



**TP NORTHERN ODISHA DISTRIBUTION LIMITED**  
**(A Tata Power and Odisha Government Joint Venture)**

NIT No.: TPNODL/OT/2021-22/070 Dtd.15.09.2021

## **OPEN TENDER NOTIFICATION**

**FOR**

**RATE CONTRACT FOR MANUFACTURE & SUPPLY  
OF 33/0.433kV, 100KVA STATION TRANSFORMER**

**Tender Enquiry No.: TPNODL / OT / 2021-22 / 070**  
**Dtd.15.09.2021**

**Due Date for Tender Fee Submission: 05.10.2021 [15.00 Hrs.]**

**Due Date for Bid Submission: 11.10.2021 [15.00 Hrs.]**

**TP NORTHERN ODISHA DISTRIBUTION LIMITED**  
**(A Tata Power and Odisha Government Joint Venture)**

**Contracts & Material Management Department**  
**Corporate office: Januganj, Balasore, Odisha-756019**

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**Procedure to Participate in Tender**

**Tender Enquiry No- TPNODL/OT/2021-22/070 Dtd.15.09.2021**

<b>Tender Enquiry No.</b>	<b>Work Description</b>	<b>Unit</b>	<b>Qty.</b>	<b>EMD (Rs.)</b>	<b>Tender Fee (Rs.)</b>	<b>Last Date and Time for payment of Tender Fee</b>
TPNODL/ OT/2021- 22/070 Dt.15.09.21	Rate Contract for Manufacture & Supply of 33/0.433kV, 100KVA Station Transformer	Nos.	45	2,00,000	5,000	05.10.2021, 15:00 Hrs

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

**Procedure to Participate in Tender.**

Following steps to be done before “Last date and time for Payment of Tender Fee” as mentioned:

1. Any pre-bid query regarding the tender shall be sent through mail to umesh.sahoo@tpnodl.com with copy to vipin.chauhan@tpnodl.com before last date and time for Pre-bid query submission in TPNODL Pre-bid query format.
2. The response to the queries will be provided in www.tpnodl.com against the corresponding tender. Following steps to be done before “Last date and time for Payment of Tender Fee” as mentioned above:
3. Eligible and Interested Bidders to submit duly signed and stamped letter on Bidder's letter head indicating
  - a. Tender Enquiry number
  - b. Name of authorized person
  - c. Communication Address
  - d. Contact number
  - e. E-mail id
  - f. Details of submission of Tender Fee
  - g. GST Registration No.
  - h. ANID No. (for Ariba), If available



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4. Non-Refundable Tender Fee, as indicated in table above, to be submitted in the form of Direct Deposit in the following bank account and submit the receipt along with a covering letter clearly indicating the Tender Reference/ Enquiry Number –

Beneficiary Name – TP Northern Odisha Distribution Limited  
Bank Name – Union Bank of India  
Branch Name – Balasore Branch  
Account No – 500601010280332  
IFSC Code – UBIN0550060

E-mail with necessary attachment to be sent to [umesh.sahoo@tpnodl.com](mailto:umesh.sahoo@tpnodl.com) before last date and time for payment of Tender Fee.

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

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

No e-mail or verbal correspondence will be responded. All communication will be done strictly with the bidders who have done the above step to participate in the Tender.

Also it may be strictly noted that once date of “Last date and time for Payment of Tender Participation Fee” is lapsed no Bidder will be sent link from TPNODL E-Tender System (Ariba). Without this link vendor will not be able to participate in the tender. Any last moment request to participate in tender will not be entertained.

Any payment of Tender Fee / EMD by Bidder who have not done the prerequisite will not be refunded.

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



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## 1.0 Event Information

### 1.1 Scope of work

Bids are invited against the Open Tenders through e-tender bidding process from interested Bidders for entering into a Rate Contracts valid for a period of **02 Year** as per the details mentioned below:

Line Item no.	Description	Unit	Qty.	EMD Amount (Rs.)	Tender Fee (Rs.)
1	Rate Contract for Manufacture & Supply of 33/0.433kV, 100KVA Station Transformer	Nos.	45	2,00,000	5,000

### 1.2 Availability of Tender Documents

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

### 1.3 Calendar of Events

(a)	Last Date of receipt of Tender Fee	05.10.2021 ; 15:00 Hrs
(c)	Last Date of receipt of pre-bid queries, if any	05.10.2021 up to 18:00 Hrs
(b)	Date & Time of Pre-Bid Meeting (If any)	05.10.2021 at 16:00 Hrs
(d)	Last Date of Posting Consolidated replies to all the pre-bid queries as received	07.10.2021 up to 18:00 Hrs
(e)	Last date and time of receipt of Bids	11.10.2021 up to 15:00 Hrs
(f)	Date & Time of opening technical bids & EMD	11.10.2021 up to 15:30 Hrs
(g)	Date & Time of opening of Price of qualified bids	Will be notified to the successful bidders through our website / e-mail.

