

Procedure to Participate in Tender

Tender Enquiry No	Work Description	EMD (Rs.) (incl. GST)*	Tender Participation Fee (Rs.) (Incl. GST)**	Last Date and Time for payment of Tender Participation Fee
TPCODL/ P&S/ 1000011976/ 26-27	Open Tender ONE YEAR RATE CONTRACT OF SUPPLY OF CONSUMABLE ITEMS AT DT REPAIR WORKSHOP	2,00,000/-	5,000/-	27.07.2026, 15.00 Hrs.

* EMD is exempted for MSMEs registered in the State of Odisha.

** MSMEs registered in the State of Odisha shall pay tender fee of Rs. 1,000/- including GST. For details of MSME norms, pls refer "Annexure VII-a"

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 to be done before “Last date and time for Payment of Tender Participation Fee” as mentioned above

- Eligible and Interested Bidders to submit duly signed and stamped letter on Bidder's letter head indicating
 - Tender Enquiry number
 - Name of authorized person
 - Contact number of authorized person
 - e-mail id of authorized person / Ariba online portal ID if any.
 - Name of Firm
 - Address of Firm
 - GST Registration Number
 - Details of submission of Tender Participation Fee
 - MSME Certificate, wherever applicable
 - Details of Bank Account for refund of EMD
 - Postal Address for refund of EMD
- Non-Refundable Tender Participation 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 – **PO- Sahidnagar, Janapath, Bhubaneswar.**

TP CENTRAL ODISHA DISTRIBUTION LIMITED

(A Joint Venture of Tata Power and Government of Odisha)

Registered Office/Corporate Office: Power House Square, Unit-8, Bhubaneswar, 751012, Tel: 0674-2541575 Web:

www.tpcentralodisha.com, E-mail: tpcodl@tpcentralodisha.com, CIN: U40109OR2020 PLC032901

Branch Code – 7891 , **Account No – 10835304915** , IFSC Code – SBIN0007891

E-mail with necessary attachment of 1 and 2 above to be sent to **Malaya.roul@tpcentralodisha.com** with copy to **Asish.Karmakar@tpcentralodisha.com** before last date and time for payment of Tender Participation Fee.

Interested bidders to submit Tender Participation 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 all future correspondence regarding the tender, bid submission, bid submission date extension, Pre-bid query etc. will happen only through TPCODL E-Tender system (Ariba). User manual to guide the bidders to submit the bid through E-Tender system (Ariba) is also enclosed.

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

Also it may be strictly 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 vendor will not be able to participate in the tender. Any last moment request to participate in tender will not be entertained.

Also all future corrigendum's to the said tender will be informed on Tender section on website <https://www.tpcentralodisha.com>.



TP CENTRAL ODISHA
DISTRIBUTION LIMITED

(A Joint Venture of Tata Power and Government of Odisha)

RFx No.: **NA**

NIT No.: TPCODL/P&S/1000011976/2026-27

OPEN TENDER NOTIFICATION

FOR

**ONE YEAR RATE CONTRACT OF SUPPLY OF
CONSUMABLE ITEMS AT DT REPAIR WORKSHOP**

Tender Enquiry No.: TPCODL/P&S/1000011976/26-27

Due Date for Bid Submission: 06.08.2026 [17:00 Hrs.]

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

Corporate office: TP CENTRAL ODISHA DISTRIBUTION LIMITED

(A Joint Venture of Tata Power and Government of Odisha)

Registered Office/Corporate Office: Power House Square, Unit-8, Bhubaneswar, 751012, Tel: 0674-2541575 Web:

www.tpcentralodisha.com, E-mail: tpcodl@tpcentralodisha.com, CIN: U40109OR2020 PLC032901

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1.0 Event Information

1.1 Scope of work

Open Tenders are invited through Ariba online portal e-tender process from interested Bidders for One year Rate contract for supply of following Items as defined below:

S. No.	Description	EMD Amount (Rs.)	Tender Fee Inclusive of GST (Rs.)
1	Open Tender ONE YEAR RATE CONTRACT OF SUPPLY OF CONSUMABLE ITEMS AT DT REPAIR WORKSHOP	2,00,000/-	5000/-

Note:-

1) EMD is exempted for MSME Firms registered in the State of Odisha.

2) MSMEs registered in the State of Odisha shall pay tender fee of Rs. 1,000/- including 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 18.07.2026 onwards
(b)	Date by which Interested and Eligible Bidder to pay Tender Fee and confirm participation as mentioned in "Procedure to Participate in Tender"	27.07.2026 , 15:00 Hrs
(c)	Date & Time of Pre-Bid Meeting (If any)	28.07.2026 , 12.00 Hrs.
(d)	Last Date and time of receipt of pre-bid queries, if any	29.07.2026 up to 14:00 Hours
(e)	Last Date of Posting Consolidated replies to all the pre-bid queries as received	31.07.2026
(f)	Last date and time of receipt of Bids	06.08.2026 up to 17:00 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. Refer Section 4.2 for details
(h)	Date & Time of opening of Price of qualified bids	Bidders will get mail intimation from TPCODL E-Tender system (Ariba) when their Price Bids are opened (Refer Section 4.5)

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 Bhubaneswar office, the last date of submission of bids and date of opening of bids will be the following working day at appointed times.

1.4 Mandatory documents required along with the Bid

Following documents are to be furnished along with the bid to the address as mentioned at clause 3.1.

1.4.1 EMD of requisite value and validity

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- 1.4.2 Tender Fee in case the tender is downloaded from website
- 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)
- 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')

Please note that in absence of any of the above documents, the bid submitted by a 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:-

- 1.6.1 EMD of requisite value and validity
- 1.6.2 Tender fee of requisite value
- 1.6.3 Price Bid as per the Price Schedule mentioned in Annexure-I
- 1.6.4 Necessary documents against compliance to Qualification Requirements mentioned at Clause 1.7 of this Tender Document.
- 1.6.5 Filled in Schedule of Deviations as per Annexure III
- 1.6.6 Filled in Schedule of Commercial Specifications as per Annexure IV
- 1.6.7 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 Criteria

a) The bidder should have an average annual turnover of Rs. 01 crore in last three financial years. Copy of audited Balance Sheet and P&L Account to be submitted in this regard.

b) The bidder should have executed cumulative of 10 lakh order value of the required consumable Items during last 5 years. Copy of work order / completion certificate/invoice to be submitted in this regard.

c) Performance Certificates for 1 year satisfactory performance from at least from 01 reputed companies. The work against these issued certificates should be completed in last five years from the date of bid submission. In case the bidder has a previous association with Tata Power DDL/TPC/TP Odisha Discoms for similar products and services, the performance feedback for that bidder by Tata Power 's User Group shall only be considered irrespective

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of performance certificates issued by any third organization.

d) Bidder should be Original Equipment Manufacturer (OEM) or authorized dealer/ channel partner/ supplier/trader of OEM for which they are submitting their bid. In case of OEM, valid Manufacturing license issued by concerned State Govt./ Govt. of India for carrying out these works/ other supporting documents to establish as OEM along with Self Declaration as OEM in their letter head and shall be submitted in this regard. In case of authorized dealer/ channel partner/ supplier, Copy of authorization certificate from OEM shall have to submit.

The bidder or its OEM should have in house testing facility. Supporting document against In House Testing facility shall be submitted.

e) The bidder should have Statutory document like GST, Pan, MSME etc.

Note :

TPCODL reserves the right to relax qualification criteria without assigning any reason thereof. Also, TPCODL reserve the right to scrutinize and reject any of such existing vendors without assigning reason what so ever may be. In case bidder has previous association with TPCODL for similar products and services, the performance feedback for that bidder by TPCODL's user group shall be considered.

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 behaviour 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.

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- The bids will be evaluated commercially on **lowest cost in overall total Boq** as calculated in **Schedule of Items [Annexure I]**. **TPCODL reserve the rights to split the Quantity. It may split into maximum 02 bidders**, Hence all bidders are advised to quote their most competitive rates.
- In case of Reverse Auction, if any change arises in overall BOQ price, it shall be applicable proportionately in each line item in the complete tender BOQ.
- Bidder has to mandatorily quote as per schedule of item [Annexure-I]. Failing to do so TPCODL may reject the bid.

NOTE:

In case of a new bidder not registered, inspection of Testing house and evaluation shall be carried out to ascertain bidder's capability and quality procedures. However TPCODL reserves the right to carry out inspection and evaluation for any bidder prior to technical qualification. In case a bidder is found as Disqualified in the 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.

3.0 Submission of Bid Documents**3.1 Bid Submission**

Bidders are requested to submit their offer in line with this Tender document through e-tendering process. Please note all future correspondence regarding the tender, bid submission, bid submission date extension, Pre-bid query etc will happen only through TPCODL E-Tender system (Ariba).

No verbal correspondence will be responded. All communication will be done strictly with the bidder who have done the above step to participate in the Tender.

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 Bank Guarantee / Bank Draft / Bankers Pay Order (issued from a Scheduled Bank) favoring 'TP Central Odisha Distribution Limited' payable at Bhubaneswar. The EMD (BG) has to be strictly in the format as mentioned in General Condition of Contract, failing which it shall not be accepted 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/ 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

EMD is strictly preferred in form of Bank Guarantee and to be delivered at the following address. However in view of present situation if Bidder is finding it difficult to make and submit BG for EMD

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amount, they can do online transfer of EMD amount in the above mentioned Account and submit proof of the same as part of Bid Submission.

Please note that in such case, Tender Fee and EMD should be strictly 2 separate transactions.

Please note as return of EMD from Bank Account is non standard practice the same may take more time than return of EMD BG.

EMD Original Hard Copy shall be delivered at the following address in Envelope clearly indicating 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)*

The technical bid shall be properly indexed and is to be submitted through TPCODL E-tender System (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 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 (separate Price Bid for Lot-A & Lot-B shall be submitted) 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,

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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 the 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 only through TPCODL E-Tender system (Ariba).

No verbal correspondence will be responded. All communication will be done strictly with the bidder who have done the above step to participate in the Tender. **Communication Details:**

Handling Executive :

Manager : Engineering

Name: Mr. Malaya Ranjan Roul

Name: Biswanath Swain

Contact No.: 8763216613

Contact No: 9437555218

E-Mail ID: Malaya.roul@tpcentralodisha.com Email: Biswanath.Swain2@tpcentralodisha.com

HOD (Purchase & Stores)

Dy. Manager : Engineering DT workshop

Name: Sri Asish Karmakar

Name: sunil mishra

Contact No.: 8768455566

contact: 9437133842

E-Mail ID: Asish.karmakar@tpcentralodisha.com , mail: sunil.mishra@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 and receive the Ariba log-in. Above escalation details are for reference purpose only.

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.

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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 the TPCODL against the risk of bidder's conduct which would warrant forfeiture.

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

- Banker's Cheque/ Demand Draft/ Pay order drawn in favour of TPCODL, 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 of:

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

Or

- b) The case of a successful bidder, if the Bidder does not
- i) accept the purchase order, or
 - ii) furnish the required performance security BG

3.9 Type Tests (if applicable)

The type tests specified in TPCODL specifications should have been carried out within five years prior to the date of opening of technical bids and test reports are to be submitted along with the bids. If type tests carried out are not within the five years prior to the date of bidding, the bidder will arrange to carry out type tests specified, at his cost. The decision to accept/ reject such bids rests with TPCODL.

4.0 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 the rejection of the Bidder's Bid.

4.2 Technical Bid Opening

The bids shall be opened at TPCODL office in front of participated bidders either physically or in virtual mode. A link shall be provided to the participated bidders to view the tender opening process online. Also Participating Bidders shall get mail intimation from TPCODL E-Tender system (Ariba) when their Technical Bids are opened.

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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.

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

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 for any deviations 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 bid of only Techno-commercially and / or safety qualified Bidders shall be opened internally. Bidders shall get mail intimation from TPCODL E-Tender system (Ariba) when their Price Bids are opened.

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.

4.7 Reverse Auctions

TPCODL shall conduct the reverse auction for the products/ services being asked for in this 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.

Reverse Auction shall be as per the below approach:

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No of bidders to be allowed in RA process shall be : Total No of bidders on whom tender would be split PLUS 2 more bidders .

Illustrative example: Total no of qualified bidders is 10 & tender needs to split amongst 4 bidders.

PLUS 2 means (04 + 02 = 06) means lowest 6 bidders i.e., L1 to L6 bidders would be allowed in the RA process. Balance, H1 to H4 bidders would not be allowed in the RA process.

In case – Total no of qualified bidders is equal to or less than the PLUS 2 number, all qualified bidders shall be allowed in the RA process.

Illustrative example: Total no of qualified bidders is 4 & tender needs to split amongst 2 bidders. PLUS 2 means (02 + 02 = 04), so all 4 qualified bidders would be allowed in the RA process .

Illustrative example: Total no of qualified bidders is 3 & tender would be awarded to single party only. PLUS 2 means (01 + 02 = 03), so all 3 qualified bidders would be allowed in the RA process

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

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

6.0 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 (if any)
5. Technical Specifications (Annexure II)
6. Inspection Test Plan (if any)
7. Acceptance Form for Participation in Reverse Auction (Annexure VI)
8. General Conditions of Contract (Annexure VII)

7.0 Post Award Contract Administration

7.1 Special Conditions of Contract

- After finalization of tender, Rate Contract shall be issued on successful bidder with a validity period of **One Year**. Prices shall remain firm till validity of issued rate contract. Within the validity of rate contract and as per requirement of material, release order shall be issued time to time.
- Business Associate (BA) shall submit applicable **Performance Bank Guarantee** as per GCC within 30 days of issuance of rate contract. PBG applicable shall 5% of whole Rate Contract Value or 10% of

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Release Order value. BA can submit PBG against each Release Order. PBG submitted, shall be released after completion of applicable guarantee period plus one month.

- **Guarantee** applicable shall be as per technical specifications.
- BA shall submit GTP/ Drawing within 07 days from issuance of rate contract. If drawing is not approved by competent authority due to document shortfall or any changes are suggested, vendor has to re-submit new drawing/GTP/documents within 05 days of such intimation. BA shall offer for prototype inspection within 15 days of issuance of approved Drawings/GTP. In case BA does not get necessary approvals for issuance of manufacturing clearances /CAT-A within mentioned /mutually agreed timelines, then CCG-TPCODL/other TP Odisha Discoms reserve the right to cancel issued rate contract / release order and also reserve the right to forfeit EMD/PBG.
- **Delivery period** shall be 60 days from date of receipt of release order / CAT-A issuance, whichever is later.
- TPCODL shall short close the issued Release Order / Rate contract, in case of any quality issues.
- Any change in statutory taxes, duties and levies shall be borne by TPCODL.
- All other terms and conditions of TPCODL GCC shall be applicable.

7.2 Drawing Submission & Approval

The relevant Survey , drawings and GTPs need to be submitted within one weeks of receipt of rate contract by the successful bidder to TPCODL for approval. 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.

7.3 Delivery Terms

- The delivery schedule shall be **60 days** from the date of issuing of PO/RO issued by Tpcodl Team / CAT-A issuance, whichever is later.

7.4 Guarantee/Warranty Period

Bidder shall stand guarantee towards design, materials, workmanship & quality of process / manufacturing of items under this contract for due and intended performance of the same, as an integrated product delivered under this contract. In the event any defect is found by the Purchaser up to a period mention in individual specification(Annexure-II) from the date of commissioning or months from the date of last supplies made under the contract whichever is earlier, Bidder shall be liable to undertake to replace/rectify such defects at its own costs, within mutually agreed time frame, and to the entire satisfaction of the Purchaser, failing which the Purchaser will be at liberty to get it replaced/rectified at Bidder's risks and costs and recover all such expenses plus the Purchaser's own charges (@ 20% of expenses incurred), from the Bidder or from the "Security cum Performance Deposit" as the case may be. Bidder shall further be responsible for 'free replacement' for another period of THREE years from the end of the guarantee period for any 'Latent Defects' if noticed and reported by the Purchaser..

7.5 Payment Terms

On successful completion of SITC work in good condition and certification of acceptance by certified official, Associate shall submit the Bills/ Invoices in original in the name of TP Central Odisha Distribution Limited to Invoice Desk. **100% payment shall be released within 45 days for MSME Bidder / 60 days for Non-MSME bidder from the date of submission of error free certified bills/ invoices.**

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.

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 GCC attached at Annexure VII for more information.

Any ethical concerns with respect to this tender can be reported to the following e-mail ID: ethics@tpcentralodisha.com

8.0 Specification and standards

Attached separately with the tender As per Annexure II.

9.0 General Condition of Contract

Any condition not mentioned above shall be applicable as per GCC for Supply attached along with this tender at Annexure VII.

10.0 Safety : Safety related requirements as mentioned in our safety Manual put in the Company's website which can be accessed by: <http://www.tpcentralodisha.com>. All Associates shall strictly abide by the guidelines provided in the safety manual at all relevant stages during the contract period.

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ANNEXURE I
Schedule for Items

Sl. No.	Item Description	HSN/ SAC code	Qty.	UoM.	Unit Price (Rs.)	GST %	GST (Rs.)	All incl. Unit landed Price (Rs.)	All incl. BOQ Price (Rs.)
1	2	3	4	5	6	7	8=6*7	9=6+8	10=9x4
1	HT TINNED BRASS STUD WITH FITTINGS-M12		500	EA					
2	LT TINNED BRASS STUD WITH FITTINGS-M12		700	EA					
3	LT TINNED BRASS STUD WITH FITTINGS-M20		120	EA					
4	LT TINNED BRASS STUD WITH FITTINGS-M30		80	EA					
5	LT Brass Stud with fittings - M42		20	EA					
6	BRASS NUT 12 MM		70	KG					
7	BRASS NUT 16 MM		10	KG					
8	BRASS NUT 20 MM		40	KG					
9	BRASS NUT 25 MM		5	KG					
10	BRASS NUT 30 MM		30	KG					
11	BRASS WASHER 12 MM		20	KG					
12	BRASS WASHER 16 MM		4	KG					
13	BRASS WASHER 20 MM		10	KG					
14	BRASS WASHER 30 MM		12	KG					
15	Tinned Brass HT stud cap		300	EA					
16	COPPER WIRE (18.5 SWG)		10	KG					
17	COPPER WIRE (15 SWG)		15	KG					
18	COPPER WIRE (13.5 SWG)		15	KG					
19	COPPER WIRE (10 SWG)		10	KG					
20	BRAZING ROD-COPPER		5	KG					
21	ALUMINIUM SOLDERING WIRE		5	KG					
22	ALUMINIUM SOLDERING FLUX		5	EA					
23	BRAZING ROD-ALLUMINIUM ALLOY		10	KG					
24	3/4 Inch PRV		20	EA					

RFx No.: NA

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Sl. No.	Item Description	HSN/ SAC code	Qty.	UoM.	Unit Price (Rs.)	GST %	GST (Rs.)	All incl. Unit landed Price (Rs.)	All incl. BOQ Price (Rs.)
1	2	3	4	5	6	7	8=6*7	9=6+8	10=9x4
25	1 Inch PRV		20	EA					
26	1 1/4 Inch PRV		20	EA					
27	ARCING HORN (LOWER)		2,000	EA					
28	ARCING HORN (UPPER)		2,000	EA					
29	1/2 inch iron Cap		500	EA					
30	3/4 Inch Wheel Valve		50	EA					
31	1 Inch Wheel Valve		50	EA					
32	1 Inch T Valve		10	EA					
33	Valve Plug--3/4th inch		50	EA					
34	Valve Plug- 1 inch		50	EA					
35	1/2 inch breather pipe		20	EA					
36	Radiator for 500KVA DT		30	EA					
37	1/2 Inch GI washer (12 mm)		15	KG					
38	5/8 Inch GI washer (16 MM)		10	KG					
39	5/8 inch GI Nut (16 mm)		10	KG					
40	1/2 inch GI Nut (12 mm)		10	KG					
41	1/2 inch GI Bolt (12 mm)		10	KG					
42	5/8 inch GI Bolt (16 mm)		10	KG					
43	3/8 inch GI Bolt (16 mm)		10	KG					
44	GALVANISED WASHER 3/8 INCH		25	KG					
45	GALVANISED SPRING WASHER 3/8 INCH		10	KG					
46	GALVANISED NUT 3/8 INCH		50	KG					
47	5/16 inch GI Nut		10	KG					
48	LT EPOXY BUSHING 1000A 1.1KV		10	EA					
49	ROLL GASKET RC 70C (40X6 MM)		1,500	M					
50	ROLL GASKET RC 70C (50X6 MM)		1,000	M					
51	ROLL GASKET RC 70C (50X8 MM)		1,000	M					
52	RUBBER CORK GASKET FOR T/F 2'X3'X4MM		30	EA					
53	RUBBERISED CORK GASKET (610X915X6MM).		75	EA					

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Sl. No.	Item Description	HSN/ SAC code	Qty.	UoM.	Unit Price (Rs.)	GST %	GST (Rs.)	All incl. Unit landed Price (Rs.)	All incl. BOQ Price (Rs.)
1	2	3	4	5	6	7	8=6*7	9=6+8	10=9x4
54	RUBBERSIED CORK SHEET 8 MM THICK		80	EA					
55	LT BUSHING GASKET 28 X 50 X 6 MM		7,500	EA					
56	LT BUSHING GASKET 12 X 32 X 4 MM		3,000	EA					
57	LT BUSHING GASKET 40 X 72 X 8 MM		1,500	EA					
58	LT BUSHING GASKET 52 X 90 X 10 MM		1,000	EA					
59	HT BUSHING GASKET 78 X 109 X 6 MM		3,500	EA					
60	Lt Bushing Gasket -- 12x32x6MM		3,000	EA					
61	LT Bushing Gasket 18x42x8 MM		1,000	EA					
62	LT Bushing Gasket ID 40X28 & OD 70MM		1,000	EA					
63	LT Bushing Gasket ID 54 & OD 90X110MM		1,000	EA					
64	LT Bushing Gasket 28x60x8 MM		1,000	EA					
65	LT Bushing Gasket ID 40 & OD 85X70		1,000	EA					
66	LT Bushing Gasket ID 36x46mm, OD 90 mm		1,000	EA					
67	INSULATING PRESS BOARD 1.50MM		30	KG					
68	INSULATING PRESS BOARD 3.00MM		40	KG					
69	FIBERGLASS INSULATING SLEEVING 4MM		2,000	M					
70	FIBERGLASS INSULATING SLEEVING 6MM		2,000	M					
71	FIBERGLASS INSULATING SLEEVING 8MM		2,000	M					
72	FIBERGLASS TUBE 3/8 INCH		500	M					
73	FIBERGLASS TUBE 5/8 INCH		500	M					
74	FIBERGLASS TUBE 1/4 INCH		300	M					
75	FIBERGLASS TUBE 3/4 INCH		300	M					
76	ELECTRICAL GRADE INSULATION CREPE PAPER		15	KG					

RFx No.: NA

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Sl. No.	Item Description	HSN/ SAC code	Qty.	UoM.	Unit Price (Rs.)	GST %	GST (Rs.)	All incl. Unit landed Price (Rs.)	All incl. BOQ Price (Rs.)
1	2	3	4	5	6	7	8=6*7	9=6+8	10=9x4
77	Bakelite Sheet- 0.5mm		5	KG					
78	OIL SEAL FOR LT BUSHING RD10-100KVA TRF.		2,000	EA					
79	LT CONICAL WASHER 16MM		500	EA					
80	OIL SEAL FR LT BUSHING RD 250&400KVA TRF.		2,000	EA					
81	LT CONICAL WASHER 25MM		500	EA					
82	OIL SEAL FOR LT BUSHING ROAD630 KVA TRF.		1,000	EA					
83	OIL SEAL FOR 11KV BUSHING.		5,000	EA					
84	Valve washer-- 1/2 inch		400	EA					
85	Valve washer-- 3/4 th inch		400	EA					
86	Valve washer-- 1 inch		400	EA					
87	Valve washer--5/8 inch		400	EA					
88	UV PROTECTED ACRELIC SHEET-4MM		50	FT2					
89	11KV HIGHLY POLLUTED HT BUSHING 250 AMP		500	EA					
90	LT BUSHING 1.1KV,250 AMP.(M12)		400	EA					
91	LT BUSHING 1.1KV,630 AMP.(M20)		400	EA					
92	LT BUSHING 1.1KV,1000 AMP.(M30)		100	EA					
93	LT Bushing 1.1KV 2000AMP - M42		30	SET					
94	COTTON TAPE 3/4"		150	ROL					
95	COTTON TAPE 1"		150	ROL					
96	COTTON WEBBING TAPE 1 INCH		100	ROL					
97	COTTON WEBBING TAPE 1.5 INCH		100	ROL					
98	TAPPING SWITCH 7 POSITION, 11 KV,60 A.		20	EA					
99	Tap Switch 5 Position 11KV with Handle		20	EA					
100	Tap Switch 9 Position 11KV with Handle		6	EA					
101	Tap Switch 5 Position 33KV with Handle		15	EA					

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Sl. No.	Item Description	HSN/ SAC code	Qty.	UoM.	Unit Price (Rs.)	GST %	GST (Rs.)	All incl. Unit landed Price (Rs.)	All incl. BOQ Price (Rs.)
1	2	3	4	5	6	7	8=6*7	9=6+8	10=9x4
102	SILICA GEL BREATHING CAPACITY 500GM		2,250	EA					
103	SILICA GEL BREATHING CAPACITY 1 KG		125	EA					
104	SILICA GEL BREATHING CAPACITY 250GM		5,500	EA					
105	Acetylene Gas		5	KG					
106	Oxygen gas		5	KG					
107	Hydranal		5	L					
108	Methanol		5	L					
109	Chloroform 99%		3	L					
110	Hydraulic Vacuum Oil		20	EA					
111	ENAMEL PAINT RED.		12	L					
112	ENAMEL PAINT YELLOW.		12	L					
113	ENAMEL PAINT BLUE.		12	L					
114	PETROLIUM JELLY.		5	KG					
115	PAINT(WHITE)--1LITRE CAPACITY		12	L					
116	PAINT(BLACK)--1/2 LITRE CAPACITY		12	L					
117	Fevicol		30	KG					
118	ELECTRICAL GREASE.		10	KG					
119	Varnish		5	L					
120	HOLDTITE.		20	KG					
121	PU SMOKE GREY PAINTS		700	L					
122	PRIMER SPRAY PAINT		30	L					
123	PU THINNER 001		200	L					
124	TARPIN OIL		500	L					
125	PLASTIC STEEL PUTTY		6	KG					
126	PLASTIC STEEL 5MINS-S.F. PUTTY-454 GMS		6	PAC					
127	RUST CLEANER WD40.		12	EA					
128	ROUND BRUSH		20	EA					
129	PAINTING BRUSH 2"		20	EA					
130	Pitambari Powder		10	KG					
131	Belt for Oven Blower		30	EA					

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Sl. No.	Item Description	HSN/ SAC code	Qty.	UoM.	Unit Price (Rs.)	GST %	GST (Rs.)	All incl. Unit landed Price (Rs.)	All incl. BOQ Price (Rs.)
1	2	3	4	5	6	7	8=6*7	9=6+8	10=9x4
132	Banain & Cotton Rags		300	KG					
133	Jute Bag		100	EA					
134	50u Resin Bonded Brown Filter Element		50	EA					
135	01u Resin Bonded Brown Filter Element		50	EA					
136	GRINDING WHEEL-4 INCH		4	EA					
137	CUTTING WHEEL-4 INCH		20	EA					
138	12 No. welding rod		15	PAC					
139	10 No. welding rod		15	PAC					
140	OIL SEAL FOR LT BUSHING ROD1000 KVA TRF.		100	EA					
141	ARCING HORN (LOWER)		2,000	EA					
142	ARCING HORN (UPPER)		2,000	EA					
143	RUBBERISED CORK GASKET (610X915X6MM).		750	EA					
144	OIL SEAL FOR LT BUSHING RD10-100KVA TRF.		500	EA					
145	OIL SEAL FR LT BUSHNG RD 250&400KVA TRF.		500	EA					
146	OIL SEAL FOR LT BUSHING ROAD630 KVA TRF.		500	EA					
	Total Value Rs.								

NOTE:

- The quantity mentioned above is for evaluation purpose only and may vary during the execution. Release Orders against this Rate Contract shall be issued by TPCODL as per actual requirement.
- The bidders are advised to quote prices strictly in the above format and **for all the line items as mentioned above along with GST % of each items**. Failing to do so, bids are liable for rejection.
- Unit price (column 6) in the table above shall be inclusive of ex-works price, Transit Insurance, transport charges , loading, unloading and all other handling charges to the TPCODL Stores of Cuttack / Bhubaneswar. Delivery address of each store will be mentioned in respective ROs.
- The bidders are advised to quote prices strictly in the above format. Failing to do so, bids are liable for rejection.
- 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.

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- No cutting/ overwriting in the prices is permissible.
- All line item prices shall remain firm and fixed for one year for placement of ROs.

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ANNEXURE II

Technical Specifications

Attached separately

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RFx No.: **NA**

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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 Excise Duty	Yes / No (If Yes, indicate % rate)
1d.	Sales tax applicable at concessional rate	Yes / No (If Yes, indicate % rate)
1e.	Octroi payable extra	Yes / No (If Yes, indicate % rate)
1f.	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 (90 days) (From the date of opening of technical 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.)

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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 RFQ	
3	Company profile/organ gram	
4	Signed copy of this RFQ 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	

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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 through SAP-SRM tool 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 the 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

**General Conditions of Contract –
Attached separately with the tender**

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ANNEXURE-VII (A)

Preferential norms for procurement from Local MSMEs

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. In Limited Tender no EMD shall be applicable.

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.

ANNEXURE VIII

**Safety Policy and Safety Terms and Conditions –
Attached separately with the tender.**

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ANNEXURE IX

Tata Code of Conduct (TCoC) – Attached separately with the tender.

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 mail ID: Pradip.sil@tpcentralodisha.com .

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ANNEXURE X

Environment & Sustainability

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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





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

TATA POWER
Lighting up Lives!



ANNEXURE-XI**Quality, Safety, Occupational Health & Environment****IMS****Integrated Management
System Policy****Quality, Safety, Occupational Health, Environment**

We at TP Central Odisha Distribution Limited are committed to deliver world class service and reliable power through an energised workforce leading to ever increasing satisfaction of its customers, environmental protection and safe and healthy working condition.

This will be achieved by:

- Complying with all the requirements of ISO-9001, ISO-14001 and ISO-45001 management system standards through engaged workforce
- Complying with applicable Legal requirements
- Continually improving Quality, Environment and Occupational Health & Safety Performance
- Ensuring Environmental protection through Prevention of Pollution
- Conservation of Natural Resources
- Creating a work environment which encourages team work, safe work practices, learning and innovation
- Providing safe and healthy conditions that prevents work related injury and illness
- Eliminating hazards and reducing OH&S Risk
- Ensuring participation and consultation of workers

This policy will be made available to interested parties.

Date: 1st June, 2023

Arvind Singh
Chief Executive Officer

RFx No.: **NA**

NIT No.: TPCODL/P&S/1000011976/2026-27

ANNEXURE-XII

Ariba e – Auction Rules

Attached separately

CONFIDENTIAL

TP CENTRAL ODISHA DISTRIBUTION LIMITED

TECHNICAL SPECIFICATION

FOR CONSUMABLES TOWARDS FACILITATING TRANSFORMER REPAIRING WORKS

SL.NO	NAME OF THE MATERIAL	FOR SPECIFICATION REFER PAGE NO.
1	HT TINNED BRASS STUD WITH FITTINGS- M12	2 – 3
2	LT TINNED BRASS STUD WITH FITTINGS- M12	
3	LT TINNED BRASS STUD WITH FITTINGS- M20	
4	LT TINNED BRASS STUD WITH FITTINGS- M30	
5	LT TINNED BRASS STUD WITH FITTINGS- M42	
6	BRASS NUT 12 MM	4
7	BRASS NUT 16 MM	
8	BRASS NUT 20 MM	
9	BRASS NUT 25 MM	
10	BRASS NUT 30 MM	
11	BRASS WASHER 12 MM	
12	BRASS WASHER 16 MM	
13	BRASS WASHER 20 MM	
14	BRASS WASHER 30 MM	
15	TINNED BRASS HT STUD CAP	5
16	COPPER WIRE 18.5 SWG	5 – 6
17	COPPER WIRE 15 SWG	
18	COPPER WIRE 13.5 SWG	
19	COPPER WIRE 10 SWG	
20	BRAZING ROD-COPPER	6

TP CENTRAL ODISHA DISTRIBUTION LIMITED

SPECIFICATION FOR - HT & LT TINNED BRASS STUD WITH FITTINGS (Different Sizes)

1. SCOPE:

This specification covers design, manufacture, testing and dispatch of LT & HT Brass Stud/Bushing rods for transformers of various ratings.

2. APPLICABLE STANDARDS:

Material covered under this specification shall confirm to the requirements stated in latest editions of relevant applicable standards as follows:

Sl. No.	IS	Description
1	IS 319 (Part 1): 2007	free-cutting brass bars, rods, and sections
2	IS: 1364	Hexagon nuts
3	IS: 3159	Electroplated Coatings of Tin
4	IS: 3488	Brass Bars, Rods and Sections Suitable for Forgings
5	IS: 4218	General Purpose Metric Screw Threads
6	IS 8536:2021	Fasteners — Bolts, Screws, Studs and Nuts

**In case of any conflict on any technical particular in the specification, the stricter requirement mentioned in the relevant standard shall be valid.*

3. CLIMATIC CONDITIONS OF THE INSTALLATION:

1	Maximum ambient temperature	50 deg C
2	Max. Daily average ambient temp	35 deg C
3	Min Ambient Temperature	0 deg C
4	Maximum Humidity	95%
5	Average Annual Rainfall	150 cm
6	Average No. of rainy days per annum	120
7	Altitude above MSL not exceeding	1000m
8	Wind Speed	300 Km/hr
9	Earthquakes of an intensity in horizontal direction	equivalent to seismic acceleration of 0.3g
10	Earthquakes of an intensity in vertical direction	equivalent to seismic acceleration of 0.15g (g being acceleration due to gravity)
11	Wind velocity	300 km/hr.

Environmentally, some of the regions, where the work will take place includes hilly areas, subject to high relative humidity, which can give rise to condensation. Atmosphere is generally laden with mild acid and dust due to industrial activities. Some places are in heavily industrial polluted areas. On occasions, the combination of humid, acidic and dust condensation may create pollution conditions for outdoor equipment's. Therefore, outdoor materials and equipment's shall be designed and protected for use exposed, heavily polluted, acidic, corrosive, tropical and humid atmosphere.

4. GENERAL TECHNICAL REQUIREMENT:

Sr No.	Dimension Particular	LT Studs				HT Stud
		10KVA – 100KVA	250KVA – 400KVA	500KVA	1000KVA	10KVA-750kVA

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1	Rod Length	205mm	260mm	290mm	350mm	134mm
2	Diameter	12mm	20mm	30mm	42mm	12mm

The bushing rod (round type) and nuts shall be made of tin coated FORGED brass material with both side thread & thickness of the Tin Coated will be 10 μ m mm minimum. The brass stud for transformer shall consist of Stem, Hexagonal nut, Washer top end, washer stem and sealing washer (Nitrile - oil seal).

Oil seals provided with the brass stud/busing rod shall be suitable for making oil tight joints, and there shall be no deleterious effects on oil seal when it is continuously in contact with hot oil. The oil seal provided in between transformer bushing rod and tank; the material shall be nitrile rubberized oil resistant conical gasket/seals conforming to type IV (class 4C) of IS 11149. Oil seals shall be weatherproof.

Nitrile Butadiene — Rubber shall be used as oil seal material in the form of 'O' rings, cords, flat strips, sheets and other moulded gaskets etc. used for transformers. The material with stand temperatures in the range of -4 to +120 °C .

The material of oil seals shall be free from defects such as blisters, holes, bubbles, cracks, inclusions, flow marks etc. shall be given smooth finish.

Oil resistant nitrile rubber made from vulcanized butadiene/acrylonitrile rubber compound shall have a hardness of 70 to 75 IRHD.

The hexagonal nuts used shall conform to IS: 1364(part 3). Washers shall be as per IS:2016 Following tests shall be carried out at the works of the manufacturer before dispatch.

Pictures for reference purpose only:

HT STUD WITH FITTINGS



LT STUD WITH FITTINGS



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SPECIFICATION FOR – BRASS NUT (Different Sizes) - FORGED

The hexagonal nuts shall be manufactured from forged brass conforming to the applicable brass material specification, and the dimensions shall conform to IS 1364 (latest revision).

The thickness of the nut should be as follows:

Sl. No.	Item Description	Required Dimensions	Thickness
1	Brass nut	Inside Diameter - 12 mm	6mm
2	Brass nut	Inside Diameter - 16 mm	8mm
3	Brass nut	Inside Diameter - 20 mm	9mm
4	Brass nut	Inside Diameter - 25 mm	12mm
5	Brass nut	Inside Diameter - 30 m	12mm



The threads shall conform to IS 4218 (ISO General Purpose Metric Screw Threads), latest revision.

Tolerance: - Unless otherwise specified, the permissible tolerances on dimensions of machined components shall conform to IS 2102 (latest revision).

SPECIFICATION FOR – BRASS WASHER (Different Sizes) – FORGED

The brass plain washers shall conform to IS 2016.

The thickness of the Washer should be as follows:

Sl. No.	Item Description	Required Dimensions	Thickness
1	Brass Washer	Inside Diameter - 12 mm	2mm
2	Brass Washer	Inside Diameter - 16 mm	2mm
3	Brass Washer	Inside Diameter - 20 mm	2mm
4	Brass Washer	Inside Diameter - 30 mm	3mm



Tolerance: - General dimensional tolerances shall conform to IS 2102 (latest revision).

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SPECIFICATION FOR - TINNED BRASS HT STUD CAP

The tinned brass stud caps shall be manufactured from brass conforming to IS 319 (Part 1). The tin coating shall conform to IS 1359. The stud cap shall be suitable for M12 studs with a hole diameter of 12 mm.



SPECIFICATION FOR – SINGLE STRANDED EC GRADE COPPER WIRE WITH SUPER ENAMEL COVERING INSULATION

1. SCOPE

This specification covers the technical requirements of design, engineering, manufacture, testing at manufacturer's works, packing, forwarding, supply and unloading at site/store of Normal 18.5/15/13.5/10 SWG EC Grade CU wire .

2. APPLICABLE STANDARDS

Single Stranded EC Grade Super Enameled Copper Winding Wire shall be manufactured from electrolytic grade copper conforming to IS 191 and shall be insulated with enamel in accordance with IS 13730 (relevant part), latest revision.

3. CLIMATIC CONDITIONS OF THE INSTALLATION

SL.NO	CLIMATIC CONDITIONS OF THE INSTALLATION	The atmosphere across coastal divisions of TPCODL is very saline, laden with salt, acid and dust suspended during dry months and subjected to fog in cold months.
a)	Maximum Ambient Temperature	50°C
b)	Maximum Daily Average Ambient Temperature	35°C (recommended as per IS 1180/IS 2026)
c)	Minimum Ambient Temperature	0 °C
d)	Maximum Humidity	95 %
e)	Minimum Humidity	15 %
f)	Average Annual Rainfall	1800 mm
g)	Average Wind Speed prevailing in the area	200 km/hr.
h)	Average Thunderstorms prevailing in the area	70 days per annum
i)	Average dust storms prevailing in the area	20 days per annum
j)	Average number of rainy days per annum	160
k)	Maximum Altitude above sea level	1000 m (recommended as per IS 1180/IS 2026 unless otherwise specified)
l)	Rainy months	June to October

4. GENERAL TECHNICAL REQUIREMENTS

Description – The wire is meticulously insulated with six layers of craft paper, providing superior electrical insulation properties. This insulation not only guards against electrical leakage but also enhances the wire's

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resistance to temperature fluctuations and environmental factors, critical for the demanding environment within distribution transformers.

Size of Bare Conductor –

- 18.5 SWG – 1.118 mm
- 15 SWG – 1.8 mm
- 13.5 SWG – 2.2 mm
- 10 SWG – 3.3 mm

Durability and Reliability – Crafted from high-grade materials and designed to withstand the demanding conditions within transformers, this wire offers exceptional durability. It ensures long-term reliability, reducing the need for maintenance and replacement.



SPECIFICATION FOR – BRAZING ROD COPPER (Dia-3mm and 7% Phosphorous, 2% Silver & 90 % Copper)

The preferable would be

Brazing rod Copper 90% - Phosphorus 7% - Silver 2% high melting point alloy, ideal for brazing on copper pipes, with silver, perfect for capillary welding.



Copper Brazing Rod, 3 mm diameter, composition approximately 90–91% Copper, 7% Phosphorus and 2% Silver, conforming to IS 2927 or equivalent AWS A5.8 / ISO 17672 standard.

