

**Tender Notification for**

**ANNUAL MAINTENANCE CONTRACT FOR VARIOUS DIVISIONS IN  
BRPL**

**NIT NO CMC/BR/21-22/RB/AR/RB/958  
Dt. 05.10.2021**

**Due Date for Submission of Tender: 25.10 2021, 3:30 PM  
Date and Time of opening: 25.10.2021, 3:45 PM**

**BSES RAJDHANI POWER LIMITED,**

**BSES Bhawan, Nehru Place, New Delhi-110019  
Corporate Identification Number: U74899DL2001PLC111527**

**Website : [www.bsesdelhi.com](http://www.bsesdelhi.com)**

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## **SECTION – I**

### **REQUEST FOR QUOTATION**

#### **1.1 GENERAL**

BSES Rajdhani Power Limited invites sealed tenders in 2 envelopes for “**ANNUAL MAINTENANCE CONTRACT FOR VARIOUS DIVISIONS IN BRPL**”

1.01 The bidder must qualify the requirements as specified in clause 1.3 stated below. **The sealed envelopes shall be duly superscribed as-**

**“BID FOR ANNUAL MAINTENANCE CONTRACT FOR VARIOUS DIVISIONS IN BRPL”**  
**“NIT NO CMC/BR/21-22/RB/AR/RB/958 DT 05.10.2021**

1.02 BRPL invites sealed tenders from eligible bidders for the above-mentioned work (clause 1.01).

Cost of Tender form (Non- Refundable)	Rs.1180/- (including GST)
Estimated cost of work	Rs 87.81 Crores (Annual)
Earnest money Deposit	Rs 7.98 Lacs
Duration of the Work (AMC)	24 Months (from date of issue of LOI/order), extendable for further one year
Tender documents on sale	05/10/21 (working days)
Date & time of Submission of Tender	25/10/2021 till 1530 HRS
Date & time of opening of Tender	1545 HRS on 25/10/2021

The tender document can be obtained from address given below against submission of non-refundable demand draft of **Rs.1180/-** drawn in favour of BSES Rajdhani Power Ltd, payable at Delhi:

**Head of Department**  
**Contracts & Material Dept.**  
**BSES Rajdhani Power Limited**  
**I Floor, “C” Block, BSES Bhawan**  
**Nehru Place**  
**New Delhi-110019**

The tender papers will be issued on all working days up to the date mentioned in clause 1.02. The tender documents & detail terms and conditions can also be downloaded from the website

www.bsedelhi.com. In case tender papers are downloaded from the above website, then the bidder has to enclose a separate demand draft covering the cost of bid documents.

## 1.2 POINTS TO BE NOTED

- 1.2.1 Works envisaged under this contract are required to be executed in all respects up to the period of completion mentioned above.
- 1.2.2 Only those agencies, who fulfill the qualifying criteria as mentioned in clause 1.3, should submit the tender documents.
- 1.2.3 Tender document consists of the following:
- ❖ Request For Quotation
  - ❖ Instructions To Bidder
  - ❖ Commercial Terms & Conditions
  - ❖ Scope of Work
  - ❖ List of T&P
  - ❖ Present Asset, Consumer & Complaints
  - ❖ Details of Resources
  - ❖ Price Format
  - ❖ Bid Form
  - ❖ Performa Of Contract Performance Bank Guarantee
  - ❖ Format For EMD Bank Guarantee
  - ❖ Terms & Conditions for Reverse Auction
- 1.2.4 The Contract shall be governed by the documents listed in para 1.2.3 above.
- 1.2.5 BSES Rajdhani Power Ltd reserves the right to accept/reject any or all Tenders without assigning any reason thereof and alter the quantity of materials mentioned in the Tender documents at the time of placing purchase/ work orders. Tender will be summarily rejected if:
- ❖ If **Earnest Money Deposit (EMD)** of requisite amount is not deposited in shape of Bank Draft/Pay Order/BG drawn in favour of **BSES Rajdhani Power Ltd**, payable at Delhi.
  - ❖ If Tender is received after due date and time.
- 1.2.6 It is compulsory for the bidder to quote for all the 22 Divisions however allocation of number of division shall be as per the decision of BRPL
- 1.2.7 Please note that abnormally higher or abnormally lower bids shall not be considered with respect to estimated cost. The criteria decided by BRPL on this shall be final. Further formation of cartel and indulging in any unfair business practice shall be a negative for the bidders and be liable for rejection of the bid.

### 1.3 QUALIFYING CRITERIA:-

The prospective bidder must qualify all of the following requirements to be eligible to participate in the bidding:

#### (A) TECHNICAL REQUIREMENT:

- (i) The bidder should have experience in any of the following work area in any Power Distribution Utilities / SEB's/ Discoms/ other govt. organizations in any of the last 5 financial years (FY 16-17 to FY 20-21). Such experience of the bidder shall not be for less than 12 continuous months:
  - ❖ Project Execution or Maintenance Work on Electricity Distribution Network, LT 440 Volts Work, HT 11 KV Works.
- (ii) The bidder must enclose order copies along with performance certificates in support of relevant experience. Experience credential as a joint venture / subcontract/ consortium will not be considered.
- (iii) Bidder will have to provide following details in Bidding documents which shall be assessed for meeting the qualification requirement:
  - a) Eligibility for Bidding wrt Manpower: Bidder shall provide List of manpower-designation wise with qualification as per the format attached in Section VI:
    - Bidder has to provide the list of safety officer which will be deployed by him along with academic qualification certificates. This certificate should be part of Technical offer.
    - 25% of working manpower offered by bidder should be on their roll for the last three years. Bidders are advised to check manpower strength required before bidding any division. In case Bidder has insufficient manpower which is three year old, then he can mention manpower he has on roll for two years. BRPL management has all right to consider or not to consider this deviation.
    - Bidder has to verify the qualification / experience certificate of manpower deployed by him. This also includes ensuring they all have good character certificate.
  - b) Experience of Bidder on various works carried out in BRPL shall be provided as per the format under Section VI.
  - c) Refer details of T&P in SECTION VII. Bidder to specify "Quantity available ", its make & model. Also certify T&P where make is specified.
- iv) It is preferred that Bidder is having Accreditations like ISO, OSHAS etc.

- v) For Existing Division AMC vendors of BRPL, performance shall be measured on last contract score card and will be taken into account in technical evaluation
- vi) For Existing vendors of BRPL, Technical evaluation will also include the performance in the existing contracts. BRPL reserves the right to qualify or disqualify their bid based on the performance in spite of them meeting the above minimum qualification criteria

**(B) COMMERCIAL REQUIREMENT:**

- (i) Bidder must provide proof of having Cumulative Turnover of Rs. 15 Cr. for last three consecutive financial year (FY 18-19, 19-20, 20-21) subject to that turnover should not be less than Rs. 5 Cr. in any of the last three completed consecutive financial years. (FY 18-19, 19-20, 20-21)
- (ii) Bidder must provide proof of having solvency of an amount equal to Rs. 1 Crore or more from any nationalized/ scheduled commercial bank. (Not older than 1<sup>st</sup> April 2021)
- (iii) Bidder should have valid Registration No. of GST No.
- (iv) Bidder should have PAN No & should fulfill all statutory compliances like PF, ESI registration
- (v) Bidder should have a valid Electrical License issuing by Delhi Govt. for doing the electrical works in Delhi region.
- (vi) Bidder should have an office in Delhi NCR. Bidder to submit details of such office on their letter head. The Head/ Incharge of this office should be competent enough to take all decisions related to the contract.
- (vii) Entities that have been debarred/blacklisted by any Private/central/state government institution including electricity boards in India will not be considered; in this regard a written statement has to be provided on bidder's letterhead along with other documents. Vendors/ Agencies who have been debarred/ blacklisted/ suspended by BRPL in last 3 financial years will not be considered in this tender.
- (viii) The bidder should submit an undertaking for "No Litigation" / no legal case is pending with BRPL or its Group Companies. Bidders having any litigation/ legal case pending with BRPL shall not be considered qualified for this tender
- (ix) For Existing vendors/ registered vendors of BRPL, evaluation will also include the contract performance in terms of HR issues, all statutory Compliance parameters and timely wages disbursement by Vendors. BRPL reserves the right to disqualify their bid based on the above performance parameters in spite of them meeting the above qualification criteria.

- (x) The bidder should give an undertaking on their letterhead that all the documents/certificates/information submitted by them against the tender are genuine/true/correct and the copies of documents have been made from the original document/s. Further in case any of the documents/certificates/information submitted by the bidder is found to be false or forged, BRPL at its sole discretion shall be free to take all actions as permitted under law, including forfeiture of EMD and disqualification from participation in the future tenders for 1 year in BRPL & its group companies.

Please note that by participation in tender and submission of bid, the bidder authorize BRPL to verify the bidder's credentials like work order copies, performance certificates etc. submitted by the bidder from the respective issuing client. If required, BRPL may also direct the bidder to provide the required contact details of the client who can confirm the authenticity of the documents submitted to facilitate the verification process within the timelines provided by BRPL. That upon demand the bidder shall be providing such details to BRPL within timelines provided by BRPL. Further in case any of the documents/certificates/information submitted by the bidder is found to be false or forged or the default from the side of bidder in providing the details for verification, BRPL at its sole Discretion shall be free to take all actions as permitted under law, including forfeiture of EMD disqualification from participation in the future tenders for 1 year in BRPL & its group companies.

The bidder shall submit all necessary documentary evidence to establish that the Bidder meets the above qualifying requirements.

- a) Firms who are debarred/ blacklisted in other utilities in India will not be considered.
- b) Company reserves the right to carry out technical capability/ infrastructure assessment of the Bidders by factory/office inspection or by any other means and company's decision shall be final in this regard.
- c) No joint ventures/ consortiums are allowed

Also, the Bidder shall furnish the following commercial & technical information along with the tender:

- a) Last three Financial Years (FY 18-19, FY 19-20 & FY 20-21 ) audited financial statement.
- b) Bidder to submit CA Certificate (along with UDIN no.) showing upto date that all statutory compliance like GST returns/ PF and ESI returns etc. i.e upto FY 20-21, have been filed.
- c) Detail of Banker & Cash Credit limit
- d) Details of constitution of the company (Proprietary/ Limited/ Pvt. Ltd. Along with details)
- e) Memorandum & Articles of Association of the Company
- f) Organization Chart of the company
- g) Experience details with credentials
- h) Turnover certificate issued by auditors (along with UDIN no.) for the last three Financial Years.
- i) Declaration on bidder's letter head on Pending Legal case / penalty levied (if any) against Statutory non- compliances on a/c of PF / ESI / Bonus etc.
- j) For existing vendors – No Dues Undertaking regarding vacation of BRPL occupied buildings is mandatory within 15 days of award of new contract

BRPL reserves the right to disqualify any bidder in spite of the bidders meeting the above Qualifying requirements. The decision of BRPL shall be final & binding on the bidder.

BRPL may ask for any other document as may be required to substantiate/ justify the submissions made by bidders.

#### **1.4 BIDDING AND AWARD PROCESS:-**

Bidders are requested to submit their offer strictly in line with the tender document. NO DEVIATION IS ACCEPTABLE. The bidder should submit complete tender documents signed and stamped with bidder's seal as an acceptance to all terms & conditions of the Tender.

BRPL shall respond to the clarifications raised by various bidders and the same will be distributed to all participating bidders through website.

##### **1.4.1 Bid Submission:**

The bidders are required to submit the bid in 2(two) parts and submit in original + one copy to the following address

Head of Department  
Contracts & Material Deptt.  
BSES Rajdhani Power Ltd  
I Floor, Tender Room, BSES Bhawan  
Nehru Place  
New Delhi-110019

#### **PART A: TECHNICAL BID** comprising of following:

- EMD of requisite amount
- Non-refundable separate demand draft for Rs. 1180/- In case the forms are downloaded from the website
- Documentary evidence in support of qualifying criteria
- Technical Literature if any.
- Acceptance to Commercial Terms and Conditions viz Delivery schedule/period ,Payment terms ,BG etc
- Acceptance to Technical Specifications if any
- Any other relevant documents

**The bidder should submit complete tender document signed and stamped with bidder's seal as an acceptance of all the terms & conditions of the Tender.**

#### **PART B: FINANCIAL BID** comprising of Prices strictly in the Format enclosed in SECTION X



## TIME SCHEDULE

The bidders should complete the following within the dates specified as under:

S. No.	Steps	Comprising of	Due date
1	Pre-Bid Clarifications Meeting	All Queries related to RFQ shall be clarified through pre bid meeting. For this the bidder shall send their queries before 11.10.2021 at the following contacts:  Technical queries: Mr. Chandermohan Sharma (Head-O&M) Mail id: <a href="mailto:chandermohan.sharma@relianceada.com">chandermohan.sharma@relianceada.com</a> Mr. Aseem Raj (O&M) Mail id: <a href="mailto:Aseem.raj@relianceada.com">Aseem.raj@relianceada.com</a>  Commercial queries: Ms. Rajni Bhagia (C&M) Mail id: <a href="mailto:rajni.bhagia@relianceada.com">rajni.bhagia@relianceada.com</a> Contact No: 011-49209586 Mr. Ananda Raj (Head Contracts), Mail id : <a href="mailto:ananda.raj@relianceada.com">ananda.raj@relianceada.com</a> Contact No 011-49209014	12.10.2021  Pre Bid Meeting shall be through WebEx on 12.10. 2021 at 03:00 PM for addressing all Queries related to RFQ on following link:- <a href="https://bsesbrpl.webex.com/join/ra kesh.bansal">https://bsesbrpl.webex.com/join/ra kesh.bansal</a>
2	PART A Technical and Commercial Bid	EMD of requisite amount Non-refundable demand draft for Rs. 1180/- In case the forms are downloaded from the website Documentary evidence in support of qualifying criteria Any other relevant document Acceptance to Commercial Terms and Conditions , Payment terms, BG etc.	25.10.2021
3	PART B Financial Bid	Price strictly in the Format enclosed (Section X)	25.10.2021

This is a two part bid process. Bidders are to submit the bids in 2(two) parts.

Both these parts should be furnished in separate sealed covers super scribing **NIT no. DUE DATE OF SUBMISSION, with particulars as PART-A TECHNICAL BID & COMMERCIAL TERMS & CONDITIONS and Part-B FINANCIAL BID** and these sealed envelopes should again be placed in another sealed envelope which should be super scribed with —“**Tender Notice No.& Due date of opening**“. The same shall be submitted before the due date & time specified.

**Part – A:** Technical Bid should not contain any cost information whatsoever and shall be submitted within the due date. After technical evaluation, the list of qualified bidders will be posted immediately on BSES website.

**PART B:** This envelope will be opened after technical evaluation and only of the qualified bidders.

## **FINANCIAL BID EVALUATION THROUGH REVERSE AUCTION:**

Reverse auction shall be conducted for finalization of contract and the details of the price bid shall not be shared with bidders.

The qualified bidders will participate in reverse auction through SAP-SRM tool. The reverse auction process shall be governed by the terms and conditions enclosed in this tender document. Training/details shall be provided to bidders before participation in auction.

Notwithstanding anything stated above, the Company reserves the right to assess bidders' capability to perform the contract, should the circumstances warrant such assessment in the overall interest of the Company. In this regard the decision of the Company is final.

**In case RA is not concluded/conducted for any reasons, a "final no regret" financial bid in a sealed envelope will be called for from all qualified bidders**

### **1.4.2 Award Decision**

- Company intends to award the business on a lowest bid basis, so bidders are encouraged to submit the bid competitively. The decision to place order/LOI solely depends on Company on the cost competitiveness across multiple lots, quality, delivery and bidder's capacity, in addition to other factors that Company may deem relevant.
- The Company 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 any reason.
- Please note that abnormally higher or abnormally lower bids shall not be considered with respect to estimated cost. The criteria decided by BRPL on this shall be final and binding on the bidders.
- In case any contractor is found unsatisfactory during the execution process, the award will be cancelled and BRPL reserves the right to award other contractors who are found fit.
- "Nil/Zero" Margin or Administrative Service Charges of Bidders will be considered as "Unresponsive". Abnormally higher or abnormally lower bids shall not be considered with respect to estimated cost. The criteria decided by BRPL on this shall be final and binding on the bidders and will not be open for discussion under any circumstances. Therefore, the bidding firms are advised to quote their Margin / Administrative Service Charges accordingly. BRPL reserves the right to reject the bids quoted with abnormally higher or abnormally lower individual activity rates. The criteria decided by BRPL on this shall be final and binding on the bidders.

### **1.4.3 Market Integrity**

We have a fair and competitive marketplace. The rules for bidders are outlined in the Terms & Conditions. Bidders must agree to these rules prior to participating. In addition to other remedies available, we 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 Terms & Condition. Bidders who violate the market place rules or engage in behavior that disrupts the fair execution of the market place restricts a bidder to 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 market place.
- Breach of the terms of the published in Request for Quotation/NIT.

#### 1.4.4 Confidentiality

All information contained in this RFQ is confidential and may not be disclosed, published or advertised in any manner without written authorization from BRPL. This includes all bidding information submitted.

All RFQ documents remain the property of BRPL and all bidders are required to return these documents to BRPL upon request.

Bidders who do not honor these confidentiality provisions will be excluded from participating in future bidding events.

#### 1.5 Contact Information

Technical clarification, if any, as regards this RFQ shall be sought in writing and sent by post/courier to following address

	<b>Technical</b>	<b>Commercial</b>
<b>Contact Person</b>	Head (O&M- Distribution), BRPL Copy to :Head (C&M)	Head (C&M)
<b>Address</b>	C&M Deptt., BSES Rajdhani Power Ltd, II Floor, "B" Block, BSES Bhawan Nehru Place New Delhi-110019	C&M Deptt., BSES Rajdhani Power Ltd, I Floor, "C" Block, BSES Bhawan Nehru Place New Delhi-110019

## SECTION – II

### INSTRUCTION TO BIDDERS

#### A. GENERAL

BSES Rajdhani Power Ltd, hereinafter referred to as “The Company” is desirous of awarding “**ANNUAL MAINTENANCE CONTRACT FOR VARIOUS DIVISIONS IN BRPL**”

- 1.1 All the Bids shall be prepared and submitted in accordance with these instructions.
- 1.2 Bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Company will in no case shall be responsible or liable for these costs.
- 1.3 The Bid should be submitted by the Bidder in whose name the bid document has been issued and under no circumstances it shall be transferred /sold to the other party.
- 1.4 The Company reserves the right to request for any additional information and also reserves the right to reject the proposal of any Bidder, if in the opinion of the Company, the data in support of RFQ requirement is incomplete.
- 1.5 The Bidder is expected to examine all instructions, forms, terms & conditions and specifications in the Bid Documents. Failure to furnish all information required in the Bid Documents or submission of a Bid not substantially responsive to the Bid Documents in every respect may result in rejection of the Bid. However, the Company’s decision in regard to the responsiveness and rejection of bids shall be final and binding without any obligation, financial or otherwise, on the Company.
- 1.6 The company reserves the right to split the order among various successful bidders in any manner he chooses without assigning any reason whatsoever

#### 1.0 SCOPE OF WORK

The scope of work shall include maintenance of division in BRPL as detailed in SECTION-V “Scope of work”.

#### 2.0 DISCLAIMER

- 2.01 This Document includes statements, which reflect various assumptions, which may or may not be correct. Each Bidder should conduct its own estimation and analysis and should check the accuracy, reliability and completeness of the information in this Document and obtain independent advice from appropriate sources in their own interest.
- 2.02 Neither Company nor its employees will have any liability whatsoever to any Bidder or any other person under the law or contract, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage whatsoever which may arise from or be incurred or suffered in connection with anything contained in this Document, any matter deemed to form part of this Document, provision of Services and any other information supplied by or on behalf of Company or its employees, or otherwise arising in anyway from the selection process for the work.
- 2.03 Though adequate care has been taken while issuing the Bid document, the Bidder should satisfy itself that Documents are complete in all respects. Intimation of any discrepancy shall be given

to this office immediately.

2.04 This Document and the information contained herein are Strictly Confidential and are for the use of only the person(s) to whom it is issued. It may not be copied or distributed by the recipient to third parties (other than in confidence to the recipient's professional advisors).

### **3 COST OF BIDDING**

The Bidder shall bear all cost associated with the preparation and submission of its Bid and the company will in no case be responsible or liable for those costs.

### **B. BIDDING DOCUMENTS**

4.0 The Scope of Work, Bidding Procedures and Contract Terms are described in the Bidding Documents. In addition to the covering letter accompanying Bidding Documents, the Bidding Documents include:

SECTION – I	Request For Quotation
SECTION – II	Instructions To Bidder
SECTION-III	Commercial Terms & Conditions
SECTION IV	Statutory Requirements
SECTION V	Scope of Work
SECTION VI	Eligibility wrt bidding for manpower
SECTION VII	List of T&P
SECTION-VIII	Present Asset, Consumer & Complaints
SECTION –IX	Detail of Resources
SECTION-X	Price Format

4.01 The Bidder is expected to examine the Bidding Documents, including all Instructions, Forms, Terms and Specifications. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will may result in the rejection of the Bid.

## **5.0 AMENDMENT OF BIDDING DOCUMENTS**

- 5.01 At any time prior to the deadline for submission of Bids, the Company may for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by Amendment.
- 5.02 The Amendment shall be part of the Bidding Documents, pursuant to Clause 5.01, and it will be notified in writing by Fax/e-mail to all the Bidders who have received the Bidding Documents and confirmed their participation to Bid, and will be binding on them.
- 5.03 In order to afford prospective Bidders reasonable time in which to take the Amendment into account in preparing their Bids, the Company may, at its discretion, extend the deadline for the submission of Bids.

## **C PREPARATION OF BIDS**

### **6.0 LANGUAGE OF BID**

The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the Company, 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.

### **7.0 DOCUMENTS COMPRISING THE BID**

The Bid prepared and submitted by the Bidder shall comprise the following components:

- (a) Bid Form ,Price & other Schedules (STRICTLY AS PER FORMAT) and Technical Data Sheets completed in accordance with Technical Specification.
- (b) All the Bids must be accompanied with the required EMD as mentioned in the Section-I against each tender.

### **8.0 BID FORM**

8.01 The Bidder shall submit Original "Bid Form" and the appropriate Price Schedules and technical specifications enclosed with the Bidding Documents.

#### **8.02 EMD**

Pursuant to Clause 7.0(b) above, the bidder shall furnish, as part of its bid, a EMD of requisite amount as already specified in the Section-I. The EMD is required to protect the Company against the risk of Bidder's conduct which would warrant forfeiture. The EMD shall be denominated in any of the following form:

- (a) Demand Draft/Pay Order drawn in favour of BSES Rajdhani Power Ltd, payable at Delhi.
- (b) BG from a nationalized/ scheduled bank in favour of BSES Rajdhani Power Limited valid for 6(six) months after last date of receipt of tenders

Earnest money given by all the bidders except the lowest bidder shall be refunded within 4 (four) weeks from the date of opening of price bid.

The EMD may be forfeited in case of:

(a) if the Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid Form

**OR**

(b) in the case of a successful Bidder, if the Bidder does not

(i) accept the Purchase Order, or

(ii) furnish the required performance security BG.

**OR**

(c ) If the bidder is found to have submitted false or forged any of the documents/certificates/information .

## **9.0 BID PRICES**

9.01 Bidders shall quote for the entire Scope of work with prices for individual items. The tenderer is required, at his expense, to obtain all the information he may require to enable him to submit his tender including necessary visits to the site to ascertain the local conditions, procurement of necessary materials, labour, etc., requirements of the local/government/public authorities in such matters.

Prices quoted by the Bidder shall be "Firm" and not subject to any price adjustment during the performance of the Contract. **A Bid submitted with an adjustable price/PVC will be treated as non -responsive and rejected.**

## **10.0 BID CURRENCIES**

Prices shall be quoted in Indian Rupees Only.

## **11.0 PERIOD OF VALIDITY OF BIDS**

11.01 Bids shall remain valid & open for acceptance for a period of 180 days from the date of opening of the Bid.

11.02 Notwithstanding Clause 11.01 above, the Company may solicit the Bidder's consent to an extension of the Period of Bid Validity. The request and the responses thereto shall be made in writing and sent by Fax/post/courier

## **12.0 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.

### **13.0 FORMAT AND SIGNING OF BID**

- 13.01 The original Bid Form and accompanying documents(as specified in Clause 7.0),clearly marked "Original Bid", must be received by the Company at the date, time and place specified pursuant to Clauses 14.0 and 15.0.
- 13.02 The original copy of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. Such authorization shall be indicated by written Power-of-Attorney accompanying the Bid.
- 13.03 The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.
- 13.04 Bid shall be signed with stamp by the bidder on all the pages.

