODL reserves right to award contract to other suppliers who are found fit.

6 Order of Preference/Contradiction

In case of contradiction in any part of various documents in tender, following shall prevail in order of preference:

1. Schedule of Items (Annexure I)
2. Post Award Contract Administration (Clause 7.0)
3. Submission of Bid Documents (Clause 3.0)
4. Scope of Work and SLA (Annexure VII)
5. Technical Specifications (Annexure II)
6. Acceptance Form for Participation in Reverse Auction (Annexure VI)
7. General Conditions of Contract (Annexure VIII)

7 Post Award Contract Administration

7.1. Special Conditions of Contract

1. The overall period of the contract shall be for a period of 3 years. The contract shall however initially be placed for a period of one year only. TPCODL reserves the right to



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extend the contract value on a year-to-year basis for a period of further 2 year as per the agreed rates based on the performance of the BA.

2. Post award of contract, Business Associate (BA) shall submit applicable Performance Bank Guarantee as per GCC within 30 days. PBG applicable shall 10% of Order Value. PBG submitted, shall be released after completion of applicable guarantee period plus one month.
3. Any change in statutory taxes, duties and levies during the contract period shall be borne by TPCODL. However in case of delay in work execution owing to reasons not attributable to TPCODL, any increase in total liability shall be passed on the Bidder, whereas any benefits arising owing to such statutory variation in taxes and duties shall be passed on TPCODL.
4. Any changes in VDA/Minimum wages as per Odisha Government during the contract period shall be borne by TPCODL.
5. Based on performance, the quantity may be reshuffled among BA's.
6. Bidder should maintain a justified margin on their manpower costing which will take care of Training, Statutory Licenses, GPA Policy, conveyance, Overhead, Interest on Working Capital, Profit etc. Along with justified pricing for the line items, which falls under fixed cost category (except manpower). In case it is observed that if any bidder has quoted prices, which is unviable as assessed by TPCODL evaluation committee, DISCOM reserves the right to out rightly-reject such bid.
7. All the terms and conditions of TPCODL GCC for Service Order shall be applicable.

7.2 Drawing Submission and Approval (If Applicable)

The relevant drawings and GTPs need to be submitted by BA within two weeks of receipt of Rate Contract. In case, re-submission of drawings is required on request of TPCODL, same needs to be submitted back to TPCODL within 5 days of such request.

Wherever TPCODL specifications are not available, relevant IS/IEC to be followed. All Drawings mentioned in the Tender Specification and other required for the completeness of the tender shall be submitted. Drawing submission process shall not be deemed complete of all the requirements are not complied during the submission of the same

7.3 Delivery Timelines

The bidder shall start the operations within 15 days of issuance of contract.

7.4 Warranty Period

As per technical specifications.

7.5 Payment Terms

100% payment shall be made within 30 days of submission of commercially clear invoice with full details and fulfilment of statutory compliances and other requirements, if any and verified by concerned TPCODL official after completion of work against progressive monthly bills.

7.6 Climate Change



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Significant quantities of waste are generated during the execution of project and an integrated approach for effective handling, storage, transportation and disposal of the same shall be adopted. This would ensure the minimization of environmental and social impact in order to combat the climate change. Please refer attached Environment Policy and Sustainability Policy, Annexure-XI for more details.

7.7 Ethics

TPCODL is an ethical organization and as a policy, TPCODL lays emphasis on ethical practices across its entire domain. Bidder should ensure that they should abide by all the ethical norms and in no form either directly or indirectly be involved in unethical practice.

TPCODL work practices are governed by the Tata Code of Conduct which emphasizes on the following:

- We shall select our suppliers and service providers fairly and transparently.
- We seek to work with suppliers and service providers who can demonstrate that they share similar values. We expect them to adopt ethical standards comparable to our own.
- Our suppliers and service providers shall represent our company only with duly authorized written permission from our company. They are expected to abide by the Code in their interactions with, and on behalf of us, including respecting the confidentiality of information shared with them.
- We shall ensure that any gifts or hospitality received from, or given to, our suppliers or service providers comply with our company's gifts and hospitality policy.
- We respect our obligations on the use of third party intellectual property and data.

Bidder is advised to refer Tata Code of Conduct (TCOC) attached at Annexure X for more information.

Any ethical concerns with respect to this tender can be reported to the following e-mail ID:

- 1) Chief Ethics Counselor – bharat.chhabra@tpcentralodisha.com

8 Specification and standards

As per Annexure.

9 General Condition of Contract

Any condition not mentioned above shall be applicable as per GCC attached along with this tender.

10 Safety

All jobs are this tender have to be executed strictly in compliance to the Safety terms and Conditions of TP Central Odisha Distribution Limited. Please refer attached Safety terms and conditions, Annexure-IX, for details. Violation of Safety norms will result in Penalty as mentioned in the above document.



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ANNEXURE I

SCHEDULE FOR ITEMS- Providing Services for Enforcement Activities for a period of 3 Years at TPCODL

S. No.	Item Description	UoM	Quantity per month	Months	Total Quantity	Unite Rate (Rs.)	GST (Rs.)	All Incl. unit rate (Rs.)	All incl. BOQ Price (Rs.)
A	B	C	D	E	F=DxE	G	H	I=G+h	J=I*F
1	Supervisor- Highly Skilled	EA	67	36	2,412				
2	Technician-Skilled	EA	67	36	2,412				
3	Helper- Semiskilled	EA	67	36	2,412				
4	Coordinator (Male) - Highly Skilled	EA	7	36	252				
5	Ex-Service Men(Male)	EA	67	36	2,412				
6	Enforcement Assistant- Highly Skilled	EA	30	36	1,080				
7	Vehicle (Bolero) with Driver per Team per month	Month	67	36	2,412				
8	Running cost of Vehicle (Bolero) per KM	KM	2,01,000	36	72,36,000				
9	Bike fuel charges per KM	KM	30,000	36	10,80,000				
10	Gunny bag for seizer (Free size) of material	EA	100	36	3,600				
11	Printing of Photos 8x6 inches coloured	EA	100	36	3,600				

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S. No.	Item Description	UoM	Quantity per month	Months	Total Quantity	Unite Rate (Rs.)	GST (Rs.)	All Incl. unit rate (Rs.)	All incl. BOQ Price (Rs.)
A	B	C	D	E	F=DxE	G	H	I=G+h	J=I*F
12	CD/DVD write for Theft cases	EA	100	36	3,600				
13	Tools & Tackels and CMRI per team per month	Month	67	36	2,412				
14	One time Laptop Cost (Validity 3 Years) (Total 37 Nos= 7 Nos for Coordinator + 30 Nos for Enforcement Assistant)	EA	37	1	37				
15	One time Hard Disk (1TB HDD) Cost (Validity 3 Years) (Total 37 Nos= 7 Nos for Coordinator + 30 Nos for Enforcement Assistant)	EA	37	1	37				
	TOTAL (3 Years)								
	TOTAL (1 Year)								

NOTE:

1. The bidders are advised to quote prices strictly in the above format and for all the line items as mentioned above. Failing to do so, bids are liable for rejection.
2. The bidder must fill each and every column of the above format. Mentioning “extra/inclusive” in any of the column may lead for rejection of the price bid.
3. No cutting/ overwriting in the prices is permissible.
4. The unit price to be indicated in col. No. (G) should be exclusive of taxes & duties which are to be indicated in separate columns meant for the purpose.
5. The prices shall be FOR TPCODL, Bhubaneswar. Exact delivery location shall be specified in the Order.



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ANNEXURE-I Contd.

Cost per Person per Month				
S. No.	Description	(Highly-Skilled) (Rs.)	(Skilled) (Rs.)	(Semi-Skilled) (Rs.)
1	Minimum Wages (Basic + DA)			
2	EPF@13% of minimum wages (upto limit of Rs 15,000) as per provisions of Provident Fund and miscellaneous provision act			
3	ESIC @3.25% as per provision of ESI act			
4	Statutory Bonus (8.33% on minimum wages)			
5	Leave Encashment @5.77% of Minimum Wages			
6	Contribution for Labor Welfare Fund			
7	Safety PPE & Uniform (1 pair safety shoe, 1 helmet & 2 pair uniform, gumboots, Raincoat, Torch Light, ID Card etc.)			
8	Sub Total (A) (S. No. 1 to 7)			
9	Service Charges @ 10% on S. No. 8			
10	Sub Total (B) (S. No. 8 + S. No. 9) (Unit Rate per month)			
11	GST @18% on S. No. 10			
12	Total Unit Rate (Rs.) incl. GST per person per month (S. No. 10 + S. No. 11)			



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ANNEXURE-I Contd.

Tools & Tackles and CMRI per team per month		
Sr. No.	Material List	Annual Estimation per Team Rs. (Excl. GST)
1	Bag for tools with separate compartments	
2	Plier Nose	
3	Plier 8 inch	
4	Wire Cutter	
5	Knife	
6	Hammer	
7	Chiesel	
8	line Tester	
9	Screw driver big 14"	
10	Screw driver Small 8 "	
11	Cleaning Brush	
12	lens Convex	
13	Mirror 4"x6"	
14	Hacksaw Big	
15	Hacksaw Small	
16	Double test lamp	
17	Heater 1 KW	
18	Torch big 4 cell rechargeable	
19	Torch small	
20	Clamp on meter -Multifunction	
21	Dhoti for cleaning	
22	CMRI(Specification attached)	
23	PVC tapes	
24	Magnifying Glass	
25	Gum /Faviquick -250ml	
26	Pendrive 16GB	
27	Ladder 2 or 3 fold FRP/Fibre Glass for fitting at Bolero 9M	
28	Leather bags for REPORTs	
29	four head screw driver (insulated screw driver set is desirable)	
30	Spy camera of good quality with min 16 GB memory card	
	1 Year Annual Cost	-
	1 Month Cost	-

Note: All tools must be of insulated for avoiding any electrocution of user

Make: Taparia/Stainly



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ANNEXURE II
TECHNICAL SPECIFICATIONS

Not Applicable

CONFIDENTIAL



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ANNEXURE III

SCHEDULE OF DEVIATIONS

*Bidders are advised to refrain from taking any deviations on this TENDER. Still in case of any deviations, all such deviations from this tender document shall be set out by the Bidders, Clause by Clause in this schedule and submit the same as a part of the **Technical Bid**.*

Unless specifically mentioned in this schedule, the tender shall be deemed to confirm the TPCODL's specifications:

S. No.	Clause No.	Tender Clause Details	Details of deviation with justifications

By signing this document we hereby withdraw all the deviations whatsoever taken anywhere in this bid document and comply to all the terms and conditions, technical specifications, scope of work etc. as mentioned in the standard document except those as mentioned above.

Seal of the Bidder:

Signature:

Name:



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ANNEXURE IV

SCHEDULE OF COMMERCIAL SPECIFICATIONS

(The bidders shall mandatorily fill in this schedule and enclose it with the offer Part I: Technical Bid. In the absence of all these details, the offer may not be acceptable.)

S. No.	Particulars	Remarks
1.	Prices firm or subject to variation (If variable indicate the price variation clause with the ceiling if applicable)	Firm / Variable
1a.	If variable price variation on clause given	Yes / No
1b.	Ceiling	----- %
1c.	Inclusive of GST	Yes / No (If Yes, indicate % rate)
1d.	Inclusive of transit insurance	Yes / No
2.	Delivery	Weeks / months
3.	Guarantee clause acceptable	Yes / No
4.	Terms of payment acceptable	Yes / No
5.	Performance Bank Guarantee acceptable	Yes / No
6.	Liquidated damages clause acceptable	Yes / No
7.	Validity (180 days) (From the date of opening of bid)	Yes / No
8.	Inspection during stage of manufacture	Yes / No
9.	Rebate for increased quantity	Yes / No (If Yes, indicate value)
10.	Change in price for reduced quantity	Yes / No (If Yes, indicate value)
11.	Covered under Small Scale and Ancillary Industrial Undertaking Act 1992	Yes / No (If Yes, indicate, SSI Reg'n No.)

Seal of the Bidder:

Signature:

Name:



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ANNEXURE V

CHECKLIST OF ALL THE DOCUMENTS TO BE SUBMITTED WITH THE BID

Bidder has to mandatorily fill in the checklist mentioned below:-

S. No.	Documents attached	Yes / No / Not Applicable
1	EMD of required value	
2	Tender Fee as mentioned in this tender	
3	Signed copy of this tender as an unconditional acceptance	
5	Duly filled schedule of commercial specifications (Annexure IV)	
6	Sheet of commercial/technical deviation if any (Annexure III)	
7	Balance sheet for the last completed three financial years; mandatorily enclosing Profit & loss account statement	
8	Acknowledgement for Testing facilities if available (duly mentioned on bidder letter head)	
9	List of Machine/tools with updated calibration certificates if applicable	
10	Details of order copy (duly mentioned on bidder letter head)	
11	Order copies as a proof of quantity executed	
12	Details of Type Tests if applicable (duly mentioned on bidder letter head)	
13	All the relevant Type test certificates as per relevant IS/IEC (CPRI/ERDA/other certified agency) if applicable	
14	Project/supply Completion certificates	
15	Performance certificates	
16	Client Testimonial/Performance Certificates	
17	Credit rating/solvency certificate	
18	Undertaking regarding non blacklisting (On company letter head)	
19	List of trained/untrained Manpower	

Seal of the Bidder:

Signature:

Name



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ANNEXURE VI

ACCEPTANCE FORM FOR PARTICIPATION IN REVERSE AUCTION EVENT

(To be signed and stamped by the bidder)

In a bid to make our entire procurement process more fair and transparent, TPCODL intends to use the reverse auctions as an integral part of the entire tendering process. All the bidders who are found as technically qualified based on the tender requirements shall be eligible to participate in the reverse auction event.