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

Pre bid meeting shall be scheduled at TPNODL Corporate Office or Online. Same shall be communicated to the interested bidders post receipt of their Tender Fee.

### 1.4 Mandatory documents required along with the Bid

1.4.1 EMD of requisite value and validity

1.4.2 Tender Fee in case the tender is downloaded from website

- 1.4.3 Requisite Documents for compliance to Qualification Criteria mentioned in Clause 1.7.
- 1.4.4 Drawing, Type Test details along with a sample of each item as specified at Annexure I (as applicable)
- 1.4.5 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
- 1.4.6 Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.
- 1.4.7 Proper authorization letter / Power of Attorney to sign the tender on the behalf of bidder.
- 1.4.8 Copy of PAN, GST (In case any of these documents is not available with the bidder, same to be explicitly mentioned in the 'Schedule of Deviations')

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

## **1.5 Deviation from Tender**

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

## **1.6 Right of Acceptance/ Rejection**

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

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



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

**1.7 Qualification Criteria**

- a) The bidder should have average annual turnover of Rs. 5 Crore or above for last 3 FY. Bidders have to submit copy of audited Balance Sheet and P&L Account in this regard.
- b) Bidder must be a BEE Certified OEM of Transformer of same or Higher Ratings with manufacturing facility / assembly in India. The bidder should have oil filling machine under vacuum. TPNODL reserves the right to inspect the said manufacturing facility as a proof of compliance to this parameter. The bidder has to furnish the Self-undertaking in this regard.
- c) The bidder must have supplied for same or higher rating
  - a) A minimum order of 50% of tender qty. during last 3 years or
  - b) A single order of 25% of tender qty nos. in last 3 years or
  - c) Two orders of 15% of tender qty., whichever is maximum in last 3 years.
- d) The bidder should have In-house routine and acceptance testing facilities for acceptance as per relevant IS/IEC. Self-undertaking to be submitted in this regard. TPNODL reserves the right to inspect the said manufacturing facility as a proof of compliance to this parameter.
- e) The bidder should have performance certificates from at least 2 reputed companies for similar or higher rating of work. The work against these issued certificates should be completed in last seven years from the date of bid submission. In case the bidder has a previous association with TPNODL / NESCO for similar products and services, the performance feedback for that bidder by TPNODL. User Group shall only be considered irrespective of performance certificates issued by any third organization.
- f) Bidder should not be blacklisted by any Govt. Organization / Utility. Bidder to give the self-certification for it.

Note:- The indenting bidder(s) shall furnish the documentary evidence pertaining to the above qualifying criteria or else their bid shall be rejected outright without any further correspondence.

**The Bidder should also possess :** Valid GST Registration Certificate.

Valid PAN No.

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### **1.8 Marketing Integrity**

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

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

### **1.9 BAs Confidentiality**

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

### **2.0 Evaluation Criteria**

- The bids will be evaluated technically on the compliance to tender terms and conditions.
- The bids will be evaluated commercially on the overall all-inclusive lowest cost for the each line item of BOQ as calculated in Schedule of Items [Annexure I]. TPNODL reserves the right to split the order line item wise and / or quantity wise among more than one Bidder. Hence all bidders are advised to quote their most competitive rates against each line item.
- **NOTE:** In case of a new bidder not registered, existing sites shall be visited by TPNODL officials for confirming overall performance of the BA. However, TPNODL reserves the right to carry out sites inspection and evaluation for any





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bidder prior to technical qualification. In case a bidder is found as Disqualified in the sites visit evaluation, their bid shall not be evaluated any further and shall be summarily rejected. The decision of TPNODL shall be final and binding on the bidder in this regard.

**2.1 Price Variation Clause:**

The prices shall remain firm during the entire contract period.