### **D. SUBMISSION OF BIDS**

#### **14.0 SEALING AND MARKING OF BIDS**

- 14.01 Bid submission: One original (hard copies) of all the Bid Documents shall be sealed and submitted to the Company before the closing time for submission of the bid.
- 14.02 The Technical Documents and the EMD shall be enclosed in a sealed envelope and the said envelope shall be superscribed with — Technical Bid & Commercial Terms & Conditions “. The price bid shall be inside another sealed envelope with superscribed —“Financial Bid “. Both these envelopes shall be sealed inside another big envelope. All the envelopes should bear the Name and Address of the Bidder and marking for the Original. The envelopes should be superscribed with —“Tender Notice No. & Due date of opening“.
- 14.03 The Bidder has the option of sending the Bids in person. Bids submitted by Email/Telex/Telegram /Fax will be rejected. No request from any Bidder to the Company to collect the proposals from Courier/Airlines/Cargo Agents etc shall be entertained by the Company.

#### **15.0 DEADLINE FOR SUBMISSION OF BIDS**

- 15.01 The original Bid must be timely received by the Company at the address specified in Section-I
- 15.02 The Company may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents in accordance with Clause 5.0,in which case all rights and obligations of the Company and Bidders previously subject to the deadline will there after be subject to the deadline as extended

#### **16.0 ONE BID PER BIDDER**

Each Bidder shall submit only one Bid by itself. No Joint Venture is acceptable. A Bidder who submits or participates in more than one Bid will cause all those Bids to be rejected.



## **17.0 LATE BIDS**

Any Bid received by the Company after the deadline for submission of Bids prescribed by the Company, pursuant to Clause 14.0, will be declared "Late" and rejected and returned unopened to the Bidder.

## **18.0 MODIFICATIONS AND WITHDRAWAL OF BIDS**

18.01 The Bidder is not allowed to modify or withdraw its Bid after the Bid's submission.

## **E. EVALUATION OF BID**

### **19.0 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 Company's processing of Bids or award decisions may result in the rejection of the Bidder's Bid.

### **20.0 CLARIFICATION OF BIDS**

To assist in the examination, evaluation and comparison of Bids, the Company may, at its discretion, ask the Bidder for a clarification of its Bid. 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.

### **21.0 PRELIMINARY EXAMINATION OF BIDS / RESPONSIVENESS**

21.01 Company 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.

21.02 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.

21.03 Prior to the detailed evaluation, Company 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.

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

### **22.0 EVALUATION AND COMPARISON OF BIDS**

- 22.01 The evaluation of Bids shall be done based on the delivered cost competitiveness basis.
- 22.02 The evaluation of the Bids shall be a stage-wise procedure. The following stages are identified for evaluation purposes: In the first stage, the Bids would be subjected to a responsiveness check. The Technical Proposals and the Conditional ties of the Bidders would be evaluated.
- Subsequently, the Financial Proposals along with Supplementary Financial Proposals, if any, of Bidders with Techno-commercially Acceptable Bids shall be considered for final evaluation.
- 22.03 The Company's evaluation of a Bid will take into account, in addition to the Bid price, the following factors, in the manner and to the extent indicated in this Clause:
- (a) Work completion schedule
  - (b) Conformance to Qualifying Criteria
  - (c) Deviations from Bidding Documents
- Bidders shall base their Bid price on the terms and conditions specified in the Bidding Documents. No deviation to the bid terms and conditions shall be acceptable.
- 22.04 Any adjustments in price, which result from the above procedures, shall be added for the purposes of comparative evaluation only to arrive at an "Evaluated Bid Price". Bid Prices quoted by Bidders shall remain unaltered.

## **F. AWARD OF CONTRACT**

### **23.0 CONTACTING THE COMPANY**

- 23.01 From the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Company on any matter related to the Bid, it should do so in writing.
- 23.02 Any effort by a Bidder to influence the Company and/or in the Company's decisions in respect of Bid evaluation, Bid comparison or Contract Award, will result in the rejection of the Bidder's Bid.

### **24.0 THE COMPANY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The Company reserves the right to accept or reject any Bid or to annul the Bidding process or reject all Bids at anytime prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Company's action.

### **25.0 AWARD OF CONTRACT**

The Company will award the Contract to the successful Bidder whose Bid has been Determined to be the lowest-evaluated responsive Bid, provided further that the Bidder has been determined to be qualified to satisfactorily perform the Contract. Company reserves the right to award order to more than one bidders in the tender.

### **26.0 THE COMPANY'S RIGHT TO VARY QUANTITIES**

The Company reserves the right to vary the quantity i.e. increase or decrease the numbers/quantities to any extent without any change in rates and terms and conditions during

the validity of the contract.

## **27.0 LETTER OF INTENT/ NOTIFICATION OF AWARD**

The letter of intent/ Notification of Award shall be issued to the successful Bidder whose bids have been considered responsive, techno-commercially acceptable. The successful Bidder(s) shall be required to furnish a letter of acceptance within 7 days of issue of the letter of intent /Notification of Award by Company.

## **28.0 CORRUPT OR FRAUDULENT PRACTICES**

28.01 The Company requires that the Bidders observe the highest standard of ethics during the procurement and execution of the Project. In pursuance of this policy, the Company:

(a) Defines, for the purposes of this provision, the terms set forth below as follows:

**"Corrupt practice"** means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and

**"Fraudulent practice"** means a misrepresentation of facts in order to influence a award process or the execution of a contract to the detriment of the Company, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Company of the benefits of free and open competition.

(b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question ;

(c) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

28.02 Furthermore, Bidders shall be aware of the provision stated in the Terms and Conditions of Contract.

## SECTION-III

### COMMERCIAL TERMS & CONDITIONS

#### TERMS & CONDITIONS

BSES Rajdhani Power Limited is a COMPANY (having license) in the business of distribution and retail supply of Electricity in the areas of its Distribution Network. Total 22 divisions are covered under BRPL

The COMPANY is desirous of engaging a third party and wants to assign the predictive, break-down, executing work for rectification and routine maintenance for HT & LT network ,sub-stations, Feeder Pillars and No-current Complaints in BRPL covering 22 divisions in BRPL.

#### PRIORITY OF CONTRACT DOCUMENTS:

The several documents forming the Contract are to be taken as mutually explanatory of one another, but in case of ambiguities or discrepancies, the same shall be explained and adjusted by the company, who shall thereupon issue to the Contractor, instructions thereon. In such event, unless otherwise provided in the Contract, the priority of the documents forming the Contract shall be as follows:

- (i) This Contract Agreement
- (ii) The Letter of Acceptance/ Intent
- (iii) Agreed Minutes of the Tender Negotiation Meetings.
- (iv) Agreed Minutes of the Tender Technical Meetings .
- (v) The Priced Bill of Quantities
- (vi) The Technical Specifications / Scope of work
- (vii) The Tender document , including all Appendices and/or Addenda, Corrigendum the latest taking precedence.

In the event of any conflict between the above-mentioned documents, the more stringent requirement or conditions which shall be favourable to the owner shall govern and the Owners decision shall be final and binding upon the parties.

#### 1.0 DEFINITIONS & INTERPRETATION:

The following terms & expressions as used in the CONTRACT shall have the meaning defined and interpreted hereunder:

1.1 COMPANY: The terms "Company" shall mean BSES Rajdhani Power Ltd. having its office at BSES Bhawan, Nehru Place, New Delhi-110019, Corporate Identification Number : **U74899DL2001PLC111527**, Website : **www.bsesdelhi.com** and shall include its authorized representatives, agents, successors and assigns.

1.2 CONTRACTOR: shall mean the successful tenderer / vendor to whom the contract will be awarded and shall include its authorized representative, agents, successors, and assigns.

1.3 CONTRACT SPECIFICATION: The terms "CONTRACT Specification" shall mean the Technical specification of the work as agreed by contractor and description of work as detailed and all such particulars mentioned directly/referred to or implied as such in the contract.

1.4 SITE: The terms "Site" shall mean the working location in BRPL area.

1.5 ENGINEER IN CHARGE: "Engineer In-charge" means the Company's authorized representative for the purpose of carrying out the work. For this Work Order Engineer In-charge shall be Division Head of the respective area (BRPL).

1.6 Good Industry Practice: means the exercise of that degree of skill, diligence and prudence which is expected from a skilled, experienced and recognized contractor engaged in the same type of undertaking similar to the one undertaken by the Contractor and acting generally in accordance with the prevailing laws, rules, regulations, codes and industry standards.

1.7 Effective Date: means the date when Contractor through its authorized representative places its signature on the duplicate copy of this contract.

1.8 Rate: The unit rates for the work to be carried out at site shall be as per finalized unit rates through tender and payable by the Company to the Contractor for the due, complete and proper performance of the jobs covered under this contract.

## **2.0 EXAMINATION OF SITE AND LOCAL CONDITIONS:**

The CONTRACTOR has to visit the site of the work under the order and ascertain thereof all site conditions and information pertaining to his work. The COMPANY shall not accept any claim whatsoever arising out of the difficult site/terrain/local conditions, if any.

## **3.0 LANGUAGE AND MEASUREMENT:**

The CONTRACT issued to the contractor by the company and all correspondence and documents relating to the CONTRACT placed on the Contractor shall be written in English language. Metric System shall be followed for all dimension, units etc.

## **4.0 EXECUTION OF WORKS:**

The CONTRACTOR has to confirm and undertake the full responsibility of the assigned works of the predictive, break-down, execution work for rectification and routine maintenance for HT & LT network, sub-stations, Feeder Pillars, connections and for attending NO-current Complaints of Division and to the satisfaction of the COMPANY. The detail of works to be carried out by the CONTRACTOR is as mentioned in SECTION-V. However, work allocation shall be communicated by the respective Sub-Division -In-Charge of the areas. The CONTRACTOR has to undertake any maintenance work pertaining to above Division issued by the COMPANY for Maintenance purpose which may be required to be carried out over and above the work highlighted in the SECTION-V for the smooth working of the distribution system.

The CONTRACTOR has to provide adequate Manpower for the smooth and effective operation of the Division and as per the satisfaction of the divisional in charge. However the resources can be regulated with the consent of sub- division in charge.

To perform above the contractor shall deploy qualified & experienced manpower comprising engineers, supervisors, diploma holders, safety officer, skilled, semi skilled & unskilled staff in accordance with the requirements of the electricity rules, safety laws and to meet the requirements of performance standards as mentioned in this document

The CONTRACTOR shall conduct the maintenance work of highest standards. If at any stage, the COMPANY finds the manpower not suitable or not up to the mark, the CONTRACTOR shall deploy the alternate manpower immediately.

Further, the COMPANY reserves the right of engaging any other agency or resorting to any other suitable means without giving any reason, to carry out these jobs in the event of necessity of the COMPANY or the workmen of the CONTRACTOR refusing to work, going on strike or for any other reason likely to lead to loss of productivity.

The COMPANY also reserves the right to add any area and/or expansion units of existing Division or delete from the scope of work so assigned to the CONTRACTOR if the circumstances so warrant.

The COMPANY and the CONTRACTOR will agree to fully co-operate and ensure effective implementation of the Proposed Agreement. For the aforesaid purpose, Division-In-Charge of the Division nominated by the COMPANY and nominee of the CONTRACTOR shall work jointly. The CONTRACTOR shall keep the COMPANY informed of the work progress as per the Company requirement in addition to timely submission of monthly reports when demanded by the company to facilitate a review. A daily diary or register shall be maintained by the CONTRACTOR for day today work carried out by the CONTRACTOR as per instructions of sub division-In-Charge.

The CONTRACTOR shall ensure availability of all necessary tools and tackles and other equipment in working condition for carrying out the assigned jobs by their manpower. A list of tools and tackles to be made available by the CONTRACTOR is enclosed at SECTION-VII. It is necessary that the CONTRACTOR shall ensure proper cleaning and / or restoring of the areas of the work place.

All materials and spares required for carrying out the jobs shall be provided by the COMPANY free of cost.

It shall be the responsibility of the CONTRACTOR to organize to and fro transport of materials like Cable, lamps, Transformer and panels & Spares Parts, Oil, equipment, steel, cement, bricks, sand or any other material to be used for maintenance purpose only, issued from any of the division store to the site of work and back to Stores within the area of work.

The cost of transit insurance, freight, loading / unloading of materials/ equipments during its handling / erection at site will be in the scope of AMC work.

Augmentation work, C W O works, civil works (like white wash, Masonry works), and Meter Installation / Replacement / New Connection are not covered in the scope of the CONTRACTOR.

The COMPANY shall arrange any permission from the local authorities like SMCD, NMCD, DDA, Traffic Police, PWD, and DJB. Also, Shut down shall be provided by the sub division in charge.

#### **5.0 CONTRACT PRICE:**

Monthly AMC rate shall be finalized through this tender. However actual payment shall be made as per marks scored against the KPI mentioned in SECTION-V- Scope of Work.

The AMC rates will remain firm and final for the entire duration of work to be carried out by the CONTRACTOR, and are not subject to any escalation and variation for any reason whatsoever except for minimum wages.

Any change in the minimum wages during the contracting period, the impact only in the wages of the employees will be effected in the contract. There will be no change on margin amount on account of revision in minimum wages.

Please note that monthly conveyance and mobile allowance totaling for Rs. 840 per LM/ ALM/ Fitter and @Rs. 1440 per Supervisor shall be over and above the rates finalized through this tender. This amount is not included in the tender cost.

#### **6.0 TAXES & DUTIES:**

All taxes and duties including labour cess (except GST) leviable by State or Central Governments or local bodies shall be to the CONTRACTOR 's account including any taxes and duties which may be levied fresh by the Governments during currency of this Agreement. Income tax will be deducted from your bills as Tax Deduction at Source (TDS).

GST shall be paid extra at actual on submission of GST Registration and self declaration on your letter head stating that you have deposited/or will deposit the Tax as per the applicable GST laws.

#### **7.0 TERMS OF PAYMENT:**

The payment shall be made as under:

- a) Payment shall be made to the CONTRACTOR within 30 Days of submission of certified Bills at Vendor Support Cell subject to fulfillment of contractual obligations, marks scored against the KPI's mentioned in SECTION-V enclosed.
- b) All payment related to the manpower engaged by the AMC districts contractors shall be made on the basis of biometric attendance records.
- c) The contractors shall submit the GST deposit receipt of a particular month in the invoice of the immediate subsequent month for release of the payment.

- d) The CONTRACTOR should raise a bill (s) on monthly basis to the COMPANY. All bills shall be submitted to concerned Engineer in charge for verification/certification for work along with necessary statutory records, challans slips wages record etc.
- e) The Bills shall be certified by the Engineer-In-Charge within 2 days from the date of submission and counter signed by Division Chief.
- f) The certification of Bills by the Engineer in charge shall mean that all the jobs specified wherever in the contract / Annexure has been carried out by the CONTRACTOR satisfactorily which shall hold good for payments of Bills.
- g) Certificate to be certified by Engineer in Charge for Minimum wages paid by the CONTRACTOR.
- h) Final Bill Payment: The CONTRACTOR shall submit NO DUES CERTIFICATE issued by Division Chief as per BRPL format alongwith the final bill.
- i) Payment for one time T&P will be reimbursed on submission of T&P purchase bills duly verified by Head-Safety and payable in two equal yearly installments during the 2 year contract period.
- j) For Recovery Linemen, bills shall be certified by Division Head (Business)

## **8.0 CONTRACT PERFORMANCE SECURITY BANK GUARANTEE:**

8.1 CONTRACTOR shall furnish the Security Performance Bank Guarantee in the prescribed format (Appendix I) within 1 month from the date of issue of Order for due performance of the provisions of Work Order.

8.2 The Security Performance Bank Guarantee shall be of 10% of the yearly contract value and shall be valid till contract period, plus three (3) months towards claim period. This amount shall remain fixed during the currency of the contracts. No change in value of BGs shall be made during the contract tenure due to change in contract value.

8.3 The Security Performance Bank Guarantee shall be issued from any nationalized / scheduled bank as per company format.

8.4 The Company shall reserve the right to invoke the bank guarantee unconditionally and without recourse to the Contractor, if there is failure to perform any part of the Contract for whatsoever reason. This clause is pertaining to performance of contractual obligations and the decision of Company shall be final in this regard.



8.5 In the event, in Company sole judgment, the Contractor has fulfilled all its obligations under this Contract, Company shall release the security performance bank guarantee without interest, within seven (7) days from the last date up to which the performance bank guarantee is to be kept valid or if it is assessed by the Company that Contractor has not fulfilled its obligation then the performance bank guarantee shall be extended by the Contractor till that period as requested by the Company.

#### **9.0 PROPER AVAILABILITY OF T&P:**

The contractor shall provide T&P to their staff as mentioned in SECTION-VII. The contractor will provide all tools in the beginning of contract and will ensure the proper availability of tools and tackles as per that list throughout the contractual period. These tools shall be of standard make only. It shall be responsibility of contractors to replenish and maintain the existing T&P on regular basis. In case the contract is terminated during contract period The T&P Shall be made available by the contractor to the company.

T&P cost (if applicable) shall be paid subject to the following:

- I. All the T&P shall be tagged / marked as "BRPL-AMC-Div Name-Serial No." , For eg. SVR Divn T&P shall be tagged / marked as "BRPL-AMC-SVR-001" The tagging/ marking shall be done wherever possible
- II. A certificate from O&M divisional head to this effect under point no. I above and that T&P has been provided to all AMC staff.

#### **10. TIMELY DISBURSEMENT OF WAGES**

The contractor shall ensure that monthly wages for the manpower are disbursed timely. Salary / Wages to be distributed not later than 7th of each month. Though the company endeavours to process contractors' bills on time as per the payment timelines mentioned in the clause no. 07 (payment terms), under no circumstances delay in disbursement of wages shall be acceptable, it is the contractors responsibility to ensure the same, accordingly the bidders are expected to quote their rates to fulfill their obligations towards the timely disbursal of wages and all other benefits including PF/ESI/Bonus/leave pay/allowances etc. It may please be noted that BRPL reserves the right to terminate the contract in case of delay in disbursal of the wages at more than one instance.

#### **11.0 ALLOCATION OF SUB STATION:**

To perform the division AMC effectively, the Contractor shall be allocated substation in the respective division. Allocation of substation shall be done by respective division in charge and the contractor shall take proper connection and timely pay the bills.

#### **12.0 IMPLEMENTATION OF PERFORMANCE INCENTIVE SCHEME:**

In order to improve overall performance, an additional incentive will be rewarded as a performance incentive to the contractors. Likewise, poor performance shall be penalized. The basis and process for implementation of the scheme is described in SECTION-V.

### **13.0 OPENING OF OFFICE AT SITE:**

The CONTRACTOR shall also open and maintain a site office in the area and post there its authorized representative.

### **14.0 SUB-CONTRACTING / SUBLETTING:**

CONTRACTOR shall not assign or transfer the whole or any part of this Work Order or any other benefits accruing there from nor shall it subcontract / sublet the whole or any part of the Works

In case the vendor is subletting the work, it will attract penalty and repeated violation will lead to cancellation of contract without any further notice.

### **15. PENALTY:**

Penalty for damage of material issued:

Any damage to material provided by the company the same shall be recovered @ 130% of BRPL's purchase cost. The Company shall be entitled to set off the entire amounts due from the CONTRACTOR against the Rates payable by Company to the CONTRACTOR.

### **16.0 HUMAN RESOURCE ISSUES:**

16.1 The CONTRACTOR would execute these works through their own resources.

16.2 The CONTRACTOR shall bear all expenses/cost to be incurred towards salary, allowances, perks, traveling allowances, advances, insurance, safety measures, security, transportation and all other misc. expenses etc. of their employees/ workmen during the tenure of AMC. Also, the CONTRACTOR shall be sole responsible for making payment for Out-patient department, Hospitalization, Compensation thereof in case of any accident, injury or death.

16.3 ID CARD: No contractor will issue any ID cards to their staff on their own .All ID Cards for the workforce will be issued by BRPL Security ID Card Cell only. Contractors should maintain the records of Identity Cards of their employees and whenever any employee quits / is removed then his/her Identity card should be collected & submitted to BRPL Security ID Card Cell. Penalty will be imposed on the vendor in case of violation of the above rule. Contractors shall submit the detail list of the employees that they are going to be hire to BRPL Security before start of the contract. The detailed penalty clause related to employee's ID card shall be as under:

a) It is agreed by the vendor that within five (5) days from the commencement of agreement/ date of award of work order/ date of renewal of agreement, the vendor shall be bound to intimate BRPL the details of manpower deputed by vendor for the performance of task under this agreement in BRPL specified format.

b) It is agreed by the vendor that in case of change of manpower deputed by the vendor under this instant agreement, the vendor shall promptly but not later than twenty four (24) hours of such change intimate BRPL in writing about the said change and submit the revised details in the BRPL specified format

c) It is further agreed by the vendor that it shall promptly but not later than seven (7) working days from the commencement of agreement/ date of award of work order/ date of renewal of agreement, ensure the issuance of the photo identity cards, issued by BRPL Security, to all the personnel deputed by the vendor. The ID Cards shall also bear the name of the employer/ vendor, the contact details of the personnel and the employer and shall ensure that all the personnel, during the performance of task under the agreement, shall wear/ display those ID Cards.

d) That in addition to the events of default as specified above, it has been agreed by the parties to the agreement that the following events shall also be counted as events of default and the vendor shall ensure not to commit the same:

(i) # of staff found working without valid ID Cards (ID Cards issued by BRPL Security) / Not carrying ID cards to the workplace.

(ii) # of staff carrying validity lapsed (expired) ID Cards as against the number of staff billed for

(iii) # of staff found carrying vendor issued ID Cards, instead of through BRPL Security - Vendors cannot issue ID cards for the manpower deployed on BRPL work.

That the failure by the vendor in compliance of the terms stated in section above and/ or the commission of defaults as notified above, i.e. non issuance of ID Cards, non-display of ID Cards by the personnel of the vendor and/ or the commission of any of the defaults, shall attract an agreed penalty for the sum of Rs. 1000 per person per day and the same shall be deducted from the monthly bill of the vendor without any advance intimation to vendor by BSES.

Certification of penalty (defaults and sum penalized) shall be through BRPL Security, along with intimation to concerned User Department, C&M, F&A. A notice shall be sent to vendor/ agency.

e) That in addition to the penalty as specified above, in case of the occurrence of any blacklisted manpower during enrolment (proposed by vendor, identified by BRPL Security or through system-based verification) or found working on the field shall incur a penalty of 1% or Rs Fifty Thousand (50000), whichever is lower, from the monthly bill of the vendor.

i) Even for 1 blacklisted staff identified

ii) Security shall share list of blacklisted staff with BRPL Vigilance, C&M and VSC departments.

iii) VSC shall share the list with respective vendors.

iv) New vendors shall not be penalized for enrolment of blacklisted staff through BRPL Security. However, subsequent enrolment proposal will come under penalty.

f) It is further agreed that in case of repeated default as specified above, beyond 6 months, the same, without prejudice to other penalties/ remedies that can be resorted under the terms of this agreement, shall attract the encashment of the 50% of the BG amount of the vendor by BRPL as additional penalty. It is agreed by the vendor that the encashment of 50% of the sum is recorded as pre-agreed liquidated damages and the vendor, shall not be having any right to dispute/ deny the same.

g) It is further agreed by the vendor that the imposition of penalty and the quantum thereto shall be the sole jurisdiction of BRPL and no claim/ dispute by Vendor, challenging the imposition of penalty and/ or the quantum thereto shall be maintainable.

BRPL may review/revise ID card Policy including penalty which would be implemented during the tenure of contract. This shall be at the sole discretion of BRPL and contractor shall fully comply with this at every stage.

16.4 The CONTRACTOR to deploy their manpower immediately for carrying out the work as specified above.

16.5 The CONTRACTOR should ensure that there are no disputes regarding service, payment etc of the persons engaged by him, anytime during the currency of the contract. At no point of time during the currency of contract, the CONTRACTOR's employees shall insist upon the COMPANY for employment, wages, and allowances or any other related matter, payment etc.

16.6 The CONTRACTOR shall not deploy the manpower below the age of 18 years or above the age of 58 years. This includes Safety Officer, Supervisors, Fitters, Lineman and ALM.

16.7 The CONTRACTOR shall not deploy the female manpower between 7 PM to 6 AM.

16.8 The CONTRACTOR shall be directly responsible for any / all disputes arising between him and his persons and keep the COMPANY indemnified against all losses, damages and claims arising thereof. The CONTRACTOR shall resolve any dispute of their manpower. All the legal dues of their manpower is to be paid on due date or within 8 days on the termination of manpower.

16.9 All safety wears required for the CONTRACTOR's manpower during the execution of work such as safety shoes, safety helmets, hand gloves, safety belt, goggles etc. must be provided by the CONTRACTOR at his own cost and he shall ensure that his employees regularly use such safety gears while executing COMPANY's work.

16.10 The CONTRACTOR shall be responsible for discipline of his manpower and shall adhere to the disciplinary procedure set by the COMPANY at site. The COMPANY shall be at liberty to object to the presence of any representative or employees of the CONTRACTOR at the site, if in the opinion of the COMPANY such manpower has done any act of misconduct or negligence or otherwise undesirable, then the CONTRACTOR shall remove such a person objected to and provide a competent replacement immediately.

16.11 The CONTRACTOR shall ensure that he has complied with the following:

- has paid minimum wages to his manpower as per the rate notified from time to time by the Government of National Capital Territory of Delhi.