DIMENSION: Brazing Rod (Copper) – 3mm & Length—500 mm

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TECHNICAL SPECIFICATION

FOR CONSUMABLES TOWARDS FACILITATING TRANSFORMER REPAIRING WORKS

SL.NO.	NAME OF THE MATERIAL	FOR SPECIFICATION REFER PAGE NO.
21	ALUMINUM SOLDERING WIRE	2
22	ALUMINUM SOLDERING FLUX	
23	BRAZING ROD-ALLUMINIUM ALLOY	3
24	3/4 inch PRV	
25	1 inch PRV	
26	1 1/4 inch PRV	
27	ARCING HORN (LOWER)	4
28	ARCING HORN (UPPER)	
29	1/2 inch IRON CAP	
30	3/4 INCH WHEEL VALVE	5
31	1 INCH WHEEL VALVE	
32	1 INCH T VALVE	
33	VALVE PLUG-3/4TH INCH	6
34	VALVE PLUG-1 INCH	
35	1/2 inch breather pipe	
36	Radiator (500kVA)	7

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SPECIFICATION FOR - ALUMINUM SOLDERING WIRE – (Each pack of 500 grms)

Soldering Wire of good quality suitable for jointing materials to be provided. (% of TIN & % LEAD will be 63 & 37 respectively)



Aluminium soldering wire shall be suitable for soldering aluminium conductors and shall be supplied with compatible non-corrosive aluminium flux. The material shall conform to the manufacturer's specification or an equivalent international standard.

SPECIFICATION FOR - ALUMINUM SOLDERING FLUX – (Each pack of 100 grms)

Soldering Flux of good quality needs to be provided which should be of enhanced performance and high resistance to corrosion.



Benefits & Features

- Lead free eutectic alloy (liquidus = solidus temperature)
- Alloy exceeds J-STD-006C and meets ASTM B 32 purity requirements
- Flux meets J-STD-004B
- Fast wetting
- Fast flowing
- Non-corrosive
- Non-conductive residue

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SPECIFICATION FOR - BRAZING ROD-ALLUMINIUM ALLOY

(Dia-3mm and 5 % Silicon & 95 % Alluminium)

High Strength Aluminium Brazing rods : These rods are made from aluminium-silicon alloys and are suitable for use in brazing aluminum with 5% Silicon & 95% Alluminium. The rods shall be suitable for brazing aluminium alloys such as AA1100, AA3003, AA3004, AA5052, AA6061 and AA6063. The rods shall be available in diameters ranging from 1/16 inch (1.6 mm) to 3/32 inch (2.4 mm), or as specified by the purchaser.



DIMENSION:

Brazing Rod (Aluminium-Silicon Alloy)

Diameter—3mm & Length—1000mm

SPECIFICATION FOR – PRV (Different Sizes) Material shall be BRASS

Make – YOGYA/VIAT

PRVs required for DTs of two sizes 1 inch, 1 ¼ inch and 3/4th inch material of brass.



Standard	Title	Relevance
IS 2026 (Part 1)	Power Transformers – General	Specifies that transformers shall be provided with suitable pressure relief/protection devices where applicable.
IS 2026 (Part 3)	Insulation Levels, Dielectric Tests and External Clearances	Covers transformer construction requirements; PRV forms part of the transformer accessories.
IS 1180 (Part 1)	Outdoor Type Oil-Immersed Distribution Transformers	Specifies requirements for accessories fitted on distribution transformers, including pressure relief devices where specified.
IEC 60076-1	International Standard	Widely referred to by manufacturers for transformer accessories including PRVs.

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SPECIFICATION FOR – ARCING HORN LOWER & UPPER – 11KV

The arcing horns should be of galvanizing iron (GI). The diameter of arcing horns for 11KV should be 8mm. The arcing horn shall be suitable for 11 kV outdoor distribution transformers and shall be manufactured from corrosion-resistant conductive material. It shall be designed to protect the HV bushing from flashover and shall be mounted in accordance with the approved drawing and the requirements of IS 2099/IS 1180.



SPECIFICATION FOR – ½ inch IRON CAP (ID – 19mm)

All the caps need to be made up of Cast Iron and should be of the following dimensions:

Sl. No.	Item	Description	Material
1	½ inch—19mm	IRON CAP	Cast Iron



The breather cap shall be robust, corrosion-resistant and suitable for outdoor installation. It shall be under **IS 1180 (Part 1)** and **IS 2026**, with detailed dimensions and material defined in the purchaser's drawing or manufacturer's specification.

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SPECIFICATION FOR – WHEEL VALVE (Material shall be Cast Iron)

The drain/filling valve shall be of wheel-operated type. The valve body shall be manufactured from Grey Cast Iron Grade FG 200 conforming to IS 210. The valve shall be suitable for transformer insulating oil and shall be leak-proof under service conditions.

Wheel valves need to be made up of Cast Iron and should be of the following dimensions:

Sl. No.	Item	Description	Material
1	3/4 th inch	Wheel Valve	Cast Iron
2	1 inch	Wheel Valve	Cast Iron



The Wheel valve should be of 1 inch size and made up of Cast Iron . The washers on one side need to be of Teflon.

SPECIFICATION FOR – 1INCH T VALVE (Material shall be MS)



The T-valve should be of 1 inch size and made up of Mild Steel. The washers on either sides need to be of Teflon.

SPECIFICATION FOR – VALVE PLUG Different Sizes (Materials shall be CI with Galvanised)

The component shall be manufactured from Grey Cast Iron conforming to IS 210 and shall be hot-dip galvanized in accordance with IS 4759.

The Dimensions of valve Plugs should be as follows:

Sl. No.	Item	Description	Material
1	3/4 th inch	Valve Plug	Galvanised Cast Iron
2	1 inch	Valve Plug	Galvanised Cast Iron

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SPECIFICATION FOR – ½ INCH BREATHER PIPE (ID-15 mm X OD-19mm - GI)

The breather pipe shall be manufactured from Mild Steel (MS) tube conforming to IS 1239 (Part 1).



The breather pipe should be of MS & outside diameter of the thread will be ID-15 mm X OD-19mm.

SPECIFICATION FOR – RADIATOR 500KVA

The radiator shall be fabricated from high-quality mild steel sheets conforming to IS 1079. It shall be suitable for transformer oil service, leak-proof, and capable of withstanding the specified pressure and vacuum tests. The radiator shall form an integral part of the transformer conforming to IS 1180 (Part 1) and IS 2026.

(H - 800mm, W - 300mm, Header Dia - 90 mm, No. of Fins - 7 & Thickness - 1.0mm)

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Outer side of radiators will be 02 coats of zinc phosphate red oxide primer & inner surface will be coat with oil resistant insulating varnish.

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TECHNICAL SPECIFICATION FOR CONSUMABLES TOWARDS FACILITATING TRANSFORMER REPAIRING WORKS

SL.NO.	NAME OF THE MATERIAL	FOR SPECIFICATION REFER PAGE NO.
37	1/2 INCH GI WASHER	2
38	5/8 inch GI Washer	
39	5/8 inch GI Nut (Thickness- 15 mm)	
40	1/2 inch GI Nut (Thickness- 12 mm)	
41	1/2 inch GI Bolt (Length-1.5 inch)	3
42	5/8 inch GI Bolt (Length-1.5 inch)	
43	3/8 inch GI Bolt --Length-3.0 inch	
44	GALVANISED WASHER 3/8 INCH (Thickness- 2 mm)	
45	GALVANISED SPRING WASHER 3/8 INCH (Thickness- 2 mm)	
46	GALVANISED NUT 3/8 INCH (Thickness- 8 mm)	4
47	5/16 inch GI Nut (Thickness- 7 mm)	
48	LT EPOXY BUSHING 1000A 1.1KV (inside Length with 4 hole--85 mm & Outside Length with 3 hole-175mm)(Width--60 mm & thickness 12mm)	5 – 6

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SPECIFICATION FOR – GI WASHER (Different Sizes) Thickness – 2mm

The galvanized iron plain washers shall conform to IS 2016 for plain washers. The dimensions of the Washer should be as follows:

Sl. No.	Item Description	Required Dimension
1	½ inch	Thickness – 2mm
2	5/8 inch	Thickness – 2mm



Tolerance: - The permissible tolerances on the dimensions of the mechanical parts shall conform to IS 2102 .

SPECIFICATION FOR – GI NUT (Different Size)

The hexagonal galvanized steel nuts shall conform to IS 1364 (Part 3). The dimensions of the nuts should be as follows:

Sl. No.	Item Description	Required Dimensions
1	½ inch	Thickness – 12mm
2	5/8 inch	Thickness – 15mm



The mechanical properties shall conform to IS 1367 (Part 6). The threads shall conform to IS 4218 (latest revision).

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SPECIFICATION FOR – GI BOLT (Different Sizes)

The hexagonal GI bolts shall conform to IS 1367 (Part 13) and IS 12427 for hot-dip galvanized coatings on threaded fasteners.

The dimensions of the bolts should be as follows:

Sl. No.	Description	Dimension
1	1/2 inch GI Bolt	Length-1.5 inch
2	5/8 inch GI Bolt	Length-1.5 inch
3	3/8 inch GI Bolt	Length-3.0 inch



The bolt threads shall conform to IS 4218 (Parts 1 to 4). Prior to hot-dip galvanizing, the threads shall be checked using GO and NOT GO threaded ring gauges in accordance with IS 2334.

Tolerance: - The dimensional tolerances of the bolts shall conform to the applicable requirements of IS 1364, and the hot-dip galvanized coating shall conform to IS 1367 (Part 13) and IS 12427.

SPECIFICATION FOR – GALVANISED WASHER 3/8 inch(Thickness – 2mm)

The galvanized iron (GI) plain washers shall conform to IS 2016 (latest revision).

Tolerance: Unless otherwise specified, the permissible tolerances on the dimensions of mechanical parts shall conform to **IS 2102 (latest revision)**.

SPECIFICATION FOR – GALVANISED SPRING WASHER 3/8 inch (Thickness – 2mm)

The Galvanized spring washers that conform to Indian standards (IS) typically adhere to IS: 3063 for plain washers.



Tolerance: - Unless otherwise specified allowable tolerance on a dimension of any mechanical part shall be in accordance with class of IS: 2102(latest version)

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SPECIFICATION FOR – GALVANISED NUT 3/8 INCH (Thickness – 8mm)

The hexagonal GI bolts shall conform to IS 1367 (Part 13) and IS 12427 for hot-dip galvanized coatings on threaded fasteners.

The threads shall conform to IS 4218 (Parts 1 to 4).

Tolerance: Unless otherwise specified, the permissible tolerances on the dimensions of the bolts shall conform to **IS 1367 (Part 2)**.

SPECIFICATION FOR – 5/16 inch GI NUT (Thickness – 7mm)

The hexagonal GI bolts shall conform to IS 1367 (Part 13) and IS 12427 for hot-dip galvanized coatings on threaded fasteners.

The threads shall conform to IS 4218 (Parts 1 to 4).

Tolerance: Unless otherwise specified, the permissible tolerances on the dimensions of the bolts shall conform to IS 1367 (Part 2).

TP CENTRAL ODISHA DISTRIBUTION LIMITED

SPECIFICATION FOR - LT EPOXY BUSHING 1000A 1.1KV

(Inside Length with 4 hole--85 mm & Outer side towards Length with 3 hole-175mm)

(Width--60 mm & thickness 12mm)

1.0 SCOPE:

This specification covers the design, manufacture, testing, inspection, packing and supply of LT Epoxy Bushings rated 1000A, 1.1kV for distribution transformers.

2.0 APPLICABLE STANDARDS:

The equipment (and the materials used) covered by this specification shall unless otherwise stated, be designed, manufactured and tested in accordance with the latest editions of the following Indian standards & other relevant standards for components, BEE & CEA guidelines with latest amendment from time to time, thereof, some of which are listed below:

IS 2099 (latest revision) and IEC 60137	LT Side of 11/0.433 kV, 500 kVA Distribution Transformer
--	--

3.0 CLIMATIC CONDITIONS OF THE INSTALLATION:

The material shall be suitable for following climatic conditions,

1. Maximum altitude above sea level 1,000m
2. Maximum ambient air temperature 50°C
3. Maximum daily average ambient air temperature 35°C
4. Minimum ambient air temperature 0°C
5. Maximum relative humidity 95%
6. Average number of thunderstorm days per annum (isokeraunic level) 70
7. Average number of rainy days per annum 120
8. Average annual rainfall 150cm
9. Earthquakes of an intensity in horizontal direction - equivalent to seismic acceleration of 0.3g
10. Earthquakes of an intensity in vertical direction - equivalent to seismic acceleration of 0.15g (g being acceleration due to gravity)
11. Wind velocity: 300 km/hr, 200 km/hr and 160 km/hr.

Environmentally, some of the regions, where the work will take place includes coastal areas, subject to high relative humidity, which can give rise to condensation. Onshore winds will frequently be salt laden. On occasions, the combination of salt and condensation may create pollution conditions for outdoor insulators. Some places are in heavily industrial polluted areas.

Therefore, Outdoor material and equipment shall be designed and protected for use in exposed, heavily polluted, salty, corrosive and humid coastal atmosphere.

The design of equipment and accessories shall be suitable to withstand seismic forces corresponding to an acceleration of 0.1 g.

4.0 GENERAL TECHNICAL REQUIREMENTS:

Bushing: The bushings shall conform **IS 2099 (latest revision)** and **IEC 60137** for bushing upto and including voltage up to 1000 volts.

The dimensions of bushings of the following voltage classes shall conform to Indian Standard mentioned against them.

<u>Parameter</u>	<u>Specification</u>
Rated Voltage	1.1 kV
Rated Current	1000 A
Frequency	50 Hz
Material	High-grade Epoxy Resin
Conductor	Tinned Brass

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Inside Length	85 mm
Inside Holes	4 Nos
Outside Length	175 mm
Outside Holes	3 Nos
Width	60 mm
Thickness	12 mm
Minimum Creepage	25 mm/kV (minimum)
Application	LT Side of Distribution Transformer



TP CENTRAL ODISHA DISTRIBUTION LIMITED

TECHNICAL SPECIFICATION FOR CONSUMABLES TOWARDS FACILITATING TRANSFORMER REPAIRING WORKS

SL.NO.	NAME OF THE MATERIAL	FOR SPECIFICATION REFER PAGE NO.
49	ROLL GASKET RC 70C (40X6 MM)	2 – 4
50	ROLL GASKET RC 70C (50X6 MM)	
51	ROLL GASKET RC 70C (50X8 MM)	
52	RUBBER CORK GASKET FOR T/F (2'X3'X4MM)	
53	RUBBERISED CORK GASKET (2'X3'X6MM)	
54	RUBBERSIED CORK SHEET 8 MM (2'X3'X8MM)	
55	LT BUSHING GASKET 28 X 50 X 6 MM	
56	LT BUSHING GASKET 12 X 32 X 4 MM	
57	LT BUSHING GASKET 40 X 72 X 8 MM	
58	LT BUSHING GASKET 52 X 90 X 10 MM	
59	HT BUSHING GASKET 78 X 109 X 6 MM	
60	LT BUSHING GASKET 12 X 32 X 6 MM	
61	LT BUSHING GASKET 28x60x8 MM	
62	LT BUSHING GASKET 18x42x8 MM	
63	LT BUSHING GASKET ID 40X28 & OD 70MM, thickness-6mm	
64	LT BUSHING GASKET ID 46X36 & OD 90MM, thickness-8mm	
65	LT BUSHING GASKET ID 54 & OD 90X110MM, thickness-8mm	
66	LT BUSHING GASKET ID 40 & OD 85X70MM, thickness-8mm	

TP CENTRAL ODISHA DISTRIBUTION LIMITED

SPECIFICATION FOR – ROLL GASKET RC 70C (Different Sizes) Each Roll – 20 M, Make – NUCORK

1. SCOPE

This specification covers the technical requirements of design, manufacture, testing at manufacturer's works, packing, forwarding, supply and unloading at site/store of Joint less Rubberized cork sheets (oil resistant Gaskets) in various forms/shapes used with the distribution transformers for making oil tight joints. The Size of sheet shall be as per the item code description.

It is not the intent to specify completely herein all the details of technical design and construction of material. However, the material shall conform in all respects to high standards of engineering, design and workmanship and shall be capable of performing in continuous commercial operation in manner acceptable to the purchaser, who will interpret the meanings of drawings and specification and shall have the power to reject any work or material which, in his judgment is not in accordance therewith. The offered material shall be complete with all components necessary for their effective and trouble free operation. Such components shall be deemed to be within the scope of Bidder's supply irrespective of whether those are specifically brought out in this specification and/or the commercial order or not.

2. APPLICABLE STANDARDS:

Gaskets shall be of Rubberized Cork Sheet Grade RC-70C conforming to IS 4253 (Part 2), latest revision. The gasket shall be oil-resistant and suitable for mineral insulating transformer oil.

CLIMATIC CONDITIONS OF THE INSTALLATION

3. CLIMATIC CONDITIONS:		
a)	Maximum Ambient Temperature	50°C
b)	Maximum Daily Average Ambient Temperature	40 °C
c)	Minimum Ambient Temperature	2 °C
d)	Maximum Humidity	99.7 %
e)	Minimum Humidity	15 %
f)	Average Annual Rainfall	1800 mm
g)	Average Wind Speed prevailing in the area	200 km/hr.
h)	Average Thunderstorms prevailing in the area	70 days per annum
i)	Average dust storms prevailing in the area	20 days per annum
j)	Average number of rainy days per annum	160
k)	Maximum Altitude above sea level	1200 m
l)	Rainy months	June to October

Note: The atmosphere across coastal divisions of TPCODL is very saline, laden with salt, acid and dust suspended during dry months and subjected to fog in cold months. The design of the equipment and accessories shall be suitable to withstand seismic forces corresponding to an acceleration of 0.3g.

4. GENERAL TECHNICAL REQUIREMENTS:

Sr. No.	Description	Requirement
1	Application	Suitable for making oil tight joints on LV & HV side of the Distribution Transformers
2	Applicable Standard	IS 4253 (Part2) : 2008 (Amendment No-2 Feb-2018)
3	Type	Type C (Grade RC-70C) as per IS 4253 Part 2

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4	Hardness ,IRHD(International Rubber Hardness Degree)	70±5 (Hardness shall be tested as per IS 3400 :Part 2)
5	Dimensional changes (Max %)	1.5
6	Tensile strength (KPa, Min)	1550
7	Compressibility (at 2800 KPa), %	25-35
8	Compression set at 110 degree Centigrade for 24 hrs, % Max	85
9	Recovery, %, Min	80
10	Chemical test on water extract	
10.1	pH, where applicable	5.0-8.5
10.2	Chloride content (as chloride ion)	0.2 % Max
10.3	Sulphate content (as sulphate ion)	0.2 %, Max
11	Material	Nitrile butadiene Rubber(NBR) + Cork
11.1	Granulated cork (Max.)	0.5 to 1.0 mm
11.2	Colour	Natural
12	Permissible variation in thickness	±0.25 mm (as per IS 4253 (Part 2), applicable revision).

REQUIREMENT:

SI No.	Standard	Dimensions	Length
12.1	RC 70C	40 x 6 mm	20 metres
12.2	RC 70C	50 x 6 mm	20 metres
12.3	RC 70C	50 x 8 mm	20 metres



SPECIFICATION FOR – RUBBERISED CORK GASKET SHEET (Different Sizes) Make – NUCORK

Sl. No.	Description	Requirement
1	RUBBERISED CORK GASKET (2'X3'FT)	Thickness – 4mm (Without negative tolerance)
2	RUBBERISED CORK GASKET (2'X3'FT)	Thickness – 6mm (Without negative tolerance)
3	RUBBERISED CORK GASKET (2'X3'FT)	Thickness – 8mm (Without negative tolerance)

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SPECIFICATION FOR – BUSHING GASKETS (Different Sizes) Make – NUCORK

Sl. No.	Description	ID	OD	Thickness
1	HT BUSHING GASKET	78mm	109mm	6mm
2	LT BUSHING GASKET	12mm	32mm	4mm
3		40mm	72mm	8mm
4		52mm	90mm	10mm
5		28mm	50mm	6mm
6		12mm	32mm	6mm
7		28mm	60mm	8mm
8		18mm	42mm	8mm
9		40X28mm	70mm	6mm
10		46X36mm	90mm	8mm
11		54mm	90X110mm	8mm
12		40mm	85X70mm	8mm



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TECHNICAL SPECIFICATION FOR CONSUMABLES TOWARDS FACILITATING TRANSFORMER REPAIRING WORKS

SL.NO.	NAME OF THE MATERIAL	FOR SPECIFICATION REFER PAGE NO.
67	INSULATING PRESS BOARD 1.50MM	2 - 4
68	INSULATING PRESS BOARD 3.00MM	
69	FIBERGLASS INSULATING SLEEVING 4MM	4
70	FIBERGLASS INSULATING SLEEVING 6MM	
71	FIBERGLASS INSULATING SLEEVING 8MM	
72	FIBERGLASS TUBE 3/8 INCH	5
73	FIBERGLASS TUBE 5/8 INCH	
74	FIBERGLASS TUBE 1/4	
75	FIBERGLASS TUBE 3/4 INCH	
76	CREPE PAPER	
77	BAKELITE SHEET-0.5MM(5 inchx5 inch)	6
78	OIL SEAL FOR LT BUSHING RD10-100KVA TRF. (ID-12 mm) (Nucork make & Nitrile bonded rubber)	6 – 7
79	LT CONICAL WASHER 16MM(Nucork make & Nitrile bonded rubber)	
80	OIL SEAL FOR LT BUSHING RD 250&400KVA TRF. (20 mm)(Nucork make & Nitrile bonded rubber)	
81	LT CONICAL WASHER 25MM(Nucork make & Nitrile bonded rubber)	
82	OIL SEAL FOR LT BUSHING ROAD630 KVA TRF. (30 mm)(Nucork make & Nitrile bonded rubber)	
83	OIL SEAL FOR 11KV BUSHING.(12mm)(Nucork make & Nitrile bonded rubber)	
84	OIL SEAL FOR LT BUSHING 1000KVA (Nucork make & Nitrile bonded rubber)	

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SPECIFICATION FOR – INSULATING PRESS BOARD(Different Sizes)(L-2100mm X W-1050mm) **(Make-Raman Board/Senapathy Whiteley Pvt. Ltd)**

1. SCOPE

Electrical insulation pressboard shall be manufactured from high-purity cellulose obtained from long-fibre coniferous wood pulp. It shall be formed into a homogeneous fibrous sheet without the use of any adhesive or bonding agent and compressed under controlled conditions to obtain the required density and mechanical strength. Owing to its high chemical purity, excellent dielectric strength and oil compatibility, the pressboard shall be suitable for use as an insulating material in oil-immersed power and distribution transformers, electrical machines and other electrical equipment. The pressboard shall be supplied in standard thicknesses ranging from 0.8 mm to 4.0 mm, unless otherwise specified. The material shall be suitable for use in the repair and refurbishment of oil-immersed distribution transformers.

2. CLIMATIC CONDITIONS:		
a)	Maximum Ambient Temperature	50°C
b)	Maximum Daily Average Ambient Temperature	35°C (<i>recommended as per IS 1180/IS 2026</i>)
c)	Minimum Ambient Temperature	0 °C
d)	Maximum Humidity	95 %
e)	Minimum Humidity	15 %
f)	Average Annual Rainfall	1800 mm
g)	Average Wind Speed prevailing in the area	200 km/hr.
h)	Average Thunderstorms prevailing in the area	70 days per annum
i)	Average dust storms prevailing in the area	20 days per annum
j)	Average number of rainy days per annum	160
k)	Maximum Altitude above sea level	1000 m (<i>recommended as per IS 1180/IS 2026 unless otherwise specified</i>)
l)	Rainy months	June to October

Note: The atmosphere across coastal divisions of TPCODL is very saline, laden with salt, acid and dust suspended during dry months and subjected to fog in cold months. The design of the equipment and accessories shall be suitable to withstand seismic forces corresponding to an acceleration of 0.3g.

3. FEATURES:

- Insulation class A (105 ° C)
- Natural Coloured
- Hot-pressed pressboard, 100% sulphate pulp
- High hardness and stiffness
- Low shrinkage and compatibility
- High purity and mechanical strength
- Good compatibility with liquid dielectrics
- Further processing is ensured since the pressboard can be punched , folded, cut and formed without difficulty

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Sl. No.	Description	Thickness	Size (L X W) in mm
1	INSULATING PRESS BOARD	1.50mm	L – 2100mm X W – 1050mm
2	INSULATING PRESS BOARD	3.00mm	L – 2100mm X W – 1050mm



REQUIREMENT:

4. GENERAL TECHNICAL REQUIREMENTS:

SL. NO.	PARTICULARS	TEST STANDARD	STANDARD VALUE
1	Thickness tolerance	IEC 60641-2	
	i) ≤ 1.6 mm		± 7.5 %
	ii) > 1.6 mm to 4 mm		± 5.0 %
2	Apparent Density(g/cm ³)	IEC 60641-2	
	i) ≤ 1.6 mm		1.0 – 1.20 g/cm ³
	ii) > 1.6 mm - 4.0mm		1.0 – 1.20 g/cm ³
3	Min. tensile strength M.D. Unfolded	IEC 60641-2	
	i) ≤ 1.6 mm		100N/mm ²
	ii) > 1.6 mm to 4 mm		105 N/mm ²
4	Min. tensile strength C.M.D. unfolded	IEC 60641-2	
	i) ≤ 1.6 mm		75N/mm ²
	ii) > 1.6 mm to 4 mm		80N/mm ²
5	Min. Elongation M.D unfolded	IEC 60641-2	3.0 %
6	Min. Elongation C.M.D unfolded	IEC 60641-2	4.0 %
7	Max. Moisture content	IEC 60641	6.0 %
8	Max. Ash content	IEC 60641	1.0 %
9	PH of aqueous extract	IEC 60641	6.0-9.0
10	Max. Shrinkage M.D		0.5 %
11	Max. Shrinkage C.M.D		0.7 %
12	Max. Thickness shrinkage		5.0 %
13	Min. Oil absorption		
	i) ≤ 1.6 mm		11.00%
	ii) > 1.6 mm to 4 mm		7.5 %
14	Reversible Compressibility (Crev)		

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	i) ≤ 1.6 mm		45%
	ii) > 1.6 mm to 4 mm		50%
15	Min. breakdown voltage in oil		
	i) ≤ 1.6 mm		40kV/mm
	ii) > 1.6 mm to 4 mm		35kV/mm
16	Max. Conductivity of aqueous		
	Extract		
	i) ≤ 1.6 mm		5.0 mS/m
	ii) > 1.6 mm to 4 mm		6.0mS/m

SPECIFICATION FOR FIBERGLASS INSULATING SLEEVING (Different Sizes) Each Length – 1M

SPECIFICATION FOR SLEEVING

Fiberglass insulating sleeving should possess reliable heat resistance and good electrical performance. It can be used for wiring insulation and mechanic protection for F grade electrical machinery and electric appliances. The inner layer should be made of glass fibre woven and coated with acrylate at high temperature.

Sizes: - Diameter as stated on below.

Sl. No.	Description	Size (Diameter)	Length
1	FIBERGLASS INSULATING SLEEVING	4mm	1 meter
2	FIBERGLASS INSULATING SLEEVING	6mm	1 meter
3	FIBERGLASS INSULATING SLEEVING	8mm	1 meter



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SPECIFICATION FOR FIBERGLASS TUBE (Different Sizes) Each Length – 1M

Synthetic Resin Bonded Paper Tube should be consist of phenolic paper pre-peg laminated and formed into tube format in round shape. The material should design for class E thermal grade.

Sizes: - Size as stated on Below Table.

Sl. No.	Description	Size (Diameter)	Length
1	FIBERGLASS INSULATING TUBE	3/8 INCH	1 meter
2	FIBERGLASS INSULATING TUBE	5/8 INCH	1 meter
3	FIBERGLASS INSULATING TUBE	¾ INCH	1 meter
4	FIBERGLASS INSULATING TUBE	3/4 INCH	1 meters



SPECIFICATION FOR – CREPE PAPER (Each roll – 300gram)

(Make-Raman Board/Senapathy Whiteley Pvt. Ltd)

The required dimensions for crepe Paper are Width 25mm, thickness 3 mil.



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SPECIFICATION FOR – BAKELITE SHEET - 0.5MM (5 inch x 5 inch)

The bakelite sheet should be of 0.5mm thickness with size of 5 inch x 5 inch.



SPECIFICATION FOR – CONICAL WASHER (Different Sizes) Make - NUCORK (Material-Nitrile bonded rubber)

SCOPE:

This specification covers the technical requirements of design, manufacture, test at manufacturer's works, packing & forwarding, supply and unloading of 'O' shaped ring type oil seal to be used in different type of transformer for making oil tight joints at stores/site for efficient and trouble free operation.

APPLICABLE STANDARDS:

The equipment covered by this specification shall unless otherwise stated, be designed, manufactured and tested in accordance with the latest editions of the following Indian Standards and shall conform to the regulations of the local authorities:

- a) IS 3347: Part 1 : Sec 2 : 1979 Dimensions for Porcelain Transformer Bushings for Use in Lightly Polluted Atmospheres - Part 1 : Up to and Including 1 Kv - Section 2 : Metal Parts.
- b) IS 3347 : Part III : Sec 2 : 1982 Dimensions for Porcelain Transformer Bushings for Use in Lightly Polluted Atmospheres - Part III : 17.5 kV Bushings - Section 2 : Metal Parts.
- c) IS 4253: Part II: 1980 Specification for cork composition sheets - Part II: Cork and Rubber.

CLIMATIC CONDITIONS OF THE INSTALLATION:

2. CLIMATIC CONDITIONS:		
a)	Maximum Ambient Temperature	50°C
b)	Maximum Daily Average Ambient Temperature	35°C (recommended as per IS 1180/IS 2026)
c)	Minimum Ambient Temperature	0 °C
d)	Maximum Humidity	95 %
e)	Minimum Humidity	15 %
f)	Average Annual Rainfall	1800 mm
g)	Average Wind Speed prevailing in the area	200 km/hr.
h)	Average Thunderstorms prevailing in the area	70 days per annum

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i)	Average dust storms prevailing in the area	20 days per annum
j)	Average number of rainy days per annum	160
k)	Maximum Altitude above sea level	1000 m (<i>recommended as per IS 1180/IS 2026 unless otherwise specified</i>)
l)	Rainy months	June to October

4. GENERAL TECHNICAL REQUIREMENTS

S. No	Description	Units	Requirement
1.	Material		Nitrile Butadiene Rubber (NBR) conforming to Type IV, Class 4C of IS 11149 (latest revision), oil-resistant
2.	Physical Properties		
a	Hardness	IRHD	70±5
b	Tensile Strength (min)	Mpa	10.0
c	Elongation at Break (min)	%	250
d	Compression set at 70°C for 24 hrs. (max)	%	25
3.	Ageing in Transformer oil at 100°C for 72 hrs.		
a	Volume change		
Description	Dimensions (mm)		
	Outer Dia.	Inner Dia.	Height
Oil seal For LT bushing rod 10 to 100 KVA	22	12	13
	30	16	13
Oil seal for LT bushing rod 250 & 315 KVA	30	20	16
	45	25	16
Oil seal for 11 KV HT Bushing rod	30	12	18
Oil seal for LT bushing rod 500 KVA	45	30	19
Oil seal for LT bushing rod 1000 KVA	65	42	22



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TECHNICAL SPECIFICATION FOR CONSUMABLES TOWARDS FACILITATING TRANSFORMER REPAIRING WORKS

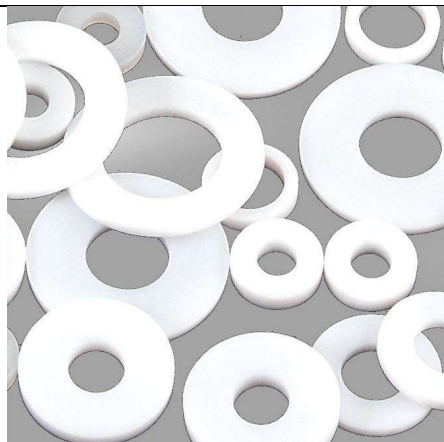
SL.NO.	NAME OF THE MATERIAL	FOR SPECIFICATION REFER PAGE NO.
85	VALVE WASHER-1/2 INCH(Thick- 4 mm) (Teflon type)	2
86	VALVE WASHER-3/4TH INCH (Thick- 4 mm) (Teflon type)	
87	VALVE WASHER-1 INCH (Thick- 4 mm) (Teflon type)	
88	VALVE WASHER-5/8 INCH (Thick- 4 mm) (Teflon type)	
89	UV PROTECTED ACRELIC SHEET-4MM (Size- 1 feet X 1 feet)	
90	11KV HIGHLY POLLUTED HT BUSHING250 AMP	3 – 4
91	LT BUSHING 1.1KV,250 AMP. (M12)	4 – 5
92	LT BUSHING 1.1KV,630 AMP. (M20)	
93	LT BUSHING 1.1KV,1000 AMP. (M30)	
94	LT BUSHING 1.1KV,2000 AMP (M42)	
95	COTTON TAPE 3/4 (Each Roll-35 Mtr.)	5
96	COTTON TAPE 1" (Each Roll-35 Mtr.)	
97	COTTON WEBBING TAPE 1 INCH (Each Roll-30 Mtr.)	
98	COTTON WEBBING TAPE 1.5 INCH (Each Roll-30 Mtr.)	
99	TAPPING SWITCH 7 POSITION, 11 KV,60 A. with handle	6
100	TAPPING SWITCH 5 POSITION, 11 KV,60 A. with handle	
101	TAPPING SWITCH 9 POSITION, 11 KV,60 A. with handle	
102	TAPPING SWITCH 5 POSITION, 33 KV,60 A. with handle	
103	SILICA GEL BREATHER CAPACITY 500GM (Alluminum Top Polycarbonate sheet with 3 mm thickness Body of clear View)	6 – 13
104	SILICA GEL BREATHER CAPACITY 1 KG (Alluminum Top Polycarbonate sheet with 3 mm thickness Body of clear View)	
105	SILICA GEL BREATHER CAPACITY 250GM (Alluminum Top Polycarbonate sheet with 3 mm thickness Body of clear View)	

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SPECIFICATION FOR – VALVE WASHER (Thick- 4 mm) (Teflon type)

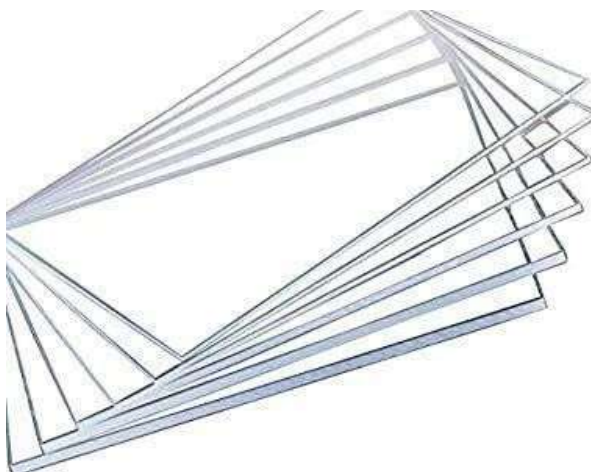
The valve washers should be made up of Teflon and of the following sizes.

Sl. No.	Item	Description	Dimension
1	½ INCH	Teflon Type Valve Washer	25 X 13 X 4 mm
2	3/4 TH INCH	Teflon Type Valve Washer	30 X 19 X 4 mm
3	1 INCH	Teflon Type Valve Washer	35 X 25 X 4 mm
4	5/8 TH INCH	Teflon Type Valve Washer	27 X 16 X 4mm



SPECIFICATION FOR – UV PROTECTED ACRYLIC SHEET-4MM **(Size- 1 feet X 1 feet)**

The UV Protected Acrylic sheet of thickness 4mm with dimension – 1ft X 1ft.
Make – Pidilite Acrylic/ AKMY Polyplast/ LEXAN



UV Protection: Compounded to block UV rays, ensuring long-lasting optical clarity without yellowing or cracking.

Finish: High Gloss

Light Transmittance: Up to 92-93%

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SPECIFICATION FOR – 11KV HIGHLY POLLUTED HT BUSHING 250 AMP , Make-CJI/GE

1.0 SCOPE:

This specification covers technical requirements of design, manufacture, performance, testing at manufacturer's works, packing, forwarding, supply and unloading at stores/site, performance of LV & HV Bushing.

2.0 APPLICABLE STANDARDS:

The equipment (and the materials used) covered by this specification shall unless otherwise stated, be designed, manufactured and tested in accordance with the latest editions of the following Indian standards & other relevant standards for components, BEE & CEA guidelines with latest amendment from time to time, thereof, some of which are listed below:

IS8603(Part-I)	Dimensions for porcelain transformers bushings for use in heavily polluted atmospheres 12/17.5kV, 24kV and 36kV
IS 3347(Part-1 sec-1)	DIMENSIONS FOR PORCELAIN TRANSFORMER BUSHINGS FOR USE IN NORMAL AND LIGHTLY POLLUTED ATMOSPHERES PART 1 UP TO AND INCLUDING 1 kV (Section 1 Porcelain Parts)
IS 7421(latest amendment of IS)	SPECIFICATION FOR PORCELAIN BUSHINGS FOR ALTERNATING VOLTAGES UP TO AND INCLUDING 1 000 V

3.0 CLIMATIC CONDITIONS OF THE INSTALLATION:

a)	Maximum Ambient Temperature	50°C
b)	Maximum Daily Average Ambient Temperature	35°C (recommended as per IS 1180/IS 2026)
c)	Minimum Ambient Temperature	0 °C
d)	Maximum Humidity	95 %
e)	Minimum Humidity	15 %
f)	Average Annual Rainfall	1800 mm
g)	Average Wind Speed prevailing in the area	200 km/hr.
h)	Average Thunderstorms prevailing in the area	70 days per annum
i)	Average dust storms prevailing in the area	20 days per annum
j)	Average number of rainy days per annum	160
k)	Maximum Altitude above sea level	1000m (as per IS 1180/IS 2026)
l)	Rainy months	June to October

Environmentally, some of the regions, where the work will take place includes coastal areas, subject to high relative humidity, which can give rise to condensation. Onshore winds will frequently be salt laden. On occasions, the combination of salt and condensation may create pollution conditions for outdoor insulators. Some places are in heavily industrial polluted areas.

Therefore, Outdoor material and equipment shall be designed and protected for use in exposed, heavily polluted, salty, corrosive and humid coastal atmosphere.

The design of equipment and accessories shall be suitable to withstand seismic forces corresponding to an acceleration of 0.1 g.

4.0 GENERAL TECHNICAL REQUIREMENTS:

Bushing: The bushings shall conform to IS: 2000-1968(latest) & IS 2099:1986 Bushing for Alternating voltage above 1000 Volts.

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The dimensions of bushings of the following voltage classes shall conform to Indian Standard mentioned against them.

Parameter	Value
Voltage	12 kV
Current	250 A
Thread	As per design
Frequency	50 Hz
Application	Distribution Transformer
Voltage Class	Indian Standards
Upto 11KV Bushings	IS 8603/IS3347/IS2099

Creepage Distance: The minimum specific creepage distance (in millimetres per units of UN) for bushings, one or both ends of which are intended to be out doors shall be for very heavily polluted atmospheres 25 mm/kV .



SPECIFICATION FOR – LT BUSHING 1.1KV (Different Rating), Make-CJI/GE

Parameter	Value
Voltage	1.1 kV
Current	250 A
Thread	As per design
Frequency	50 Hz
Application	Distribution Transformer
Voltage Class	Indian Standards
Upto 1.1KV Bushings	IS 3347 (Part 1/Section 1)/IS7421

Creepage Distance: The minimum specific creepage distance (in millimeters per units of UN) for bushings, one or both ends of which are intended to be out doors shall be for very heavily polluted atmospheres 25 mm/kV .



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Sl. No.	Description	Current	ID (in mm)
1	LT BUSHING 1.1KV,250 AMP. (M12) (Make-CJI/GE)	250 A	12mm
2	LT BUSHING 1.1KV,630 AMP. (M20) (Make-CJI/GE)	630 A	20mm
3	LT BUSHING 1.1KV,1000 AMP. (M30) (Make-CJI/GE)	1000 A	30mm
4	LT BUSHING 1.1KV,2000 AMP (M42) (Make-CJI/GE)	2000 A	42mm

SPECIFICATION FOR – COTTON TAPE (Each Roll – 35mtr.) & COTTON WEBBING TAPE (Each Roll 30 mtr.)

The preferable make for cotton tape and weaving tape should be Lotus. Required size for both mentioned below.

DESCRIPTION, DIMENSION & SIZE:

Cotton tape - 3/4TH INCH – 35meter each roll

Cotton tape – 1 INCH – 35meter each roll

Webbing tape – 1 INCH - 30meter each roll

Webbing tape - 1.5 INCH – 30meter each roll



COTTON TAPE

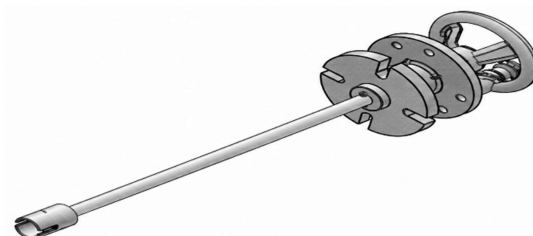
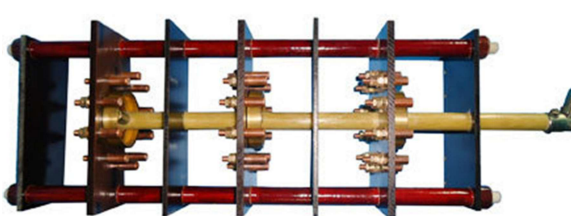


WEBBING TAPE

SPECIFICATION FOR – TAP SWITCH WITH HANDLE

Make- Alwaye Load Selectors/ Paragon Tap Changers Pvt. Ltd.