The following terms and conditions are deemed as accepted by the bidder on participation in the bid event:

1. TPCODL shall provide the user id and password to the authorized representative of the bidder. *(Authorization Letter in lieu of the same shall be submitted along with the signed and stamped Acceptance Form).*
2. TPCODL will make every effort to make the bid process transparent. However, the award decision by TPCODL would be final and binding on the supplier.
3. The bidder agrees to non-disclosure of trade information regarding the purchase, identity of TPCODL, bid process, bid technology, bid documentation and bid details.
4. The bidder is advised to understand the auto bid process to safeguard themselves against any possibility of non-participation in the auction event.
5. In case of bidding through Internet medium, bidders are further advised to ensure availability of the entire infrastructure as required at their end to participate in the auction event. Inability to bid due to telephone line glitch, internet response issues, software or hardware hangs, power failure or any other reason shall not be the responsibility of TPCODL.
6. In case of intranet medium, TPCODL shall provide the infrastructure to bidders. Further, TPCODL has sole discretion to extend or restart the auction event in case of any glitches in infrastructure observed which has restricted the bidders to submit the bids to ensure fair & transparent competitive bidding. In case of an auction event is restarted, the best bid as already available in the system shall become the start price for the new auction.
7. In case the bidder fails to participate in the auction event due any reason whatsoever, it shall be presumed that the bidder has no further discounts to offer and the initial bid as submitted by the bidder as a part of the tender shall be considered as the bidder's final no regret offer. Any offline price bids received from a bidder in lieu of non-participation in the auction event shall be out-rightly rejected by TPCODL.
8. The bidder shall be prepared with competitive price quotes on the day of the bidding event.
9. The prices as quoted by the bidder during the auction event shall be inclusive of all the applicable taxes, duties and levies and shall be FOR at TPCODL site.
10. The prices submitted by a bidder during the auction event shall be binding on the bidder.
11. No requests for time extension of auction event shall be considered by TPCODL.
12. The original price bids of the bidders shall be reduced on pro-rata basis against each line item based on the final all-inclusive prices offered during conclusion of the auction event for arriving at Contract amount.

Signature & Seal of the Bidder



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ANNEXURE VII

SCOPE OF WORK – Providing Services for Enforcement Activities for a period of 3 Years at TPCODL

SCOPE OF WORK / SERVICE LEVEL AGREEMENT

1. OBJECTIVE OF INVESTIGATION

To assess the Power theft situation in TPCODL area of operation with the help of available data and discreet field work in order to work out a strategy combining preventive, protective, investigational and effective enforcement response as per Indian electricity Act'2003 and OERC regulations.

2. SCOPE OF WORK

"Operational strategy will involve inspection of meter retained during meter replacement, suspected disconnected meters retained under TD category, Misuse, detection of power theft in live meters based on covert information (records such as bills computer data etc.) and intelligence gathering through covert means of surveillance, source work and detection of direct theft. It also involves raids being conducted during night and early morning hours whenever planned by TPCODL. Team will work under direct supervisions/leadership of TPCODL Enforcement engineer/Authorised engineer."

Brief scope of work includes-

- a. Providing teams with stationary, photographs, CD/DVD, tools and tackles (As per annexure).
- b. Inspection of meters retained during meter replacement and suspected disconnected meters retained under TD category. This inspection will be carried out based on data received regularly from TPCODL."
- c. Identification of theft in live meters and its inspection.
- d. Inspection to be carried out thoroughly including testing and resealing of meter if required.
- e. Identification and booking of direct theft/hooking cases.
- f. Preparation of complete inspection reports/Physical verification Report/Meter Verification Report.
- g. Seizure of material, preparation of seizure memo & handing over seized material in TPCODL designated stores.
- h. Collecting evidences by taking photographs and videography, providing prints of photographs and preparing CD/DVDs (2 sets) and attaching the same with inspection reports/Physical verification Report/Meter Verification Report.
- i. Team shall be responsible to maintain and share MIS of cases checked and booked in prescribed format provided by TPCODL on daily basis. Fortnightly/Monthly MIS also to be prepared to submit it with TPCODL and with monthly Bill.
- j. Team shall be responsible to assist TPCODL officer meter testing laboratory or wherever required.



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- k. Team shall be responsible for managing consumer issues at site & manage strong network in the area.
- l. Team shall do door to door checking of at least 30 premises/day/team in absence of any theft related information.
- m. Team shall also assist TPCODL in recovery of revenue in booked cases.
- n. Team shall recommend Subdivision/division for network closing in any particular whenever they found any theft prone area. They shall also assist during network closing drive as and when required.
- o. Active participation in De-hooking drive and removal of illegal wires.
- p. Minimum 200kw load (DAE+DT) /month/team to be booked, 150kw/month/Team Load to be under misuse and assessment. Minimum 200 numbers of cases /month/team to be booked
- q. All the team needs to adhere high moral standards of TATA core values and needs to conceal the information's at every stage work from outsiders.
- r. Facilitate to POLICE in investigation like site identification, user and material evidence identification. Proceeding the material evidence at police stations. Any cost of damage to the personal/official instruments belonging to the BA team during any untoward incident will be borne by BA.
- s. The involved team member need to present physically in order to proceed the witness for court compliances. Any expenses like (DA +TA for presenting witness) needs to borne by vendor.
- t. If the any member employee left the vendor service agreement, it is the responsibility of vendor to produce at court for proceeding material and case witness.
- u. serving consumer copy of all report(Inspection, show cause, Seizure) at site with proper signature of inspection team and consumer
- v. All documents(inspection report, Seizure, Show cause, Action report, photo identities and other supportive documents in attached with photographs CDs)to be submitted by 10am of next day of the date of inspection

Detail SLA/scope of work of each team includes:-

A. For retain/live meter inspection:-

- a. Connecting retain meter to live circuit and checking meter parameters.(meter means energy meter of all make and class type including single phase, Whole current/ LT CT/HT meter)
- b. Accuracy check of the meter. Meter means energy meter of all make and class type including single phase, Whole current/ LT CT/HT meter)
- c. Physical inspection of meter, meter box and its seals.
- d. Data downloading with CMRI wherever necessary.(CMRI To be provided by Vendor, Specification attached).
- e. Taking photographs, videography of suspected meter, users/owners representative, their ID, meter location, premises to collect evidences. Any suspected device which interfering the working of meter to be investigated properly and necessary photographs with evidence to be collected from site like seizing of Permanent magnet/jammer/ESD devices/any other such devices .

- f. Verifying usage of the premises for any misuse (Unauthorized extension, Category misuse, Load enhancement, unauthorized reconnection etc.)
- g. Seizing of suspected meter/evidences in the gunny bag with proper tagging system for future tracing of the case evidence. The gunny bag to be tied by nylon shelf locking ZIP tie with good quality adhesive plastic sticker sheet (Gunny bag, plastic tag /permanent marker/ nylon tie to be given by Vendor)
- h. "h. Inspection of all connected electrical load/gadgets inside the consumer's premises, verifying their ratings/wattages, taking photographs and videography to collect evidences."
- i. Preparing Inspection reports, Seizure memo, meter test notice, action report and other reports duly signed and received by user's representative.
- j. Pasting of all reports on premises wall if user refuses to sign it and accept reports with proof of photograph. (Favicol to be provided by Vendor)
- k. Submission of gunny bag of seized materials in meter test lab with seizure memo, meter test notice and receiving sign.
- l. Downloading of all photographs and videos in the back office computer, preparing its CD/DVD, developing photographs in the lab of all booked cases.
- m. Attachment of all photographs and CDs with reports, marking it with all relevant information.
- n. Submission of complete reports for Quality check and further to Enforcement/MRT back office once receiving clearance from QC.
- o. Preparing notice 163 Under section of IE ACT'2003 for cases where consumer deny entry for inspection, serving it or pasting it on wall with photographs and submission for supply disconnection."
- p. Submission of material evidence and store must be deposited next day of the date of inspection.

B. For direct theft inspection:-

- a. Coordination with concerned Vigilance/Division/Sub divisions/Section for planned raid in advance.
- b. Visiting concerned police station for planned raids and site inspection.
- c. Coordination with zonal staff for theft material removal from TPCODL LT network.
- d. Removal and collection of all theft material, meter, service line etc.
- e. Taking photographs, videography of users/owners representative, their ID, premises to collect evidences.
- f. Verifying usage of the premises for any misuse (Unauthorized extension, Category misuse, Load enhancement etc.)
- g. Complete photographs and videography starting from beginning point of the direct theft till end point inside the premises indulged in theft, meter location.
- h. "h. Inspection of all connected electrical load/gadgets inside the consumer's premises, verifying their ratings/wattages, taking photographs and videography to collect evidences."
- i. Preparing Inspection reports, Seizure memo and action report duly signed and received by user's representative.
- j. Preparation of site sketch clearly showing geographical location of the theft premises for future correspondence of legal action.



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- k. Pasting of all reports on premises wall if user refuses to sign it and accept reports with proof of photograph.
- l. Submission of seized material in the concerned Division/Sub divisions/Section with seizure copy and receiving sign.
- m. Downloading of all photographs and videos in the back office computer, preparing its CD/DVD, developing photographs in the lab.
- n. Attachment of all photographs and CDs with reports, marking it with all relevant information.
- o. Submission of complete reports for Quality check and further to Concern Subdivision/Division/ Enforcement back office once receiving clearance from QC.
- p. Submission of material evidence and store must be deposited next day of the date of inspection.
- q. Break open, and digging, removing of plaster to expose of taping if require. Under direction of TPCODL representative.

3. ENFORCEMENT TEAM

"An appropriate enforcement team of people with technical background be constituted and operated under our control which will carry out field work as explained in scope of work. Support from Energy Police/Local Police would to be arranged by TPCODL for the assignment. BA employees will be available for court hearings/police query along with TPCODL representative as and when required during processing of the booked cases."

4. TEAM

"TEAM DETAILS and Quantity MENTIONED IN SEPARATE SHEET.

No. of teams required for this activity will be 67 initially but can be changed as per future requirements.

In each team composition, 1 lady supervisor or 1 lady helper must be there.

Each team will comprise

1 Supervisor, Minimum considerable age 22 and Maximum considerable age shall be 45 years (B. Tech Electrical with Minimum 2 years or Diploma Electrical with Minimum 4 years of experience in vigilance & enforcement related activities in power distribution company)

1 Technician (Male), Minimum considerable age 19 and Maximum considerable age shall be 45 years (ITI holder with at least 1 year of hands on experience in field as a lineman. He should be able to climb the pole and having electrician certificate from Odisha Govt.)

1 Helper/Photographer , Minimum considerable age 19 and Maximum considerable age shall be 45 years and 1 Bolero vehicle (Max 3000 KM running per month) having commercial license with vehicle driver.



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Team deployment will be considered only when all 3 team members, vehicle (bolero) having commercial license with vehicle driver, all specified tools, ppes, ladder and camera will be provided at any particular location. Any deviation should have written permission of respective HOG/Head-Enf. All members should be physically fit and healthy with maximum age limit of 45 Years.

Vehicle (Bolero) should not be more than 4 years old and have proper papers like RC, Pollution and Insurance. Every vehicle must comply to Traffic rules and any challans towards any violation must be borne by vendor, each vehicle must contain a fire extinguisher which is to be audited time to time basis, a step in must be there in each vehicle .Vehicle movement will be decided by Respective HoGs in any area of TPCODL based on organisation's requirement. Fuel cost, Maintenance cost, Insurance cost and any cost incurred for the vehicle will be in scope of BA only. No Retrofitted LPG vehicles allowed at any point of time. Damage of tools, vehicles, personal belongings during inspection/mob /public vandalism /electric hazards are to be on Vendor s scope, TPCODL is not bound to compensate the losses during such incidents/accidents/mob attack.

BA will also depute 5 nos. of full-time coordinator, Minimum considerable age 22 and Maximum considerable age shall be 45 years with technical background (B. Tech Electrical with Minimum 1 years or Diploma Electrical with Minimum 2 years of Experience in vigilance & enforcement related activities in power distribution company) at HoD-Enforcement offices at 5 Circle offices (BBSR-1,BBSR-2,Paradeep, Dhenkanal, Cuttack).