**3.0 Submission of Bid Documents**

**3.1 Bid Submission**

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

Bids shall be submitted in 3 (Three) parts:

**FIRST PART:** “EMD” of Rs. 2,00,000/- (Rupees Two Lakh only) shall be submitted. The EMD shall be valid for 210 days from the due date of bid submission in the form of BG/ Bankers Pay Order favoring ‘TP NORTHERN ODISHA DISTRIBUTION LIMITED’, payable at Balasore only. The EMD has to be strictly in the format as mentioned in General Condition of Contract, failing which it shall not be accepted and the bid as submitted shall be liable for rejection.

The EMD in the form of BG shall be submitted in original hard copy and then placed in sealed envelope which shall be clearly marked as below:

**EMD**

**“Rate Contract for Manufacture & Supply of 33/0.433kV, 100KVA Station Transformer”**

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The envelope shall be addressed to:

**TP NORTHERN ODISHA DISTRIBUTION LIMITED**  
**(A Tata Power and Odisha Government Joint Venture)**  
**Corporate office: Januganj, Balasore, Odisha-756019**

**Kind Attn.: Umesh Prasad Sahoo, AM (C&MM), Mob No.: 9438906445**

The envelope shall also bear the Name and Address of the Bidder along with our Tender No. and subject.

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EMD May also be submitted through NEFT / RTGS as per Bank details provided below with proper furnishing of submission details

A separate non-refundable tender fee of stipulated amount also needs to be transferred online through NEFT/ RTGS in case the tender document is downloaded from our website.

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

Beneficiary Name – TP Northern Odisha Distribution Limited

Bank Name – Union Bank of India

Branch Name – Balasore Branch

Account No – 500601010280332

IFSC Code – UBIN0550060

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

- a) Documentary evidence in support of qualifying criteria
- b) Technical literature / GTP / Type test report etc. *(if applicable)*
- c) Qualified manpower available *(if applicable)*
- d) Testing facilities *(if applicable)*
- e) No Deviation Certificate as per the Annexure III – Schedule of Deviations
- f) Acceptance to Commercial Terms and Conditions viz Delivery schedule/period, payment terms etc. as per the Annexure IV – Schedule of Commercial Specifications.
- g) Quality Assurance Plan/Inspection Test Plan for supply items *(if applicable)*
- h) Acceptance of Annexure for Scope of work and Service level agreement.

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

**THIRD PART: “PRICE BID”** shall contain only the price details and strictly in format as mentioned in Annexure I along with explicit break up of basic prices, Taxes & duties, Freight etc. In case any discrepancy is observed between the item description stated in Schedule of Items mentioned in the tender and the price bid submitted by the bidder, the item description as mentioned in the tender document (to the extent modified



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through Corrigendum issued if any) shall prevail. Price Bid is to be submitted in soft copy through TPNODL E-Tendering system (Ariba) only. Hard copy of Price Bid not be submitted.

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**SIGNING OF BID DOCUMENTS:**

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

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

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

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

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

**3.2 Contact Information**

All the bidders are requested to send their pre-bid queries (if any) against this tender through e-mail within the stipulated timelines. The consolidated reply to all the queries received shall be posted on TPNODL website by the stipulated timelines as detailed in calendar of events.



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**Communication Details:**

**Package Owner - Contracts**

Name: **Mr. Umesh Prasad Sahoo**

Contact No.: 9438906445

E-Mail ID: umesh.sahoo@tpnodl.com

**HOD- Contracts**

Name: **Mr. Vipin Chauhan**

Contact No: 9717393121

E-Mail ID: Vipin.Chauhan@tpnodl.com

Bidders are strictly advised to pay Tender Participation Fee to receive the Ariba log-in.

**3.3 Bid Prices**

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

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

**Applicable GST to be specified clearly.**

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

### 3.4 Bid Currencies

Prices shall be quoted in Indian Rupees Only.

### 3.5 Period of Validity of Bids

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

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

### 3.6 Alternative Bids

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

### 3.7 Modifications and Withdrawal of Bids

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

### 3.8 Earnest Money Deposit (EMD)

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

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

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

#### ***The EMD shall be forfeited in case of:***

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

**Or**

b) The case of a successful bidder, if the Bidder does not  
i) accept the purchase order, or

ii) furnish the required performance security BG

### **3.9 Type Tests (if applicable)**

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

### **4.0 Bid Opening & Evaluation process**

#### **4.1 Process to be confidential**

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

#### **4.2 Technical Bid Opening**

Bids shall be opened as per the schedule mentioned in Calendar of Events. In case of limited tenders, the bids shall be opened internally by TPNODL. Owing to COVID Scenario, in case of Open Tenders also, the bids shall be opened internally by TPNODL. Technical bid must not contain any cost information whatsoever.