- a) The tap switch should be appropriate for 11KV & 33KV and of 60A rating.
- b) The Stud of the Tap Switch will be more than 10mm.



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SL. NO.	DESCRIPTION	NO. OF POSITION	RATING
1	TAPPING SWITCH OF 60A Rating	7	11KV
2	TAPPING SWITCH OF 60A Rating	5	11KV
3	TAPPING SWITCH OF 60A Rating	9	11KV
4	TAPPING SWITCH OF 60A Rating	5	33KV

SPECIFICATION FOR – SILICA GEL BREATHER OF DIFFERENT CAPACITY ,Make – YOGYA/VIAT

(Alluminum Top Polycarbonate sheet with 3 mm thickness Body of clear View)

SCOPE	This specification covers the technical requirements of design, manufacturing & testing at manufacturer's works, packing, forwarding, supply and unloading at store of 'Silica Gel Breather ' of various sizes required for safe and satisfactory operation of transformer.
APPLICABLE STANDARDS	The equipment covered by this specification shall unless otherwise stated, be designed, manufactured and tested in accordance with the latest editions of the following Indian, International standard / IEC and shall conform to the regulations of the local authorities. IS 3401: 1992 Specification for Silica Gel. IS 11149:1984 Specification of rubber gasket BS EN 50216-5 Transformer and reactors fitting- dehydrating breathers

GENERAL TECHNICAL REQUIREMENTS

Item Description	Requirement
Material of Body	Clear Transparent, UV stabilized/retardant, polycarbonate. The body sheet shall be of minimum 3 mm thickness up to 2kg breather capacity
Top and bottom cover material	Pressure Die Cast Aluminium with powder coating (In 100g, 150g, 250g, 500g and 1kg rating without bottom pate i.e. complete body in polycarbonate material shall be preferred)
Gasket material for all gasket	Class 3B, Type III as per IS 11149 Nitrile rubber (Oil resistant gaskets)
Silica gel size	3-5 mesh (4 to 6.73mm) up to 2kg capacity breather and 4-2 Mesh (4.76 to 10 mm) for 5kg to 15kg capacity breathers
Breathing hole on top and bottom plate	Minimum 2 on top and 2 on bottom sheet shall be provided
Breathing holes on oil cup	Minimum 2 number (on opposite side) with Minimum 2.5mm diameter
Oil cup material	Clear Transparent, UV stabilized/retardant, polycarbonate

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Silica gel breather Capacity	250gms, 500grams, 1kg
Silica gel color change on moisture absorption	From Blue to Pink
Breather size	Breather size should be such that it should accommodate the desired quantity of the silica gel as per weight in kg and as specified granules size in this specs.
Tie rods Material	All tie rods should be of stainless steel material SS 304
Hardware	All hardware shall be of stainless steel and washers to be provided for all nuts
Tie rods	1. For below 3kg capacity single tie rod of M8 size or side fixing arrangement on top cover at three places
Mounting arrangement	1. Up to 2 kg capacity of Silicagel breather shall have top threaded mounting arrangement with 1/2" size having 3/4" BSP threading.
Oil cup fixing	If the fixing arrangement of oil cup is provided on threaded arrangement at center of cup then the central stem shall be provided with nylon or alternate material to accommodate the thermal expansion of SS metal stem. If metallic clamp is provided to hold the cup then the clamp should be of stainless steel and size should be minimum 3mm diameter.
DESCRIPTION	1. Silica gel breather is used for avoiding the moisture ingress in to transformer as the moisture ingress is detrimental to the health of the transformer. Hence the design of breather housing should be such that no air shall go inside except from desired air path through oil cup. The sealing of top and bottom caps should intact such that it should with stand pressure of 0.35kg/cm² for 30 minutes in air. 2. Body shall be made of Transparent yet Unbreakable UV stabilized virgin Polycarbonate Plastic. The procurement records of polycarbonate shall be checked during inspection. 3. Polycarbonate body sheet shall be of minimum 3 mm thickness up to 2kg breather capacity. 4. Top & Bottom sheet shall be made of die cast Aluminium & joined with body through nitrile butadiene rubber gaskets such that no air can pass even under pressure or vacuum. 5. Rubber gasket shall be Class 3B, Type III as per IS 11149 (Oil resistant). OEM Test reports to be provided during inspection. 6. Sealant used for fixing should be UV stabilized and temperature withstand up to 55-60 degrees. 7. Top and bottom cap shall be powder coated. (The surface should be made smooth with shot blasting or with seven tank method and not by Phosphate Cleaning processes) paint shall be dark gray color.

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	8. Oil cup shall be made of polycarbonate shall be fitted with nitrile gasket on top and shall be fitted on lower die cast Aluminium sheet or polycarbonate housing. 9. Two breathing holes shall be provided on oil cup which shall be covered with stickers while dispatch. Stickers shall be easily removable after installation of breather on transformer at site. 10. Breathing holes shall be provided on top and bottom die casted AL sheet (2 on upper side and 2 on lower side). 11. For breather up to 2 kg capacity one supporting tie rod of SS 304 of M8 size can be provided along the central axis of polycarbonate body. Min. Three SS nuts to be used one top plate, two at bottom plate one inside one outside with washer. Alternately completely molded oil cup also accepted based on sample approvals during tender and not after award of order. 12. For breather greater than 2 kg capacity shall have 4 Number of supporting tie rods of SS 304 of M8 size shall be provided outside the polycarbonate body. 13. Upper side Al die casted cap shall be provided with following fixing arrangement, 14. Up to 2 kg capacity of Silicagel breather shall have top threaded mounting arrangement with 1/2" size having 3/4" BSP threading. 15. 2kg and above capacity shall have flange mounting with 4 holes of 12mm diameter (15mm diameter for 15kg) on 83 PCD. 16. The top fixing arrangement in mold or with 32 A/F hex bolt shall have minimum 6 mm wall thickness for breathers up to 2kg. 17. Oil cup shall have visible Collar with label or level paint marking to indicate desired oil filling level. The label shall have mention of 'Oil Level'. The sticker is not accepted. 18. In any capacity holding clamp if used then it should be of stainless steel. Alternately designs of holding oil cup shall be accepted based on tender sample approval. Design should meet the requirements and sturdy. 19. If the fixing arrangement of oil cup is provided on threaded arrangement at center of cup then following are applicable, a. The central stem shall be provided with nylon or alternate material to accommodate the thermal expansion of SS metal steam. b. The inside threading stem in oil cup shall have four number supporting reinforcement stiffener of min. 2-4mm thick so that shall not be broken easily. c. The height of the central stem in oil cup shall be above the oil level mark and well inside air channel collar around 3/4 height of oil cup.
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20. The air channel inner collar at bottom plate shall be extended more than half around $\frac{3}{4}$ height of oil cup inside the oil cup such that if oil level is at $\frac{3}{4}$ of cup then also the filtered air through oil shall pass in the breather.

21. Silica gel crystal size shall be as per US mesh size and

a. 3-5 mesh (4 to 6.73mm) up to 2kg capacity breather
If breather found with smaller or bigger granules same shall not be accepted. There shall not any negative tolerance on Silicagel weight as per capacity.

22. The top opening shall be fixed with PVC removable cap threaded type which can be easily removed at site.

23. For 250gm, 500gm & 1 kg without bottom metal casting plate i.e. complete polycarbonate molding body is also accepted. (Acrylic is not accepted in any of the rating).

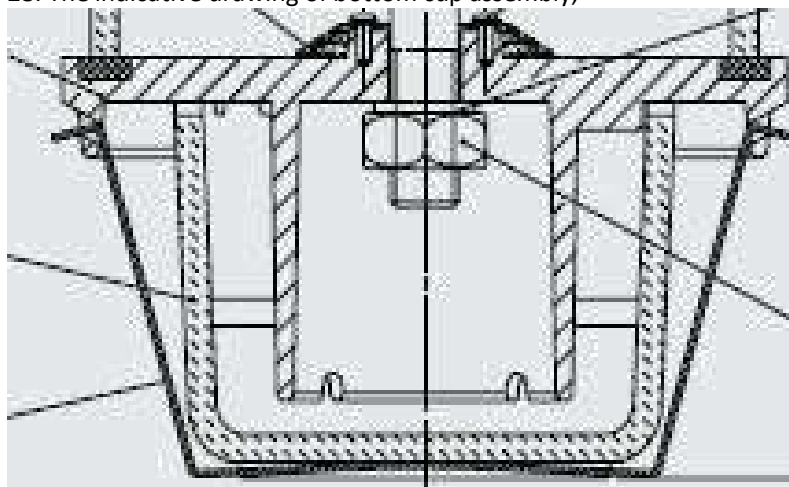
24. The clear view height shall be minimum 80mm for 500 grams & minimum 100 mm for 1kg and 120mm for 2 kg design. It is preferred to have design with longer height and shorter diameter of the breather so that air filter path can be longer to extract moisture.

25. The watershed or bottom collar near oil cup shall be minimum 10mm extended over gasket on oil cup.

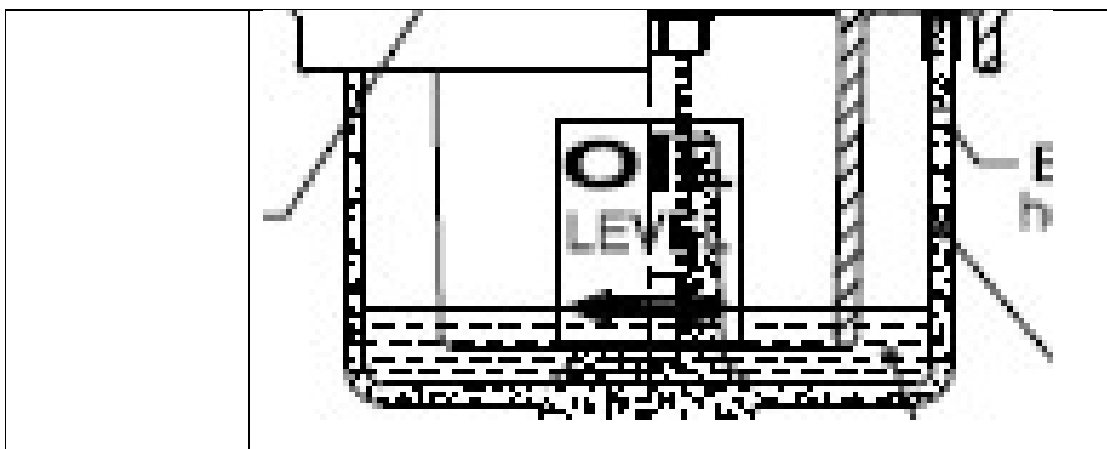
26. The oil cup shall have brass threaded nut housed inside or alternate material so that thermal expansion of metal and polycarbonate can be taken care without cracks.

27. Only UV resistant polycarbonate material to be used for transparent body and oil cup. OEM Test report & sourcing documents to be provided for the material during inspection.

28. The indicative drawing of bottom cup assembly,



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Sl. No.	Description	Capacity
1	SILICA GEL BREATHER Type -1	250grams with 3mm thickness body
2	SILICA GEL BREATHER Type -2	500grams with 3mm thickness body
3	SILICA GEL BREATHER Type -3	1KG with 3mm thickness body

TP CENTRAL ODISHA DISTRIBUTION LIMITED

TECHNICAL SPECIFICATION

FOR CONSUMABLES TOWARDS FACILITATING TRANSFORMER REPAIRING WORKS

SL.NO.	NAME OF THE MATERIAL	FOR SPECIFICATION PAGE NO
106	Acetylene Gas (Refilling)	2
107	Oxygen Gas (Refilling)	
108	Hydranal TM Coulomat AG	3
109	Methanol Specially dried 99%	
110	Chloroform 99%	4
111	Vacuum Oil for filter machine	
112	Enamel Paint Red	5
113	Enamel Paint Yellow	6
114	Enamel Paint Blue	
115	Petroleum Jelly	
116	Paint (White)	7
117	Paint (Black)	
118	Fevicol	
119	Electrical Grease	8
120	Varnish	
121	Hold Tite	
122	Smoke Grey Paint	9
123	Primer	
124	Thinner	10
125	Tarpin Oil	
126	Plastic steel putty(A)	11
127	Plastic steel 5 minutes Putty (SF)	
128	Rust Cleaner WD40	12
129	Round Brush	
130	Paint Brush	
131	Pitambari Powder	
132	Belt for Oven Blower	13
133	Old Banyan and Cotton Cloth	
134	Jute Bag	14
135	Resin Bonded Cartridges, 50micron	
136	Resin Bonded Cartridges, 01 micron	
137	4" Grinding Wheel	15
138	4" Cutting Wheel	16
139	12 No. Welding Rod	
140	10 No. Welding Rod	
	TERMS AND CONDITIONS	17 – 19

TP CENTRAL ODISHA DISTRIBUTION LIMITED

SPECIFICATION FOR ACETYLENE GAS (REFILLING)

As a highly flammable gas, Dissolved acetylene is primarily used in welding and cutting processes, making it essential for metal fabrication works.

Acetylene is dissolved in a solvent in specially designed cylinders filled with a porous mass. Since the gas is dissolved into the mass, it is sometimes called 'dissolved acetylene'. The exceptionally high flame temperature of acetylene (3100°C) makes it ideal for oxy-acetylene cutting, heat treating and torch brazing.

BA Scope: We have got the cylinder at our Workshop. The scope would be refilling of Gas in Empty DA Tank with transportation to and fro DT Workshop Choudwar to refilling centre. The capacity of the DA gas tank is 6.21cum.



SPECIFICATION FOR OXYGEN GAS (REFILLING)

The Oxygen gas to be refilled should preferably be a type of oxygen used in industrial settings, like manufacturing plants, for tasks that would include combustion and oxidation primarily for welding, cutting, brazing and metal fabrication purpose.

BA Scope: We have got the cylinder at our Workshop. The scope would be refilling of Gas in Empty DA Tank with transportation to and fro DT Workshop Choudwar to refilling centre. The capacity of the Oxygen gas tank is 7cum.



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SPECIFICATION FOR HYDRANAL™ COULOMAT AG

Hydranal's purpose is to provide a comprehensive line of Karl Fischer (KF) titration reagents, solvents, and standards for accurately determining water content in DT oil sample, ensuring safety, ease of use, and accuracy of measurement in Oil PPM Kit.

We require **500 ml bottle of preferably Honeywell make.**



SPECIFICATION FOR METHANOL

Methanol is used as a solvent, fuel additive, and chemical feedstock and plays a vital role in the testing of DT oil sample during analysis using Oil PPM Kit.

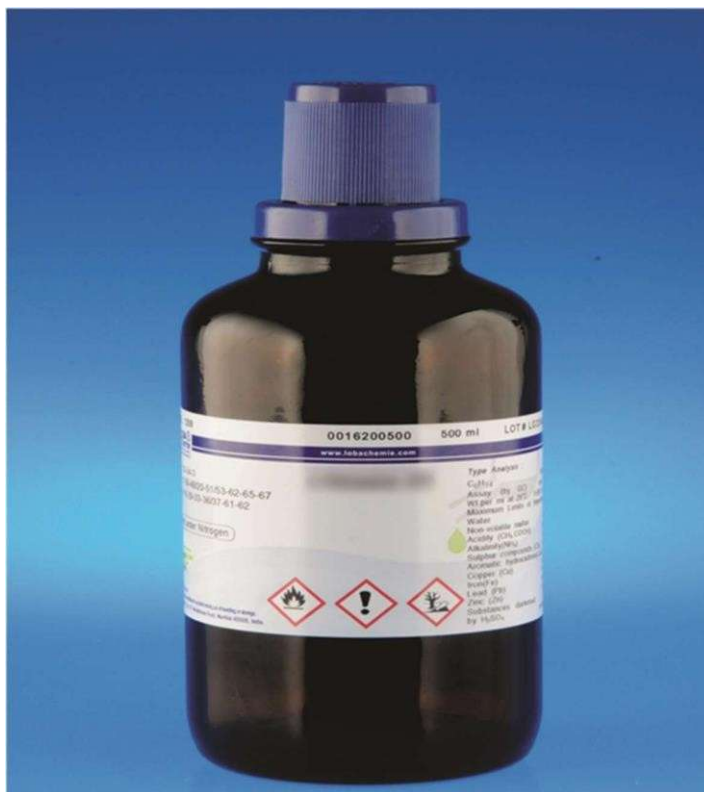
We require **specialty dried 99% Methanol in 500 ml bottle of preferably LOBA make.**



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SPECIFICATION FOR CHLOROFORM

In an oil PPM (parts per million) test kit, chloroform is used as a solvent and reagent to help separate and identify the substance being measured, such as Polychlorinated Biphenyls (PCBs) in transformer oils. It dissolves non-polar compounds like lipids or specific contaminants, facilitating a chemical reaction or phase separation that produces a color change, allowing for the visual estimation of parts per million of the substance.



We require **99% Chloroform of capacity 500 ml bottle of preferably LOBA make.**

SPECIFICATION FOR VACUUM OIL FOR FILTER MACHINE

Vacuum Oil required for Filter Machine to be **5 litres capacity** and preferably of **grade VM4 (Servo Make) or Vacuum Pump Oil (Mobil Make)**. The vacuum pump oil should be of high-grade and specifically designed for high-vacuum diffusion pumps. It should meet GOST: 23013 – 78 and be characterized by a very low vapor pressure and high thermal stability, which in turn, would help maintain a consistent vacuum, minimize oil evaporation, and protect against wear and corrosion.



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SPECIFICATION FOR ENAMEL PAINT RED

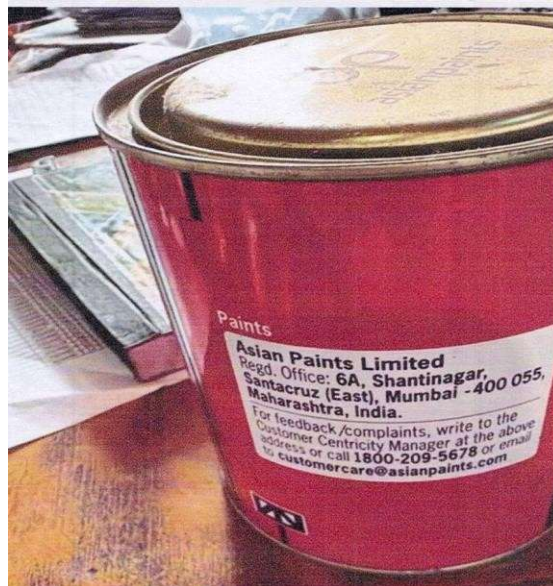
Enamel paint for metals is an oil-based or water-based paint that is used for both interior and exterior applications. It is glossy, thin, and has protective attributes.

We require oil – based paint for colouring HT and LT stud caps on R-phase of the transformer.

The alkyd resin base needs to be adjusted in order to get optimized red colour for flexibility, drying time, or chemical and UV resistance. To ensure a high-quality finish, the mixture must meet the following Key Technical Specifications (Conforming to IS 2932)

- Paint Type: Modified synthetic alkyd resin
- Colour & Shade: Signal Red (Shade No. 537 as per IS 5).
- Finish: High gloss, smooth, and uniform.
- Drying Time: Surface dry $\leq$ 3 hours; Hard dry $\leq$ 18 hours.
- Gloss Value: > 80 at a 60-degree head.
- Dry Film Thickness (DFT): 25 - 30 microns per coat.
- Viscosity: Brushing consistency, around 90-100 seconds using Ford Cup No. 4 at 27° C

We require **red paint of capacity 500 ml bottle of preferably Asian Paint / Berger make.**



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SPECIFICATION FOR ENAMEL PAINT YELLOW

Enamel paint for metals is an oil-based or water-based paint that is used for both interior and exterior applications. It is glossy, thin, and has protective attributes.

We require oil – based paint for colouring HT and LT stud caps on Y-phase of the transformer.

The alkyd resin base needs to be adjusted in order to get optimized yellow colour for flexibility, drying time, or chemical and UV resistance. To ensure a high-quality finish, the mixture must meet the following Key Technical Specifications (Conforming to **IS 2932**)

- **Type:** Oil-based, air-drying synthetic enamel or epoxy enamel.
- **Color:** Chrome/Jasmine Yellow (often matching Shade No. 356 or Shade No. 397 under standard color codes).
- **Finish:** Smooth, high gloss. Gloss Value: > 80 at a 60-degree head.

We require **yellow paint of capacity 500 ml bottle of preferably Asian Paint / Berger / Nerolac make.**

SPECIFICATION FOR ENAMEL PAINT BLUE

Enamel paint for metals is an oil-based or water-based paint that is used for both interior and exterior applications. It is glossy, thin, and has protective attributes.

We require oil – based paint for coloring HT and LT stud caps on B-phase of the transformer.

The alkyd resin base needs to be adjusted in order to get optimized blue colour for flexibility, drying time, or chemical and UV resistance. To ensure a high-quality finish, the mixture must meet the following Key Technical Specifications (Conforming to **IS 2932**)

- **Material Type:** Synthetic Enamel.
- **Resin Base:** Modified alkyd resin base. (Natural rosins are prohibited).
- **Standard Conformance:** The paint should conform to IS 2932 (Enamel, Synthetic, Exterior).
- **Color Shade:** Sky Blue (Shade No. 101) or Oxford Blue as per IS 5 (Colors for ready mixed paints).
- **Finish:** Glossy or High Gloss.
- **Drying Time:** Touch dry: 3 to 4 hours. And Hard dry: Overnight.

We require **blue paint of capacity 500 ml bottle of preferably Asian Paint / Berger / Nerolac make.**

SPECIFICATION FOR PETROLEUM JELLY

Industrial grade petroleum jelly prioritizes performance over purity. Unlike cosmetic grades, it is minimally refined, resulting in a yellow to amber color and a mild petroleum smell. It serves as a heavy-duty lubricant, corrosion inhibitor, and water-repellent.

We require petroleum jelly **of capacity 1kg pack of preferably Apar Industries / Divyol / Naturon**



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SPECIFICATION FOR PAINT (WHITE)

Colour of paint shall be white of **capacity 500 ml bottle** each. The makes for Paint will be preferably **Asian paint/Berger** .



SPECIFICATION FOR PAINT (BLACK)

Colour of paint shall be Black of **capacity 500 ml bottle** each. The makes for Paint will be preferably **Asian paint/Berger** .



SPECIFICATION FOR FEVICOL:



The pack of Fevicol will be SH type and 1 kg pack of make preferably Pidilite.

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SPECIFICATION FOR ELECTRICAL GREASE (AP3) :

The electrical grease should be of AP3 grade and would be preferentially of **1kg packets**. The preferable makes would be **BOSCH/TATA/ HP/GULF**.



SPECIFICATION FOR VARNISH

The pack of Varnish will be **1 litre pack** of make preferably **Asian/Dr Beck/Jyoti**.



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SPECIFICATION FOR HOLD TITE

We require Hold Tite should be of **Pidilite Industries** make and supplied in **500 gm packs**.



SPECIFICATION FOR SMOKE GREY PAINT (POLYURETHANE)

We require Smoke Grey PU Paint should be of **Grand Polycoats/ Nippon/Asian** make and supplied in **20 Litre packs**.



SPECIFICATION FOR PRIMER

We require Primer should be of **Berger/Asian** make and supplied in **4 Litre packs**.

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SPECIFICATION FOR THINNER

We require PU Thinner 001 grade and should be of **Grand Polycoats/ Nippon/Asian** make and supplied in **20 Litre packs**.



SPECIFICATION FOR TARPIN OIL



We require Tarpin oil should be of **Grand Polycoats/ Nippon/Asian** make and supplied in **01 Litre packs**.

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SPECIFICATION FOR PLASTIC STEEL PUTTY(A)

Plastic steel putty is a metal-filled epoxy used for repairing cracks, breaks, and wear in metal. This is crucial as it can check oil leakage in transformers at the earliest possible.

We require Plastic Steel Putty(A) should be of **Devcon make and supplied in 500 gm packs.**



SPECIFICATION FOR PLASTIC STEEL 5 MINUTES PUTTY (SF)



We require Plastic Steel 5 minutes Putty (SF) of **Devcon make and supplied in 500 gm packs.**

SPECIFICATION FOR RUST CLEANER (WD 40)

Rust cleaner WD 40 are formulated to dissolve and remove rust-to-metal bonds.

WD-40 Multi-Use Product (Aerosol Penetrant)

- Formulation: Features petroleum base oils, isoparaffin, and aliphatic hydrocarbons.
- Temperature Performance: Operates effectively from -20° C to +90° C.

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- Corrosion Protection: Provides up to 72 hours of 30% salt spray protection and displaces moisture.
- Viscosity: 2.8 cSt @ 100° F.
- Material Compatibility: Safe on metal, alloys, plastics, and most rubbers

We require Rust cleaner WD40 of capacity 420 ml bottle of preferably Pidilite make.



SPECIFICATION FOR BRUSH



The following dimension brushes are required:

- a) Small round brush- 1/2 inch size.
- b) Brush - 2 inch size.

SPECIFICATION FOR PITAMBARI POWDER

This is essential to clean soiled brass objects especially studs in case of transformers.
The Packets should be preferably of 1 Kg weights



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SPECIFICATION OF BELT FOR OVEN BLOWER:



Key Features

- Top Width: 13.0 mm
- Thickness: 8.0 mm
- Angle: 40A
- Standard: IS2494, BS3790, ISO4184, DIN2215, JIS K 6323, IP 20
- Ambient Temperature Range: + 70 degree C to -18 degree C
- Features: Antistatic, Oil and Heat Resistant
- Belt Colour: Black
- Weight: 20 grams
- Product Type: A 40 Industrial V Belt ; Should be ISI marked.
- Material: Rubber

SPECIFICATION FOR OLD BANIAN AND COTTON CLOTH

Old and torn cotton (banian) cloth is ideal for oil works due to its high absorbency and softness, making it effective for cleaning grease, oil, and other fluids from DTs as well as for polishing surfaces without scratching.

It serves as a cost-effective and readily available option for DT workshops in tasks like wiping spills and dusting. Cotton waste cloth (especially banian cloth) is highly absorbent, effectively soaking up water, oil, kerosene, and other liquid material from the CCAs as well as Tank surfaces.

Old Cotton Cloth with **minimum 2 feet X 2 feet** size are required.

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SPECIFICATION FOR JUTE BAG

Jute bags are required in DTWS towards being used in oil work primarily for oil spill cleanup. Due to its high absorbing capability, the further scattering of oil gets checked on a large scale. Also the same can be used for absorbing water from floor in case of accidental spillage and rainy seasons. The dimensions preferably should be: **Length--48 inch & width--24 inch.**



SPECIFICATION FOR RESIN BONDED CARTRIDGES

Resin bonded filter cartridges are used in oil filtration to provide depth filtration, trapping particles deep within the filter media, which extends the oil's lifespan and increases their dirt-holding capacity. Their rigid, resin-bonded structure prevents collapse under high-pressure or high-viscosity conditions, ensuring consistent performance, preventing bypass, and offering broad chemical compatibility for oils.

We require **good quality Brown colour resin bonded cartridges for 01 micron and 50 micron with ID = 28mm; OD = 65mm and Length = 20 inches.**

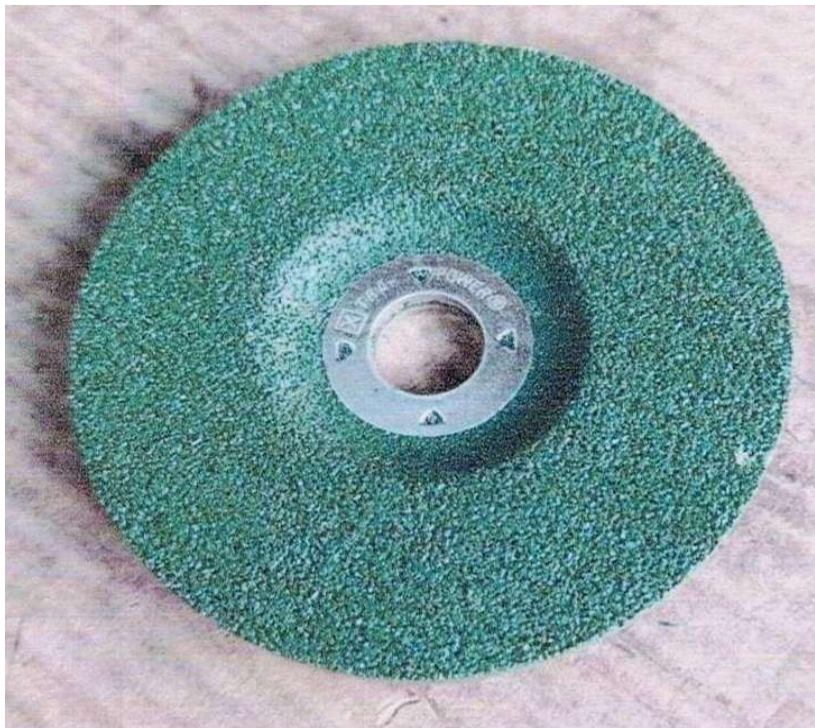
The dimension will be ID-28mm & OD-65mm.

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SPECIFICATION FOR 4" GRINDING WHEEL

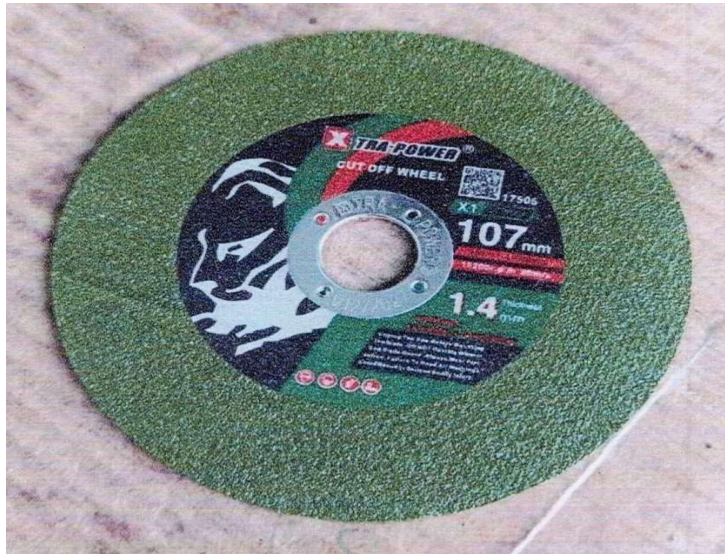
We require a pack of 25 numbers 4" size grinding wheel of Bosch make



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SPECIFICATION FOR 4" CUTTING WHEEL

We require a pack of 25 numbers 4" size cutting wheel of Bosch make



SPECIFICATION FOR WELDING RODS:



The welding rods need to be provided in the following dimensions:

Sl. No.	Item Description	Diameter	Length
1	10 mm welding rod	3.15mm	450 mm
2	12 mm welding rod	2.5mm	350 mm

Each of the welding rods will be a pack of 15 pieces of make preferably ADOR/ESAB/TATA.

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TERMS & CONDITIONS

NAME PLATE AND MARKING:

Each Individual packet shall be marked with the following: -

- (a) Manufacturer's name & trade mark
- (b) Date of manufacture
- (c) Grade
- (d) Marked with the standard mark
- (e) PROPERTY OF TPCODL
- (f) P.O. No with date
- (g) Item Description
- (h) Material Code

TESTS

All Routine, Acceptance & Type tests shall be summited during the drawing approval in accordance with the relevant IS/IEC.

PRE-DESPATCH INSPECTION

Equipment shall be subject to inspection by a duly authorized representative of the TPCODL. Inspection may be made at the manufacture premises or virtually at the option of the TPCODL and the equipment if found unsatisfactory as to workmanship or material is liable to rejection. Inspection by the TPCODL or its authorized representatives shall not relieve the bidder of his obligation of furnishing equipment in accordance with the specifications. Material shall be dispatched after specific MDCC (Material Dispatch Clearance Certificate) is issued by the TPCODL.

Following documents shall be sent along with material”

- a) Test reports
- b) MDCC issued by TPCODL
- c) Invoice in duplicate
- d) Packing list
- e) Drawings & catalogue
- f) Guarantee / Warrantee card
- g) Delivery Challan
- h) Other Documents (as applicable

INSPECTION AFTER RECEIPT AT STORE

The material received at Central Stores, Choudwar store shall be inspected for acceptance and shall be liable for rejection, if found different from the approved drawing / GTP.

GUARANTEE

Bidder shall stand guarantee towards design, materials, workmanship & quality of process / manufacturing of items under this contract for due and intended performance of the same, as an integrated product delivered under this contract. In the event any defect is found by the TPCODL up to a period of at least 12 months from the date of commissioning or 18 months from the date of last supplies made under the contract whichever is later, (the time scale of 12/18 months could be enhanced subject to mutual agreements). Bidder shall be liable to undertake to replace/rectify such defects at its own costs, within mutually agreed time frame, and to the entire satisfaction of the TPCODL, failing which the TPCODL will be at liberty to get it replaced/rectified at Bidder's risks and costs and recover all such expenses plus the TPCODL's own charges (@ 20% of expenses incurred), from the Bidder or from the "Security cum

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Performance Deposit” as the case may be.

PACKING

Supplier shall ensure that all equipment covered by this specification shall be prepared for rail/road transport (local equipment) and be packed in such a manner as to protect it from damage in transit. No single use plastic to be used in packing material. Packing should be done with environment friendly recyclable materials.

MINIMUM TESTING FACILITIES

Bidder shall have adequate in-house testing facilities for carrying out all routine tests, acceptance tests as per Indian /International standards.

MANUFACTURING ACTIVITIES

The bidder shall get the approved drawing and GTP before start of manufacturing activity. The successful bidder will have to submit details of the offered design & components for approval as per specification. CAT-A/CAT-B is mandatory to start manufacturing.

DRAWING AND DOCUMENTS

Following documents shall be prepared based on TPCODL specifications and statutory requirements with complete BOM and shall be submitted with the bid:

- Completely filled in Technical Particulars.
- General description of the equipment and all components including brochures.
- Type test Certificates

After the contract, four (4) copies of the drawings, drawn to scale, describing the equipment in detail shall be forwarded for approval and shall subsequently provide four (4) complete sets of final drawings, one of which shall be auto positive suitable for reproduction, before the dispatch of the equipment. Soft copy of all the drawing, GTP, test certificates shall be submitted after the final approval of the same to the TPCODL .

Following Drawings/Documents shall be submitted after the award of the contract

S. No	Description	For Approval	For Review Information	Final Submission
1	Technical Parameters	√		√
2	Manual/Catalogues/drawings for all components.		√	
3	Technical details and test certificates.		√	√
5	Installation Instructions		√	√
6	Instructions for use		√	√
7	Transport/shipping dimension Drawing		√	√
8	QA & QC Plan	√	√	√
9	Routine, Acceptance and Type test Certificates	√	√	√

GURANTEED TECHNICAL PARTICULARS

The Bidder need to give clause wise compliance.

TP CENTRAL ODISHA DISTRIBUTION LIMITED

SCHEDULE OF DEVIATIONS

(TO BE ENCLOSED WITH TECHNICAL BID)

All deviations from this specification shall be set out by the Bidders, clause by Clause in this schedule. Unless specifically mentioned in this Schedule, the tender shall be deemed to confirm the TPCODL's specifications:

We confirm that there are no deviations apart from those mentioned above

Sl. No.	Clause No.	Details of deviation with justifications

Seal of the Company

Designation
Signature

TPCØDL TPSØDL	TPNØDL TPWØDL	TP ODISHA DISTRIBUTION LIMITED	
		WORK INSTRUCTION /OPERATING GUIDELINES	
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Prepared By: - Rajib Bhattacharya		Reviewed By: - Vipin Chouhan	Approved by: - Pourush Garg

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1.0 ORGANIZATIONAL VALUES

The TP Odisha Discoms (TPCODL/TPNODL/ TPSODL/TPWODL) has always been a value driven organization. These values continue to direct the Group's growth and businesses. The six core Tata Values underpinning the way we do business are:

Integrity - We must conduct our business fairly, with honesty and transparency. Everything we do must stand the test of public scrutiny.

Understanding - We must be caring, respectful, compassionate and humanitarian towards our colleagues and customers around the world and always work for the benefit of India.

Excellence - We must constantly strive to achieve the highest possible standards in our day to day work and in the quality of goods and services we provide.

Unity - We must work cohesively with our colleagues across the group and with our customers and partners around the world to build strong relationships based on tolerance, understanding and mutual co-operation.

Responsibility - We must continue to be responsible and sensitive to the countries, communities and environments in which we work, always ensuring that what comes from the people goes back to the people many times over.

Agility - We must work in a speedy and responsive manner and be proactive and innovative in our approach.

2.0 Ethics

In our effort towards Excellence and in Management of Business Ethics at TPCODL, an Ethics Management Team is constituted.

The main objective of the Ethics Management Team is to:

1. Record, address and allay the issues and concerns on ethics raised by different stakeholders like employees, consumers, vendors, Associates etc. by initiating immediate corrective actions.
2. Ensure proper communication of the ethics policies and guidelines through prominent displays at all offices of TPCODL and through printed declarations in all concerned documents where external stakeholders are involved.
3. Ensure proper framework of policies as preventive measures against any ethics violation recorded by them.
4. Prepare and submit MIS of all issues and concerns, corrective and preventive actions on monthly basis to the top management for their information.

All Associates and Stakeholders are requested to register any grievance on ethics violation on respective discom's website.

The Business Associate and TP Odisha Discom shall be bound by the provisions/ clauses mentioned in Tata Code of Conduct (TCoC) in all their dealings with stakeholders. The Associate is advised to go through the TCoC document available as Annexure-J.

2.1 The below practices would be liable for punitive actions such as cancellation of contracts, banning and blacklisting of bidders

2.1.1 **Anti-competitive practice**": any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002, between two or more bidders, with or without the knowledge of the procuring entity, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels.

2.1.2 **Conflict of interest**": participation by a bidding firm or any of its affiliates that are either

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involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of procuring entity who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the procuring entity with an intent to gain unfair advantage in the procurement process or for personal gain

CONTRACT PARAMETERS

3.0 Issue/Award of Contract

TPCODL awards the contract to the Associate in writing in the form of Purchase Order (PO) or Rate Contract (RC), hereafter referred as Contract, through in any or all of following modes physical handover / post / e-mail / web document / fax with all the attachments/enclosures which shall be part of the contract document.

On receipt of the contract, the associate shall return to TPCODL copy of the contract document duly signed by legally authorized representative of associate, within two days of Effective Date of Contract for contracts having contract execution time less than 30 days and within five days for all other contracts.

3.1 Contract Commencement Date

The date of issue/award of contract shall be the Effective Date of Contract or Contract Commencement date.

3.2 Contract Completion Date

The date of expiry of Guarantee Period shall be deemed as the Contract Completion Date.

3.3 Contract Period/Time

The period from Contract Commencement Date to Contract Completion Date shall be deemed as the Contract Period/Time.

3.4 Contract Execution Completion Date

The stipulated date for completing the supply as per schedule of quantities shall be deemed as the Contract Execution Completion Date.

3.5 Contract Price /Value

The total all inclusive price/value mentioned in the PO/RC is the Contract Price/Value and is based on the quantity, unit rates and prices quoted and awarded and shall be subject to adjustment based on actual quantities supplied and accepted and certified by the authorized representative of the company unless otherwise specified in schedule of quantities or in contract documents.

3.5.1 Anti Profiteering Clause

Notwithstanding anything contained in the Contract, in the event of introduction of any new legislation or any change or amendment or enforcement of any Act or Law, or any change in the interpretation by the Supreme Court of India of any said Act or law, rules or regulations of Government of India or State Government(s) or Public Body which becomes effective after the bid date to the completion of work including defect liability period, if any, which results in any decrease in the cost of the works through reduced liability of taxes & duties, increase in the input tax credits, the Supplier shall pass on the benefits of such reduced cost, taxes or duties to the extent which is directly attributable to such Introduction of new legislation or change or amendment as mentioned above as per Anti-profiteering Rules, 2017, hereby, "Tax" or "tax" shall include taxes, duties, levies, cess and similar imposts by whatever name called whether in the nature of Indirect Tax or direct taxes and whether or not imposed by the Central government, state government, local or municipal authority or any other statutory body.

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3.6 Contract Document

The Contract Document shall mean and include but not limited to the following:

- NIT/Tender Enquiry, QR, Instruction to Bidders, Special Condition of Contract (SCC) of tender, GCC, Technical & Commercial Specifications including relevant annexure and attachments).
- Bids & Proposals Received from Associate including relevant annexure/attachments.
- RC/PO with agreed deviations from the tender/bid documents.
- All the Inspection and Test reports, Detailed Engineering Drawings.
- Material Dispatch Clearance Certificate (MDCC).
- Minutes of Meeting (MoM)

3.7 Contract Language

All documents, instructions, catalogues, brochures, pamphlets, design data, norms and calculations, drawings, operation, maintenance and safety manuals, reports, labels, on deliveries and any other data shall be in English Language.