2 nos. of central coordinators will be based at Enforcement Head Office at Bhubaneswar for smooth operation and other work related requirements.

Coordinators (Male) shall be given a laptop (Not less than 1 year old). All coordinators will be based at TPCODL back offices at Circles and Head office. Coordinator shall be responsible to maintain daily/weekly/monthly/yearly MIS of Teams, to maintain scanned copy of records of each Inspection and other enforcement activity related MIS as per need in prescribed format provided by TPCODL on regular basis. Report should be submitted in time bound manner to respective reporting officers. He will also move in field on Bikes, Vehicle for surveillance purpose to gather theft related in outs as per the instruction of Enforcement officials. Detail Job responsibility of coordinators is described in Annexure6.As per organizational requirement team and Coordinator will move in field for load booking and collection and all team members and coordinators will responsible for the work assigned to him as per organisational requirement.

BA has to take concurrence of head of group (HoG) at their respective circles before induction of team members and coordinator, all of whom will be interviewed by Vendor and vetted for their relevant work experience of enforcement activities by HoG. BA shall maintain record of his employees ID (issued by Govt. dept.) and address proof including permanent address proof which may be required during processing of cases. BA will provide I Cards to his team members within 15 days of issues of RC/RO/LOI in coordination with BA legal cell-TPCODL. BA has to follow organizational quality and safety standards. BA will not replace any team



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member on its own and shall give prior notice of minimum 15 days. Any new team member can be deployed by concurrence of head of group only. All tools, PPEs, 2 or 3 fold FRP ladder to mount on bolero, digital camera(New >40 MP of Kodak/Sony/Cannon/Samsung make) shall be provided by the BA as per internal audit requirements. Replacement of faulty/damaged PPES, Tools will be in scope of Vendor only. It should be replaced immediately. All team members and vehicle drivers will adhere to official working hours of TPCODL. Payment shall be made on per team basis and other quoted prices only. Coordinator must conduct safety/tool/PPE audit and immediately should replenish any damaged tool is noticed, he must conduct training of the staff 10hrs/month/employee .

Any deviation would require prior approval of Head (ENF)."

Enforcement Assistant

30 nos. (Male) Enforcement Assistant required with technical background (B. Tech Electrical with Minimum 1 years or Diploma Electrical with Minimum 2 years of Experience in billing/ vigilance & enforcement related activities in power distribution company) at sub divisions in all 5 Circles. He must have bike with him. Enforcement Assistant should have excellent computer knowledge including MS office & shall be given a laptop (Not less than 1 year old) by BA. Enforcement Assistant shall be responsible to prepare all enforcement cases documents as instructed by SDO of particular area. He is also responsible for dispatch of provisional bill and notice to consumers, disconnection of pending cases. He is also responsible for calling consumers to settle the enforcement case. He is also responsible for maintaining consumer wise file /register with all relevant documents. He is also responsible for preparing different types of MIS related to enforcement activities. He is also responsible for enforcement collection with DC squad and bike squad. He is also responsible for any other work assigned by SDO/HOG enforcement/HOD enforcement. Fuel cost with Rs 3/Km is to be provided against fuel charges for movement in bike as per PO upon submission on log sheet to BA.

Ex-Service Men (Male)

"67 nos. of ex-service men required,10 nos. required with Gun license across 5 circles(2/ circle). The ex-servicemen must be 12th pass/graduate and have served in the regular Army, Navy, or Air Force of India for a continuous period of not less than six years. Physically he should be fit and able to work in field. He should at consumer dealing and fluent in Odia language. Maximum age at the time of recruitment should be 45 Years. He shall be responsible for safety and security of teams working with him. He shall also help teams in coordinating with police stations. Location may vary at the time of finalisation of contract.Ex army worked in signaling is not accepted.

Physical standard should be as under:

- a. HEIGHT, Male- MIN 170 Cms.
- b. CHEST, Male-90-95 Cms.
- c. WEIGHT, Male- MIN 80 Kgs



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5. Deployment & CONTRACT PERIOD

Team's deployment will be done in Phased manner and will be completed within 15 Days from the time of issuance of RC/RO/LOI.

The overall period of the contract shall be for a period of 3 years. The contract shall however initially be placed for a period of one year only. TPCODL reserves the right to extend the contract value on a year-to-year basis for a period of further 2 year as per the agreed rates based on the performance of the BA.

6. PERSONEL

"Persons engaged in rendering the above services will be Bidders employees and TPCODL shall have no responsibility towards their employment or the requirement to be

insured under Employees state Insurance Act, 1948 or medically covered under Employees Provident Fund Act, 1952 and all other relevant labor laws such as Minimum Wages Act, Payment of Wages Act, Contract Labor Abolition Act etc., it will be your responsibility to obtain necessary code nos. and shall keep TPCODL completely indemnified against all claims, costs and charges arising out of personnel injury or death of your employees caused by any reason. In the event of any claims, you will be solely responsible to meet claims, costs, charges and expenses arising out of such claims."

7. TERMINATION

"During the course of the execution, if at any time TPCODL observes and opines that the work under order is not being performed in accordance with the terms of this Agreement, Vendor is not able to provide all type of equipment's, tools, PPEs etc. or TATA code of conduct is not being followed , TPCODL shall have the right to terminate the agreement by serving a 30 days# notice of termination on the BA in accordance with clauses of this Agreement. TPCODL shall be entitled to recover all damages from BA including losses occurred due to loss of time TPCODL's right to terminate the Agreement in terms of this clause shall be without prejudice to its other rights. In case the vendor may wish to move out of the agreement or otherwise is unable to discharge the obligations assumed by it hereunder due to reasons not attributable to TPCODL, then TPCODL shall have the right to invoke the PBG submitted by the vendor to which the vendor make no challenge or protest."

8. DISPUTE RESOLUTION

"In the event of any dispute pertaining to or arising out of this contract the same shall be decided by Arbitration. MD, TPCODL or his nominee as sole arbitrator will refer the dispute to sole arbitration. You shall have no objection if the nominee is an employee of TPCODL. You shall continue to fulfill their obligation under this agreement during arbitration proceeding."



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9. CONFIDENTIALITY

"Confidentiality should be maintained in this assignment and all matters should be dealt through one or more of our authorized persons for purpose of coordination/liaison action for this assignment."

10. ELIGIBLE FOR PAYMENT TO BA

100% payment shall be made within 30 days of submission of commercially clear invoice with full details and fulfilment of statutory compliances and other requirements, if any and verified by concerned TPCODL official after completion of work against progressive monthly bills.

11. PENALTY

"In the event of failure by BA to provide a Team on particular day for non-availability of Vehicle or BA employees etc. a penalty of Rs 7500 will be imposed.

<< Rs. 7,500 = 1.5 X Avg. Cost of Service / Day / Team during a year >> In case Team is operated without any of the 3 members i.e. Supervisor/Technician /Helper/Photographer (As per point no 4) due to their absenteeism without suitable replacement penalty of Rs. 1,000 / Day / employee shall be levied.

Report should be submitted in concern sub divisions or division by next working day, in case of Delay in submission of report due to any reason attributable to vendor, a penalty @ Rs. 200/day / Report. Vendor will submit the report and will take receiving for record purpose. Teams who have booked less than 200KW theft load per month has penalized by 5% of contract value of team cost."

Vendor should provide all tools and tackles, CMRI to each team as per mentioned specifications in case of delay and not meet specification a penalty @Rs 500/Team/Month will be imposed.

Vendor should provide 37 nos. of Laptop as per mentioned specifications in case of delay and not meet specification a penalty @Rs 1000/laptop/Month will be imposed.

12. INCENTIVE

Teams who have booked Greater than 300KW theft load per month has given incentive of 5% of contract value of team cost.

ANNEXURE-A

Team Composition		
Sr No	Each team will comprise of:	Minimum requirements
1	1 Supervisor (B. Tech Electrical with Minimum 2 years or Diploma Electrical with Minimum 4 years of experience in vigilance & enforcement related activities in power distribution company).50% of the total supervisor strength must be of women candidates with prior enforcement knowledge is expected .	1. Should be physically fit for enforcement activity. 2. Must fluent in ORIA, Hindi and English language proficiency. 3. Able to handle the stress and conflict management skill. 4. Excellent analytical skill.5strong Knowledge about energy meter working principle and Electrical load and Energy. 5. Knowledge about Electricity distribution act and other standards 6. electrical safety standards
2	1 Technician (ITI holder with at least 1 year of hands on experience in field as a lineman. He should be able to climb the pole with all PPEs and having electrician certificate from Odisha Govt.).He must have license to work on live equipment up to 33kv .	1. Should be physically fit for enforcement activity. 2. Must fluent in ORIA, Hindi and English language proficiency. 3. Able to handle the stress and conflict management skill. 4. Excellent analytical skill.5strong Knowledge about energy meter working principle and Electrical load and Energy .5.Knowledge about Electricity distribution act and other standards 6. electrical safety standards
3	1 no. of Helper/Photographer.	
4	1 Bolero vehicle (Max 3000 KM running per month) including having commercial license with vehicle driver.	Vehicle should not be older than 3years, should be good condition and it should be neat and clean, fire extinguisher needs to provide in the vehicle. Well conduct of driver is required. During break down of vehicle the vendor needs to provide alternate vehicle within 30 mins of notice .A log sheet for travel with main destinations to be signed from TPCODL user on daily basis and to be submitted during billing of that month. A conduct sheet for vehicle and driver is also to be submitted along with bill monthly.



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Team Composition		
Sr No	Each team will comprise of:	Minimum requirements
5	1 full-time coordinator (B. Tech Electrical with Minimum 1 years or Diploma Electrical with Minimum 2 years of Experience in vigilance & enforcement related activities in power distribution company) with each lot at Enforcement back office at Bhubaneswar for smooth operation and other work related requirements. Coordinators needs to move for site inspection or for intelligence purpose during need. Decided by HOG /HOD/Head. (Lot wise quantum is attached)	1. Should be physically fit for enforcement activity. 2. Must fluent in ORIA, Hindi and English language proficiency. 3 Able to handle the stress and conflict management skill. 4. Excellent analytical skill.5strong Knowledge about energy meter working principle and Electrical load and Energy. 5.Knowledge about Electricity distribution act and other standards 6. electrical safety standards
6	1 full time coordinator (B. Tech Electrical with Minimum 1 years or Diploma Electrical with Minimum 2 years of Experience in vigilance & enforcement related activities in power distribution company) at HoG- Enforcement offices at 9 location and 2 HoD Offices for smooth operation and other work related requirements. (Lot wise quantum is attached)	1. should be physically fit for enforcement activity. 2. Must be fluent in ORIA, Hindi and English language proficiency. 3 Able to handle the stress and conflict management skill. 4. Excellent analytical skill. 5strong Knowledge about energy meter working principle and Electrical load and Energy. 5.Knowledge about Electricity distribution act and other standards 6. electrical safety standards



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ANNEXURE-B

Tools & Tackles and CMRI per team per month	
Sr. No.	Material List
1	Bag for tools with separate compartments
2	Plier Nose
3	Plier 8 inch
4	Wire Cutter
5	Knife
6	Hammer
7	Chisel
8	line Tester
9	Screw driver big 14"
10	Screw driver Small 8 "
11	Cleaning Brush
12	lens Convex
13	Mirror 4"x6"
14	Hacksaw Big
15	Hacksaw Small
16	Double test lamp
17	Heater 1 KW
18	Torch big 4 cell rechargeable
19	Torch small
20	Clamp on meter -Multifunction
21	Dhoti for cleaning
22	CMRI(Specification attached)
23	PVC tapes
24	Magnifying Glass
25	Gum /Feviquick -250ml
26	Pen drive 16GB
27	Ladder 2 or 3 fold FRP/Fiber Glass for fitting at Bolero 9M
28	Leather bags for REPORTs
29	four head screw driver (insulated screw driver set is desirable)
30	Spy camera of good quality with min 16 GB memory card

Note: All tools must be of insulated for avoiding any electrocution of user

Make: Taparia/Stainly



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ANNEXURE-C

PPEs List	
Sr. No.	PPEs
1	Helmet with visor(White colour),ISI mark must be there on each helmet,
2	Gloves, LT not less than 3kv
3	Safety Belt(Double harness)
4	safety shoes
PPEs should be as per standard provided in Contractor safety management(CSM)	



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ANNEXURE-D

CMRI Specification
SANDS make DOS based Common Meter Reading Instrument Model-1010, Internal Memory of 512MB & 16GB SD card memory with -15 lines*40 characters-Graphical Display with LED Backlit With DLMS, and following accessories one each. It should be compatible to down load the meter data (any make).
Universal Optical Probe(to read IEC-1107,ANSI and PACT Protocols)
RS 232 Communication Cable.
USB cable
Fast Charger
User Manual & CD
Carry Case
HSN Code:84713010