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

Next, the technical bid of the bidders who have furnished the requisite EMD will be opened, one by one. The salient particulars of the techno commercial bid will be read out at the sole discretion of TPNODL.

#### **4.3 Preliminary Examination of Bids/ Responsiveness**

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



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

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

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

#### **4.4 Techno Commercial Clarifications**

Bidders need to ensure that the bids submitted by them are complete in all respects. To assist in the examination, evaluation and comparison of Bids, TPNODL may, at its discretion, ask the Bidder for a clarification on its Bid for any deviations with respect to the TPNODL specifications and attempt will be made to bring all bids on a common footing. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted owing to any clarifications sought by TPNODL. After all techno commercial issues are clarified, the date of price bid opening will be intimated to the technically accepted bidders and same shall also be notified at TPNODL website.

#### **4.5 Price Bid Opening**

Price bids will be opened at the stipulated date and time. The EMD of the bidder withdrawing or substantially altering his offer at any stage after the technical bid opening will be forfeited at the sole discretion of TPNODL without any further correspondence in this regard.

## **4.6 Reverse Auctions**

TPNODL reserves the right to conduct the reverse auction (instead of public opening of price bids) for the products / services being asked for in the tender and reserves the rights to conduct the manual negotiation with the BA who is declared L1 after Reverse Auction. The terms and conditions for such reverse auction events shall be as per the Acceptance Form attached as Annexure VI of this document. The bidders along with the tender document shall mandatorily submit a duly signed copy of the Acceptance Form attached as Annexure VI as a token of acceptance for the same.

## **5.0 Award Decision**

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

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

In case any BAs is found unsatisfactory during the Contract period, the award will be cancelled and TPNODL reserves the right to award other BAs who are found fit.

## **6.0 Completion Period:**

Rate Contract shall be valid for a period of 2 Year from date of issue and based on our requirements the release order shall be issued on time to time and completion period shall be defined in individual release order based on SOW / Site Conditions.

i) For First Release Order- The total time for completion of delivery of transformer shall be 16 weeks from the date of receipt of Release order by the vendor. In case, there is a delay in delivery of Power Transformer due to reasons attributable to BA, TPNODL shall examine if the delay has impacted the commissioning of Project. If it is



established that the delay has not impacted the commissioning of project, LD shall not be levied on BA. TPNODL shall approve/ provide comments on the submitted drawings within 7 days of first submission. These timelines shall be 4 days in case of resubmission. At least one mutual face to face discussion at TPNODL Office shall also be required within 3-5 days of drawing submission by the BA.

ii) For Subsequent Release Order - The total time for completion of delivery of transformer shall be 8 weeks from the date of receipt of Release order by the vendor. In case, there is a delay in delivery of Transformer due to reasons attributable to BA, TPNODL shall examine if the delay has impacted the commissioning of Project. If it is established that the delay has not impacted the commissioning of project, LD shall not be levied on BA.

#### **7.0 Order of Preference/Contradiction:**

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

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

#### **8.0 Post Award Contract Administration**

##### **8.1 Special Conditions of Contract**

- After finalization of tender, Rate Contract shall be issued on successful bidder with a validity period of 02 Year. Prices shall remain firm till validity of issued rate contract. Within the validity of rate contract and as per requirement of material, release order shall be issued time to time.
- PBG: 5% of the RC value in case of Rate Contract. The validity of the PBG submitted against the RC shall be till period of Rate Contract plus one month and



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validity of PBG submitted against each RO shall be till the warranty period of the Transformer plus one month.

- Guarantee period shall be as per technical specifications.
- TPNODL reserves the rights to short close the issued Release Order / Rate contract, in case of any quality issues.
- Any change in statutory taxes, duties and levies shall be borne by TPNODL.
- All other terms and conditions of TPNODL GCC shall be applicable.

### **8.2 Payment Terms**

On delivery of the materials in good condition and certification of acceptance by certified official, Associate shall submit the Bills / Invoices in original in the name of TP NORTHERN ODISHA DISTRIBUTION LIMITED to AGM (Elect.) / Executive Engineer (Elect.), Central Store, TPNODL, Balasore. The payment shall be released within 45 days from the date of submission of certified bills / invoices.

The payment shall be released within 45 days from the date of submission of certified bills / invoices.

### **8.3 Climate Change**

Significant quantities of waste are generated during the execution of project and an integrated approach for effective handling, storage, transportation and disposal of the same shall be adopted. This would ensure the minimization of environmental and social impact in order to combat the climate change.