The Contract documents and all correspondence between the TPCODL, Third Parties associated with the contract, and the Associate shall be in English language.

However, all signboards required indicating "Danger" and/or security at site and otherwise statutory required shall be in English, Hindi, and local languages.

3.8 Reverse Auction

TP Odisha Discoms 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 in Annexure F.

4.0 SCOPE OF WORK

All the activities that are to be undertaken by the Associate to realize the contractual deliverables in completeness form Scope of Work. Following clauses list, but not limited to, major requirements of the scope of work.

The associate shall satisfy himself and undertake fully the technical/commercial requirements of items to be supplied as listed in the Schedule of Quantities together with the tests to be performed /test reports to be furnished before dispatch, arrangement of stage and final inspections during manufacturing as per terms and conditions of contract, technical parameters & delivery terms and conditions including transit insurance to be met in order to fully meet TP Odisha Discom requirements.

Completeness: Any supplies and services which might have not been specifically mentioned in the Contract but are necessary for the scope mentioned in Special Terms & Conditions and/or completeness of the works at the highest possible level, including any royalties, license fees & compensation to be paid, whether incurred by the associates or by a third party for the work covered in the scope, regardless of when incurred, shall be supplied/provided by the associate without any extra cost and within the time schedule for efficient, smooth and satisfactory operation and maintenance of the works at the highest possible level under Indian conditions (but according to international standards for facility of this type), unless expressly excluded from the scope of supplies and services in this Contract.

TP Odisha Discom have the right, during the performance of the Contract, to change the scope and/or technical character of the Project and/or of the supplies and services stipulated in the Contract by submitting a request in writing to the Associate. The Associate shall, within fifteen days of receipt of such request from the respective TP Odisha Discom, provide Purchaser with a reasonably detailed estimate of the cost of the change outlined in the request.

In the event, TP Odisha Discom requests a change, the Contract price and time shall be adjusted

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upwards or downwards, as the case may be and shall be mutually agreed to. The associate shall not be entitled to any extension of time unless such changes adversely affect the time schedule.

The Associate shall not proceed with the changes as requested till adjustment of contract price and time schedule wherever so applicable in terms of or otherwise directed by the TP Odisha Discom.

4.1 Bid Evaluation- Commercial & Technical

TP Odisha Discom reserves the right to evaluate the bid on the parameters below as per the requirement:

Commercial Evaluation: The bid shall be evaluated on the basis of Qualifying Requirement parameters and other commercial parameters as mentioned in tender.

Technical Evaluation: The bid shall be evaluated on the parameters and not limited to Bidder Experience, Bidder Performance with other utility/company, internal performance feedback, Technical Specification, General Technical Parameters (GTP), Layout, Drawings and factory evaluation.

5.0 PRICES/RATES/TAXES

Unless specified elsewhere in the contract document, the prices/rates are inclusive of cost of finished product for which MDCC will be issued by TPCODL, packaging and forwarding charges, freight and transit insurance charges covering loading at Associate's works, transportation to TP Odisha Discom's store/site & unloading & delivery at respective TP Odisha Discom's stores/ respective TP Odisha Discom's site, cost of documentation including all the relevant test certificates and other supportive documents to be furnished.

The Prices/Rates are inclusive of all taxes, levies, cess and duties, particularly Goods and Services Tax as applicable. All government levy / taxes shall be paid only when the invoice is submitted according to the relevant act.

The prices/rates shall remain firm till actual completion of entire supply of goods/material/equipment as per contract is achieved and shall remain valid till the completion of the contract.

The prices shall remain unchanged irrespective of TP Odisha Discom making changes in quantum in all or any of the schedules of items of contract.

5.1 Changes in Statutory Tax Structure

If rate of any or all of the statutory taxes and duties applicable to the contract changes, such changes shall be incorporated by default if the changes occur within the contract execution time and shall be applicable if the contract is executed by the Associate within the Contract Execution Time.

For execution of contracts beyond contract execution time, where the delay is not attributable to TP Odisha Discom no upward revision in tax /duties shall be considered irrespective of changes in the statutory tax structure either within the contract execution time or beyond. However, in such cases, benefits due to any downward revisions in statutory tax rates shall be passed on to respective TP Odisha discom.

6.0 TERMS OF PAYMENT

On delivery of the materials in good condition and certification of acceptance by TP Odisha Discom's official, Associate shall submit the Bills/Invoices in original in the name of respective Discom i.e "TP Central Odisha Distribution Limited" / "TP Northern Odisha Distribution Limited" / "TP Southern Odisha Distribution Limited" / "TP Western Odisha Distribution Limited" to invoice desk, complete with all required documents as under:

- Test Reports (4 sets).
- MDCC issued by TPCODL.

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- Packing List.
- Drawing and Catalogue.
- Guarantee/Warranty Card.
- Delivery Challan.
- O&M Manual.
- Copy of Order.
- Minutes of Meeting.
- E-Way challan (if applicable)

Bills/ invoices shall mention Supplier's GST Number. Respective TP Odisha Discom will make 100% payment within 60 days of submission of the error free certified Bill/Invoice complete in all respects and along with all the requisited documents mentioned above, subject to condition that Associate has furnished the requisite Security-cum-Performance Guarantee as stipulated in the contract.

6.1 Quantity Variation

Payment will be made on the basis of actual quantity of supplies/actual measurement of works accepted by TP Odisha Discom and not on the basis of contract quantity.

6.2 Full and Final Payment

Full & Final Payment in all contracts shall be made subject to the associate submitting "No Demand Certificate" in the format as per Annexure-C.

7.0 MODE OF PAYMENT

Payment shall be made through crossed Cheque or RTGS/ NEFT/ Online Net banking mode whichever of the two modes chosen by the Associate, in favour of Associate's Bank Account on TP Odisha Discom's records, on whose name Contract has been issued. Those Associates opting for the RTGS mode shall submit the details of Bank Account and other details as per annexure G. Further, for any payments made, TP Odisha Discom shall not be responsible for any consequences/disputes Associate have among the owners channel partners, sub-Associates and all such dispute/concerns shall be settled solely by the Associate.

8.0 SECURITY CUM PERFORMANCE DEPOSIT

Associates shall submit within 21 days from the effective date of issue of PO/RC, Security Performance Bank Guarantee (SPBG) in the format as per Annexure B of this document from banks acceptable to respective TP Odisha Discom for:

- 5% of the PO value if purchase order value is more than Rs 5 Crores.
- 10% of the PO value if purchase order value is less than Rs 5 Crores.
- 5% of the RC value in case of Rate Contract. This shall remain valid till the Guarantee period plus six months.

In case of non-submission of PBG by BA within 21 days post awarding the contract, respective TP Odisha Discom will reserve the right to take any appropriate action. However, in case of non-submission of PBG till the date of first bill submission, the amounts towards PBG shall be retained by respective TP Odisha Discom from Bills.

The validity of PBG shall be Guarantee Period of contract, plus six months. Claim period shall be another six months of post BG expiry.

- For PO/RC values less than Rs. 5 lacs, Associate may request for deduction of amount equivalent to SPBG value from their first invoice. Such amount shall be withheld by TPCODL

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while processing the invoice and shall be released after completion of GuaranteePeriod plus one month.

- For PO/RC values less than Rs. 3 lacs, the clause (8.0) for Security cum Performance Bank Guarantee (SPBG) shall not be applicable.
- In case of RC (Rate Contract) after the expiry of RC validity, Associate shall have to submit SPBG. However, the Associate has the option to re-submit the SPBG as per actual RO (Release Order) value issued against the RC, valid for Guarantee Period plus Six month. The Guarantee Period shall be considered as per the last RO issued against the said RC. The original SPBG as submitted against the RC shall be released on submission of the new SPBG to respective TP Odisha Discom. Alternatively, Associate may extend the validity of original SPBG only till the requisite period, i.e. Guarantee Period plus six months.

9.0 STATUTORY COMPLIANCE

9.1 Compliance to Various Acts

Associate should ensure adherence to all applicable laws, rules and regulation applicable under this contract from time to time. In case of violation any risk, costs etc shall be in associates account and keep concerned TP Odisha Discom indemnified always till completion of contracts.

9.2 SA 8000

Each TP Odisha Discom expects its Associates to follow guidelines of SA 8000:2014 on the following aspects

1. Child Labour
2. Forced or Compulsory Labour
3. Health & Safety
4. Freedom of Association & Right to Collective Bargaining
5. Discrimination
6. Disciplinary Practices
7. Working Hours
8. Remuneration
9. Management System

9.3 Affirmative Action

TP Odisha Discom believes in promoting social equity and opportunities that enable and empower socially and economically disadvantaged sections of society, specifically the Scheduled Caste, Scheduled Tribes, Persons with Disabilities and women from marginalized communities (AA group). The company recognizes that diversity in the workplace positively impacts its business, partnerships and future-readiness. TP Odisha Discom will volunteer its training resources to the best extent to improve education, employability, financial & digital inclusivity of the AA group of society. TP Odisha Discom will empower and encourage AA groups for entrepreneurship and inclusion in industrial value chains.

Relaxation in Contract Clauses under Affirmative Action for AA Community Associates**

TP Odisha Discom believes that inclusive growth is the key to sustainable development, and to promote the same Policy on Affirmative Action for Scheduled Caste, Scheduled Tribe, Communities Women from marginalized communities & Persons with Disabilities has been adopted across the company.

Under the same pre-text, and to promote entrepreneurship among SC/ST community, Women from

marginalized communities & Persons with Disabilities TP Odisha Discom has taken initiative by proposing relaxations in contract clauses as per below:

S. No	Initiative	for SC/ ST, Women from marginalized communities & Persons with Disabilities BA's	Guideline Document
1	Tender Fees	Tender Fees Rs 1000/- (including tax)	All Open Tenders
2	Earnest Money Deposit	EMD exempted for AA Category Bidders, 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.	All limited and Open Tenders
3	Performance Bank Guarantee	Performance Bank Guarantee for AA Category bidders shall be 25% of the value normally prescribed.	All limited and Open tenders
4	Turnover	Qualification Requirement of Financial Turnover for AA Category bidders shall be reduced to 20% of the existing criteria.	All Open Tenders

****Classification of BAs under AA Category shall be governed under following guidelines:**

- Proprietorship/ Single Ownership Firm: Proprietor of the firm should be from SC/ST community, Women from marginalized communities & Persons with Disabilities. Governing document shall be duly audited balance Sheet for the last FY bearing the name of proprietor.
- Partnership Firm: Only such firms shall qualify which have SC/ST, Women from marginalized communities & Persons with Disabilities partners holding equal to or more than 50% of the total ownership pattern of the firm. Governing document shall be Partnership Deed and audited balance sheet/ ITR for last FY.
- Private limited company: Only such firms shall qualify which have SC/ST, Women from marginalized communities & Persons with Disabilities directors holding equal to or more than 50% of the total ownership pattern of the firm. Governing documents shall be Memorandum of Understanding (MoU) and/or Article of Association (AoA).

Governing document shall be Memorandum of Understanding (MoU) and/or Article of Association (AoA).

Note: Certification from SC/ST commission, Women from marginalized communities & Persons with Disabilities shall be required for deciding upon AA category of a person / firm.

10.0 QUALITY

10.1 Knowledge of Requirements

The Associate shall be deemed to have carefully examined and to have knowledge of the equipment, the general and other conditions, specifications, schedules, drawings, etc. forming part of the Contract and also to have satisfied himself as to the nature and character of the work to be executed and the type of the equipment and duties required including wherever necessary of the site conditions and relevant matters and details. Any information thus procured or otherwise obtained from TP Odisha Discom /Consultants shall not in any way relieve the Associate from his responsibility and executing the works in accordance with the terms of contract.

10.2 Material/Equipment/Works Quality

The items / works under the scope of the Associate shall be of the best quality and workmanship according to the latest engineering practice and shall be manufactured from materials of best quality considering strength and durability for their best performance and, in any case, in accordance with the specifications set forth in this Contract. All material shall be new. Substitution of specified material

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or variation from the process of fabrication/ construction/ manufacture may be permitted but only with the prior written approval of the respective TP Odisha Discom.

10.3 Adherence to Rules & Regulations

The Associate shall procure and/or fabricate/erect all materials and equipment in accordance with all requirements of Central and State enactment, rules and regulations governing such work in India and at site. This shall not be construed as relieving the Associate from complying with any requirement of TP Odisha Discom as enumerated in the Contract which may be more rigid than and not contrary to the above mentioned rules, nor providing such construction as may be required by the above mentioned rules and regulations. In case of variance of the Technical Specification from the laws, ordinance, rules and regulations governing the work, the Associate shall immediately notify the same to the TP Odisha Discom. It is the sole responsibility of the Associate, however, to determine that such variance exists. Wherever required by rules and regulations, the Associate shall also obtain the statutory authorities' approval for the plant, machinery and equipment to be supplied by the Associate.

10.4 Specifications and Standards

The Associate shall follow all codes and standards referred in the Contract Document. Codes and standards of other may be followed by the Associate with the prior written approval of TP Odisha Discom. provided materials, supplies and equipment according to the standard are equal to or better than the corresponding standards specified in the Contract.

Brand names mentioned in the Contract documents are for the purpose of establishing the type and quality of products to be used. The Associate shall not change the brand name and qualities of the bought out items without the prior written approval of the TP Odisha Discom. All such products and equipment shall be used or installed in strict accordance with original manufacturer's recommendations, unless otherwise directed by the TP Odisha Discom. In any circumstances the codes, specimen and standards prescribed by any government agency should not be violated.

11.0 INSPECTION/PARTICIPATION

11.1 Right to Carry Out Inspection

TP Odisha Discom reserves the right to send its representatives for inspection or participation at various stages of contract execution listed below, applicable as per contract construction.

- During basic design and detail engineering of material/ Equipment carried out by Associate /Outsourced Agencies.
- During manufacturing stages of the product at Associate's/Associate's Outsourced Agency's Plant/Facility.
- During Pre-dispatch Inspection and Testing of finished/manufactured product at Associate's/Associate's outsourced Agency's Plant/Facility.
- During Installation & Commissioning Activities/Stages.
- Prior to Clearing of the completed installation for commissioning.
- Any other stage as find appropriate by TP Odisha Discom during contract execution time.

All inspections and participations shall be carried out by TP Odisha Discom giving written intimation to the Associate or receiving appropriate advance written inspection call from the Associate, unless otherwise specified elsewhere in the contract document.

11.2 Facilitating Inspection

The Associate shall provide all opportunities and information to TP Odisha Discom's engineers to get acquainted with the technical know-how and the methods and practices adopted by the Associate in basic and detail engineering. The Associate shall provide documents, drawings, calculations etc. as

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may be required by the Engineers.

The Associate shall provide free of charge office accommodation, office facilities, secretarial services, communication facilities, general and drawing office stationary, etc. as may be reasonably required by the TP Odisha Discom's engineers. Similarly, facilities shall also be provided by Associate's outsource agencies/partners/authorized dealers (collectively termed as sub associates) if such basic and detail engineering activities are carried out in the design offices of sub-Associates.

The Associate shall be responsible for the safety of employees of TP Odisha Discom /Third Party Agency when they are at the Associate's /Associate's outsource agency's plant or facility for carrying out/witnessing inspection/testing. All statutory safety precautions as applicable shall be followed by the Associate during Inspection Testing. If TP Odisha Discom inspectors are not satisfied with the safety arrangements at the plant, TP Odisha Discom have the right to call off inspection till such time corrective action is taken by the Associate.

Before raising the call for pre-dispatch final inspection and testing, the Associate shall conduct all the tests—type tests, routine tests etc-as specified in the contract document and submit copies of the test certificates to TP Odisha Discom along with the inspection call, for scrutiny of TP Odisha Discom.

The Associate and TPCODL shall jointly document all the observations, comments and action points after completion of inspection and it shall be binding on the Associate to provide compliance on all the points requiring compliance and furnish the compliance report to the designated authority of TP Odisha Discom for receiving clearance for dispatch of materials.

11.3 Third Party Nomination

TP Odisha Discom also may nominate a third party for the purpose of carrying out the inspection and such an agency shall be entitled to all the rights and privileges of TP Odisha Discom as far as conducting the inspection.

11.4 Waiver of Inspections

TP Odisha Discom on its own discretion shall choose to waive off any inspection and ask the Associate to submit all the test reports as applicable as per contract specifications, related to inspection and testing of the goods ordered for scrutiny and clearance for dispatch.

11.5 Incorrect Inspection Call

In case it is observed that the material offered for inspection is not ready at the time of TP Odisha Discom inspection visit rendering it as futile, all costs towards such inspection shall be recovered from the BA. Taxes as applicable on such recoveries shall be borne by the BA.

12.0 MDCC & DELIVERY OF MATERIALS

12.1 Material Dispatch Clearance Certificate

Associate shall deliver material/goods/equipment against Supply Contracts or Supply Part of Composite/Service Contracts only after receiving Material Dispatch Clearance Certificate (hereafter termed as MDCC) issued by designated authority of TP Odisha Discom. Material delivered at respective TP Odisha Discom stores or at project site without a valid MDCC issued by the designated official of TP Odisha Discom shall be rejected. MDCC shall be issued to associate furnishing compliance report on the action points documented during pre-dispatch inspection and testing at Associate's/ Sub Associate's plant/ facility. In case Pre-dispatch inspection is waived at the discretion of TP Odisha Discom, then, MDCC shall be issued on receiving all the test reports-routine & type—from the Associate and finding them in order.

The associate shall include and provide for securely protecting and packing the materials so as to avoid loss or damage during handling and transport by air, sea, rail and road or any other means.

All such packing shall allow to the extent possible for easy removal and checking at Site. The associate shall take special precautions to prevent rusting of steel and iron parts during transit by sea.

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Gas seals or other materials shall be utilized by the associate for protection against moisture during transit of all Plant and Equipment. The associate shall use environmentally friendly packing to a great extent.

Each Equipment or parts of Equipment shall be tagged with reference to the assembly drawings and corresponding part numbers. Each bale or package shall contain a packing note quoting specifically the name of the associate, item description, quantity, item / package identification.

All packing cases, containers, packing and other similar materials shall be new and supplied free by the associate and it shall not be required to be returned to the associate.

Notwithstanding anything stated in this clause, the associate shall be entirely responsible for loss, damage or depreciation or deterioration to the materials and supplies due to faulty and/or insecure packing or otherwise during transportation to the Site until otherwise provided herein.

In case of the consignments dispatched by road, the associate shall ensure that it or its subcontractors:

- i) Identify and obtain the correct type of trucks/trailers, keeping in view the nature of consignments to be dispatched.
- ii) Take such actions as may be necessary to avoid all possible chances of damages during transit and to ensure that all packages are firmly secured.

Timelines for inspection and MDCC is as below:

S. No.	Inspection	MDCC issuance time including Inspection date (max.)
1	Outside Odisha	10 days
2	Within Odisha	5 days
3	Waiver*	3 working days

* Associate is expected to raise the inspection call assuming that Inspection shall be carried out by TP Odisha Discom. The decision for waiver of inspection shall be on sole discretion of TP Odisha Discom. The Bidder has to intimate 7 days prior for inspection to respective discoms.

12.2 Right to Rejection on Receipt

Goods/Material/Equipment delivered in condition physically damaged & incomplete as a product ordered, or not packed and transported as per the terms and conditions of the contract is liable to be rejected. Such item shall be lifted back by Associates within 15 days from receipt of rejection note from respective TP Odisha Discom and have to supply back the material within next 30 days or within the timeframe mutually decided by Associate and concerned TP Odisha Discom.

If delivery of the material is beyond the agreed time, Liquidated damage clause, mentioned in this GCC separately shall be applicable; but the period for levy of LD shall be considered as per the original delivery schedule and not from the agreed timelines for material rectification.

12.3 Consignee

Unless otherwise specified in the Contract Document, Materials/Goods/Equipment shall be consigned to "Stores-In-Charge", TPCODL, Bhubaneswar / "Stores-In-Charge", TPNODL, Borsore / "Stores-In-Charge", TPSODL, Berhampur / "Stores-In-Charge", TPCODL, Burla.

Store location will be depending upon the concerned Discom, mentioned on the Rate Contract / Purchase Order / Released Order.

12.4 Submission of mandatory documents on Delivery

Following documents shall be mandatorily submitted by BA along with supply of material to TPCODL stores/site:

S. No.	Documents	Requisite
1	Invoice copy in original	With all consignments
2	LR copy	Wherever required
3	Packing list	With all consignments
4	MDCC	With all consignments
5	Purchase order / Release order	Signed copy
6	Test certificates	With all consignments
7	Inspection/JVR report	In case pre-dispatch inspection is conducted
8	Device data in CD as per template for metering items	Wherever applicable

12.5 Dispatch and Delivery Instructions

S. No.	Instructions
1	Purchase order/ Release order no. shall be mentioned on invoice and on material
2	TP Odisha Discom's material code and material description shall be mentioned in invoice and on material.
3	"Property of respective TP Odisha Discom's" shall be embossed on material. Example :- Property of TPCODL .
4	The material shall be properly sealed and packed in standard packing as per purchase order terms & conditions.
5	The weight and quantity of material shall be mentioned wherever applicable
6	The material supplied shall be co-related with the packing list.
7	The name plate detail on equipment shall include Material code, Material description, specification detail of material [as applicable], Serial No. Year of manufacturing, PO/RO no. and date, "PROPERTY OF TPCODL" / "PROPERTY OF TPNODL" / "PROPERTY OF TPSODL" / "PROPERTY OF TPWODL", Guarantee period and Associate's name.
8	In case of manual unloading, supplier / transporter shall deploy sufficient Labour for unloading the material at respective TP Odisha Discom's central store. For heavy item(s), crane shall be arranged by the BA.
9	The driver should have valid License and one helper in truck. All the documents of truck like registration papers, PUC etc. should be available in Truck.
10	BA representative should accompany the material and get it unloaded / stacked in his presence wherever possible.

13.0 GUARANTEE

13.1 Guarantee of Performance

Associates shall stand guarantee that the equipment and material supplied under the contract is free from design, manufacturing, material, construction, erection & installation and workmanship & quality defects and is capable of its due, rated and intended quality performance, as an integrated product delivered under the contract, for a specific period termed as Guarantee Period (as elaborated elsewhere in this clause). The Associate should also guarantee that the equipment/material is new

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and unused except for the usage required for the tests and checks required as part of quality assurance.

13.2 Guarantee Period

The Guarantee Period will be equipment/service/work specific and shall be as specified in the Standard Specifications of TP Odisha Discom for the equipment/material/service/work and where standards specifications are not part of contract documents or guarantee period is not specified in the standard specifications,, the guarantee period shall be as per the Special Terms and Conditions of the Contract. In case of no mention of the guarantee period in standard specifications or SCC Guarantee Period will be 12 Months from the Date of Commissioning or 24 months from the date of delivery of final lot of supplies made, whichever is earlier.

13.3 Failure in Guarantee Period (GP)

If the equipment and material supplied under the contract fails to perform its due, rated & intended quality performance, during the Guarantee period, the associate is liable to undertake repair/rectify/replace the equipment and material supplied within time frame specified in the SCC or elsewhere in the contract documents at associate's cost to make the equipment and materials supplied/service or work rendered under the contract of performing its due, rated and intended quality performance. If Associate fails to repair/rectify/replace the equipment or material supplied rendered under the contract, failed in Guarantee Period, respective TP Odisha Discom will be at liberty to get the same done at Associate's risks and costs and recover all such expenses plus the respective TP Odisha Discom's own charges (@ 20% of expenses incurred), from the Associate or from the "Security cum Performance Deposit" as the case may be.

If during the Warranty/ Guarantee period some parts of the supplies are replaced owing to the defects/ damages under the Warranty, the Warranty period for such replaced parts shall be until the expiry of twelve months from the date of such replacement or renewal or until the end of original Guarantee period, whichever is later.

Any repairs during the Guarantee Period shall be carried out by the Associate within 30 days of reporting the issue to Associate by respective TP Odisha Discom. However, if replacement of the Equipment is required, Associate shall notify the same to respective TP Odisha Discom within 7 days of reporting the issue by respective TP Odisha Discom. Thereafter, the total time for supply of new equipment/ material shall be equal to the original delivery period of that equipment/ material as specified in the Contract. In case the Associate is not able to rectify/ replace the faulty equipment/ material within the stipulated timelines as mentioned above, penalty shall be levied as per the Liquidated Damages clause mentioned in this document. The penalty amount shall be recovered from the payment due to the vendor or by encashment of the SPBG as the case may be.

13.4 Cost of repairs on failure in GP

The cost of repairs/rectification/replacement, required transportation, site inspection /mobilization/dismantling and re-installation costs as applicable, to be borne by Associate. The Associate has to ensure that the interruption in the usage of intended purpose of the equipment is minimized to the maximum extent In lieu of the time taken for repairs/rectification/replacement.

13.5 Guarantee period for Goods Outsourced

If the Associate outsources partly equipment/materials/services from third party as mutually agreed upon at the pre award stage of contract, respective TP Odisha Discom shall have the benefit of any additional guarantee period if provided by the third party for the part supplied/executed by them.

13.6 Latent Defect

Hidden defects in manufacturing or design of the product supplied and which could not be identified by the tests conducted but later manifested during operation of the equipment are termed as latent defects. Associates shall further be responsible for 'free replacement' for another period of THREE

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years from the end of the guarantee period for any 'Latent Defects' if noticed and reported by the Company.

13.7 Support beyond the Guarantee Period

The Associate shall ensure availability of spares and necessary support for a period of at least 10 years post completion of guarantee period of equipment supplied against the contract.

14.0 LIQUIDATED DAMAGES

- a) For supplies which are of standalone use, multiple in quantities and having a single final delivery schedule, Liquidated damages shall be levied without prejudice to any of the other contractual rights of TP Odisha Discom, as described below:

For delay of each week and part thereof from the delivery schedule specified in the contract, 1% of contract value corresponding to undelivered quantity, provided full quantity is supplied within 130% of the original contract time. If full contractual quantity is not delivered within 130% of contract time for delivery, respective TP Odisha Discom has the right to levy LD on the delayed delivered contract value, subject to a maximum of 10% of the total contract value.

- b) For Supplies having phased delivery schedule as per contract terms, standalone use and multiple in quantities, Liquidated damages shall be levied without prejudice to any of the other contractual rights of respective TP Odisha Discom, as described below:

For the purpose of calculating and applying LD, each delivery lot shall be considered separately. For delay of each week and part thereof, from the delivery schedule specified for the lot, 1% of the contract value corresponding to the undelivered quantity of the lot subject to a maximum of 10% of the total contract value of the subject lot. However, if full contractual quantity is not delivered within 130% of contract time for delivery, respective TP Odisha Discom has the right to levy LD on the delayed delivered contract value, subject to a maximum of 10% of the total contract value. Deduction of LD shall be on landed cost i.e. contract value inclusive of taxes and in pursuant statutory compliance GST would be applicable at the stipulated rate and the same shall be borne by Business Associate. In case of LD deduction, a GST invoice shall be issued by respective TP Odisha Discom as a proof of deduction/ recovery.

14.1 LD Waiver Request

Any request of LD waiver shall be submitted within thirty (30) days of deducting LD or on receipt of detail payment summary with LD details whichever is later. Request submitted beyond the timeline shall not be entertained.

15.0 UNLAWFUL ACTIVITIES

The Associate shall have to ensure that none of its employees are engaged in any unlawful activities (whether covered under the scope of the present GCC or not) subversive of the TP Odisha Discom's interest failing which appropriate action (legal or otherwise) may be taken against the Associate by the respective TP Odisha Discom, in accordance with the terms of the present GCC.

16.0 CONFIDENTIALITY

Associate and its employees or representatives thereof shall strictly maintain the confidentiality of various information they come across while executing the contract as detailed below.

16.1 Documents

All maps, plans, drawings, specifications, schemes and other documents or information related to the Contract/Project and the subject matter contained therein and all other information given to the Associate by the TP Odisha Discom in connection with the performance of the contract shall be held confidential by the Associate and shall remain the property of the TP Odisha Discom and shall not be used or disclosed to third parties by the Associate for any purpose other than for which they have been supplied or prepared. The Associate may disclose to third parties, upon execution of confidentiality

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agreements, such part of the drawings, specifications or information if such disclosure is necessary for the performance of the Work provided such third parties agree in writing to keep such information confidential to the same extent and degree as provided herein, for the benefit of the TP Odisha Discom.

16.2 Geographical Data

Maps, layouts and photographs of the unit/plant including its surrounding regions showing vital installation for national security of country or those of TP Odisha Discom shall not be published or disclosed to the third parties or taken out of the country without prior written approval of the TP Odisha Discom and upon execution of confidentiality agreements satisfactory to the TP Odisha Discom with such third parties prior to disclosure.

16.3 Associate's Processes

Title to secret processes if any developed by the Associate on an exclusive basis and employed in the design of the equipment shall remain with the Associate. TP Odisha Discom shall hold in confidence such processes and shall not disclose such processes to the third parties without prior approval of the Associate and execution by such third parties of secrecy agreements satisfactory to the Associate prior to disclosure. Upon completion of contract, such processes shall become the property of the TP Odisha Discom. Title to technical specifications, drawings, flow sheets, norms, calculations, diagrams, interpretations of test results, schematics, layouts and such other information, which the Associate has supplied to the TP Odisha Discom under the Contract shall be passed on to the TP Odisha Discom. The TP Odisha Discom shall have the right to use these for construction, erection, start-up, Trial Run, operation, maintenance, modifications and/or expansion of the works including for the manufacture of spare parts.

16.4 Exclusions

The provision of Clauses 16.1 to 16.3 shall not apply to information:

- Which at the time of disclosure are in the public domain which later on become part of public domain through no fault of the party concerned, or
- Which were in the possession of the party concerned prior to disclosure to him by the other party, or
- Which were received by the party concerned after the time of disclosure without restriction on disclosure or use, from a third party who did not acquire such information directly or indirectly from the other party or has no obligation of confidentiality for such information.

16.5 Violation

In case of violation of this clause, the Associate is liable to pay compensation and damages as may be determined by the competent authority of TP Odisha Discom.

17.0 INTELLECTUAL PROPERTY RIGHTS

If, in the course of performance of its functions and duties as envisaged by the scope of the present GCC, the Associate acquires or develops, any unique knowledge or information which would be covered, or, is likely to be covered within the definition of a trademark, copyright, patent, business secret, geographical indication or any other form of intellectual property right, it shall be obliged, under the terms of this present GCC, to share such knowledge or information with the TP Odisha Discom. All rights, with respect to, or arising from such intellectual property, as afore mentioned, shall solely vest in TP Odisha Discom.

Moreover, the Associate undertakes not to breach any intellectual property right vesting in a third party/parties, whether by breach of statutory provision, passing off, or otherwise. In the event of any such breach, the Associate shall be wholly liable to compensate, indemnify or make good any loss suffered by such third party/parties, or any compensation/damages arising from any legal

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proceeding/s, or otherwise. No liability of TP Odisha Discom shall arise in this respect, and any costs, damages, expenses, compensation payable by TP Odisha Discom in this regard to a third party/parties, arising from a legal proceeding/s or otherwise, shall be recoverable from the Associate.

18.0 INDEMNITY

The Associate shall at all times indemnify, keep indemnified and hold harmless the respective discoms under TP Odisha Discom and its officers, directors, employees, affiliates, agents, successors and assigns against all actions, claims, demands, costs, charges and expenses arising from or incurred by reason of any infringement of patent, trade mark, registered design, copy rights and/or industrial property rights by manufacture, sale or use of the equipment supplied by the Associate whether or not the respective discom under TP Odisha Discom is held liable for by any court judgement. In this connection, the respective discom under TP Odisha Discom shall pass on all claims made against him to the Associate for settlement.

The Associate assumes responsibility for and shall indemnify and save harmless the respective discom under TP Odisha Discom from all liability, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be required to be paid by the respective discom under TP Odisha Discom and its officers, directors, employees, affiliates, agents, successors and assigns arising from any breach of the Associate's obligations under the Contract or for which the Associate has assumed responsibilities under the Contract including those imposed under any local or national law or laws, or in respect to all salaries, wages or other compensation for all persons employed by the Associate or his Sub-Associates or suppliers in connection with the performance of any work covered by the Contract. The Associate shall execute, deliver and shall cause his Sub-Associate and suppliers to execute and deliver, such other further instruments and to comply with all the requirements of such laws and regulation as may be necessary there under to conform and effectuate the Contract and to protect the respective discom under TP Odisha Discom.

The respective discom under TP Odisha Discom shall not be held responsible for any accident or damages incurred or claims arising, due to the Associate's error there from prior to completion of work. The Associate shall be liable for such accidents and after completion of work for such accidents as the case may be due to negligence on his part to carry out Work in accordance with Indian laws and regulations and the specifications set forth herein.

19.0 LIABILITY & LIMITATIONS

19.1 Liability

Except for any specific liability which may be identified in the Contract and which may be payable hereunder, Associate shall not be liable for any special, incidental, indirect, or consequential Damages or any loss of business Contracts, revenues or other financial loss (or equivalents thereof no matter how claimed, computed or characterized) arising out of or in connection with the Performance of the Work or supply of Goods ***unless caused by Associate's negligence, willful misconduct or breach of contract.***

If the Associate is a joint venture or consortium, all concerned parties shall be jointly and severally bound to the TP Odisha Discom for the fulfillment of the provisions of the Contract. The consortium or the joint venture shall designate one party as their leader, who will be the coordinator between the parties and TP Odisha Discom. The constituents & leader of the consortium or joint venture shall not be changed without the prior consent of TP Odisha Discom.

TP Odisha Discom shall have no liability or any special, incidental, indirect or consequential Damages for any loss of Business Contracts, revenues or other financial loss arising out of this Contract.

19.2 Limitation of Liability

The total liability of Associate against any contract shall be limited to the Total All Inclusive Contract Value.

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20.0 FORCE MAJEURE

Force Majeure applies if the performance by either Party ("the Affected Party") of its obligations under Contract is materially and adversely affected.

"Force Majeure" shall mean any event or circumstance or combination of events or circumstances referred below and their consequences that wholly or partly prevents or unavoidably delays any Party in the performance of its obligations under this Agreement, but only and to the extent that such events and circumstances are not within the reasonable control, directly or indirectly, of the Affected Party and could not have been avoided even if the Affected Party had taken reasonable care:

- Act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, embargo, blockade, revolution, riot, bombs, religious strife or civil commotion, etc. ▪ Politically motivated sabotage, or terrorism, etc.
- Action or Act of Government or Governmental agency for which remedy is beyond the control of the affected parties. ▪ Any act of God.

Note: Causes like power breakdown/ shortages/fire/strikes, accidents etc do not fall under Force Majeure.

Time being the essence of the Contract, if either party is prevented from the performance of its obligations in whole or in part due to an event of Force Majeure, then provided Notice of happening of any event by the Affected Party is given to the other party within seven (7) days from the date of occurrence of such event, which DIRECTLY has impact on works and submitted details and quantum of resulting effect, but at the same time had made all possible efforts to mitigate and overcome effects thereof, the Affected Party's performance under this Contract shall be suspended until such event ceases and the Scheduled Completion shall be delayed accordingly.

If Force Majeure event(s) continue for a period of more than three months, the parties shall hold consultation to discuss the further course of action.

Neither party shall be considered to be in default or in breach of its obligation under the Contract to the extent that performance of such obligation by either party is prevented by any circumstances of Force Majeure which arise after effective date of Contract.

Neither party can claim any compensation from the other party on account of Force Majeure.

21.0 SUSPENSION OF CONTRACT

21.1 Suspension for Convenience

TP Odisha Discom may, at any time and at its sole option, suspend execution of all or any portions of the schedule of items of contract to be supplied/work to be executed by Associate under the contract by providing to the Associate at least two business days written notice for contracts having contract completion period less than sixty days and at least seven business days' notice for all other contracts.

Upon receipt of any such notice, the Associate shall respond as follows as applicable as per contract construction.

- Immediately discontinue further supply of material/goods specified in the suspension notice for supply contracts
- Immediately discontinue further service/work and supply of materials of those services/materials/work specified in the suspension notice for service /composite contract
- Promptly make every reasonable effort to obtain suspension, upon terms satisfactory to TP Odisha Discom, of all orders, outsourcing arrangements, and rental Contracts to the extent that they relate to performance of the portion of Work suspended by the notice.
- Protect and maintain the portion of the service/Work already completed, including the portion of the Work suspended hereunder, unless otherwise specifically stated in the notice.

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- Continue delivering/carrying out the supply/service/work items as per contract conditions, which do not fall under purview of the suspension notice.

On receipt of resumption notice from the respective discom under TP Odisha Discom, the Associate shall resume execution of contract as specified in the resumption notice, within the time frame specified in the resumption notice.

21.2 Suspension for Breach of Contract conditions.

TP Odisha Discom shall suspend execution of whole/or part thereof the contract till such time Associate complies with the conditions stipulated under section clause 22.1 for breach/default of contract conditions.

21.3 Compensation in lieu of Suspension

If the suspension of the contract in whole or in part is for convenience of TP Odisha Discom and not due to any breach of contract conditions by the associate, TP Odisha Discom at its discretion shall consider compensating all reasonable additional costs incurred by Associate in lieu of suspension of whole or part of contract, on representation of the Associate providing justified estimates of such additional costs and such estimates are found acceptable and approved by competent authority of TP Odisha Discom.

If the suspension of contract in whole or part thereof is due to breach of contract conditions (refer clause 22.1) by the Associate, Associate shall not be entitled for any compensation for any cost incurred in lieu of suspension of whole or part of contract and also shall be liable for compensating all the losses arising to the respective discom under TP Odisha Discom in lieu of suspension of contract. Resumption notice shall be subject to the Associate taking corrective action for the breach of contract conditions within the time frame and as per the terms specified in the suspension notice.

22 TERMINATION OF CONTRACT

22.1 Termination for Default/Breach of Contract

The contract / PO / RC shall be subject to termination by TP Odisha Discom in case of breach of the contract by the Associate which shall include but not be limited to the following:

- a. Withdrawal or intimation by the Associate of its intent to withdraw or surrender the execution / completion of the contracted work / PO or failure in ensuring adherence to any delivery schedules, in deviation of the contract/PO.
- b. Refusal or neglect on the part of the Associate to supply material/equipment of quantity or quality as specified by the respective discom under TP Odisha Discom and within the timeframe as specified in the contract document or refusal or neglect to execute the services/work in terms of the agreed standards of quantity or quality and/or within the timeframe specified in the contract/PO.
- c. Failure in any respect to perform any portion of the Work contracted with promptness, diligence, or in accordance with the terms of the contract.
- d. Failure to furnish guarantees as specified and /or failure to comply with the terms thereof.
- e. Failure to furnish such relevant documents or information within the time specified which may be necessary for due execution / completion of the works and documentation.
- f. Liquidation, bankruptcy either voluntary or involuntary OR entering into any composition or compromise with its creditors, or Insolvency.
- g. In case any reasonable information has been received by TP Odisha Discom that Associate has adopted/ or attempted to adopt any unethical conduct, action in award of the contract / PO or at any time thereafter.

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- h. Failure to comply with applicable statutory provisions as contained in the contract or failure to comply with the applicable laws.
- i. Failure to comply with safety regulations/clauses stipulated in the contract or as may be generally instructed by TP Odisha Discom.

If the default or breach as specified under clause 22 (except sub clause g thereof) be committed by the associate for the first time, TP Odisha Discom shall issue, along with notice of default or breach, a warning notice instructing the associate to take remedial/corrective action within the time frame stipulated in the warning notice and not to repeat the same in future. The timeframe for corrective action by the associate shall be specific to the nature of breach of contract and the same shall not be objected to by the Associate. If the Associate fails to comply with the instructions in the warning notice or in taking corrective action to the satisfaction of the particular discom under TP Odisha Discom then TP Odisha Discom may terminate the entire or part of contract at its discretion by issuing termination notice without incurring any liability on this ground.

In case the contract is terminated for any breach of the nature specified in clause 22 g stated above, TP Odisha Discom shall have the right to terminate all the contracts TP Odisha Discom is having with the Associate by issuing termination notice which shall be without prejudice to the other rights of TP Odisha Discom available to it under law.

Without prejudice to its right to terminate for breach of contract, TP Odisha Discom may, without assigning any reason, terminate the Contract in whole or in part at any time at its discretion while the contract is in force by serving a written notice of two weeks to the Associate.

In the event of TP Odisha Discom having proceeded with termination of the contract the associate shall comply and proceed further in the following manner:

- a) Associate shall discontinue the supply, on the expiry of the said period of two weeks.
- b) Associate shall ensure that no further steps are being taken towards discharge of the obligations, terms and conditions as contained in the contract/PO. This shall include initiation of actions not limited to discontinuation of other allied and associated arrangements which the associate might have entered into with third parties for due discharge of its obligations under the contract with TP Odisha Discom.
- c) The Associate shall perform thereafter such tasks as may be necessary to preserve and protect the terminated portion of the material/service/work in progress and the materials and equipment at TP Odisha Discom sites or in transit thereto. However the associate shall continue to fulfill its contractual obligations with regard to the part of contract not terminated.
- d) It shall be open for TP Odisha Discom to conduct a joint assessment with the associate of the material, supplies, equipment, works or in general as to the subject matter of the contract in regard to which the associate claims having completed its obligations before or during such termination.
- e) It shall be open to TP Odisha Discom to seek invocation of the performance bank guarantee or any other guarantee or other security deposit by whatever name called submitted by the associate, which shall not be objected to or protested against by the associate.