- Contractor shall disburse the salary of his staff through ECS only. No payment by cheque / cash is acceptable.

16.12 Deduct and deposited ESI and PF contribution. Copies of the same shall be submitted.

16.13 The COMPANY reserves the right to demand the CONTRACTOR's services on holidays as well as beyond the normal working hours.

16.14 The CONTRACTOR will ensure that none of their person is engaged in any unlawful activities subversive of the COMPANY's interest failing which suitable action may be taken against the CONTRACTOR as per the terms and conditions of this tender.

16.15 The CONTRACTOR shall be liable for payment of all taxes and duties as applicable, to the State/ Central Govt. or any local authority.

16.16 The CONTRACTOR's employees shall not be treated as COMPANY's employees / persons for any purpose whatsoever & facilities/ benefits applicable to the COMPANY's employees shall not be applicable to CONTRACTOR's employees. If due to any reasons whatsoever the COMPANY is made liable to meet any obligation under any of the laws & enactment etc, for any reason whatsoever the same shall be recovered from the CONTRACTOR or from any of the bills payable to him or failing which it shall be recovered as per law.

16.17 The CONTRACTOR shall be responsible and shall comply with the provision of all the STATUTORY ACTS APPLICABLE including but not limited to the following acts where special attention of the CONTRACTOR is required to be drawn towards the compliance of provision (along with the latest amendments/additions).

16.17.1 The Child Labour (Prohibition and Regulation) Act, 1986.

16.17.2 The Contract Labour (Regulation and Abolition) Act, 1970.

16.17.3 The Employee's Pension Scheme, 1995.

16.17.4 The Employee's Provident Funds and miscellaneous provisions Act, 1952.

16.17.5 The Employees State Insurance Act, 1948.

16.17.6 The Industrial Disputes Act, 1947.

16.17.7 The Maternity Benefit Act 1961.

16.17.8 The Minimum Wages Act, 1948.

16.17.9 The Payment of Bonus Act, 1965.

16.17.10 The Payment of Gratuity Act, 1972.

16.17.11 The payment of Wages Act, 1936.

16.17.12 The Delhi Shops & Establishment Act, 1954.

16.17.13 The Workmen's Compensation Act. 1923.

16.17.16 The Employer's Liability Act, 1938.

Further the contractor shall comply with all the amendments to existing acts, upcoming new comprehensive labour acts related to applicable labour law, wage code etc.

## **17.0 STATUTORY PERMISSION/ APPROVALS:**

The CONTRACTOR shall take all steps as may be necessary to comply with the various applicable laws/rules including the provisions of contract labour (Regulation & Abolition Act) 1970 as amended, Minimum wages Act, 1948, Workman Compensation Act, ESI Act, PF Act, Bonus Act and all other applicable laws and rules framed there under including any statutory approval required from the Central/State Governments, Ministry of Labour and produce the documents whenever necessary. Broadly, the compliance shall be as detailed in ANNEXURE-I enclosed.

## **18.0 TECHNICAL INFORMATION/DATA:**

The COMPANY and the CONTRACTOR, to the extent of their respective rights permitting to do so, shall exchange such technical information and data as is reasonably required by each party to perform its obligations and responsibilities. The COMPANY and the CONTRACTOR will keep each other in confidence and to use the same degree of care as it uses with respect to its own proprietary data to prevent its disclosure to third parties of all technical and confidential information. The technical information, drawings, records and other document shall not be copied, transferred, traced or divulged and / or disclosed to third party in full / part not misused in any other form. These technical information, drawing etc. shall be returned to the COMPANY with all approved copies and duplicates. In the event of any breach, the CONTRACTOR shall indemnify the COMPANY against any loss, cost of damages or claim by any party in respect of such breach.

## **19.0 CONFIDENTIAL INFORMATION:**

That any information concerning the COMPANY which is designated in writing as proprietary and confidential, the CONTRACTOR shall not publish or otherwise disclose it to others.

The CONTRACTOR shall, at all times use their best endeavor to keep confidential all information. Accordingly, the CONTRACTOR shall not disclose the same to any other person, provided that the provisions of this section shall not apply to information which:

was furnished prior to the signing of Agreement / issuance of this tender document, without restriction;

is or becomes knowledge available within the public domain (other than by breach of the foregoing obligation of confidentiality) ;

is received by either the COMPANY or the CONTRACTOR from a third party without restriction

is independently developed by either the COMPANY or the CONTRACTOR provided that (i) nothing herein shall limit the right of the COMPANY to provide any information regarding the CONTRACTOR or any other person who has executed a confidentiality undertaking to the COMPANY covering the CONTRACTOR confidential information that is substantially similar to the provision of this section or otherwise with the CONTRACTOR's consent; and (ii) the CONTRACTOR may provide to their employee any information necessary to carry out the services.

## **20.0 ASSIGNMENT:**

Notwithstanding anything contained here to the contrary, the CONTRACTOR shall not assign or sublet or transfer all or any of its rights or obligations under this Agreement to any other party. The CONTRACTOR shall perform its obligations in a manner consistent with the job requirements to the satisfaction of the COMPANY.

## **21.0 COMPLIANCE OF APPLICABLE LABOUR LAWS INCLUDING SAFETY RULES AND REGULATIONS:**

The CONTRACTOR confirms and undertakes to comply with all applicable Labour Laws/Model Standing Orders and other statutory provisions as applicable in discharging its functions and duties under these presents and under specific Work Orders and fully observe applicable safety rules and regulations. The CONTRACTOR will provide protective safety equipments to its employees / workmen deployed. It will be also obligatory on the

CONTRACTOR to comply with all the statutory requirements related to work-permit, periodic testing of various tools and tackles, including lifting tools, HT / LT Training & Testing kits etc. The CONTRACTOR shall ensure adequate safety precautions at site as required under the law of the land and shall be entirely responsible for the complete safety of its workmen as well as other workers, public, equipment, structures etc. at site.

## **22.0 REPRESENTATION, WARRANTIES AND GUARANTEES:**

The Contractor hereby represents warrants and guarantees that:

- i) It is a legally recognized entity under the laws of India;
- ii) The Contract contains valid and binding obligations and is enforceable in accordance with the terms hereof;
- iii) It has studied the technical feasibility, Site conditions and other prevailing conditions and all other operational details and based on these studies carried out, has agreed to provide to the Company the services as contemplated in this Contract;
- (iv) It has appraised itself of all applicable rules and regulations, and shall at all times comply with such rules and regulations;
- v) It shall procure vehicles and manpower suitable for the purposes of this Contract to render services as contemplated in this Contract;
- vi) The Services would be conducted in a safe and efficient manner at the Site and at all times in compliance with Good Industry Practices and requirements of the Company;
- vii) It shall duly pay the duties, taxes and levies as are set out in this Contract, which are to be paid by the Contractor;

There is no action, suit or proceeding, at law or in equity, or to the best of its knowledge, any official investigation before or by any governmental authority, arbitration tribunal or other body pending or, to the best of its knowledge, threatened against or affecting it or any of its property, rights or assets, which could reasonably be expected to result in a material adverse effect on its ability to perform its obligations under this Contract or on the validity or enforceability of this Contract;

## **23.0 FORCE MAJEURE:**

### **23.1 General:**

An “Event of Force Majeure” shall mean any event or circumstance not within the reasonable control, of the Party affected, but only if and to the extent that:

Such event or circumstance, despite the exercise of reasonable diligence, could not have been prevented, avoided or reasonably foreseen by such Party;

Such event or circumstance materially and adversely affects the ability of the affected Party to perform its obligations under this Contract, and the affected Party has taken all reasonable precautions, due care and reasonable alternative measures in order to prevent or avoid the effect of such event on the affected party's ability to perform its obligations under this Contract and to mitigate the consequences thereof. For the avoidance of doubt, if such event or circumstance would not have materially and adversely affected the performance of the affected party had such affected party followed good industry practice, such event or circumstance shall not constitute force majeure.

Such event is not the direct or indirect result of the failure of such Party to perform any of its obligations under this Contract; and

Such Party has given the other Party prompt notice describing such events, the effect thereof and the actions being taken in order to comply with Article 16.1

### **23.2 Specific Events of Force Majeure:**

Subject to the provisions of Article 16.1, Events of Force Majeure shall include only the following to the extent that they or their consequences satisfy the above requirements:

The following events and circumstances:

Effect of any natural element or other acts of God, including but not limited to storm, flood, earthquake, lightning, cyclone, landslides or other natural disasters, and Explosions or fires

Public disorder, insurrection, rebellion, sabotage, riots or violent demonstrations of a local character;

Declaration of the Site as war zone.

Any order, regulation, directive, requirement from any Governmental, legislative, executive or judicial authority.

### **23.3 Notice of Events of Force Majeure:**



If a force majeure event prevents a party from performing any obligations under the Contract in part or in full, that party shall:

Immediately notify the other party in writing of the force majeure events within 2 working days of the occurrence of the force majeure event

Be entitled to suspend performance of the obligation under the Contract which is affected by force majeure event for the duration of the force majeure event

Use all reasonable efforts to resume full performance of the obligation as soon as practicable

Keep the other party informed of all such efforts to resume full performance of the obligation on a regular basis

Provide prompt notice of the resumption of full performance or obligation to the other party.

#### **23.4 Mitigation of events of force majeure:**

The Contractor shall:

(i) Make all reasonable efforts to prevent and reduce to a minimum and mitigate the effect of any delay occasioned by an Event of Force Majeure, including applying other ways in which to perform the Contract;

(ii) Use its best efforts to ensure resumption of normal performance after the termination of any Event of Force Majeure and shall perform its obligations to the maximum extent practicable as agreed between the Parties; and

(iii) Keep the Company informed at regular intervals of the circumstances concerning the event of Force Majeure, with best estimates as to its likely continuation and what measures or contingency planning it is taking to mitigate and or terminate the Event of Force Majeure.

#### **23.5 Burden of proof:**

In the event that the Parties are unable in good faith to agree that a Force Majeure event has occurred to an affected party, the parties shall resolve their dispute in accordance with the provisions of this Contract. The burden of proof as to whether or not a force majeure event has occurred shall be upon the party claiming that the force majeure event has occurred and that it is the affected party.

#### **23.6 Terminations for certain events of force majeure:**

If any obligation of any Party under the Contract is or is reasonably expected to be delayed or prevented by a Force Majeure event for a continuous period of more than 1 (one) month during the Term of the Contract the Contract shall be terminated at the discretion of the Company and neither Party shall be liable to the other for any consequences arising on account of such termination.

#### **24.0 RISK & COST:**

If the Contractor fails to execute the work as per specification / as per the direction of Engineer's In-change within the scheduled period and even after the extended period, the contract shall get cancel and company reserves the right to get the work executed from any other source at the Risk & Cost of the Contractor. The Extra Expenditure so incurred shall be debited to the Contractor.

#### **25.0 TERMINATION:**

During the course of the execution, if at any time the COMPANY observe and forms an opinion that the work under the order is not being performed satisfactory and the performance of the CONTRACTOR not found satisfactory, the COMPANY reserves its right to cancel/ terminate this Agreement giving 30 days notice without assigning any reason and the COMPANY will recover all damages including losses occurred due to loss of time from the CONTRACTOR. On receipt of such notice the CONTRACTOR shall immediately stop all activities related to the work terminated. This is without prejudice to other rights under the terms of contract. The CONTRACTOR shall hand over the COMPANY all drawing/documents prepared for this contract up to the date of cancellation of order.

#### **26.0 WORKMEN COMPENSATION:**

The Contactor shall take insurance policy at his own cost under the Workman Compensation Act to cover such workers who are not covered under ESI and PF by the CONTRACTOR however engaged to undertake the jobs covered under this order and a copy of this insurance policy will be given to Company for reference and records. This insurance policy shall be kept valid at all times. In case there are no worker involve other than those who are covered under ESI and PF by the CONTRACTOR, the CONTRACTOR shall certify for the same.

The CONTRACTOR shall keep the COMPANY indemnified at all times, against all claims of compensation under the provisions of Workmen Compensation Act 1923 as amended from time to time or any compensation payable under any other law for the time being involving workmen engaged by the CONTRACTOR in carrying out the job involved and against costs and expenses, if any, incurred by the COMPANY in connection therewith and without prejudice to make any recovery.

The COMPANY shall be entitled to deduct from any money due to or to become due to the CONTRACTOR, moneys paid or payable by way of compensation as aforesaid or cost or expenses in connection with any claims thereto and the CONTRACTOR shall abide by the decision of the COMPANY as to the sum payable by the CONTRACTOR under the provisions of this clause.

#### **27.0 THIRD PARTY INSURNACE:**

The Contractor shall, before the commencement of work, take a Third Party Insurance of an adequate value, at his own cost and expenses, securing all the risks/losses/damages which may be caused to any third party and/or BRPL and/or its employees/associates, because of the omission/performance of tasks due to default on the part of the contractor under this agreement. The full and final settlement of

claims raised by third parties shall be the sole responsibility of the contractor without any liability to BRPL.

It is further agreed by the contractor that in case of defect/damage to the system because of default on the part of the contractor, the contractor shall, at its own cost, be liable to replace/rectify the same at the earliest or make good the loss suffered by BRPL.

**28.0 i) ACCIDENTAL INSURANCE POLICY FOR LIFE COVER:**

Before commencing the execution of the work the CONTRACTOR shall take Group Personal Accidental Insurance Policy for the staff engaged by him for this work to insure against any loss of life / disablement, which may occur during the contract for the work of the COMPANY. The policy shall have GPA coverage of Rs.15 Lacs (Table C- Death cover + Permanent Total Disability + Permanent Partial Disability). Permanent Total Disability coverage shall be 125% of basic sum insured of Rs.15 Lacs. The Contractor shall be responsible for on the spot same day claim settlement with the victim's legal heirs without waiting for settlement by insurance claim without any liability on BRPL. The premium amount for such life cover policy shall be reimbursed to the contractor at actual or a maximum of Rs. 1696/- per person per annum whichever is lower. The contractor shall furnish copy of policy when demanded by BRPL.

**28.0 ii) COVID GUIDELINES:**

Looking to the present Covid19 situation, Vendor will ensure that the work carried out in the field by their staff shall be as per the guidelines issued by MHA from time to time. Further vendor shall be required to provide to their staff masks/ sanitizers/ all PPE required for working in Covid19 situation. The vendor shall further ensure to work as per the guidelines of BRPL as per the instruction of the Engineer in charge.

**28.0 iii) COVID INSURANCE POLICY:**

Before commencing the execution of the work the CONTRACTOR shall take insurance policy for covering death against Covid 19 for the staff engaged by him for this work to insure against any loss of life which may occur during the contract for the work of the COMPANY. The contractor has to take "No fault liability policy" which shall have coverage of Rs. 10 Lacs per employee. The Contractor shall be responsible for on the spot same day claim settlement with the victim's legal heirs without waiting for settlement by insurance claim without any liability on BRPL. The premium amount for such life cover policy shall be reimbursed to the contractor at actual or a maximum of Rs. 1003/- per person per annum whichever is lower. The contractor shall furnish copy of policy when demanded by BRPL.

Please note that the premium amount of Covid Policy and GPA policy is not included in the tender cost.

### **29.0 ARBITRATION:**

To the best of their ability, the parties hereto shall endeavor to resolve amicably between themselves all disputes arising in connection with the proposed Agreement. If the same remain unresolved, within fifteen (15) days of the matter being raised by either party, either party may refer the dispute for settlement by arbitration. The arbitration to be undertaken by a sole arbitrator to be appointed by the company. The decision of the arbitrator is final and binding upon both the parties. The arbitration proceeding shall be conducted in accordance with the provisions of the Indian Arbitration & Conciliation Act, 1996 and the venue of such arbitration shall be New Delhi only.

### **30.0 INDEMNIFICATION:**

Contractor shall indemnify and save harmless COMPANY against and from any and all liabilities, claims, damages, losses or expenses arising due to or resulting from:

- a) Any breach non-observance or non-performance by contractor or its employees or agents of any of the provisions of this Work Order.
- b) Any act or omission of contractor or its employees or agents.
- c) Any negligence or breach of duty on the part of contractor, its employees or agents including any wrongful use by it or them of any property or goods belonging to or by COMPANY.

Contractor shall at all times indemnify COMPANY against all liabilities to other persons, including he employees or agents of COMPANY or contractor for bodily injury, damage to property or other loss which may arise out of or in consequence of the execution or completion of Works and against all costs charges and expenses that may be occasioned to COMPANY by the claims of such person.

### **31.0 GOVERNING LAWS AND JURISDICTION:**

This proposed Agreement shall be construed in accordance with and governed by Laws of India. The courts of Delhi shall have the exclusive jurisdiction in all matters arising under this Agreement.

### **32.0 SAFETY CODE:**

The Contractor shall ensure adequate safety precautions at site as required under the law of the land to facilitate safe working during the execution of work and shall be entirely responsible for the complete safety of their workmen as well as other workers at site and premises during execution of contract.

The contractor shall observe the safety requirements as laid down in the contract and in case of sub-contract (only after written approval of company), it shall be the responsibility of main contractor that all safety requirements are followed by the employees and staff of the sub-contractor.

The contractor employing two hundred employees or more, including contract workers, shall have a safety co-ordinator in order to ensure the implementation of safety requirements of the contract and a contractor with lesser number of employees, including contract workers, shall nominate one of his employees to act as safety co-ordinator who shall liaise with the safety officer on matters relating to safety and his name shall be displayed on the notice board at a prominent place at the work site.

The contractor shall be responsible for non-compliance of the safety measures, implications, injuries, fatalities and compensation arising out of such situations or incidents.

In case of any accident, the contractor shall immediately submit a statement of the same to the owner and the safety officer, containing the details of the accident, any injury or casualties, extent of property damage and remedial action taken to prevent recurrence and in addition, the contractor shall submit a monthly statement of the accidents to the owner at the end of each month. The contractor has to submit Safety Record of Fatal and Non-Fatal accident in BRPL and Other than BRPL.

### **33.0 a) ENVIRONMENTAL, HEALTH & SAFETY PLAN**

Contractor will make ensure that the Environment, Health & Safety (EHS) requirements are clearly understood and faithfully implemented at all levels at site as per instruction of Company.

Contractors must comply with these requirements:

- a) Comply with all of the elements of the EHS Plan and any regulations applicable to the work
- b) Comply with the procedures provided in the interests of Environment, Health and Safety
- c) Ensure that all of their employees designated to work are properly trained and competent
- d) Ensure that all plant and equipment they bring on to site has been inspected and serviced in accordance with legal requirement and manufacturer's or suppliers' instructions
- e) Make arrangements to ensure that all employees designated to work on or visit the site present themselves for site induction prior to commencement of work
- f) Provide details of any hazardous substances to be brought onsite
- g) Ensure that a responsible person accompanies any of their visitors to site

All contractors' staff is accountable for the following:

1. Use the correct tools and equipment for the job and use safety equipment and protective clothing supplied, e.g. helmets, goggles, ear protection, etc. as instructed
2. Keep tools in good condition
3. Report to the Supervisor any unsafe or unhealthy condition or any defects in plant or equipment

4. Develop a concern for safety for themselves and for others
5. Prohibit horseplay
6. Not to operate any item of plant unless they have been specifically trained and are authorized to do so.

**33 b) CLEANLINESS & PRECAUTIONS TO BE TAKEN WHILE DOING WORK AT SITE TO PREVENT DUST POLLUTION:**

All debris shall be removed and disposed of at assigned areas on daily basis. Surplus excavated earth shall be disposed of in an approved manner. In short, the contractor shall be fully responsible for keeping the work site clean at all times. In case of non-compliance, company shall get the same done at Contractor's risk and costs.

While carrying out any civil work including road/ pit digging, plinth/ fence making, road restoration etc contractor shall adhere to below mentioned guidelines.

1. No construction material/ debris shall be stored on metalled road.
2. Wind breakers of appropriate height on all sides of ear marked area using CGI sheets shall be raised to ensure that no construction material dust fly outside ear marked area.
3. The construction material i.e. coarse sand, stone aggregates, excavated earth, cement and any other material to and from the site shall be transported under wet and covered condition to ensure their non-slippage en-route to avoid air contamination.
4. The contractor shall provide mask and helmet to every worker working on the construction site and involved in loading/unloading and carriage of construction material and construction debris to prevent inhalation of dust particles.
5. Over loading of vehicles shall be strictly prohibited
6. The construction material at site shall be stored under wet and covered condition.
7. The dumping sites for temporarily storing the excavated earth shall be properly levelled, watered and rehabilitated by plantation to avoid flying of dust.
8. The worker at the site shall be sensitized to adopt / observe the dust controlled measures in true spirit.
9. If any C&D waste is generated at site the same will be transported to the C&D waste site only and the record for the same will be maintained by the agency.
10. Wet jet in grinding and stone cutting is being permitted at site.
11. The necessary record for dust control is being maintained by the department on day to day basis and being monitored regularly.

The Execution vendors shall be responsible for all the preventive and protective environmental steps as per guidelines. Any violations from the above guidelines have been viewed very seriously by the authorities. Concerned agency is liable for the penalties / other action by the authorities, The Agency shall indemnify BRPL from all liabilities on this account.

**33 c) GUIDELINES REGARDING INSPECTION & MAINTENANCE OF PITS/ DUG AREA WHILE DOING WORK AT SITE IN BRPL AREA**

The contractor shall ensure strict compliance of the following directions:

- a) The sites of all manholes, pits, holes, tanks or any other opening in the ground of any kinds shall be regularly inspected and maintained.
- b) Schedule and protocols of inspections and maintenance shall be drawn up and notified to BRPL.
- c) These sites shall be cordoned off to render them inaccessible to the public.
- d) The existence of these sites shall be clearly & visibly marked by the display of signboards/signages.
- e) If they are required to be covered, it shall be ensured that the covers are in place. The Execution vendors shall be responsible for all the preventive and protective environmental steps as per guidelines. Any violations from the above guidelines has been viewed very seriously by the authorities. Concerned agency is liable for the penalties / other action by the authorities, The Agency shall indemnify BRPL from all liabilities on this account.

**34. NOTICE:**

All notices required or provided for in this Agreement shall be in writing and shall be deemed to have been duly and properly served upon the parties hereto if delivered against acknowledgement or by registered mail with acknowledgement due at the address mentioned herein:

BSES Rajdhani Power Ltd.  
BSES Bhawan, Nehru Place,  
New Delhi-110 019

**35. PERFORMANCE:**

The performance of the CONTRACTOR shall be reviewed by the company for the work done by the CONTRACTOR. If the performance of CONTRACTOR not found to be satisfactory, the contract shall be terminated and communicated to all concerned.

**36. ENTIRE AGREEMENT:**

This Agreement including all Schedules attached hereto contains the complete understanding between the COMPANY and the CONTRACTOR with respect to the matters contained herein and supersedes all other agreements, whether written or oral with respect to the matters contained herein.

**37. AMENDMENT:**

Any modification, amendment or other change to this Agreement shall be affected only by a written instrument signed by the authorized representatives of both the COMPANY and the CONTRACTOR.

**38. EFFECTIVE DATE AND VALIDITY:**

The award of work shall become effective for all purposes from the date of issuance and shall remain valid for a period of 24 months. The contract performance shall be reviewed after every 1 year from the date of issuance for continuity of the validity of the contract based on the performance assessment.

After expiry of the validity period, it may be extended/renewed/replaced for such further period on such terms and conditions as may be mutually agreed to between the COMPANY and the CONTRACTOR. If no agreement is reached between the parties before the expiry of this Agreement, the said Agreement shall automatically lapse after expiry of the contract

### **39. VENDOR CODE OF CONDUCT**

Contractor confirms to have gone through the Policy of BRPL on legal and ethical code required to be followed by contractors encapsulated in the "Vendor Code of Conduct" displayed on the official website of BRPL ([www.bsedelhi.com](http://www.bsedelhi.com)) also, which shall be treated as a part of the contract

Contractor undertakes that he shall adhere to the Vendor code of Conduct and also agrees that any violation of the Vendor Code of Conduct shall be treated as breach of the contract.

In event of any such breach, irrespective of whether it causes any loss/damage, Company (BRPL) shall have the right to recover loss/damage from contractor.

The Contractor hereby indemnifies and agrees to keep indemnified the Company (BRPL) against any claim/litigation arising out of any violation of Vendor Code of Conduct by the Contractor/Vendor or its officers, agents & representatives etc.

### **40.0 ACCEPTANCE:**

Acceptance of the CONTRACT implies and includes acceptance of all terms and conditions enumerated in the CONTRACT in the technical specification and drawings made available to Contractor consisting of general conditions, detailed scope of work, detailed technical specification & detailed equipment, drawing. Complete scope of work and the Contractors and Company contractual obligation are strictly limited to the terms set out in the CONTRACT. No amendments to the concluded CONTRACT shall be binding unless agreed to in writing for such amendment by both the parties.



## **SECTION – IV**

### **ANNEXURE-I STATUTORY REQUIREMENT**

The Contractor should obtain and submit the following details before commencement of work.

