



**NORTHERN POWER DISTRIBUTION COMPANY OF T.S. LIMITED
OPERATION CIRCLE : ADILABAD.**

TENDER NOTICE NO. 03/2015-16

TENDER SPECIFICATION No. : SE/OP/_____ / 2015-16

1) **Name of the Work** : Carrying out the work of complete Manning & maintenance including watch & ward of 33/11 K.V. Sub- stations round the clock in three Shifts on monthly contract basis as per the terms & conditions stipulated in the specification for a period of Two year (2016-2018)

2) Approximate value of work (03 Nos. SS specification) : Rs.00.593 Cr.
(04 Nos. SS specification) : Rs.00.791 Cr.
(05 Nos. SS specification) : Rs.00.988 Cr.
(06 Nos. SS specification) : Rs.01.186 Cr.
(07 Nos. SS specification) : Rs.01.384 Cr.
(08 Nos. SS specification) : Rs.01.581 Cr.
(09 Nos. SS specification) : Rs.01.779 Cr.
(10 Nos. SS specification) : Rs.01.977 Cr.

3) **Bid Security** : 2% on 1 year contract value :
(03 Nos. SS specification) : Rs.00.593 Lakhs
(04 Nos. SS specification) : Rs.00.791 Lakhs
(05 Nos. SS specification) : Rs.00.988 Lakhs
(06 Nos. SS specification) : Rs.01.186 Lakhs
(07 Nos. SS specification) : Rs.01.384 Lakhs
(08 Nos. SS specification) : Rs.01.581 Lakhs
(09 Nos. SS specification) : Rs.01.779 Lakhs
(10 Nos. SS specification) : Rs.01.977 Lakhs

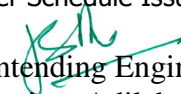
4) Period of contract : From 01.04.2016 to 31.03.2018
(2 years)

5) **Tender Schedule Issued to** : _____
(Contractor name and Address
And contact Cell Phone numbers) _____

6) Vendor No. _____

7) i) Date for issue of the Tenders schedules : **28.01.2016 to 08.02.2015 (17.00Hrs)**
ii) Receipt of Tenders schedules : **09.02.2016 (13.00Hrs.)**
iii) Date and time of opening of tenders : **09.02.2016 at 15.00Hrs**

8) SC Reserved : Specn. Nos. 09 & 10/15-16.
9) ST Reserved : Specn. Nos. 11/15-16 & 12/15-16
10) Cost of tender Specification : Rs. 1,145/- (including 14.5% VAT)
11) Vide D.D. No. :

Tender Schedule Issued by

Superintending Engineer,
Operation, Adilabad.

FOR OFFICE USE ONLY

1) EMD (BS)Particulars :
2) No of Attested Corrections :
3) No of Unattested Corrections :
4)Tender Opened By :

This Tender Schedule contains () nos. of Pages (Including the Cover Page)

**NORTHERN POWER DISTRIBUTION COMPANY OF T.S. LIMITED
SUMMARY SHEET**

TENDER Notice No:SE/OP/ADB/03/2015-16.

1.	Name of the work	Carrying out the work of complete Manning & maintenance including watch & ward of 33/11 K.V. Sub- stations round the clock in three Shifts on monthly contract basis as per the terms & conditions stipulated in the specification for a period of Two year (2016-2018) (Please refer ANNEXURE-I)
2.	Officer to whom the Tenders shall be submitted	Superintending Engineer/ Operation/NPDCL/Adilabad.
3.	Superscription on the Tender Cover	<p>i) Specification No: ____/2015-16 of SE/Opn/Adilabad</p> <p>ii) Name of Work :- Carrying out Manning & Maintenance including watch & ward of Sub-stations on Contract basis in Operation Circle, Adilabad for a period of one year</p> <p>iii) Details of Bid Security: D.D. No. _____ Date ____ and Amount _____. If Tenderer is having Bid Security exemption, details to be furnished under which reference it has been exempted</p> <p>iv) Valid 'A' Grade Electrical License No. from C.E.I to Govt. of T.S. with validity.</p> <p>v) Contractor's Reg. No. with TSNPDCL with validity up to _____ approved in Lr. No. _____</p> <p>vi) EPF code number :</p> <p>vii) Registration Number with TS VAT & Central Board of Excise and Customs for payment of Service Tax Service Tax Regn No:_____</p> <p>viii) Society Registration No. if manpower belongs to Co-operative Society :</p> <p>ix) Tender Opening date and time: 09.02.2015, 15:00 Hrs.</p> <p>x) TSNPDCL payment , Penalty terms & conditions accepted</p> <p>xi) Tender is valid for 120 (One Hundred and Twenty) days from the date of opening.</p> <p>xii) Experience certificate and performance certificate (since 2012 onwards) in the field of Manning & Maintenance of SSs issued by DEs/Opn concerned</p>
4.	Last date of time for receipt of sealed tenders	up to 13.00 Hrs on 09.02.2016
5.	Date & Time of opening of sealed tenders.	At 15.00 .Hrs on 09.02.2016
6.	Place of opening	Superintending Engineer Office, Adilabad
7.	Specification Cost	Rs.1145/- Including 14.5% VAT (Rupees One Thousand One hundred Forty Five Only) to be paid in the form of Demand Draft in favour of Superintending Engineer/Operation/TSNPDCL/ Adilabad (Non-refundable & Tender document Not transferable).
8.	Bid Security or it's exemption orders to be submitted along with tender.	Bid Security is to be paid 2 % on 2 years contract value of the work by way of Demand Draft in favour of Superintending Engineer/ Operation /TSNPDCL/Adilabad. If Tenderer is having BS exemption, Xerox copy of exemption orders should be enclosed
9.	Security Deposit to be paid at the Time of entering into Agreement.	The security deposit should be 5 % for SC/ST on value of the contract value and 7.5% for others. Or Bank Guarantee.

Contractor/Tenderer
(with seal)


Superintending Engineer,
Operation Circle: Adilabad.

Details of Tender Notice – General Terms & Conditions

1) **Name of the work:-** Carrying out the work of complete Manning & maintenance, including Watch & ward round the clock in three shifts of 33/11K.V. Sub- stations on monthly Contract basis for the period from **01.04.2016 to 31.03.2018**- in Operation Circle, Adilabad as per Schedule(A), Terms & Conditions laid down in the Specification for guaranteed performance.

2) **Eligibility:-** For carrying out the above work, sealed tenders are invited from registered contractors / Agencies / Co-operative societies who are having valid 'A' grade Electrical License (not less than 33KV) issued by CEIG of T.S. / Hyderabad, valid enrolment in the Corporate Office of NPDCL. for the said work, EPF No. , Service Tax Registration No. & Labour License from Deputy Commissioner of Labour or Asst. Commissioner of Labour with validity. If manpower Co-operative societies registered under co-operative society act are also eligible if their bylaws covers the purpose of Manning & Maintenance Electrical Installations such as 33/11 KV SSs etc.

Those who were kept under black list in any Power Generation, Transmission and Distribution Companies are not eligible for participating in Tenders. The Contractors whose contracts had been terminated earlier in view of nonpayment of wages, EPF , Insurance etc., to the labour engaged and who have not continued for the entire period of contract and also whose performance regarding the previous works (all types) was certified as not satisfactory by competent authority either for not following standards or non-fulfillment of Terms & Conditions are also not eligible for participating in Tenders. The tenderer having a turn over of Rs.5.00 lakhs for each sub-station as per Form-16A is only eligible to participate in the tender.

3) **Cost of Tender Schedule:**The cost of Tender Schedule is **Rs. 1,145/-** (Rs.1000/ + VAT Rs.145/-) which contained 30 Nos. pages and it is commonly prepared for substations with packages which are specified in Annexure-I.

4) **Sale of Tender Schedule:** Tender Schedules will be sold to eligible Contractors/ Agencies/ Co-op societies, on their request if they furnish Xerox copies of following documents with their written representation along with cost of Tender schedule.

- a) valid 'A' grade Electrical License (not less than 33KV) issued by CEIG of T.S.// Hyderabad,
- b) valid enrolment in the Corporate Office of NPDCL for the said work with his/her SAP vendor number
- c) EPF No. ,
- d) Service Tax Registration No.
- e) Documental proof, if tenderer belongs Co-operative societies registered under co-operative society act with a copy of resolution from the members of the society, stating that he/she has been authorized to participate in bid and also responsible for the statutory liabilities during the execution of the work.
- f) Copy of Form-16A as a proof of turn over of Rs.5.00 lakhs for each sub-station.

Requisitions for Tender Schedules can't be accepted, if they are not having the above said documents:

Tender Schedules will only be issued to Contractors/ Agencies/ Co-op societies, if they fulfill the eligibility criteria. The Contractors/ Agencies/ Co-op societies who desire to participate in Tender, shall obtain Tender Schedule with a requisition either by himself / herself or their authorized representatives during the office hrs. of working days upto **17:00 hrs 09.02.2016**. The cost of the Tender Schedule shall be accepted only in the shape of crossed D.D., drawn in favour of Superintending Engineer/Operation/TSNPDCL/Adilabad payable in any scheduled bank, existing at Adilabad. Bank DD should be drawn for exact cost of Tender Schedule, if it is drawn excess or less cost that will not be accepted. The cost of Tender Schedule will not be refunded under any circumstances. Contractor should mention in his/her letter for which LOT of substations he /she wants to tender. The Tender document to whom and for which LOT of substations is issued, will not be allowed to transfer to another lot of substations or to another contractor/ agency. If any Contractor shall offer his/her bid on Xerox schedules that will be summarily rejected. Tenderers are allowed to bid for any LOT of substations, but only one LOT of substations under one specification will be awarded. Tender Specifications (Packages of SSs) reserved for ST & SC community contractors including ST/SC groups registered under Co-operative society Act. will be issued to only those particular categories. (in case of partnership firms partners with other than SC & ST partner will not be treated as SC/ST firm)

Contractor/Tenderer
(with seal)


Superintending Engineer,
Operation Circle: Adilabad.

5. FILLING OF TENDER DOCUMENT:

The Tender document is prepared commonly for all specifications (Substation packages), leaving blanks, which are to be filled properly with the information / matter, concerned to the package, for which the Tenderer chooses for offering his/her bid. The Tender document should be filled legibly in one hand writing with blue / black colour of ink, if any corrections are made in anywhere of the document they should be attested by the Tenderer at that places. The Tenderer should made his/ her signature with seal, indicated in the places where the signature is required.

6) RATES: - The Tender schedule contains the following items

I) a) Arranging shift duties on 8-00 hours per shift round the clock for carrying out complete operation and maintenance at 33/11KV Substation on shift duty(8-00 hours) basis with ITI Electrician on each shift (Skilled Person) and arranging reliever for 3 shifts per week per substation.

b) The reliever operator will have to attend other works during general duties as asked by section officer.

II) Arranging watch and ward, watering the earth pits providing of drinking water, sweeping in the control room & weeding out the plats, bushes etc, in switch yard with 1 no. un skilled person per each substation

III) Administrative Charges (with in @ 5.1% to15% on total of minimum wages will only be allowed).

IV) E.P.F at 13.36% (inclusive of E.P.F Administrative charges at 0.86%) on Rs. 15000/- or on monthly wage whichever is less for each person, to be permitted alongwith the 12% contribution from the Employee to the EPF department regularly. 13.36% only will be reimbursed subsequently on production of the original voucher / challan

V) Insurance @ 4.75% : If the work contract area covered under the ESI Act1948,the contractor shall make contribution under the ESI Act @ 4.75% on total of (basic wages + Dearness allowance) and recover employee contribution @ 1.75 % from the contract labour and provide copy of the payments made to the ESI authorities.