In case of termination of the contract the parties agree to be governed inter alia by the following:

- a) In case TP Odisha Discom exercises its right of termination as stated above the associate shall not dispute or object to the same.
- b) The Associate shall be entitled to receive and claim only such payments OR sums of money from TP Odisha Discom as may be found payable to it in regard to works executed by it under the terms of the contract and no other claim of any nature whatsoever shall be made by the Associate.

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- c) All such provisions which the parties have agreed to survive and prevail even after termination of the contract shall remain effective despite the termination.

In the event of such termination, TP Odisha Discom may finish the Work by whatever method it may deem expedient, including the hiring of services and /or purchase of material equipment from such third parties as TP Odisha Discom may deem fit or may itself provide any labor or materials and perform any part of the Work. The associate undertakes to bear the incremental costs if any paid by TP Odisha Discom in such a case attributable to failure on the part of the associate. The Associate in such a case shall not be entitled to receive any further payments and any sums found payable to it may be adjusted by TP Odisha Discom against the amount recoverable from him on this ground. The same shall be without prejudice to other rights available to TP Odisha Discom under law against the associate. Upon the termination of any of the contract due to occurrence of any circumstances provided in clauses stated above and constituting repeated breach or misconduct, TP Odisha Discom shall be entitled to bar the associate, its agents, affiliates from undertaking any negotiation / tendering, bidding, participation activities concerning TP Odisha Discom for a period of two years from date of such termination. The same shall be without prejudice to other rights available to TP Odisha Discom.

22.2 Termination for Convenience of Associate

Associate at its convenience may request for termination of contract, clearly assigning the reason for such request. TP Odisha Discom has full right to accept, reject or partially accept such request. However, associate shall continue its supply as per contract till final approval is given to associates for such termination.

22.3 Termination for Convenience of respective discoms under TP Odisha Discom

TP Odisha Discom at its sole discretion may terminate the contract by giving 30 days prior notice in writing or through email to the Associate. The respective discoms under TP Odisha Discom shall pay the Associate for all the supplies/ services rendered till the actual date of contract termination against submission of invoice by the Associate to that effect.

22.4 Work Instruction – Process for Sending Business Associates on Holiday

To implement a system for putting BA on holiday due to non-performance, unethical practices etc.

TP Odisha Discom reserves the right to put BA on holiday/ after which it can be reconsidered for reinstatement as per table below:

S. No.	Reason for putting BA on holiday	Period of holiday
1	Ethical grounds	Permanent
2	Quality	A period from 2 to 5 years depending upon the seriousness of the lapse on BA part
3	Safety	A period from 2 to 5 years depending upon the seriousness of the lapse on BA part
4	Non Performance	A period from 2 to 5 years depending upon the seriousness of the lapse on BA part
5	Any other	The period depending upon the seriousness of the lapse on BA part

The aforesaid table is also applicable for running orders

23.0 DISPUTE RESOLUTION & ARBITRATION

In case of any dispute or difference the parties shall endeavour to resolve the same through conciliatory and amicable measures within 15 Days failing which the matter may be referred by either

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party for resolution by the sole arbitrator to be appointed mutually by both the parties. Thearbitral proceedings shall be conducted in accordance with Arbitration and Conciliation Act 1996and the place of arbitration shall be Bhubaneswar. The language to be used at proceedings shallbe English and the award of the arbitrator shall be final and binding on the parties. The parties shall bear their respective costs of arbitration. The associate shall continue to discharge its obligations towards due performance of the works as per the terms of the contract during the

arbitration proceedings unless otherwise directed in writing by the concerned TP Odisha Discom or suspended by the arbitrator. Further, respective TP Odisha Discom shall continue making such payments as may be found due and payable to the associate for such works.

23.1 Governing Laws and Jurisdiction

The parties shall be subject to the jurisdiction of the courts of

- a) law in Bhubaneswar and any matter arising here from shall be subject to applicable law in force in India for TPCODL.
- b) law in Balasore and any matter arising here from shall be subject to applicable law in force in India for TPNODL.
- c) law in Berhampur and any matter arising here from shall be subject to applicable law in force in India for TPSODL.
- d) law in Sambalpur and any matter arising here from shall be subject to applicable law in force in India for TPWODL.

24.0 ATTRIBUTES OF GCC

24.1 Cancellation

The Company reserves the right to cancel, add, delete at its sole discretion, all or any terms of this GCC or any contract, order or terms agreed between the parties in pursuance without assigning any reasons and without any compensation to the Associates.

24.2 Severability

If any portion of this GCC is held to be void, invalid, or otherwise unenforceable, in whole or part, the remaining portions of this GCC shall remain in effect.

24.3 Order of Priority

In case of any discrepancies between the stipulations in General Conditions of the Contract (GCC) and Special Conditions of Contract (SCC), the GCC shall stand superseded by the SCC to the extent stipulated hereinabove while balance portion of respective clauses of GCC shall continue to be applicable.

25.0 ERRORS AND OMISSIONS

The Associate shall be responsible for all discrepancies, errors and omissions in the drawings, documents or other information submitted by him, irrespective of whether these have been approved, reviewed or otherwise accepted by the TP Odisha Discom or not. However any error in design/drawing arising out of any incorrect data/written information from TP Odisha Discom will not be considered as error and omissions on part of the Associate.

26.0 TRANSFER OF TITLES

The title of ownership and property to all equipment, materials, drawings & documents shall pass to the TP Odisha Discom on acceptance of material by store/site after Inspection.

However, such passing of title of ownership and property to the TP Odisha Discom shall not in any way absolve, dilute or diminish the responsibility and obligations of the Associate under this Contract

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including loss or damages and all risks, which shall vest with the Associate.

27.0 INSURANCE

The Contractor shall take out the Insurance Policies which shall cover all risks including the following, as applicable:-

- a) The value of the policy shall cover the total value of all the items till they are handed over to the respective discom under TP Odisha Discom.
- b) The respective discom under TP Odisha Discom shall be the principal holder of the policy. The Associate shall be the loss payee under the policy. Associate / Sub-contractor of the Associate shall not be holders or beneficiaries in the policy nor shall they be named in the policy. The respective discom under TP Odisha Discom reserves the exclusive right to assign the policy.
- c) While the payment of premium may be phased in agreement with the insurance company, at no time shall goods and services required to be provided by the associate shall remain uninsured in accordance with (a) above.
- d) A copy of the Insurance policy shall be made available to The respective discom under TP Odisha Discom prior to first dispatch lot of any Equipment and policy shall be kept alive and valid at all times up to the stage of final acceptance.
- e) The respective discom under TP Odisha Discom reserves the right to take out whatever policy that is deemed necessary by him if the associate fails to keep the said policy alive and valid at all times and/or causes lapses in payment of premium thereby jeopardizing the said policy. The cost of such policy(s) shall be recovered / deducted from the amount payable to the associate.
- f) The policy shall ensure that the respective discom's decision under the respective discom under TP Odisha Discom regarding replacement of goods damaged, lost or rendered unusable shall be final.

In all cases, the associate shall lodge the claims with the underwriters and also settle the claims and shall also notify TP Odisha Discom of any filed claims. However, the associate shall proceed with the repairs and/or replacement of the equipment/components without waiting for the settlement of the claims. In case of seizure of materials by concerned authorities, the associate shall arrange prompt release against bond, security or cash as required. TP Odisha Discom, upon request by the associate, will extend all reasonable assistance to the associate in such a case.

All the insurance claims shall be processed and settled by the associate and the missing/damaged items shall be replaced/repared by them without any extra cost to the respective discom under TP Odisha Discom and without affecting the completion time.

28.0 SUGGESTIONS & FEEDBACK

We welcome all our Business Associates to write to us about their experience with TP Odisha discom; be it our Company, our services or our people. Each and every concern, issue, query and suggestion from you will help us to become a better company to work with and shall help us develop a strong bonding of trust and a long term relationship with you.

You may send your feedback to HOD / Head Contracts by filling up our Business Associate Feedback Form enclosed herewith as *Annexure-I*.

29.0 CONTACT POINTS

In case Business Associate needs information with respect to payments or has any grievances, he may contact to HOG / HoD-Contracts, Head / Chief -Contracts and Finance.

30.0 LIST OF ANNEXURES

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S. No.	Subject	Annexure
1.	Performa for Bid Security Bank Guarantee	A
2.	Performa for Performance Bank Guarantee (CP cum EP)	B
3.	Performa for No Demand Certificate by Associate	C
4.	Performa For Application For Issuance of Consolidated TDS Certificate	D
5.	Business Associate Feedback Form	E
6.	Acceptance Form For Participation In Reverse Auction Event	F
7.	Form for RTGS Payment	G
8.	Vendor Appraisal Form	H
9.	Manufacturer Authorization Form	I
10	TATA Code of conduct (TCoC)	J
11	ESG FRAMEWORK FOR BUSINESS ASSOCIATES	K

ANNEXURE-A

PROFORMA FOR BID SECURITY BANK GUARANTEE

A. Applicable for Central Contracts (CCG) & TPCODL's Tenders

**The TP Central Odisha Distribution Limited
Bhubaneswar**

B. Applicable for TPNODL's Tenders

**TP Northern Odisha Distribution Limited,
Balasore**

C. Applicable for TPSODL's Tenders

**The TP Southern Odisha Distribution Limited,
Berhampur**

D. Applicable for TPWODL's Tenders

**TP Western Odisha Distribution Limited
Burla**

WHEREAS, (Name of the Bidder) _____
(hereinafter called "the BIDDER") has submitted his bid dated _____ for the (Name of Contract) (hereinafter called "the BID").

KNOW ALL men by these presents we (Name of the Bank) _____ of (Name of the Country) _____ having our registered office at _____ (hereinafter called "the BANK") are bound unto The TP Central Odisha Distribution Limited (TPCODL) in the sum of _____ for which payment well and truly to be made to the TPCODL the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20____. The

CONDITIONS of this obligation are:

- i) If the Bidder withdraws his Bid during the period of bid validity specified in the Proforma of Bid or
- ii) If the Bidder having been notified of the acceptance of his Bid by the TPCODL during the period of bid validity fails or refuses to furnish the Contract Performance Bank Guarantee, in accordance with the Instructions to Bidders.

We undertake to pay the TPCODL up to the above amount upon receipt of its first written demand, provided that in its demand the TPCODL will note that amount claimed by it is due to it owing to the occurrence of one or both conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date (No of days as mentioned in tender enquiry) days after the closing date of submission of bids as stated in the Invitation to Bid or as extended by you at any time prior to this date, notice of which extension to the Bank being hereby waived, and any demand in respect thereof should reach the Bank not later than the above date.

DATE

SIGNATURE OF THE BANK

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WITNESS **SEAL**
(Signature, Name & Address) (At least 2 witnesses)

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ANNEXURE- B

PROFORMA FOR PERFORMANCE BANK GUARANTEE (CP cum EP)

(On Rs.100/- Stamp Paper) Note:

- a) Format shall be followed in toto
- b) Claim period of six month must be kept up
- c) The guarantee to be accompanied by the covering letter from the bank confirming the signature to the guarantee

The TP Central Odisha Distribution Limited

Bhubaneswar

CP cum EP BG No.....

Order/Contract No.....dated.....

1. You have entered into a Contract No _____ with M/s. _____
(hereinafter referred to as "the Vendor") for the supply cum erection / civil work of _____
(hereinafter referred to as "the said Equipment")
for the price and on the terms and conditions contained in the said contract.
2. In accordance with the terms of the said contract, "the Vendor" agreed to furnish you with an irrevocable, unconditional and acceptable bank guarantee for 10% of the value of contract and to be valid till the end of Guarantee period plus one month towards "Contract cum Equipment performance". For this purpose you have agreed to accept the guarantee.
3. In consideration thereof, we, _____
hereby irrevocably and unconditionally guarantee to pay to you on demand but in any case before the end of five working days from the date of the claim and without demur and without reference to "the Vendor" such amount or amounts not exceeding the sum of
Rs. _____ (Rupees _____ only) being _____ % (_____ percent) of the total value of the contract on receipt of your intimating that "the Vendor" has not fulfilled his contractual obligations. You shall be the sole judge for such non-fulfillment and "the Vendor" shall have no right to question such judgment.
4. You shall have the right to file / make your claim on us under BG Validity for a **further period of six months** from the date of expiry.
5. This guarantee shall not be revoked without express consent and shall not be affected by your granting time or any other indulgence to "the Vendor", which shall include but not be limited to, postponement from time to time of the exercise the same in you or any right which you may have against "the Vendor" and to exercise the same in any covenant contained or implied in the said contract or any other course or remedy or security available to you, and our Bank shall not be released from its obligations under this guarantee by your exercising any of your rights with reference to matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on your part or any other indulgence shown by you or by any other matter or thing whatsoever which under the law would, but for this provision have the effect of relieving our bank from its obligation under this guarantee.
6. We also agree that you shall be entitled at your option to enforce this guarantee against our bank as a principal debtor, in the first instance, notwithstanding any other security or guarantee that you may have in relation to "the Vendor's" liabilities in respect of the premises
7. This guarantee shall not be affected by any change in the constitution of our Bank or "the

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Vendor" or for any other reason whatsoever.

8. Any claim / extension under the guarantee can be lodge-able at outstation banks or at - _____, Bhubaneswar branch(for TPCODL) / Balasore Branch (For TPNODL) / Berhampur Branch (TPSODL) / Sambalpur (TPWODL) and claim will also be payable at _____
- e) Bhubaneswar Branch (to be confirmed by Bhubaneswar Branch by a letter to that effect in case BG is from the branch outside Bhubaneswar) – **applicable for TPCODL.**
- f) Balasore Branch (to be confirmed by Bhubaneswar Branch by a letter to that effect in case BG is from the branch outside Balasore) – **applicable for TPNODL.**
- g) Berhampur Branch (to be confirmed by Bhubaneswar Branch by a letter to that effect in case BG is from the branch outside Berhampur) – **applicable for TPSODL.**
- h) Sambalpur Branch (to be confirmed by Bhubaneswar Branch by a letter to that effect in case BG is from the branch outside Sambalpur) – **applicable for TPWODL.**
9. Notwithstanding anything herein contained, our liability under this guarantee is limited to Rs. _____ (Rupees _____) only and the guarantee will remain in force upto and including _____ (Date) and shall be extended from time to time for such period or period as may be desired by "the Vendor".
10. Unless a demand or claim under this guarantee is received by us in writing within one months from _____ (expiry date) i.e. on or before _____ (claim period end date), we shall be discharged from all liabilities under this guarantee thereafter.
- Dated at _____ this _____ day of _____ 20 ____

Bank's rubber stamp

1. Banks full address

Designation of Signatory

2. Bank official number

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ANNEXURE-C

PROFORMA FOR “NO DEMAND CERTIFICATE” BY ASSOCIATE

(On Company's Letter head or with Company Seal)

(To be submitted by the Associate to respective TP Odisha Discom's Accounts Department at the time of receipt of full and final payment)

(Certificate No. CCP/002)

Name of the Project Order/

Contract No.

Dated

Name of the Associate Scheme No.

/ Job No.

We, M/s. _____ (Associate) do hereby acknowledge and confirm that we have received the full and final payment due and payable to us from _____ (TPCODL / TPNODL / TPSODL / TPWODL), in respect of our aforesaid Order No _____ dated _____

including amendments, if any, issued by _____ (TPCODL / TPNODL / TPSODL / TPWODL), to our entire satisfaction and we further confirm that we have no claim whatsoever pending with _____ (TPCODL / TPNODL / TPSODL / TPWODL), under the said contract / W.O.

Notwithstanding any protest recorded by us in any correspondence, documents, measurement books and / or final bills etc., we waive all our rights to lodge any claim or protest in future under this contract.

We are issuing this “NO DEMAND CERTIFICATE” in favour of _____ (TPCODL / TPNODL / TPSODL / TPWODL), with full knowledge and with our free consent without any undue influence, misrepresentation, coercion etc.

Place

Name

(Company Seal)

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ANNEXURE-D

**PROFORMA FOR APPLICATION FOR ISSUANCE OF CONSOLIDATED TDS
CERTIFICATE**

To be printed on the letterhead. Please tick (✓) on concerned Discom

To,

The TP Central Odisha Distribution Limited

☐

Bhubaneswar

or

The TP Northern Odisha Distribution Limited

☐

Balasore

or

The TP Southern Odisha Distribution Limited

☐

Berhampur

or

The TP Western Odisha Distribution Limited

☐

Sambalpur

Sub: Application for issuance of Consolidated TDS Certificate for the FY _____

Dear Sir,

I / we hereby request / authorize you to issue me / us a consolidate TDS Certificate for the financial year _____ against tax deducted at source by you from my / our payments / bills during the said year from time to time under Chapter XVII – B of the Income Tax Act, 1961.

For and on behalf of

Signature

Name

Address

Contact No. (Land Line)

(Mobile)

PAN #

Assessing authority

ATTACH THE COPY OF PAN CARD

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ANNEXURE-E

BUSINESS ASSOCIATE FEEDBACK FORM

With an objective to improve our internal processes and systems, and serve you better, we solicit your valuable feedback & suggestions. It is estimated that it will take about 10 minutes to complete this survey. We assure you that your feedback shall be kept confidential. Please send the duly filled feedback form in the "_____ (TPCODL / TPNODL / TPSODL / TPWODL) addressed - attached envelop"

You are associated with us as

☐ OEMs ☐ Service Contractor ☐ Material Suppliers ☐ Material & Manpower Supplier

You are associated with us for

☐ Less than 1 year ☐ More than 1 year but less than 3 years ☐ More than 3 years

Your office is located at

☐ Bhubaneswar ☐ Within 200 kms from Bhubaneswar ☐ More than 200 kms from Bhubaneswar

Your nearly turnover with "_____ (TPCODL / TPNODL / TPSODL / TPWODL)

☐ Less than 25 Lacs ☐ 25 Lacs to 1 Crore ☐ More than 1 Cr.

Additional Information

Your Name	
Your Designation	
Your Organization	
Contact Nos.	
Email	

We once again thank you for your participation in this survey. Please spare 10 minutes to give your feedback on following pages (Section A to E)

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SECTION – A

(Please ✓ mark in the relevant box and give your remarks / suggestions / information for our improvement).

Discom Name:- _____(TPCODL/TPNODL/TPSODL/TPWODL)

S. No.	Parameters	1	2	3	4	5	Remarks/ Suggestion
		Do Not Agree	Slightly in Agreement	In Fair Agreement	Mostly in Agreement	Fully Agree	
1	You receive all relevant queries / tenders from us in timely manner.						
2	We provide you enough lead time to respond to our queries / tenders.						
3	We provide you adequate support (drawings, documents, clarifications, briefing etc.) to enable you meet our requirements.						
4	All following elements of our contract / purchase order are rational :						
4.1	Scope of Work						
4.2	Delivery / Execution Schedule						
4.3	Payment Terms						
4.4	Liquidated Damages						
4.5	Performance Guarantee						
5	Our purchase orders / contracts are simple, specific & easy to understand						
6	Discom demonstrate willingness to be flexible in administration of Contract / Purchase Order						
7	We provide timely responses / clarifications to your queries						
8	Discom representative you interact / coordinate with is adequately empowered to support you in meeting contractual obligations						
9	Discom provide you all necessary infrastructure support for timely and quality completion of work (including AMC)						
10	Discom Engineer-in-Charge timely certifies the jobs executed/ material supplied						
11	Discom Engineer-in-Charge efficiently supervises the job execution for timely completion of job						
12	BIRD (Bill Inward Receipt Desk) initiative has improved payment disbursement process						

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S. No.	Parameters	1	2	3	4	5	Remarks/ Suggestion
		Do Not Agree	Slightly in Agreement	In Fair Agreement	Mostly in Agreement	Fully Agree	
13	Our approach for Inspection and Quality Assurance effective to expedite project completion?						
14	Discom never defaults on contractual terms						
15	In Discom Contracts closure is done within set time limit						
16	Our material receiving procedures are well defined and efficiently deployed to reduce mutual inconvenience						
17	Bank Guarantees are released in time bound manner						
18	Our processes related to payment / account settlement are effective.						
19	You get payments on time						
20	Discom Employees follow Ethical behaviour						

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SECTION – B

SECTION – B (Please rate the following parameters on a scale of 1 to 5, where 1 - Minimum; 5 - Maximum); Discom Name: - _____(TPCODL/ TPNODL/ TPSODL/ TPWODL)

S. No.	Parameters	1	2	3	4	5	Remarks/ Suggestion
1	How do you rate courtesy/ empathy/ attitude level and warmth of Discom employees you interact with from following team?						
1.1	Project Engineering						
1.2	District / Zones						
1.3	Projects/HOG (TS &P)						
1.4	Inspection & Quality Assurance						
1.5	Stores						
1.6	Metering & Billing						
1.7	Accounts / Finance						
1.8	Administration						
1.9	IT & Automation						
2	How would you rate Discom in comparison to your other clients in terms of fairness of treatment and transparency with its Business Associates?						
3	How would you rate Discom in comparison to your other clients in terms of processes and systems to manage partnership with its Business Associates						
4	How would you rate Discom in comparison to your other clients in terms of building long term & mutually relationship with its Business Associates						

SECTION – C

Please ✓ mark in the relevant box and give your remarks / suggestions / information for our improvement.
Discom Name:- _____(TPCODL/ TPNODL/ TPSODL/ TPWODL)

S. No.	Parameters	Certain ly No	Probably No	Certainly Yes	Probably Yes	Remarks/ Suggestion
1	Based on your experience with Discom would you like to continue your relationship with Discom ?					
2	If someone asks you about Discom ? would you talk "positively" about Discom :					
3	Would you refer companies under Discom name to others in your community, fraternity and society as a professional & dynamic organization?					

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SECTION - D

If we ask you to rate us on a scale of 1 to 10, how will you rate (TPCODL/ TPNODL/ TPSODL/ TPWODL), that truly represents your overall satisfaction with us (please tick appropriate box) -

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

SECTION - E

Please ✓ mark in the relevant box and give your remarks / suggestions / information for our improvement.

Please spare your thoughts for TP Odisha Discom's improvement in particular areas of weaknesses, particularly relating to some great practices, attitudes that you have seen elsewhere in Indian and International Organizations, which you recommend TP Odisha Discom to adopt. Please give your valuable salient recommendations.

Please spare your thoughts for _____ (TPCODL/ TPNODL/ TPSODL/ TPWODL) improvement in particular areas of major concerns for you. We also welcome your suggestions to adopt any best practices, attitudes that you

Recommendation	Please tick (✓) your top 5 expectations out of the following 10 points listed below -	
(Please list down improvement you expect from TPCODL)	Timely payment	
1	Flexibility in Contracts/PO	
	Clarity in PO,s & Contracts	
2	Timely response to quarries	
	Timely certification of works executed	
3	Clarity in Specs, drawings, other docs etc.	
	Adequate information provided on website for tender notification, parties qualified etc.	
4	Timely receipt of material at site for execution	
	Performance Guarantee/EMD released intime	
5	Inspection & quality assurance support for timely job completion	

We thank you for your time and courtesy!!

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ANNEXURE-F

ACCEPTANCE FORM FOR PARTICIPATION IN REVERSE AUCTION EVENT

(To be signed and stamped by the bidder prior to participation in the auction event)

In a bid to make our entire procurement process more fair and transparent, TP Odisha Discom intends to use the reverse auctions through SAP-Ariba tool 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. TP Odisha Discom 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. TP Odisha Discom will make every effort to make the bid process transparent. However, the award decision by TP Odisha Discom would be final and binding on the supplier.
3. The bidder agrees to non-disclosure of trade information regarding the purchase, identity of TP Odisha Discom, 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 TP Odisha Discom.
6. In case of intranet medium, TP Odisha Discom shall provide the infrastructure to bidders. Further, TP Odisha Discom 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 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 outrightly rejected by TP Odisha Discom.
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/TPNODL/TPSODL/TPWODL) under TP Odisha Discom 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 the auction event shall be considered by TP Odisha Discom.
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.
13. Even after RA TP Odisha Discom reserves the right to negotiate further to optimize the prices in case Centralized Contract Group are unable to arrive at their benchmarked price or tender committee decided price.

Signature & Seal of the Bidder

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Name of the Authorized Signatory: _____ :

Contact Person's Name:

Official Correspondence Address:

We confirm that we will bear the charges, if any, levied by our bank for the credit of NEFT/RTGS amounts in our account. Any change in above furnished information shall be informed to _____ (TPCODL/ TPNODL/ TPWODL/ TPSODL) well in time at our own. Further, we kept aforesaid Odisha Discom indemnified for any loss incurred due to wrong furnishing of above information.

Thanking you,

For _____

**(Authorised Signatory) (Signature
with Rubber Stamp)**

Certification from Bank:

We confirm that we are enabled for receiving NEFT/RTGS credits and we further confirm that the account number (specify Bank a/c no.) of (Please mention here name of the account holder), the signature of the authorised signatory and the MICR and IFSC Code of our branch mentioned above are correct.

This also is certified that the above information is correct as per Bank record

(Manager's/ Officers Signature under Bank Stamp)

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ANNEXURE-H
VENDOR APPRAISAL FORM

TO BE SUBMITTED BY VENDOR (To be filled as applicable)			
VENDOR:			
1.0	DETAILS OF THE FIRM		
	1.1	NAME (IN CAPITAL LETTERS)	:
	1.2	TYPE OF CONCERN (PROPRIETARY) Partnership, Pvt. Ltd., Public Ltd. etc.	:
	1.3	YEAR OF ESTABLISHMENT	:
	1.4	LOCATION OF OFFICE POSTAL ADDRESS TELEGRAPHIC ADDRESSES, TELEX NO. FAX NO.	:
	1.5	LOCATION OF MANUFACTURING UNITS	:
		i) UNITS 1	:
		ii) OTHER UNITS	:
2.0	PRODUCTS MANUFACTURED		:
3.0	TURNOVER DURING THE LAST 3 YEARS (TO BE VERIFIED WITH THE LATEST PROFIT & LOSS STATEMENT).		:
4.0	VALUE OF FIXED ASSETS		:
5.0	NAME & ADDRESS OF THE BANKERS		:
6.0	BANK GUARANTEE LIMIT		:
7.0	CREDIT LIMIT		:
8.0	TECHNICAL		
	8.1	NO. OF DESIGN ENGINEERS (INDICATE NO. OF YEARS EXPERIENCE IN RELATED FIELDS)	:
	8.2	NO. OF DRAUGHTS MEN	:
	8.3	COLLABORATION DETAILS (IF ANY)	:
		8.3.1 DATE OF COLLABORATION	:
		8.3.2 NAME OF COLLABORATOR	:
		8.3.3 RBI APPROVAL DETAILS	:
		8.3.4 EXPERIENCE LIST OF COLLABORATOR	:
		8.3.5 DURATION OF AGREEMENT	:
	8.4	AVAILABILITY OF STANDARDS / DESIGN PROCEDURES / COLLABORATOR'S /	:

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		DOCUMENTS (CHECK WHETHER THESE ARE LATEST/CURRENT	
	8.5	TECHNICAL SUPPORT, BACK-UP GUARANTEE, SUPERVISION, QUALITY CONTROL BY COLLABORATOR (WHEREVER ESSENTIAL). (THIS CLAUSE IS RELEVANT WHEN VENDOR'S EXPERIENCE IS INADEQUATE)	:
	8.6	QUALITY OF DRAWINGS	:
9.0	MANUFACTURE		
	9.1	SHOP SPACE, LAYOUT LIGHTING, VENTILATION, ETC.	:
	9.2	POWER (KVA)	:
		MAINS INSTALLED	:
		UTILIZED	:
		STANDBY POWER SOURCE	:
	9.3	MANUFACTURING FACILITIES (ATTACH LIST OF EQUIPMENT AS APPLICABLE)	:
	9.3.1	MATERIAL HANDLING	:
	9.3.2	MACHINING	:
	9.3.3	FABRICATION	:
	9.3.4	HEAT TREATMENT	:
	9.3.5	BALANCING FACILITY	:
	9.3.6	SURFACE TREATMENT PRIOR TO PAINTING/ COATING, POLISHING, PICKLING, PASSIVATION, PAINTING, ETC.	:
	9.4	SUPERVISORY STAFF	:
	9.5	ADEQUACY OF SKILLED LABOURS (MACHINISTS, WELDERS, ETC.)	:
	9.6	NO. OF SHIFTS	:
	9.7	TYPE OF MATERIAL HANDLED (SUCH AS CS, SS, ETC.)	:
	9.8	WORKMANSHIP	:
	9.9	MATERIAL IN STOCK AND VALUE	:
	9.10	TRANSPORT FACILITIES	:
	9.11	CARE IN HANDLING	:
10.0	INSPECTION / QC / QA / TESTING		
	10.1	NUMBER OF PERSONNEL (INDICATE NO. OF YEARS OF EXPERIENCE)	:
	10.2	INDEPENDENCE FROM PRODUCTION	:

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	10.3	AVAILABILITY OF PROCEDURAL WRITE UP/QUALITY PLAN	:
	10.4	INCOMING MATERIAL CONTROL AND DOCUMENTATION	:
	10.5	RELIABILITY/REPUTATION OF SUPPLY SOURCES	:
	10.6	STAGE INSPECTION AND DOCUMENTATION	:
	10.7	SUB-ASSEMBLY & DOCUMENTATION	:
	10.8	FINAL INSPECTION AND DOCUMENTATION	:
	10.9	PREPARATION OF FINAL DOCUMENTATION PACKAGE	:
	10.10	TYPE TEST FACILITIES	:
	10.11	ACCEPTANCE TEST FACILITIES	:
	10.12	CALIBRATION OF INSTRUMENTS AND GAUGES (WITH TRACEABILITY TO NATIONAL STANDARDS) (ATTACH LIST)	:
	10.13	STATUTORY APPROVALS LIKE BIS, IBR, ETC.(AS APPLICABLE)	:
	10.14	SUB-VENDOR APPROVAL SYSTEM AND QUALITY CONTROL	:
	10.15	DETAILS OF TESTS CARRIED OUT AT INDEPENDENT RECOGNIZED LABORATORIES	:
		i) FURNISH LIST OF TESTS CARRIED OUT AND THE NAME OF THE LABORATORY WHERE THE TESTS WERE CONDUCTED	:
		ii) CHECK AVAILABILITY OF CERTIFICATES AND REVIEW THESE WHEREVER POSSIBLE	:
11.0	EXPERIENCE (INCLUDING CONSTRUCTION / ERECTION / COMMISSIONING) TO BE FURNISHED IN THE FORMAT INDICATED IN APPENDIX)		:
12.0	SALES, SERVICE AND SITE ORGANIZATIONAL DETAILS		:
13.0	CERTIFICATE FROM CUSTOMERS (ATTACH COPIES OF DOCUMENTS)		:
14.0	POWER SITUATION		:
15.0	LABOUR SITUATION		:
16.0 *	APPLICABILITY OF SC/ST RELAXATION (Y/N) IF YES, SUPPORTING DOCUMENTS TO BE ATTACHED		
17.0	ORGANIZATIONAL DETAILS 1. PF NO 2. ESI NO 3. INSURANCE FOR WORK MAN COMPENSATION ACT NO 4. ELECTRICAL CONTRACT LIC NO 5. ITCC / PAN NO 6. SALES TAX NO 7. WC TAX REG. NO		:
18.0	DOCUMENTS TO BE ENCLOSED:		

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	1. FACTORY LICENSE 2. ANNUAL REPORT FOR LAST THREE YEARS 3. TYPE TEST REPORT FOR THE ITEM 4. PAST EXPERIENCE REPORTS 5. ISO CERTIFICATE –QMS, EMS, OHAS, SA 6. REGISTRATION OF SALES TAX 7. COPY OF TIN NO. 8. COPY OF SERVICE TAX NO. 9. REGISTRATION OF CENTRAL EXCISE 10. COPY OF INCOME TAX CLEARANCE. 11. COPY OF PF REGISTRATION 12. COPY OF ESI REGISTRATION 13. COPY OF INSURANCE FOR WORK MAN COMPENSATION ACT NO 14. COPY OF ELECTRICAL CONTRACT LIC NO 15. COPY OF PAN NO 16. COPY OF WC TAX REGISTRATION 17. DOCUMENTS IN SUPPORT OF SC/ST RELAXATION AT S.NO.16.0 18. GSTN CERTIFICATE	
--	--	--

*** Classification of BA s under SC/ST shall be governed under following guidelines:**

- **Proprietorship/ Single Ownership Firm:** Proprietor of the firm should be from SC/ST, Women from marginalized communities & Persons with Disabilities community. Governing document shall be Proprietorship Deed.
- **Partnership Firm:** Only such firms shall qualify which have SC/ST, Women from marginalized communities & Persons with Disabilities partners holding equal to or more than 50% of the total ownership pattern of the firm. Governing document shall be Partnership Deed.
- **Private Limited Company:** Only such firms shall qualify which have SC/ST, Women from marginalized communities & Persons with Disabilities directors holding equal to or more than 50% of the total ownership pattern of the firm. Governing document shall be Memorandum of Understanding (MoU) and/or Article of Association(AoA).

NOTE: Certification from SC/ST Commission shall be required for deciding upon SC/ST status of a person and govt certificates required for Women from marginalized communities & Persons with Disabilities

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ANNEXURE-I

MANUFACTURER AUTHORIZATION FORM

(To be submitted on OEM's Letter Head)

Date:

Tender Enquiry No.:

To,

Chief (Procurement & Stores)

The TP Central Odisha Distribution Limited,
Bhubaneswar

Sir,

WHEREAS M/s. [name of OEM], who are official manufacturers ofhaving factories at [address of OEM] do hereby authorize M/s [name of bidder] to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us

.....and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the Special Conditions of Contract or as mentioned elsewhere in the Tender Document, with respect to the Goods offered by the above firm in reply to this Invitation for Bids.

We hereby confirm that in case, the channel partner fails to provide the necessary services as per the Tender Document referred above, M/s [name of OEM] shall provide standard warranty on the materials supplied against the contract. The warranty period and inclusion / exclusion of parts in the warranty shall remain same as defined in the contract issued to their channel partner against this tender enquiry.

Yours Sincerely, For

.....

Authorized Signatory

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Annexure-J

TATA CODE OF CONDUCT (TCoC)

Introducing Tata Code of Conduct (TCoC) in GCC, the following clause is proposed for inclusion as per suggestions from Chief Ethics Counsellor -

“TCoC is the overarching policy framework that applies to all TATA Group companies including TPNODL. TCoC provides for stakeholder-wise approach in each of the seven chapters.

The chapter “Our Value Chain Partners” states the policy as follows:

1. We shall select our suppliers and service providers fairly and transparently.
2. 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.
3. 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.
4. 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.
5. We respect our obligations on the use of third party intellectual property and data.

In case any Ethical Concern is faced during the course of your business dealings BA can write to Chief- Contracts & MM and CEO.

TP Odisha Discom is committed to follow Core Values and Core Principles mentioned in TCoC, cited below, in carrying out various activities as well as in discharge of bi-lateral and multi-lateral obligations involving other entities/organizations:

Core Values:

All six core values are already mentioned in GCC.

Core Principles:

1. **Zero tolerance to bribery or corruption** in any form.
2. Committed to **good corporate citizenship**
3. Contribute to the **economic development of the communities** of the countries & regions we operate in.
4. No compromise on **Safety**
5. Our conduct shall be **fair & transparent**
6. Respect the **human rights & dignity** of our stakeholders
7. **No unfair discrimination** of any kind
8. Statements made to stakeholders shall be **truthful** & made in **good faith**
9. Not engage in any restrictive or **unfair trade practice**
10. Provide avenues for our stakeholders to **raise concerns in good faith**
11. Environment **free from fear** of retribution to deal with concerns that are raised
12. Expect the leaders to be **role model**

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13. Comply with the laws of the countries in which we operate

Gift Policy:

Principles for acceptance of gifts/benefits –

A gift or benefit may be accepted only if it complies with all of the following principles:

- ✓ it does not influence,
- ✓ does not have the potential to influence, an employee in such a way as to compromise or appear to compromise integrity and impartiality
- ✓ does not create a conflict of interest or perception of conflict of interest;

Principles for non-acceptance of gifts/benefits -

The gift or benefit may not be accepted or given if any of the following principles apply:

- ✓ causes the recipient or donor **to act in partial manner** in the course of duty
- ✓ apprehension of the recipient becoming **obligated to the donor**
- ✓ it is **not offered openly**
- ✓ if is an **offer of money** or something readily convertible to money (e.g. Shares)

Violation –

1. Not abiding with this policy would constitute violation of “Our Employees” Stakeholder group Clause “Gifts and Hospitality” of the Tata Code of Conduct (TCoC) 2015. Prompt action will be taken against violations.
 2. Any deviation from this policy must be supported by appropriate rationale and must be duly approved by CEO who is also the Principal Ethics Officer. In any case, in dealing with such deviations, the spirit of the TCoC should in no case be compromised.
2. If it is determined that an employee / associate has violated this policy, appropriate action including termination of the employee’s / associate’s employment or association with TP Odisha Discom may be decided upon.

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Annexure-K

ESG FRAMEWORK FOR BUSINESS ASSOCIATES

TP Odisha Discom's Sustainability philosophy sits at the core of its Business Strategy. TP Odisha Discom Sustainability Model has an overarching objective of 'Leadership with care' with key elements of 'Care for the Environment'; 'Care for the Community'; 'Care for our Customers / Partners' and 'Care for our People'. These sustainability objectives encompass the Environmental, Social and Governance objectives driven as integrated elements.

TP Odisha Discom, together with its stakeholders is determined to achieve sustainable growth while creating shared value for all.

As a part of future ready roadmap, TP Odisha Discom has targeted following as our Environment, Social and Governance priorities:

- Being Carbon Net Zero before 2045
- Growing Clean capacity (80% by 2030)
- Customer centricity
- Becoming water neutral before 2030
- Achieving zero waste to landfill before 2030
- No net loss of biodiversity before 2030
- Positively impacting 80 million lives by 2027

In order to create a sustainable business ecosystem, TP Odisha Discom expects that all its Business Associates (BA) which includes its suppliers, vendors, consultants and service providers to align to its ESG and sustainability commitments.

TP Odisha Discom encourages improved efficiencies and scaling up of green initiatives through technology and innovation taking us farther on the journey of reducing carbon emissions and preparing the entire eco-system towards products and services that would have net positive impact on the environment and communities that we operate in.

The Vendors/ bidders wishing to associate with TP Odisha Discom are expected to share their own sustainability and ESG journey. We at TP Odisha Discom promote all Business Associates to have a sustainable procurement policy for their supplier and service providers to contribute to our integrated approach in achieving a sustainable supply chain. The BA is encouraged to carry out the assessment of their sub-contractors and sub-vendors on sustainability readiness so that they are aware of the expectation/ business requirement.

The Vendor/ Bidder shall fill-in the 'Environment, Social and Governance Compliance Screening Questionnaire for Business Associates' attached at Annexure-I and submit the same along with the Bid in Ariba online platform.

Responsible Supply Chain Management:

TP Odisha Discom is committed for a cleaner environment and respect of Human rights through its Responsible Supply Chain Management policy.

TP Odisha Discom Business Associate (BA) shall comply with all the environment & Human rights related laws, including emission norms, Labour and environmental regulations.

TP Odisha Discom encourages its BA to focus on green design, green supply, green production, green

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logistics and green packaging in performing their business obligations. The BA is expected to abide by the TP Odisha Discom Corporate Environment policy, Energy Conservation and Corporate Sustainability Policy (enclosed with this document as Annexure-II).

The BA is expected to:

- Strive towards Conservation of Energy, Water, Resources and optimize transportation of Men & Materials to minimize environmental impact and reduce carbon footprint.
- Carry out the assessment of materials used for construction, operation & maintenance, consumables and accordingly phase out those materials which are environmentally hazardous.
- Be cognizant that diversity in the workplace positively impacts business.
- Promote affirmative action by supporting people from SC/ ST background by engaging workforce from SC/ ST community under the contracts agreed herein.
- Share the commitment of 'No child labour', 'No forced labour', Non-discrimination on the basis of caste, colour, religion, gender, disability, maternity or pregnancy or any other factor unrelated to the requirements of the job
- Pay the wages or remuneration to the workforce, personnel deployed in compliance to all applicable laws and regulations.
- Provide its employees/ deployed labor with an employment environment that is free of physical or psychological harassment.
- Carry out the assessment of their Sub-contractors on their Sustainability Readiness so that they are aware of the above expectation/ standards
- To ensure usage of suitable package material which is more environmentally sustainable. Further the packing material shall be recycled to the extent possible. The material used for packing is expected to suit the mode of transport and to ensure its safe receipt at point of delivery.