- Certificate of registration under Contract labour (R & A) Act 1970.
- PF Code No. and all employees to have PF A/c No. under PF Act, 1952
- All employees to have a temporary or permanent ESI Card as per ESI Act.
- ESI Registration No.
- To follow Minimum Wages Act prevailing in the state.
- Salary/ Wages to be distributed not later than 7th of each month in presence of Division in Charge. A certificate to this effect should be certified & enclosed with the bill.
- To maintain Wage cum Attendance Register.
- To maintain First Aid Box at Site.
- GST registration number.
- Electrical License.
- Workmen compensation policy.
- Third party Insurance Policy.
- PAN number.
- Accidental Insurance Policy
- Registration of Contractors & Contractual Employees under Building & other Construction Worker Welfare Cess Act 1996 & The Building & other Construction Workers (Regulation of Employment & Conditions of services ) Act 1996.
- Registration under “The Delhi Building and other Construction Worker (Regulation of Employment and Conditions of Services) Rules 2002(B.O.C.W.)”.
- The CONTRACTOR shall give a written declaration / undertaking on or before 15th of the following month that he has complied with the following:
  - a) Has paid minimum wages to his manpower.
  - b) Deduct and deposited ESI/PF contribution. Copy of the same shall be submitted
- Contractor shall comply with all the amendments to existing acts, upcoming new comprehensive labour acts related to applicable labour law, wage code etc

## **SECTION-V**

### **SCOPE OF WORK**

Preface: Electricity network and equipment mounted in the same is back bone of Power distribution business. It is important to ensure good health of the network. With usage, time, accident, over loading etc, one can expect faults in the network which has to be maintained. The process of maintenance involves network survey, analyze the operational parameters, preventive maintenance, to attend break down and faults and help in carrying out improvement network related schemes.

BRPL is looking for well experienced, Class A electrical contractor, who can provide manpower/ resources along with management staff to take responsibility of maintenance and attend fault in network from 11KV grid panel to consumer meter i.e. mainly LT and HT network.

Apart from maintaining the network from electrical supply point of view, the work scope includes ensuring network safety for user/ consumers/ animals/ residents in the area. Needless to say, it also includes aesthetic of network.

Purpose: Performance based on delivery across following deliverables:

- " Outage Reduction
- " Maintenance Cost Optimization
- " Reliable and quality power supply to enhance Customer delight
- " Asset life enhancement by proper operation & preventive maintenance
- " Quality & safety of Equipments, surrounding, Manpower and users.

This section covers the following:

#### **(A) Manpower & Statutory Compliance Related:**

1. Contractor has to provide resources as per SECTION-IX. All manpower should be trained and has capabilities to carry out the assigned job. In case of separation of vendor employee, replacement of new employee should have qualifications as per desired norms.
2. Contractor should declare the qualification of all employees at the time of providing Manpower.
3. Contractor should provide skilled manpower in operation and maintenance of Substation, Transformer, RMU, ACB and Cables. The list of engineers to be provided in advance so that buyer can test their skill. Engineer and Supervisor should be on contractor roll having atleast three year experience.
4. Contractor must have extra skilled staff in buffer so that substitute staff can be provided when some of them are under training or on leave. In case Bidder win the contract, he has to share list of substitute manpower also.
5. Each AMC Staff including substitute to attend 5 days training/year. For this Contractor has to ensure availability of AMC staff so as work is not affected.

6. Behavioral & Domain training will be provided by the contractor as required and mutually agreed.
7. Contractor will have to give one consolidated PPT every quarter showing progress in the O&M parameters and recommendations for betterment of quality power supply to the consumer.
8. Contractor has to verify the qualification / experience certificate of manpower deployed by him. This also includes ensuring they all have good character certificate.
9. BRPL has a right, to disallow any manpower proposed by contractor who are not competent enough to handle the assigned job.
10. Contractor shall execute these works itself without subcontracting or assigning part or entire work.
11. Contractor shall bear all expenses/cost to be incurred towards salary, allowances, perks, travelling allowances advances, insurance, safety measures, transportation and all other misc. expenses etc. of their employees/workmen during the currency of this order.
12. Contractor shall distribute Identity Cards (as issued by BRPL) to its employees deployed for execution of the assigned works in various Zones & intimate to BRPL In Charge for entry/ authorization of work
13. The attendance of manpower deployed by contractor will be verified through biometric system for this biometric machine will be provided in all O&M office. All payment relating to the manpower engaged by the AMC districts contractors shall be made on the basis of biometric attendance records
14. Contractor will have to submit the details of manpower with all relevant information as per the desired format of BRPL, Enclosed as FORMAT-1. This will be verified by BRPL HR for authenticity of skilled manpower provided.
15. Contractor shall deploy adequate human resources, plant and machinery, tools and tackles as required for carrying out the work as mentioned in (Scope of Work). BRPL shall have the right to seek credentials of personnel as also their qualification details. In cases where a particular personnel deployed by Contractor is not acceptable, Contractor shall arrange for removal and replacement within 24 hours.

16. At no point of time either during the present contract being in force or expiry of contract, Contractor employees shall press upon BRPL for employment, wages, and allowances or any other related matters, demands, payment etc.
17. Contractor shall ensure that all of their employees who are deployed in BRPL carry temporary identity cards with them issued by BRPL. Also it will be the responsibility of contractor to return back immediately the I-Cards to BRPL on expiry of the contract/ agreement and on retirement/ resignation/ removal of their employees to whom it was issued. Contractor shall indemnify BRPL for any or all losses, costs, damages that may incur due to loss/ misuse of such identity card by contractor employees. BRPL being its sole discretion, recover Rs. 100/- (Rs. One hundred only) per I-Card issued as duplicate I-Card to I3A employees. In case any employee of contractor is found missing the I-Card issued, BRPL may decide to proceed against Contractor for appropriate action to make good loss of reputation and damages.
18. Further, BRPL reserves the right to engage any other agency or resort to any other suitable means to carry out these jobs in the eventuality of any necessity faced by BRPL or in case of Contractor refusing to work, on the onset of any strike or for any other reasons likely to lead to loss of productivity. In the event of workmen refusing to work/ disrupting work or being non responsive, BRPL reserves the right to make appropriate recoveries from Contractor.
19. With an aim to optimize on the overall cost and resources, BRPL reserves the right to bifurcate zones/ Business Units into multiple units or amalgamate multiple such units to form a single Zone/ Business Unit. In such case, the monthly AMC charges shall be mutually agreed between BRPL and Contractor. In the interest of the progress, BRPL reserves the right to decide on the vendor allocation of such units based on the capacity/ performance of the vendor.
20. There should be a process in place for provision of superannuation of Vendor employee at the Age of 58 Years
21. Vendor should have reserve manpower of qualified employees as per CEA guidelines. So as to replace any deficient manpower within 7 days on account of long absenteeism, separation, superannuation, etc.
22. Vendor should maintain medical fitness certificate of all employees at his end and should be able to produce whenever asked.

23. There should be a safety officer on vendors role and he need to specifically do works related to Safety only, in close coordination of Safety Dept .

24. In case of Fatal accident for any reasons, BRPL can terminate AMC Contract without quoting reasons thereof. BRPL's decision in this regard shall be final and binding on the contractor.

25. All T&P to be as per specified provisions as mentioned under specific clause.

26. Vendor shall submit the details of manpower within 15 days of award of contract as per the below format

S. No.	Name	Father's Name	Address	Mobile No.	Adhaar No.	Health Certificate Date	Covid Vaccination Status
1							
2							

(B) **Scope of Work (Operation & Maintenance-Details)**

1 MAINTENANCE WORK OF 11KV S/STN

ϕ Ensuring proper locking of substations, Feeder Pillars, Service Pillars, Bus bars and Distribution Boxes (Lock/ chain )

ϕ General cleaning of manned/unmanned sub-station (indoor, kiosk, plinth/pole mounted) & all equipment for proper house

ϕ keeping including removal of weeds grass, malba, any other vegetation, jallas (spider webs) and scavenging etc

ϕ Reconditioning, replacement of Silica Gel/Breather

ϕ Periodic checking, cleaning, refilling & topping up transformer oil.

ϕ Coupling of the panel with Bus bar.

ϕ Vendor will ensure of upkeep of earthing of all substation equipments of Sub division in routine manner in consultation with Sub-divisional/Divisional Head. In case earthing of equipments are found to be beyond the acceptable limits or earthing is found to be absent, New earthing (Conventional/Chemical) to be provided by the vendor. The earth result for new earthing will be less than 1 Ohm. The scope includes only services. Material will be provided by BRPL. The number of such new earthings will be restricted to 240 per division per annum for A Category division-(Khanpur, Sarita Vihar, Saket, Vasant Kunj, Palam & Najafgarh) and 120 per division per Annum for rest of divisions.

Vendor has to submit duly signed and certified Earthing Inspection form (Format-11) to Sub-divisional/Divisional Head

- ϕ Plugging of cable entry points in the substation as and when required.
- ϕ Cable gland earthing of H.T & L T Cables.
- ϕ Repairing of Gates/ Doors with installation of Locks and minor repairing of shutters with greasing
- ϕ The contractor will ensure the existence/installation of M S Sheets (Bakelite Sheet to be made store item) on back side and front side of panel
- ϕ Repairing / rearranging of the earthing Grid.
- ϕ Checking of clamps, socket & taping of joints etc. replacement of bushing rods/ plugs wherever required.
- ϕ Replacement of broken/damage spout/insulator wherever required.
- ϕ Installation of new fencing, repair and re-fixing of existing fencing wherever required to be carried out by vendor. The scope includes only services. Material will be provided by BRPL. (Spare part of fencing viz fence, angle, flat, channel etc. to be provided by BRPL). The number of such new fencing will be restricted to 240 per division per annum for A Category division-(Khanpur, Sarita Vihar, Saket, Vasant Kunj, Palam & Najafgarh) and 120 per division per Annum for rest of divisions.

Vendor has to submit duly signed and certified Out Door Substation Inspection form (Format-12 ) to Sub-divisional/Divisional Head

ϕ Providing earthing continuity of HT panel/ Transformer/ LT board and Switches and any other metallic part work with the existing running earth wire after proper binding/ cleating wherever required.

ϕ Vendor has to submit duly signed and certified Out Door and Indoor Substation Inspection form (Format-12 & 13) to Sub-divisional/Divisional Head. Inspection frequency shall be as mentioned in the inspection form.

## 2. MAINTENANCE WORK OF LT AND HT SYSTEM:-

ϕ Vendor to ensure Trimming of trees to be carried out regularly in consultation with Divisional head. Vendor to provide One Electric Hacksaw for tree trimming at each Division.

ϕ Naming of incoming & Outgoing Cables.

ϕ Removal of Bird Nests, ribbon, banners, posters etc. from poles

ϕ Removal of Cable TV wires from poles as directed

- ¢ Strengthening of MS pole with proper angle iron and muffing.
- ¢ Replacement of broken HT/LT Pole
- ¢ Fixing of PG Clamp.
- ¢ Replacement of X-arms of available size/ two line bracket/ shackle strips / D Clamp.
- ¢ Repairing of the broken guard wire also providing Tillie (Guard Tillie) in it.
- ¢ Repairing /Replacement of Bus Bar for all type of substations.
- ¢ Cable Gland Earthing of HT & LT Cables.
- ¢ Repairing /Replacement of stay set.
- ¢ Fixing of MS Clamp & Wooden Cleats for supporting Cables wherever necessary
- ¢ Fixing of Catenary's System with S/C Cable lead of all size
- ¢ Vendor will ensure of upkeep of earthing of all poles & equipments of Sub division in routine manner in consultation with Sub-divisional/Divisional Head. In case earthing of equipments are found to be beyond the acceptable limits or earthing is found to be absent, New earthing (Conventional/Chemical) to be provided by the vendor. The earth result for new earthing will be less than 1 Ohm. The scope includes only services. Material will be provided by BRPL. The number of such new earthings will be restricted to 240 per division per annum for A Category division-(Khanpur, Sarita Vihar, Saket, Vasant Kunj, Palam & Najafgarh) and 120 per division per Annum for rest of divisions.

Vendor has to submit duly signed and certified Earthing Inspection form (Format-11) to Sub-divisional/Divisional Head

- ¢ Straightening of PCC / MS poles.
- ¢ Repair / Replacement of DB's / piercing connectors / Eye hooks / suspension clamp / dead end clamp.
- ¢ Ensuring proper locking of DBs.
- ¢ Ensuring earthing of DBs with messenger wire.
- ¢ Repair / re-sagging of Bare / AB cable / GI wire of all sizes.
- ¢ Replacement/ repair of hardware fitting / equipment / accessories of HVDS.

¢ Vendor has to submit duly signed and certified HT Overhead Feeder (Format-14), LT Overhead Feeder (Format-15), HVDS (Format-16) & HT Underground Cable Inspection form (Format-17) to Sub-divisional/Divisional Head. Inspection frequency shall be as mentioned in the inspection form.

### 3. MAINTENANCE OF LT SWITCH GEAR-

Routine maintenance of switch gear and LT ACB, cleaning of the bus bar, fixing of MS Sheets on the S/G panels wherever required. Closing of LT panel/ACB doors. The chain and lock of the sub-station is required to be checked and to be fixed in case missing/ damaged.

### 4. MAINTENANCE OF HT SWITCH GEAR-

Routine maintenance of HT switch gears, cleaning of the bus bar, fixing of MS Sheets on the S/G panels wherever required. Closing HT panel doors, maintenance of heaters in HT Panels. To replace oil, damaged male/female contact or any other part, if required, checking of RMU/OCB/VCB operating mechanism, if any including oiling and greasing. Required spares and oil shall be supplied by BSES. The chain and lock of the sub-station is required to be checked and to be fixed in case missing/ damaged.

### 5. MAINTENANCE OF TRANSFORMER

Reconditioning, replacement of silica gel/ Breather. Checking of HT/LT leads, clamps, socket and tapping of joints etc., replacement of bushing rods / plugs wherever required, checking of oil leakages and plugging their of including topping oil etc. General cleaning of Transformer HT/LT busing. Maintenance of HT/LT wooden cleats etc.

#### 6. MAINTENANCE OF ALLIED EQUIPMENT

Alignment / repair of GO switch and replacement of GO switch/ DD Fuse if necessary, Repairing and replacement of LT ACB of all capacities. Repair/replacement of jumper including bus bar and proper cleating of HT/LT cables.

#### 7. EARTHING

Fixing cable end box in the LT switch gear and making proper earth connection, earthing of cable glands including crimping of sockets, fabrication and fixing of wooden cleats as required, checking of neutral/ body earthing and if result found beyond the limits fresh ground earthing be provided at each substation. Providing earthing continuity of HT panel/ Transformer/ LT Board and switches and any other metallic part work with the existing running earth wire after proper binding/ cleating wherever required and maintaining proper record of earth results of each substation.

Vendor will ensure of upkeep of earthing of all poles & equipments of Sub division in routine manner in consultation with Sub-divisional/Divisional Head. In case earthing of equipments are found to be beyond the acceptable limits or earthing is found to be absent, New earthing (Conventional/Chemical) to be provided by the vendor. The earth result for new earthing will be less than 1 Ohm. The scope includes only services. Material will be provided by BRPL. The number of such new earthings will be restricted to 240 per division per annum for A Category division-(Khanpur, Sarita Vihar, Saket, Vasant Kunj, Palam & Najafgarh) and 120 per division per Annum for rest of divisions.

Vendor has to submit duly signed and certified Earthing Inspection form (Format-11) to Sub-divisional/Divisional Head

#### FEEDER PILLAR & SERVICE PILLAR

- ϕ Ensuring of proper locking
- ϕ Replacement of Fuse carrier
- ϕ Replacement of Fuse kit Kat
- ϕ Repairing /Replacement of Bus bar
- ϕ Dressing of I/C. & O/G. Cables
  
- ϕ To attend any leakage in Feeder Pillar or Service Pillar
  
- ϕ To tighten all the I/C and O/G cables terminals/ sockets/ joints.
  
- ϕ Fixing/ repairing doors and locking arrangement
  
- ϕ Cable gland earthing of L.T. Cables.



ϕ Vendor has to submit duly signed and certified Feeder Pillar/Service Pillar Inspection form (Format-18) to Sub-divisional/Divisional Head. Inspection frequency shall be as mentioned in the inspection form.

#### NO CURRENT COMPLAINTS -

- ϕ Repairing the s/line meter terminal.
- ϕ Replacement of Piercing connector / DBS
- ϕ Bypassing of burnt meter
- ϕ Repairing of Service line Jumper
- ϕ Replacement of pillar fuse / DT fuse / DD fuses
- ϕ Repairing of main line L.T. Jumper
- ϕ Repair/Replacement of broken/faulty (O/H & U/G) service line
- ϕ Isolation of network in case of leakage
- ϕ Repair of broken conductor
- ϕ Attend current leakage complaint
- ϕ Replacement/repair of bus bar boxes, where the busbar boxes are totally burnt and temporary supply cannot be restored through the busbar box
- ϕ Repair / replacement of LT AB Cable and accessories
- ϕ To attend TCNR/TCR complaint
- ϕ Restoration of supply of consumer as per DERC norms in any case to give the ATR / proper feedback of each complaint
- ϕ Vendor has to provide detailed analysis for frequently occurring trippings

To attend emergency / PCR complaints

#### 10.0 Breakdown of LT and HT System:

- ϕ Installation / replacement / repair of all type hardware fittings in bare conductor network / LTAB as well as HVDS networks including repairing/replacement of line jumper/ shackle jumper / line accessories
- ϕ Repairing /Replacement of Cable Jumper

- ¢ Sagging of Conductor/ GI Wire of all type LT AB / HT AB Cable
- ¢ Fixing / Re-fixing of spacers in overhead lines
- ¢ Repairing/Replacement of snapped conductor /AB cable or any part/equipment/ accessories of HT/LT network
- ¢ Fixing / replacement / repair of connection hooks / piercing connectors
- ¢ Disconnection & reconnection work of any nature including MRO
- ¢ Repairing /replacement of G.O. switch / D. D. unit
- ¢ To assist FLC team
- ¢ To assist HT/LT breakdown team
- ¢ Replacement of all type of Insulator.
- ¢ Replacement / repair of stays

#### Minor Civil Repair Work:

1. Minor repair (welding of damaged sheets/ angle channel) of doors & shutters of sub-stations. Repairs such as alignment, change of spring of shutters is not in the scope of Contractor. Minor repair to 11 KV DT foundations/plinth. (Minor repair implies Brick work up to 100 bricks per foundation/plinth, Cement plaster with neat cement up to 2.5 m<sup>2</sup>, CC 1:1.5:3 up to 0.15 m<sup>3</sup> per month per zone). However, BRPL will Pay vendor for use of crane for lifting of 11 KV DT for Carrying out repairs to the foundation/plinth on actual as per BRPL's rate schedule.  
Repair work of plinths in Divisions without lifting transformers
2. Plugging/ Sealing of cable openings at sub-stations. (Brick work up to 0.12 m<sup>3</sup>] & Cement plaster up to 2 m<sup>2</sup>' per month per zone).
3. Minor modifications in LT boards in sub-stations.
4. Minor repair (Filling of holes) of existing trench covers with CC 1:1.5: 3. Realigning the disturbed trench covers. Minor repair of trench involving brick work up to 0.25 m<sup>3</sup> and plastering or the same up to 5 m<sup>3</sup> per month per zone. Providing new covers is not in the scope of Contractor.
5. Minor internal wiring repairs or zonal offices only.
6. Substation roof: Cleaning of roofs and rain water drain pipes, removal of plants & saplings from the roof (once in a quarter). Filling of roof cracks with cement.
7. Minor welding work of IRC weld mesh fencing panel for plinth/ pole mounted sub-stations.

8. Minor welding work of locking arrangement at sub-station doors.

All the material required for carrying out this work shall be provided by BRPL

#### Attending of Breakdowns Pertaining To S/Stn.

- ¢ Replacements / repair of burnt HT/LT lead/socket
- ¢ Replacement of defective/brunt/damaged distribution transformer of all type and size including transportation, loading unloading and dragging if required from store to site or from site to site
- ¢ Returning of defective/brunt/damaged Transformers to Store/Yard
- ¢ Transportation of mobile Transformers to and from site. Making of HT/LT/earthing connection including tapping of live parts of HT/LT cable / LT / HT leads for restoration of power supply
- ¢ Repair/replacement of burnt / damage LT ACB/SWITCH /LT board including, modification of MS structure if required including connection, tapping of live parts of HT/LT cable / LT / HT leads
- ¢ Digging & refilling work of any nature required for breakdown maintenance (excluding cable faults)

- ¢ To & fro Transportation of man and materials
- ¢ Replacement / repairing of HT cable and LT lead between switchgear and transformer including preparation and termination and fabrication of MS Frame / wooden Cleats wherever required
- ¢ In emergency replacement of C.T/P.T including modification of mounting structures if required
- ¢ To attend Break Downs including cleaning of bus bar/panels, etc.
- ¢ To assist for repairing of OCB/ VCB / RMU operating mechanism and repairing of tripping system

¢ Vendor to ensure Trimming of trees to be carried out regularly in consultation with Divisional head. Vendor to provide One Electric Hacksaw (Make) for tree trimming at each Division.

#### Network Securitization

- ¢ Removal of illegal tappings
- ¢ Locking of S/Stns, Feeder pillars, service pillars and DBs.

Material and planned shutdowns will be arranged by BSES and required T&P to be provided by the Contractor.

Compliance as per DERC norms:- whos responsibility?. To be specified. Not clear.

Nature and cause of power supply failure	Maximum Time limit for Restoration
- Fuse Blown out or MCB tripped	Within 2 Hours
- Service line Broken / Service line snapped from pole.	Within 4 Hours
- Faults in distribution mains.	Temporary supply from alternate. source within 3 hours
- Faults in distribution mains (Other than Cable faults)	Rectification of Fault & Restoration within 10 hours.
- Distribution transformers failed / burnt	Temporary restoration of supply through mobile

- |                                  |  |
|----------------------------------|--|
|                                  | transformers within 6  |
| hours. Replacement of failed     | transformers within 20 hours after issue of transformer                    |
| - HT mains failed                | Temporary restoration of Power supply within 3 hours                       |
| - HT mains failed                | Rectification within 10 hours.   |
| (Other than cable)               |  |
| - Burnt Meter                    | Restoration of supply by bypassing the meter within 4 hours. Intimation to |
|                                  | MMG for further action   |
| - Voltage Related- Local problem | Within 3 Hours.  |
| - Voltage Related- Tap of        | Within 3 days.   |

#### KCC + Industrial tripping + Failure of Distribution Transformer+ Network securitization

ϕ To ensure zero KCC & industrial tripping and same to be done in coordination with Sub Division in charge.

Survey report of feeder to be provided in order to avoid feeder tripping

ϕ To ensure proper maintenance of Distribution trf. Including regular load monitoring & load balancing. . Low oil level (except oil theft), pink silica gel, missing breather, loose connection, overloading of the failed trf.

Vendor is entrusted with periodic maintenance of Distribution transformers including regular load monitoring and load balancing. Vendor will submit a report (soft copy) of the maintenance done on the pts (315 KVA and above) to the SDO/DH/CH on the next day after carrying out maintenance. Vendor shall be penalized if there is a transformer failure (of 315 KVA and above) in its area if it is attributable to the negligence/poor maintenance by Vendor. After every failure, Divisional Head and CH will study the failure report of Subdivision and the investigation report of Transformer Workshop of BRPL and will decide whether the failure is attributable to the vendor. Generally Low oil level (except oil theft), Pink Silica Gel, Missing breather, Loose Connection, **Overloading** of the failed transformers will be considered as probable reasons attributable to Vendor (Ref from competitor)

ϕ For Network Securitization, the contractor shall ensure removal of illegal tappings, Locking of S/Stns, Feeder pillars, service pillars and DBs

#### Preventive Maintenance of HT Substation

Performance Area	Performance Area Description
- Oil Leakage	Oil leakage from transformer body or bushings
- Oil Level and Condition of Accessories	Silica Gel, Oil in oil cup and oil level in conservator tank to be maintained as per specification
- Electrical Connections	Tightness of all HT, LT & Earth Connections
- HT & LT Cables Mounting	Proper support for mounting/connection of HT/LT cables

#### Preventive Maintenance of LT Overhead Lines

Performance Area	Performance Area Description
- Cleanliness of LT Lines Bird nest, creeping plants, banners, majha, kites, etc. Tree branches should be trimmed to avoid physical contact with line.	Line should be free from all undesired objects like
- Quality of connections Connector on AB cable, service cables should be connected properly in DBs or with Ghori	All jumpers should be of proper size, connected with 8 inch binding on Ghori, or proper size piercing
- Load balancing Not be more than 20%	Variation of load on each phase and neutral should
- DB/SP/FP Closure	All DBs, FPs, SPs should be locked properly

#### Preventive Maintenance 11 kV HT Overhead Lines

Performance Area	Performance Area Description
- Cleanliness of HT Lines bird nest, creeping plants, banners, majha, kites, etc. Tree branches should be trimmed to avoid physical contact with line	Line should be free from all undesired objects like
- Quality of connections with 8 inch binding on Ghori. Cable should be properly earthed and connected with sockets at termination points including HT AB cables.	All jumpers should be of proper size and connected
- Condition of line accessories arms, cable supports and stay-wires must be kept in good	All line accessories including insulators, cross
- Sagging of conductor & earth wires between parallel conductors and earth wires should be proper	Conductor should be properly sagged. Gap
- Cable mounting cleats and passed through GI guard pipe	Cable should mounted properly using wooden

#### **(C) Safety Related:**

Safety is a prime importance of BRPL and our vision is to become zero incident company with zero tolerance on Safety objective. Therefore, Contractor shall provide exactly as specified Personal protective equipment (PPE) like electrical Safety Shoes, Safety Belts, Face Shield, Composite type Rubber hand Gloves etc to each of its employees/workmen deployed at its own cost on individual basis. Contractor shall ensure adequate safety precautions at site as required under the law of land and shall be completely responsible for the complete safety of its workmen as well as other workers, public, equipments, structure at site. Contractor will also be liable for deduction of marks/payment for violation of PTW norms, non usage of PPEs as well as each fatal and non fatal accident involving human in a zone if the accidents are attributable solely or partly to the negligence of Contractor or its workers.