### **8.4 Ethics**

- TPNODL is an ethical organization and as a policy TPNODL lays emphasis on ethical practices across its entire domain. Bidder should ensure that they should abide by all the ethical norms and in no form either directly or indirectly be involved in unethical practice.
- TPNODL work practices are governed by the Tata Code of Conduct which emphasizes on the following:
- We shall select our suppliers and service providers fairly and transparently.



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

Bidder is advised to refer GCC attached at Annexure IX for more information.

Any ethical concerns with respect to this tender can be reported to the following e-mail ID: [ceooffice@tpnodl.com](mailto:ceooffice@tpnodl.com)

**9.0 Specification and standards**

NA

**10.0 General Condition of Contract**

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

**11.0 Safety**

Safety related requirements as mentioned in our safety Manual put in the Company's website which can be accessed by:

[http:// www.tpnodl.com](http://www.tpnodl.com)

All Associates shall strictly abide by the guidelines provided in the safety manual at all relevant stages during the contract period.

All jobs are this tender have to be executed strictly in compliance to the Safety terms and Conditions of TP Northern Odisha Distribution Limited. Please refer



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attached Safety terms and conditions, Annexure-X, for details. Violation of Safety norms will result in Penalty as mentioned in the above document.

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**ANNEXURE I**  
**Schedule for Items**

Sr. No.	Description	HSN Code	UoM	Qty.	Unit Price (Rs.)	GST (Rs.)	Unit Price with GST (Rs.)	Amount (Rs.)
1	Rate Contract for Manufacture & Supply of 33/0.433kV, 100KVA Station Transformer		Nos.	45				
<b>TOTAL AMOUNT</b>								

**NOTE:**

- All rates are to be quoted on delivered basis at TPNODL Sites / Store, Odisha, and should be inclusive of freight, insurance, loading & unloading, handling charges and any other charges which may be applicable.
- The quantity mentioned above is for evaluation purpose only and may vary during the execution. Release Orders against this Rate Contract shall be issued by TPNODL as per actual requirement.
- The overall period of the rate contract shall be for a period of **02 year** and price shall be firm till the validity of contract.
- The unit price with GST in column no. 7, is landed price FOR TPNODL Odisha Locations. Exact delivery location shall be specified in the Release Order.
- The bidders are advised to quote prices strictly in the above format. Failing to do so, bids are liable for rejection.
- The bidder must fill each and every column of the above format. ***Mentioning “extra/inclusive” in any of the column may lead for rejection of the price bid.***
- No cutting/ overwriting in the prices is permissible.



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**ANNEXURE II**

**Technical Specifications attached separately with the tender.**

**ANNEXURE III**

**Schedule of Deviations**

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

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

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

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

**Seal of the Bidder:**

**Signature:**

**Name:**

**ANNEXURE IV**

**Schedule of Commercial Specifications**

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

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



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**ANNEXURE V**

**Checklist of all the documents to be submitted with the Bid**

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

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





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**Annexure VI**

**Acceptance Form for Participation In Reverse Auction Event**

***(To be signed and stamped by the bidder)***

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

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

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

**Signature & Seal of the Bidder**

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Prepared By Imran Ahmad/ Swetaraj Parida	Reviewed By Vipin Chauhan	Approved By Sunil Bhattar

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## 1.0 ORGANIZATIONAL VALUES

The Tata Group has always been a value driven organization. These values continue to direct the Group's growth and businesses. The six core Tata Values underpinning the way we do business are:

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

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

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

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

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

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

## 2.0 Tata Code of Conduct

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

## 3.0 CONTRACT PARAMETERS

### 3.1 Issue/Award of Contract

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

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

Note- In case of RC though, further Release Orders (RO) shall be issued by TPNODL on RC rates and terms & Conditions as per the requirement of TPNODL.

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### **3.2 Contract Commencement Date**

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

### **3.3 Contract Completion Date**

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

### **3.4 Contract Period/Time**

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

### **3.5 Contract Execution Completion Date**

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

### **3.6 Contract Price /Value**

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

### **3.7 Contract Document**

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

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

### **3.8 Contract Language**

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

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

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

### **3.9 Reverse Auction**

TPNODL reserves the right to conduct the reverse auction (instead of public opening of price bids) for the products / services being asked for in the tender. The terms and conditions for such reverse auction events shall be as per the Acceptance Form attached in Annexure F. The

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bidders along with the tender document shall mandatorily submit a duly signed copy of the Acceptance Form as mentioned in the Annexure J as a token of acceptance for the same.