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ANNEXURE-E

Vehicle requirements	
Sr. no.	Vehicle requirements
1	Vehicle type should be Bolero.
2	Not more than 3 year old
3	Vehicle having valid pollution certificate, Insurance certificate.
4	Vehicle movement as per need in the whole TPCODL area
5	Vehicle should have the facility to carry the ladder.
6	Diesel cost in the scope of vendor
7	Up to 3000 KM running in a month
8	Challans on vendor scope
9	fire extinguisher with proof of audit on regular basis
10	Vehicles should be comfort and in good condition with clean interior.
Note	During any breakdown of vehicle, the vendor must arrange any alternate vehicle within 30minutes of his notice.
	Vehicle deputed at circle must /can be run to any location within the circle boundary, and vehicle allotted to HOG will run to any location under jurisdiction of that HOG.
	The vehicle must available 7x12hr basis, 9am to 9pm. And can call at any point of time in odd hour also(night /early morning)



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ANNEXURE-F

Responsibility of Coordinators (Male)	
Sr. no.	Responsibility of Back office coordinators
1	Coordinator need to collect PVR & Evidence (Photo & Video) from Enforcement Teams working in their area on daily basis.
2	Quality of PVR & Evidence should checked regularly and any discrepancy to be reported immediately at backend and to HOD/HOG of concerned circle.
3	PVR- MIS should be shared to Enforcement Back office on daily basis.
4	PVR/Evidence should be kept Team wise, Date wise and PVR wise on daily basis for future reference purpose.
5	Coordinator is responsible for all team operated in field smoothly. If any BA team member take leave or there is any issue in vehicle, should be reported day before and give alternative, team movement not to be hampered for any reason.
6	As per organisational requirement, Coordinator will move in field for load booking and collection.
7	Proper monitoring and communication to all the Supervisor, Technician & Helper under concern.
8	Daily team movement plan to be shared before 11 AM on daily basis.
9	Availability of Vehicle/PPEs/Ladders/tools to be ensured with team.
10	Vehicle movement plan to be shared with Starting & Ending Speedometer reading.
11	During OC Drive, PVR, Evidence should be collected from Distribution team /MMG team/Enforcement team and save in Evidence folder.
12	During Collection Camp Evidence to be shared to Assessing officer or Enforcement, team as when required.
13	Any other work assigned by HOD/HOG/Backend teams.

ANNEXURE-G

Seizure Process

Carry gunny bag in site at the time of inspection Seized materials kept in gunny bag and that is sealed and consumer no. should written on that and that is submitted in respective subdivision with sign of receiver. A paper having details of case line date of inspection, Consumer/user name, address, Section/Sub division/division name with polythene cover to be stapled with gunny bag. The gunny bag is to be tied with nylon shelf locking tie. An adhesive plastic tag with details of the case to be fixed on that tie.

PAPER SEAL NOT TO BE DISTURBED SAMPLE IMAGE	 TATA POWER-DDL	PAPER SEAL NOT TO BE DISTURBED	
		Book No. 169	Serial No. 33894
		1. Date of Inspection	
		2. Date of Seizure	
		3. Date of Testing	
		4. Seizure Memo No.	
		5. CA/K. No.	
		6. Meter No.	
		Consumer Signature	Authorised Officer (TATA POWER-DDL)



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ANNEXURE-H

LAPTOP Specification

RAM: Minimum 6GB Requirement

Storage Type: SSD

Hard Disk Capacity: Minimum 512 GB SSD

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ANNEXURE-I

Team Deployment Details Location Wise

Circle	Division	Nos. of Teams required
HO	HO Central Team	3
BBSR1	Central Team	
	BCDD-1	1
	BCDD-2	2
	BED	2
	NED Neemapada	4
BBSR2	Central Team	
	PED	4
	BED Balugaon	3
	NED	3
	KED	5
Cuttack	Central Team	
	CDD-I	1
	CDD-II	3
	CED	6
	SED	3
	AED	3
Dhenkanal	Central Team	
	DED	5
	ANED	3
	TED	4
Paradeep	Central Team	
	KED-I	4
	KED-II Marsagai	2
	PDP	3
	JED	3
Total		67



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ANNEXURE VIIa

PREFERENTIAL NORMS FOR PROCUREMENT FROM MSMEs REGISTERED IN THE STATE OF ODISHA

1. Tender Fees

To participate in the tender, MSMEs registered in the State of Odisha shall pay Rs.1,000/- including GST towards cost of tender paper.

2. Earnest Money Deposit (EMD)

EMD shall be exempted for MSME registered in the State of Odisha. However, Bidder shall be barred to participate in the tendering process for a period of 2 years in case it backs out post award of the contract.

3. Qualification Requirement for Open Tenders

Qualification Requirement of Financial Turnover for MSME registered in the State of Odisha shall be reduced to 20% of the existing criteria.

For past experience, instead of relying on the volumes / value of earlier Supplies / Projects, assessment of the Bidder shall be done on the basis of feedback from Customers. Past performance experience at Tata Power and its Group Companies shall supersede feedback from other Customers.

4. Reservation for MSME

It shall be mandatory to procure at least 20% of the total volume of the procurement from MSME registered in the State of Odisha (however, it shall not apply where goods/services are not available with the MSME), subject to matching L1 discovered prices and meeting technical specifications including quality requirements.

5. Performance Bank Guarantees

Performance Bank Guarantee for MSME registered in the State of Odisha shall be 25% of the value normally prescribed.



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ANNEXURE VIII
GENERAL CONDITIONS OF CONTRACT

Attached: General Conditions of Contract for Composite Orders

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ANNEXURE IX

SAFETY POLICY AND SAFETY TERMS AND CONDITIONS

1. Objective

The Tata Power engages contractor workforce to execute, run and maintain various operating sites and facilities across locations for various business verticals including Generation, Transmission, Distribution and Renewable. The activities range from project execution, operation, maintenance to facilities management.

The management of contractor safety represents a significant challenge for management. Tata Power has a responsibility to ensure that contractors are provided with enough information and support to enable them to conduct their roles safely and without endangering health and safety of their own workforce or that of our staff.

To ensure reduction in reportable injuries and achieve goal of zero accidents, first edition of contractor safety code of conduct was launched successfully in the year 2014. Since last four years after the launch of CSCC, Tata Power could achieve the objective of reduction in reportable injuries and fatalities.

Over the period, as the system was being matured, a need was felt to make second revision of the CSCC process. Objective of second revision is improve existing CSCC system and make it user friendly.

2. **Scope:** This procedure applies to all operating and project sites of The Tata Power Company Ltd and Group companies including new businesses like EV charging, Home Automation etc.

3. Definitions

- 3.1. **Order Manager:** Order Manager is the Tata Power representative, who has the ownership of the given job.
- 3.2. **Site Safety Management Plan:** It is the safety plan agreed between Contractor and Tata Power. It will contain the entire job specific safety requirement and will be signed by the contractor.
- 3.3. **Contractor:** An individual or a company that provides services to Tata Power under a signed contract.
- 3.4. **Emergency:** a serious, unexpected or dangerous situation requiring immediate action, which may result in loss of revenue/property, business discontinuity. In case of Emergency*, services may be procured by selecting the qualified vendor based on the vendor category without the safety bid evaluation. It must be approved by MB level and above.
- 3.5. **Expert Service jobs:** Jobs which needs expert services of contractor which does not involve direct exposure to the potential risk or work which involves only supervisory work such as expert for turbine overhaul, expert for boiler overhaul, expert for pump and motor, expert for compressor overhaul.



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- 3.6. Head of the Division:** Business in charge of the division who is overall custodian of the generating station or transmission division or distribution division.
- 3.7. Category A Vendor:** Vendor eligible to carry out Very High & High risk (as per Tata Power Hazard Identification and Risk Analysis Procedure) and /or Long-Term Contract related to operation and maintenance (O&M) of plant. Vendors must fulfil the requirement specified for Category A in Appendix 12-CSMF-5 of this document.
- 3.8. Category B Vendor:** Vendors eligible to carry out technical jobs, that are classified under Medium /low risk. Vendors must fulfil the requirement specified for Category B in Appendix 12-CSMF-5 of this document.
- 3.9. Category C Vendor:** Vendors eligible for to carry out low or very low risk administrative and office jobs. For this he must fulfil the requirement specified for Category C in Appendix 12-CSMF-5 of this document.
- 3.10. Category D Vendor:** All Consultants, Medical Practitioners or vendors taking job from Tata Power and working from their own premises (e.g. motor rewinding at vendor's shop floor, equipment sent for repair to vendor's works etc.) are classified as Category D Vendor
- 3.11. High Risk Jobs:** A Job or its activities are considered as Very High or High Risk when Order manager apply the "Tata Power Hazard Identification and Risk Analysis" procedure and found safety risk associated with are under Very High or High category. Indicative lists of jobs are given in appendix 15 of this document.
- 3.12. Medium Risk Jobs:** Jobs or its activities are considered as medium risk when Order manager apply "Tata Power Hazard Identification and Risk Analysis" procedure and found the same as Medium Risk.
- 3.13. Low Risk Jobs:** Any job or its activities are considered as Low or Very low risk while Order manager, calculate it by applying "Tata Power Hazard Identification and Risk Analysis" procedure and found it under Low or Very Low category.
- 3.14. Long Duration Jobs:** When the duration of job is 12 months or more, it is considered as Long duration job
- 3.15. High Value Jobs:** When the value of the job contract is Rs. One Crore or more it will be considered as High value job.



4. Responsibilities

4.1 Order Manager: Order Manager is the Tata Power representative, who is responsible for:

- 4.1.1 Finalizing the Site Safety Management Plan along with Contractor, Safety Concurrences Group, Divisional Safety Head and Expert (External or Internal) if required.
- 4.1.2 Supervise and ensure work is carried out as per the Site Safety Management Plan including agreed Risk Assessment (HIRA/JSA) and Method Statement.
- 4.1.3 Conduct audit and evaluate Safety Performance of contractor.
- 4.1.4 Ensure contractors adhere to all statutory provisions.
- 4.1.5 In case any deviation is needed in agreed safety management plan or in CSCC process for execution of job, Management of Change procedure will be applicable, and approval may be obtained from divisional head /Cluster head.

4.2 Contractor: The person, entity or organisation who is executing the job for Tata Power under a contractual agreement and will be responsible for the following

- 4.2.1 To follow all Tata Power Critical Safety Procedure, Rules and guidelines given in Safety Terms and Conditions
- 4.2.2 Undertake job as per [Site Safety Management Plan CSM-F10](#) and method statements agreed with Tata Power.
- 4.2.3 Raise any concerns with regard to their work and its safety with the Tata Power Order Manager.
- 4.2.4 Report all injuries, near misses, unsafe acts/conditions, and occurrences to the Tata Power Order Manager immediately.
- 4.2.5 Ensure that all sub-contractors follow the Tata Power Safety Procedure and agreed [Site Safety Management Plan CSM-F10](#).
- 4.2.6 To follow all statutory requirements as per the laws of the land.
- 4.2.7 All vendors applying for A category jobs or submitting quote for high risk jobs shall obtain certificates of ISO 9001, ISO14001 and ISO45001 before submitting quote for high risk Jobs.

4.3 Safety Concurrence Group: It is Cross Functional Team constituted by Corporate Safety Team, which will have representatives from Execution department, Divisional safety and Corporate / Divisional contracts. SCG will be responsible for the following

- 4.3.1 Assessment of Safety Potential of new vendor before registration as per [CSM-F1-Safety Category Qualification Form](#).
- 4.3.2 Safety Evaluation of the bids as per evaluation format [CSM-F-9 Safety Bid Evaluation Criteria](#)
- 4.3.3 Finalization of the Site Safety Management Plan CSM-F-10 submitted by the contractor.
- 4.3.4 Corporate Safety Team / Cluster Safety Head will be part of SCG during Safety Bid Evaluation for following types of jobs
 - 4.3.4.1 High-Risk jobs to be carried out in Annual Overhaul / Major Shutdowns and Outages.
 - 4.3.4.2 Capex jobs of High-Risk Category



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5.1 Vendor Registration

For Vendor Registration, Corporate Contract will issue following documents for evaluation of contractor's safety capability

- 1) [CSM-F1 –Safety Category Qualification Form](#)
- 2) [Safety Terms and Conditions](#)

The document [Safety Terms and Conditions](#) provides the information about Tata Power safety System to the contractor. Contractor will submit the [CSM-F1- Safety Category Qualification Form](#) with all relevant details and documents to Vendor Registration Initiator, which will in turn forward it to Safety Concurrence Group (SCG) for evaluation. The SCG will evaluate the details submitted by the contractor based on a predetermined criteria [CSM-F-5 Safety Potential Evaluation Criteria](#) for Vendor Registration and will determine the category (Category A/B/C/D) for which the contractor will be registered. As mentioned in the above criteria, a site visit may also be organized by SCG prior to registration under Category A and B. In case, the contractor does not qualify the safety criteria, the contractor will not be registered. However, he may apply afresh for registration after 6 months. Please refer [Appendix 1: Process Flow Chart for Vendor Registration](#).