Following points are desired from Contractor:

1. Vendor must have a safety officer who is qualified and certified Safety Officer with 5 years of experience in Power Distribution sector. BRPL safety department will verify eligibility and competency of safety supervisor as per the safety norms before their induction in division AMC. As per Regulation 7, the qualification for (enclosed as Annexure A)
  - A) Safety Officer is Degree in Electrical/ Mechanical/E&E with 5 yrs experience or Diploma in same discipline with 10 yrs experience.
  - B) Lineman/ Fitter is ITI along with Competency certificate class II.
2. Every substation to be inspected by safety/quality/surveillance officer on quarterly basis and provide "substation health check list" and certification of safety of all electrical equipments in the substation as per the safety standard and the defined templates of BRPL.
3. Safety meeting to be conducted regularly with their own AMC manpower for ensuring safety guidelines. Records of the meeting are to be maintained and shared with management.
4. The contractor shall provide required T&P as per the list provided by BRPL. All the testing instruments shall be properly calibrated and of standard make only. It shall be responsibility of contractors to ensure proper functioning of testing equipments & replenish and maintain the T&P on regular basis. Safety officer of the vendor to give quarterly certificate about fitness of equipments, training to staff and their competency to work. Bidder to provide list of equipment he has along with make, model and quantity.
5. The contractor shall ensure that safety of all the workers, materials, Installation and equipments belonging to him or to others and working at the site is ensured through effective and practicable safety management systems.
6. The contractor shall be responsible for compliance to provisions of all safety requirements under various notices, acts, rules and relevant applicable legislations.
7. The contractors shall comply with all health & safety requirements as deemed necessary by BRPL from time to time.
8. Works shall be carried out by the contractor after taking necessary "Permit to work". Also the work shall not be carried out without use of Protective equipment like shoes, safety belts, helmets etc. adhering to safety compliances.
9. Contractor shall ensure no unauthorized occupation of S/Stn and proper locking of sub-stations. Any deviation from this rule shall be reported to the Engineer-in-charge.
10. Contractor has to ensure the quantity and quality of PPEs and continuous uses of following PPE's by his staff, enclosed as FORMAT 2

11. There are certain T&P items like LOTO kits , Hot Stick, Helmet with potential sensor , PPE's , Testing Material /Equipment which are already either issued or will be issued time to time or at the beginning of the contract , It will be the responsibility of the vendor to keep them in proper working condition and also to maintain them in perfect condition . In case any attachment requires replacement of battery / cell ,vendor need to arrange of his own . Vendor to ensure to return these items for calibration whenever asked for or 2 months before date of expiry of earlier calibration certificate.
12. As per existing structure, one dedicated qualified safety Supervisors per Division (Preferably qualified with safety course ) shall regularly remain in touch with CH (Safety) concerned and take instructions in mutual interest for the benefit of public in large
13. To promote and ensure accident free safety culture, BRPL would review / revise the existing safety policy / practices. The contractor shall fully comply with all such policies and safety norms which would be implemented during the tenure of contract. This shall also include a) any penalties which will be deducted from the contractor's bills against safety violation that may be decided by BRPL b) The revision of score card to effect such revision of safety policies / practices. This shall be at the sole discretion of BRPL and contractor shall fully comply with this at every stage.
14. To maintain a register of designated person as per Regulation 3 of CEA Regulations 2010. (enclosed as Annexure A)
15. As per "Health& Working Condition Code" the vendor needs to submit the medical report of all staff before joining & need to provide annual health checkup facility to all his employees.
16. To submit a monthly report of the availability and condition of all tool and PPEs ( The relevant IS codes are already in the document)
17. Need to submit risk assessment report for the division quarterly. the format of Hazard Identification and Risk Assessment is as per IMS document and attached as annexure B for reference with examples. The same can be modified with time as per the management directive. Evaluation to be made in a scale of 1 to 5 and to be classified accordingly.

All T&P and PPE proposed to be provided to Line staff must be of good quality and reputed make, The bidder has to Undertake that he will provide the test certificate for all Tools & Tackles and PPE from an authorized Lab, further he should ensure the recalibration done as and when it is due one month prior to Expiry. In case of expiry of calibration certificate, he has to provide fresh T&P and PPE at no extra cost to Company.

The Bidder has to maintain 10% inventory buffer of Tools and Tackles & PPEs at all time during the currency of Tender. PPE Kits and Tools & Tackles shall be of approved make. The Bidder has to submit Safety competency Plan

The Bidder has to submit Job Safety Plan

- The Bidder is required to submit detailed site/Job Safety Plan along with Method statement.
- How the Bidder plans to execute the job with utmost Safety without compromising on quality.
- All the activity plan which are required to be executed.
- How he plans to maintain Safety record of all the works completed by him.

The Bidder has to give an undertaking that he will ensure training (to be arranged by BRPL) for all line staff for at least One day in a month or 120 Hrs in 1 year whichever is less

Contractor has to ensure for proper distribution of required PPE'S among their workers with receiving in BRPL specified format. The entire issuance format duly signed by individual worker and to be verified/ certified by concern Head -Division and the same need to be submitted to Safety Department.

" BRPL shall have the right at its sole discretion to suspend the work till compliance of safety norms, if in its opinion the work is being carried out in such a way that it may cause accidents and endanger the Safety of the persons and / or property, and / or equipments.

" Reporting of Near Miss accidents/Aversion of Accidents occurrences in the LT distribution system comprising of various equipments ,lines and feeders, which have led to accidents being averted & leading to near miss incidents to be reported to the Safety team of BRPL.

Prior to recommend workers to wear PPEs, Employers are required to:

- " Perform hazard assessments, as required, and determine the PPEs needed to protect workers.
- " Provide training on the proper use of PPEs for working on or near exposed energized parts.
- " Below discuss PPEs needs during required job briefings.
- " Inspect and test certain PPE such as insulating (rubber) gloves and sleeves (29 CFR 1910.137) to ensure that they are not damaged or defective, and would provide the needed protection.
- " PPE IS & Specification is enclosed as FORMAT 3

Safety aspects to be strictly followed by vendor w.r.t maintenance of equipments –

1. Ensuring proper locking of substations, Feeder Pillars, Service Pillars, Bus bars and Distribution Boxes (Lock/ chain )
2. Repairing of Gates/ Doors with installation of Locks and minor repairing of shutters with greasing
3. The contractor will Ensure the existence/installation of M S Sheets (Bakelite Sheet to be made store item) on back side and front side of panel



4. Minor repairing and re-fixing of existing fencing wherever required excluding material. (Spare part of fencing to be provided by BRPL)

Safety aspects to be strictly followed by vendor for cable laying / RR works –

1. Personal protective equipments (PPE) such as safety helmets, jackets, shoes etc. shall be used by workforce during execution of work and first aid box shall be kept at site.
2. The cable / services shall be laid as per prescribed norms as laid down under road cutting permission.
3. The work shall be carried out in such a manner so as not to affect or disturb any services coming along the work and all barricading shall be visible from a safe distance to alert people well in advance.
4. The agency shall take necessary precautions for safety of traffic by making necessary arrangements of blind barricading up to minimum 2.5 M height to avoid any accident during execution of work specially on main road and with heavy traffic. For any negligence at site of work / remarks from any Civic agency, concerned vendor shall be solely responsible.
5. In all sites where there is possibility of dust pollution due to Sand/ Earth excavation, water sprinkler shall be used to suppress the dust pollution, in order to make more vigil during night hours or in fog LED, blinking lights (Jhalar of good quality/ pipe lights) be used.
6. While making pits for cable Restoration etc. (where work is likely to be completed within 24 hours) a closed barricading/ plastic moulded barricading or expandable / concertina barriers as shown in the Annexure-II
7. In case during fault rectification the digged pit is being left abandoned due to any reason, the same shall be covered temporarily with an iron plate of sufficient strength so as to avoid any untoward incidence.
8. Two persons with Red and Green flag and whistle along with torch battons to be deputed at both end of the barricades / worksite to regulate traffic specially during fog or in darkness.
9. The contractor has to install, from starting point of the work to endpoint, display boards with neon / fluorescent light showing the name of contractor with details.
10. The vendor has to intimate, before the start of work to MTNL, BSNL, GAIL, DOTs, etc so that their services are not affected by our work. Existing services encountered in the cause of the work shall be protected against the damage by the agency. Even if any service is damaged by the agency, vendor shall be fully responsible for making good the same at their own cost.
11. The work shall be carried out without disturbing the normal flow of traffic and the road should not be completely closed without getting prior approval from the department and DCP (Traffic).
12. All dismantled serviceable material shall be stacked properly along the side of Footpath and will become the property of BRPL. All trenches shall be filled by Earth in layers and well rammed

and consolidated after the completion of work. Back filling of trench and its surface dressing should be done progressively during the execution of work. Excavated earth should not be dumped on the existing Road. Excess Earth be disposed off away from road within 48 hours of excavation as per direction of Engineer in charge.

13. The vendor shall provide temporary information / cautionary boards such as "WORK IN PROGRESS", "GO SLOW", "MEN AT WORK", "INCONVENIENCE REGRETTED" etc.
14. All the norms of CPCB (Central Pollution Control Board) DPCC (Delhi Pollution Control Committee), NGT (National Green Tribunal) shall be adhered to while digging / Road Restoration to control dust pollution.
15. Adequate arrangements for illumination / lighting etc. by providing neon micro reflecting sign boards shall be made during night hours to avoid any un-towards accidents / incident. Vendor shall use "SL reflective tape Yellow & black dot with arrow as well Warning tape/ reflective tape" generously at site.
16. Emergency telephone numbers such as Police, Fire Brigade, Ambulance, Nearest Hospital etc shall be available with the site supervisor.
17. The vendor shall also get the stage inspection done for the ongoing work through Executive Engineer / DGM Concerned.
18. Any other condition as laid down by law of land shall also be followed during execution.
19. All the barricading shall not be removed till the backfilling of trench, pits or completion of R.R. works.

11. Implementation of OHS Appreciation Policy:

If the contractor observes all the safety rules and codes, statutory laws and rules during the period of the contract awarded by the BRPL and no accident occurs then BRPL may consider the performance of the contractor and safety score card will be prepared. The best contractor will be appreciated by suitable "SAFETY AWARD" as per scheme as may be announced separately from time to time.

12. Implementation of Safety Motivational Scheme for Contractor Employee:

All contractors must reward their employee monthly for best worker in term of complying safety norms. They should honour with a gift of Rs. 500/- (five Hundred) with commendation certificate to motivate others towards safety compliance. The record with photograph should kept with them & also to be submitted to BRPL safety department. Contractor may ask to BRPL safety people for their presence during awarding time. All contractors have to observe safety day/ week on 4th March to 10th march every year with proper planning and record to create safety awareness inside their organization. A detail report of observing the same to be forwarded to safety department every year.

13. Guidelines for Penalty Policy Implementation:

" Total penalty shall be calculated by multiplying the number of safety violations and the penalty amount specified for such violations in Appendix - 1. (Example - If at first offence persons are found working without safety helmet at 3 locations, the penalty would be  $3 \times 2000 = \text{Rs.}6000/-$ ).

" The amount of penalty can be increased or decreased based upon the seriousness of safety violations. The decision of recommending authority shall be final one. Recommending authority shall fill the Annexure format based upon his factual observations and shall send it to Division Head and Safety Head who in turn shall either reject or approve it. If approved, he shall send it to Finance & Accounts for execution. Finance Accounts shall execute the penalty and confirm the same in the Annexure & shall send it back to Division Head and Safety Head. Recommending Authority means all Division Head, HODs, Head Safety department, Site Safety officer / Supervisor.

" Safety Head may impose penalty for serious violations directly. penalties shall be imposed directly on the concerned AMC Staff/contractors as decided by the Head(Safety)/Divisional Safety officier.

" Safety violations to be considered for Penalty are classified as A, B & C.

" Type of Offence, Penalty Detail & Execution Channel is detailed in FORMAT 4

" Safety Appreciation / Violation Mem enclosed as FORMAT 5

" Monthly Status of PPE's / Tool Kit, enclosed as FORMAT 6

" Monthly Status - Accident / Incident enclosed as FORMAT 7

" PPE's Receipt by workers enclosed as FORMAT 8

Annexure-A  
Regulation 3

<p><b>Designating person(s) to operate and carry out the work on electrical lines and apparatus:-</b></p>	<p>(1) A supplier or a consumer, or the owner, agent or manager of mine, or the agent of any company operating in an oil field or the owner of a drilled well in an oil field or a <b>contractor who has entered into a contract with a supplier</b> or a consumer to carry out duties incidental to the generation, transformation, transmission, conversion, <b>distribution</b> or use of electricity shall <b>designate persons for the purpose to operate and carry out the work on electrical lines and apparatus.</b></p>
	<p>(2) The supplier or consumer, or the owner, agent or manager of a mine, or the agent of any company operating in an oil-field or the owner of a drilled well in an oil field or a contractor referred to on sub-regulation (1) <b>shall maintain a register wherein the names of the designated persons and the purpose for which they are engaged, shall be entered</b></p>
	<p>(3) No person shall be designated under sub-regulation (1) unless, -                  (i) <b>he possesses a certificate of competency or electrical work permit, issued by the Appropriate Government</b>                  (ii) his name is entered in the register referred to in sub regulation (2)</p>

Regulation 7

<p><b>Safety measures for operation and maintenance of transmission, distribution systems:-</b></p>	<p>(1) Engineers or supervisors engaged in operation and maintenance of transmission and distribution systems shall hold diploma in electrical, mechanical, electronics and instrumentation engineering from a recognized institute or university.</p>
	<p>(2) The Technicians to assist engineers or supervisors shall possess a certificate in appropriate trade, preferably with a two years course from a Industrial Training institute recognized by the Central Government or State Government.</p>
	<p>(3) Engineers, supervisors and Technicians engaged for operation and maintenance of transmission and distribution systems electric plants should have successfully undergone the type of training as specified in Schedule-II                  Provided that the existing employees shall have to undergo the training mentioned in sub-regulation (3) within three years from the date of coming into force of these regulations</p>
	<p>(4) Owner of every transmission or distribution system shall arrange for training of their personal engaged in the operation and maintenance of transmission and distribution system in his own institute or any other institute recognized by the Central Government or State Government.</p>

Annexure-B

S No	Source, Situation or Act	Routine –R / Non Routine –NR	Condition (Normal- N / Abnormal-A/ Emergency –E)	Hazard	OHS Risks and Other Risks (Consequence)	OHS Opportunities & Other Opportunities	Applicable legal requirements	Details of applicable legal requirements	Existing control measures on the activities	Evaluation for risk with existing controls			Risk Classification (Acceptable – A / Unacceptable – U)	Remarks
										Probability of occurrence	Severity of harms	Risk Level RPN = PxS		
1.	Walking in office	R	N	Physical Hazard- Slip and Fall due to slippery floor	Injury		No	Nil	Training to Housekeeping Staff, Displays While cleaning				A	
2.	Travelling	R	N	Health Hazard due to exposure to pollution	Health Problems		No	Nil	User Awareness Use of Masks Periodic Health Checkups Communications				A	
3.	Office Working	R	N	Continuous Working	Health Problems		No	Nil	User Awareness Periodic Health Checkups Displays Communication				A	
4.	Office Working	R	N	Ergonomic Hazard due to Working in One Position	Back Pain/ Discomfort	Periodic Breaks	No	Nil	Use of Ergonomics Chair User Awareness Communication				A	
5.	Office Working	R	N	Health Hazard due to Working in dim light	Eye Strain		No		User Awareness				A	
6.	Work on Computers/ Laptop	R	N	Health Hazard due to Continuous Working	Body-ache, eye problems	Periodic Breaks	No		Proper Health conditions maintained/ Time Gap for some rest				A	
7.	Travelling	R	N	Health Hazard due to Inhaling Pollutants / Dust	Health Problems	Use of Mask	No		User Awareness				A	
		R	N	Health Hazard due to Exposure to Noise 'during travelling / driving	Health Problems		No		User Awareness				A	

Annexure- B

8.	Inspection / Audit	R	E	Electrical Hazard during inspection / Testing of equipment	Electric Shock		Y	CEA Regulation s 2010 and 2015	User Awareness & Training , visual signs, awareness posters, use of PPE(s), use of barricades, emergency contact numbers, incident / accident procedure , Fire extinguishers and sand buckets.				U	
9.	Inspection / Audit	R	E	Electrical Hazard due to non usage of PPEs(e.g. Electrical gloves).	Electric Shock		Y	CEA Regulation s 2010 and 2015	-----do-----				U	
10.	Inspection / Audit	R	E	Electrical Hazard during Testing of equipment	Injury		Y	CEA Regulation s 2010 and 2015	User Awareness & Training , visual signs, awareness posters, use of PPE(s), use of barricades, emergency contact numbers, incident / accident procedure , Fire extinguishers and sand buckets.				U	
11.	Inspection / Audit	R	N	Electrical Hazard due to joint failure	Injury		Y	CEA Regulation s 2010 and 2015	--do--				U	
12.	Inspection / Audit	R	N	Electrical Hazard due to corrosion of termination points	Injury		Y	CEA Regulation s 2010 and 2015	--do--				U	
13.	Inspection / Audit	R	N	Electrical Hazard due to non availability of rubber mat	Injury		Y	CEA Regulation s 2010 and 2015	--do--				U	
14.	Inspection / Audit	R	N	Electrical Hazard while working in restricted area / Confined Spaces	Injury		Y	CEA Regulation s 2010 and 2015	--do--				U	
15.	Inspection / Audit	R	A	Physical Hazard due Slip & fall due to Broken trench cover	Injury	Periodic Inspection and Repair	Y	CEA Regulation s 2010 and 2015	--do--				A	
16.	Inspection / Audit	R	E	Electrical Hazard due to Improper wiring	Electric Shock		Y	CEA Regulation s 2010 and 2015	--do--				U	

7.	Inspection/ Audit	R	E	Electrical Hazard during inspection / Audit	Electric Shock		Y	CEA Regulation s 2010 and 2015	User Awareness & Training , visual signs, awareness posters, use of PPE(s), use of barricades, emergency contact numbers, incident / accident procedure , Fire extinguishers and sand buckets.				U	
18.	Inspection / Audit	R	E	Electrical Hazard due to non usage of PPEs(e.g. Electrical gloves).	Electric Shock		Y	CEA Regulation s 2010 and 2015	----do----				U	
19.	Office Working	R	E	Health Hazard due to touching contaminated surfaces in office (lift , office infrastructure) & then touching eyes, nose or mouth / coming in contact with affected personnel / not maintaining Inhaling droplets of infected fluid / non usage of PPEs like mask / face cover etc.	Covid -19 Infection		N	N.A.	<ul style="list-style-type: none"> <li>• User Awareness Communications</li> <li>• Work from home</li> <li>• Office and vehicle sanitization</li> <li>• Social distancing</li> <li>• Checking of temperature on entry and hand sanitization.</li> <li>• Use of PPEs- masks / sanitizer , face shield etc</li> <li>• Washing hands frequently</li> <li>• AarogyaSetu app</li> <li>• Meeting / trainings- online use of technology</li> <li>• Non usage of biometric attendance &amp; manual attendance.</li> <li>• Washing of food items before usage .</li> </ul>				U	
20.	Office / Field Working / Work From Home	R	E	Biological Hazard due to consumption of contaminated food items	Covid -19 Infection		No	N.A.	-----do-----				U	
21.	Travelling	R	E	Health Hazard due to coming in contact with contaminated Surfaces / inhaling droplets of infected fluids / non usage or improper usage of masks / face cover/ Not maintaining social distance / going to crowded places	Covid -19 Infection		No	N.A.	-----do-----				U	

22.	Office Working	R	N	Health Hazard due to Monotonous working	Stress / headache		N	N.A.	User Awareness				A
23.	Office Working	R	N	Health Hazard due to Working Alone	Stress		N	N.A.	User Awareness				A
24.	Office Working	R	N	Health Hazard due to Glare and Reflection	Eye Strain	Use of anti glare screen	N	.A.	User Awareness				A
25.	Office Working	R	N	Physical Hazard due to fall on uneven surface.	Injury		N	N.A.	User Awareness				A
26.	Office Working	R	N	Health Hazard due to radiation from PC/Laptop	Eye Strain		N	N.A.	User Awareness				A
27.	Travelling	R	N	Health Hazard due to exposure to pollution	Health Problems		N	N.A.	User Awareness Use of Masks Periodic Health Checkups				A
28.	Travelling	R	N	Ergonomical hazard due to continuous travelling and driving	Health	Ergonomic Poster	N	N.A.	Driver Awareness Health Check up				A
29.	Travelling	R	A	Health Hazard- Ineffective cooling in cabs	Discomfort		N	N.A.	Periodic Cabs servicing				A
30.	Travelling	R	N	Physical hazard due to skidding of vehicles during rainy season	Injury		N	N.A.	Driver Awareness Periodic Cabs servicing				A
31.	UPS / Batteries Operation	R	N	Physical Hazard while handling tools	Injury	-----	No	N.A.	Contract Agreement with vendors User Awareness				A
32.	UPS /	R	E	Electrical hazard due to bare live wires in electrical circuit & unearthed machinery/ equipment.	Electric Shock	-----	No		Contract Agreement with vendors				U



	Batteries Operation							N.A.	User Awareness Use of PPEs					
33.	UPS / Batteries Operation	R	N	Physical Hazard due to Battery movement	Injury	-----	No	N.A.	Contract Agreement with vendors User Awareness				A	
34.	UPS / Batteries Operation	R	A	Chemical Hazard while handling Battery chemicals / splash	Burns /Skin Irriation	-----	No	N.A.	Contract Agreement with vendors User Awareness				A	
35.	UPS / Batteries Operation	R	N	Physical Hazard while handling tools	Injury	-----	No	N.A.	Contract Agreement with vendors User Awareness				A	
36.	Inspection / Audit / Office Operation/ Trainings	N R	E	Health Hazard due to harassment / bullying	Health Disorders - Anxiety / - Stress - Sleeping disorders etc.		No	NA	Medical Advise / Meditation				A	

#### (D) Operation & Maintenance Related (General)

- o To ensure and certify every distribution transformers with no oil leakage. Periodic inspection to be carried out after 90 days for each transformer. Silica Gel, Oil in oil cup and oil level in conservator tank to be maintained as per specification. Zero tolerance for deviation, all accessories must be in good condition and oil level as per specifications. Supervisor of Contractor will certify the same on quarterly basis for each substation and report to be submitted to O&M analytics cell for checking. Penalty will be levied if transformer fails due to low oil.
- o Load balancing to be carried out on monthly basis.
- o Tightness of all HT, LT & Earth Connections. Physical checking of tightness of connection of leads/ Busbar/ Lugs /Sockets, Hotspots and burnt sockets, etc to be carried out once in 90 days by Thermo scanning device. After rectification they have to certify no outages due to loose connections.
- o To test Earthing in substation and HVDS transformer & wherever result not found OK, fresh ground earthing to be provided and to install additional earthing if required, material to be provided by BSES. The earth results for new earthing should be <1 ohm.
- o Proper support for mounting/connection of HT/LT cables. Cable to be mounted through wooden cleats of proper size. Cleats to be tightened using nut bolts. All cable ends are to be cleaned. No dust, carbon formation on termination joints. Cable should mount properly using wooden cleats and passed through GI guard pipe.
- o Locking of substation to be ensured. All DBs, FPs, SPs should be locked properly.
- o Line should be free from all undesired objects like bird nest, creeping plants, banners, majha, kites, etc. Further if Data/TV Cables are hanged on pole than information will be shared with copy.
- o Tree branches should be trimmed on monthly basis to avoid physical contact with line. Penalty will be levied if outage occurred due to tree touching.
- o Tree trimming equipment with consumables for operation & maintenance of the machine. One tree trimming equipment to be made available at each Division.
- o All jumpers should be of proper size, connected with 8 inch binding on Ghori, or proper size piercing connector on AB cable, service cables should be connected properly in DBs or with Ghori. Old jumpers to be replaced with Insulated scrap cable as jumper.
- o All line accessories including insulators, cross arms, cable supports and stay-wires must be kept in good condition.
- o Conductor should be properly sagged. Gap between parallel conductors and earth wires should be proper. Physical inspection of half-kilometer or 15 spans of HT line (including HVDS line) on daily basis.
- o New poles to be erected through LOP schemes only. However for replacement of damaged/broken poles, it will be done through AMC.