#### 4.0 SCOPE OF WORK

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

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

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

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

In the event, TPNODL requests a change, the Contract price and time shall be adjusted upwards or downwards, as the case may be and shall be mutually agreed to. The associate shall not be entitled to any extension of time unless such changes adversely affect the time schedule.

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

#### 4.1 Bid Evaluation- Commercial & Technical

TPNODL reserves the right to evaluate the bid on below parameters as per the requirement:

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

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

TPNODL reserves the right to carry out Factory Evaluation of Manufacturer along with the Visit to executed Sites for further evaluation to ascertain bidder's manufacturing capability, quality procedures & Performance of executed works.

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## 5.0 PRICES/RATES/TAXES

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

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

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

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

### 5.1 Changes in Statutory Tax Structure

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

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

## 6.0 TERMS OF PAYMENT

On delivery of the materials in good condition and certification of acceptance by TPNODL official, Associate shall submit the Bills/Invoices in original in the name of "TPNODL Limited" to invoice desk, complete with all required documents as under:

- Test Reports (4 sets).
- MDCC issued by TPNODL.
- Packing List.
- Drawing and Catalogue.
- Guarantee/Warranty Card.
- Delivery Challan.
- O&M Manual.
- Copy of Order.
- Minutes of Meeting.



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- E-Way challan (if applicable)

Bills/ invoices shall mention Supplier's GST Number. TPNODL will make 100% payment within 30 days of submission of the Bill/Invoice complete in all respects and along with all the requisite documents mentioned above, subject to condition that Associate has furnished the requisite Security-cum-Performance Guarantee as stipulated in the contract.

### 6.1 Quantity Variation

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

### 6.2 Full and Final Payment

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

### 7.0 MODE OF PAYMENT

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

### 8.0 SECURITY CUM PERFORMANCE DEPOSIT

Associates shall submit within 15 days from the effective date of issue of PO/RC, Security Performance Bank Guarantee (SPBG) in the format as per Annexure B of this document from banks acceptable to TPNODL for:

- (a) 5% of the PO value if purchase order value is more than Rs 5 Crores.
- (b) 10% of the PO value if purchase order value is less than Rs 5 Crores.

This shall remain valid till the end of the Guarantee Period of contract, plus one month.

- (c) 5% of the RC value in case of Rate Contract. This shall remain valid till the Guarantee period plus one month.

- For PO/RC values less than Rs. 5 lacs, Associate may request for deduction of amount equivalent to SPBG value from their first invoice. Such amount shall be withheld by TPNODL while processing the invoice and shall be released after completion of Guarantee Period plus one month.
- For PO/RC values less than Rs. 3 lacs, the clause (8.0) for Security cum Performance Bank Guarantee (SPBG) shall not be applicable.
- In case of RC (Rate Contract) after the expiry of RC validity, Associate shall have to submit SPBG. However, the Associate has the option to re-submit the SPBG as per actual RO

(Release Order) value issued against the RC, valid for Guarantee Period plus one month. The Guarantee Period shall be considered as per the last RO issued against the said RC. The original SPBG as submitted against the RC shall be released on submission of

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the new SPBG to TPNODL. Alternatively, Associate may extend the validity of original SPBG only till the requisite period, i.e. Guarantee Period plus one month.

## 9.0 STATUTORY COMPLIANCE

### 9.1 Compliance to Various Acts

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

### 9.2 SA 8000

As TPNODL is SA 8000 compliant, it expects its Associates to follow guidelines of SA 8000:2014 on the following aspects

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

### 9.3 Affirmative Action

TPNODL appreciate and welcome the engagement/employment of persons from SC/ST community or any other deprived section of society by their business associates.

#### Relaxation in Contract Clauses under Affirmative Action for SC/ ST Business Associates\*\*

TPNODL believes that inclusive growth is the key to sustainable development, and to promote the same Policy on Affirmative Action for Scheduled Caste & Scheduled Tribe Communities has been adopted across the company.