5.2 Bid evaluation

At the time of placing the Purchase Requisition (PR), Order Manager is required to declare the risk involved in the of the job (i.e. High Risk / Medium Risk / Low Risk jobs, based on the RPN in HIRA. If the Job is “High Risk” or “Long Duration”, then RFQ will be attached with following documents:

- 1) [CSM-F7- Blank Safety Competency Form](#)
- 2) [CSM-F8 PPE requirements](#)
- 3) [Safety Terms and Conditions](#)
- 4) [Job Specific Safety Requirement \(Educational and Professional Qualification, Skill & Experience Manpower, Tools and Tackles \(e.g. man lifter, use of drone, use & availability of rescue kit\), Work Methodology etc.\)](#)

Otherwise the RFQ will be attached only with [Safety Terms and Conditions](#). Long term and low value jobs (see definition) are exempted from the CSMC process.

Corporate Contracts will collect duly filled [CSM-F7 Safety Competency Form](#) along with the bid. All other stakeholders will also put their efforts to get all relevant safety data during meeting / discussions with the vendor. SCG will evaluate the document as per the [CSM-F9 Safety bid evaluation criteria](#). If any specific condition related to Contract is required to convey to contractor, Site safety team will attach the same as Annexure for specific conditions of job and submit it to contract team along with safety bid evaluation form. Commercial bid of contractor will be considered for evaluation by contract team only if contractor is qualified in safety bid. Site Safety Management Plan, defining the complete procedure of executing the job at site will be signed by the contractor and SCG after mutual agreement. CC will attach a copy of site safety Management Plan and any specific condition of contract along with PO to the successful bidder. Please refer [Appendix 6: Process Flow Chart for issuing RFQ and PO](#) significant health and safety risk associated with it.



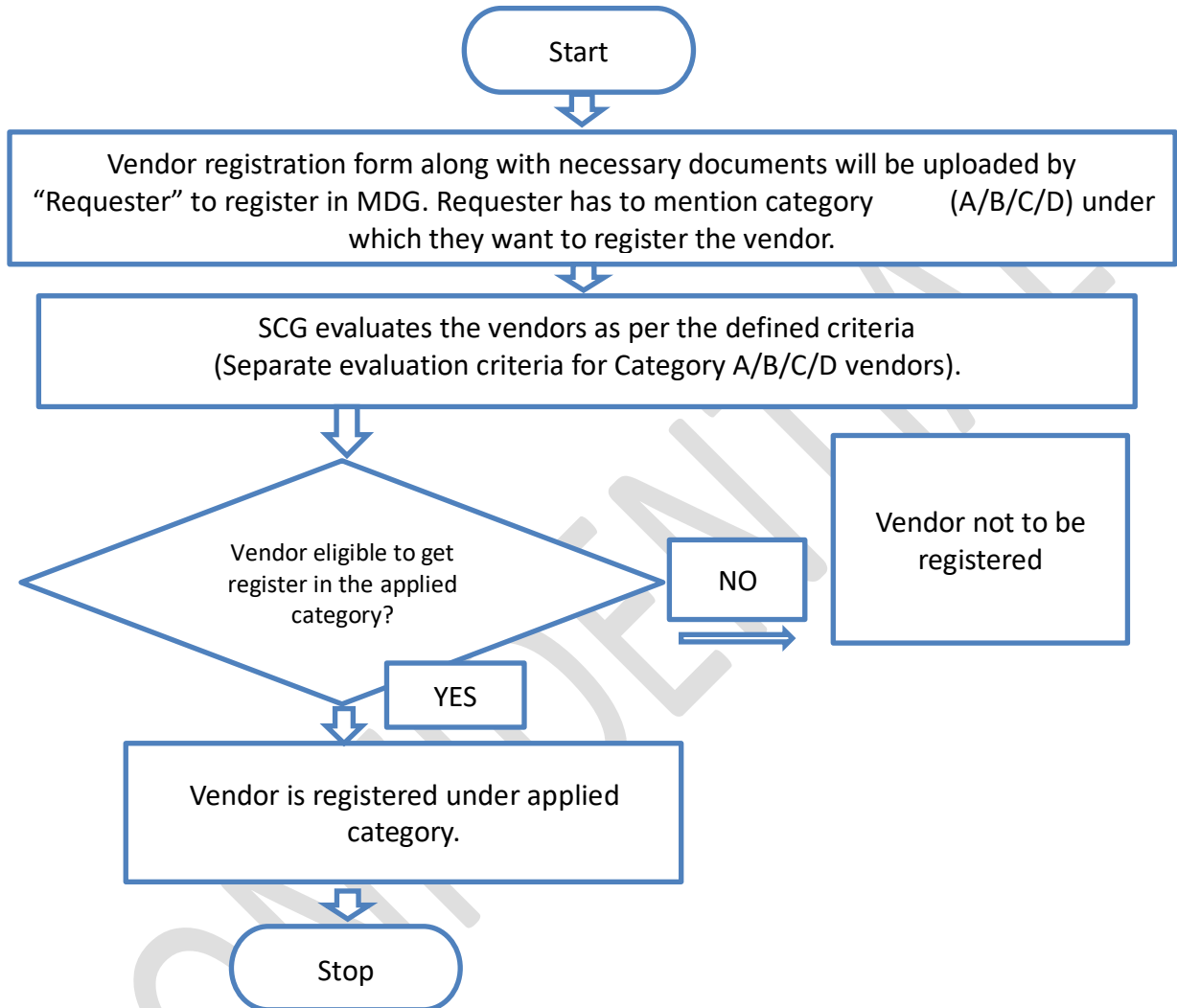
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5.3 Safety Performance Evaluation

During the time of job execution, regular site inspection will be carried out by the Tata Power officials and violations will be dealt as per [CSM-F4 Safety Violation Penalty Criteria](#). Apart from this, monthly safety performance of the contractor will be evaluated based on the predetermined criteria as per [CSM-F11 safety Performance Score](#) and monthly score will be maintained by the Order Manager. Certain percentage of each running bill will be retained as Safety Retention amount and will be released on the basis of Safety Performance Score at certain intervals as defined in [CSM- F-3- Safety Performance Evaluation Criteria](#). Please refer [Appendix 10: Process Flow Chart for Safety Performance Evaluation](#). Percentage of retention amount is mentioned in safety terms and conditions.

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Appendix 1: Process Flow Chart for Vendor Registration





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Appendix 2: CSM-F-1 Safety Category Qualification form

1. "Safety Category Qualification Form" is part of vendor registration form. It needs to be filled by the contractor at the time of Registration and should be submitted to Requester / order manager with all relevant documents.
2. The same will be evaluated by Safety Concurrence Group of the Division (SCG) as per the criteria given in CSM-F-5.
3. Information provided by contractor will be verified during site visit.

Safety Category Qualification Form

Please consider my application for

Category A Vendor: Vendor eligible to carry out Very High- and High-risk O&M jobs

Category B Vendor: Vendors eligible to carry out technical jobs, classified as Medium / low risk

Category C Vendor: Vendors eligible for to carry out low or very low risk administrative and office jobs

Category D vendor: All Consultants, Medical Practitioners or vendors taking job from Tata Power and working from their own premises.

Name of the Vendor:															
Sr. No	Safety Information	Remarks	Attachment												
1	Certified for i. OHSAS 18001/ ISO 45001, ii. ISO: 14001 iii. ISO: 9001 (ISO certificates to be issued from reputed accreditation agencies specified by Tata Power)	i. Y/ N ii. Y/ N iii. Y/ N	Attach copy of the certification												
2	Safety Statistics for Last Three (3) Years - LTIFR - LTISR	Yes/No	<table border="1"><thead><tr><th></th><th>Year 1 (Last FY)</th><th>Year 2</th><th>Year 3</th></tr></thead><tbody><tr><td>LTIFR</td><td></td><td></td><td></td></tr><tr><td>LTISR</td><td></td><td></td><td></td></tr></tbody></table>		Year 1 (Last FY)	Year 2	Year 3	LTIFR				LTISR			
	Year 1 (Last FY)	Year 2	Year 3												
LTIFR															
LTISR															
3	Do you have Safety Policy?	Yes/No	Attach copy of the safety policy.												
4	Do you have Safety training process?	Yes/No	Attach safety training process.												
5	Do you have Safety organization structure e.g. Safety Officers and Safety Committees?	Yes/No	Attach copy of the safety organization structure.												
6	Name and address of sites where work is in progress or worked earlier	Yes/No	Site details to be attached for inspection by Officials.												

Signature :

Name and Designation :

Stamp of Organization :

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Appendix 3: Safety Terms and Conditions

Please refer the attached document [Safety Terms and Conditions](#).

Appendix 4: CSM- F-3- Safety Performance Evaluation Criteria

1. A certain percentage of the bill value will be retained against every running bill as safety performance retention. The amount will be released with the last invoice or every six-month based on Safety Performance Score of contractors. The retention amount will be calculated based on contract value as below.

Contract Value	Retention Amount (%)
Up to 10 Lakhs	2.5
10 – 50 lakhs	2
0.5 to 10 Cr	1.5
>10 Cr	1

2. The evaluation criteria include Lead Indicators such as CFSA (Contractor Field safety Audit) score, percentage of workers trained in TPSDI, inspection of critical equipment. Lag indicators such as Fatalities, LWDC and man days lost.
3. The retention amount saved will go to a separate Safety Improvement Fund.
4. For the contract value of more than Rs 1 Cr or contract duration more than 12 months, the retention amount shall be released half yearly based on safety performance. For all remaining contracts, the retention amount will be released with the final bill.
5. Long term jobs with low value (Less than Rs. 1 Cr.) are exempted from the safety retention. Invoice of these type of jobs can be cleared without safety retention.
6. In case of job stoppage due to safety violations / unsafe observations at the site, no time extension shall be given to the contractor, if such delays are attributable to contractor.
7. In case of fatality, limb loss or loss of property, vendor must pay for liability, legal, statutory and additional mutually agreed settlement charges imposed by the appointed committee. This charge is over and above the retention amount.
8. The committee will finalize an amount between 5 -50 lakhs based on factors such as advise by statutory authorities, contract value and impact of accident etc.
9. Safety performance bonus 1% (limiting to 50 lakhs) of the invoice value will be considered at the end of the job if the contractual safety performance score 100%.
10. During the progress of the work, concerned Supervisor/Engineer will visit and inspect the work site regularly and evaluate the safety performance of the contractor based on matrix attached herewith and apply the Consequence management policy as applicable.
11. Order Manager, divisional chief and SBU head have the authority to terminate the contract in case of three consecutive serious violations.



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Safety Performance Evaluation report- CSM-F-3

	<u>Lead Indicators</u>	Unit Of measurement	Target	weight age
1	% of Employee certified in TPSDI/Authorized agency	%	50%	10
2	CFSA score (Annexure 6.1)	Average Severity of Violations	1.49	20
3	Monthly inspection completed by contractor for Critical Equipment, lifting Tools & Tackles and hand tools used at site as per Tata Power Checklist	%	80	5
4	Revalidation of Condition of tools, tackles and equipment by Order Manger.	%	100	15
	<u>Lag Indicators</u>			
1	Number of Fatalities	No.	0	30
2	Number of Lost workday case (LWDC)	No.	0	10
3	Man-days Lost	No.	0	10



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Appendix 5: CSM- F-4 Safety Violation Penalty Criteria

Penalty shall be imposed on the contractors under the following circumstances for breaching the contractual agreements:

S No	Description of violation	Severit	Penalty
1.	Working without Permit	5	5000/-
2.	Untrained (TPSDI) worker on high-risk jobs.	5	5000/-
3.	Unhygienic/Bad condition of PPE	2	250/-
4.	Not following Tata Power Procedure & Standard	4	2000/-
5.	Unsafe Act/Condition of Severity 4	4	2000/-
6.	Unsafe Act/Condition of Severity 5	5	5000/-
7.	No Earthling of Electrical equipment	5	5000/-
8.	Damaged welding cable	5	5000/
9.	Violation of Positive Isolation Procedure (LOTO Not followed)	5	5000/
10.	ELCB of more than 30 mA/ELCB not working	5	5000/
11.	On/Off switch of welding m/c not working	5	5000/
12.	Electric cable tied with metal wire	5	5000/
13.	Leakage found DA hose / cylinder	5	5000/
14.	Use of LPG	5	5000/
15.	Use of IC engine based Three-wheeler at the work site.	5	5000/
16.	Starting the job without Toolbox Talk	5	5000/
17.	Spatter falling on DA hose / Gas-line/ pathways / Equipment	5	5000/
18.	No safety latch in crane hook	5	5000/
19.	Load raised or swung over people or occupied areas of buildings	5	5000/
20.	Persons standing in swing area of construction equipment.	5	5000/
21.	Using damaged slings.	5	5000/
22.	Unstable scaffolding/nonstandard Scaffolding in use	5	5000/
23.	Handrails and mid-rails are missing	5	5000/
24.	Safety Harness not anchored with lifeline/fixed structure	5	5000/
25.	Fall arrestor not provided/ Not being used.	5	5000/
26.	Double lifeline not used for working at height	5	5000/
27.	No rubber mat in Electrical Distribution (DB) room	4	2000/-
28.	Water found accumulated in Electrical Distribution room/near welding machine.	4	2000/
29.	Inserting electric cables into socket, without using plug.	4	2000/
30.	Use of damaged electrical cable/two core cables.	4	2000/
31.	Inflammable material found in Distribution Room / welding areas.	4	2000/
32.	Loose material falling into excavated pit	4	2000/
33.	Water logging into excavated pit /trenches	4	2000/
34.	No / inadequate Barricade	4	2000/
35.	Undercut / cave-in found on sides of excavated pits	4	2000/