Waste Disposal:

The BA is expected to follow best practices for disposal of waste, few of which are listed below:

- Have a detailed project plan that includes the waste management, segregation of all designated waste material (Recyclable/ Non-Recyclable), collecting, storing, disposing and transferring the same to pre-arranged facility/ destination in timely and safe manner as per environmental legislations. The project plan shall also include the innovative construction practice to eliminate or minimize waste, protect surface/ground water, control dust and other emissions to air and control noise.
- Have purchase policy to encourage the procurement of material with recycled and minimum packaging of goods during delivery and appropriate means for site-to-site transportation of materials to avoid damage and litter generation.
- Ensure that the residents living near the site are kept informed about proposed working schedule and timings/ duration of any abnormal noise full activity that is likely to happen.
- Ensure the regular maintenance and monitoring of vehicles and equipment for efficient fuel use so that emissions and noise are within acceptable limits to avoid air pollution.

Water Management:

The BA is expected to follow best practices for water management, few of which include a management and monitoring system for water withdrawals and consumption, procedures to reduce water usage or reuse/recycle water, and pretreatment of wastewater before disposal.

Compliance to Law:

The BA shall adhere to responsible business practices and comply with the provision of all the Statutory

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Acts Applicable. Special attention of the BA is drawn towards the compliance of provision of the following statutes: (along with the latest amendments/additions, as applicable):

- The Child Labour (Prohibition and Regulation) ACT, 1986.
- The Contract Labour (Regulation and Abolition) ACT, 1970.
- The Employee's Pension Scheme, 1995.
- The Employee's Provident Funds and miscellaneous provisions Act, 1952.
- The Employees State Insurance Act, 1948.
- The Equal Remuneration Act, 1976.
- The Industrial Disputes Act, 1947.
- The Maternity Benefit Act, 1961.
- The Minimum Wages Act, 1948.
- The Payment of Bonus Act, 1965
- The Payment of Gratuity Act, 1972.
- The Payment of Wages Act, 1936.
- The Shops & Establishment Act, 1954.
- The Workmen's Compensation Act, 1923.
- The Employer's Liability Act, 1938.
- and any other applicable statutory act

Social Accountability (SA 8000):

TP Odisha Discom expects its BAs to follow guidelines of SA 8000:2014 on the following aspects

- Child Labour
- Forced or Compulsory Labour
- Health & Safety
- Freedom of Association & Right to Collective Bargaining
- Discrimination
- Disciplinary Practices
- Working Hours
- Remuneration
- Management System

Health and Safety

The BA is expected to ensure the health and safety of his and his Sub-contractor's staff and labour. The BA shall, in collaboration with and according to the requirements of the local health authorities, ensure that medical staff, first aid facilities, sick bay and ambulance service are available at the accommodation and on the Site at all times, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics. The BA shall maintain records and make reports concerning health, safety and welfare of persons deployed, and damage to property, as the Owner's Representative may reasonably require. The BA shall be responsible for the medical treatment / hospitalization of his and his Sub-contractor's staff/ labour.

The BA shall appoint a qualified Safety officer at the Site to be responsible for maintaining the safety, and protection against accidents, of all personnel on the Site. Such Safety officer shall have the authority to issue instructions and take protective measures to prevent accidents.

The BA shall comply in toto with the TP Odisha Discom's Contractor Safety Terms & Conditions, Health Safety & Environment Manual while working on TP Odisha Discom's Site/ Services/ Contracts.

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Grievance Mechanism

The BA is expected to have grievance procedures that allow stakeholders to anonymously bring environmental and/or work-related violations and/or concerns to the attention of management. In addition, the BA is expected to have procedures for examining reports of environmental and/or work-related violations or concerns and/or privacy complaints.

Data Protection

The BA is expected to have a formal process to address data security or privacy issues.

Annexure VIII

Safety Policy and Safety Terms and Conditions

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Contractor's Safety Code of Conduct

Reason for Change	Date of Last Revision	Prepared By	Reviewed By	Approved by
Inclusion of Odisha Discom and periodic Revision	<u>11-May-2015- R1</u> <u>15 August-2021- R6</u>	All Discom and CFT members from all cluster	Debi Prasad Acharya (Head-Safety-Odisha Discom)	Suresh H Khetwani (Chief safety and Environment)

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1.0 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.

2.0 Scope:

- This procedure applies to all operating and project sites of The Tata Power Company Ltd and Group companies including new businesses like Electric Vehicle charging, Home Automation, Microgrid, Roof top solar etc. This Code of Conduct also applies to all operating and project sites of four Odisha Discoms and New business based on mutually agreed timeline for implementation. R7
- This document is applicable to Odisha Discoms also. Odisha Discoms are a joint venture between Tata Power and the Government of Odisha with the majority stake being held by Tata Power Company (51%). ODISHA DISCOMS is a state electricity distribution utility with sole rights to distribution of electricity in the Odisha covering the distribution companies such as TPNODL, TPCODL, TPSODL and TPWODL. In accordance with the Electricity Act. ODISHA DISCOMS engages contractor workforce to execute, run and maintain various operating sites and facilities across locations The activities range from project execution, operation & maintenance of facilities. (R7)

3.0 Definitions

- 3.1. Order Manager/Engineer in charge:** Order Manager/Engineer in charge is the Tata Power-Division /DISCOM 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-Division/DISCOM. It will contain the entire job specific safety requirement and will be signed by the contractor.
- 3.3. Contractor/Business Associate/Vendor (BA):** An individual or a company that provides services to Tata Power-Division/DISCOM under a signed contract.
- 3.4. Emergency:** It is a serious, unexpected, or dangerous situation requiring immediate action, which may result in loss of life, 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 and approved by adequate authority of MB level or 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

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supervisory work such as expert for AI-ML, expert for transmission and distribution network, expert for civil works, expert on transformers, expert for PSSC, expert for equipment overhaul etc.

- 3.6. **CEO/Chief/Head of division/Unit/Utility:** Business in charge who is overall custodian of the Tata Power-Division/DISCOM.
- 3.7. **Category A Vendor:** Vendor eligible to carry out Very High & High risk (as per Tata Power-Division 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 4-CSMF-4 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 4-CSMF-4 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 4-CSMF-4 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 14 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 calculated 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 more than 12 months, it is considered as long duration job. R7*
- 3.15. **High Value Jobs:** When the value of the job contract is Rs. One Crore or more, it is considered as High value job.
- 3.16. **Strategic Business Unit-SBU/Division/Discom:** *A strategic business unit is a fully functional, independently operational setup of a particular business and an important part of the Tata power company. R7*

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4.0 Responsibilities

4.1 Order Manager/Engineer in Charge: Order Manager is Tata Power-Division /DISCOM 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 Ensure 100% safety capability building L1, L2, L3 for contractor work force and supervisor before start of Job
- 4.1.3 Ensure Contractor safety revalidation test for all work force quarterly or Half yearly for new business such as Odisha Discom (R7).
- 4.1.4 Conduct competency assessment of all critical work force working on High-Risk Jobs based on Experience, Technical skill and Safety capability through contractor representative along with division/Discom safety representative. R7
- 4.1.5 Supervise and ensure work is carried out as per the Site Safety Management Plan including agreed Risk Assessment (HIRA/JSA) and Method Statement.
- 4.1.6 Conduct audit and evaluate Safety Performance of contractor.
- 4.1.7 Ensure contractors adhere to all statutory provisions.
- 4.1.8 In case any Exception needed in agreed safety management plan or in CSCC process for execution of job, document control procedure- TPSMS/GSP/DC/014 Clouse 6.3 will be applicable, and approval may be obtained by the Order Manager from adequate authority of Chief of Division/CEO of Discom. (R7)

4.2 Contractor/Business Associate/Vendor (BA): The person, entity or organisation who is executing the job for Tata Power-Division /Odisha Discoms under a contractual agreement and will be responsible for the following

- 4.2.1 To follow all Tata Power-Division /DISCOM Critical Safety Procedure, Rules and guidelines given in **CSM F3 Safety Terms and Conditions.**
- 4.2.2 Undertake job as per **CSM F9 Site Safety Management Plan** and method statements agreed with the Tata Power-Division /DISCOM.
- 4.2.3 Ensure 100% safety capability building L1, L2, L3 for contractor work force and supervisor before start of Job
- 4.2.4 Ensure Contractor safety revalidation test for all workforce quarterly or Half yearly for new business such as Odisha Discom up to three years. R7.
- 4.2.5 Ensure competency assessment of all critical work force working on High-Risk Jobs based on Experience, Technical skill and Safety capability through Order manager or Engineer in charge representative along with division/Discom safety representative. R7
- 4.2.6 Raise any concerns about their work and its safety with the Order Manager.

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- 4.2.7 Report all injuries, near misses, unsafe acts/conditions, and occurrences to the Order Manager immediately.
- 4.2.8 Ensure that all sub-contractors follow the Tata Power Safety Procedure and agreed **CSM F9 Site Safety Management Plan**. If subcontractor detail is not available at stage of Bid evaluation, then this can be agreed with Order manager or Engineer in charge before deployment. Ensure that all sub-contractors follow the Tata Power Safety Procedure and agreed CSM F9 Site Safety Management Plan.**R7**
- 4.2.9 To follow all statutory requirements as per the laws of the land.
- 4.2.10 All vendors applying for category "A" jobs or submitting quote for high-risk jobs shall obtain certificates of ISO:9001, ISO:14001 and ISO:45001 before submitting quote for high-risk Jobs or otherwise mention plan to get the certification. **R7**
- 4.3 Safety Concurrence Group (SCG):** It is Cross Functional Team constituted by Contract department with active support from Safety Team of the Tata Power Division/Discom safety team having representatives from Execution Department, Operation Department, Contract Department, and any other department as deemed fit. SCG will be responsible for the following:
- 4.3.1 Assessment of Safety Potential of new vendor before registration using **CSM F1 Process Flowchart for Vendor Registration** and **CSM F2 Safety Category Qualification Form**.
- 4.3.2 Safety Evaluation of the bids as per evaluation format **CSM F7 Safety Bid Evaluation Criteria**
- 4.3.3 Finalization of the **CSM F9 Site Safety Management Plan** submitted by the contractor.
- 4.3.4 During Safety Bid Evaluation for following types of jobs are evaluated: R7
- 4.3.4.1 High-Risk jobs, Medium Risk job, Major Shutdowns and Outages.
- 4.3.4.2 Capex jobs of High-Risk Category

5.0 Procedure

5.1 Registration of Business Associates (Vendors)

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

- 1) **CSM F2 Safety Category Qualification Form**
- 2) **CSM F3 Safety Terms and Conditions**

The document **CSM F3 Safety Terms and Conditions** provides the information about Tata Power-Division /Odisha Discom safety System to the contractor. Contractor will submit the **CSM F2 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

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on a predetermined criteria **CSM F4 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: CSM F1 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 /Medium Risk" then RFQ will be attached with following documents:

- 1) **CSM F3 Safety Terms and Conditions**
- 2) **CSM F6 Safety Competency Assessment Form**
- 3) **CSM F8 PPE requirements**
- 4) **CSM F9 Site Safety Management Plan 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 **CSM F3 Safety Terms and Conditions**. Contracts department will collect duly filled **CSM F6 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 F7 Safety bid evaluation criteria**. If any specific condition related to Contract is required to be conveyed to the 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. Contract will attach a copy of Site Safety Management Plan along with PO to the successful bidder. Please refer **CSM F5 Process Flow Chart for issuing RFQ and PO significant health and safety risk associated with it**.

5.3 Capability Building:

Before issuing gate pass:

For Odisha Discom: All Tata Power contractor and subcontractor workforce is required to

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attend Site Safety Orientation Training to receive a Safety Training Card, which is required to obtain a Gate Pass to the site, prior to entry. This Safety Orientation Course will be for duration of minimum half day. The information provided during the orientation will include, but is not limited to Job rules, personal safety, and conduct, Hazard's reporting, reporting of injuries, Emergency procedures, Safety Activities and Program including disciplinary measure and incentives, Critical safety procedure relevant to the job

For Tata Power Divisions: All Tata Power contractor and subcontractor workforce is required to attend L1 Training to receive a Safety Training Card, which is required to obtain a Gate Pass to the site, prior to entry.

For TataPower and Discom: Appropriate practical training such as SHE L1, L2& L3 is given to ensure that a jobholder, either supervisor or worker, is competent to do his/her job safely. The skill training is provided through TPSDI, and other agencies authorized by Tata Power on the list of 15 critical Safety procedures mentioned under safety procedures. Duration of course is as specified by Division/Discom. Contractor shall ensure that concerned workmen are provided with adequate training before he/she is allowed to execute the work. An evaluation test will be conducted after the completion of the training. Those BA employees, who meet the minimum required competency, will be provided with Certificate or Training /Competency Card, which is valid for 3 years, post which the employee must reappear for the assessment. If the workman is not able to qualify the assessment, he/she will be given 3 additional attempts to clear in 3-month time frame failing which he/she will not be allowed to work on Division/Discom any jobs. After expiry of Certificate or Training /Competency Card again one day recertification of L1, L2 and L3 skill training will be provided. R7.

The Contactor shall bear the conveyance and food expenses of his staff for attending training sessions and capability building sessions in new business-like Odisha Discom.

The Contactor shall bear the entire cost of L1/L2/L3, the costs towards training, salaries/wages, boarding and lodging of his staff for attending training sessions and capability building sessions. These trainings are offered on nominal chargeable basis payable by Contractor and rates shall be decided by TPSDI from time to time in case of training through TPSDI. Generally, L0 is of one day, L1 is for 2 days for each critical procedure and L3 is for one day. Around Rs 700+GST is approx. cost /Day/Candidate. - R7

All contractors' workmen and Business Associate must attend Safety foundation course Training, all workmen engaged in critical jobs must clear and get certified for critical procedures applicable on his work like Work at Height and Electrical safety-LT & HT/LOTO&LC separately and all supervisors must complete supervisor certification in safety.

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Competency assessment of all critical workforce to be carried out for all who has taken L2 training. R7

5.4 Recognition to the Prior Learning in Safety-R7

If "Order Manager" recommends and "Head of the Safety Department of Discom" is satisfied with the safety knowledge and competency of the employee of contractor, a test may be conducted by Tata power Skill development Institute/ other recognized institute to assess the prior learning in safety. If employees of the contractors pass in such test, he will be exempted from appearing in SHE L1 training. This assessment is on nominal chargeable basis and rates are decided by TPSDI from time to time.

5.5 Safety performance retention(R7): 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. (R7)

Risk Category-(R7)	Contract Value	Retention Amount (%)
<u>Very high/High risk job/ Medium Risk jobs</u>	Up to 10 Lakhs	2.5
<u>Very high/High risk job/ Medium Risk jobs</u>	10 – 50 Lakhs	2
<u>Low/Very Low Risk jobs</u>	10 – 50 Lakhs	1
<u>Very high/High risk job</u>	0.5 to 10 Cr	2
<u>Medium Risk jobs</u>	0.5 to 10 Cr	1.5
<u>Low/Very Low Risk jobs</u>	0.5 to 10 Cr	1
<u>Very high/High risk job</u>	>10 Cr	1.5
<u>Medium Risk jobs</u>	>10 Cr	1

- The safety retention amount will not be applicable if there is clause of Contract Performance Bank Guarantee (CPBG) and safety performance of contractor is as per desired criteria.
- If safety performance of contractor is not as per desired criteria (as per Appendix 10 – CSM F10 – Process Flow Chart for Safety Performance Evaluation and Appendix 11: CSM F11 - Safety Performance Evaluation Criteria- R7.) then safety retention percentage as mentioned in table above will be deducted from running bill.
- Bidder to give understanding that if there are any deductions required to be made for safety non-performance as per the Safety Performance Score, then Tata Power shall recover any such deductions against safety non-performance directly from the monthly bills / final settlement or it shall be within its right to recover such sum from accounts payable or the CPBG or the retention of the Contractor available with Tata Power for the said contract between the Contractor and Tata Power. R7

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For all other contracts retention amount is applicable as per table given above.

4. The retention amount against non-safety performance saved and Penalty will go to a separate Safety Improvement Fund.R7
5. 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.
6. 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 is 100%.

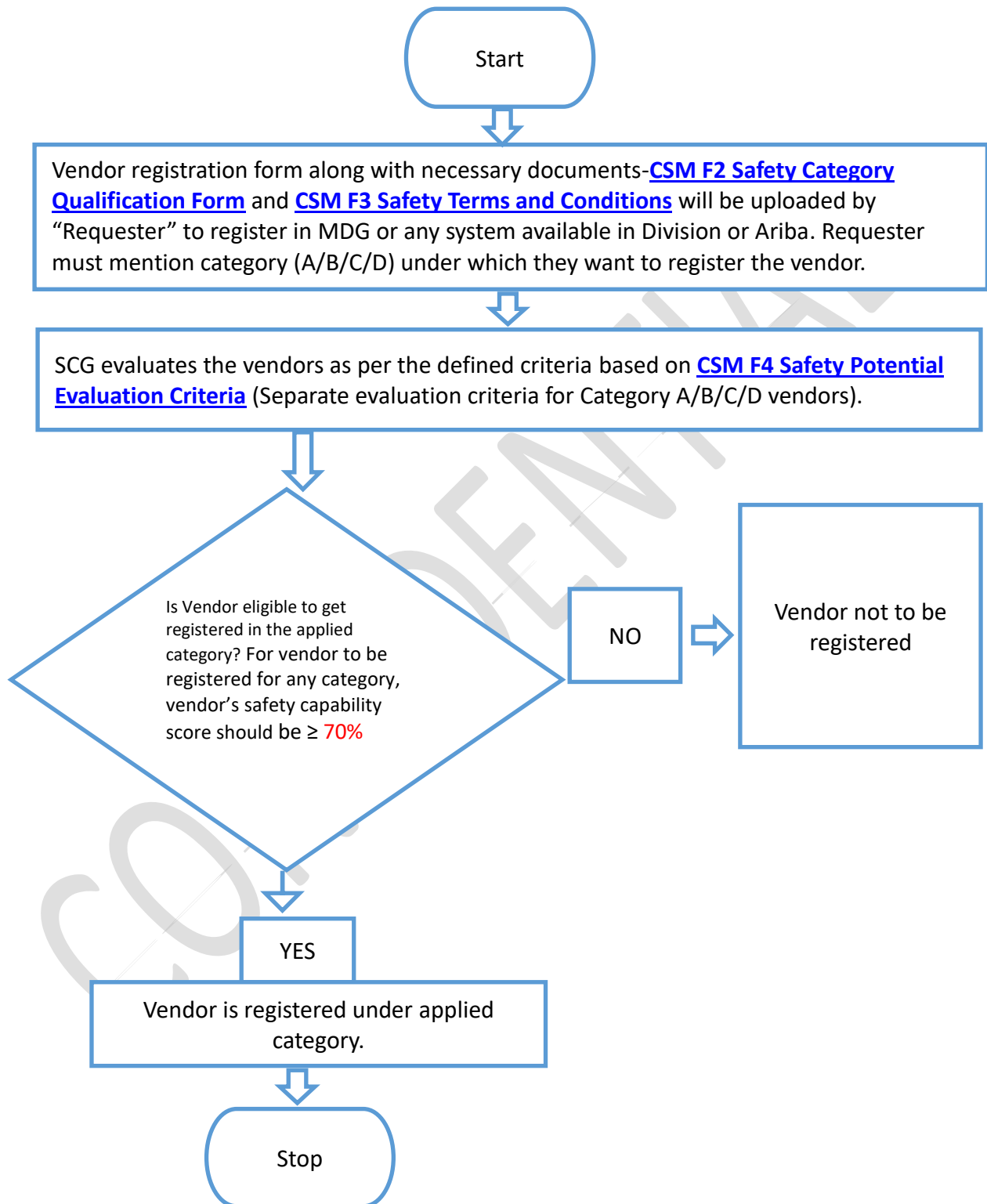
5.6 Safety Performance Evaluation:

During the time of job execution, regular site inspection will be carried out by the Tata Power-Division /DISCOM officials to evaluate monthly safety performance of the contractor as per **CSM F11 Safety Performance Evaluation Report** and monthly score will be maintained by the Order Manager. Violations will be dealt as per **CSM F12 Safety Violation Penalty Criteria**. Please refer **CSM F10 Process Flow Chart for Safety Performance Evaluation**. Percentage of retention amount is usually mentioned in safety terms and conditions.

1. During the progress of the work, concerned site Supervisor/Engineer/Safety representative will visit and inspect the work site regularly and evaluate the safety performance of the contractor based on matrix **Appendix 13** and apply the Consequence management policy/Penalty criteria as applicable.
2. The evaluation criteria include Lead Indicators such as percentage of workers trained in TPSDI, inspection of critical equipment. Lag indicators such as Fatalities, LWDC and man-days lost.
3. In case of job stoppage due to safety violations / unsafe observations at the site, no time extension from PO completion date shall be given to the contractor, if such delays are attributable to contractor.
4. 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 by Division Chief/CEO. This charge is over and above the retention amount. The committee will finalize penalty amount based on factors such as advice by statutory authorities, contract value and impact of accident etc.
5. Order Manager, Head of Business and functional Chief have the authority to terminate the contract as per **CSM F12 Safety Violation Penalty Criteria** Through contract department.

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Appendix 1: CSM F1 - Process Flow Chart for Vendor Registration



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Appendix 2: CSM F2 - 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).
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/Project 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 job

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	Yes / No	Remarks				
1	Certified for i. 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	If Yes, Attach copy of the certification. If No, mention plan to get the certification.				
2	Safety Statistics for current and Last Three (3) Years - LTIFR - LTISR	Yes/No		Current Year	Year 1(Last FY)	Year 2	Year 3
			LTIFR				
			LTISR				

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Name of the Vendor:					
3	Any Compensation paid due to accidents during current and last three years?	Yes/No		Amount (INR)	Manhour
			Current Year		
			Y1 (Last FY)		
			Y2		
			Y3		
4	Any prosecution against you by statutory bodies/clients during last three years due to statutory violations, criminal negligence towards safety and dereliction of duty of care towards your employees? Is any case still pending against you?	Yes/No	If yes, give details. If no, give an undertaking that no case is pending against you and you have not been prosecuted by statutory bodies or clients.		
5	Do you have Safety Policy? Safety Principles? And Lifesaving Rules?	Yes/No	If yes, attach copy of the documents available.		
6	Do you have Safety training process?	Yes/No	If yes, attach safety training process and average training manhour of your employees for the last three years.		
7	Do you have a system for recording, reporting, and investigating all incidents or near misses?	Yes / No	If yes, show the incident statistics of last three years and implementation of CAPA.		
8	Do you have a disciplinary action program against your employees for violation towards safety rules and procedures?	Yes/No	If yes, show the records of disciplinary action taken the last three years.		

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Name of the Vendor:			
9	Do you have a reward and recognition scheme for your employees who show exemplary safe behavior and contribute to overall safety improvement at site?	Yes/No	If yes, show the records of Reward and Recognition given during the last three years.
10	Do you engage in safety promotional activities?	Yes/No	If Yes, Show the proof of engagement in safety promotional activities.
11	Have you been recognized or awarded or rewarded by government bodies of clients for showing excellence in safety management in your jobs during last three years?	Yes / No	If Yes, Show proof.
12	Do you provide adequate quality of PPEs to your workmen?	Yes/No	If yes, please provide details of PPE Matrix and if required, samples for inspection.
13	Do you have Safety organization structure e.g., Safety Officers and Safety Committees?	Yes/No	If yes, attach copy of the safety organization structure, details of safety committees and safety professionals.
14	Name and address of sites where work is in progress or worked earlier	Yes/No	Site details to be attached for inspection by Tata Power-Division /DISCOM Officials.

Note: If you respond NO to any of the above questions, you can mention your plan to get the required documents.

I hereby confirm that the information provided above are true. I give my consent to be penalized as deemed fit in case any information given above are found to be false.

I will abide the general safety guidelines mentioned in the purchase order / work order and will ensure to prepare and follow site specific safe operating practices in consultation with the site-in-charge and safety professional. I will abide by penalty scheme in case of non-compliance.

Signature :

Name and Designation:

Stamp of Organization :

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Appendix 3: CSM F3 - Safety Terms and Conditions

(Attached as a separate document under the title CSM F3 – Safety Terms and Conditions)

Appendix 4: CSM F4 - Safety Potential Evaluation Criteria for Vendor Registration

At the time of vendor registration, vendor will be registered under 4 categories

- 1) **Category A**- Vendors eligible to carry out High risk Jobs
- 2) **Category B**- Vendors eligible to carry out technical jobs that are Medium/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/B**, a safety potential evaluation will be carried out based on following parameters. (Actual score is safety capability score)

Sr No	Description	Weight age (%)	Actual Score
1	Does the service provider have a valid 45001 Certification?	10	
2	During site visit check for safety adequacy at site	20	
3	Check the Safety statistics of Service provider (If available than 10 otherwise Zero)	10	
4	Check the trend LTIFR/LTISR for last 3 years (If less than 0.2 than give 10 Marks if between 0.2 to 0.3 than give 5 marks and otherwise Zero	10	
5	Has there been any prosecution / conviction for any Contravention regarding safety and Health provision under the factories Act/Electricity Act / BOCW Act and Rules framed there under? If yes Give Zero otherwise 10 Marks.	10	
6	Check the Safety orientation & training process of Service provider- Records of Safety training provided to safety officer/supervisor /workmen during last 1 year as percentage (%) of total employed by service provider ✓ Safety Officer: >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero. ✓ Safety supervisor: >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero. ✓ Workmen: >80% of employees: 10 Marks, 50 to 79% of employee: 5 Marks and <50%: Zero	20	
7	Check the organizational structure for safety professionals & engineers / supervisors. ✓ Check Availability of number of Safety Officers from government recognized institute as per workforce strength. 1 in 50 employees than 10 Marks, if 1 in 100 than 5 Marks otherwise Zero.	15	

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	✓ Check Availability of Qualified workforce from government recognised institute/TPSDI. 100% of safety officers qualified than 5 Marks, 50% TO 99% Than 2.5 Marks and if less than 50% than Zero Marks.		
8	Certified/skilled workers as a percentage of overall workforce	5	
	Total	100	

Evaluation Criteria for Category C

Sr no	Description	Weight age (%)	Actual Score
1	Does the contractor have a valid ISO 9001 certification?	40	
2	Check the Safety statistics of Service provider (If available than 10 otherwise Zero)	10	
3	Check the trend LTIFR/LTISR for last 3 years (If less than 0.2 than give 20 Marks if between 0.2 to 0.3 than give 10 marks and otherwise Zero)	20	
4	Has there been any prosecution / conviction for any Contravention regarding safety and Health provision under the factories Act/Electricity Act / BOCW Act and Rules framed there under? If yes Give Zero otherwise 10 Marks.	10	
5	Check the Safety orientation & training process of Service provider- Records of Safety training provided to safety officer/supervisor /workmen during last 1 year as percentage (%) of total employed by service provider ✓ Safety Officer: >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero. ✓ Safety supervisor: >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero. Workmen: >80% of employees: 10 Marks, 50 to 79% of employee: 5 Marks and <50%: Zero	20	
	Total	100	

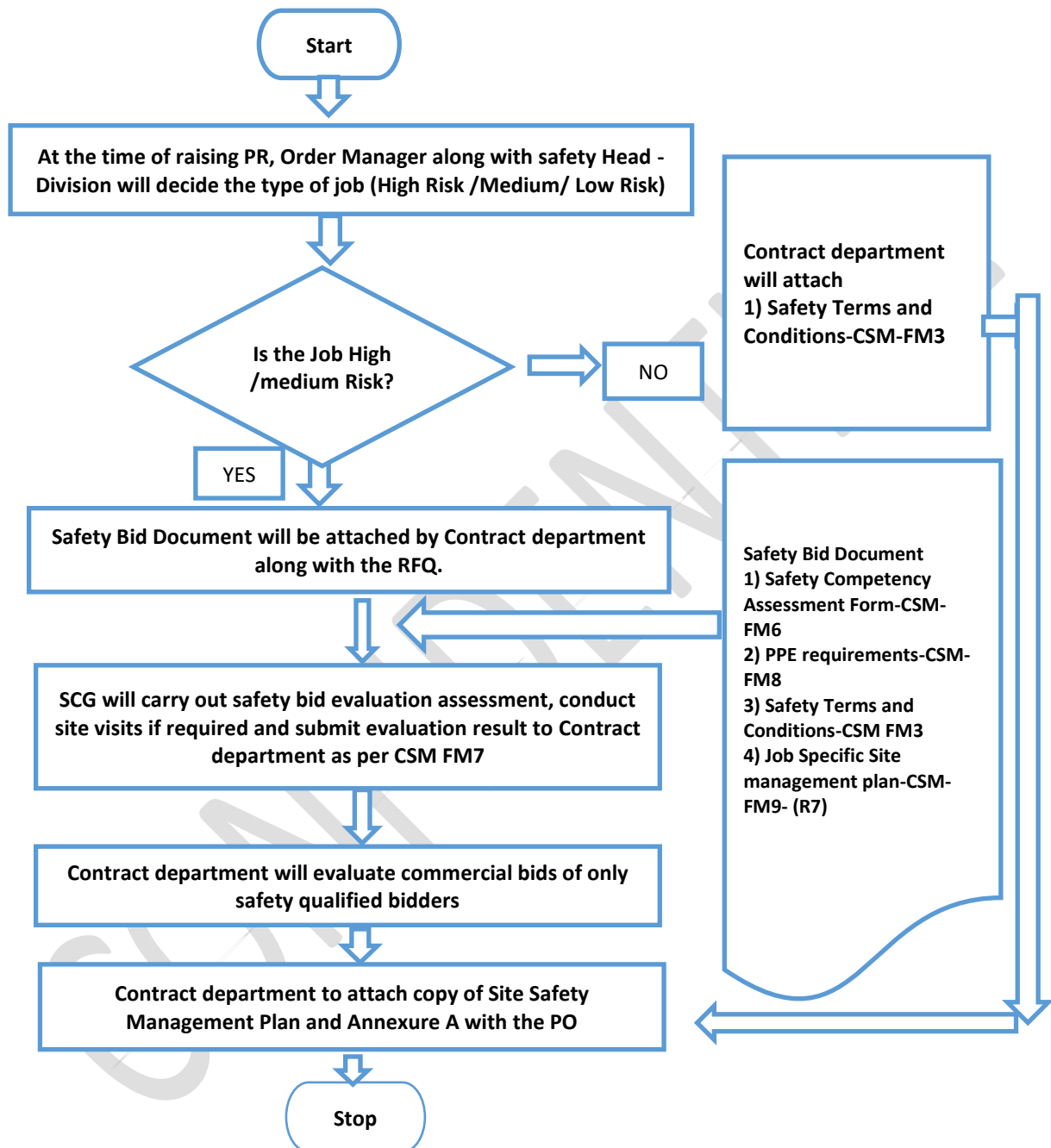
Evaluation Criteria for Category D

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

For vendor to be registered for any category, vendor's safety capability score should be $\geq 70\%$.

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Appendix 5: CSM F5 - Flow Chart for Issuing RFQ and PO



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Appendix 6: CSM F6 - Safety Competency Assessment 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 : -

Type of manpower	Qualification	Experience	Month 1	Month 2	Month 3	
<u>Project /AMC Manager(R7)</u>						
Site In Charge						
Safety Manager						
Safety Officer						
Supervisors						
Technicians						
High Skilled workmen						
Skilled workmen						
Semiskilled workmen						
Lineman						
Helpers						
Drivers						
Unskilled						
<u>Others(R7)</u>						

Instruction to Bidders:

- Indicate the overall site manpower deployment schedule as above
- Indicate direct or subcontracted employees by using color code given below:

Direct Bidder Employee – Green

Partly Direct / partly Subcontracted – Yellow

- 4.3.5 **Subcontracted – Red** *If subcontractor detail is not available at stage of Bid evaluation, then this can be agreed with Order manager or Engineer in charge before deployment Ensure that all sub-contractors follow the Tata Power Safety Procedure and agreed CSM F9 Site Safety Management Plan.R7*

- Against each category, indicate minimum educational qualification and work experience

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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 Appendix 9)

5. PPE Requirement -R7

Division/DISCOM Requirement	Bidders Response
The Bidder/Vendor shall ensure that all PPE of Approved standards as per CSM F8 – PPE Requirements shall be always available and shall be used by his employees with no exception whatsoever. Bidders to also ensure Standard PPE matrix of Tata Power to be followed for all activities.	
10% Buffer stock of PPEs to be provided by bidders at each circle to meet any contingency	
Bidder will ensure that sample PPEs to be submitted/approved by Safety Department along with EIC at the time of submission of Safety bids for evaluation In case bidder manpower found using substandard or any PPEs which are not approved by the Tata Power-Division /DISCOM representative, then Tata Power-Division /DISCOM will provide the same to manpower deployed at the cost of bidders.	

6. Vehicle Deployment: Bidders to provide details of all vehicles deployed during execution of work-(R7)

S. No.	Vehicle No.	Vehicle Type	Location	EV/CNG/Diesel/Petrol	Year	Whether CNG endorsed on RC

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- 7. Crane Deployment-(R7):** Bidders to provide details of crane to be deployed during the execution of work as and when required. Bidders to provide approved new gen crane ACE Model SX150, ACE FX150 and Escorts Model TRX 1550.

SI No	Crane No	Location	Year

- 8. Training Records-(R7):** Bidders to provide training records of employees deployed for the execution of work during last one year. These training includes OHS (Occupational Health and Safety) Training, Training on SOP/Work Procedures and Medical Emergency trainings imparted at their own facility, cost, and expenses. Bidders to provide the following details:

Tata Power-Division /DISCOM Requirement	Bidders Response
Training records of employees at their own facility, cost, and expenses for last one year	
Training facility available with Bidders	
Future road map for enhancing the competency of workforce	

- 9. Rewards and Recognition-(R7):** Bidders to provide the details of process deployed in their organization for sharing and resolution of safety concerns raised by their employees. Also, bidders to provide the details of Rewards and Recognition process in their organization for safety to encourage the morale of their workforce.

10. Management System Certification: -

Sr.No	Certification	Yes / No	If Yes, Year of Certification	If No, Target date for Certification
1	ISO 9001			
2	ISO 14001			
3	ISO 45001			
4	Any other (Specify....)			

Note: Please attach certificates to support above. In case not accredited for above but applied for, application letters may be attached.

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Appendix 7: CSM F7 - Safety Bid Evaluation Criteria

The User must select whether the job is high /Medium Risk and long duration at time of raising the PR.

- 1) The decision whether job is "is high /Medium Risk "or not has to be made by order manager based on Risk involved (Risk Priority Number in HIRA) of the Jobs. An indicative list of high-risk jobs is attached as Appendix 14. The risk assessment will be done along with Division safety Head. R7
- 2) If a technical job is of low risk with estimated duration of the contract more than one year, the job should be treated as "long duration". R7
- 3) All Safety bids will be evaluated by Safety Concurrence Group. Structure of SCG will be declared by contract department with the assistance of Division / Discom safety. 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 Contract team in existing tracing sheet along with other jobs.
- 5) Safety bid evolution will be done by SCG within one working week. R7
- 6) Contracts / Division shall provide a list of regular Contractors participating in multiple tenders during the year for a one-time umbrella Safety Evaluation of Bidder (as against the specific Bid evaluation) by indicating the nature of the type of jobs / works which the BA usually participates in bidding. SCG shall evaluate such bidders for the requested works and on satisfying the evaluation criteria may be granted a Safety Pre-Approved status for the specific types of work (e.g., O&M of Boiler, Turbine, CHP, AHP, Turnkey EPC, Switchyard, Distribution Electrical Contract etc.) which shall be initially valid for a period of 1-year and shall thereon be extended further against revalidation / re-evaluation as required. R7
- 7) Business Associates having such Safety Pre-Approved status for the type / category of jobs shall be exempted from submission of Safety Evaluation Bid against each tender provided that their Safety Pre-Approved status is valid for the subject work / tender. R7
- 8) A suitable system shall be developed by Contracts to track the validity of such Safety Pre-Approved status of Bidder for timely renewal failing which the Safety Pre-Approved status shall cease and Bidder will thereon have to provide Safety Bids with each tender until such one-time approval is renewed. R7

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Safety Bid Evaluation will be based on following parameters.

Evaluation Criteria-(R7)

S. No.	Description	Max Marks	Criteria for evaluation
1.	Qualification and Experience of manpower	15	As per Clause No. 1
2.	Tools and Tackles to be provided by bidder	15	To be evaluated as per approved tool list of concerned departments.
3	PPE Requirements	5	To be evaluated as per approved PPEs standard and PPE Matrix specified in CSM
4	Job Safety Plan/ Method	15	To be evaluated as per as per SOP/WI/HIRA
5	Vehicle Deployment	5	Weightage will be given for CNG Vehicles with endorsement of CNG kit on RC/Electrical Vehicle
6	Crane and Mechanized heavy equipment Deployment	15	Date of manufacturing or running hours
7	Training Records	5	Training records to be evaluated with evidence and scoring to be done as per availability of records
8	Certificate Accreditation	5	ISO 9001-2.5 Marks ISO 45001- 2.5 Marks ISO14001- 2.5 Marks. Total Max 5 Marks for all Three
9	Safety Initiative for learnings implemented in accidents in organization and work force (Fatal / Non-Fatal)	15	Maximum 15 marks will be awarded for visible evidence in terms of safety initiative deployed based on learning of accident in organization and workforce in case of accident
10	Rewards and Recognition Process	5	Maximum 5 marks will be awarded for R&R process evidence
Total		100	

Safety Records (Lag Parameter)-(R7)

1.	Fatal Accident	(-) 10 Marks for each case with max of 15 marks	For any fatality in Tata power /Other company in Current and last three years 10 marks will be deducted with maximum up to 15 marks. For new entrant BA, these marks will be deducted for Past safety records. If and BA found hiding such facts, then contract will be terminated immediately during the execution stage.
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2	LWDC (Non-fatal)	(-) 5 Marks for each case with max of 10 marks	For each LWDC (Non-Fatal) case in Tata power /Other company in Current and last years, 5 marks will be deducted with maximum up to 10 marks. For new entrant BA, these marks will be deducted for past safety records. If and BA found hiding such facts, then contract will be terminated immediately during the execution stage.
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Final Qualifying Criteria

S. No.	Description	Max Marks	Criteria for evaluation
1.	Qualified Bidders	More than 70 marks	Marks Obtained. 60 Marks for New business-like Odisha Discom for one year from CSCC implementation date.

		Minimum Requirement	Weight age (%)	Score Obtained
Manpower	Safety Officer (1 per 500 workers) or as per requirement	Qualification - Safety Officer shall possess recognized degree in any branch of engineering with practical experience in similar industries of Min 2 years and Advance Diploma In Industrial Safety by State technical board. (Each state government prescribes the qualification of safety officer.). Require knowledge of Local language. Experience- Minimum 2-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. PDIS is desirable, but not mandatory. Require knowledge of Local language. Experience- Minimum 5-year experience in relevant field as mentioned in the job in PR.	5	

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		Training – Trained and certified by Tata power Skill development Institute 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.		
	Qualified Technician (Skilled workers as electrician, rigger, fitter, welder, cable jointer, line men etc.)	Experience- Minimum 2-year experience (or experience prescribed by state government) in relevant field as mentioned in the job in PR. Training – Trained and certified by TPDSI or equivalent institute in relevant safety procedures.	5	
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.	15	

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Appendix 8: CSM F8 - PPE requirements-(R7)

The Contractor shall ensure that the following PPE of Approved standards shall be always available and shall be used by his employees with no exception whatsoever. • PPE shall be conforming to BIS/DGMS/DIN specifications, in good condition and shall be comfortable to his employees, when used. This is indicative. For better clarification refer PPE procedure-TPSMS/GSP/PPE/023. as per safety terms and condition Appendix 3 CFM 3 in detail. R7

PPE Requirement

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/Gas cutters	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 / Linemen	Rubber hand gloves <i>with correct voltage rating and expiry date normally one year from Manufacturing date-(R7)</i> & Electrical resistant shoes, Safety helmet with induction strip to alert about presence of voltage for those linemen who climb the poles or work on electrical equipment
6	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, Work positioning attachment

PPE Type and Testing Frequency

Sl. No.	Name of PPE	IS / EN Standard	Testing Frequency	Remarks
01	Leather Safety Shoes (Color – Black) with PU toe cap.	IS:15298 (Part-2)	Monthly and visual check every day for any crack or damage in the leather or sole.	

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02	HDPE Safety helmet with chin strap and ratchet type for adjustment for non-Electrical work	IS:2925-1984	Monthly and visual check every day for any crack in shell.	
03	Full body harness (Safety belt)	EN 361	Monthly and visual check every day of the bends and the harness.	
04	Electrical Safety Gloves	EN: 60903 CE marked	Weekly and visual check for any crack and blow test before every work.	Manufactured not beyond 12 months.
05	Full face visor with safety helmet	EN: 166 CE marked (Visor)	Monthly and visual check every day for any crack in shell.	Clear acrylic visor attached with safety helmet.
06	Fireproof jacket for chest protection		Monthly and visual check every day.	
07	Safety helmet with induction Strip for linemen and working for electrical work-Class E	EN 397/2012	Monthly and visual check everyday	Induction Strip alerts presence of voltage
08	Shorting clamps, crocodile clamps, Discharge Rod and Neon tester		Monthly and visual check everyday	For discharging the residual voltage and test before touch

Pictorial View of PPEs for reference purpose

Sl. No.	Name of PPE	IS / EN Standard	Picture
01	Leather Safety Shoes (Color – Black) with PU toe cap.	IS:15298(Part-2) and with test report of electrical resistance.	