Vendor will ensure replacement of damaged/broken poles under his area of operation. The scope includes only services. Material will be provided by BRPL. The number of replacement of poles will be

restricted to 240 per division per annum. For A Category division-(Khanpur,Sarita Vihar, Saket,Vasant Kunj,Palam & Najafgarh) and 120 per Division per Annum for rest of divisions.

- o Replacement of defective/burnt/damaged distribution transformer of all type and size including transportation ,loading-unloading and dragging.
- o Fixing of PG Clamp. Repairing /Replacement of Bus Bar for all type of substations, Cable Gland Earthing of HT & LT Cables Repairing /Replacement of stay set. Plinth repair of Service Pillar.
- o Repair / Replacement of DB's / piercing connectors / Eye hooks /suspension clamp / dead end clamp.
- o Replacement/ repair of hardware fitting / equipment / accessories of HVDS.
- o Alignment / repair of GO switch and replacement of GO switch/ DD Fuse if necessary, Repairing and replacement of LT ACB of all capacities.
- o Penalty terms will be covered through AMC Score card.

Further vendors shall be required to carry out testing of equipments like DT, RMU etc. at site prior to their charging.

**List of Testing & Equipments for DT & RMU :**

S.No.	RMUs		DTs	
	List of test	Testing equipments	List of test	Testing equipments
1	Measurement of IR	05 KV Insulation tester	Measurement of IR Value & PI.	Insulation tester (2.5 to 5.0 KV)
2	HV Test ( 40KV)	High voltage Test Set	Voltage Ratio Test	Turn ratio tester
3.a	CT/PT Testing a) CT polarity test	Primary /Secondary Current Injection test Kit	Magnetizing Current Test & Magnetizing Balance test.	Voltmeters/Ammeters/ Clamp on meters
3.b	CT Ratio Test	Digital Multi meters clamp on meter	Winding Resistance Test (10 mAmp to 25 Amp)	Winding resistance test kit
4	Contact Resistance Test	CRM Set	Oil BDV	Oil testing Apparatus (0-100KV ) Motorized
5	Relay testing	Primary/Secondary Current Test Kit	Earth Tester	Digital Earth resistance testing Apparatus
6	Earth Resistance	Earth tester.		

The contractor shall be required to possess and maintain the above calibrated testing equipments for DT as well as RMU. Make of these instruments shall be as mentioned below. All onsite tests shall be conducted by the trained and skilled technician having all applicable license. All calibration certificates along with all necessary permissions/ license to conduct such tests, specially high voltage tests, shall be submitted to BRPL.

Recommended "Make " of the testing equipments are as under:

**A- RMU List of Testing Equipments:**

S. No.	Test	Equipments	Make
1	Measurement of IR	05 KV Insulation Tester (Megger Test)	Motwane
2	HV Test ( 40KV)	High voltage Test Set	Baur/Jupiter
3	CT/VT Testing		KPM
3.1	CT polarity test	Primary /Secondary Current Injection test Kit	
3.2	CT Ratio Test	Digital Multi meters clamp on meter	
4	Contact Resistance Test	CRM Set	Prestige Electronics
5	Relay testing	Primary/Secondary Current Test Kit	Megger

**B- DT List of Testing Equipments**

S. No	Pre-Commissioning Tests	Equipment's Used	Make
1	Insulation Resistance Test	Insulation Tester (Megger Test) (2.5 to 5.0 KV)	Megger / Motwane
2	Oil BDV tester	Oil testing Apparatus (0-100KV ) Motorized	Motwane
3*	Voltage / Turn Ratio testing ,	Turn ratio tester	Motwane /Eltel.
4*	Magnetizing Current testing Electric	Voltmeters/Ammeters/Clamp on meters	Schneider
5*	Winding Resistance Test	Winding resistance test kit	Scope/ Motwane
6*	Earth tester	Digital Earth resistance testing Apparatus.	Sigma/WACO

**(D) Other Clauses:**

- i) In case Smart mobile phones procured through BRPL is issued to AMC Vendor staff AMC vendor to own responsibility of its healthy working throughout the contract period. Responsibility to include electrical/electronic repairs breakage and even theft/lost cases. Sim charges for these mobiles to be borne by BRPL. However maintenance of these mobile handsets shall be in contractor's scope. At the end of contract, contractor shall be required to return these mobile phones to BRPL in working condition.

- ii) Scope of work also includes hiring and deployment recovery manpower sourced through AMC vender accordingly division wise 47 Lineman have been included in the scope to have a more committed and focusing approach in cracking old and chronic defaulter cases of sensitive areas.
- iii) Vendors having E-Vehicle/ E-Rickshaw shall be preferred
- iv) Vendor should quote separate rates for E-Vehicle, E-Rickshaw & CNG Vehicles along with Drivers
- v) Vendors supplying vehicles to us should provide E-Vehicles where ever possible in compliance with GoNCTD Notification F20/02/2021/689-698. dated 25/2/2021.

**FORMAT-1**

SL No.	Name	Emp No	Designation(L/M/AUM/Filter/Supervisor/Engineer	Qualification	Remark

**FORMAT 3**

SL No.	Name of the PPEs	Lineman	Filter	Helper
1	Safety Helmet	YES	YES	YES
2	Positioning Belt(Full body harness)	YES	YES	NO
3	Electrical Hand Gloves	YES	YES	YES
4	Safety Shoes	YES	YES	YES
5	Safety Goggles	YES	YES	YES
6	Reflective Jacket	YES	YES	YES

### Format 3 – Standardised PPEs and related IS

Sr. No.	PPE	IS	Make/Remark
1	Safety Helmet	IS 2925: 1984	Reputed make Like 3M/Honey well/KARAM/KATU
2	Hand Gloves ( Preferably Composite Type)	IS 4770: 1991	Reputed make like Honey well /CATU
3	Safety Shoes	IS:5298	Reputed make Like Liberty/ Bata/ Lee Cooper
4	Safety Goggles	IS 7524: part I 1980	Make Like Honey well /Karam/Uni Care/Uni vet wie
5	Safety Belt/ Full Body Harness	IS 3521	From Reputed make suitable for Our system
6	FRP Ladders	IS 3696 : Part 2 1991	Suitable for our Use and as per break down Vehicles
7	Reflective Safety Jackets	IS 15809: 2008	Preferably Cotton Type with Reflective Tape of 3 M Make
8	Caution tape	OSHA-1910: 145	Must be provided where work is going on
9	Barricade	OSHA-1926: 202	Must be provided where work is going on
10	LED Traffic Baton Torch	Like Used by Traffic Department (Chargeable)	Any Reputed make
11	PVC Cones for Diversion of Traffic	Like Used by Traffic Department	With reflector
12	Extendable Discharge Rod	Suitable for LT and 11 KV and 33 KV System IEC 60855	From Reputed make such as Honey well /KATUand /Kusum

IS 13772: Hand Tools for Live Working up to 1000 V AC and 1500 V DC

**FORMAT 4****Type of Offence, Penalty Detail & Execution Channel**

Class	Type of Offense	Penalty Detail	Execution Channel
A	Not Wearing Safety Helmets Safety shoes/ Safety Goggles/ Electrical insulating handGloves (Poor quality or damaged item means noncompliance)	# First Offence - Warning Note & Rs.200/- # Second Offence - Warning Note & Fine of Rs.500/- #Third Offence- Note of recommendation of the concerned workmen/ supervisors for termination of his job & Fine of Rs 1000/-	Recommendation by Safety Representative/Division Head Approval by Safety Head Deduction by Finance & Account
B	Not wearing Full Body Harness/fall arresters/Helmet while working at height more than 1.8 Mtr or where from a person may fall.	# First Offence - Warning Note & Rs.500/- # Second Offence - Warning Note & Fine of Rs.1000/- #Third Offence- Note of recommendation of the concerned workmen/ supervisors for termination of his job & Fine of Rs 1500/-	Recommendation by Safety Representative/Division Head Approval by Safety Head Deduction by Finance & Account
C	Any other unsafe work practices or condition which is considered having potential for fatality or injury to Personnel	# First Offence - Warning Note & Rs.500/- # Second Offence- Note of recommendation of the concerned workmen/ supervisors for termination of his job & Fine of Rs 2000/-	Recommendation by Safety Representative/Division Head Approval by Safety Head Deduction by Finance & Account

**FORMAT 5****Safety Appreciation / Violation Mem**

(Name of Site) \_\_\_\_\_

DIVISION/Area: \_\_\_\_\_ Date &amp; Time: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Activity: \_\_\_\_\_

Name of Division Head: \_\_\_\_\_



SL No.	Safety Violation Details	Class (A/B/C)	No. of Violations	Penalty per Violation(Rs)	Penalty Amount(Rs)	Remarks
1						
2						
3						
4						
5						
6						

Recommended By: Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Sign/Date: \_\_\_\_\_

Approved By (Division Head): Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Sign/Date: \_\_\_\_\_

**FORMAT 6**

**Monthly Status of PPE's / Tool Kit**

(Name of Site) \_\_\_\_\_

Location/Area: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

No. AMC Employee \_\_\_\_\_ Lineman: \_\_\_\_\_ ALM: \_\_\_\_\_

SL No.	Name of PPEs / Tool	No. Of PPEs	Condition of Tools	Remark
1	Safety Helmet			
2	Safety Google			
3	Electrical Insulating Hand Gloves			
4	Full Body Harness Safety Belt			
5	Safety Shoes			
6	Reflective Jacket			

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FORMAT 7**

**Monthly Status - Accident / Incident**

Name of Site \_\_\_\_\_

Location/Area: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Table – 1: Summary of Accident / Incident / Near Miss / Dangerous Occurences / First Aid :

SL No.	Type of Accident /Incident /Near Miss / Dangerous	Person Injuries	Brief Description	Remark
1				
2				
3				
4				
5				
6				

Table – 2: Learning from incidents:

SL No.	Brief Description	Root Cause	Recommendation	Remark(If any)
1				
2				
3				
4				
5				
6				

Table – 3: Summary of Person Injured:

SL No.	Name of Employee	Emp Id/Designation	Type of Injury	Duration of Medical Test	
				From	To
1					
2					
3					
4					
5					
6					

Table - 4 : Health & Safety Complaints & Suggestions :

SL No.	Date	Location	Complaints/Suggestion
1			
2			
3			
4			
5			
6			

Measures to avoid recurrences for all above mentioned discrepancies (Attach relevant documents if required) \_\_\_\_\_

\_\_\_\_\_

Signature / Date .....

**FORMAT 8**

**PPE's Receipt by workers**

Name of Site \_\_\_\_\_

Division \_\_\_\_\_

Name of Contractor \_\_\_\_\_

SL No.	Name	Designation	Safety Helmet	Electrical Insulating Hand Glove	Full Body Harness Belt	Safety Shoes	Safety Goggles	Reflective Jacket	Signature
1									
2									
3									
4									
5									
6									

**FORMAT 9**

SL No.	Name of Employee	List of PPE
1		
2		
3		

FORMAT 10  
RESOURCE DETAIL

	Division	Jaffarpur
Street Light Manpower	LM	2
	ALM	3
	S/V	
Main AMC manpower	LM	55
	ALM	55
	FIT	4
	S/V	6
Vehicle Detail for summer (April to September)	Tempo For 12 Hrs	0
	Tempo for 24 Hrs.	1
	Tractor For 12 Hrs	1
	Vehicle (Maruti VAN) For 12 Hrs	3
Vehicle Detail for winter (October to March)	Tempo For 12 Hrs	1
	Tempo for 24 Hrs.	
	Tractor For 12 Hrs	1
	Vehicle (Maruti VAN) For 12 Hrs	3

Note – Figures are indicative

Format – 11

Earthing Inspection format				
Earthing Location		Circle		
Date of Inspection		Division		
Name of Vendor		Sub Division		
Frequency		Soil Condition	Soft / Rocky	
Sr. No.	Description of points to be checked			Remarks
1	Check the connections of earthing wire to earth electrode rod / pipe	Connected / Not Connected	If Not connected	
2	Check earth continuity test for all equipments and connections	Ok / Not Ok	If Not Ok mention	
3	Check the size of earthing wire / strip	Size - GI Wire   Strip		
4	Earthing Resistance - Pit 1			
5	Earthing Resistance - Pit 2			
6	Earthing Resistance - Pit 3			
7	Check the level & location of earth pit	Ok / Not Ok		
8	Check if earthing resistance reading is less than 1 Ohm and submit earth resistance report	Earth Resistance Value		
	Inspected by (AMC Supervisor)		Checked by (AMC VENDOR )	
	Name & signature		Name & signature	

## Format – 12

### OUT DOOR SUB-STATION -Physical Inspection format

Name of SUB_STATION		Circle		
SUB_STATION FL CODE		Division		
Date of Inspection		Sub Division		
Name of Vendor		Frequency	Half-Yearly	
Sr. No.	Description of points to be checked			Remarks
1	Locking Arrangement	Yes/No	If No, Location	Nos
2	Condition Of Fencing	Broken/Missing(No/Yes)	If Yes Location	Nos
3	Fencing Toe wall	Ok/Not Ok	If Not OK	section
4	Separate Fencing Earthing ( Two Nos)	( Yes/No)	If No, Location	Nos
5	General cleaning	Ok/Not Ok		Remarks
6	Level Of Sub-Station Building from Road	OK/Not OK	If Not OK Location	Remarks
10	Type Of RMU	Oil Type/VCB/SF6		
11	Condition Of RMU	Bypassed/Not ByPassed	If Yes, Location	Nos
12	No.Of RMU earthing	Nos		
13	Rubber Mat	Exist OR Not		
14	Condition Of RMU Plinth	OK/Not OK		
15	Foot-step	Exist OR Not	If Not,Location	Nos
16	No.Of DT	Nos	Capacity	Remarks
17	No Of earthing Per DT	Nos		
18	Condition Of Earthing	Damaged/Not Connected(Yes/No)	If Not Ok, Location	Nos
19	DT Oil Level	Visible in conservator/Not Visible	If Not Visible,Level	Remarks
20	Condition Of Silica gal	Ok/Not Ok		Remarks
21	Condition Of HT Frame	Ok/Not Ok		Remarks
22	Condition Of HT Cleats	Ok/Not Ok		Remarks
23	Condition of LT Cleats	Ok/Not Ok		Remarks
24	Seperate HT CBL End BOX Earthing	Yes/No		Remarks
25	No.Of LT Fdrs			
26	No.Of ACB			
27	Capacity Of ACBs	400A	1250A	2000A
28	Condition Of ACBs	By-Passed/Not	If By-Passed	Nos
29	ACB Covers	Missing/Not Missing	If Yes, Location	Nos
30	ACB Inter Connected Earthing	Exist/Not Exist	If Not, Location	Nos
31	ACB Frame Earthing	Exist/Not Exist	If Not, Location	Nos
32	Condition Of Leads	Ok/Burnt	If Burnt,Location	Nos
33	Condition Of DT plinth	Ok/Not Ok		
34	Danger Plate	Exist/Not Exist		
35	Fencing paint	Required/Not Required		
36	Any other abnormality			
<b>Inspected by (AMC Supervisor)</b>		<b>Checked by (AMC VENDOR )</b>		
Name & signature		Name & signature		



Format – 13

**INDOOR SUB-STATION -Physical Inspection format**

<b>Name of SUB_STATION</b>		<b>Circle</b>			
<b>SUB_STATION FL CODE</b>		<b>Division</b>			
<b>Date of Inspection</b>		<b>Sub Division</b>			
<b>Name of Vendor</b>		<b>Frequency</b>	Half-Yearly		
<b>Sr. No.</b>	<b>Description of points to be checked</b>				
1	Locking Arrangement	Yes/No	If No, Location	Nos	Remarks
2	Condition Of Doors	Broken/Missing(No/Yes)	If Yes Location	Nos	Remarks
3	General Condition of SS Building	Damaged/Tilted/Need Repairing(Yes/No)	If Yes,Whow Much Portion Required to be repaired	section	Remarks
4	Any Tree exist in Sub-Station Building	( Yes/No)	If Yes, Location	Nos	Remarks
5	Seepage in Sub-Station Building	( Yes/No)	If Yes, Location	section	Remarks
6	Level Of Sub-Station Building from Road	OK/Not OK	If Not OK Location		Remarks
8	Fencing Of DT Room	OK/Not OK	If Not OK Location	Nos Of Span	Remarks
9	Trench Cover	Exist/Not Exist	If Yes, Location	Nos	Remarks
10	Type Of RMU	Oil Type/VCB/SF6			
11	Condition Of RMU	Bypassed/Not ByPassed	If Yes, Location	Nos	Remarks
12	No.Of RMU earthing		Nos		
13	Rubber Mat		Exist OR Not		
14	Exhaust Fan	Exist OR Not	If Not Location	Nos	Remarks
15	Fire Fighting arrangement		Capacity		Remarks
16	No.Of DT	Nos			
17	No Of earthing Per DT	Nos			
18	Condition Of Earthing	Damaged/Not Connected(Yes/No)	If Not Ok, Location	Nos	Remarks
19	DT Oil Level	Visible in conservator/Not Visible	If Not Visible,Level		Remarks
20	Condition Of Silica gal	Ok/Not Ok			Remarks
21	Condition Of HT Frame	Ok/Not Ok			Remarks
22	Condition Of HT Cleats	Ok/Not Ok			Remarks
23	Condition of LT Cleats	Ok/Not Ok			Remarks
24	Seperate HT CBL End BOX Earthing	Yes/No			Remarks
25	No.Of LT Fdrs				
26	No.Of ACB				
27	Capacity Of ACBs	400A	1250A	2000A	Remarks
28	Condition Of ACBs	By-Passed/Not	If By-Passed	Nos	
29	ACB Covers	Missing/Not Missing	If Yes, Location	Nos	Remarks
30	ACB Inter Connected Earthing	Exist/Not Exist	If Not, Location	Nos	Remarks
31	ACB Frame Earthing	Exist/Not Exist	If Not, Location	Nos	Remarks
32	Condition Of Leads	Ok/Burnt	If Burnt,Location	Nos	Remarks
33	Lighting Arrangement	Exist/Not Exist			
34	Danger Plate	Exist/Not Exist			
35	White Wash	Required/Not Required			
36	Any other abnormality				
<b>Inspected by (AMC Supervisor)</b>		<b>Checked by (AMC VENDOR )</b>			
Name & signature		Name & signature			

Format -14

HT O/H Feeder -Physical Inspection format					
Name of Feeder with Grid Name		Circle			
Name of Section if Interlink feeder		Division			
Date of Inspection		Sub Division			
Name of Vendor		Frequency		Quarterly	
<b>Sr. No.</b>	<b>Description of points to be checked</b>				
<b>A</b>	<b>O/H - section</b>				
1	Condition of pole	Broken/Tilted ( OK/Not OK)	If Not OK Location	Nos	Remarks
2	Condition Of Cross-Arm	Broken/Tilted ( OK/Not OK)	If Not OK Location	Nos	Remarks
3	Condition Of Conductor/HT AB Cable	Sag ( OK/Not OK)	If Not OK Location	Nos Of Span	Remarks
4	No. of flashed / broken disc insulators/pin Insulator	Flashed/Broken ( Yes/No)	If Yes, Location	Nos	Remarks
5	Gaurd Wire	Exist OR Not	If Not,Location	Nos Of Span	Remarks
6	Condition of Gaurd Wire	Sag ( OK/Not OK)	If Not OK Location	Nos Of Span	Remarks
7	Earthing On Pole	Exist OR Not	If Not,Location	Nos Of Span	Remarks
8	Stay Wire for Proper support On Each DP	Four On Each Side Total Eight ( Yes/No)	If No, Location	Nos	Remarks
9	No. of tree required Trimming	Yes/No	If Yes, Location	Nos	Remarks
10	Burnt Jumper	OK/Not OK	If Not Ok, Location	Nos	Remarks
11	Separate Earthing of cbl end box mounted on pole	Yes/No	If No, Location	Nos	Remarks
12	Bird nest on Pole	Yes/No	If Yes, Location	Nos	Remarks
13	Danger plates on Poles	Exist OR Not	If Not,Location	Nos	Remarks
14	Clearance from Bulding/structure	OK/Not OK	If Not Ok, Location	Nos	Remarks
15	Anti Climbing Devices On Each Pole	Exist OR Not	If Not,Location	Nos	Remarks
16	Condition of OD End termination of HT AB and HT Cable	OK/Not OK	If Not Ok, Location	Nos	Remarks
17	Condition of Cleating, clamping and mounting of HT Cable with GI pipe	OK/Not OK	If Not Ok, Location	Nos	Remarks
18	Spacing between each Phase conductors	OK/Not OK	If Not Ok, Location	Nos	Remarks
19	No of net/telephone wires exist	Yes/No	If Yes, Location	Nos	Remarks
20	Any other abnormality				
<b>Inspected by (AMC Supervisor)</b>			<b>Checked by (AMC VENDOR )</b>		
Name & signature		Name & signature			

Format – 15

LT O/H Feeder -Physical Inspection format					
Name of Sub Station with FLOC			Circle		
No of DT with Capacity			Division		
Total No LT Feeder DT Wise			Sub Division		
Date of Inspection			Name of Vendor		
Frequency	Half-Yearly				
Sr. No.	Description of points to be checked				
1	Condition of pole	Broken/Tilted ( OK/Not OK)	If Not OK Location	Nos	Remarks
2	Condition Of Two Line Cross-Arm	Broken/Tilted ( OK/Not OK)	If Not OK Location	Nos	Remarks
3	Condition Of Pole Clamp, Eye Hook, Dead End	OK/Not OK	If Not OK Location	Nos	Remarks
4	Condition Of Conductor/AB CBL	Sag ( OK/Not OK)	If Not OK Location	Nos Of Span	Remarks
5	Condition Of DB on pole	By-Passed( Yes/No)	If Yes, Location	Nos	Remarks
6	Requirement of additional DB	Yes/No	If Yes, Location	Nos	Remarks
7	Gaurd Wire	Exist OR Not	If Not, Location	Nos Of Span	Remarks
8	Condition of Gaurd Wire	Sag ( OK/Not OK)	If Not OK Location	Nos Of Span	Remarks
9	Earthing On Pole	Exist OR Not	If Not, Location	Nos Of Span	Remarks
10	Stay Wire for Proper support	( Yes/No)	If No, Location	Nos	Remarks
11	Egg Insulator In Stay Wire	Broken ( Yes/No)	If Yes, Location	Nos	Remarks
12	No. of tree required Trimming	Yes/No	If Yes, Location	Nos	Remarks
13	Burnt Jumper	Yes/No	If Yes, Location	Nos	Remarks
14	Cable Cleat	OK/Not OK	If Not Ok, Location	Nos	Remarks
15	Bird nest on Pole	Yes/No	If Yes, Location	Nos	Remarks
16	Danger plates on Poles	Exist OR Not	If Not, Location	Nos	Remarks
17	Clearance from Bulding/structure	OK/Not OK	If Not Ok, Location	Nos	Remarks
18	Anti Climbing Devices On Each Pole	Exist OR Not	If Not, Location	Nos	Remarks
19	Naming of LT fdrs in SS	Yes/No	If No, Location	Nos	Remarks
20	St.light through CCMS/MCB/Direct	If through /MCB/Direct	Location	Nos	Remarks
21	LT CBL End Box Exist OR NOT	Exist OR NOT	If Not, Location	Nos	Remarks
22	Connection of main cbl wth AB cbl by sockets	Yes/No	If Not, Location	Nos	Remarks
23	Any other abnormality				
			<b>Inspected by (AMC Supervisor)</b>		<b>Checked by (AMC VENDOR )</b>
Name & signature					Name & signature

Format – 16

HVDS CKT -Physical Inspection format						
<b>Name of Sub Station with FLOC</b>		<b>Circle</b>				
<b>Date of Inspection</b>		<b>Division</b>				
<b>Name of Vendor</b>		<b>Sub Division</b>				
<b>Frequency</b>	Half-Yearly					
<b>Sr. No.</b>	<b>Description of points to be checked</b>					
1	No.of HVDS DT with capacity	25kva(Nos)	32KVA(Nos)	50kva(Nos)	Total	
2	No Of HVDS Dt with Per RMU	25kva(Nos)	32KVA(Nos)	50kva(Nos)	Total	
3	No.of Empty Pole	Nos			Remarks	
4	Condition of HVDS Pole	OK/Not OK	If Not OK, Location	Nos	Remarks	
5	Condition Of DD fuse Unit	OK/Not OK	If Not OK, Location	Nos	Remarks	
6	Bird CAP	Exist/Not Exist	If Not exist, Location	Nos	Remarks	
7	Condition of Jumpers from DD fuse to HVDS DT	OK/Not OK	If Not OK, Location	Nos	Remarks	
8	Sleeve exist on HT Jumper	Exist/Not Exist	If Not exist, Location	Nos	Remarks	
9	condition of HVDS cbl	Damage(yes/ No)	if yes,location	Nos	Remarks	
10	Condition of HVDS End Box	Damage(yes/ No)	if yes,location	Nos	Remarks	
11	Size of Jumpers from HVDS DT To DB BOX	Exist/Not Exist	If Not exist, Location	Nos	Remarks	
12	Condition Of DB	OK/By-Passed	If By-Passed, Location	Nos	Remarks	
13	No.Of S/C Cables in DB	Nos				
	Additional DB Requirement	Yes/No	if yes,location	Nos	Remarks	
14	No.Of Earthing per HVDS DT	Nos				
15	Condition Of Earthing	Damaged/Proper connected	If damaged,Location	Nos	Remarks	
16	RMU FPI	Working/Not Working	If Not,Location	Nos	Remarks	
17	Any other abnormality					
		<b>Inspected by (AMC Supervisor)</b>			<b>Checked by (AMC VENDOR )</b>	
		Name & signature		Name & signature		