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36.	Grinding wheel/ Coupling/ Piling winch/other rotating parts without guard	4	2000/
37.	The HMV/Mobile Crane operator does not have a valid HMV driving license.	4	2000/
38.	The loading area is not leveled properly.	4	2000/
39.	Ladder not anchored at top	4	2000/
40.	Opening found in working platform of scaffolding/floor	4	2000/
41.	Inadequate illumination at the working area	4	2000/
42.	Loose material lying on Gantry, platform	4	2000/
43.	Cleaning with Compressed Air.	3	500/-
44.	Gas Cylinders using without cap.	3	500/
45.	Gas Cylinders stored without securing	3	500/
46.	Bringing inside any other chemicals, apart from approved by Safety dept.	3	500/
47.	Using drum for sitting or accessing height.	3	500/
48.	Misusing emergency facilities like fire hydrant line/ hose box/ spray system/ eye wash etc.	3	500/
49.	No provision of Safety net where falling materials or tools may occurs	3	500/
50.	Taking electrical supply from non-designated outlet (other than socket).	3	500/
51.	Restricted gangways due to unwanted materials.	3	500/
52.	Not reporting incident.	3	500/
53.	Entering into restricted area like switch yard/ hazardous storage	3	500/
54.	Work without supervision	3	500/
55.	Parking of vehicle without applying wheel choke at right front-front and left rear-rear wheels other than passenger cars.	3	500/
56.	Heavy Vehicle without helper or co-driver.	3	500/
57.	Not wearing florescent safety jacket at site.	3	500/
58.	People travelling in load body of vehicle.	3	500/
59.	Parking of vehicles at non designated area.	3	500/
60.	Shifting heavy materials without guide ropes.	3	500/
61.	Using other than 24V lamp inside the confined space/Use of other than 24V lamps.	3	500/
62.	Angular loading/ lifting with Crane or hoist.	3	500/
63.	By passing the limit switch/ Safety Interlock.	3	500/
64.	Housekeeping activities on road without proper barricade.	3	500/
65.	Trying to board or alit from running vehicle.	3	500/
66.	Cylinder Valves of Gas cylinders not closed when not in use.	3	500/
67.	Flash-back arrester not used.	3	500/
68.	Hand Trolley wheel found damaged.	3	500/



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69.	Guy ropes of required length on both sides of object are not used during movement with load.	3	5/ 00/
70.	Scotch block/wedge not provided, when the vehicle is parked.	3	500/
71.	Suitable Trolley not provided to hold the cylinders.	3	500/
72.	Locked First Aid box	3	500/
73.	Caution boards, danger signs (luminescent /red) along with emergency contact number are not found displayed.	3	500/
74.	Person found jumping barricading tape	3	500/
75.	Stacking of pipes, pile casing, drums without chock blocks/wedges	3	500/
76.	The terrain on which Heavy Equipment/Machinery moves is not reasonably hard.	3	500/
77.	Without Safety Helmet at working sites	4	250/-
78.	Without Crash Helmet (on bikes)	4	500/-
79.	Without Full body double lanyard Safety Harness (for work at height)	5	5000/-
80.	Without Hand gloves - Material Handling, Welding, Cutting,	4	100/-
81.	Without Safety goggles/ face shield - Welding/Cutting /Grinding	5	5000/-
82.	Handling Chemical without PVC Apron	5	5000/-
83.	Smoking in prohibited area (Closed Go-downs, Storage of flammable material, Storage of Gas cylinders)	5	1000/-
84.	Sleeping at Workplace	3	100/-
85.	Driving beyond speed limit	3	1000/-
86.	Seat Belt While Driving (for front seat passengers and driver)	3	500/-
87.	Driving without license	4	1000/-
88.	Heavy Commercial vehicles without reverse horn	3	500/-
89.	Nonfunctional Head light/ taillight and side indicators	3	100/-
90.	Using Mobile Phone During Driving	5	5000/-
91.	Poor visibility of registration number/ without registration number	3	100/-
92.	Broken/ without Side view mirror	3	100/-
93.	Over speeding above specified limit	3	500/-
94.	Broken/ Without Pressure gauge on Oxygen/ LPG / Acetylene cylinder.	3	500/-
95.	Without Flash back arrestor on Industrial Acetylene & Oxygen cylinders.	5	5000/-
96.	Spillage of hazardous material/chemicals during transportation	4	2000/-
97.	Electrical equipment without Earthing/ ELCB/ Double Insulation Cable.	5	5000/-
98.	Lifting Tools & Tackles used without/ expired Test Certificates.	5	5000/-
99.	Housekeeping repeatedly not maintained		

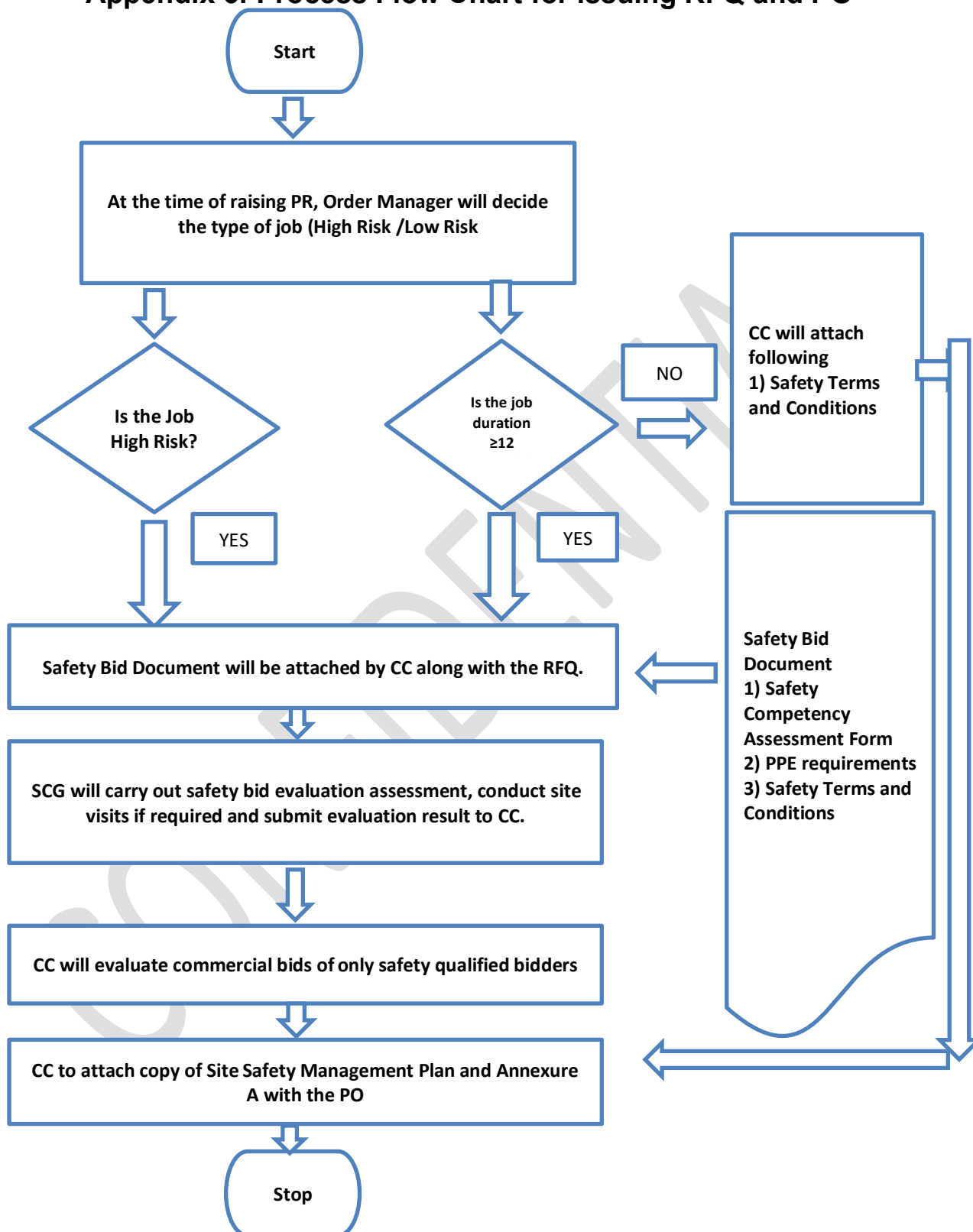
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100.	• First Time	3	Warning
101.	• Second Time	4	1000/-
102.	• Third Time	5	5000/-
103.	Serious Violation of House Keeping (after 1st or 2nd warning to be decided by Project Manager depending on the severity)	5	Rs.10000/- and above
104.	Repeat Violation of same nature	5	5 X Penalty for Violation
105.	Appointment of subcontractor without his Safety Bid Evaluation and/or without the permission of engineer in charge or Order manager.	5	5% of Contract Value

Appendix 6: Process Flow Chart for issuing RFQ and PO





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Appendix 7: CSM-F-7 Safety Competency Form (Template)

Name of the Vendor/Bidder : -

Name of the Sub Vendor (If job is given to Sub Vendor) : -

Description of the Job : -

Request for Quotation (RFQ) No. :-

Vendor/Bidder to mandatorily provide the below safety competency related information.

1. Proposed Manpower Deployment Schedule : -

Category of Manpower Deployed	Minimum Qualification & Experience	Proposed Numbers against each category month-wise			
		Month 1	Month 2	...	Month n
Project Manager					
Site-In-Charge (Site Manager)					
Shift-in-Charge					
Safety Officers					
Supervisors					
Technicians					
a.....					
b.....					
Highly Skilled Workmen					
a.....					
b.....					
Skilled Workmen					
Semi-Skilled Workmen					
Unskilled Workmen					
Total Manpower					

Instructions to Bidder to fill:

- Bidder to provide the overall site manpower deployment schedule as above.
- Bidder to indicate (through colour code mentioned below) their direct and sub-contracted employees
Direct bidder employee
Partly Direct / Partly sub-contracted
Sub-Contracted
- Against each of the category, bidder to indicate the minimum qualification and experience of the proposed manpower.
- Rows can be added to also identify other specialised manpower e.g. specific details to be included for high risk activities operators
- Columns can be extended to the actual duration of Site activities.
- Bidder to note that if operations is in shifts, then Shift-in-charge / safety officers are required for each shift of operation.

2. List of Tools, Tackles, Machines and Equipment: -

Bidder/ Vendor to provide the list of tools, tackles, equipment **to be used during the job / project execution**. Bidder/Vendor to ensure that all the lifting tools and tackles, pressure



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vessels are duly certified by the competent person authorised by the Chief Inspector of Factories of the respective state prior to start of the job

Sr. No.	Description of Tools / Tackles	Capacity / Rating	Quantity	Make	Remarks
1					
2					
3					
4					
5					
6					
7					
...					

3. Safety Records:

Bidder to provide the details of fatalities and lost workday cases (LWDC), occurred in last three years (data to be provided for the last completed FY and preceding 2 years).

Description	Safety Data for Last 3 Years		
	Year 1 (Last FY)	Year 2	Year 3
	20__ - __	20__ - __	20__ - __
Fatalities (Nos.)			
Lost Workday Cases (Nos.)			

In case of no fatalities, LWDC during any year, the form may be filled stating NIL against the respective year. Bidders are encouraged to also submit the RCA / incident investigation reports and the learning's implemented out of the above reported incidents

4. Job Safety Plan/ Method Statement:

Bidder to provide / enclose a detailed Site/Job Safety Plan along with a Method statement detailing the execution philosophy (how the bidder intends to execute the Job/Project), identifying all key activities which are required to be performed by the contractor at Site. Bidder to also list down all high-risk activities and provide the Hazard Identification and Risk Assessment (HIRA) for all such high-risk activities involved in the site work.

(Use Method Statement template attached as annexure A and sample as attachment B)

5. Management System Certification: -

Sr.	Certification	Yes / No	If Yes, Year of Certification	If No, Next date for Certification
	ISO 9001			
	ISO 14001			
	OSHAS 18001 / ISO 45001			
	Any other (please specify.....)			
Note: Please attach certificates to support above. In case not accredited for above but applied for, application letters may be attached.				