If the work contract area is not covered under ESI Act 1948, the contractor has to provide Group Insurance coverage and Medi claim insurance in respect of all the persons engaged by the contractor for providing benefits including benefits covered under workmen compensation act 1923 and medi claim insurance. Re-imbursement in such cases, insurance premium shall be restricted to 4.75 % of ESI that would have been payable.

In case of no coverage of ESI, recovery @ 1.75% should not be recovered from the wages of the contract labour by the contractor.

On payment of ESI contribution if applicable, the contractor should furnish ESI cards to the deployed labour.

VI) Service Tax @14.50%: Service Tax on reverse charge method will be applicable w.e.f. 15.11.2015 as per the Govt. of India, Ministry of Finance (Department of Revenue) Notification No. 22/2015-ST, Dated: November 6, 2015.

Every contractor must have the Service tax registration with Central Board of Excise and Customs.

Further to the above, the successful tenderer shall submit the undertaking stating that dues, penalties etc., pertaining to the all statutory taxes during the contract period or later, and levy of new taxes in future etc., if any, will be Borne by the tenderer only.

- a) The NPDCL of T.S. will not however pay any extra charges for any other reasons, in case the Tenderer is found later on to have misjudged the work/materials to execute the work. The rates quoted by the tenderers shall be firm for complete period of work.

Whenever it is found that the Tenderer has received any excess payment by mistake or if any amounts are due to TSNPDCL due to any reason, and when it is not possible to recover such amounts, TSNPDCL reserves the right to collect the same from any other amounts and Bank guarantee given by the Tenderer.

Any violation by the successful Tenderer in the payment of minimum wages as per the Act is brought to the notice of the officers of TSNPDCL would be referred to the Labour Department for taking legal action against the Tenderer and without prejudice to the right of TSNPDCL to terminate the contract in such cases

VII) Penalty :- Penalty towards absent of operator per shift / watchman for manday for an amount of minimum Rs.500/- and maximum Rs.2,000/- The tenderer has to quote penalty within the range between Rs.500/- to Rs.2,000/-. The contractor is entitled to recover the penalty paid from the salary of absent Operator/Watchman.

Contractor/Tenderer
(with seal)


Superintending Engineer,
Operation Circle: Adilabad.

VIII) Variable Dearness Allowance (V.D.A): The Commissioner of labour, Govt. of T.S. issued orders to pay Variable Dearness Allowance vide circular no. S/7846/2012, dy.15.11.2012 to the labour, categorized under highly skilled, skilled, and un-skilled as indicated below. The orders were adopted by TSTRANSCO vide it's T.O.O (Addl. Secy-Per) MSNo. 323, dt.24.1.13 w.e.f. 1.10.2012 and later the same were adopted by TSNPDCL vide it's N.O.O. (CGM-HRD) Ms. No. 163, Dt: 22-08-2015

Basic Wage and Revised VDA Payable to the contract labour from 01.04.2015 (All the VDA arrears shall be released along with the wages of the succeeding months)					
Sl. No.	Name of the Category (Technical)	Basic Wage(Rs.)	Cost of Living Allowance to be paid per each point of increase (in Rs.)	VDA for 322 points (1169-847)	Total wage (Basic wage + VDA) (III+V)
(I)	(II)	(III)	(IV)	(V)	(VII)
1	Skilled	8,079/-	9.50	3059.00	11,138.00
2	Un-Skilled	5,579/-	6.55	2,109.10	7,688.10

The Substation operators who are having ITI Electrician trade certificate are coming under skilled category and watchman having ability to read and write; under unskilled category as such the VDA indicated above for skilled and unskilled category will be paid.

When filling the Schedule 'A' of the Tender document, the Tenderer should be aware of that the item I & II of the above as they attract the minimum wages act. From the above statement the tenderer should know that at present minimum wage for Sub-station operator is Rs.11,138/- and for unskilled watchmen is Rs.7688.10/- Bid offered with less than minimum wages will not be allowed, unless the Tenderer justify how he /she shall pay the minimum wages, abiding minimum wages act. The 3rd item of the above is meant for administrative charges, which shall be allowed between the range of 5.1 % to 10.2 % on total of item no. I & II (i.e., the total wages which are quoted by the Tenderer towards to be engaged man power).


7) TENDERS RECEIVED WITH LESS THAN 5.1% (FIVE POINT ONE PERCENT) AND EXCEEDING 10.2% (TEN POINT TWO PERCENT) TOWARDS ADMINISTRATIVE CHARGES ARE LIABLE FOR REJECTION. TENDERERS WHO DESIRE OF GIVING DETAILS OF SPECIAL ADVANTAGES IF ANY WITH REGARD TO THE RATE QUOTED BY THEM MAY ENCLOSE THE WORKING SHEET.

8) Awarding of Sub-stations:- 152 Nos. 33/11 KV Substations existing , sub-stations proposed for tenders in Operation circle Adilabad. based on the existing sub-stations, 12 Nos. sub-stations reserved for contractors/ agencies belong to Schedule Caste community and 11 Nos. substations Schedule Tribe agencies/ contractors. Tenderers are allowed to bid for any no. of Specifications.

If the lowest rates are equal for more than one Specification which he/she quoted, in such case the Superintending Engineer/ Operation/Adilabad has the right to consider or award any of substations among them at his discretion.

Preference will be given to those contractors who executed works other than Manning and Maintenance of sub-stations, hiring of vehicles efficiently to the satisfaction of Divisional Engineer depending on the quantum of agreements entered during the year 2012-13. Satisfactory certificate issued by concerned Divisional Engineers should be enclosed. List of agreement entered in circle in the year 2012-13 is to be enclosed.

**Contractor/Tenderer
(with seal)**


**Superintending Engineer,
Operation Circle: Adilabad.**

iv) Preference will be given to man power Societies, which are exclusively formed for manning of 33/11KV Substations subject to provide strength of suitable personnel under these societies (In such case the contract works will be awarded in the name of holder of 'A' Grade License, issued by Electrical Inspectorate, Govt. of T.S. In this regard the bidder shall furnish the resolution from the member of the society, stating that he has been authorized to participate in bid and also responsible for the statutory liabilities during the execution of the work. But other requisites such as Bid Security, list of Skilled/Un-skilled manpower, experience, etc shall be furnished in the bid)

9) **If no SC&ST tender participants are noticed short extension of time for tendering will be made and after such attempt also no SC&ST participants are found than such sub-station tenders will be considered for open competition for which tenders will be call again.**

10) The envelope containing Tender must be with the following superscription:

1. Specification No :
2. Name of Work :
3. Details of cost of specn. Paid i.e., DD.No. Date and amount.
4. Details of Bid Security paid i.e., DD.No., Date and amount.
5. EPF code number:
6. Valid 'A' Grade Electrical License No. from CEIG of T.S. with validity up to _____(Date)
7. Contractor's Reg. No. _____with TSNPDCL with validity up to _____(Date) as approved in Letter No. _____
8. Tender opening date and time :
9. TSNPDCL payment , penalty terms & conditions accepted : Yes / NO.
10. Tender is valid for 120(One hundred and twenty) days from the date of opening:
11. Registration number for manpower Co-Operative Society :
12. Service Tax Registration Number :
13. Experience & Performance certificate. Enclosed / not enclosed

The tender without the above details on the envelope will be rejected. Rates should be quoted both in figures and in words. **TENDER DOCUMENT IS NOT TRANSFERABLE.**


The Tender Document duly completed in all respects shall be dropped in the "Tender Box" kept at the office of the Superintending Engineer/Operation/ TSNPDCL/Adilabad, on intimated date & duration of time.

11. BID SECURITY:

Bid Security 2% on 1 year value of work should be submitted in the form of Crossed Demand Draft, which has to draw on any schedule Bank in favor of the, AO/Expenditure/ Circle Office/ TSNPDCL/Adilabad and it should be enclosed to the Tender Document. If the Tender is not accompanied by required worth of Bank DD towards Bid security, it will be summarily rejected. In case of unsuccessful tenders, Bid security will be refunded after finalization of tenders and it will not carry any interest.

Bid security amount in case of successful tenderes will be released after six months after satisfactory completion of agreement period and it will not carry any interest. Tenderers belonging to SC/ST individuals & the Registered Societies belonging to wadderas i.e. SC, ST are exempted from payment of bid security at the time of submission of tender, but they must submit necessary proof of exemption, obtained from NPDCL, subject to a condition that the value of work which is exempted for Bid Security must be within the value of work, under tender. If the value of work, under tender is more than the value of work, exempted for Bid Security, the SC/ST contractor should pay Bid Security for the total amount of work.

**Contractor/Tenderer
(with seal)**


**Superintending Engineer,
Operation Circle:Adilabad.**

The Bid security will be forfeited in the following cases.

- 1) When the successful tenderer does not turn-up to accept the order, after issue of letter of intent/acceptance letter.
- 2) When the successful Tenderers fails to deposit an amount equal to 5% for SC/ST & 7.5% for others on value of the contract value towards security deposit drawn in favour of Superintending Engineer/Operation/Adilabad concerned within the time given for entering into agreement.
- 3) When the tenderer alters his/her prices or withdraws his/her offers during the tender validity period.
- 4) If any of the documents, produced by the contractor are found in valid or fake at any time before or after finalizing of Tenders.

12. DECLARATION OF RELATIONSHIP:

- a) The Tenderer shall declare their relationship, if any, with the officers/Directors of NPDCL along with the bids/tenders. The bids not accompanying the above certificate will be rejected. The declaration must be furnished in the format given in Annexure-III. Any false formation furnished in the declaration/disclosure, if found later the contract is liable for termination as well as recovery of damages.
- b) The Address furnished in the Registration at Corporate Office will be considered for native District.

13. SECURITY DEPOSIT & VALIDITY:-

The successful Tenderers have to deposit an amount equal to 5% for SC/ST and 7.5% for others on value of the contract value towards Security Deposit in the shape of Demand Draft / Bank Guarantee (BG) i.e. total 5%/7.5% of contract value at the time of entering into agreement. The bid security of successful tenderer, if available, will be released after 6 months after satisfactory completion of work entrusted, which will not carry any interest. The security deposit will be forfeited if the tenderer does not fulfill the terms and conditions of the works contract.

14. AGREEMENT :

The successful Tenderer should enter into an Agreement on Non-Judicial stamped paper, worth of Rs.100/- (Rupees One Hundred Only) purchased after issue of awarding of work and the cost of the stamp paper shall be borne by the Contractor.


The written Agreement is to be entered into between the contractor and the NPDCL and shall be the foundation of the rights of both parties and the contract shall not be deemed to be complete until the Agreement has first been signed by the contractor and by then proper officer authorized to enter into contracts on behalf of NPDCL. If successful tenderer fails to attend or sign on the Agreement the NPDCL shall have to right to recover damages in terms of money according to law, apart from forfeiting the Bid Security.

15. PERIOD OF CONTRACT:

a) The period of contract will be 2 (Two) year from 01.04.2016 to 31.03.2018 and If the number of labour will be increased or decreased as per requirement of NPDCL, in such cases proportionately the Labour charges will be added or deducted in the face value of the agreement as per minimum wages act and subsequently administrative (Supervision) charges will be allowed as per the percentage, which the contractor quoted in the Tender Schedule.

b) The TSNPDCL has reserved the right to terminate the Contract without assigning any reasons when the contract is not required in any time during the period of contract agreement and no compensation will be paid for the balance period of contract. TSNPDCL also reserves the right to extend the period of Contract by enhancing the face value of the agreement on prorate basis with the same Terms & Conditions. In such cases it will be intimated to the concerned contractor in course of time. The contract will be liable for termination at any time during the period of contract, if the work is not carried out satisfactorily in accordance with the rules in vogue. In such cases penalty will be levied and it will be recovered from security deposits or from other bills.