Under the same pre-text, and to promote entrepreneurship among SC/ST community TPNODL has taken initiative by proposing relaxations in contract clauses as per below:

S. No	Initiative	for SC/ ST BA's	Guideline Document
1	Tender Fees	100% waiver for SC/ST community	All Open Tenders
2	Earnest Money Deposit	50 % relaxation of estimated EMD value	All limited and Open Tenders
3	Performance Bank Guarantee	50% relaxation in PBG for order value above 50 lacs else 25% relaxation	All limited and Open tenders
4	Turnover	25% relaxation in company turnover under qualifying requirement criteria	All Open Tenders

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**\*\*Classification of BAs under SC/ST shall be governed under following guidelines:**

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

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

*Note: Certification from SC/ST commission shall be required for deciding upon SC/ST status of a person.*

**9.4 MSME Development ACT 2006**

Provisions for Firms falling in The Micro, Small and Medium Enterprise Development Act 2006:-

- Business Associate is requested to inform the TPNODL if they fall under provisions of The Micro, Small and Medium Enterprises Development Act, 2006 legislation, and provide necessary documents to TPNODL. The Associate also needs to mention the relevant details on their invoice/ bill.
- Business Associate shall submit the self-undertaking of registration in MSME category at the time of bidding as well as on an annual basis to TPNODL, enabling them to avail the consequent benefits, failing which TPNODL may take appropriate action against such defaults.
- Business Associates falling in MSME category shall submit the Tender Fee when participating in TPNODL tenders. However, they are eligible to submit concessional EMD at 50% of the EMD otherwise applicable.

**9.5 ISO 14001**

The vendor to confirm whether their organization is ISO 14001 certified. If not, the Vendor must certify that the handling, use and disposal of their product/ by-products conform to practices consistent with sound environment management and local statues. The Vendor shall ensure that all the wastes are disposal in environmental friendly way with strict compliance to applicable laws including adherence to MoEF guidelines with respect to the disposal of batteries, lead waste, copper cables, ash, waste oil, e-waste etc. which shall be disposed through MoEF approved parties only. The vendor shall also dispose off the e-waste generated at the end of the product life cycle at its own costs and risk as per the MoEF guidelines/ Orders

**10.0 QUALITY**

**10.1 Knowledge of Requirements**

The Associate shall be deemed to have carefully examined and to have knowledge of the equipment, the general and other conditions, specifications, schedules, drawings, etc. forming

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part of the Contract and also to have satisfied himself as to the nature and character of the work to be executed and the type of the equipment and duties required including wherever necessary of the site conditions and relevant matters and details. Any information thus procured or otherwise obtained from TPNODL/Consultants shall not in any way relieve the Associate from his responsibility and executing the works in accordance with the terms of contract.

### **10.2 Material/Equipment/Works Quality**

The items / works under the scope of the Associate shall be of the best quality and workmanship according to the latest engineering practice and shall be manufactured from materials of best quality considering strength and durability for their best performance and, in any case, in accordance with the specifications set forth in this Contract. All material shall be new. Substitution of specified material or variation from the process of fabrication/ construction/ manufacture may be permitted but only with the prior written approval of the TPNODL.

### **10.3 Adherence to Rules & Regulations**

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

### **10.4 Specifications and Standards**

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

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

## **11.0 INSPECTION/PARTICIPATION**

### **11.1 Right to Carry Out Inspection**

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

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

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

MDCC request shall be submitted by BA to TPNODL at least 7 days before inspection date.

### 11.2 Facilitating Inspection

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

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

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

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

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

### 11.3 Third Party Nomination

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

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#### **11.4 Waiver of Inspections**

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

#### **11.5 Incorrect Inspection Call**

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

### **12.0 MDCC & DELIVERY OF MATERIALS**

#### **12.1 Material Dispatch Clearance Certificate**

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

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

All such packing shall allow to the extent possible for easy removal and checking at Site. The associate shall take special precautions to prevent rusting of steel and iron parts during transit by sea. Gas seals or other materials shall be utilized by the associate for protection against moisture during transit of all Plant and Equipment.

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

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

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

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

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

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Timelines for inspection and MDCC is as below:

S. No.	Inspection	MDCC issuance time including Inspection time (max.)
1	Outside Odisha	12 days
2	Within Odisha	5 days
3	Waiver*	3 working days

\* Associate is expected to raise the inspection call assuming that Inspection shall be carried out by TPNODL. The decision for waiver of inspection shall be on sole discretion of TPNODL.

### 12.2 Right to Rejection on Receipt

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

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

### 12.3 Consignee

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

### 12.4 Submission of mandatory documents on Delivery

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

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

### 12.5 Dispatch and Delivery Instructions

S. No.	Instructions
1	Purchase order/ Release order no. shall be mentioned on invoice and on material
2	TPNODL material code and material description shall be mentioned in invoice and on material.