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02	HDPE Safety helmet with chin strap and ratchet type for adjustment for Nonelectrical work and electrical work	IS:2925-1984/ EN 397/2012	
03	Full body harness (Safety belt) The straps at shoulder and thigh shall have full pad for comfort. The back shall be so designed that harness straps do not tangle with each other.	EN 361:2002 EN 358 : 2000 IS: 3521:1991/2002	
04	Electrical Safety Gloves – Composite type Soft electrical gloves as per size of individual.	EN: 60903 CE marked	
05	Full face visor with safety helmet	EN: 166 CE marked (Visor)	
06	Fireproof jacket for chest protection		
08	Reflective jacket to each workman	As per Tata Power standard	

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These pictures are indicative. Actual product may vary.

Note:

1. Any other Personal Protection Equipment required beyond above list will be according to BIS or EN Standards.
2. All Personal Protection Equipment will be checked by the engineer in-charge or SAFETY group of company.
3. Safety Representative of the BA must maintain the record of the availability, condition and checking of the PPEs.
4. All tools required as per the contract must be according to respective IS / EN standards.
5. Company may revise or add the above list of PPE and their specifications as and when feel necessary. The information about new specifications /models will be circulated by the Engineer In-charge (EIC), which shall adhere by the business associated in the shortest possible time. The EIC shall issue a memo / instruction to BA with timeline for implementation. Any delay will be treated as non- compliance / safety violations.

Appendix 9: CSM F9 - 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)	<u>Signature</u>	<u>Date</u>	

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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*)

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

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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).*

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S. 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)	

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Hazardous Substances to be used in job: (Attach MSDS if required)							
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

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, firefighting, and first aid arrangements, nearest onsite/offsite emergency response also to be considered during emergency planning.*

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.*

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

<i>Safety Helmet / Hard Hats</i>		<i>Safety Shoe / Safety Boots</i>	
<i>Gum Boot</i>		<i>Double Lanyard Safety Harness with work positioning attachment</i>	
<i>Electrical Hand gloves</i>		<i>Other hand gloves</i>	
<i>Eye protection</i>		<i>Respiratory protection</i>	
<i>Ear Protection</i>		<i>Electrical Arc flash suit</i>	
<i>Chemical resistant suit</i>		<i>Reflective Jackets</i>	
<i>Any Other</i>		<i>Any Other</i>	

10.0 First Aid facilities and Nearby Hospitals Details

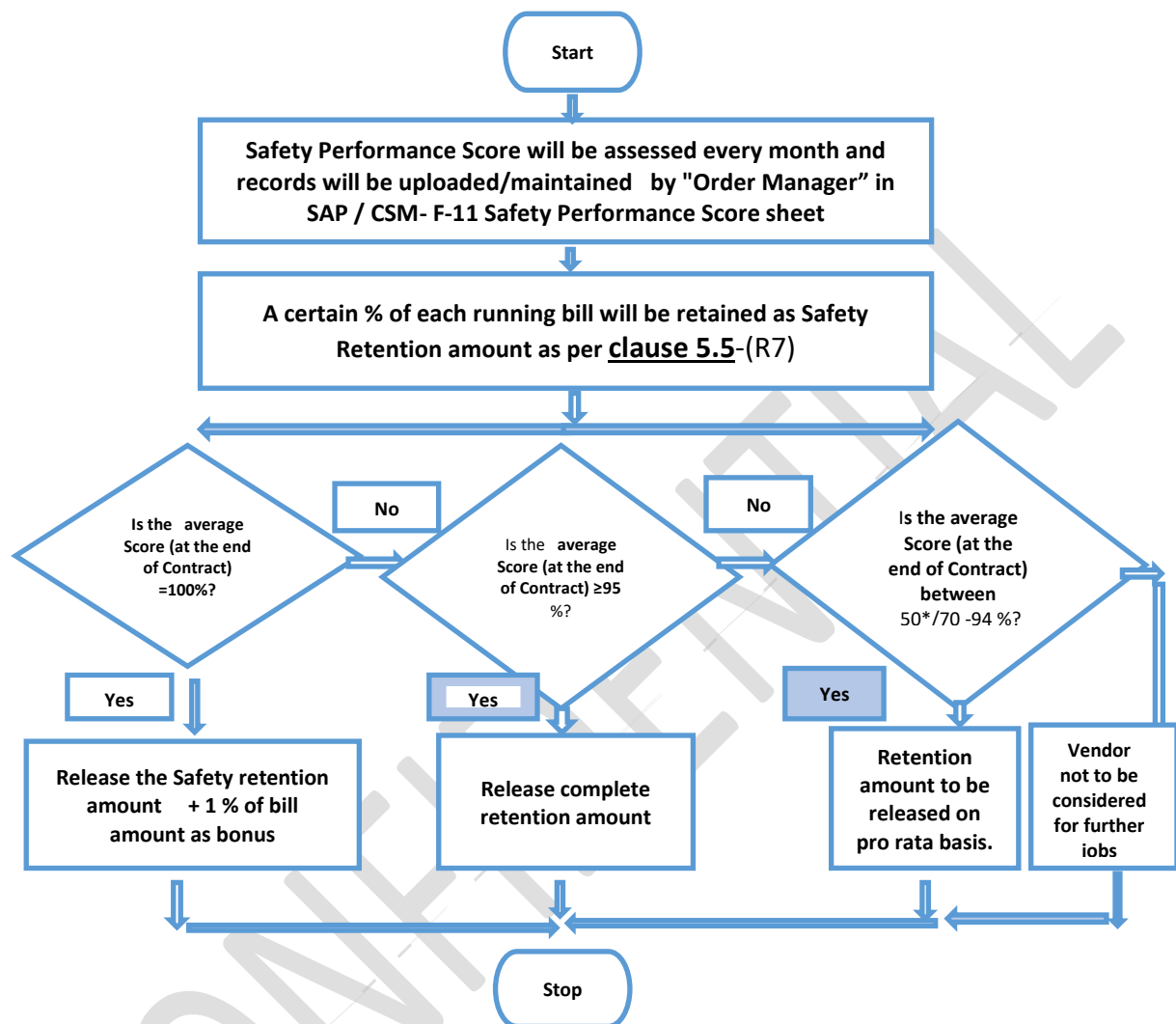
- Name of On Site First Aider
- First Aid Box Location
- Location of nearest hospital

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

- Please give a brief writeup / methodology of your organization's plan to avoid impact of the COVID-19 pandemic at Tata Power working site.
- 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.

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Appendix 10 – CSM F10 – Process Flow Chart for Safety Performance Evaluation



* For New Business such as Odisha Discoms-(R7)

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Appendix 11: CSM F11 - Safety Performance Evaluation Criteria
Safety Performance Evaluation Report- CSM F11

Sr. No	Parameter	Unit of Measurement	Target	Weight age	Actual Performance	Actual Score
Lead Indicator						
1	% of Employee certified in TPSDI/Authorized agency	%	100%	20		
2	Monthly inspection and replacement of damaged Personal Protective equipment -PPE by contractor	%	100	10		
2	Monthly inspection and replacement of damaged Critical Equipment, lifting Tools & Tackles and hand tools used at site by contractor	%	100%	15		
3	Condition of critical tools, tackles, and equipment to be checked by order manager or Engineer in Charge.	%	100%	10		
4	Safe Disposal of Waste generated (Designated way) Records of Waste generation (Hazardous waste, oily cotton waste, E Waste) No effluent to drain or discharge to ground	Yes / No	Yes	10		
Lag Indicator						
1	Number of Fatalities	No	0	15 / 20*		
2	Number of Lost workday case (LWDC) (reportable)	No	0	10 / 15*		
3	No of Recordable Cases (Exclude Fatalities and LWDC)	No	0	5 / 0*		
4	Man-days Lost	Man-days	0	5 / 0*		
					Final Score	
					Invoice Value	
					Amount to be released	

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Safety Performance Evaluation Criteria

Lead Indicators

		Target			
1	% of employees certified in TPSDI/Authorized agency	100%	51% to 99%	50%	<50%
	Score	20	Pro-rata	10	0
2	Monthly inspection and replacement of damaged Personal Protective equipment - PPE by contractor	100%	99% to 50%	<50%	
		10	5	0	
2	Monthly inspection and replacement of damaged Critical Equipment, lifting Tools & Tackles and hand tools used at site by contractor	100%	99% to 50%	<50%	
	Score	15	7	0	
3	Condition of critical tools, tackles and equipment <u>to be checked by order manager</u>	100%	<100%		
	Score	10	0		
4	Safe (designated way) Disposal of Waste generated, Records of waste (Hazardous Waste – Oily cotton waste – E- waste etc.) generation No effluents to drain/discharges to ground	YES	NO		
	Score	10	0		

Lag Indicators

		Target			
1	Number of Fatalities	0	>0		
Score	Score	15 / 20*	0		
2	No of LWDC - Reportable	0	>0		
Score	Score	10 / 15*	0		
3	No of Recordable Cases (Exclude Fatalities and LWDC)	0	1	>1	
Score	Score	5 / 0*	5	0	
4	Man-days Lost	0	1-5	>5	
Score	Score	5 / 0*	5	0	

* For New Business such as Odisha Discoms-(R7)

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Appendix 12: CSM F12 - Safety Violation Penalty Criteria

Major Violations and Escalation matrix--(R7)

Consequence of safety violation observed not related to incidents or accidents		Violations				
Sl. No.	Safety Violation	1st	2nd	3rd	4th	Subsequent violation
1	Working without required PPE such as Helmet/gloves/safety shoes/Safety harness etc.	A	B	C	D	Will Attract the same penalty as 4th violation
2	Working without proper tools and tackles	A	B	C	D	
3	Poor or bad condition of Crane/Hydra/Vehicle and/or Incompetent driver and/or helper).	B	C	D	E	Termination of Contract and blacklisting after repetition of violations (3 to 4 times as the case may be)
4	Improper Working at Height	B	C	D	E	
5	Untrained /unauthorized workman engaged in high-risk jobs	B	C	D	E	
6	Violation of SOP or WI or LOTO	C	D	E		
7	Working without PTW or LC / Without authorization / Without creating Safe Zone	C	D	E		

Legend	Action to be Taken	Responsibility	Penalty (INR)	Repeat Violations
A	Levy of Penalty	Order manager / EIC	5000	The no. of repeat violations shall be calculated cumulative during the contract period, not on a monthly basis
B	Memo to BA and Levy of Penalty	Order manager / EIC	10000	
C	Memo to BA and Levy of Penalty	Order manager / EIC	25000	
D	Memo to BA and Levy of Penalty	Order Manager / EIC	50000	
E	Memo to BA, Levy of Penalty, Termination of Contract, Blacklist	Order Manager / EIC	100000	

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Other Violations and Penalty

Penalty shall be imposed on the contractors under the following circumstances for breaching the contractual agreements. The list is not exhaustive, but indicative.

Sl. No	Description of Violation	Severity	Penalty (INR)
1.	Unhygienic/Bad condition of PPE	2	500
2.	Unsafe Act/Condition of Severity 4	4	4000
3.	Unsafe Act/Condition of Severity 5	5	5000
4.	No Earthing of Electrical equipment	5	5000
5.	Working without efficient supervision	4	4000
6.	Non-reporting of incidents	3	3000
7.	Starting the job without Toolbox Talk	4	4000
8.	Electric cable tied with metal wire / Use of damaged electrical cable / Use of two core cable	3	3000
9.	Rubber mat not available in front of electrical panels.	3	3000
10.	Inserting naked wire into the socket instead of a plug	5	5000
11.	Inflammable materials stored inside PSS/FCC/Distribution Room	5	5000
12.	Water accumulation found near electrical panels / equipment	5	5000
13.	Grinding wheel/ Coupling/ Piling winch/other rotating parts without guard	4	4000
14.	Inadequate illumination of working area	3	3000
15.	Bringing inside PSS/FCC or any other work area any chemicals without approval.	5	5000
16.	Loose materials in work area which can fall down or fly during a storm	5	5000
17.	Misusing emergency facilities like fire hydrant line/ hose box/ spray system/ eye wash etc.	3	3000
18.	Entering restricted areas like switch yard, hazardous material storage room etc. without authorization	3	3000
19.	Not using 24 V lamp inside confined spaces	3	3000
20.	Bypassing/overriding safety interlocks	5	5000
21.	Working besides road without proper barricading and monitoring of traffic	5	5000

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22	Smoking in prohibited area (Closed Go-downs, Storage of flammable material, Storage of Gas cylinders, PSS , Offices etc.)	3	3000
23	Improper stacking of materials in Storage Yard	4	4000
24	Sleeping at workplace	3	3000
25	First aid box not available / in locked condition	2	2000
26	Appointment of subcontractor without his Safety Bid Evaluation and/or without the permission of engineer in charge or Order manager.	5	5% of order value
27	Bad Housekeeping with respect to TPSMS/GSP/GHK/022 • 1st Instant • 2nd instant • 3rd instant • 4th instant • Subsequent instants	2	• 1000 • 2000 • 5000 • 10000 • 10000
28	Violations related to vehicles with respect to TPSMS/CSP/RSP/015. • Parking without wheel choke • Parking in undesignated area • Heavy vehicle without helper or co-driver • Seat belt not available / not used • Driver without license • Heavy vehicles without reverse horn • Using mobile phone while driving • Lights/mirrors not working /broken	3	1000 per each violation
28	Violation in Gas cutting and Gas cylinder handling • Cylinder valve without guard • No flashback arrester • Leaky DA/Oxygen hose • Cylinders not kept in secured manner • Cylinder trolley not available • Cylinders are transported by manual rolling	5	2000 per each violation
29	Violations in Lifting Operations w.r.t. to TPSMS/CSP/HEMS/005 • Hook latch missing • Load raised or swung over people or occupied areas of building • Persons standing within the swing area of the crane • No barricading of crane working area • Use of damaged lifting tools and tackles	5	2000 per each violation

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	- Lifting tools and tackles not tested / Test certificate expired - Crane operator without proper license - Angular loading - Lifting / shifting heavy material without guide rope - Using mobile phone during loading and unloading jobs		
30	Violation in Scaffolding work w.r.t. to TPSMS/CSP/SCAF/007 - Unstable scaffolding/nonstandard Scaffolding in use - Handrails/mid rails/toe guards missing - Safety harness not anchored on fixed structure - Opening found in working platform	5	2000 per violation
31	Violation in Excavation Work w.r.t. to TPSMS/CSP/EXS/002 - Loose material falling into excavated pit - Water logging in excavated pits / trenches - Inadequate or no barricading - Undercut / cave in found on sides of excavated pits	4	2000 per violation
32	Caution boards, danger signs (luminescent /red) along with emergency contact number are not found displayed.	3	3000
34	Spillage of hazardous material/chemicals during transportation	4	4000

Penalty for Incidents / Accidents-(R7)

Consequence of incident / Accident		Incident / Accident				Action Required
Sr.No.	Type of Injury	1st	2nd	3rd	4th	
1	Major Injury (Bone injury or burn or hospitalization >48 hrs.) Non-fatal	F	F	G	G	Intolerable
2	Major Injury (Bone injury or burn or hospitalization >48 hrs.) Non-Fatal (Two or more non-Fatal in one event)	G	G	H		
3	Single fatality	G	H			
4	Multiple fatalities (Two or more fatalities in one event). Anywhere in Tata power.	H				

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Legend	Action to be taken	Responsibility	Penalty (INR)	The no. of violations shall be calculated cumulative during the contract period for all contracts in SBU, not on a monthly basis
F	Memo to BA and Levy of Penalty	Order Manager/Engineer in charge	200000	
G	Memo to BA and Levy of Penalty	Order Manager/Engineer in charge	500000	
H	Memo to BA, Levy of Penalty, Termination of Contract and Blacklisting the BA	Order Manager/Engineer in charge	1000000	

Appendix -13: CHECKLIST TO BE USED DURING SITE VISIT

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?		
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.

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Appendix 14: Indicative List of High-Risk Jobs

Indicative high-risk jobs are given below. This is not an exhaustive list. This is only indicative.

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	Maintenance / Testing and Replacement of High Voltage (33 KV etc.) Switchyard equipment
6	Installation of Lifts
7	Installation of EOT Cranes
8	Tower Dismantling
9	Working on H Frame /Pole mounted Transformers
10	Excavation in operational Area having power cables in receiving station
11	Identification and spiking of cable / disconnection of cables from poles
12	Working on Electrical Panels
13	Working on live electrical switch yard, Material handling and equipment repair/installation.
14	All activities that require climbing on a pole/structures/Towers/Transformers
15	Cable laying and termination jobs
16	Excavation beyond 5 feet near existing building and structures
17	Working in confined Spaces
18	Stringing of new conductors over poles

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Appendix 3:

Safety Terms and Conditions

Reason for Change	Date of Last Revision	Prepared By	Reviewed By	Approved by
Inclusion of Odisha Discom and periodic Revision	<u>10-Jan-2021-R4</u>	All Discom and CFT members	Debi Prasad Acharya (Head-Safety-Odisha Discom)	Suresh H Khetwani (Chief safety and Environment)

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Clause	Sub-clause	Description	Page No
1.0		Objectives	3
2.0		Scope	3
3.0		Safety Organization & Responsibilities	3
	3.1	Contractor Site Management and Supervision	3
	3.2	Contractor Supervisors and General Staff	4
	3.3	Contractor Workforce	4
	3.4	Vendor/Contractor/sub-contractor	5
4.0		<u>Tools and Tackles(R5)</u>	6
5.0		Site Safety Rules and Procedures	6
6.0		Critical safety Rules and Procedures	6
7.0		<u>General Safety Rules and Procedure(R5)</u>	8
8.0		Training and Capability Building	10
9.0		Pre-Employment and Periodic Medical check-up	12
10.0		Safety performance retention(R5) and Safety Performance Evaluation	12
11.0		<u>Recognition to the Prior Learning in Safety-R5</u>	12
12.0		Other Conditions	13
<u>General Safety Conditions for various contracts Specific to Discom(R5)</u>			
13.0		<u>Safety Conditions for maintenance of STS (Sub Transmission System) Network for Discom(R5)</u>	14
14.0		<u>Safety Conditions for maintenance of 11 KV and LT Network for Discom(R5).</u>	15
15.0		<u>Safety Conditions for the major contract work in Civil Projects for Odisha Discom(R5)</u>	16
16.0		<u>Safety Conditions for the major contract work in Commercial Department like - MMG, RRG, EAG, etc(R5)</u>	17
17.0		<u>Safety Conditions for Major Projects in Distribution Network(R5)</u>	18
18.0		<u>Schedule of Safety Audits by BA Safety Staff(R5)</u>	19

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1.0 Objective:

The Objective of Safety Terms and Conditions is to apprise the Business Associates about various critical procedures of the Tata power Division/Discoms and the expectations from the BA to implement such procedures without fail. Certain terms and conditions are also mentioned to ensure a safe work atmosphere round the year. Refer Contractor's Safety Code of Conduct- Document no TPSMS/GSP/ CSM/015

2.0 Scope:

This procedure applies to all operating and project sites of The Tata Power Company Ltd and Group companies including new businesses like Electric Vehicle charging, Home Automation, Microgrid, Roof top solar etc. *This Code of Conduct also applies to all operating and project sites of four Odisha Discoms and New business based on mutually agreed timeline for implementation. R5*

3.0 Safety Organization & Responsibilities

3.1 Contractor Site Management and Supervision

Each Contractor will be responsible for fulfilling all statutory and safety requirements as per the laws of the land and not limited to Factory Act, Electricity Act, Electricity Rules and Regulations, Shop and Establishment Act etc.

Each Contractor shall provide at least one competent full-time safety supervisor for workforce of every 50 workers or less than that. When workforce ranges to 500, the contractor must provide at least one qualified safety officer (This may be subjected to change as per applicable act). Thus, for work force of 500 workers there will be one qualified safety officer and 10 safety supervisors. For every 500 additions in workforce, the contractor must add 1 safety officer and 10 safety supervisors. The Order Manager or Safety Department of the Tata Power Division /Discoms will review and approve the appointment of all safety officers and supervisors. The safety supervisors/officers will work with the guidance from Tata Power Division /Discoms Safety Department and align themselves with Tata power Division/Discom safety requirements.

For O&M related AMC activities, minimum one qualified safety officer to be deployed for each Division of the Discoms.

Qualified safety officer means he or she has completed PDIS or ADIS from a recognized institute.

Site Safety Officer/Safety Supervisor / Safety Coordinator shall be interviewed by the Order Manager/ Safety head of the Tata Power Division/Discom and then gate passes shall be issued if the interview is successful.

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Site Manager of Contractor/Subcontractor is responsible, and will be held accountable, for the safety of their own workforce as well as that of sub-contractors. He should also ensure that all equipment, materials, tools, and procedures remain in safety compliance at job site.

Responsibility of Site manager includes, but not limited to:

- 3.1.1 Holding officer/supervisors accountable for safety and actively promote safe work performance.
- 3.1.2 Participate in and cooperate with all safety program requirements to be implemented to meet Tata Power Division /Discoms safety objectives
- 3.1.3 Ensure timely reporting of safety incidents, near misses, unsafe acts, and conditions.
- 3.1.4 Identify the training needs of BA employees and maintain all safety training documents.
- 3.1.5 Provide Safety Performance Report at an agreed frequency.
- 3.1.6 Stopping of unsafe work (Acts and/or Conditions) immediately. Work to start only after corrective actions are implemented.
- 3.1.7 Ensure and participate in daily toolbox talk for all the jobs.
- 3.1.8 Ensure that only tested and certified tools and equipment are issued to the workers and being used at the site.

3.2 Contractor Supervisors and General Staff.

Contractors' site supervisors and general staff members in charge of job site functions such as field engineering, warehousing, purchasing, costing, and scheduling etc. are responsible for the safe performance of the work of those they supervise. They must set an example for their fellow employees by being familiar with applicable sections of the Site Safety program and ensuring that all site activities are performed with SAFETY as the primary objective.

Each site supervisor is responsible and will be held accountable for identifying, analyzing, and eliminating or controlling all hazards through implementation of an aggressive, pro-active Health, Safety and Environmental Program. Each supervisor will proactively participate in the Safety program by observing, correcting, and recording unsafe acts and conditions at plant / sites.

3.3 Contractor Workforce

- 3.3.1 Contractors shall provide adequate quality and quantity of manpower as mutually agreed. (R5)
- 3.3.2 All the contractor employees shall attend "SHE L0(Other than new business and Odisha Discom)/L1 Foundation Course in Safety". Depending on the critical procedure in job employees shall also be required to attend "SHE L2 course of critical/high risk operations". All Supervisors shall be required to attend "SHE L3 Supervisory Training". All the above trainings will be conducted by TPSDI/Skill development institute of Disco, or other equivalent institute approved by Tata Power.

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- 3.3.3 Contractor employees shall be required to attend any other additional training if suggested by Order manager or Site Safety Head. The cost of such additional training shall be borne by the Vendor.
- 3.3.4 Contractor / Vendor shall mobilize their manpower well in advance to complete the training through TPSDI/Sill development Institute.
- 3.3.5 The Vendor / BA shall arrange or bear the conveyance and food expenses incurred during training of BA employees in Odisha Discom. (R5)
- 3.3.6 The validity of the training L1, L2 and L3 is 3 years. There will be competency assessment as Revalidation test in every three months for Tata Power Division and six months for Odisha Discom till one year from implementation of CSCC.(R5) Those who fail in the competency assessment shall undergo training again.
- 3.3.7 Supervisors/Welder/Electricians/Line man /Fitters /Radiographers/Riggers engaged by the contractor shall have valid competency certificates issued by authorized agency/Institute.
- 3.3.8 Contractor workforce must make safety a part of their job by following safety rules and regulations and by using all safeguards and safety equipment. They must take an active part in the Safety programs for the Site.
- 3.3.9 Every member of the workforce is expected to report for work without influence of any Drug/Alcohol. Failure to comply with this requirement shall result in immediate termination of employees under the influence of drug and alcohol plus show cause notice/penalty to the vendor.
- 3.3.10 All employees shall report hazardous conditions, practices and behaviours in their work areas and correct wherever possible.
- 3.3.11 Workforce is responsible for active participation in safety and health programs, suggestion systems, trainings and reporting of unsafe act/practices, Unsafe conditions incidents and injuries to their supervisors.

3.4 Vendor/Contractor/sub-contractor

- 3.4.1 Vendors/Contractor shall always comply with and ensure that their workforce comply with all site safety rules and regulations. Specifically, with applicable provisions of the Site Safety Management Plan and all statutory safety rules and regulations.
- 3.4.2 After receiving the work order/ purchase order vendor/contractor/bidder shall not appoint Sub-contractor without safety assessment of the sub-contractor through safety concurrence group Under Contractor Safety Code of Conduct. Penalty of 5% of contract value will be applicable to the contractor if subcontractor is appointed without the permission of SCG and without evaluation through CSCC process.

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4.0 Tools and Tackles(R5)

- 4.1 Tools & Tackles used to carry out the job shall be checked and inspected by Order Manager and safety Officer.
- 4.2 Vendor must submit a valid Certificate from Competent person under the Factories Act 1948 and State Factories Rule for all Lifting Tools and Tackles (like Hoist, D Shackles, chain Block, wire ropes etc.).
- 4.3 All Electrical Hand Tools must be tested for leakage of current by a person /agency authorized by Tata Power Division /Discoms. Electrical power must be taken though RCCB of 30mA. Electrical hand tools should not have cord more than 3 meters in length. If power source is at > 3 meters, extension boards with RCCB of 30 mA and ON/OFF switch, shall be used.
- 4.4 Removal or inclusion of tools any new tool /tackles / machinery / equipment at site should only be done with concurrence of the order Manager / Head Safety.

5.0 Site Safety Rules and Procedures:

The work in the safest possible manner can only happen when it has been carefully planned and all applicable procedures are followed. The Tata Power Safety Procedures are derived from Tata Power best practices and the applicable Government acts regulations. In each case, the most stringent regulation is used. All safety rules and procedures developed from time to time shall be mandatorily followed by the vendor and his employees while working at Site.

6.0 Critical safety Rules and Procedures: Following is the list of Tata Power's critical Safety Rules and Procedures. Contractor shall refer to approved Rules and Procedures for detailed requirements and ensure conformance

6.1 Lock Out and Tag Out Procedure.

This procedure is intended to be used for the protection of Personnel while servicing or performing maintenance on distribution network/ equipment / pipeline / vessel / process systems. This is a general procedure that shall be used as the minimum requirements for isolation of equipment, pipelines, machines, system from all possible sources of hazardous energy and / or material such as Steam, Hot Water, Compressed Air, any other process fluid / chemical energy /Mechanical energy or Electrical energy. For complete procedure kindly refer Procedure Document No. **TPSMS/CSP/LOTO/001**

6.2 Excavation Safety (Shoring and Sloping) Procedure

This procedure is developed to cover the safe practices required for shoring and sloping in excavation and trenching jobs. This procedure is developed to establish mandatory requirements for practices to protect personnel, property and equipment from hazards associated with above activities. For complete procedure kindly refer Procedure Document No **TPSMS/CSP/EXS/002**

6.3 Confined Space Entry Procedure:

This procedure outlines the steps required to perform the confined space entry and to protect personnel from the hazards of entering and conducting operations in confined spaces. For complete procedure kindly refer Procedure Document No – **TPSMS/CSP/CSE/003**.

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6.4 Working at Height Procedure:

This procedure describes the rules and procedures to protect employees from the hazards of working at heights. This procedure is developed to cover the safe practices required for Working at Heights. This procedure is developed to establish mandatory requirements for practices to protect personnel from hazards associated in this area. For complete procedure kindly refer Procedure Document No – TPSMS/CSP/WAH/004.

6.5 Heavy Equipment Movement Safety Procedure.

Heavy equipment lifting and movement is an activity involving loading, unloading, storage and movement from one place to another including lifting and erection or repairing of equipment with cranes or hoists. Material, machinery and equipment handling operations are being carried out by large capacity cranes and hoists, which make the job safer and faster. This procedure addresses the hazards and precautions associated with such equipment and their use. For complete procedure kindly refer Procedure Document No –TPSMS/CSP/HEMS/005.

6.6 Mobile Crane Safety Procedure.

Mobile cranes are responsible for many incidents, injuries. Falling loads from mobile cranes pose a severe hazard to operators and nearby workers and property. Many types of cranes, hoists, and rigging devices are used for lifting and moving materials. To maintain safe, appropriate standards must be adhered to and only qualified and licensed individuals shall operate these devices. For complete procedure kindly refer Procedure Document No –TPSMS/CSP/MCS/006.

6.7 Scaffold Safety Procedure.

This procedure is developed to provide information on the safe erection, use, dismantling and maintenance of access scaffolding in the workplace. It is developed to establish mandatory requirements for practices to protect personnel from hazards associated with erection, use and dismantling of scaffolds. For complete procedure kindly refer Procedure Document No –TPSMS/CSP/SCAF/007.

6.8 Permit to Work Procedure.

Given the inherent hazards of the power generation and distribution industry, a significant number of TATA POWER operations and installations are critical. Work Permit (WP) System is an essential element in controlling the workplace risks in an effective manner. For complete procedure kindly refer Procedure Document No – TPSMS/CSP/PTW/008.

6.9 Job Safety Analysis (JSA) Procedure.

This objective of this procedure is to have a task-based risk assessment process in place that identifies, evaluates and controls the risks associated with work activities, and as a result, prevents those involved in the task or those potentially affected by the task, from being harmed. For complete procedure kindly refer Procedure Document No- TPSMS/CSP/JSA/009 REV 01.

6.10 Electrical Safety Procedure.

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The objective of these standards is to specify minimum mandatory requirements and advisory guidance for identifying and controlling hazards to ensure 'Zero Harm' regarding operation maintenance and testing of electrical equipment. For complete procedure kindly refer Procedure Document No- TPSMS/CSP/ELEC/010

6.11 Fire Safety Management Procedure.

Objective of This standard is to specify the minimum mandatory requirements and advisory guidelines to ensure prevention of fire related incidents and managing / controlling their impacts if they do occur. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/ELEC/011

6.12 Hazard Identification & Risk Assessment (HIRA) Procedure(R5):

Objective of this procedure is to define guidelines for Hazard identification, Risk assessment and determination of controls. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/HIRA/012.

6.13 Management Of Change (MOC) Procedure(R5):

The objective of this document is to establish the procedures necessary to ensure that HSE risks are managed to an acceptable level in Tata Power Management of Change (MOC) process. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/MOC/013.

6.14 Pre-Start-up Safety Review (PSSR) Procedure(R5).

Objective of this procedure is to provide guidelines for safe initial startup of a new facility or restart of a modified facility. The PSSR process verifies that the new/modified facility meets the original design and operating parameters. The intent is to prevent incidents caused by inadequate, incomplete, unauthorized design, construction, installation, and/or commissioning. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/MOC/014.

6.15 Road Safety procedure(R5):

To provide Safety Rules for road travel management and safe usage of all types of vehicles viz. passenger/ commercial, owned/ hired by company, driven by employees or contractors. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/RSP/015.

7.0 General safety Rules and Procedure:

7.1 Lift (Elevator) Safety Procedure:

To provide safe operating procedure for taking control of lift car before entering and existing the pit of OTIS make elevators. For complete procedure kindly refer Procedure Document No – TPSMS/GSP/LIFT/001,

7.2 Working on conveyor belt Procedure:

This procedure is developed to cover the safe practices required for Working on live equipment and to protect personnel from hazards associated with it. For complete procedure kindly refer Procedure Document No – TPSMS/GSP/CONV/003

7.3 Batteries Handling & Disposal(R5)

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To provide procedure for recycling and / or safe disposal of used / waste batteries in compliance with all legislation. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/HAZM/003**

7.4 Material Handling and Storage Procedure:

The purpose of this document is to provide procedures to assist the safe handling of materials (manual handling and mechanical handling). For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/MATL/004**.

7.5 Office Safety Procedure(R5):

The objective is to provide a safe working environment to those working in office premise, who may be exposed to emergency situations and other chronic / cumulative risks that may arise due to various reasons of unsafe act, unsafe condition, fire and or pandemic crisis like COVID-19 etc. For complete procedure kindly refer Procedure Document No - **TPSMS/GSP/OFS/006**

7.6 Earth Leakage Circuit Breaker (ELCB) Testing Procedure(R5):

The objective of this procedure is to define the minimum requirements for testing of Earth Leakage Circuit Breaker (ELCB). For complete procedure kindly refer Procedure Document No - **TPSMS/GSP/ELCB/008**.

7.7 Occupational Health & Safety Legal Compliance Procedure(R5):

Objective of this procedure is provide guidelines for compliance of Occupational Health & Safety (OH&S) legal requirements and all ratified protocols and agreements are incorporated in Tata Power Safety Management System (SMS). For complete procedure kindly refer Procedure Document No - **TPSMS/GSP/LEGL/009**.

7.8 Incident Reporting & Investigation Procedure(R5):

Objective of this procedure is to outline the process for reporting, recording and investigating an incident, recommending corrective and preventive actions and to communicate the lessons learned to prevent recurrence of similar incidents. For complete procedure kindly refer Procedure Document No - **TPSMS/GSP/IRI/011**.

7.9 Contractor Safety Management Procedure.

The purpose of this document is to engage with contractors in a way to create safe work environment for everyone working for Tata Power. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/CSM/015**.

7.10 Tree Trimming Procedure(R5):

The objective of this procedure is to define guidelines and minimum requirements for Tree trimming. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/TTRM/017**

7.11 Safe Lone Working Procedure(R5):

Objective of this procedure is to lay down guidelines for reduction and safe managing of any additional risk arising from lone working. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/LONE/019**.

7.12 Good Housekeeping(5S) Procedure(R5):

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Objective of this procedure is to explain the meaning, importance and provide guidelines for implementation of Good Housekeeping(5S) at workplaces across organization. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/GHK/022**.

7.13 Personal Protective Equipment(R5):

This procedure describes the basic requirements, applicability, minimum specifications of Personal Protective Equipment (PPE). For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/PPE/023**.

7.14 Process Safety Management Procedure(R5):

The objective of this document is to provide a standardized & uniform guideline to implement Process Safety Management in Tata Power, its JVs, and subsidiaries to prevent or minimize the consequences of releases of toxic, flammable, pressurized or uncontrolled chemicals/Steam/Water or any other material which may result in toxic, fire, explosion, burn or flood like situation. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/PSM/024**

The above procedures will be updated time to time and the updated version of the procedures as well as any additional critical procedure will be available on official website of Tata Power (www.tatapower.com) for your reference.

8.0 Training and Capability Building.

Safety Training and capability building of workforce is a major component of safety management program. All training required must be provided and documented as specified by Tata Power and Indian Regulations. Tata Power Division /Discoms Safety department will audit contractors training and related documentation to assure its adequacy.

8.1 Tata power Odisha Discom Site Safety Orientation.R5

All Tata Power contractor and subcontractor workforce is required to attend Site Safety Orientation Training to receive a Safety Training Card, which is required to obtain a Gate Pass to the site, prior to entry. This Safety Orientation Course will be for duration of minimum half day. The information provided during the orientation will include, but is not limited to following:

- 8.1.1 Job rules, personal safety, and conduct
- 8.1.2 Hazard's reporting
- 8.1.3 Reporting of injuries
- 8.1.4 Emergency procedures
- 8.1.5 Safety Activities and Program including disciplinary measure and incentives.
- 8.1.6 Critical safety procedure relevant to the job

8.2 Capability Building:

- 8.2.1 All Tata Power contractor and subcontractor workforce is required to attend L1 Training to receive a Safety Training Card, which is required to obtain a Gate Pass to the site, prior to entry.
- 8.2.2 Appropriate practical training such as SHE L1, L2& L3 is given to ensure that a jobholder, either supervisor or worker, is competent to do his/her job safely. The skill training is provided through TPSDI, and other agencies authorized

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- by Tata Power on the list of 15 critical Safety procedures mentioned under safety procedures. Duration of course is as specified by Division/Discom
- 8.2.3** Contractor shall ensure that concerned workmen are provided with adequate training before he/she is allowed to execute the work. An evaluation test will be conducted after the completion of the training. Those employees who meet the minimum required competency will be provided with Certificate (Card), which will be valid for 3 years, post which the workmen have to reappear for assessment.
- 8.2.4** If the workman is not able to qualify the assessment, he/she will be given 3 additional attempts to clear in 3-month time failing which he/she will not be allowed to work in the Division /Discoms.
- 8.2.5** After expiry of Certificate or Training /Competency Card again one day recertification of L1, L2 and L3 skill training will be provided. R7.
- 8.2.6** Quarterly /Half yearly(For Odisha and New business) Revalidation Test - "SHE L1 Revalidation test" will be conducted for the contractor's employees to revalidate their safety awareness and knowledge.
- 8.2.7** Order Manager and Safety In charge of the Division/Site /Plant will conduct a Competency Assessment of all workforces, going to be deployed at site / plant for high-Risk job.
- 8.2.8** The Contactor shall bear the conveyance and food expenses of his staff for attending training sessions and capability building sessions in new business-like Odisha Discom.
- 8.2.9** The Contactor shall bear the entire cost of L1/L2/L3, the costs towards training, salaries/wages, boarding and lodging of his staff for attending training sessions and capability building sessions. These trainings are offered on nominal chargeable basis payable by Contractor and rates shall be decided by TPSDI from time to time in case of training through TPSDI. Generally, L0 is of one day, L1 is for 2 days for each critical procedure and L3 is for one day. Around Rs 700+GST is approx. cost /Day/Candidate. -R5
- 8.2.10** Competency assessment of all critical workforce to be carried out for all who has taken L2 training. R5

9.0 Recognition to the Prior Learning in Safety-R5

If "Order Manager" recommends and "Head of the Safety Department of Discom" is satisfied with the safety knowledge and competency of the employee of contractor, a test may be conducted by Tata power Skill development Institute/ other recognized institute to assess the prior learning in safety. If employees of the contractors pass in such test, he will be exempted from appearing in SHE L1 training. This assessment is on nominal chargeable basis and rates are decided by TPSDI from time to time.

10.0 Safety performance retention(R5) and Safety Performance Evaluation: 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. This is as per CSCC Document no TPSMS/GSP/ CSM/015

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This safety retention shall be waived for Contractors who have either submitted a Contract Performance Bank Guarantee or have a retention from each running bill for an amount not less than 10% of each bill subject to the express undertaking / understanding that if there are any deductions required to be made for safety non-performance as per the Safety Performance Score, then Tata Power shall recover any such deductions against safety non-performance directly from the monthly bills / final settlement as the case may be failing which it shall be within its right to recover such sum from accounts payable or the CPBG or the retention of the Contractor available with Tata Power for the said contract or any other contract between the Contractor and Tata Power.

11.0 Pre-Employment and Periodic Medical check-up:

Contractor shall arrange to conduct a pre-employment and periodic medical check-up for its entire workforce by Tata Power medical officer or Tata Power authorized medical officer. The contractor shall be able to produce the certificate prior to the employment. The contractor shall also organize to conduct periodical medical checkup (six monthly) for the following category of employees:

- Drivers (Check for Vision & Hearing)
- HEM Equipment Operators (Check for Vision & Hearing)
- Workforce working at Height (Check for Vision, Hearing, Vertigo & Height Phobia)
- Workforce Handling the hazardous substances - Coal, ash and chemicals (Chest X-ray and Lung Function T)
- Workforce in high Noise area (> 90 Decibel), Check for Hearing
- Workforce handling radiography equipment for conducting NDT.
- Workforce, working in specific areas requiring specific medical attention should conduct the medical tests test as laid down in the respective Site Safety Management Plan.

12.0 Other Conditions:

- 12.1. The manpower/vehicles/Tools & Tackles/Equipment provided shall be as per mutually agreed SLA.
- 12.2. No Supervision No work policy should strictly be followed.
- 12.3. Test Before Touch must be ensured every time a job is being carried out in electrical network.
- 12.4. HIRA /JSA as per the job scope must be prepared in detail and submitted along with Site Safety Plan by the successful bidder.
- 12.5. Personal protective equipment (PPE) must always be checked before use to ensure that they are in good condition and clean. Replace them if necessary.
- 12.6. All relevant PPE shall be provided by the vendor while working at the site.
- 12.7. Housekeeping shall be maintained all the time while execution of work. All the unwanted material shall be removed from the site at the end of the day's work. Old/damaged parts if taken out of the system shall be kept at

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identified placed and it shall be shifted to scrap yard or disposed of as per instruction of order manager.

- 12.8. Site Safety Plan shall be prepared by successful bidder along with order manger. Appendix 1 to be filled by successful bidder and submitted to Tata Power safety in-charge, before mobilization of team at site and start of the work.
- 12.9. The Owner or Proprietor of BA must visit worksite at least once in a month and meet Order Manager every month. In case of incidents, the Owner or Proprietor of BA is required to attend Time Out Meetings to understand the gaps that contributed to the incident.