**Contractor/Tenderer
(with seal)**


**Superintending Engineer,
Operation Circle: Adilabad.**

16. PAYMENT :


- (a) 100% payment will be generally arranged monthly within reasonable time subject to completion of all statutory obligations. The insurance charges including Medclaim and relevant EPF charges for the labour engaged by the Contractor are to be borne by him / her initially. The Contractor is responsible to pay **25.36%** (By recovering 12% of share from his / her Employee's), to concerned E.P.F Department and also responsible to make group insurance with medclaim to respective insurance company and also responsible to pay service tax to central excise department. The reimbursement of insurance. EPF and Service Tax will be arranged to pay subject to the production of proof of payment, made by contractor before concerned ADE/Opn and the DE/Opn.
- (i) Payment for the work done will be made by Cheque by the Divisional Engineer /Opn/ concerned.
 - (ii) Bank Commission charges for issue of Bank Drafts will be to the account of the Tenderer
 - (iii) All Statutory deductions towards Income Tax. T.S.. works Contracts Tax, etc., will be deducted at source in the monthly bills.
 - (iv) In addition to the payments (EPF, Insurance, ST.) as per statutory obligation **the Contractor is also required to pay labour charges/wages to workers through their on line Bank A/c.s** and submit the proof of the payment (Bank statement) to the concerned Asst. Engineer/Addl.Asst. Engineer/ Opn. Subject to which contract bills for payment will be processed.
 - (v) EPF at 13.36% (inclusive of EPF & Administrative charges at 0.86% on minimum wages and on dearness allowances limited to Rs.15000/- of such wages and D.A) to be remitted along with the contribution from the labour to the EPF Commissioner regularly as may be applicable (the original receipt shall be submitted for passing of the next bill)
 - (vi) The Contractor shall submit form 12 A (Monthly Return) to EPF authorities and copy of the same should be submitted along with work bill of succeeding month failing which the previous month bill will not be processed.
 - (vii) The Contractor shall produce proof of payment of EPF to the individual workers account for processing the monthly bills.
 - (viii) The Contractor shall submit Form 5/10 (Joining / leaving return if any) to EPF authorities and copy of that should be submitted along with work bill of succeeding month failing which the work bill of previous month will not be processed.
 - (ix) The Contractor shall submit Form 3 A & 6 A (Yearly return) to EPF authorities and copy of the same shall be submitted to the department, failing which the Security Deposit paid by the Contractor will not be released.
 - (x) The Contractor should remit the EPF contributions to the concerned authorities on or before 15th of every month otherwise late payment penalty will be recovered from the contractor.
 - (xi) The Contractor should submit "No Due Certificate" obtained from EPF authorities for releasing of Security Deposit on completion of contract period.
 - (xii) The rates quoted shall be FIRM. However in case the rates of minimum wages as per Minimum Wages Act and variable D.A are revised by the competent authority during the period of contract, the difference consequent to such revision will be added to the rate of fixed cost (Labour wages) and reimbursed to the Contractor. No variation allowed for the rate of Supervision charges/Administrative Charges.

17) Income Tax: Income tax will be deducted on the bill amount as per rules which will not be reimbursed.

18) Service Tax: The successful tenderer (Contractor) should have a registration number with Customs and Central Excise Dept for making payment of service tax, which will be calculated on total of labour wages including Administrative Charges & Employer's portion of EPF. The service tax paid by the contractor as per service tax rules w.e.f. 1.7.2012 will be reimbursed.

19) Professional Tax: Professional Tax as applicable is to be deducted on total wages including EPF amounts from the each labour engaged and the contractor has to remit the same to the Commercial Tax Dept concerned and the proof of payment of professional tax is to be enclosed to the monthly bills Further to the above, the successful tenderer shall submit the undertaking stating that dues, penalties etc., pertaining to the all statutory taxes during the contract period or later, and levy of new taxes in future etc., if any, will be borne by the tenderer only.

**Contractor/Tenderer
(with seal)**


**Superintending Engineer,
Operation Circle: Adilabad.**

20) a) Further to the above the successful tenderer shall submit the undertaking stating the dues, penalties etc., pertaining to the all statutory taxes during the contract period or later, and levy of new taxes in future etc., if any will be borne by the tenderer as applicable.

b) The NPDCL of T.S. will not however pay any extra charges for any other reasons; in case the Contractor is found later on to have misjudged the work/materials to execute the work. The rates quoted by the tenderers shall be firm for complete period of work.

c) The Successful tenderer (Contractor) shall assure to make payment of salaries to the contract labours to their individual bank accounts through online system and shall furnish the statement containing online-payment details issued by the bank along with bills.

d) All payments shall be paid by the Tenderer (Contractor) to the Operators/Watchman as per clause (42) of this specification.

e) Whenever it is found that the Contractor has received any excess payment by mistake or if any amounts are due to TSNPDCL due to any reason, and when it is not possible to recover such amounts, TSNPDCL reserves the right to collect the same from any other amounts due to be paid to the Tenderer.

f) Any violation by the successful Tenderer (Contractor) in the payment of minimum wages as per the Act is brought to the notice of the officers of TSNPDCL would be referred to the Labour Department for taking legal action against the Tenderer and without prejudice to the right of TSNPDCL to terminate the contract in such cases.

21. **PENALTY :-** The works of carrying out M&M of substations have to be carried out effectively and efficiently. Any lapse will attract a penalty to an extent of 5% of work at the discretion of concerned Divisional Engineer/ Operation and recoverable in the monthly bills. In case of absent of Operator /Watchman, a minimum amount of Rs. 500/- per Shift for Operator and per Man day for Watchman (or as per the penalty quoted by contractor in tender schedule between Rs. 500/- to Max of Rs.2,000/-) . The contractor is entitled to recovery the penalty paid from the salary of absent Operator/Watchman.

In addition to the above TSNPDCL is authorized to make alternate arrangements at those locations for manning with a substitute.


22. **Statutory Rules, Act & Regulations:** The tenderer shall indemnify NPDCL of T.S. against all claims which may be made under the Workmen's compensation Act or any statutory modification there of or rules there under or otherwise for in respect of any damage or compensation payable in consequence of any accident or injury sustained by any workman engaged in the performance of the business relating to this work contract. In all cases of personal injury to workmen employed by a Contractor on the work for which the Contractor is liable to pay compensation under the Workmen's Compensation Act. The Contractor shall pay the prescribed medical fee to the Medical Officer for issue of 'C' – 'D' forms as prescribed.

23. The tenderer shall indemnify TSNPDCL against all claims which may be made under the minimum Wages Act and child Labour Act or any statutory modification thereof or Rules there under or otherwise for in respect of any damage or compensation arising in consequence of any dispute under these Acts.

24. The tenderer shall indemnify the TSNPDCL against all claims which may be made in respect of any person employed by the Contractor on these works towards insurance charges or claims whatsoever.


25. The form of contract will be lump sum.

Contractor/Tenderer
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26. The rates and prices quoted by the tenderer (Contractor) while submitting the tender shall be firm till the work completed. The quoted rates shall be binding on the tenderer (Contractor) even for the award of part work.
27. **The Tenderer has to enclose to his tender.**
- i) An attested copy of valid “A” Grade Electrical License issued by Electrical Inspectorate:
 - ii) Attested copy of registration certification issued by TSNPDCL
 - iii) An attested copy as a proof for “EPF code number” allotted by concerned EPF authorities of the respective region.
 - iv) Attested copy of Labour License
 - v) Solvency Certificate issued by Bank/Revenue authority or Sales Tax Clearance Certificate for Fresh Contractors.
 - vi) If the Tenderer is a partnership concern, an attested copy of partnership deed and Form “C” Certificate or Certified copy of Form “A’ showing all the names of partners obtained from the Registrar of Firms;
 - vii) Credentials of similar nature of work undertaken previously;
 - viii) Particulars of staff: Technical & Non-Technical;
 - ix) Postal Addresses and telephone numbers. The name & postal address shall exactly match with the name & address as mentioned in the ‘A’ Grade Electrical Certificate.
 - x) An attested copy of Registration with Registrar of Co-operative Societies is applicable for manpower Co-operative Societies.
 - xi) Service Tax Reg. No.
 - xii) Experience and performance certificate, obtained from DE/ Opn concerned
28. The Contractor has to obtain necessary license and competency certificate form the Electrical inspectorate to handle the lines, equipment by the workers employed by him.
29. The Contractor is responsible for any accidents caused to the personnel and damages to equipment during the period of contract. The Contractor is responsible for the loss sustained by TSNPDCL due to damages to equipment.
30. The Contractor has to make Insurance coverage of accident that may arise while carrying out the O&M duties of the Substation
31. The Contractor should follow all Statutory Rules, Acts and Regulations that are relevant and necessary for carrying out the O&M works of the Substations.
32. Weekly off shall be given as prescribed under Minimum Wages Act to all the labour employed.
33. The Contractor shall follow the provisions of Industrial Disputes Act in case any dispute arises with his labour.
34. The Contractor shall be responsible for payment of compensation in case of accidents while carrying out the O&M works at Substation as per workmen compensation act. **The TSNPDCL is no way responsible for any of the accidents. The Contractor shall give return undertaking as per the proforma indicated in Annexure-V.**
35. For any failure of implementing the statutory rules and Regulations by the Contractor the TSNPDCL will be at liberty to recover such amounts from the bills or security deposits of the Contractor.
36. The Contract will be liable for termination if the work is not carried satisfactorily and in accordance with Rules in vogue.
37. The Contractor shall note that in case of carrying out the work in the vicinity of equipment in service, care must be taken to avoid any accidents. If any work is to be done on any of the equipment, the Contractor /his representative shall ensure that such works will be carried out only after taking proper line clear. It may clearly be noted that in no case the NPDCL of T.S. will be responsible for any accidents that may occur and for any compensation to be paid arising out of accidents.
38. No child labour should be employed.

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39. Under no circumstances, the employee of the successful tenderers (Contractor) shall be considered as TSNPDCL employee and claim remuneration on par with scales of TSNPDCL employees. The Contractor shall make it clear to the labourers engaged by him that they are his labour and TSNPDCL has nothing to do with their employment or any other claim.


40) HANDING OVER OF 33/11 KV SUB-STATIONS

- a) The successful tenderer (contractor) will be handed over the sub-stations along with equipment, operators and watchman by the Asst. Divisional Engineer/Operation.
- b) The duties of Operators:- Out of 4Nos I.T.I Candidates, three are to be arranged in three shifts round the clock, each shift having 8hrs. and one candidate for attending general duties has to do work as per instructions of section officer besides shift duties.
- c) Duties of Watchman:- The watchman should carry out the duties of watch and ward, up keeping of sub-station premises and watering the earth pits. He should also carry outs similar works as instructed by the Section Officer.
- d) The Asst. Divisional Engineer/Operation should obtain Bank Account Nos. of Operators and watchman working at respective 33/11 KV SS and hand Over to the contractor at the time of handing over the SS when the Contract commences.