Format – 17

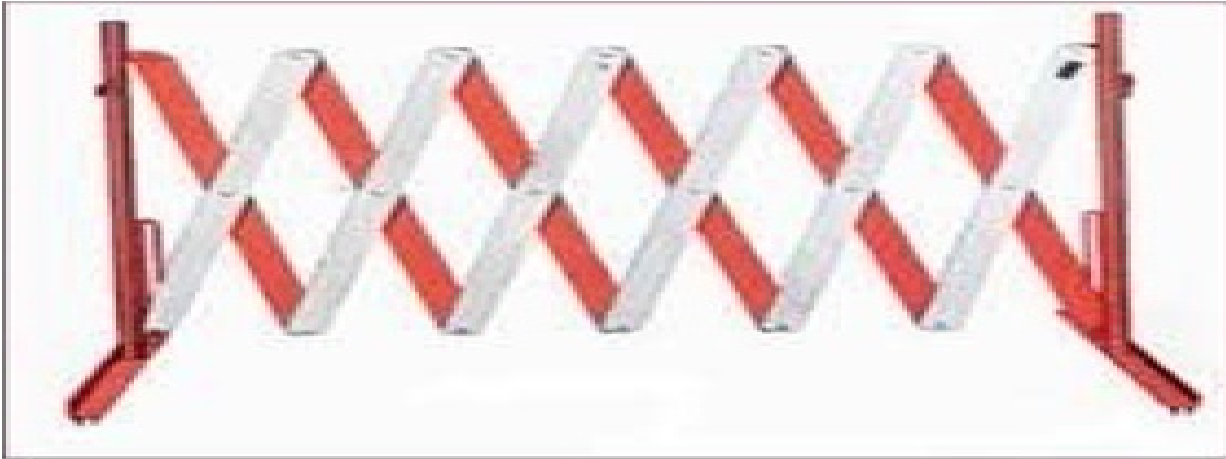
HT UG cable -Physical Inspection format					
Name of UG feeder with Grid		Circle			
Date of Inspection		Division			
Name of Vendor		Sub Division			
<b>Sr. No.</b>	<b>Description of points to be checked</b>				
1	Condition of HT Cable inside sub station trench	OK/Not OK	If Not OK, Location	Nos	Remarks
2	Major construction/digging and any other excavation/trenchless work found during patrolling	Yes/No	If Yes, Location	Nos	Remarks
3	No of HTcables and joints lying open on surface roads with locations	Yes/No	If Yes, Location	Nos	Remarks
4	Availability of Cable Route Markers	Yes/No			
5	Condition of Cable Armor earthing inside of RMU	OK/Not OK	If Not OK, Location	Nos	Remarks
6	Condition of OD End termination of HT Cable on pole	OK/Not OK	If Not OK, Location	Nos	Remarks
7	Condition of Cleating, clamping and mounting of HT Cable with GI pipe	OK/Not OK	If Not OK, Location	Nos	Remarks
8	Condition of Earthing connection between HT Cable Armor earthing with main earthing on pole	OK/Not OK	If Not OK, Location	Nos	Remarks
9	Nomenclature on GI pipe mounting HT Cable	Yes/No	If No, Location	Nos	Remarks
	<b>Any other abnormality</b>				
	<b>Inspected by (AMC Supervisor)</b>			<b>Checked by (AMC VENDOR )</b>	
	Name & signature			Name & signature	

Format – 18

Feeder Pillar/Service Pillar -Physical Inspection format					
Name of Sub Station with FLOC		Circle			
Date of Inspection		Division			
Name of Vendor		Sub Division			
Frequency	Quarterly				
Sr. No.	Description of points to be checked				
1	No of FP/SP	Nos of FP	Nos of SP		
2	F/P&S/P cover	Exist/Not Exist	If Not OK, Location	Nos	Remarks
3	Locking arrangement	Exist/Not Exist	If Not exist, Location	Nos	Remarks
4	Plinth of S/P& F/P	OK/Not OK	If Not OK, Location	Nos	Remarks
5	Bus-Bar	Exist/Not Exist	If Not exist, Location	Nos	Remarks
6	Fuse Base	Exist/Not Exist	If Not exist, Location	Nos	Remarks
7	Sockets position	OK/Not OK	If Not OK, Location	Nos	Remarks
8	Earthings	Exist/Not Exist	If Not exist, Location	Nos	Remarks
9	No of single source FP	Exist/Not Exist	If Not exist, Location	Nos	Remarks
10	No of Dead/Faulty Main/service cable exist in FP/SP	Exist/Not Exist	If Not exist, Location	Nos	Remarks
11	Nomenclature on FP/SP	OK/Not OK	If Not OK, Location	Nos	Remarks
12	Any other abnormality				
Inspected by (AMC Supervisor)				Checked by (AMC)	
	Name & signature			Name & signature	

ANNEXURE-II







(E ) **KEY PERFORMANCE INDICATORS (KPI):**

1. **1. Operational Performance:-**  
**Sub-measures:**

**(Total Weightage: 20)**

a) **Adherence to Service Level Agreement**

**(10 Marks+ 5 Incentive)**

The marks will be based on following : Number of instances in a month when SLA was breached to and matter was referred to DERC

<b>Number of Instances SLA Breached</b>	<b>Marks (Including Incentive)</b>
0 Case	10+5(Bonus)
1 Case	0
2 Case	-1
3 Case	-2
4 Case	-3
5 Case	-4
=> 6 Case	-5

Remark: - Any penalty paid by BRPL for breach of DERC SLA norms upto 11kV feeder, the same will be deducted from Contractor. However matter not referred to DERC and due to any other reasons beyond Contractors control, penalty to be decided by War Room in consultation with Head(O&M).

b) **Transformer Failure**

**( 5 Marks)**

The deductions will be as follows:

<b>No of DTs (400KVA and above) failed attributable to Contractor</b>	<b>Marks</b>
Zero Case	5
>=1 Case	0
<b>Whenever monthly cumulative failure reaches 3 in FY, zero marks will be allotted in subsequent months irrespective of DT failure or not. i.e. Whenever the vendor gets three "0" in a FY, he will get "0" marks for all the subsequent months of FY.</b>	

Preventive Actions by Contractor - Contractor to proactively report in writing about overloading, theft/pilferage from transformer, oil leakages, damaged cable/ cable thimbles, faulty ACBs etc. so that the Zonal Manager can initiate proper corrective actions to rectify the same.

Remark: Transformer workshop will recommend whether failure is attributed by the contractor or not. Contractor has to maintain log book of all Distribution Transformers preventive maintenance data.

c) **RMU Failure**

**( 5 Marks)**

The Score Marking would be based on Monthly RMU Failures

<b>No of RMU Failed</b>	<b>Marks</b>
Zero Case	5

>=1 Case	0
<b>Whenever monthly cumulative failure reaches 3 in FY, zero marks will be allotted in subsequent months irrespective of RMU failure or not. i.e. Whenever the vendor gets three "0" in a FY, he will get "0" marks for all the subsequent months of FY.</b>	

Remark: Switchgear Workshop will recommend whether failure is attributed by contractor or not.

## 2. Outages Reduction

(Total Weight age: 30 Marks)

### Sub-Measures

- (i) % YTM reduction of HT Breakdown with reference to Division Reduction Target. (5 Marks).

% YTM Reduction for HT Breakdown	Marks
If HT breakdown target achieved $\geq 120\%$	5+3
If HT Trippings target achieved $\geq 100\%$	5+1
If HT Trippings target achieved $= 100\%$	4
If HT Trippings target achieved $>80\%$ to $\leq 100\%$	3
If HT Trippings target achieved $>50\%$ to $\leq 80\%$	2
If HT Trippings target achieved $>0\%$ to $\leq 50\%$	1
If HT Trippings target achieved $\leq 0$	0

- (ii) MTD reduction of NCC with reference to LY MTD (5 Marks)

% MTD Reduction Vs. LY MTD for NCC	Marks
If NCC reduction target achieved is $= 100\%$ (If $>100\%$ , bonus marks to be allotted)	5 (1 Marks as bonus)
If NCC reduction target achieved is $\geq 80\%$ to $< 100\%$	4
If NCC reduction target achieved is $\geq 50\%$ to $< 80\%$	3
If NCC reduction target achieved is $\geq 0\%$ to $< 50\%$	2
If NCC reduction target achieved is $\leq 0\%$	0

- (iii) NCC restoration Time within 1 Hrs with reference to Division Target (10 Marks)

Restoration of NCC within 1 Hr	Marks
If $< 1\text{Hr}$ NCC target 100% achieved or is more than the target	10
If $< 1\text{ Hr}$ NCC target achieved target by $\geq 80\%$ to $< 100\%$	8
If $< 1\text{ Hr}$ NCC target achieved target by $\geq 50\%$ to $< 80\%$	6
If $< 1\text{ Hr}$ NCC target achieved target by $\geq 0\%$ to $< 50\%$	4
If 1 Hr NCC target not achieved	0

(iv) Repetitive Feeder Tripping:

(10 Marks)

The list of 5 repetitive feeders (followed by addition of 5 additional feeders every quarter) will be provided by O&M team. The marks shall be awarded on the basis of the following:

<b>Number of Tripping in a month (No. of Feeders = Q1- 5 nos, Q2 – 10 nos, Q3 – 15 nos, Q4 – 20 nos.)</b>	<b>Marks</b>
0	10
5 to <=10	6
>10 to <= 15	4
>15	0

Preventive Actions by Contractor - Contractor to proactively report in writing to about instances of unauthorized construction in progress and working of external agencies around the laid down BRPL network. In the event of NO prior information, tripping on account of the same shall be accounted as failure of contractor to prevent tripping.

### 3. Asset upkeep

(Total Weight age: 10 Marks)

Sub Measures :

- a) Cleaning of Sub-stations/ FP/SP including vegetation removal and cleaning of garbage  
b) ( 5 Marks)

<b>Observation</b>	<b>Marks</b>
100% Item OK during Inspection	5
<100% Item OK during Inspection	0

- c) Locking of S/stn, FP-SP,DB

( 5 Marks)

<b>Observation</b>	<b>Marks</b>
100% Item found during Inspection	5
<100% & >= 80% items found during Inspection	4
<80% & >= 60% items found during Inspection	3
<60% cases item found during Inspection	0

Remark: All incubation period of 1 month would be provided and which shall start after the commencement 01 month of the contract. Thereafter penalty clause would be applicable subject to finding of posters, loose hanging wires and ropes on the asset, poles or the Substation/DB/Feeder Pillar found unlocked. Independent periodic

### 4. Safety Aspects:

(Weightage: 20 Marks)

Sub Measures :

a) Availability of PPE and of Tools and tackles ( 10 Marks)

Observation	Marks
100% Item found during Inspection	10
<100% & >= 99% items found during Inspection	9
<99% & >= 90% items found during Inspection	8
<90% & >= 85% items found during Inspection	7
<85% & >= 80% items found during Inspection	6
<80% & >= 75% items found during Inspection	5
<75% & >= 70% items found during Inspection	4
<70% & >= 65% items found during Inspection	3
<65% & >= 60% items found during Inspection	2
<60% & >= 55% items found during Inspection	1
<55% items found during Inspection	0

Remark : Safety Dept to inspect Divisions/Subdivisions for Proper & Standard PPE & T&Ps

b) Accidents (Fatal/Non Fatal/Near Miss) ( 10 Marks)

Observation	Marks
No Accident	10
1 or More Accidents	0

Penalty : Deduction of 10 marks and contract termination

Remarks: Non compliance for the Second time.

The Contractor shall give the confirmation of having provided personal protective equipment (PPE) to all its personnel in the format as enclosed as FORMAT 9

Any Safety violation like non provision or usage of PPE, tools etc. as per matrix given in clause 6 of inspection document or any fatal and nonfatal accident involving humans attributable to the contractor will Warrant ,deduction of payment, issuance of memo and/or termination of Contract .

**5. Statutory Compliance : (Total Weightage: 20 )**

Sub Measures:

a) Payment through ECS ( 10 Marks)

% Payment via ECS	Marks
100 % payment done by 7th of next month	10
Less than 100 % payment Or Payment done beyond 7th of next month	0

b) Availability of Manpower ( 5 Marks )

Observation	Marks
Available	5
Non-Available	0

Remark: Sub Division In-charge to declare monthly availability of AMC Vendor Manpower as per attached format and Division Head to approve.

**The approved format to be submitted to Head Office by 5<sup>th</sup> of every month.**

c) Skill level of Manpower Deployed/Safety Engineer ( 5 Marks)

Skill level of Manpower Deployed / Safety Engineer	Marks
YES	5
NO	0

Remark: Sub Division In-charge to confirm Monthly Safety Engineer and Skill level of AMC Vendor Manpower along with AMC Safety Engineer in the attached format and Division Head to approve.

**The approved format to be submitted to Head Office by 5<sup>th</sup> of every month.**

Month	Division	Sub Division	SDO In charge	AMC vendor	Total no. of manpower (as per contract)	Total no. of manpower (available in current month)	LM	ALM	Fitter	Supervisor	Safety Engineer	Skilled/Unskilled

Vendor will submit the Attendance record to be submitted in Division and SDO to confirm the same.

BSES reserves the right to change/add to the list of existing KPI and change the basis for measurement, at any point of time during the execution of the contract. This will be communicated in writing to the contractor by the Head of the Department on mutually agreed terms.

Remark : All incubation period of 1 month would be provided and which shall start after the commencement 01 month of the contract.

### Incentive or Deduction

Incentive or deduction as specified below shall be made from the monthly payment of contractor on the basis of his performance on Key performance indicator. Payment of the AMC amount will be done as the percentage of Marks received in the Score Card. However as per incentive marking a contractor can score a maximum of 105 marks

Reference Range Score Card	Incentive/Penalty Score
105>=Score Marks >100	2%
100 Score Marks >80 Marks	NIL
80 >= Score Marks >70 Marks	-2%
70>= Score Marks > 60 Marks	-3%
Below 60 Marks	May lead to Cancellation of Contract if continued the same pattern in three successive months

In case of recurrent low scores, the BRPL management shall have right to terminate the contract with the contractor.

**Note – The complete vendor performance shall be reviewed by Management at the end of every 12 months.**

## SECTION- VI

Designation	Minimum Qualification	Detail Information of Manpower on Role	
		> 3 Years	> 2 Years
Safety Officer	Atleast Diploma and safety certified with 5 Years of experience in Power Distribution		
Supervisor	Diploma Holder in Electrical Trade with 3 Year experience		
Fitter/Lineman for B/D	ITI Certification and experience in relevant field		
Lineman for all other activities	Passed 8th Standard and have experience of atleast 3 years in relevant field		
ALM/Helper	Having basic knowledge of working in power distribution with emphasis on safety		

### 1. Eligibility for Bidding wrt Manpower

Eligibility	Manpower Required Other Than Engineer & Supervisor																			
	Engineer & Supervisor				Fitter				L/M				ALM				Total			
	Required	Available	> 3 Years	> 2 Years	Required	Available	> 3 Years	> 2 Years	Required	Available	> 3 Years	> 2 Years	Required	Available	> 3 Years	> 2 Years	Required	Available	> 3 Years	> 2 Years
For 1 Division																				
For 2 Division																				
For more than 2 Division																				

2. Experience of Contractor on various works carried out in BRPL:

<b>Financial Year</b>	<b>Division AMC (If Yes then mention name of Division)</b>	<b>Other Than Division AMC (If Yes then mention name of the AMC with Division)</b>	<b>Remark(If Any)</b>
FY 20-21			
FY 19-20			
FY 18-19			
FY 17-18			



## SECTION-VII

### LIST OF T&P REQUIRED

Following T&P is required to be available with the Contractor:

a) T&P required to be available at Division Level:

S No	Tools	Having 3/4 S/D	Having — 6 S/D
1	ANVIL	1	1
2	BED DRILL MACHINE WITH DRILL BITS SIZE 05 & 075"	1	1
3	BENCH VICE	1	1
4	CHAIN PULLEY BLOCK 2 TON	1	1
5	G I BUCKET	1	2
6	HAND PUMP FOR TRANSFORMER OIL	1	2
7	BRUSH CUTTER WITH ATTACHMENTS (BRUSH CUTTER, WEEDER ATTACHMENT, CROP COLLECTOR, 2 ARRI ATTACHMENT)	1	2
8	TRANSFORMER OIL TESTING KIT (BDV)	1	2
9	WELDING SET	1	2
10	HOOOK CHOOK MACHINE	1	2
11	ELECTRICAL PUMP FOR WATER – TO PUMP OUT WATER	1	1

Note— Above mentioned T&P to be also made available at Divisional Level (Urban & Rural)

"Additional T&P set (as per Having 3/4 S/D) at Saket, Vasant Kunj, Najafgarh & Jafarpur is required as there are two divisional teams for these divisions"

One audit report per month is mandatory to be signed by DC & DH

b) T&P required to be available at Sub-Division Level:

S No	Tools	Qty
1	FRP LADDER	1
2	BLOW LAMP	1
3	CLIP ON METER	2
4	CROW BAR	2
5	DANGI FOR REMOVAL OF SMALL TREE BRANCHES	2
6	DRAW VICE	2
7	EARTH TESTER(AT DIVISION LEVEL – 2 NOS.)	1
8	GULLA	1
9	GRINDING MACHINE/ HAND CUTTER MACHINE	1
10	HAMMER 10 KGS (CULTCH HAMMER)	1
11	HAND DRILL MACHINE	1
12	HOT AIR BLOWER	1
13	HYDRAULIC CRIMPING MACHINE — (150, 300 & 630) SQMM	1
14	MANUAL CRIMPING TOOL (50 TO 300 SQMM)	1
15	MEGGER (HV)— 2.5/5KV	1
16	MEGGER (LV) — SOOV	1
17	MULTIMETER	1
18	PICK AXE	2
19	RICKSHAW	1
20	ROPE FOR POLE SUPPORTING	2
21	SPADE	2
22	T HANDLE SOCKET WRENCH (NO 10 TO 14)	1
23	TORQUE WRENCH (20 TO 100 NM)	1

24	WOOD CUTTER (AXE/DAO)	2
25	SAFETY BELT/FULL BODY HARNESS	1
26	REFLECTIVE SAFETY JACKETS	1
27	CAUTION TAPE	1
28	LED TRAFFIC BATON TORCH	1
29	PVC CONES FOR DIVERSION OF TRAFFIC	1 SET

c) T&P required to be available at Break-down Team:

S No	Tools	Qty
1	ADJUSTABLE WRENCH 18"	1
2	ALLEN KEY SET (COMPLETE)	1
3	BOX SPANNER	1
4	CAUTION BOARD (FLOURESCENT)	3
5	CHIESEL 8"	1
6	D SPANNER (MULTI USE)	1
7	DISCHARGE ROD 11KV	1
8	HACKSAW FRAME	1
9	HALF ROUND FILE 12"	1
10	HAMMER 8 LBS	1
11	HEAD LAMP	1
12	HYDRAULIC CRIMPING TOOL (95 SQMM TO 300 SQMM)	1

13	INSULATED CUTTING PLIER 8"	1
14	KNIFE	1
15	LINE TESTER (LT)	1
16	MANUAL CRIMPING TOOL (25 SQMM TO 50 SQ MM)	1
17	NOSE PLIER 6"	1
18	PIPE WRENCH 12"	1
19	POLLUTION MASK	1
22	RECHARGEABLE LED TORCH — 5W	1
23	RING SPANNER SET	1
24	RUBBER HAND GLOVES ( 11KV OPERATING VOLTAGE ) AS PER IS – 4770	1
25	SAFETY GLOVES (SURGERY TYPE)	1
26	SAFETY GOGGLES	1
27	SAFETY ROPE	1
28	SAFETY CHAIN ( BRASS) – SPECIFICATION	1
29	SAFETY HELMET — AS PER IS WITH PROPER COLOR CODING	1
30	SCREW DRIVER (BOTH WAYS OF SIZE 6")	1
31	SCREW DRIVER (SIZES 10" AND 18")	2
32	SHOES RUBBER SOLE WITH 1" THICKNESS) — AS PER IS — 15298 PART – 2	1
33	TORQUE WRENCH	1
34	TEST LAMP (WITH SHIELD WIREMESH AND PROPER LEAD / CROCODILE CLIP)	1
35	TOOL BAG – CUSTOMISED	1
36	ON LINE TESTER HT	1

37	BARRICADE	2
38	SAFETY BELT/FULL BODY HARNESS	1
39	REFLECTIVE SAFETY JACKETS	1
40	CAUTION TAPE	1
41	LED TRAFFIC BATON TORCH	1
42	PVC CONES FOR DIVERSION OF TRAFFIC	1 SET

An additional T&P set shall be required for KHP, VKJ, SKT, NJF & JFR divisions, as we have two breakdown teams in these divisions.

d) T&P required to be available for Lineman/Fitter in Maintenance Team:

S No	Tools	Qty
1	ADJUSTABLE WRENCH 18"	1
2	ALLEN KEY SET (COMPLETE)	1
3	BOX SPANNER	1
4	CAUTION PLATE (FLOURESCENT)	3
5	CH ESEL 8"	1
6	D SPANNER (MULTI USE)	1
7	DISCHARGE ROD 11KV	1
8	HACKSAW FRAME	1
9	HALF ROUND FILE 12"	1
10	HAMMER 8 LBS	1
11	HEAD LAMP	1
12	HYDRAULIC CRIMPING TOOL (95 SQMM TO 300 SQMM)	1
13	INSULATED CUTTING PLIER 8"	1
14	KNIFE	1

15	LINE TESTER (LT)	1
16	MANUAL CRIMPING TOOL (25 SQMM TO 50 SQ MM)	1
17	NOSE PLIER 6"	1
18	PIPE WRENCH 12"	1
19	POLLUTION MASK	1
20	RECHARGEABLE LED TORCH — 5W	1
21	RING SPANNER SET	1
22	RUBBER HAND GLOVES ( 11KV OPERATING VOLTAGE ) AS PER IS - 4770	1
23	SAFETY GLOVES (SURGERY TYPE)	1
24	SAFETY GOGGLES	1
25	SAFETY ROPE	1
26	SAFETY CHAIN ( BRASS) – SPECIFICATION	2
27	SAFETY HELMET — AS PER IS WITH PROPER COLOR CODING	1
28	SCREW DRIVER (BOTH WAYS OF SIZE 6")	1
29	SCREW DRIVER (SIZES 10" AND 18")	1
30	SHOES RUBBER SOLE WITH 1" THICKNESS) —AS PER IS — 15298 PART —2	1
31	TEST LAMP (WITH WIREMESH SHIELD AND PROPER LEAD, CROCODILE CLIP)	1
32	TOOL BAG – CUSTOMISED	1
33	ON LINE TESTER HT	1
34	T&Ps MENTIONED IN FORMAT 3- STANDARDISED PPEs	1
35	SAFETY BELT/FULL BODY HARNESS	1
36	REFLECTIVE SAFETY JACKETS	1
37	CAUTION TAPE	1
38	LED TRAFFIC BATON TORCH	1

39	PVC CONES FOR DIVERSION OF TRAFFIC	1 SET
40	DISPLAY BOARD INDICATING "MAINTENANCE TEAM WORKING" ALONG WITH NAME OF VENDOR COMPANY & PHONE NO.	2

e) T&P required to be available for Lineman in Complaint Centre:

S No	Tools	Qty
1	ALLEN KEY SET (COMPLETE)	1
2	CAUTION PLATE (FLOURESCENT)	2
3	CHIESEL 8"	1
4	D SPANNER (MULTI USE)	1
5	DISCHARGE ROD FOR LT	1
6	HACKSAW FRAME	1
7	HAMMER 8 LBS	1
8	HEAD LAMP	1
9	INSULATED CUTTING PLIER 8" — AS PER IS – 6149	1
10	KNIFE	1
11	LINE TESTER LT	1
12	MANUAL CRIMPING TOOL (25 SQMM TO 50 SQ MM)	1
13	NOSE PLIER 6"	1
14	POLLUTION MASK	1
15	RECHARGEABLE LED TORCH — 5W	1
16	RING SPANNER SET	1
17	RUBBER HAND GLOVES ( 11KV OPERATING VOLTAGE ) AS PER IS 4770	1

18	SAFETY GLOVES (SURGERY TYPE)	1
19	SAFETY GOGGLES	1
20	SAFETY ROPE	1
21	SAFETY CHAIN ( BRASS) – SPECIFICATION	2
22	SAFETY HELMET — IS WITH PROPER COLOR CODING	1
23	SCREW DRIVER (BOTH WAYS OF SIZE 6")	1
24	SCREW DRIVER (SIZES 10")	1
25	SHOES RUBBER SOLE WITH 1" THICKNESS) — AS PER IS — 15298 PART – 2	1
26	TEST LAMP (WITH WIREMESH SHIELD AND PROPER LEAD / CROCODILE CLIP)	1
27	TOOL BAG – CUSTOMISED	1
28	ON LINE TESTER HT	1
29	T&Ps MENTIONED IN FORMAT 3- STANDARDISED PPEs	1
30	SAFETY BELT/FULL BODY HARNESS	1
31	REFLECTIVE SAFETY JACKETS	1



List of Tools required to be of specified Make :

Sr. No.	Tools	Make
1	TRANSFORMER OIL TESTING KIT (BDV)	KRINO's / NDL POWER LTD.
2	HAND HELD HYDRAULIC CRIMPING TOOL (25 SQMM to 95 SQMM)	SIGMA / 3D / RAYCHEM / JAINSON / DOWELL
3	INSULATION RESISTANCE TESTER (MEGGER HV — 2.5/5KV)	FLUKE / MEGGER / MOTWANI / RISHABH / WACCO
4	INSULATION RESISTANCE TESTER (MEGGER LV — SOOV)	FLUKE / MEGGER / MOTWANI / RISHABH / WACCO
5	HAND DRILL Machine	BOSCH
6	HYDRAULIC CRIMPING MACHINE — (150, 300 & 630) SQMM	SIGMA / 3D / RAYCHEM / JAINSON / DOWELL
7	CLIP ON METER	MECO / MOTWANI / RISHABH
8	LINE TESTER (LT)	TAPARIA / STANLEY

All the testing instruments Calibration Test Certificate has to be submitted as and when required.