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General Safety Conditions for various contracts Specific to Odisha Discom(R5)

13.0. Safety Conditions for maintenance of STS (Sub Transmission System) Network.

A BA awarded a major contract work of maintenance of sub – transmission network in area of a power system will be required to fulfil the following conditions:

- Availability of Discharge Rods - Minimum 6 Nos. in each maintenance vehicle, fit for purpose and in good conditions and defective rods are removed from service.
- Availability of Neon tester - Minimum one Neon Tester in each Maintenance Vehicle, in good and working condition and defective or non-standard neon testers are removed from service.
- Electrical hand Gloves - Minimum two sets of 33 KV and two sets of 11 KV in maintenance vehicles.
- The BA linemen must be having required ELBO certification for the voltage level involved.
- BA shall provide Safety Policy, Safety Objectives, Organogram showing structure and responsibility of Safety management of his company and shall document the work practices and procedures in terms of Safety Management.
- BA shall comply with all statutory requirements like applicable acts, regulations, codes of practice, OHSAS Standards, Labour laws, etc.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- BA shall abide by Safety manuals and guidelines of Discom issued from time to time.
- BA shall ensure safety training and induction program for the employees. The BA employees must carry safety training card / competency card to the worksite and produce the card on demand.
- All BA employees must be given valid ID card issued by BA cell of Discom who will check statutory compliances before issuing ID cards.
- BA shall not employ a new workman without training and issue of ID card.
- BA shall conduct safety audits & inspections as per Discom procedures.
- BA shall provide proper PPEs as per CSM F-8 ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.
- BA shall ensure the adherence to standard operating procedures or guidelines laid down by the Discoms.
- BA shall ensure that no job shall be carried out without efficient supervision.
- BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident to engineer in-charge and SAFETY team of the Discom.
- BA shall provide safety performance and Safety MIS to engineer in-charge and Discom SAFETY group periodically. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.
- BA safety staff shall work as per the guidance of the Discom safety department and functionally report Safety Head of Discom. Any leaves by safety staff of the BA shall have to approved by Discom Safety Department.
- BA shall ensure to depute Safety Staff for managing safety in worksites. In case the BA has been awarded work in more than one area power system, then the following safety structure will be adopted.
- Safety manager and Safety engineer must be having PDIS or ADIS.

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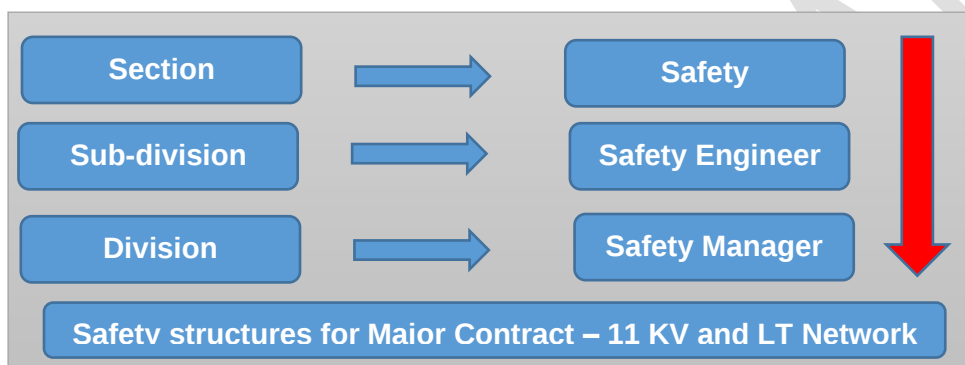
14.0 Safety Conditions for maintenance of 11 KV and LT Network.

A BA awarded a major contract work of maintenance of 11 KV and LT Network in area of a power system will be required to fulfil the following conditions:

- Availability of Discharge Rods - Minimum 6 Nos. in each PSS/FCC and maintenance vehicle, fit for purpose and in good conditions and defective rods are removed from service.
- Availability of Neon tester - Minimum one Neon Tester in each PSS/FCC/ Maintenance Vehicle, in good and working condition and defective or non-standard neon testers are removed from service.
- Electrical hand Gloves - Minimum two sets of 33 KV and two sets of 11 KV in each PSS/Maintenance vehicles and two sets of LT hand gloves at each FCC.
- The BA linemen must be having required ELBO certification for the voltage level involved.
- BA shall provide Safety Policy, Safety Objectives, Organogram showing structure and responsibility of Safety management of his company and shall document the work practices and procedures in terms of Safety Management.
- BA shall comply with all statutory requirements like applicable acts, regulations, codes of practice, OHSAS Standards, Labour laws, etc.
- BA shall abide by Safety manuals and guidelines of Discom issued from time to time.
- BA shall ensure safety training and induction program for the employees. The BA employees must carry safety training card / competency card to the worksite and produce the card on demand.
- All BA employees must be given valid ID card issued by BA cell of Discom who will check statutory compliances before issuing ID cards.
- BA shall not engage new workman without training and issue of ID card.
- PSS operator shall not be involved in maintenance activities.
- BA shall conduct safety audits & inspections as per Discom procedures.
- BA shall provide proper PPEs as per CSM F-8 ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- BA to ensure that all LT complaints are routed through Call Centre and recorded in FCC. Rectification of fault shall be done only after call centre logging and with the knowledge of BA supervisor.
- No one will work alone or unsafely under public pressure or otherwise.
- BA shall ensure the adherence to standard operating procedures or guidelines laid down by the Discoms.
- BA shall ensure that no job shall be carried out without efficient supervision.

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- BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident to engineer in-charge and SAFETY team of the Discom.
- BA shall provide safety performance and Safety MIS to engineer in-charge and Discom SAFETY group periodically. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.
- BA safety staff shall work as per the guidance of the Discom safety department and functionally report Safety Head of Discom. Any leaves by safety staff of the BA shall have to approved by Discom Safety Department.
- BA shall ensure to depute Safety Staff - One safety supervisor per section, One safety engineer per sub-division and one safety manager per Division Safety manager and Safety engineer must be having PDIS or ADIS.



15.0 Safety Conditions for the major contract work in Civil Projects:

A BA awarded a major contract work of / in civil project will be required to fulfil the following safety conditions:

- BA shall provide Safety Policy, Safety Objectives, Organogram showing structure and responsibility of Safety management of his company and shall document the work practices and procedures in terms of Safety Management.
- BA shall comply with all statutory requirements like applicable acts, regulations, codes of practice, OHSAS Standards, Labour laws, etc.
- BA shall abide by Safety manuals and guidelines of Discom issued from time to time.
- BA shall ensure safety training and induction program for the employees. The BA employees must carry safety training card / competency card to the worksite and produce the card on demand.
- All BA employees must be given valid ID card issued by BA cell of Discom who will check statutory compliances before issuing ID cards.
- BA shall not employ a new workman without training and issue of ID card.
- BA shall conduct safety audits & inspections as per Discom procedures.
- BA shall provide proper PPEs as per CSM F-8 ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.
- BA shall ensure the adherence to standard operating procedures or guidelines laid down by the Discoms.
- BA shall ensure that no job shall be carried out without efficient supervision.
- BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident to engineer in-charge and SAFETY team of the Discom.

The Tata Power Company Ltd	  	Appendix 3 to CSCC Safety Terms and Conditions
Document No. TPSMS/GSR/STC/009 REV 05	TATA POWER	Date of Issue: 01/08/2023

- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- BA shall provide safety performance and Safety MIS to engineer in-charge and Discom SAFETY group periodically. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.
- BA safety staff shall work as per the guidance of the Discom safety department and functionally report Safety Head of Discom. Any leaves by safety staff of the BA shall have to approved by Discom Safety Department.
- BA shall refer Construction Safety Manual of the Discom for details.
- BA shall ensure to depute a Safety Supervisor (for workforce up to 100 at site) / a safety engineer (for workforce up to 250 at site) / safety manager (for more than two safety engineers) for managing safety at the project site. In case the BA has been awarded more than one major contracts, then the following safety structure will be adopted.
- Safety Engineers and Safety Managers must be having PDIS or ADIS.



16.0 Safety Conditions for the major contract work in Commercial Department like - MMG, RRG, EAG, etc.:

A BA awarded a major contract work in meter management group & energy auditing group will be required to fulfil the following safety conditions:

- BA shall provide Safety Policy, Safety Objectives, Organogram showing structure and responsibility of Safety management of his company and shall document the work practices and procedures in terms of Safety Management.
- BA shall comply with all statutory requirements like applicable acts, regulations, codes of practice, OHSAS Standards, Labour laws, etc.
- BA shall abide by Safety manuals and guidelines of Discom issued from time to time.
- BA shall ensure safety training and induction program for the employees. The BA employees must carry safety training card / competency card to the worksite and produce the card on demand.
- All BA employees must be given valid ID card issued by BA cell of Discom who will check statutory compliances before issuing ID cards.
- BA shall not employ a new workman without training and issue of ID card.
- BA shall conduct safety audits & inspections as per Discom procedures.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- BA shall provide proper PPEs as per CSM F-8 ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.

The Tata Power Company Ltd Document No. TPSMS/GSR/STC/009 REV 05	  TATA POWER 	Appendix 3 to CSCC Safety Terms and Conditions Date of Issue: 01/08/2023
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- BA shall ensure the adherence to standard operating procedures or guidelines laid down by the Discoms.
- BA shall ensure that no job shall be carried out without efficient supervision.
- BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident to engineer in-charge and SAFETY team of the Discom.
- BA shall provide safety performance and Safety MIS to engineer in-charge and Discom SAFETY group periodically. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.
- BA safety staff shall work as per the guidance of the Discom safety department and functionally report Safety Head of Discom. Any leaves by safety staff of the BA shall have to approved by Discom Safety Department.
- BA shall ensure to depute a Safety Supervisor for managing safety at worksite.
- The BA for the RRG work shall depute one Safety supervisor.



17.0 Safety Conditions for Major Projects in Distribution Network

A BA awarded a major Projects in Distribution Network shall be required to fulfil the following conditions:

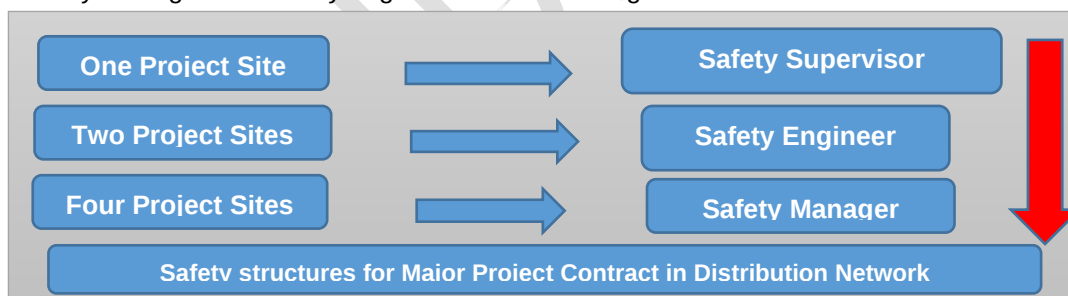
- Availability of Discharge Rods - Minimum 6 Nos. for each project site, fit for purpose and in good conditions and defective rods are removed from service.
- Availability of Neon tester - Minimum one Neon Tester in each project site, in good and working condition and defective or non-standard neon testers are removed from service.
- Electrical hand Gloves - Minimum one sets of 33 KV, 11 KV and LT in each project site.
- The BA linemen must be having required ELBO certification for the voltage level involved.
- BA shall provide Safety Policy, Safety Objectives, Organogram showing structure and responsibility of Safety management of his company and shall document the work practices and procedures in terms of Safety Management.
- BA shall comply with all statutory requirements like applicable acts, regulations, codes of practice, OHSAS Standards, Labour laws, etc.
- BA shall abide by Safety manuals and guidelines of Discom issued from time to time.
- BA shall ensure safety training and induction program for the employees. The BA employees must carry safety training card / competency card to the worksite and produce the card on demand.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- All BA employees must be given valid ID card issued by BA cell of Discom who will check statutory compliances before issuing ID cards.
- BA shall not employ a new workman without training and issue of ID card.
- BA shall conduct safety audits & inspections as per Discom procedures.
- BA shall provide proper PPEs as per CSM F-8 ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.

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- BA shall ensure the adherence to standard operating procedures or guidelines laid down by the Discoms.
- BA shall ensure that no job shall be carried out without efficient supervision.

Sr. No	Type of Audit	Frequency
1	Tool Bag and PPE audit	Weekly
2	First Aid Box Maintenance Record	Fortnightly
3	Fire Extinguisher Record(Applicable for the BA involved in major construction works and have storage of flammable material at worksite)	Monthly
4	Safety Talk Register	Weekly
5	Site Safety Audit	Daily

- BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident to engineer in-charge and SAFETY team of the Discom.
- BA shall provide safety performance and Safety MIS to engineer in-charge and Discom SAFETY group periodically. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- BA safety staff shall work as per the guidance of the Discom safety department and functionally report Safety Head of Discom. Any leaves by safety staff of the BA shall have to approved by Discom Safety Department.
- BA shall ensure to depute Safety Staff for managing safety in worksites. One safety supervisor per project site or 100 persons, one safety engineer for 2 project sites of 250 persons, and one safety manager for four project sites or 500 persons.
- Safety manager and Safety engineer must be having PDIS or ADIS.



18.0 Schedule of Safety Audits by BA Safety Staff

Safety Undertaking of BA by way of Affidavit

I _____ s/o _____ R/o _____ (AUTHORIZED REPRESENTATIVE/PARTNER/DIRECTOR/PROPRIETOR) of M/S _____ (name of company/firm) having its office at (Complete address of Company), authorized vide power

The Tata Power Company Ltd		Appendix 3 to CSCC Safety Terms and Conditions
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of attorney dated -----/Board resolution dated----/letter of authority dated----, hereinafter referred to as **Contractor [or Business Associate (BA)]** which expression shall, unless it be repugnant to or inconsistent with the meaning or context thereof, be deemed to include its heirs, executors, administrators, and assigns do hereby affirm and undertake as under :

1. The present undertaking shall remain in force from the date of execution of contract and shall be valid till the date of termination of the said contract by either party. The undertaking is binding on me (contractor) as well as my sub-contractor and its employees, representatives etc.
2. That I (the contractor) will be responsible and liable to comply and abide by all the safety rules, instructions and regulations as may be specified and laid down by the Discom to achieve its goal of Zero for on-site incidences.
3. That the Contractor shall be fully responsible for ensuring occupational health and safety of its employees, representatives, agents as well as of its subcontractor's employees, at all times during the discharge of their respective obligations under the contract including any methods adopted for performance of their tasks / work.
4. That Contractor shall ensure ,at its own expense to arrange for and procure, implement all requisite accident prevention tools, first aid boxes, personal protective equipment, fire extinguisher, safety training, Material Safety Data Sheet, pre-employment medical test, etc. for operations & activities including as & when so specified by Discom specifically. , failing which Discom shall be entitled, but not obliged, to provide the same and recover the actual cost thereof from the Contractor's payments.
5. That the Contractor shall engage adequate and competent Safety – Supervisor / Engineer / Manager / Skilled persons at site as per the Para 5 (Qualification and experience of safety personnel) and Annexure 3 of Contract Safety Management.
6. That the Contractor shall engage the competent Site – Supervisor with each group of workers for safe and correct workmanship, proper co-ordination of material and site work as per contract.
7. That the Contractor shall immediately replace supervisor in case it is found to be not up to the level of skill and experience required, but any such replacement shall be only with the prior concurrence of the Discom representative.

The Tata Power Company Ltd	TPC_{ODL} TPS_{ODL}	 TATA TATA POWER	TPN_{ODL} TPW_{ODL}	<i>Appendix 3 to CSCC Safety Terms and Conditions</i>
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8. That the Contractor and its subcontractors shall abide by all the safety guidelines as per Safety Manual, Contract Safety Management and other guidelines issued from time to time by Discom during the contract period.
9. That in case the Contractor and/or any of its Subcontractor fail to ensure the compliance as required in terms of this undertaking the Contractor shall keep and hold Discom / its directors / officers / employees indemnified against any / all losses / damage / expense / liability / fines / compensation / claims / action / prosecutions or the like which might be suffered by Discom or to which Discom might get exposed to as a result of any breach /wilful negligence /deliberate default on the part of the Contractor /Subcontractor in complying with the same. Contractor shall also furnish any press release, clarification etc. if sought by Discom for any near miss or safety violations, accidents, which are attributable to fault of Contractor.

VERIFICATION

DEPONENT

Verified aton this _Day of _____ 20__ that the contents of the above affidavit are true and correct and nothing material has been concealed therefrom

Annexure IX

Tata Code of Conduct (TCoC)

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-mailID: pravin.jain@tpcentralodisha.com.

Annexure X

Environment & Sustainability Policy

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

A handwritten signature in blue ink, appearing to read 'Praveer Sinha'.

(Praveer Sinha)
CEO & Managing Director

Date: 15th June, 2018

TATA POWER
Lighting up Lives!





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

TATA POWER
Lighting up Lives!





**SUPPLIER MANUAL ANSWERING
TO
E-BIDDING & E-AUCTION**

CELEBRATING 100 YEARS OF INVISIBLE GOODNESS

TATA POWER

	Version 1.1
Company Confidential	DEC - 2016

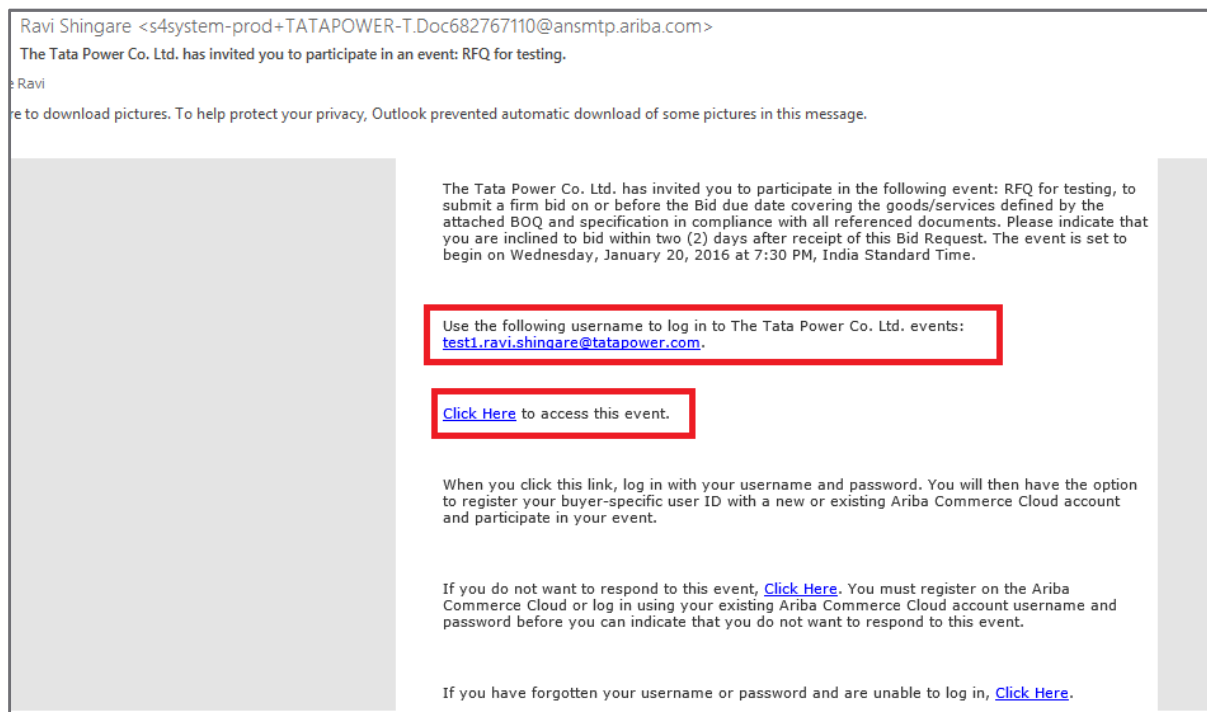
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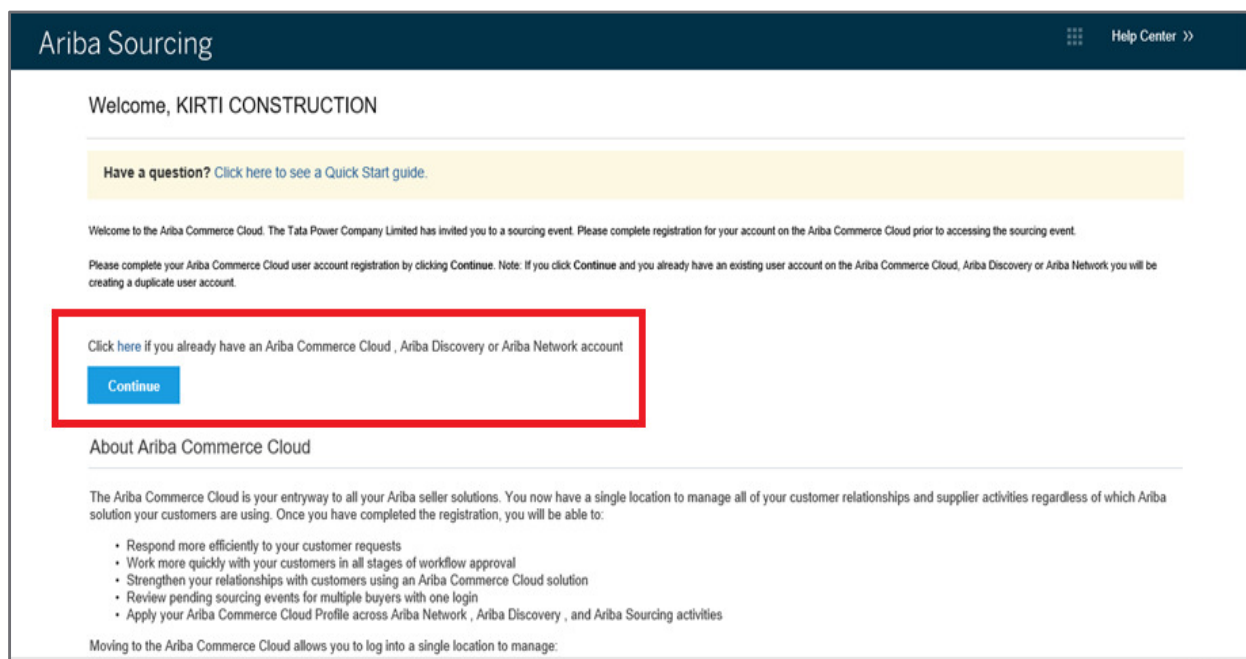
1- Accessing Ariba Sourcing

Step 1: You will get an invitation to your email from Ariba System. Keep this email, it contains your login Information and a direct link to Ariba.

Step 2: Click "Click Here" to access the Ariba Web Site.



Step 3: Supplier has to click on "Continue"



Step 4: The registration process only takes a few moments, with a simple one-page registration. Define your password and secret question. Click “OK”

* Indicates a required field

Company Name:

Country: If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:

City:

State:

Postal Code:

Product and Service Categories: -or-

Ship-to or Service Locations: -or-

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

Supplier has to fill the form

Help | Logout

Welcome USER_TEST2 - UPM-Kymmene Corporation

Expired Password

Your password has expired. Follow these instructions to complete this step: Create a new password and confirm. Select a secret question and answer it so ...

Passwords are case-sensitive, and must be between 8 and 16 characters long. They can include any Latin characters and punctuation marks, and must include at least one numeral between the first and last character. They must also include at least one letter. For example, go2enba.

The current secret answer that you have entered is different from the one that has been recorded for this user.

New Password:

New Password (confirm):

Secret Question: ⓘ

Secret Answer:

(*) indicates a required field

You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the Ariba Data Policy [Data Policy](#)

OK

Step 5: If it's the first time you are invited to use UPM Ariba, you'll need to accept the “Participant Terms”. Select “I accept the terms of this agreement”. Click “Submit”.

Secret Question: The answer to your secret question must be atleast 5 characters.

Language: The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☒ I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

2 Vendor Screen

2.1.1 If vendor goes through mail invitation then directly Screen 3.1.1 will appear, but if If you have used Ariba before and have already accessed an event for the buyer-specific account with your current log in ID, click the **Login** button to continue. Log in with your Ariba username and password in order to participate in the event OR you have to follow the following steps.

Step 1 - Log on supplier.ariba.com

Step 2 - Put your USER ID and Password in following screen

Step 3 - Go to ARIBA APPS  and click on Proposals.

3 Submitting Your Answers / Proposal

3.1.1 Review and Approve "Prerequisites"

Step 1: Review and download all documents & then Click on "Review Prerequisites"

The screenshot shows the Ariba Spend Management interface. At the top, there's a header with the Ariba logo and 'SPEND MANAGEMENT'. Below that, a navigation bar includes 'Home', 'Discover Business Opportunities', 'Notifications', and 'Print'. The main content area is titled 'Event Details' for 'Doc14095224 - Hotel RFQ Finland'. A sidebar on the left contains a 'Checklist' with items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', and '4. Submit Response'. The 'Review and Accept Prerequisites' step is currently active. The main area displays 'UPM Prerequisites' with a table listing items like '1.1 Do You accept UPM General Purchasing Conditions for Products and Services?' and '1.2 Do you accept UPM code of conduct?'. A red box highlights the 'Review Prerequisites' button in the top right of the main content area.

Step 2: Review and accept "Bidder Agreement".

The screenshot shows the 'Prerequisites' page for 'Doc681345837 - sourcing-project-001'. A sidebar on the left contains a 'Checklist' with items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', '4. Submit Bids', and '5. Enter Lot Details'. The 'Review and Accept Prerequisites' step is highlighted with a red box. The main content area displays the 'Prerequisites must be completed prior to participation in the event.' message. Below this, there's a section titled 'In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):' followed by seven numbered sections: '1. Bids', '2. Price Quotes', '3. Procedures and Rules', '4. Confidentiality', '5. Bids through Site only', '6. Ethical Conduct', and '7. Survival'. At the bottom right, there are two radio buttons: 'I accept the terms of this agreement.' (selected) and 'I do not accept the terms of this agreement.'.

3.1.2 Select Items or Lots

Step 1: Select Items. - If you do not want to quote for any items/lots then you do not select that lot / items and then go ahead for select and submit lot.

Step 2: Click "Submit Select Lots".

The screenshot shows the 'Select Lots' page for 'Doc29687402 - E-auction'. A sidebar on the left contains a 'Checklist' with items: '1. Review Event Details', '2. Review and Accept Prerequisites', '3. Select Lots', '4. Submit Bid', and '5. Submit Bids'. The 'Select Lots' step is currently active. The main content area displays a table titled 'Lots Available for Bidding' with columns 'Name' and 'Status'. The table lists three items: '2.1 Item 1', '2.2 Item 2', and '2.3 Item 3', all with a status of 'Preview'. A red box highlights the 'Submit Selected Lots' button at the bottom of the table.

3.1.3 Entering your offer for RFQ

Step 1: as per following screen Vendor Dashboard will appear where RFQ from TATA Power will be visible.

THE TATA POWER COMPANY LIMITED-TEST

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓
▶ Status: Completed (104)		
▼ Status: Open (1)		
RFQ-Test 11th Aug 2016	Doc905524000	12/16/2016 6:36 PM
▶ Status: Pending Selection (80)		

Tasks

Name	Status	Due Date	Completion Date
No Items			

Step 2 - Follow all the steps of 3.1.1 to 3.1.3

Step 3 - Vendor has to submit their techno commercial offer in 2.1. In this field Do No attach any price content. For Price Bid put all the unit price and taxes and duties in provided field. Put "0" (ZERO) in not applicable field.

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

1.4.1 Contract Safety Manual [Annexure I \(Contract Safety M](#)

1.4.2 TATA Code of Conduct [Annexure III \(TCOC\).pdf](#)

▼ 1.5 Technical Specification

1.5.1 Technical Specification Details [Attach a file](#)

▼ 2 Techno Commercial bid

2.1 Please attach the Techno-Commercial Bid [Attach a file](#)

▼ 3 Price Bid

3.1 Bidder to specify the prices either in terms of percentage (%) or Value where the options are available for both. In case price is specified in percentage (%) , please Specify Zero (0) in the amount field and vice-versa.

Item	Unit Price	Quantity
3.2 Bearingfor motor 1.90991	15,000.00	30 each
3.3 AMC 20,000 IS-U/CCS CONTRACTS	35,000.00	35 month
3.4 ANALYSIS TAILRACE WTR SAMPLE	35,000.00	45 each

Step 4 - After successfully putting Techno commercial offer and price part then click on "Submit Entire Response"

Submit Entire Response **Update Totals** **Save** **Compose Message**

3.1.4 Entering Your Prebid for e-auction

Before participation to the e-auction you must place a pre-bid. If you haven't placed a Prebid in the Prebid time you won't be able to participate to the auction itself.

Step 1: Populate Your Answers.

Step 2: Click "Submit Entire Response".

The screenshot shows the 'Doc681345837 - sourcing-project-001' dashboard. A yellow banner at the top right indicates 'Time remaining in preview 1 day 04:05:05'. A message states: 'The event owner has requested that you submit a prebid before the end of the preview period. You have not yet submitted a prebid.' The left sidebar contains a checklist with '4. Submit Bids' highlighted. The main content area shows a table with columns 'Name' and 'Extended Price'. The table includes sections for '1 Introduction', '2 Commercial Terms' (with a sub-item '2.1 lot-1' showing '4 core cable' and a price of '5000 INR'), and '3 Pricing' (with a sub-item '3.1 FOR SITE DELIVERY' showing 'P&F INCLUSIVE' and a file 'COMP-1.xlsx'). At the bottom, the 'Submit Entire Response' button is highlighted.

When the Prebid time is still open you can still modify your Prebid:

Click on "revise Prebid" and repeat in step 1 and step 2.

The screenshot shows the same dashboard after a prebid has been submitted. A green banner at the top right indicates 'Time remaining in preview 1 day 04:02:39'. A message states: 'Your prebid has been submitted. You will be notified when the event is open for bidding.' The left sidebar contains a checklist with '4. Submit Bids' highlighted. The main content area shows the same table as before, but with the 'Extended Price' for '2.1 lot-1' updated to '5,000.00 INR'. The 'Revise Prebid' button is highlighted.

3.1.5 Participate to the e-auction

If you have placed a bid in the Prebid time you will be able to participate to the e-auction. E-auctions are rather sort in time (usually less than 20 min per item). Once the time is closed you won't be able to bid anymore.

The screenshot shows the 'Doc681345837 - sourcing-project-001' page. A green banner at the top states 'Your response has been submitted.' and 'Time remaining for lot 2.1 00:08:39'. The 'My Bid Rank : 1' is displayed. The bid decrement is 20.00 INR. The lot details show '2.1 lot-1' with '4 core cable' and '2.1.1 cable-1' with '4 core cable'. The extended price is 4,000.00 INR (1). The quantity is 5 each. The decrement bid by is 1,000. The 'Submit Current Lot' button is highlighted. Annotations include: 'Your price rank in the auction' pointing to the bid rank, 'Bidding time left for the item' pointing to the time remaining, and 'You start the auction with your Prebid price. You can modify the price directly here or use the decrement bid functionality' pointing to the price field and the decrement bid by field.

When you want to submit your price presses "submit current lot"

In case the new price you submit is lower by 10% of the starting price (Prebid Price) the following warning Message will be displayed.

To submit the new price, check the box and press submit. If you made a mistake press cancel so that you Mistake would not be submitted.

The screenshot shows the same page as the previous one, but with a warning message displayed. The 'My Bid Rank : 2' is shown. The warning message states: 'Submit this response? Your bid has generated the following warnings: The value you entered for Item 2.1 (4,000.00 INR) improves your previous bid or the ceiling value (5,500.00 INR) by more than 10%. Check here to ignore the warnings and submit your bid anyway.' The 'Submit Current Lot' button is highlighted. The 'Submit' and 'Cancel' buttons are visible in the warning message.

3.1.5.2 What to do if you have a problem during the e-auction?

If you have any problem related the system: - **Call first Tata Power e- Bidding / Auction Cell**

➤ e- Bidding /Auction Cell details:-

Core team		
Contact Person	E-Mail Id	Contact Details
Ravi Shingare	ravi.shingare@tatapower.com	9029004168
Himanshu Ranjan	himanshur@tatapower.com	9820339961
Escalation Matrix		
Paresh Bhatt	pareshbhatt@tatapower.com	
C T Prakash	ctprakash@tatapower.com	9223545185

4 Communicating with Tata Power Buyer & Auction team during auction / e- bidding

Step 1: Click “Compose Message”.

The screenshot shows the 'All Content' section of the Tata Power e-auction interface. It lists various items for bidding, including 'UPM Prerequisites' and 'Request for Quotation'. At the bottom of the list, there is a 'Compose Message' button, which is highlighted with a red rectangular box.

Step 2: Compose Your Message and click “Send”.

The screenshot shows the 'Compose New Message' form in the Tata Power e-auction interface. The form includes fields for 'From', 'To', 'Subject', and 'Attachments'. Below these fields is a text area for composing the message. At the bottom right of the form, there are 'Send' and 'Cancel' buttons, which are highlighted with a red rectangular box.

SUPPLIER FREQUENTLY ASKED QUESTIONS

 **If I registered on my buyer's Ariba Sourcing site in the past, do I need to register again?**

Answer- Yes. Although you have registered on your buyer's Ariba Sourcing site in the past, registering on the Ariba Commerce Cloud is required. The registration process only takes a few moments, with a simple one-page registration. Registering on the Ariba Commerce Cloud gives you access to all your buyer relationships with one username and password.

 **What is the Ariba Commerce Cloud?**

Answer: - The Ariba Commerce Cloud is your entry point to all of your seller solutions. Rather than managing log in information for multiple buyers' sites, you will have one log in and one account. This means fewer passwords to remember, easier user maintenance for your company, and a unified profile for your organization.

 **Do I need to add Product and Service Categories during registration?**

Answer:-Yes; this is a required field. Product and Service Categories classify what your company sells, and the system uses this information to match potential business opportunities with your products and services.

Click **Add Product and Service Categories** to select one or more categories from the list of options. During registration, you only need to choose one category, preferably related to the event you are joining. You can add, refine, or remove categories any time after the registration process.

 **Do I need to add ship-to or service locations during registration?**

Answer: - Yes; this is a required field. Ship-to or Service locations inform buyers where your company sells its products or provides its services, and the system uses this information to match potential business opportunities with your products and services.

Click **Add Ship-to or Service Locations** to select one or more sales territories from a list. You can add, refine, or remove ship-to or service locations any time after the registration process.

 **Do I need to enter a D-U-N-S number when I register?**

Answer: - No; this is an optional field. You are only required to complete the fields marked with an asterisk (*). If you enter a D-U-N-S number, and you get a message that the value is already in use, leave the field blank, as D-U-N-S numbers must be unique within the Ariba Commerce Cloud. Your company can have multiple Ariba accounts, but only one account can use the D-U-N-S number.

Additional Information: - D-U-N-S is a registered trademark of Dun & Bradstreet or its subsidiaries in the United States and other countries.

 **Do I need to enter a Tax ID when I register?**

Answer: - No, the Tax ID is an optional field. You are only required to fill in the fields marked with an asterisk (*).

 **What is the difference between the Email and Username fields in my profile?**

Answer: - The Email field represents the email address where you wish to receive email notifications. The Username field is the identifier that you use to access your account. The Username field must be in email format, but you do not have to use a valid email address.

Note: Leave the **This is my username** box checked if you want your email address to be the same as your username.

How do I participate in my buyer's event using an email invitation?

Answer: - Use the **Click here** link in the email notification to access the sourcing event.

While buyers might customize the email content you receive, all email invitations contain a link to access the event.

Depending on your previous experience with Ariba solutions, do one of the following to access the event after you click the link:

- If you are new user, click **Continue** on the welcome page. You continue to register an Ariba account to link with your buyer and participate in the event.
- If you have used Ariba before and have already accessed an event for the buyer-specific account with your current log in ID, click the **Login** button to continue. Log in with your Ariba username and password in order to participate in the event.
- If you already have an existing Ariba Network, Ariba Discovery, or Ariba Sourcing supplier account, but you have not accessed any events for the inviting buyer's site, use the **Click here if you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account** link. After clicking the link, log in with your existing account to move your information to your buyer's site.

Additional Information :- Registering an Ariba account provides you with a consolidated view of all your customer relationships. With this one profile, you can view business opportunities, participate in sourcing events, participate in contract negotiations, and manage orders, catalogs, and invoices.

Why doesn't the link in the email invitation to participate in a sourcing event work?

Answer:-If you cannot click the link, or the link does not open the log in page, highlight and copy the Uniform Resource Locator (URL), and then paste the URL into your web browser.

Can my company have multiple accounts?

Answer:-Your Company can have multiple Ariba accounts, depending on your business needs. For example, if your company has several locations around the world, you might want a separate account for each region.

Most companies choose to have one account with multiple customer relationships, which provides a centralized location to maintain their company profile information and all of their customer relationships.

Additional Information

Consider the following items when deciding whether to have more than one account:

- **Administrators:** For each account, you can have only one account administrator, but the account administrator can provide access to multiple users. All users from your company have their own **Username** and **Password** to access the account.
- **DUNS** (data universal numbering system) **numbers:** You can add your company's DUNS number to only one account. If you plan to have multiple accounts, leave the DUNS number blank during registration.

How do I complete registration if my username already exists?

Answer: - This message means that you already have an Ariba Network, Ariba Discovery, or Ariba Sourcing supplier account registered under username you entered. You can either register a new account by creating a new username, or access one of the following sites to request a password reset for the registered username:

- [Ariba Network](#) (This login page is used for all Ariba Network, Ariba Sourcing, or Ariba Contracts suppliers).
- [Ariba Discovery login page](#)

To reset your password, click the **Having trouble logging in?** Link on the Login page.

Nothing happens when I click Forgot Username and enter my email address

Issue: - Nothing happens when I click the **Forgot Username** link and enter my email address.

Cause: - After you submit your request to retrieve your username, the Ariba Network sends an email notification with usernames that match the email address you submitted.

Some possible reasons why you may not receive this username retrieval email notification:

- The email address on your account does not match the email address you entered when submitting the request.
- Your buyer-specific account was deactivated before you could move it to the Ariba Commerce Cloud. Generally, that means you probably have not participated in an event with that buyer for a while.

Solution: -

- To ensure you receive this email notification:
- Make sure you type the email address configured within your account.

If your buyer-specific account has been deactivated, contact your buyer to determine how to proceed.

Where is my password reset email?

Answer: - After you submit your request for a password reset, Ariba sends instructions to the email address associated with your account. If you didn't receive a password reset email, check the following scenarios to troubleshoot.

The username you entered is in the wrong format, or it isn't associated with the email address you are checking.

- Keep in mind, your username is in the format of a full email address, but it can be associated with any email address you entered previously.
 - Your username is also case-sensitive.
 - To confirm that you are using the correct username and format, return to the Ariba login page, and click the **Having trouble logging in?** link (**Forgot Username** if you're working in Ariba Discovery).
 - Choose **I forgot my username**, and click **Continue**.
 - Enter the email address associated with your account, and click **Submit**.
 - You will receive an email that lists the exact format of the username associated with the email you entered.
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You entered the correct username, but you still didn't receive the password reset email notification.

- This can occur if the configured email address is different from the account you are checking.
- You might have multiple accounts for your company, so make sure you are attempting to access the correct account.

Your email configuration or company's security settings might also prevent you from receiving the password reset email. To find out, check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your email account.

 **Why do I get this message on the SAP Ariba Login page: "The username and password pair you entered was not found"?**

Answer: - You entered an incorrect **Username** or **Password**. You might receive this message if you entered a previous **Username** or **Password**. Remember that your **Username** has the format of an email address, and both the **Username** and **Password** are case sensitive.

Click the **Having trouble logging in?** Link on the Login page if you don't remember your log in information.

-: Steps for tender submission:-

Step 1: Vendor will get an **invitation email** from Ariba System. Keep this email, it contains your login Information and a direct link to Ariba.

URL for Supplier Users: <http://tatapower.supplier.ariba.com>

Step 2: Click **"Click Here" to access this event.**

Step 3: If you are first time vendor you will get the **"Sign UP" window**. Click on the same. If this screen is not appearing then close the window and follow the steps.

If the vendor has already created User id and password then after step 2 he will directly get the login screen. After credentials → click on ARIBA APPS and click on Proposals.

Step 4: After Continue simple one-page registration screen will open. Define your password and secret question. Click "OK"

Step 5: You will be able to see the RFQ

Step 6: After review and downloading of all documents click on **"Review Prerequisites"**

Step 7: Review and accept **"Bidder Agreement"**.

Step 8: Select Items or Lots → **Click "Submit Select Lots"**

Step 9: Vendor has to submit their **techno commercial offer in 2.1." Pls Attach Techno commercial Bid "**In this field Do No attach any price content.

For Price Bid put all the unit price and taxes and duties in provided field. Put "0" (ZERO) in not applicable field.

Step 10: After successfully putting Techno commercial offer and price part then click on **"Submit Entire Response"**