41) FOR 33/11 KV Sub-stations which are handed over with any number of vacancies of Operator and watchman the following processor is to be followed:-

- 1) The Asst. Divisional Engineer/Operation should obtain Bank Account Nos. of Operators and watchman working at respective 33/11 KV SS and hand over to the contractor at the time of handing over the SS when the contract commences.
- 2) The contractor should pay salaries to the operators, watchman by 2nd of every month and submit proof of payment i.e. bank account statement to the concerned AE/Operation.
- 3) The AE/operation should prepare the bill and submit to the concerned ADE/Operation by 3rd of every month.
- 4) The ADE/operation should submit the bill to the Divisional Engineer/ Operation by 5th of every month.
- 5) The Divisional Engineer/Operation should make the payment to the contractor by 7th of every month.
- 6) If the contractor fails to produce proof of payment of wages to SS Operators and watchman by 4th of every month, the salaries of Operator and watchman will be paid from security deposit and no administrative charges will be paid for the defaulting month and penalty @ of 5% of monthly contractual value will be levied.
- 7) If the contractor fails to make payment of wages for two times during agreement period to the operators and watchman the payment should be made from the SD available. No administration charges will be paid and a penalty @ of 5% of monthly contractual value will also be imposed and the agreement will be terminated duly confiscating the balance security deposit available besides black listing the contractor.
- 8) The contractor and operators and watchman should have Bank Accounts in same bank and A/c. Nos shall be countersigned by AE or ADE/Operation.

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- 9) The security deposit should be 5% value of the contract value. And extra Special Security Deposit @ 5% of the contract value i.e. 10% of contract value is to be collected.
- 10) The contractor should take over the men and material at the time of handing over of 33/11 KV Sub-Stations in as is where is condition.
- 11) The contractor should not remove any operator or watchman without written permission of concerned DE/Operation.

42. TERMS & CONDITIONS FOR MAKING PAYMENTS & PROCESSING BILLS .


- a) The contractor should pay salaries to the operators, watchman by 2nd of every month and submit proof of payment i.e. bank account statement to the concerned AE/Operation.
- b) The AE/operation should prepare the bill and submit to the concerned ADE/Operation by 3rd of every month.
- c) The ADE/operation should submit the bill to the Divisional Engineer/Operation by 5th of every month.
- d) The Divisional Engineer/Operation should make the payment to the contractor by 7th of every month.
- e) If the contractor fails to produce proof of payment of wages to SS operators and watchmen by 4th of every month, the salaries of Operator and watchman will be paid from security deposit and no administrative charges will be paid for the defaulting month and penalty @of 5% of monthly contractual value will be levied.
- f) If the contractor fails to make payment of wages for two times during agreement period to the operators and watchman the payment should be made from the SD available. administration charges will be paid and a penalty @5% of monthly contractual value will also be imposed and the agreement will be terminated duly confiscating the balance security deposit available besides black listing the contractor.
- g) The contractor and operators and watchman should have Bank Accounts in same bank and A/c. Nos shall be countersigned by AE or ADE/Operation.

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- 43) The contractor should take over the men and material at the time of handing over of 33/11 KV Sub-Stations in as "As is where is condition" i.e. the substations will be handed over with equipment, operators and watchman etc.,
- 44). The contractor should not remove any operator or watchman without written permission of concerned DE/Operation.
- 45). Any vacancy of Operator/Watchman arising during the period of contract should be filled by Publishing in District Edition and as recommended by the Selection Committee.
- 46) The Contractor has to keep the Bio-datas of operators & watchmen engaged, along with attested Xerox copies of Certificates of their qualifications and two sets of attested passport size photographs with him.
- 47) (I) Each personnel deployed by the Contractor should be issued identity card with passport size photographs affixed on it and duly attested by the Contractor. A photo copy of such identity card to be given to officer-in-charge of the Sub- station.
- (II) The newly recruited operators will be kept on training parallel to the existing operator for a period of seven days.
48. TSNPDCL has got full powers to decide the tenders and is not bound to accept the lowest tender. TSNPDCL also reserves the right to cancel or reject all or any Tender(s) without assigning any reason and without being liable to refund the cost of Tender document there upon.
49. Any other terms and conditions as per TSNPDCL Rules and Regulations, not covered herein will be binding on the Contractor.
50. The Operator & Watchmen shall be courteous, obedient and sincere to the TSNPDCL Engineers while discharging the duties entrusted to them. In case of any misbehavior by any operator or watchmen engaged, action will be initiated against them through the contractor.
- 51 If directed by the Officer-in-charge of the substation one of the unskilled labour engaged by the tenderer shall attend the sweeping work of the control room and its surroundings besides planting small flowering plants on the premises to have better appearance of the substation and watering of the plants from withering away.
52. All registration and statutory fee, if any in respect of contractor's work pursuant to this contract shall be payable by the contractor.
53. The contractor shall be liable to make payment to all the deployed personnel and shall comply with the provisions of relevant labour laws. If TSNPDCL held liable as principle employer to pay compensation/ contribution etc., under any act or court decision in respect of the employees of the contractor then the contractor shall reimburse the amounts of such compensation / contribution so paid by TSNPDCL. TSNPDCL will be entitled to recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor.
54. **The Contractor has to maintain all records/ registers as required under various labour Acts. The contractor shall be solely liable for any actions as contemplated under the respective laws.**

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55. The works entrusted are to be carried out by the Contractor or labourers engaged by him/her only and Contractor should not transfer the work contract to the third party.
56. Any other terms and conditions as per TSNPDCL rules and regulations not covered herein will be binding on the Tenderer/Contractor.
57. The persons (Operators and watchman) should not execute any contract works in any of TSGENCO, TSTRANSCO & DISCOMs. In this regard the contractor (Successful Tenderer) has to submit an undertaking, stating that the every persons working under his/her contract are not doing contracts in any of the above said companies.
58. 'A' grade license holder of manpower society is permitted to work as contract labour in addition to get award of works to his/her society in any of DISCOMs and TSTRANSCO. When the above 'A' grade license holder of man power society is working as contract labour, an undertaking should be submitted, that he/she is not executing any contracts on his/her name independently / separately in any of DISCOMS and TSTRANSCO, along with tender.
59. The contractor is responsible for strictly maintaining of power supply as per the R&C instructions and time schedules communicated time to time. If any violation is observed and any loss is caused due to extending of power in unscheduled times, that should be the breach of contract and the loss sustained will be recovered from contractor. In case of excess power given by the operators other than prescribed time, the cost of energy for which excess power given will be recovered from the contractor.
60. The contractor should obtain undertaking of Operators that the operators will not extend supply beyond prescribed time and if so, the cost may be recovered from their wages payable.
61. The Operator in shift should not do continuous shift duties unless permitted under any circumstances. If the Operator continues shift duties, the contractor will be held responsible and monthly wages will be allowed for only 3 ½ Operators.
62. If at least 3nos. eligible tenders are not received for any specification, it will be opened and the date of opening of tender will not be postponed further. However the Superintending Engineer/ Opn./ Adilabad reserves the right to reject or accept the tender for tendering errors. Any no. of tenders received for each specification will be considered and opened.
63. Normally, the tender received will be finalized within a period of 120 days from the date of opening of tenders. Whether the tenders opened or unopened the decision regarding disposal of tenders will be taken at any time within the said period.
64. During the above mentioned period no plea by the tenderer for any sort of modification of the tender based upon or arising out of any alleged or misunderstanding or misconception or mistake or for any reasons will be entertained.
65. No part of the contract shall be sub-let without the written permission of the Superintending Engineer, nor shall transfer by made by power of attorney, authorizing others to receive payment on the contractors behalf.
66. If, further necessary information is required, the Divisional Engineer/Tech./ C.O./ Adilabad will furnish such information, but it must be clearly understood that tenders must be received in order and according to instructions.

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67. Opening of Tenders : The Tenders will be opened by the Officers, authorized by SE/Opn. The Tenderers or their authorized Agents are expected to be present at the time of opening of each tender. The tender opening Officers will prepare a statement of the attested and unattested corrections and initial all such corrections in the presence of Tenderer. If any of the Tenderer or their agents find it inconvenient to be present at the time, then in such case the tender receiving officer will on opening the tender of the absentee tenderer make out the statement of the unattested corrections and communicate it to him / her. The absentee tenderer shall then accept the statement of the corrections without any question whatsoever.
68. All disputes arising out of this contract should be decided in the courts situated in the Geographical boundaries of the Superintending Engineer/ Operation/Adilabad.

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General terms and conditions:

- i) The period of contract will be 2 years.
- ii) Bill will be raised at Sub-Division level.
- iii) The successful bidder has to possess the labour license EPF, ESI & Service tax registrations before signing the agreement. In rural areas where there is no ESI facility, the Contractor is responsible for group Insurance limited should not be less than 5 Lakhs for each Individual which is to be borne by the individual. The contractor should produce the proof of payment of EPF, ESI salary, insurance etc., for the preceding month for claiming the bill by 10th of every month.
- iv) The SS manning Contractor shall be from same district Nativity of Contractor will be considered as per the address noted in TSNPDCL registration.
- v) 'Work' is coterminous with the jurisdiction of sub-division.
- vi) The Tenderers are permitted to bid any number of works for manning and maintenance of substations in operation circle. But only one work will be awarded to each contractor. The management at its discretion may award more than one work to the bidder. If one subdivision having more than 10 number substations it will be divided in to two/three works.
- vii) Self help societies of manned Substations have to participate in tenders with similar conditions applicable to others.

II. Prequalification of a Bidder:

- i) A Bidder shall possess Electrical "A" grade license from CEIG, Government of Telangana. up to 33 KV and he shall possess the same with validity as on the date of filing of his bid.
- ii) The bids will be rejected in the case of:
 - a). Blacklisted by any power utilities or companies for any type of contracts to the day of bidding.
 - b). Any terminated contractor for violation of contract condition is not eligible for 2 years from the date of issue of termination orders.
- iii) Only D.D. will be accepted for Bid Security and Security Deposit from National/Scheduled Banks only.

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III. Evaluation of Bids:

- i) If more than one bidder quotes same price (i.e. L1 price) the successful bidder will be decided through Lottery/negotiations and as per discretion of Management.
- ii) Only one work will be awarded to one bidder. However, the management at its discretion may award more than one work to the successful bidder.
- iii) Before entering into agreement, the Contractor should give an undertaking that he has not entered into agreement for manning of SSs for more than one work in DISCOM.
- iv) Any upcoming/Leftover SSs in the contract period in the jurisdiction of the bidder shall be entrusted to the existing contractor only.

IV. Financial Turnover of Bidders:

The financial turnover of the bidder should have at least 10% of ECV of Bid for any two years out of last 5 years in the works pertaining to engagement of Manpower in SSs, electrical works in the power sector. The Financial turnover of firm/contractor has to be issued by an auditor.

- V.** The successful bidder shall submit 3 cheques towards additional security in case of default in payment of wages to the contract labour and remittance of EPF and ESI, one cheque each to cover one month of salary, ESI and EPF

VI. Administrative and Supervision charges:

- i) The allowable Administrative and supervision charges shall not be less than 5.1% or not more than 15 % on basic wages excluding Special Allowance, EPF, ESI, VDA, etc.
- ii) Either BG/DD can be accepted in respect of Bid security and security deposit from National / Schedule banks only and valid for entire contract period.

VII. Termination of contractor:

- i) Failing of any statutory obligation such as payment of EPF, ESI & Service tax etc., within one month.
- ii) Failure to pay salaries to the contract labour through bank on line system to individual accounts before 10th of every month
- iii) Failure in replacement of suitable contract labour within two weeks from the list already finalized by the department.

VIII. Selection of works for SC's and ST's

- i) 15% of work sub-stations existing in a circle shall be reserved for SC's (12) and ST's (11). Fraction below 0.5 shall be ignored. Fraction of 0.5 and above will be rounded to 1.0.