Appendix 8: CSM-F-8 PPE requirements

The Contractor shall ensure that the following PPE of Approved standards shall be available at all time and shall be used by his employees with no exception whatsoever.

1	All contractor's employees at site	Safety Florescent Jacket (orange color), Safety helmet & safety shoes with Composite or steel toe cap
2	Workers mixing asphalt, cement, lime / concrete	Safety goggle & protective Hand gloves and footwear, Nose mask.
3	Welders / Grinders	Welding screen/goggles, safety shoes, leather hand gloves, aprons, leg guard
4	Stone breaker	Protective goggle, hearing protection, anti-vibration hand gloves and Protective clothing.
5	Electricians	Rubber hand gloves & Electrical resistant shoes.
6	Workers engaged in insulation using glass wool etc.	Respiratory mask & leather Hand gloves, goggles.
	Workers engaged in coal handling plant, ash handling plant and working in high dust area.	Dust mask, Hand gloves, protective goggles.
7	Workers working at a height of 1.8 Meter or above.	Double lanyard full body harness, fall arrestor and safety net made of reinforced nylon fiber ropes firmly supported with steel structures

- PPE shall be conforming to BIS/DGMS/DIN specifications, in good condition and shall be comfortable to his employees, when used.



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Appendix 9: CSM- F-10 Site Safety Management Plan / Method Statement

Site Safety Plan / Method Statement (Template)

This Method Statement describes the specific safe working methods which will be used to carry out the described work. It gives details of work procedure with control measures to counter health and safety issues related to this work. The listed content of this Method Statement can be changed/modified subjected to job scope / specifications, but task specific method statement once finalized & approved, that should not be modified during work execution without permission from the approving authority.

Project/Job Name			
Scope of work: -			
Drawing References: -			
Detail of Sub contractors involved: -			
Method Statement Prepared By: - Designation: - (e.g. Site Manager)	Signature	Date	

1.0 Introduction (*Describe purpose of the work, give details of type and scope of work being carried out*);

--

2.0 Location of Work (*Give site address and precise location on site where work is to be carried out.*)

--

3.0 Safety Document /Specific Approval Required (*Details of any safety documents or specific approval i.e. Client specific approval required to undertake the work*)



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--

5.0 Role & Responsibilities of Personnel/Parties Involved in activities: -Clearly define role and responsibilities of all personnel involved in activity i.e. Site management staff including subcontractors' parties- Main contractor Project/Site Manager, Sub Contractor Site Manager, Project Engineer, Safety officer, Competent Supervisory Staff)

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6.0 Working/Activity Description: - It is important that all operatives should have clear idea of those operational sequences and responsible supervisor must verify their competency prior to their engagement in operation.

6.1 Pre-Working Checks

6.2 Resources (Equipment, tools including manpower) Details *i.e. Equipment and Tools, specific operational equipment, test kits, lifting resources, Details of materials to be used in operation, including any reference to COSHH assessments in case of use of any chemicals, Details of the manpower allocated to the task, e.g. titles, qualifications, competences, direct manpower, contractors. Details of plant, tools and equipment to be used for the work, including the availability of relevant statutory documents, checks or inspections etc. Details of fencing, barriers, cones, chains, dangers notices, warning signs etc.*

Tools required for work:

Sr.No	Tools /Equipment /Machine	UOM	Required Qty.	Remark
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

6.4 Operational Sequence of work: - *Full description of the work, setting out the methodology in a sequential manner, including any reference to any identified operational restraints. Also refer here sec. 5.0 responsibilities part for every step of work sequence).*

Sr.No	Activity	Details of job sequence	Risk Involved	Control Checks
-------	----------	-------------------------	---------------	----------------

1.				
2.				
3				
4				
5.				

6.7 Final Checks & restoration of work area after completion of work :- *Those checks to be carried out by responsible supervisor in witness of his line hierarchy by use of specific checklist of certain operational checks and once those completed satisfactory, PTW (if applicable) to be closed and isolation arrangements to be restored by removing barricades/cautionary tags.*

7.0 Task Specific Hazards: - *Refer to Task Specific Risk Assessment and attach in appendix*

Attachment: - Specific Risk Assessment

In addition, please provide below control measures in risk assessment (as applicable).

Fall Protection Measures: (Where Work at height cannot be avoided)							
Control Measures for Electrical Hazards							
Others Hazard if any (please provide details)							
Hazardous Substances to be used in job : (Attach MSDS if required)	 Acute Toxic	 Health Hazard	 Corrosive	 Dangerous For the environment	 Oxidising	 Highly flammable	 Explosives
	Yes /No	Yes /No	Yes /No	Yes /No	Yes /No	Yes /No	Yes /No

7.0 Emergency Provisions: *-Relevant operational possibility of a programme in the case of emergency situation i.e. electrical supply restoration. In addition emergency response provisions i.e. first aiders, fire fighting, and first aid arrangements, nearest onsite/offsite emergency response also to be considered during emergency planning.*

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8.0 "5S issues" / Waste Disposal/ Housekeeping and Environmental issues: *-Details waste disposal processes and or housekeeping activities, Details of environmental impacts and control measures.*

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9.0 Personal Protective Equipment (PPE):- *(Tick on PPE requirements for the task/Job*

Required Personnel Protective Equipment:							Other:
	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Eye Protection	Respiratory Protection	1. Hi-Viz 2. Coveralls 3.

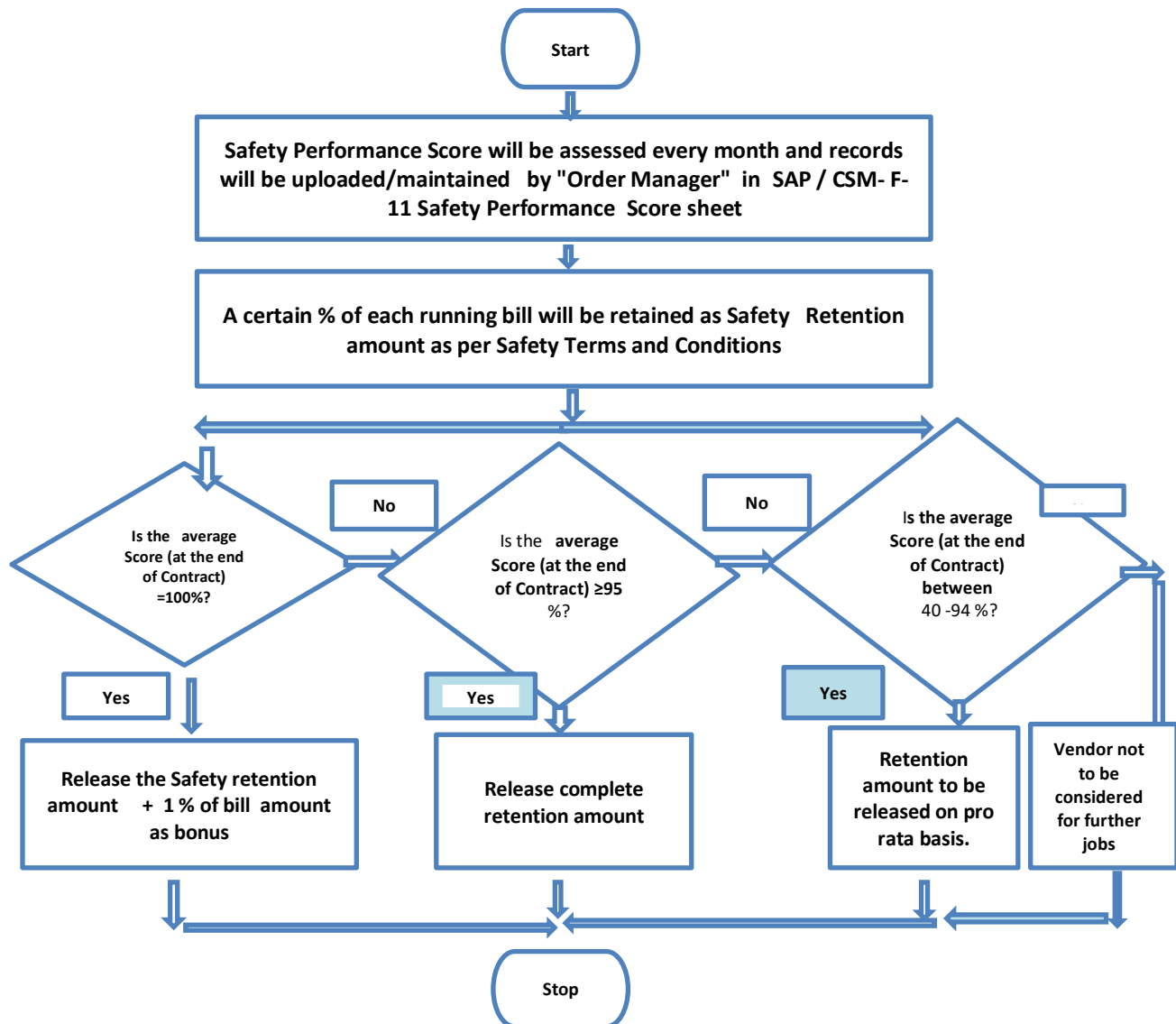
10.0 First Aid facilities and Nearby Hospitals Details

	Name of On-Site First Aider:	
	First Aid Box Location:	
	Location of Nearest Hospital:	

11.0 Occupational Health, Fitness and COVID-19 related Preparedness:

1. Please give a brief writeup / methodology of your organization planned to avoid impact of the COVID-19 pandemic at Tata Power working site.
2. Please give brief details of occupational health and hygiene related interventions planned by your organisation to ensure good health and fitness of workforce at Tata Power site.

Appendix 10: Process Flow Chart for Safety Performance Evaluation





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Appendix 11: CSM- F-11 Safety Performance Score

S. No	Parameter	Unit of Measurement	Target	Weight age	Actual Performance	Actual Score
Lead Indicator						
1	% of Employee certified in TPSDI/Authorized agency	Number	50%	10		
2	CFSA score (Annexure 6.1)	Average Severity of Violations	1.49	20		
3	Monthly inspection completed for Critical Equipment, lifting Tools & Tackles and hand tools used at site	Number	80%	10		
4	Condition of critical tools, tackles and equipment	Number	100%	10		
Lag Indicator						
1	Number of Fatalities	No	0	30		
2	Number of Lost workday case (LWDC) (reportable)	No	0	10		
3	Man-days Lost	Man-days	0	10		
					Final Score	
					Invoice Value	
					Amount to be released	



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Safety Performance Evaluation Criteria

Lead Indicators

	Target				
% of Employee certified in TPSDI/Authorized agency	50%	100%	Less than 100%		
Score		10	5		
	Target				
CFSA score	<=1.49		1.5 to 2.5	2.51 to 3.5	>=3.51
Score	20		15	10	0
	Target				
Monthly inspection completed for Critical Equipment, lifting Tools & Tackles and hand tools used at site	>=80%		79 to 50%		<50%
Score	10		7		0
	Target				
Condition of critical tools, tackles and equipment	100%		<100%		
Score	10		0		

Lag Indicators

Number of Fatalities	0	>0	
Score	30	0	
Number of LWDC (reportable)	0	>0	
Score	10	0	
Number of man days lost	0	1 to 5	>5
Score	10	5	0



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Appendix 12: CSM-F-5 Safety Potential Evaluation Criteria for Vendor Registration

At the time of vendor registration, vendor will be registered under 3 categories

- 1) **Category A**- Vendors eligible to carry out High risk Jobs
- 2) **Category B**- Vendors eligible to carry out technical jobs that are low risk
- 3) **Category C**- Vendors eligible to carry out administrative and office jobs
- 4) **Category D**- Outsourced Jobs / Consultants /Medical Practitioners / Suppliers etc

For vendors to be registered under **Category A**, a safety potential evaluation will be carried out based on following parameters.

Sr. No	Description	Weight age (%)	Actual Score	Remarks
1	Does the contractor have a valid ISO 45001/ OHSAS 18001/ Certification?	30		
2	During site visit check for safety adequacy at site	30		Annexure - 12.1
3	Check the Safety statistics of Contractor	10		Annexure - 12.2
4	Check the Safety orientation & training process of Contractor	15		Annexure 12.3
5	Check the organizational structure for safety professionals & engineers / supervisors.	10		Annexure - 12.4
6	Certified/skilled workers as a percentage of overall workforce	5		
	Total	100		

Evaluation Criteria for Category B

Sr. No	Description	Weight age (%)	Actual Score	Remarks
1	Does the contractor have a valid ISO 9001 certification?	30		
2	During site visit check for safety adequacy at site	30		Annexure -12.1
3	Check the Safety statistics of Contractor	10		Annexure -12.2
4	Check the Safety orientation & training process of Contractor	15		Annexure -12.3

5	Check the organizational structure for safety professionals & engineers / supervisors.	10		Annexure -12.4
6	Certified/skilled workers as a percentage of overall workforce	5		
	Total	100		

Evaluation Criteria for Category C

Sr. No	Description	Weight age (%)	Actual Score	Remarks
1	Does the contractor have a valid ISO 9001 certification?	40		
2	Check the Safety statistics of Contractor	40		Annexure - 12.2
3	Check the Safety orientation & training process of Contractor	20		Annexure - 12.3
	Total	100		

Annexure 12.1: Evaluation Criteria for Category D:

Category D does not require any evaluation as it is for outsourced job outside the Tata Power company premise.