NOTE: Any other Tools & Tackles required to carry out the work shall be available with the Contractor and the same shall be provided. The required T & P of duly ISI marked and as per specified make of specifically mentioned tools

List of Instruments with calibration certificate to be submitted and the same shall be re-calibrated at notified interval

Vendor has to submit duly filled format (enclosed as Annexure –A) for below mentioned instruments

<b>Sr. No.</b>	<b>List of Instruments</b>
1	MEGGER
2	Hi-POT TEST (PC-SET)
3	CHAINPULLY BLOCK
4	TREE PRUNER
5	WELDING SET
6	EARTH TESTER
7	HOT AIR BLOWER
8	MULTIMETER
9	CRIMPING TOOL
10	TRANSFORMER OIL TESTING KIT (BDV)
11	HAND HELD HYDRAULIC CRIMPING TOOL (25 SQMM to 95 SQMM)
12	INSULATION RESISTANCE TESTER (MEGGER HV — 2.5/5KV)
13	INSULATION RESISTANCE TESTER (MEGGER LV — 500V)
14	HAND DRILL MACHINE
15	HYDRAULIC CRIMPING MACHINE — (150, 300 & 630) SQMM
16	CLIP ON METER
17	LINE TESTER (LT)

Vendor has to submit duly filled Check Sheets (enclosed as Annexure –B) for below mentioned instruments

<b>Sr. No.</b>	<b>List of Instruments</b>
1	Safety Belt / Safety Harness
2	Safety Gloves
3	Safety Helmet
4	Safety Shoes
5	Safety Goggles

## Annexure A

Tender Enquiry No.
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-

### Testing/Measuring Instrument

<b>Name of Vendor</b>	
-----------------------	--

Sr. No.	Description of Instruments	Instrument Make	Serial No. Of Instrument	Quantity	Year of Manufacturing	Calibrated (Y/N)	Calibration Validity Date	Working Status
1								
2								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

## Annexure-B

### 1. Checksheet: Safety Belt / Safety Harness

<b>Department :</b>				<b>Location :</b>													
<b>Inspected by :</b>				<b>Division Head :</b>													
Sl. No.	Safety Belt (SB) / Safety Harness (SH) Details			Inspection Records (OK /Not OK)												Remarks	
	Type SB /SH	Make & Model	Serial No / Colour Code	No Bend	No Damage /Cut	Loose Fibers / stitching	Proper Locking	Proper Fitment	Proper Locking	No Wear and Tear	Proper Roller Function/ Adjuster	Proper Fitment	Proper Locking	No Wear and Tear	Proper Roller Function/ Adjuster		

### 2. Checksheet: Safety Gloves

<b>Department :</b>				<b>Location :</b>				
<b>Inspected by :</b>				<b>Division Head</b>				
Sl. No.	Safety Gloves Details			Inspection Records (OK /Not OK)				Remarks
	Make	Model	Serial No	Discolouration	No Cut / Pin Holes	No Damage / Cuts	No Air Leakage	

### 3. Checksheet : Safety Helmet

<b>Department</b>				<b>Location :</b>				
<b>Inspected by</b>				<b>Division Head</b>				
<b>Sl. No.</b>	<b>Safety Helmet Details</b>			<b>Inspection Records (OK /Not OK)</b>				
	<b>Make</b>	<b>Model</b>	<b>Serial No</b>	<b>No Damage / Cracks</b>	<b>Proper Fitment</b>	<b>Locking</b>	<b>Colour</b>	<b>Remarks</b>

**4. Checksheet : Safety Shoes**

<b>Department :</b>				<b>Location :</b>				
<b>Inspected by :</b>				<b>Division Head</b>				
<b>Sl. No.</b>	<b>Safety Shoes Details</b>			<b>Inspection Records (OK /Not OK)</b>				
	<b>Make</b>	<b>Model</b>	<b>Serial No</b>	<b>No Damage / Cracks</b>	<b>No Cut</b>	<b>Broken Buckles / Laces</b>	<b>No Holes</b>	<b>Remarks</b>

**5. Checksheet : Safety Goggles**

<b>Department</b> :					<b>Location :</b>			
<b>Inspected by</b> :					<b>Division Head</b>			
<b>Sl. No.</b>	<b>Safety Goggles Details</b>			<b>Inspection Records (OK /Not OK)</b>				
	<b>Make</b>	<b>Model</b>	<b>Serial No</b>	<b>No Damage</b>	<b>Proper Fittment</b>	<b>No Bend</b>	<b>No Crack</b>	<b>Remarks</b>

## SECTION VIII

### PRESENT ASSET, CONSUMER & COMPLAINT DETAILS

#### Details of Assets in BRPL

##### DETAILS OF FEEDERS, POLES

S.no.	Circle	Division	No. of sub divisions	Total no. of 11 KV feeders	Total Consumers
1	WEST	DWK	4	96	149370
2		JFP	6	28	46647
3		JKP	5	100	155024
4		MDK	3	37	86522
5		MNG	3	38	105540
6		NGL	4	77	152386
7		NJF	7	57	155030
8		PJB	3	51	91977
9		PLM	4	92	208118
10		TGN	3	76	156607
11		UMN	3	29	92469
12		VKP	3	55	116249
13	SOUTH	ALN	4	89	120075
14		HKS	4	83	76185
15		KPR	4	69	205414
16		NFC	3	72	113359
17		NHP	4	79	68742
18		NZD	5	91	105372
19		RKP	3	70	68482
20		SKT	6	142	196239
21		SVR	3	61	138825
22		VKJ	6	119	131825



• **DETAILS OF SUB-STATIONS**

DIVISION	HTC	HVDS	INDOOR	KIOSK	PACKAGE	PLINTH MOUNTED	POLE MOUNTED	Grand Total
ALN	82		88	12	21	102	41	346
HKS	109		83	12	35	59	6	304
KHP	5	101	200		3	33	54	396
NFC	84	9	71		26	80	59	329
NHP	108		100	10	30	85	21	354
NZD	92		47	26	40	91	35	331
RKP	73		84	2	28	51	31	269
SKT	85	26	85	9	15	440	639	1299
SVR	86	48	71		13	136	128	482
VKJ	116	2	135	1	3	339	347	943
DWK	224	30	348			107	201	910
JFP	17	23	4	2		107	700	853
JKP	82	3	132	68		110	19	414
MGN	1	52	10	1	2	58	57	181
MDK	35	17	53			187	425	717
NJF	22	9	28	4	2	186	972	1223
NGL	83	14	97			121	191	506
PJB	44		93	25		67	38	267
PLM	94	19	198	4	9	106	131	561
TGN	25	1	39	44	4	100	48	261
UMN	1	6	31	7		34	5	84
VKP	18	26	103	4		67	107	325
<b>Grand Total</b>	<b>1486</b>	<b>386</b>	<b>2100</b>	<b>231</b>	<b>231</b>	<b>2666</b>	<b>4255</b>	<b>11355</b>

• **DETAILS OF DISTRIBUTION TRANSFORMER**

Division	DRY TYPE										OIL TYPE									TOTAL	
	1.5 MV A	1000 KVA	1600 KVA	2000 KVA	25 KV A	250 KV A	400 KV A	50 KV A	630 KV A	990 KV A	100 KVA	16 KV A	25 KV A	300 KV A	400 KVA	500 KV A	63 KV A	630 KVA	750 KV A		990 KVA
ALAKNANDA	2	25	3			2		8		6	1			26			113		205	391	
DWARKA		18	8		3	8	9	24	20	1	50	2	9		232	6	1	406	2	24	823
EHV SOUTH		2					1				33				17			1		2	56
EHV WEST											10				26						36
HAUZKHAS		26	2						6	2	4				41			71		172	324
JAFFARPUR					66	3					166	21	104		67		3	43		1	474
JANAK PURI	1	93	12			2	4		41		1				35			137		162	488
KHANPUR	1	16	3		1		1	5	2	5	35	1	18		27	1		76	1	80	273
MOHAN GARDEN		13	4		1						9		4		17			34		29	111
MUNDKA		12			8	3			1		153	7	14		131	1		118		41	489
NAJAFGAR D		9			49	6		4			198	17	149		180		5	116		36	769
NANGLOI		31	7			1			21	3	11	4	10		82			132		97	399
NEHRU PLACE		48	2				4		21	1	3				17			79		210	385
NEW FRIENDS COLONY		22		2		1		1		1	13				73			98	1	116	328
NIZAMUDE IN		15	6			1			7	5	11		1		44	2		104		184	380
PALAM	1	39	21		1	6	6	4	21	1	30		4		123	3		185		79	524
PUNJABI BAG		38	1				1		6	2	3				50			114		97	312
R K PURAM		22	1			3			30		11		1		33	1		65		94	261
SAKAT	2	36	12		6	25	6		14	3	366	2	26	1	236			201		145	1081
SARITA VIHAR		11	1		8		1	6		1	43		5		69			135		54	334
TAGOR GARDEN	3	42	11						2	3	9				44			85		121	320
UTTAM NAGAR	4	8	16			2					1				7			28		49	118
VASANT KUNJ		30	9		5	10			3		151		8		202	1		251		85	755
VIKAS PURI		20			3		25	4	37		9	2	7		38			108		57	310
<b>TOTAL</b>	<b>14</b>	<b>576</b>	<b>119</b>	<b>2</b>	<b>151</b>	<b>71</b>	<b>60</b>	<b>48</b>	<b>240</b>	<b>31</b>	<b>1326</b>	<b>57</b>	<b>360</b>	<b>1</b>	<b>1817</b>	<b>15</b>	<b>9</b>	<b>2700</b>	<b>4</b>	<b>2140</b>	<b>9741</b>

• **DETAILS OF RMU PANEL/SWITCHGEAR**

Division	INDOOR	OUTDOOR	Grand Total
ALAKNANDA	243	223	466
DWARKA	521	325	846
HAUSKHAS	223	162	385
JAFFARPUR	15	151	166
JANAK PURI	312	212	524
KHANPUR	106	220	326
MOHAN GARDEN	15	141	156
MUNDKA	62	282	344
NAJAFGARD	79	366	445
NANGLOI	204	235	439
NEHRU PLACE	263	180	443
NEW FREINDS COLONY	194	220	414
NIZZAMUDIN	190	215	405
PALAM	349	245	594
PUNJABI BAG	242	113	355
R K PURAM	170	81	251
SAKET	253	512	765
SARITA VIHAR	165	225	390
TAGOR GARDEN	154	175	329
UTTAM NAGAR	59	79	138
VASANT KUNJ	241	379	620
VIKAS PURI	163	154	317
Grand Total	4223	4895	9118

## SECTION IX

### ESTIMATED DETAILS OF RESOURCES

#### PART A– ESTIMATED DIVISION AMC RESOURCES

Div	L/M	ALM	FITTER	S/V	Total	Tempo For 12 Hrs	Tempo For 24 HRs	Tractor For 12 Hrs	Vehicle (Maruti VAN) For 12 Hrs	eRickshaw for 24 hours	Total Vehicles
ALN	50	55	4	4	113	1	0	0	2		3
HKS	47	47	4	4	102	1	0	0	2		3
KPR	63	67	8	4	142	1	1	0	1		3
NHP	42	47	4	4	97	1	0	0	1		2
NZD	62	65	4	5	136	1	0	0	3		4
RKP	40	42	4	3	89	0	0	0	2		2
SKT	102	107	9	7	225	0	2	0	2	1	5
SVR	57	63	5	4	129	0	1	0	1	1	3
NFC	41	39	4	3	87	0	1	0	1		2
VKJ	71	75	8	6	160	0	2	0	2		4
DWK	56	57	4	4	121	0	1	0	2		3
JFP	57	58	4	6	125	0	1	1	3		5
JKP	54	58	4	5	121	1	0	0	3		4
MDK	38	44	4	4	90	0	1	0	0		1
NGL	59	60	4	4	127	0	1	0	2		3
NJF	85	86	8	7	186	0	2	3	3		8
PJB	34	40	4	3	81	1	0	0	1		2
PLM	65	60	8	4	137	0	1	0	2		3
TGN	40	39	4	3	86	0	1	0	1		2
MGN	40	38	4	3	85		1		1		2
UTN	36	39	5	3	83		1		2		3
VKP	42	41	3	3	89	0	1		1		2
<b>Total</b>	<b>1181</b>	<b>1227</b>	<b>110</b>	<b>93</b>	<b>2611</b>	<b>7</b>	<b>18</b>	<b>4</b>	<b>38</b>	<b>2</b>	<b>69</b>

## PART B- RECOVERY LINEMAN DETAILS

<b>Div</b>	<b>Recovery LM</b>
ALN	2
HKS	1
KPR	4
NHP	1
NZD	2
RKP	1
SKT	4
SVR	3
NFC	2
VKJ	3
DWK	1
JFP	1
JKP	1
MDK	2
NGL	2
NJF	3
PJB	2
PLM	1
TGN	8
MGN	1
UTN	1
VKP	1
<b>Total</b>	<b>47</b>

**SECTION X  
PRICE FORMAT:**

**(A)- DIVISION AMC**

S.N	DIVISION	Monthly AMC Cost in Rs. for resources as per Section IX Part A ( I/ C of all taxes Except GST)	Lumpsum Amount in Rs. to provide T & P as per Section-VII and PPE for a period of 12 months. (I/ C of all taxes except GST)
1	ALAKNANDA		
2	HAUZKHAS		
3	KHANPUR		
4	NEHRU PLACE		
5	NIZAMUDDIN		
6	RK PURAM		
7	SAKET (2 sets of T&P at Division level to be quoted )		
8	SARITAVIHAR		
9	NEW FRIENDS COLONY		
10	VASANTKUNJ (2 sets of T&P at Division level to be quoted )		
11	DWARKA		
12	JAFFARPUR (2 sets of T&P at Division level to be quoted )		
13	JANAK PURI		
14	MUNDKA		
15	NANGLOI		
16	NAJAFGARH (2 sets of T&P at Division level to be quoted )		
17	PUNJABI BAGH		

S.N	DIVISION	Monthly AMC Cost in Rs. for resources as per section IX (I/ C of all taxes Except GST)	Lumpsum Amount in Rs. to provide T & P as per Section-VII and PPE during the contract period (24 months) (I/ C of all taxes except GST)
18	PALAM		
19	TAGORE GARDEN		
20	MOHAN GARDEN		
21	UTTAM NAGAR		
22	VIKASPURI		

**GST shall be paid extra at actual on above rates**

**(B)- Providing linemen for recovery work across all divisions of BRPL:**

S.no	Description	Category	Unit	Per month rate for providing linemen for recovery work (Section IX Part B) (in Rs.) (I/ C of all taxes Except GST)
1	Recovery Lineman	Skilled	Per person Per month	

**GST shall be paid extra at actual on above rates**

**(C) Rates for Vehicles:**

**Vendor is required to quote unit rates for providing following vehicles including driver and other expenses:**

S.No.	Description of Vehicle	Unit	Unit Rate in Rs per month (i/c Driver and all other expenses)
1	E rickshaw 24 hours	Per month	
2	Electric Van (E supro) 12 hours	Per month	

**GST shall be paid extra at actual on above rate**

**Bid Form**

To

Head of Department  
Contracts & Material Deptt.  
BSES Rajdhani Power Ltd  
I Floor, "C" Block, BSES Bhawan  
Nehru Place, New Delhi-110019  
Sir,

- 1 We understand that BRPL is desirous of carrying out ..... in it's licensed distribution network area in Delhi
- 2 Having examined the Bidding Documents for the above named works, we the undersigned, offer to provide our services in full conformity with the Terms and Conditions and technical specifications of the contract .
- 3 If our Bid is accepted, we under take to provide our services as per completion schedule mentioned in the tender document from the date of award of work order/letter of intent.
- 4 If our Bid is accepted, we will furnish a performance bank guarantee as mentioned in the RFQ for due performance of the Contract in accordance with the Terms and Conditions.
- 5 We agree to abide by this Bid for a period of 180 days from the due date of bid submission and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 6 Unless and until Letter of Intent is issued, this Bid, together with your written acceptance there of, shall constitute a binding contract between us.
- 7 We understand that you are not bound to accept the lowest, or any bid you may receive.
- 8 There is provision for Resolution of Disputes under this Contract, in accordance with the Laws and Jurisdiction of Contract.

Dated this.....day of..... 2021

Signature..... In the capacity of .....

.....duly authorized to sign for and on behalf of

(IN BLOCK CAPITALS) .....



## **PERFORMA OF CONTRACT PERFORMANCE BANK GUARANTEE**

(TO BE ISSUED ON RS 100/- STAMP PAPER)

Bank Guarantee No:

Place:

Date:

To

BSES Rajdhani Power Limited

Whereas BSES RAJDHANI POWER LTD (hereinafter referred to as the "Purchaser", which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) has awarded to M/s. \_\_\_\_\_ with its Registered/ Head Office at \_\_\_\_\_

(hereinafter referred to as the "Supplier" which expression shall unless repugnant to the context or meaning thereof, include its successors administrators, executors and assigns), a contract no. \_\_\_\_\_ dated (the Contract); \_\_\_\_\_ And whereas the value of the Contract is Rs. \_\_\_\_\_ ( The Contract Value).

And whereas it is a condition of the Contract that the Supplier shall provide a Performance Bank Guarantee for the due and faithful performance of the entire Contract for a sum equivalent to \_ % of the Contract Value to the Purchaser on or before

And whereas the Bank under instructions from the Supplier has agreed to guarantee the due performance of the Contract.

Now it is agreed as follows:

1. We \_\_\_\_\_ (Name of the Bank) having its Head Office at

(hereinafter referred to as the Bank, which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) shall indemnify and keep indemnified the Purchaser for, and guarantee and undertake to pay to the Purchaser immediately on written demand, a sum equivalent to \_\_\_\_\_ % of the Contract Value

as aforesaid at any time upto \_\_\_\_\_ (day/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to the Supplier, against all losses, damages, costs and expenses that may be caused to or suffered by the Purchaser by reason of any default on the part of the Supplier in performing and observing any and all the terms and conditions of the Contract or breach on the part of the Supplier of terms or conditions of the Contract.

2. The demand shall consist only of an original letter issued by Purchaser stating that the Supplier has failed to fulfill its obligations under the Contract. Such demand made by the Purchaser on the Bank shall be conclusive and binding notwithstanding any difference or dispute between the Purchaser and the Supplier or any difference or dispute pending before any Court, Tribunal, Arbitrator or any other authority.

3. The Bank undertakes not to revoke this guarantee during its currency without previous written consent of the Purchaser and further agrees that the guarantee herein contained shall continue to be enforceable during the period that would be taken for satisfactory performance and fulfillment in all respects of the Contract or in the event of any dispute between the Purchaser and Supplier until the dispute is settled (provided that the claim/ demand under this guarantee is lodged /referred during the currency of this guarantee) or till the Purchaser discharges this guarantee whichever is earlier.

4. The Purchaser shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the Contract by the Supplier. The Purchaser shall have the fullest liberty, without affecting the liability of the Bank under this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Supplier, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract. or any other course or remedy or security available to the Purchaser. The Bank shall not be released of its obligations under these presents by any exercise by the Purchaser of its liberty with reference: to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the

Purchaser or any other indulgence shown by the Purchaser or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

5. The Bank agrees that the Purchaser and its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Supplier and notwithstanding any security or other guarantee that the Purchaser may have in relation to the Supplier's liabilities.

6. Notwithstanding anything contained hereinabove the liability of the Bank under this guarantee is restricted to a sum equivalent to % of the Contract Value ie. Rs.(Rupees) and it shall remain in force upto and including .Unless a demand to enforce a claim under this guarantee is made against the Bank within 3 months from the the above date of expiry i.e. up to all the rights of the Purchaser under the said guarantee shall be forfeited and the Bank shall be released and discharged from all liabilities thereafter.

7. This Performance Bank Guarantee shall be governed by the laws of India.

Dated this Witness

day of 2021 at

1. For Bank

2. Signature Name

Power of Attorney No:

Banker's Seal

**FORMAT FOR EMD BANK GUARANTEE**

*(To be issued in a Non Judicial Stamp Paper of Rs.50/-purchased in the name of the bank)*

Whereas [*name of the Bidder*] (herein after called the "Bidder") has submitted its bid dated[*date of submission of bid*] for the supply of [*name and/or description of the goods*] (here after called the "Bid").

KNOW ALL PEOPLE by these presents that WE [name of bank] at [*Branch Name and address*],having our registered office at[*address of the registered office of the bank*](herein after called the "Bank"),are bound unto BSES Rajdhani Power Ltd., with it's Corporate Office at BSES Bhawan, Nehru Place, New Delhi-110019 ,(herein after called —the "Purchaser")in the sum of Rs..... (Rupees..... only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this\_\_\_\_\_ day of\_\_\_\_\_ 2021\_\_\_\_\_.

THE CONDITIONS of this obligation are:

- 1 If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form ; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form ,if required; or
  - (b) fails or refuses to furnish the performance security, In accordance with the Instructions to Bidders/ Terms and Conditions;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that is its demand the purchaser will note that amount claimed by it is due to it, owing to the occurrence of one or both of the two condition(s), specifying the occurred condition or condition(s).

This guarantee will remain valid for 6(six) months after last date of receipt of tenders, and any demand in respect thereof should reach the Bank not later than the above date.

(Stamp & signature of the bank)

**Signature of the witness**

**Communication Details**

**Bidder should furnish the below details for future communication:-**

<b>GENERAL INFORMATION</b>	
NAME OF COMPANY	
POSTAL ADDRESS	

<b>FOR TECHNICAL QUERY:</b>		
CONTACT PERSON & DESIGNATION	NAME	DESIGNATION
E-MAIL	MOBILE NO	TELEPHONE NO

<b>FOR COMMERCIAL QUERY:</b>		
CONTACT PERSON & DESIGNATION	NAME	DESIGNATION
E-MAIL	MOBILE NO	TELEPHONE NO

## **TERMS & CONDITIONS FOR REVERSE AUCTION**

In a bid to make our entire procurement process more fair and transparent, BRPL 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 techno Commercially qualified based on the tender requirements shall be eligible to participate in the reverse auction event.

Reverse auction shall be governed by following terms and conditions:

- 1) BRPL shall provide the user id and password to the authorized representative of the bidder. (Duly signed Authorization Letter in lieu of the same shall be submitted along with the bid).
- 2) BRPL will make every effort to make the bid process transparent. However, the award decision by BRPL would be final and binding on the bidder.
- 3) The bidder agrees to non-disclosure of trade information regarding the purchase, identity of BRPL, 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) 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 BRPL.
- 6) 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 BRPL.
- 7) The bidder shall be prepared with competitive price quotes on the day of the bidding event.
- 8) 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 BRPL site/ store
- 9) The prices submitted by a bidder during the auction event shall be binding on the bidder.
- 10) No requests for time extension of the auction event shall be considered by BRPL.
- 11) The discount received after the RA and final negotiation, w.r.t. the initial financial bid shall be applied on all the items on a pro rata basis.
- 12) In case RA is not conducted /concluded for any reasons, a "final no regret" financial bid in a sealed envelope will be called for from all qualified bidders.