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- ii) The criteria for identification of the reserved area (Sub Division) is based on the concerned population of SCs & STs Community of that particular Sub Division.
- iii) Reservation is based on official census and it holds good till declaration of official statistics of next census and it can be worked out again based on next census figures are officially declared.
- iv) If no eligible SC and ST bidders quotes/participated in the tender (reserved for SCs and STs), the tender will be cancelled for SC/STs twice again. If still there is no response, the same will be taken up under open category for that period.

Terms and Conditions in the tender schedule in addition to above.

- 1) The Asst. Divisional Engineer/Operation should obtain Bank Account Nos. of Operators working at respective 33/11 KV SS and hand over to the contractor at the time of handing over the SS when the contract commences.
- 2) The AE/operation should report the attendance particulars of Operators and Watchmen on first of every month to the concerned Asst. Divisional Engineer /Opn
- 3) The contractor should pay salaries to the operators through their Bank A/cs before 10th of every month and claim work bills sub-division wise duly enclosing proof of payment of salaries, EPF, Insurance etc., at the Asst. Divisional Engineer /Opn before 11th of every month.
- 4) The ADE/operation should verify the vouchers and scrutinize the bills and submit within one day of the receipt of the bills to Divisional Engineer /Operation.
- 5) The bills received at Division office should be checked within two days of receipt of bills. If there are no remarks, the Divisional Engineer/Operation should apply LOC for arranging payment of bills before 15th of every month.
- 6) If the contractor fails to produce proof of payment of wages, EPF, Insurance etc., of SS Operators and Watchmen before the Asst. Divisional Engineer /Opn concerned on or before 10th of any month, then at the salaries of Operator will be paid from security deposit and no administrative charges will be paid for the defaulting month and penalty @ of 5% of monthly contractual value will be levied.
- 7) If the contractor fails to make payment of wages for two times within the date as specified, during the agreement period to the operators, (the agreement will be terminated duly confiscating the balance security deposit available besides black listing the contractor).

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- 8) The contractor and operators should have Bank Accounts in the same notified bank and it shall be certified by ADE/Operation.
- 9) The security deposit should be 5% value of the contract value.
- 10) The contractor should take over the men and material at the time of handing over of 33/11 KV Sub-Stations in as is where is condition.
- 11) The contractor should not remove any operator or recruit without written permission of concerned DE/Operation.
- 12) The company reserves its right to surrender the candidates who are not working up-to the satisfaction of the DISCOM, to the contractor who supplied them without assigning any reasons there for and without prior notice, irrespective of their working in existing or new SSs
- 13) Before entering into agreements, the concerned SE/DE(T) will verify that the contractor satisfies all the terms & conditions of the DISCOM
- 14) TSNPDCL has got full powers to decide the tenders and is not bound to accept the lowest tender and may cancel/reject tenders without assigning any reasons.
- 15) It is the responsibility of the contractor to ensure that substation yard and premises is clean and free from Grass/shrubs/plants failing which penalty will be imposed @ Rs 500 per month. The following works are to be carried out in the Sub-Station during the period of the contract; under the guidance and control of Engineer in charge of the Sub-Station. OPERATIONAL ASSISTANCE RELATING TO THE OPERATION OF SUB-STATIONS:
- 16) Recording the readings at periodical intervals including month end readings as specified by DE/ Op and maintain them in the Log- Book
- 17) Recording all trippings of breakers and other events that occur in the order of sequence with the time of occurrence correctly and record them in Log Book.
- 18) All operations are to be carried out correctly and accurately and are to be recorded in the Log Book.
- 19) Shall follow strictly operating instructions given by DEE to carry out the operations like charging VCBs and other equipment, issue of LCs to the authorized person etc., duly maintaining records.
- 20) Must observe all safety precautions and ensure safety to men and material and the equipment during the contract period.
- 21) Must attend to all emergencies that may arise during the contract period such as equipment failures, fire accidents, etc. Shall get acquainted with all the operations such as isolating transformers and other equipment etc. in case of emergency.

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- 22) Shall attend to all the Telephone calls and issue receipt message promptly. They should respond politely to the callers.
- 23) Shall prepare daily reports in the prescribed proforma in quadruplicate and submit to the concerned Section Officers. The Department will supply the forms to draw up energy balance sheet on a daily basis and also on the monthly basis.
- 24) Shall be held responsible for the equipment and other materials kept at the Sub-station area. Shall also be responsible for Watch and Ward of the entire Sub-station premises.
- 25) Shall be held responsible for any damages that occur due to Mal-operation of equipment and shall make good the loss sustained by Northern Power Distribution Company of Telangana Limited.
- 26) Shall be alert and attend to all operations and events promptly without any delay.
- 27) Updating of interruptions Register, Battery register, Register of Inspection of jumpers, minimum & maximum readings register, energy consumption register, Sub-Station maintenance register, complaints / observations register. Telephone messages register, log operations register and other registers instructed time to time by the Engineer in charge of the Sub-Station.
- 28) Apart from the above, the contractor shall carry out the following checks during the contract period daily.
- 29) Whenever a defect is observed at 2 MVAR capacitor bank in the 33/11KV substation the shift operator should intimate the maintenance technician of the company. He should also intimate the concerned Asst. Engineer, Asst. Divisional Engineer & DE/Op and Register the complaint in the log book. Any deviations in this aspect will lead to deduction of penalty from contractor bill.
- 30) R&C schedule intimated from time to time should be followed strictly. Any violations in this aspect will lead to deduction of penalty from contractor bill.
- 31))TRANSFORMERS: Implement the following checks & intimate any abnormality to the concerned AE/ADE/ Operation.
 - i. Checking of oil level in conservator Tanks, temperatures of oil and winding, examine bushings and examine for leakages of oil.
 - ii. Checking for un-usual internal noises.
 - iii. Checking relief diaphragm for cracks, periodically during maintenance.

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- iv. Checking of HG Fuses and Section fuses of Station Transformer.
 - v. Shall check the condition of silica gel and record in the Log Book.
 - vi. Check for any leakage of oil from the top cover, Radiators OLTC or any other part of the PTR.
- 32) 33 KV and 11 KV BREAKERS:
Checking of healthiness of trip circuits, relays, meters, if any and other works specified by the Assistant Engineer / Assistant Divisional Engineer/Operation or authorised representative of TSNPDCL.
- 33) SWITCH YARD
Checking the Yard at hourly intervals and note down any unusual observations, defects, sparks, loose contacts, Red hot spots and loose bolts and nuts etc., and informing the concerned AAE/AE/ADE.
- 34) EARTH PITS
All the earth pits are to be watered daily
- 35) GENERAL VISUAL CHECKS & MAINTENANCE:
To be carried out in each shift, as per operating instructions given by the concerned Engineer Incharge and as per the CHECK LIST ENCLOSED HERE IN.
- 36) Any other minor works allotted by the concerned maintenance Engineer of TSNPDCL at site.
- 37) Submission of technical reports monthly in the proforma such as interruptions, Maximum/Minimum loads, voltages etc. as prescribed NPDCL from time to time. Shall report to the concerned AAE/AE/and ADE on important occurrences of breakdowns and defects observed. The above works are to be done by contractor including submission of monthly report & daily report to control room. This does not constitute a part of special maintenance.
- 38) Control Room:
The equipments in the switchyard and the control room must be kept neat and clean. Electric heaters / cooking by Operator in the SS premises should not be allowed.
- 39) Maintenance of Sub stations:
Daily maintenance: The daily maintenance of the Sub Station has to be carried out as per schedules. Any other maintenance works or changes in the above schedule are to be carried out as per directions of the Engineer Incharge Divisional Engineer/Op/.

The Superintending Engineer/Operations are directed to prepare the schedule incorporating above terms and conditions to float the tenders. Under intimation to this office.

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TENDER SPECIFICATION No. /2015-16 of SE/OP/ADB.

CERTIFICATE

I / We have gone through all the Terms and Conditions of the Specification mentioned in tender document and submitted tender herewith duly accepting all the terms and conditions laid down therein.

SIGNATURE OF THE TENDERER

NAME

(IN BLOCK LETTERS)

SEAL:

DATE:

SI No	Specification No.	No. of Sub Stations	NAME OF THE DIVISION	NAME OF THE SUB DIVISION	NAME OF THE SECTION	NAME OF THE SUB STATION	Approximate contract value in Rs. Crores	Bid Security 2% (on 1 year contract value) Rs. in Lakhs
1	07/15-16	4	Adilabad	Adilabad Town	Adilabad North	Rampur	0.791	0.791
2			Adilabad	Adilabad Town	Adilabad North	Kailashnagar		
3			Adilabad	Adilabad Town	Adilabad North	GS. Nagar		
4			Adilabad	Adilabad Town	Adilabad South	Khanapur		
5	08/15-16	7	Adilabad	Adilabad Town	Jainath	Jainath	1.384	1.384
6			Adilabad	Adilabad Town	Jainath	Bela		
7			Adilabad	Adilabad Town	Jainath	Bhoraj		
8			Adilabad	Adilabad Town	Jainath	Sathnala		
9			Adilabad	Adilabad Town	Jainath	Chaprala		
10			Adilabad	Adilabad Town	Jainath	Anandpur		
11			Adilabad	Adilabad Town	Jainath	Deepaiguda		
12	09/15-16	4	Adilabad	Adilabad Town	Thamsi	Thamsi	0.791	0.791
13			Adilabad	Adilabad Town	Thamsi	Talamadugu*		
14			Adilabad	Adilabad Town	Thamsi	Arli *		
15			Adilabad	Adilabad Town	Thamsi	Barampur *		
16	10/15-16	9	Adilabad	Adilabad Rural	Adilabad Rural	Dasnapur (ADB) *	1.779	1.779
17			Adilabad	Adilabad Rural	Adilabad Rural	Rampur II (Ponnari) *		
18			Adilabad	Adilabad Rural	Adilabad Rural	Mavala *		
19			Adilabad	Adilabad Rural	Echoda	Echoda *		
20			Adilabad	Adilabad Rural	Echoda	Bazarhatnoor *		
21			Adilabad	Adilabad Rural	Boath	Sonala *		
22			Adilabad	Adilabad Rural	Boath	Pochera *		
23			Adilabad	Adilabad Rural	Boath	Waddur *		
24			Adilabad	Adilabad Rural	Boath	Neradigonda *		
25	11/15-16	7	Adilabad	Utnoor	Utnoor	Utnoor **	1.384	1.384
26			Adilabad	Utnoor	Utnoor	Narnoor **		
27			Adilabad	Utnoor	Utnoor	Lokhari **		
28			Adilabad	Utnoor	Utnoor	Pulimadugu **		
29			Adilabad	Utnoor	Jainoor	Jainoor **		
30			Adilabad	Utnoor	Jainoor	Sirpur (U) **		
31			Adilabad	Utnoor	Jainoor	Patnapur **		
32	12/15-16	4	Adilabad	Utnoor	Indervelly	Indervelly **	0.791	0.791
33			Adilabad	Utnoor	Indervelly	Gudihathnoor **		
34			Adilabad	Utnoor	Indervelly	Seethagondi **		
35			Adilabad	Utnoor	Indervelly	Dasnapur **		
36	13/15-16	9	Nirmal	Nirmal	Nirmal Town - I	Vishwanathpet	1.779	1.779
37			Nirmal	Nirmal	Nirmal Town - II	Adarshnagar		
38			Nirmal	Nirmal	Nirmal Rural	Akkapur		
39			Nirmal	Nirmal	Nirmal Rural	Mujgi		
40			Nirmal	Nirmal	Nirmal Rural	Soan		
41			Nirmal	Nirmal	Nirmal Rural	Siddalakunta		
42			Nirmal	Nirmal	Nirmal Rural	Thalveda		
43			Nirmal	Nirmal	Nirmal Rural	Medipally		
44			Nirmal	Nirmal	Nirmal Rural	Muktapur		


