

Date & Time: 18 Oct 2024	TP Central Odisha Distribution Limited	Tender Ref No: TPCODL/P&S/1000001120/24-25
	Minutes of Meeting	

Subject : Civil maintenance rate contract for all over TPCODL area for two years.
Location : Online, MS Team Meeting

PARTICIPANTS OF THE MEETING			
M/s TP Central Odisha Distribution Ltd. (TPCODL)			Participated (Bidder)
Sr. No.	Name	Designation	Name
1	Mr. Asish Karmakar	HOD-Procurement Dept.	M/s. Amulya Rout
2	Mr. Nandish N	Head- Civil Dept.	M/s. AR Subhranjali Das
3	Mr. Rajib Sarkar	BA Cell – HR Dept.	M/s. Benudhara Sahoo
4	Mrs. Sonakshi Kumari	BA Cell – HR Dept.	M/s. Bijendra Moharana
5	Mr. Sujit Patra	Procurement Dept.	M/s. Das Construction
			M/s. Debabrata Bhatta
			M/s. Digambar Imfa
			M/s. DRB Construction
			M/s. Gayatri Construction
			M/s. GC Behera
			M/s. Harapriya Construction
			M/s. Jagannath Suppliers
			M/s. JP Enterprises
			M/s. Jyoti Bhusan Das
			M/s. Khiribadhi Infratech
			M/s. Mahendra Ku. Mohapatra
			M/s. Millenium Enterprises
			M/s. Neha Decor
			M/s. Nilachala Energy
			M/s. Omm Sai Enterprises
			M/s. Panchanan Das
			M/s. Parida Engineers

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			M/s. Power Point
			M/s. Pradhan Construction
			M/s. Pradyun Electricals
			M/s. PSP Infra
			M/s. Radiants Civiletric
			M/s. RK Palai
			M/s. Saraswati Enterprises
			M/s. Smita Rani Behera
			M/s. Subham Tripathy
			M/s. Tapan Ku. Patra
			M/s. Tusar Kanata Rout
			M/s. TVs Supply Chain Solution Ltd

During the meeting, the following points were discussed:-

1	Scope of Job	The project entails a comprehensive civil maintenance rate contract across the entire TPCODL (Tata Power Company Distribution Limited) operational area for a duration of two years. This contract will encompass all civil maintenance activities required to ensure the seamless operation and upkeep of TPCODL's infrastructure, thereby facilitating uninterrupted service delivery to customers. Bidder need to carry out all required job irrespective of its volume & location.
2	Quality of Job	The selected bidder is expected to execute all assigned tasks with the highest standards of quality. This includes adhering to best practices in civil maintenance, employing skilled labor, and utilizing quality materials. Regular inspections and quality assurance measures will be integral to the execution of the work, ensuring that all activities meet or exceed the stipulated requirements.
3	Type of Job	The scope of work focuses specifically on civil maintenance tasks. This may include repairs, renovations, construction, and other related activities aimed at maintaining the physical infrastructure of TPCODL facilities.
4	Requirement of BA Cell	Bidder must provide a comprehensive set of documentation prior to the commencement of work. This includes but is not limited to the following:

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		• Provident Fund (PF) registration details • Employee State Insurance Corporation (ESIC) registration • Permanent Account Number (PAN) • Goods and Services Tax (GST) registration • Any other necessary compliance documents as mandated by law. These documents ensure that the bidder complies with regulatory requirements and provides necessary safeguards for all personnel involved in the project. All selected BA for order need to gate ID Card for their workers from TPCODL BA cell. Process of obtaining ID Card has been explained in the meeting to all participants. Without ID Card work can not be started also without statutory compliance bills will not be processed	
5	Requirement of Safety	Safety is paramount during the execution of all civil maintenance tasks. It is essential that the Bidder (BA) strictly adheres to all safety norms and regulations throughout the duration of the project. This includes ensuring that all workers are equipped with appropriate personal protective equipment (PPE), conducting regular safety training, and implementing safety protocols to mitigate risks associated with construction activities. Bidders are requested to review the safety requirements enclosed with the General Conditions of Contract (GCC) in the tender documents. This will provide detailed information on safety requirements and the consequences of not adhering to them.	
4	Bank Guarantee (ABG/PBG/CPBG):	The Business Associate (BA) is required to submit a Performance Bank Guarantee (PBG) in accordance with the Special Conditions of Contract (SCC) within 30 days following the issuance of the order.	
5	Other Points, If any:	➤ Fixed Pricing: The pricing for the contract will remain fixed for the entire two-year period. Any variations in Structural Steel price will be addressed in accordance with the tender Price Variation (PV) Clause. Should the bidder fail to execute the work as outlined, penalties will be imposed as specified in the tender. ➤ Terms and Conditions: All other terms and conditions related to the execution of this contract will be governed by the stipulations outlined in the	

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		tender documents. This includes guidelines on work schedules, reporting, payment terms, and dispute resolution mechanisms. • After the finalization of the tender, the rate contract will be valid for a period of two years from the placement of the contract. • Release Orders (RO) will be issued as per the requirements of TPCODL. • The Business Associate (BA) is required to deploy resources within 7 days from the date of placement of the Release Order. • The bidder must use only approved materials, as specified in Annexure II of the tender document. • Performance of each BA will be monitor. Poor performance may result in reduction of order value or cancelation of order.	