Annexure 12.2

Check List – Adequacy of Safety Statistics of Service Provider				Actual Marks obtained	Remarks
1	Check the safety statistics for last 3 years (LTIFR and LTISR)	Statistics available	Marks 5		
		Statistics not available	0		
2	Check the trend LTIFR for last 3 years	LTIFR value	Marks		
		0 to 0.2	5		
		0.21 to 0.3	2.5		
		>0.3	0		
3	Check the trend of LTISR last 3 years	LTISR value	Marks		
		0 to 2	5		
		2 to 3	2.5		
		>3	0		
4	Has there been any Prosecution/Conviction for any contravention with regard to Safety & Health provisions under the Factories Act /Electricity Act/ BOCW Act and Rules framed there under?	No Prosecution	Marks 10		
		Prosecution	0		
		To be provided in written on letter head			
	Total		25		

Annexure 12.3

Check List – Adequacy of Safety orientation & training process of Service provider				Actual Marks obtained	
1	Records of safety trainings provided to safety officer/supervisor/workmen during last 1 year as percentage(%) of total employed by service provider	Safety Officer		Marks	
		≥80% of employees		5	
		50 to 79 % of employee		2.5	
		<50%		0	
		Safety Supervisor		Marks	
		≥80% of employees		10	
		50 to 79 % of employee		6	
		<50%		0	
		Workmen		Marks	
		≥80% of employees		10	
		50 to 79 % of employee		6	
		<50%		0	
Total		25			

Annexure 12.4

Check List – Adequacy of organizational structure for safety professionals & engineers / supervisors.				Actual Marks obtained
1	Check availability of number of safety officers from government recognized institute as per workforce strength.		Marks	
		1 in 50 employees	10	
		1 in 100 employee	6	
		Any other	0	
3	Check availability of qualified workforce from government recognized institute/TPSDI.		Marks	
		100% of safety officers qualified	5	
		50 – 99% of safety officers qualified	3	
		<50	0	
	Total	15		

Appendix 13: CSM-F-9 Safety Bid Evaluation Criteria

The User has to select whether the job is high risk/ long duration at time of raising the PR.

- 1) The decision whether job is “**high risk**” or not has to be made by order manager on the basis of Risk involved (Risk Priority Number in HIRA) of the Jobs. An indicative list of high-risk jobs is attached as annexure
- 2) If a technical job is of low risk with estimated duration of the contract is 1 year or more the job should be treated as “**long duration**”.
- 3) All Safety bids will be evaluated by Safety Concurrence Group. Structure of SCG will be declared by Corporate safety. Corporate safety team will audit bid evaluation process of a few selected jobs and Quality of evaluated safety Bids.
- 4) Records of jobs sent by for Safety Bid evaluation shall be maintained by Corporate Contract team in existing tracing sheet along with other jobs.
- 5) For Safety Bid Evaluation will be based on following parameters.

		Minimum Requirement	Weight age (%)	Score Obtained
Manpower	Safety Officer (1 per 500 workers)	Qualification- Officer shall possess Advance Diploma In Industrial Safety by state technical board. Experience- Minimum 1-year experience in relevant field as mentioned in the job in PR.	5	
	Safety Supervisor (1 per work site up to max. 50 workers)	Qualification- Supervisor shall possess ITI/ Diploma in relevant field. Experience- Minimum 2-year experience in relevant field as mentioned in the job in PR. Training – Trained and certified by TPDSI or equivalent institute in relevant safety procedures. Note: On request of the contractor/Users -TPDSI should vet & certify the skilled & experienced Technician if Technical Qualification is not adequate.	5	
	Technician (Skilled workers as electrician, rigger, fitter, welder, cable jointer, line men etc)	Experience- Minimum 2 year experience in relevant field as mentioned in the job in PR. Training – Trained and certified by TPDSI or equivalent institute in relevant safety procedures.	5	



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Tools & Tackles	Equipment / Machines/ Tools & Tackles(lifting and shifting tools)	The list of Equipment /Machines / Tools and tackles to be used for job to be submitted by the contractor. Evaluation of the list will be carried out based on 1) Suitability as per the relevant job 2) Make and age of the tools from authorized agencies defined by the user. 3) Certification by the competent authority of respective state.	30	
Safety Records	Safety Records	Safety Records for last 3 years (as per vendor or as per our knowledge) – Recommendation?	15	
Safety Plan	HIRA/Contract Job Safety Plan	Adequacy of HIRA and Job Safety Plan with respect to relevant job. More weight age will be given to vendor for using mechanized work and advanced tools and equipment	20	
Accredited Bodies certificate	ISO-9001	ISO-9001	2	
	ISO-14001	ISO-14001	3	
	OHSAS 18001 ISO 45000	OHSAS 18001/ISO 45000	15	
Total Score				

- 6) Vendor entitled to carry out the job only when qualified for the safety evaluation as follows:

Contractor is qualified in safety bid only if his total score is more than 70% in all category 1 jobs such as high risk/long duration.

- 7) The Corporate Contract has to ensure that the vendor provides the filled “Safety Competency Form” along with the quotation.
8) Corporate Contract will forward the Safety Competency Form received from the contractor to the Safety Concurrence Group for evaluation.
9) In case SCG wants to visit the site, the Safety Competency will be based on evaluation at the time of site visit Annexure 13.1

Annexure -13.1:

Checklist to be used: During site visit to check the adequacy Safety systems.			
		Observation	Score* (1-5)
1	Check the adequacy of safety policy and Safety Management system of the contractor.		
2	Does the contractor have written down safety procedures?		



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3	Check the records of Near miss, unsafe act, unsafe conditions and incidents.		
4	Check the organization setup to implement the safety systems at site (safety officer, safety supervisor)		
5	Check whether safety meeting and toolbox talk carried out regularly and records maintained or not.		
6	Is the process of incident investigation adequate or not?		
7	Verify incident reporting and recording system		
8	Check the usage of equipment/tools and tackles.		
9	Check for housekeeping at site		
10	Check the use of PPEs and general behavior of workforce towards safety		
	Total Score		
	Site Visit Score		

Score*- rating on the scale of 1-5 to be given based on the observations on site. Score of 1 is the lowest and core of 5 is the highest.

Appendix 14: CSM-F-11.1 CFSA Format

CONTRACTOR FIELD SAFETY AUDIT						
Project Name :						
Date:						
Description of Severity rating:			Audit Team:			
	1 = Untidy area, minor issues, sets poor example					
	2 = Restricted access, unacceptable trash, disorderly					
	3 = Rule or procedure violation, potential injury					
	4 = Unsafe condition, serious injury potential					
	5 = Immediate serious injury potential, stop activity immediately and correct		Audit Time:		10:00hrs -11:30 hrs	
			Weather:		cloudy	
	Description	Responsible	Number Personnel Observed	Violations	Remarks	Leading Indicators



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		Engineer	Contractors	Good Citizens	Violators	Number of Violations	Severity	Violations x Severity		4 & 5	PPE	Unsafe Act	Unsafe Condition
Are a													
1													
	Sub Totals			0	0	0	0	0		0	0	0	0
	% of Observed People Working Safely												
	Number of Violations												
	Average Severity of Violations												
	Number of Severity 4 & 5 Violations												
	% of 4 & 5 Violations												
	Approximate Number of Workers Observed												
	Number of People on Site												
	% of Workers Observed												

Appendix 15: Indicative List of High-Risk Jobs

To access the exhaustive list of High-risk jobs, please refer the following documents

- 1) [High Risk Jobs- Generation](#)
- 2) [High Risk Jobs- T&D](#)
- 3) [High Risk Jobs- Renewable](#)

Indicative List of High-Risk Jobs -Generation Cluster					
Sl. No.	Jobs				
1	Demolition / Painting of Chimney				
2	Survey Sounding Jobs in Sea				
3	Dredging at Coal Birth Jetty				
4	Maintenance / Testing and Replacement of Extra High Voltage (132 KV etc.) Switchyard equipment				
5	Maintenance of EOT Cranes				
6	Deep excavation (5 feet or more) near existing buildings /Structure s				
7	Working inside confined spaces (entry through manhole)				
8	Operation Maintenance of elevators				
9	Working on Live control Circuits for identification of faults				
10	Cable laying and termination Jobs				

Indicative List of High-Risk Jobs - T&D Cluster					
Sl. No.	Jobs				
1	Transmission Line Tower Erection on columns, near live lines, In congested areas, In creeks, In the Sea				
2	Conductor Stringing on Tower Using Tensioner & Puller in the area such as Line Crossing, Near Live lines, Congested Areas, Road Crossing, Bridge Crossing, Railway line Crossing, In creeks ,In the Sea				
3	Cable Pulling by Using winch Machine in City and Rural Areas				
4	Hot Washing of HT and Extra HT lines, Towers and switchyards equipment				
5	Installation of Lifts				
6	Installation of EOT Cranes				
7	Tower Dismantling				
8	Working on H Frame /Pole mounted Transformers				
9	Excavation in operational Area heaving power cables in receiving station				
10	Identification and spiking of cable / disconnection of cables from poles				



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Indicative List of High-Risk Jobs - Renewable Cluster

Sl. No.	Jobs					
1	Working on Electrical Panels					
2	Hi Potting of Equipment					
3	Battery commissioning and maintenance					
4	Working on the nasal of Wind Turbine					
5	Working on live electrical switchyard, material Handling and Equipment installation					
6	Roof Top Solar Panels Installation and maintenance					
7	Working in live Electrical Switchyard, Material Handling, equipment installation					
8	All maintenance activities that requires climbing on Towers /Structures / Transformer/ GODs					
9	Loading and Unloading of Solar Panels on trucks					
10	Structural Repair /Dismantling work at height.					



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ANNEXURE X
TATA CODE OF CONDUCT

The Owner abides by the Tata Code of Conduct in all its dealing with stake holders and the same shall be binding on the Owner and the Contractor for dealings under this Order/ Contract. A copy of the Tata Code of Conduct is available a tour website:

<https://www.tatapower.com/pdf/aboutus/Tata-Code-of-Conduct.pdf>

The Contractor is requested to bring any concerns regarding this to the notice of our Chief Procurement & Stores e-mail ID: pkjain@tatapower.com.

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ANNEXURE XI
ENVIRONMENT & SUSTAINABILITY POLICY



CORPORATE ENVIRONMENT POLICY

Tata Power is committed to a clean, safe and healthy environment, and we shall operate our facilities in an environmentally sensitive and responsible manner. Our commitment to environmental protection and stewardship will be achieved by:

- Complying with the requirements and spirit of applicable environmental laws and striving to exceed required levels of compliance wherever feasible
- Ensuring that our employees are trained to acquire the necessary skills to meet environmental standards
- Conserving natural resources by improving efficiency and reducing wastage
- Making business decisions that aim towards sustainable development
- Engaging with stakeholders to create awareness on sustainability

(Praveer Sinha)
CEO & Managing Director

Date: 15th June, 2018

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NIT No.: TPCODL/P&S/100000503/2023-24



CORPORATE SUSTAINABILITY POLICY

At Tata Power, our Sustainability Policy integrates economic progress, social responsibility and environmental concerns with the objective of improving quality of life. We believe in integrating our business values and operations to meet the expectations of our customers, employees, partners, investors, communities and public at large

- We will uphold the values of honesty, partnership and fairness in our relationship with stakeholders
- We shall provide and maintain a clean, healthy and safe working environment for employees, customers, partners and the community
- We will strive to consistently enhance our value proposition to the customers and adhere to our promised standards of service delivery
- We will respect the universal declaration of human rights, International Labour Organization's fundamental conventions on core labour standards and operate as an equal opportunities employer
- We shall encourage and support our partners to adopt responsible business policies, Business Ethics and our Code of Conduct Standards
- We will continue to serve our communities:
 - By implementing sustainable Community Development Programmes including through public/private partnerships in and around our area of operations
 - By constantly protecting ecology, maintaining and renewing bio-diversity and wherever necessary conserving and protecting wild life, particularly endangered species
 - By encouraging our employees to serve communities by volunteering and by sharing their skills and expertise
 - By striving to deploy sustainable technologies and processes in all our operations and use scarce natural resources efficiently in our facilities
 - We will also help communities that are affected by natural calamities or untoward incidence, or that are physically challenged in line with the Tata Group's efforts

The management will commit all the necessary resources required to meet the goals of Corporate Sustainability.

(Praveer Sinha)
CEO & Managing Director

Date: 15th June, 2018

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 **Lighting up Lives!**