SI No	Specification No.	No. of Sub Stations	NAME OF THE DIVISION	NAME OF THE SUB DIVISION	NAME OF THE SECTION	NAME OF THE SUB STATION	Approximate contract value in Rs. Crores	Bid Security 2% (on 1 year contract value) Rs. in Lakhs
45	14/15-16	10	Nirmal	Nirmal	Sarangapur	Sarangapur	1.977	1.977
46			Nirmal	Nirmal	Sarangapur	Beervelly		
47			Nirmal	Nirmal	Sarangapur	Chincholi (B)		
48			Nirmal	Nirmal	Sarangapur	Swarna		
49			Nirmal	Nirmal	Sarangapur	Chincholi (M)		
50			Nirmal	Nirmal	Sarangapur	Jam		
51			Nirmal	Nirmal	Dilawarpur	Dilawarpur		
52			Nirmal	Nirmal	Dilawarpur	Shirgapur		
53			Nirmal	Nirmal	Dilawarpur	Rampur		
54			Nirmal	Nirmal	Dilawarpur	NARSAPUR G		
55	15/15-16	5	Nirmal	Nirmal	Laxman chanda	LAXMAN CHANDA	0.988	0.988
56			Nirmal	Nirmal	Laxman chanda	WADYAL		
57			Nirmal	Nirmal	Laxman chanda	MALLAPUR		
58			Nirmal	Nirmal	Laxman chanda	Velmalbopparam		
59			Nirmal	Nirmal	Laxman chanda	Peechara		
60	16/15-16	8	Nirmal	Khanapur	Khanapur	Khanapur	1.581	1.581
61			Nirmal	Khanapur	Khanapur	Pembi		
62			Nirmal	Khanapur	Khanapur	Bernandi		
63			Nirmal	Khanapur	Khanapur	Surjapur		
64			Nirmal	Khanapur	Mamada	Mamada		
65			Nirmal	Khanapur	Mamada	Ponkal		
66			Nirmal	Khanapur	Mamada	Thandra		
67			Nirmal	Khanapur	Mamada	Koritikal		
68	17/15-16	3	Nirmal	Khanapur	Kadam	Kadam	0.593	0.593
69			Nirmal	Khanapur	Kadam	Dasturabad		
70			Nirmal	Khanapur	Kadam	Lingapur		
71	18/15-16	8	Nirmal	Bhainsa	Bhainsa	Degoan	1.581	1.581
72			Nirmal	Bhainsa	Bhainsa	Vanalpad		
73			Nirmal	Bhainsa	Bhainsa	Bhainsa II		
74			Nirmal	Bhainsa	Lohesra	Lohesra		
75			Nirmal	Bhainsa	Lohesra	Pipri		
76			Nirmal	Bhainsa	Lohesra	Abdullapur		
77			Nirmal	Bhainsa	Lohesra	Manmad		
78			Nirmal	Bhainsa	Lohesra	Puspur		
79	19/15-16	6	Nirmal	Bhainsa	Kallur	Kallur	1.186	1.186
80			Nirmal	Bhainsa	Kallur	Kuntala		
81			Nirmal	Bhainsa	Kallur	Gollamada		
82			Nirmal	Bhainsa	Kubeer	Kubeer		
83			Nirmal	Bhainsa	Kubeer	Sonari		
84			Nirmal	Bhainsa	Kubeer	Pardi (B)		
85	20/15-16	7	Nirmal	Bhainsa	Mudhole	Mudhole	1.384	1.384
86			Nirmal	Bhainsa	Mudhole	Basar		
87			Nirmal	Bhainsa	Mudhole	Edbid		
88			Nirmal	Bhainsa	Mudhole	Bidrelly		
89			Nirmal	Bhainsa	Mudhole	Bramangoan		
90			Nirmal	Bhainsa	Thanoor	Thanoor		
91			Nirmal	Bhainsa	Thanoor	Beltharoda		
92	21/15-16	8	Mancherial	Mancherial	Mancherial Town - I	Ramnagar	1.581	1.581
93			Mancherial	Mancherial	Mancherial Town-II	Rajeevnagar (Old Mancherial)		
94			Mancherial	Mancherial	Mandamarry	Andugupet		
95			Mancherial	Mancherial	Mandamarry	RK Pur (B Zone)		
96			Mancherial	Mancherial	Kasipet	Kondapur		
97			Mancherial	Chennur	Chennur	Chennur		
98			Mancherial	Chennur	Chennur	Asnad		
99			Mancherial	Chennur	Chennur	Kommerla		

SI No	Specification No.	No. of Sub Stations	NAME OF THE DIVISION	NAME OF THE SUB DIVISION	NAME OF THE SECTION	NAME OF THE SUB STATION	Approximate contract value in Rs. Crores	Bid Security 2% (on 1 year contract value) Rs. in Lakhs
100	22/15-16	9	Mancherial	Chennur	Jaipur	Jaipur	1.779	1.779
101			Mancherial	Chennur	Jaipur	Bheemaram		
102			Mancherial	Chennur	Jaipur	Kundaram		
103			Mancherial	Chennur	Jaipur	Nennel		
104			Mancherial	Chennur	Jaipur	Pawnoor		
105			Mancherial	Chennur	Jaipur	Awadam		
106			Mancherial	Chennur	Kotapally	Neelwai		
107			Mancherial	Chennur	Kotapally	Kotapally		
108			Mancherial	Chennur	Kotapally	Devullawada		
109	23/15-16	10	Mancherial	Luxettipet	Luxettipet	Luxettipet	1.977	1.977
110			Mancherial	Luxettipet	Luxettipet	Suraram		
111			Mancherial	Luxettipet	Luxettipet	Venkatraopet		
112			Mancherial	Luxettipet	Dandepally	Dandepally		
113			Mancherial	Luxettipet	Dandepally	Velganoor		
114			Mancherial	Luxettipet	Dandepally	Muthyampet		
115			Mancherial	Luxettipet	Jannaram	Jannaram		
116			Mancherial	Luxettipet	Jannaram	Kawwal		
117			Mancherial	Luxettipet	Jannaram	Tapalpur		
118			Mancherial	Luxettipet	Jannaram	Kalamadugu		
119	24/15-16	5	Mancherial	Luxettipet	Mancherial Rural	Hazipur	0.988	0.988
120			Mancherial	Luxettipet	Mancherial Rural	RK 6		
121			Mancherial	Luxettipet	Mancherial Rural	Nasipur		
122			Mancherial	Luxettipet	Mancherial Rural	Raligadpur		
123			Mancherial	Luxettipet	Mancherial Rural	Gudipet		
124	25/15-16	6	S.Kaghaznagar	S.Kaghaznagar	S.Kaghaznagar Town	S.Kaghaznagar Town	1.186	1.186
125			S.Kaghaznagar	S.Kaghaznagar	S.Kaghaznagar Rural	Jambuga		
126			S.Kaghaznagar	S.Kaghaznagar	S.Kaghaznagar Rural	Battupally		
127			S.Kaghaznagar	S.Kaghaznagar	S.Kaghaznagar Rural	Nazrool nagar		
128			S.Kaghaznagar	S.Kaghaznagar	S.Kaghaznagar Rural	Kosini		
129			S.Kaghaznagar	S.Kaghaznagar	Sirpur (T)	Sirpur (T)		
130	26/15-16	7	S.Kaghaznagar	S.Kaghaznagar	Kowtala	Kowtala	1.384	1.384
131			S.Kaghaznagar	S.Kaghaznagar	Kowtala	Ravindranagar		
132			S.Kaghaznagar	S.Kaghaznagar	Kowtala	Rebbena (B)		
133			S.Kaghaznagar	S.Kaghaznagar	Kowtala	Bejjur		
134			S.Kaghaznagar	S.Kaghaznagar	Kowtala	Elkapally		
135			S.Kaghaznagar	S.Kaghaznagar	Dahegam	Dahegam		
136			S.Kaghaznagar	S.Kaghaznagar	Dahegam	Kunchavelly		
137			27/15-16	8	S.Kaghaznagar	Bellampally		
138	S.Kaghaznagar	Bellampally			Bellampally Town	Zear ZP Office		
139	S.Kaghaznagar	Bellampally			Bellampally Rural	Kannepally		
140	S.Kaghaznagar	Bellampally			Bellampally Rural	Jankapur		
141	S.Kaghaznagar	Bellampally			Rebbena	Thandur		
142	S.Kaghaznagar	Bellampally			Rebbena	rebbena		
143	S.Kaghaznagar	Bellampally			Rebbena	Rachni		
144	S.Kaghaznagar	Bellampally			Rebbena	Vankulam		
145	28/15-16	8	S.Kaghaznagar	Bellampally	Asifabad	Asifabad	1.581	1.581
146			S.Kaghaznagar	Bellampally	Asifabad	Ippalanavegaom		
147			S.Kaghaznagar	Bellampally	Asifabad	Burguguda		
148			S.Kaghaznagar	Bellampally	Wankidi	Kerameri		
149			S.Kaghaznagar	Bellampally	Wankidi	Wankidi		
150			S.Kaghaznagar	Bellampally	Wankidi	Dhanora		
151			S.Kaghaznagar	Bellampally	Thiryani	Ginnedari		
152			S.Kaghaznagar	Bellampally	Thiryani	Thiryani		

* Reserved for SC

** Reserved for ST

**Contractor/Tenderer
(with seal)**


**Superintending Engineer,
Operation Circle: Adilabad.**

DETAILS OF ENCLOSURES TO THE SCHEUDLE:

(Tenderers are requested to mark ‘YES’ if they enclosed the particular certificate/ document Or ‘NO’ if not enclosed for the following)

- I) Have You mentioned the Specification No and Names of 33/11 K.V. SSs where there are left with blanks for that Information in the Tender Schedule ? YES/NO
- II) Have You signed at the places, indicated at the bottom of all pages in the Tender Document as Contractor/ Tenderer with Seal? YES/NO
- II. Have You enclosed an attested Xerox copy of valid “A” Grade Electrical License issued by Electrical Inspectorate ? YES/NO
- III. Have You enclosed an attested Xerox copy of letter of Registration issued by TSNPDCL, having SAP vendor registration ? YES / NO
- IV. Have You enclosed an attested Xerox copy of letter ,as a proof for EPF code number, allotted by concerned EPF authorities of the respective region. YES/ NO
- V. Have You enclosed an attested Xerox copy of valid Labour License? YES/ NO
- VI. Have You enclosed an attested Xerox copy of latest valid Income Tax Clearance Certificate? YES/NO
- VII. Have you enclosed an attested Xerox copy solvency certificate issued by Bank/Revenue Authority or Sales Tax Clearance Certificate? YES/NO
- VIII. In case of partnership firm, whether attested copy of partnership deed and Form ‘C’ showing all the name of partners obtained from the Registrar of firms is enclosed. YES/NO
- IX Have You furnished particulars of staff, Technical & Non-Technical enclosed. YES/NO
- X. Have You furnished present postal address and telephone nos.? YES/NO
- XI) Have You furnished details of Bid security DD, enclosed to the Tender or the proof , if having BD exemption for the value of work? YES/NO
- XII. Have You filled declaration in respect of relatives working in TSNPDCL ? YES/NO
- XIII. Have You furnished Certificate of proof of residence (i.e. native District) Or Xerox of ADHAR CARD ? YES/NO
- XIV. In case of man-power co-operative societies, an Attested Copy of Registration with Registrar of Co-operative Societies. YES/NO
- XV. Have You furnished Service Tax Registration No. ? YES/NO
- XVI. Experience certificate and performance certificate (since 2010 onwards) in the field of Manning & Maintenance of SSs issued by DEs/Opn concerned YES/NO
- XVII. Have you enclosed attested Xerox copies of certificates of technical qualifications in Elecl. Engineering YES/NO

SIGNATURE OF THE TENDERER

NAME

(IN BLOCK LETTERS)

SEAL:

DATE:

Cell Number:

ANNEXURE-II

A) QUALIFICATIONS OF THE LABOUR AND NUMBER OF LABOUR TO BE ENGAGED AT 33/11KVSS

Sl.No.	LABOUR TO BE ENGAGED at each 33/11 KV SS	MINIMUM QUALIFICATION	Called as
1.	SKILLED (4)	I.T.I (Electrical) National Trade certificate	Shift Operator
2.	UNSKILLED (1 No)	V class (any medium) for new selection	Watchman

- Note:** 1) In certain substations the requirement of number of operators or watchman is less than the number indicated above as the Contract JLMs are being continued as substation operators.
- 2) The eligibility criteria for, to be newly recruited ITI Operators & unskilled watch men and their recruitment procedure is described in the para no. 41 of this Tender schedule.

ANNEXURE-III

Undertaking to be given by the Company/Partnership Firm/Contractor along with the Tender.

I, _____ representing the Company/
Partnership Firm/Contractor responding to the bid invitation by the TSNPDCL vide Specification
No. _____ hereby sincerely and solemnly affirm and state as follows:

(Strike out which is not applicable)

- (a) that myself or any of the representative of my Company/Firm do not have any relatives as defined in appended Annexure-IV in the TSNPDCL.
- (b) That the following officers/employees of the TSNPDCL are related to me or to be representatives of my Company/Firm and their status in the TSNPDCL is as under:

Sl.No.	Name of the Officer/Employee	Designation and place of working	TSNPDCL	Relationship
1.				
2.				
3.				
4.				
5.				

It is certified that the information furnished above is true to the best of my knowledge and belief. It is hereby undertaken that in the event of any of the above information found to be false or incorrect at a later date, the TSNPDCL is entitled to terminate the contract/ agreement entered into besides recovering damages as may be found necessary, with due notice.

**Signature of Tenderer
or authorized representative
(seal with date)
Name& Address In block Letters**

ANNEXURE-IV

LIST OF RELATIVES:

- | | |
|---------------------------------------|--|
| 1. Father | 14. Daughter's Husband |
| 2. Mother (including Step mother) | 15. Daughter's Son |
| 3. Son (including Step Son) | 16. Daughter's Son's Wife |
| 4. Son's Wife | 17. Daughter's Daughter's Husband |
| 5. Daughter (including Step Daughter) | 18. Brother (including Step Brother) |
| 6. Father's Father | 19. Brother's Wife |
| 7. Father's Mother | 20. Sister (including Step Sister) |
| 8. Mother's Mother | 21. Sister's Husband |
| 9. Mother's Father | 22. Son's Wife's Father } (and their
siblings |
| 10. Son's Son | 23. Son's Wife's Father |
| 11. Son's Son | 24. Son's Wife Mother |
| 12. Son's Daughter | 25. Daughter's Husband's Father |
| 13. Son's Daughter's Husband | 26. Daughter's Husband's } (and their
Mother siblings |

**Contractor/Tenderer
(with seal)**

ANNEXURE-V

Proforma for Draft Under-taking:

From
M/s. _____
_____,
_____.

To
Superintending Engineer
Operation Circle, _____

Pin:
Phone No:

Sir,

Sub: Operation & Maintenance of 33/11KV Sub stations/ at _____

**to incur medical Expenses towards treatment of the contract labourers engaged –
under taking - submitted- Reg.**

Ref: Work Acceptance Letter of SE/Opn/ _____ , vide Techl. D.No: _____ Dated:-----

Vide the above reference, I/ M/s . _____
have been awarded the work for carrying out complete manning & maintenance of 33/11KV
SSs _____
For the period from _____ to _____ .

In this regard, our contract Agency/Firm made Group Insurance Scheme coverage
with the required amount Rs. _____, under which all
the workers, employed by me in the above said SSs are covered and the Policy Number
_____ valid upto _____.

It is hereby undertaken that I shall provide financial assistance towards medical
treatment to any of the persons engaged by me in the above said SSs, when unfortunately met
with any accident in future, while executing the work allotted.

If I/M/s. _____) fail to fulfill the above respective charges shall be
recovered from my Security deposit or any other of my amounts available with the department.

Yours faithfully,

Place:
Date:

Signature:
Name:

SCHEDULE- A

TENDER SPECIFICATION NO. /2015-16 of SE/Opn/Adilabad.

Name of the Work:- Carrying out the work of complete Manning & maintenance including watch & ward of 33/11 K.V. Sub- stations round the clock in three Shifts on monthly contract basis as per the terms & conditions stipulated in the specification for the year 2016-18

(Name of 33/11 KV SS)

S.No.	Description of work	No. of persons required	Schedule Rates		Amount to be quoted by Tenderer
			Rate Per Person per month (Rs).	Amount per Month per SS (Rs.)	
1	Arranging round the clock operation shift duties at 33/11KV. Sub-Station on shift duty basis with ITI of Electrical on each shift (Semi skilled person) (Basic wag Rs. 8079-00 + VDA Rs. 3059.00 = Total Rs. 11138.00)	4	11138.00	44552.00	44552 Fixed charges (Not to be quoted)
2	Arranging Watch and Ward, Watering the earth pits providing of drinking water, sweeping in the control room & weeding out the plants, bushes etc., in switch yard (Un Skilled person) (Basic wag Rs. 5579-00 + VDA Rs.2109.10 = Total Rs.7688.10)	1	7688.10	7688.10	7688.10 Fixed charges (Not to be quoted)
SUB-TOTAL (Rs.)			18826.10	52240.10	52240.10
3	Administrative Charges On Basic wages only (with in @ 5.1 % to 15% on Item 1&2 Only Percentage (%) should be quoted. (Rs.8079X4=32316+5579=37895)				_____% (To be quoted)
4	Special allowance of 12% Operator Basic 8079/- and Watchmen 5579/-(Excluding VDA)			4547.40	4547.40 Fixed charges (Not to be quoted)
5	E.P.F at 13.36% (inclusive of E.P.F Administrative charges at 0.86%) on Rs. 15000/- or on monthly wage which ever is less for each person, to be permitted along with the 12% contribution from the Employee to the EPF department regularly. 13.36% only will be reimbursed subsequently on production of the original voucher / challan			6979.28	6979.28 Fixed charges (Not to be quoted)
6	Insurance @ 4.75% maximum on total minimum wages with 1.75% contribution from the labour,if the contract is covered under ESI (which will be reimbursed to contractor only after production of necessary proof of payment, made at ESI or Group Insurance with Medi claim			2481.40	2481.40 Fixed charges (Not to be quoted)
7	Service Tax @ 14.5 % on basic total (will be reimbursed on production of the original receipt)				
8	Penalty towards absent of Operator per shift / watchman for manday for an amount of minimum Rs.500/- and maximum Rs.2000/- (Tenderer has to quote penalty within the range between Rs.500/- to Rs.2,000/-)	Per shift / manday			Rs._____ (To be quoted)

Note: 1) Item No. 1 & 2 of the above schedule are minimum wages, fixed by Labour Dept. of T.S. State Govt. vide it's G.O. Ms No. 11 , dt. 17.1.2012 , adopted by T.S..Transco vide it's T.O.O. (CE/ Transmission) Ms No. 429, dt. 7.2.2012 & later adopted by TSNPDCL vide it's N.O.O. (CGM-HRD) Ms. No. 163, Dt: 22-08-2015

2) Tenderer are allowed to quote (percentage) only one digit after decimal point.

**Contractor/Tenderer
(with seal)**


**Superintending Engineer,
Operation Circle: Adilabad.**

TENDER NOTICE No. SE/Opn/ADB/03/2015-16.

SCOPE OF WORK

The following works are to be carried out in the Sub-station during the period of the contract; under the guidance and control of Assistant Engineer/ Addl. Asst. Engineer/Operation in charge of the Sub-station.

1.A. DUTIES AND RESPONSIBILITY OF 33/11 KV SUBSTATION OPERATORS:

1. Recording the readings hourly or periodical intervals including Boundary Metering Points as specified by Divisional Engineer/ Operation, Lines and Sub-station and maintains them in the Log-Book.
2. Recording all trippings of breakers and other events that occur in the order of sequence with the time of occurrence correctly and record them in Log Book.
3. All Operations are to be carried out correctly and accurately and are to be recorded in the Log Book hourly.
4. Shall follow strictly operating instructions given by DEE to carry out the operations like charging CBs and other equipment, issue of LCs to the authorized person etc.
5. Must observe all safety precautions and ensure safety to men and material and the equipment during the contract period.
6. Must attend to all emergencies that may arise during the contract period such as equipment failures, fire accidents, etc., shall get acquainted with all the operations such as isolating transformers and other equipment etc.,
7. Shall attend to all Telephone calls and issue receipt message promptly.
8. Shall prepare daily reports in the prescribed proforma in quadruplicate and submit to the concerned Section Officers. The Department will supply the Forms.
9. Shall be held responsible for the equipment and other materials kept at the Sub-station area. Shall also be responsible for Watch and Ward of the entire Sub-station premises.
10. Shall be held responsible for any damages that occur due to Mal-operation of equipment and shall make good the loss suffered by NPDCL of T.S..
11. Shall be alert and attend to all operations and events promptly without any delay.
12. Updating of interruptions Register, Trunk Call register Data Book. Battery register, Register of inspection of jumpers. Apart from the above, the contractor shall carry out the following checks during the contract period daily.

ON DUTY RESPONSIBILITIES


- 1).. The on duty person (ITI candidate) is entirely responsible for minor rectifications to the failure of auxiliary supply etc., and shall report to the concerned Asst. Engineer/Operation and Asst. Divisional Engineer/Opn in the event of major trouble that required immediate attention.
- 2) All operations in the control room shall be carried out by the duty Operator only.
- 3) Out door operations such as opening and closing of isolators, tap changing etc., shall be done by the on duty Operator specific instructions of the Asst. Engineer or by the Asst. Divl. Engineer/ Operation consent.
- 4) Air Break Switches are meant for operation on “no load” conditions. Hence the AB Switches should NEVER be operated under loaded conditions. The on duty ITI candidate shall ensure that the blades are put together in perfect contact when closed.

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**Superintending Engineer,
Operation Circle: Adilabad.**


- 5) Wherever the Isolators are opened, the duty ITI candidate shall ensure that isolators are properly opened in all the three phases and the handles are properly locked.\
- 6) The on duty ITI candidate shall ensure that the feeder/ transformer breaker is in off condition before the corresponding isolator is opened.
- 7) The on duty ITI candidate shall be calm and confident while operations are in progress and shall be clear and specific to the instructions issued to him by concerned authorities.
- 8) Whenever a breakers is closed and load are taken, the ammeter shall be checked up whether all the three phases are equally loaded or not.
- 9) When ever line clears are issued on any feeder or equipment, the on duty ITI candidate shall ensure that. I there is no back feed. II The lines/Equipment are properly earthed. III The breaker is in open condition IV The isolators are properly opened and locked. V The on duty ITI candidate should clearly enter the name of the equipment and time at which line clear is issued. The details of work proposed to be attended during shut down must be indicated. No line clear is to be issued by the duty operator without written request in the prescribed book, if so the duty operator will only be held responsible in case of accident are loss to NPDCL property.
- 10) Whenever NBFC is issued/ received, the same may be issued/ returned in the form of a telephone message. The details of NBFC SHALL BE WRITTEN IN THE LC form in the column provided for the purpose giving the telephone message number with date and code under which NBFC is received / issued.
- 11) When ever an LC is returned the shift operator shall ensure that all the earths on equipment / line are removed and shall also receive an under taking in writing that the line is free from earth, man and material from the person to whom LC is issued, before embarking, upon normalizing operations. The details of works, actually required to attend must be clearly mentioned.
- 12) The on duty ITI candidate shall not issue LC to an “Un-Authorised person”
- 13) The on duty ITI candidate shall adhere the following while closing or opening the Circuit Breakers
 - a) Be calm while doing operation. Do not get confused. Think twice before carrying operation and do it with confidence.
 - b) Whenever a CB is to be charged, make sure of the DC supply, charging of the springs or correct Air and Hydraulic pressure.
 - c) Checking oil level in OCB bushings, tank, power transformer bushings, tank and conservator one in every shift.
 - d) Check oil and winding temperatures of transformers once in an hour and ensure that they are within limits.
 - e) Checkup functioning of cooler fans and oil pump for power transformer.
 - f) have fully conversant with operation of fire extinguishers.
 - g) Be alert and pay at most attention to work.
 - h) Safety first, take care, Haste is not speed.
- 14) The on duty ITI candidate shall maintain a constant watch over the following items.
 - I
 - A) Air pressure of Breakers.
 - B) Gas pressure of Breakers.
 - C) Spring charge condition of breakers.
 - II
 - D) Hydraulic pressure.
 - E) D.C. Earth Leakage
 - F) Unusual sounds from equipment.
 - G) Watering of Earth pits.
- 15) The conditions of silica gel shall be checked for every 8 hours besides other checks as envisaged in the check list.
- 16) The cooling system of the power transformers shall be frequently monitored and should be observed whether the radiators are functioning normally.
- 17) Vigil on transformer temperatures and to observe that if the cooling system switched it self to “NC” when the preset temperature is reached.
- 18) The on duty ITI candidate shall be thorough with various operational procedures, handling of equipment, and other allied details, like time level settings, plug setting, temperature settings with utmost confidence.

**Contractor/Tenderer
(with seal)**


**Superintending Engineer,
Operation Circle: Adilabad.**

- 19) The on duty ITI candidate shall monitor the loads on various feeders closely , particularly during peak hours.
- 20) Care shall be taken to see that no umbrellas are hand sticks are carried into the station yard and also that no animals stray into the yard. The on duty ITI (electrician) candidate must observe all safety precautions and ensure safety to men and materials and to the equipment during the contract period.
- 21) The on duty ITI candidate shall ensure to see that only authorized personnel are admitted to the yard and all operations are carried out with his knowledge by authorized persons only.
- 22) The battery room shall be checked up once in every shift and details like specific gravity and voltage of pilot cell shall be noted and reported in the register provided for the purpose. If any un-usual occurrence will be happened , it should be reported to the Asst. Engineer/Operation/ concerned immediately..
- 23) The on duty ITI candidate shall maintain.
- Daily log sheet for noting hourly parameters of substation.
 - Daily report with graphical illustration of load and voltage variations as well as maximum and minimum values reached during the day (Active, reactive power and voltage).
 - The interruption register, where in all details of interruptions should be entered in every shift.
 - “Battery Readings” register where in all details of battery pilot cell readings should be entered in every shift.
 - Trunk call register where in entries of any trunk call made should be entered.
 - Log of operations register. All operations and observations including operations conversations shall recorded along with time clearly and immediately after occurrence. It should be ensured that a copy of substation layout and operating instructions are available with him.
- 24). The one ITI candidate must attend all emergencies that may arise such as equipment failures, fire accidents etc., shall well acquaint with all preparations such as isolating transformers and other equipment etc.,
- 25). The on duty ITI candidates shall be responsible for the security of the equipment other material kept at the substation premises.
- 26) The on duty ITI candidate shall be held responsible for damage occurred due to mal-operation of equipment and shall make good the loss suffered by TSNPDCL.
- 27)The contractor shall maintain the switch yard free from vegetation and tree growth, besides watering of flowered plants in the garden around the control room and providing of potable drinking water to the control room. The control room is also to be kept clean and tidy.
- 28) Any other minor items or work assigned / allotted by the Asst. Engineer/ Asst. Divisional Engineer/Operation shall be obliged.
- 29) The on duty ITI Candidate shall not deviate the R&C schedules of 11 KV feeders, intimated from time to time by Department officials.
- 30) Apart from the above the Contractor shall perform the following cheques/ special maintenance works during the contract period.
- H.** Any other minor works allotted by the concerned maintenance Engineer of TSNPDCL at site.
- I.** Shall report to the concerned AAE/AE and ADE on important occurrences of Breakdowns and defects observed. The above works are to be done by contractor. This does not constitute a part of special maintenance.
- J.** Surroundings of the control room should be kept clean daily and small flowering plants may be planted around the control room to have better appearance.

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1 B) MAINTENANCE ASSISTANCE RELATING TO THE PERIODICAL MAINTENANCE OF SUB-STATIONS

Periodical maintenance of all the equipment shall be carried out by availing prearranged shutdowns.

A. DAILY MAINTENANCE POWER TRANSFORMERS

1. Checking the colour of Silica gel in the breather and replacement or reconditioning if colour changes from blue to pink say about 50% if the total quantity. Checking up to oil level of the oil seal (to be up to the level marked in the cup).
2. Checking of oil level in (a) main conservator (b) OLTC conservator (c) bushings and examining for leaks of oil.
3. Checking for noise and vibrations or any abnormally from oil pumps and cooling fans.
4. Checking for pressure relief explosion vent diaphragm for cracks.

CIRCUIT BREAKERS OF 11 KV AND ABOVE

5. Checking of oil leakage from guage glass, drain valve and other joint

BATTERIES/CHARGER/DC DISTIBUTION SYSTEM

6. Checking of battery surface joints and all connections
7. Checking of healthiness of AC supply to the charger.
8. Output voltage check.
9. Checking for DC earth fault.
10. Check for emergency lights.
11. Checking D.C Distribution (i) External (ii) Internal.

LIGHTNING ARRESTORS

12. Visual inspection

ISOLATORS

13. Visual inspection

CURRENT TRANSFORMERS

14. Visual check.
15. Chattering sounds.


EARTH PITS

16. Watering of earth pits

CHARGES

17. The floating voltage of the charger across the batter should be noted at the charger end, as we,, as at the battery end and it should be ensure that the floating voltages is kept at 26V.
18. The float charger has to be examined to check whether the same is working in 'Auto mode only which the + / - 1% voltages stability across the battery can be guaranteed. If the float charges manufacturers have to be called, to set right the float charger for ensuring it's working in Auto mode.

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B. Monthly Maintenance:

1. Cleaning all bushings of Power Transformer, Station Transformer, LA's CB's CT's PT's & any other equipment.
2. Checking of Bucholtz relay for any gas or air entrapped.
3. Checking the Electrical circuits
4. Replacing/reconditioning of silica gel in the breaker and its connected system.

C. Quarterly Maintenance:

1. Collecting transformer oil samples from the power and breathers and its connected system.
2. Maintenance of Batteries.

D. Half Yearly Maintenance:

1. Checking of LA's and Bushings and Insulators for cracks, if any.

E. Yearly Maintenance:

1. Collecting transformer oil samples from power transformer and OLTC for testing.
2. Checking Bucholtz relay operation by injecting air into gas collection chambers.
3. Measurement of earth resistance by earth megger.
4. Checking the yard lighting.


Any other maintenance works or changes in the above schedule as per the directions of Divisional Engineer/Engineer at site of TSNPDCL.

1 (C) WATCH & WARD BY UNSKILLED LABOUR:

The scope of service to be provided by the agency shall include, but not limited to the following:


1. The Contract shall provide, at his own cost, to the deputed personnel should be neatly dressed including whistle, shoes, torches with cells, canes/lathis, raincoat.
2. Normally the contractor is prohibited in deploying same security personnel beyond eight hours duration. However, under exceptional circumstances, TSNPDCL may permit over time.
3. Each personnel deployed by the contractor should be issued identity card with passport size photograph affixed on it and duly attested by contractor.
4. Providing security Coverage to protect the property of TSNPDCL at all times against theft, burglary, damage by unwanted elements, un-authorized removal of documents and property etc., from inside or outside the premises.
5. Providing safety cover to protect the office premises/complex and their contents from damaged by fire or water.
6. Providing assistance to TSNPDCL in case of strikes, riots and labour unrest.
7. Manning the posts identified by officer-in-charge round the clock for performing duties as allocated by office-in-charge from time to time.
8. Assisting by actively participating in removal of unauthorized occupants/ encroachments from the premises of the TSNPDCL

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9. Assisting liaison with civil and police authorities of the area/district where security coverage is being given. In this connection, the expenses if any towards TA, DA etc., has to be borne by the Contractor.
10. Ensuring entry of the employees of TSNPDCL etc., into the premises under all conditions including hindrances, dharnas, strike and gherao etc., caused by any individual or group of persons.
11. Controlling the movement of employees and visitors in the office premises as directed by Officer-in-charge. To take charge of keys for locking & unlocking of office premises.
12. Checking all incoming and outgoing goods and vehicles and maintaining their record. Registration number of vehicles and their time of entry and exit should be noted. It shall be ensured that all items being transported to outside the Sub-station are under valid gate pass.
13. Ensuring compliance of safety regulations including smoking restrictions and to assist as directed by officer-in-charge in prevention of accident.
14. The personnel should acquaint with location of all fire fighting equipments and in giving assistance.
15. Recording all occurrences concerning the security in the log book.
16. Any other duty as may be assigned from time to time as the need arise.
17. Safety & protection of the personnel, property and assets, movable and immovable of TSNPDCL.
18. Locking & Unlocking of all office rooms/chambers, claims and switching off the lights, fans, power points, air – conditioners, heaters, motors etc., as required.
19. Intensive patrolling in the area specified by officer-in-charge from time to time with a view to complete assigned tasks.


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CHECK - LIST

1. 33 KV Bus Voltages, frequency and Station load.
2. Check healthy trip of all the breakers.
3. Check battery voltages, DC leakage, charger conditions, Switch of the charger and note battery voltage.
4. Check whether the battery is in Boost or Trickle charge condition.
5. Check the Wire-less and P&TN Phones.
6. Check the Diesel Generator if available and make a Trial Run for 8 minutes once in a day. Check the voltages.
7. Check the annunciation panels. Press the lamp test and report the failure of lamps to maintenance wing.
8. Check the load and amperage in all phases on each feeders.
9. Check the Power Transformers physically,. Note the oil and winding temperatures, load and tap position and oil levels in the conservator, tap changer diverter switch, Bushings and dehydrating breather.
10. Check the entire yard for any unusual sounds.
11. During night shifts, check for sparking at joints/jumpers.
12. Check for any sparking or flashover marks at the earth pit connections and intimate the maintenance staff.
13. Check for proper watering of EARTH-PITs.
14. Check whether all the energy meters of the feeders are working or not, report to staff on any defect noticed.
15. Activate protection whenever LC is issued on any feeder/transformer besides ensuring hand tripping.
16. Check the fire fighting appliances availability at assigned locations.
17. Ensure that all the relevant relays flags are in 'RESET' position.
18. Note down the OLTC Counter.
19. Ensure that the D.A. Micro Ammeter reading – I in safe.
20. Whenever a feeder tripping occurs, contract the other end station and note down the Relay indications.

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