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

### 13.0 GUARANTEE

#### 13.1 Guarantee of Performance

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

#### 13.2 Guarantee Period

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

#### 13.3 Failure in Guarantee Period (GP)

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

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

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

#### **13.4 Cost of repairs on failure in GP**

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

#### **13.5 Guarantee period for Goods Outsourced**

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

#### **13.6 Latent Defect**

Hidden defects in manufacturing or design of the product supplied and which could not be identified by the tests conducted but later manifested during operation of the equipment are termed as latent defects. Associates shall further be responsible for 'free replacement' for another period of THREE years from the end of the guarantee period for any 'Latent Defects' if noticed and reported by the Company.

#### **13.7 Support beyond the Guarantee Period**

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

#### **14.0 LIQUIDATED DAMAGES**

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

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

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

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

#### **14.1 LD Waiver Request**

Any request of LD waiver shall be submitted within thirty (30) days of deducting LD. Request submitted beyond the timeline shall not be entertained.

#### **15.0 UNLAWFUL ACTIVITIES**

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

#### **16.0 CONFIDENTIALITY**

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

##### **16.1 Documents**

All maps, plans, drawings, specifications, schemes and other documents or information related to the Contract/Project and the subject matter contained therein and all other information given to the Associate by the TPNODL in connection with the performance of the contract shall be held confidential by the Associate and shall remain the property of the TPNODL and shall not be used or disclosed to third parties by the Associate for any purpose other than for which they have been supplied or prepared. The Associate may disclose to third parties, upon execution of confidentiality agreements, such part of the drawings, specifications or information if such disclosure is necessary for the performance of the Work provided such third parties agree in writing to keep such information confidential to the same extent and degree as provided herein, for the benefit of the TPNODL.

##### **16.2 Geographical Data**

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

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### 16.3 Associate's Processes

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

### 16.4 Exclusions

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

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

### 16.5 Violation

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

## 17.0 INTELLECTUAL PROPERTY RIGHTS

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

Moreover, the Associate undertakes not to breach any intellectual property right vesting in a third party/parties, whether by breach of statutory provision, passing off, or otherwise. In the event of any such breach, the Associate shall be wholly liable to compensate, indemnify or make good any loss suffered by such third party/parties, or any compensation/damages arising from any legal proceeding/s, or otherwise. No liability of TPNODL shall arise in this respect, and any costs, damages, expenses, compensation payable by TPNODL in this regard to a third party/parties, arising from a legal proceeding/s or otherwise, shall be recoverable from the Associate.

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## 18.0 INDEMNITY

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

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

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

## 19.0 LIABILITY & LIMITATIONS

### 19.1 Liability

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

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

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

### 19.2 Limitation of Liability

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

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## 20.0 FORCE MAJEURE

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

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

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

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

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

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

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

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

## 21.0 SUSPENSION OF CONTRACT

### 21.1 Suspension for Convenience

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

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

- Immediately discontinue further supply of material/goods specified in the suspension notice for supply contracts

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- Immediately discontinue further service/work and supply of materials of those services/materials/work specified in the suspension notice for service /composite contract
- Promptly make every reasonable effort to obtain suspension, upon terms satisfactory to TPNODL, of all orders, outsourcing arrangements, and rental Contracts to the extent that they relate to performance of the portion of Work suspended by the notice.
- Protect and maintain the portion of the service/Work already completed, including the portion of the Work suspended hereunder, unless otherwise specifically stated in the notice.
- Continue delivering/carrying out the supply/service/work items as per contract conditions, which do not fall under purview of the suspension notice.

On receipt of resumption notice from TPNODL, the Associate shall resume execution of contract as specified in the resumption notice, within the time frame specified in the resumption notice.

### **21.2 Suspension for Breach of Contract conditions.**

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

### **21.3 Compensation in lieu of Suspension**

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

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

## **22 TERMINATION OF CONTRACT**

### **22.1 Termination for Default/Breach of Contract**

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

- a. Withdrawal or intimation by the Associate of its intent to withdraw or surrender the execution / completion of the contracted work /PO or failure in ensuring adherence to any delivery schedules, in deviation of the contract/PO.
- b. Refusal or neglect on the part of the Associate to supply material/equipment of quantity or quality as specified by TPNODL and within the timeframe as specified in the contract document or refusal or neglect to execute the services/work in terms of the agreed standards of quantity or quality and/or within the timeframe specified in the contract/PO.

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- c. Failure in any respect to perform any portion of the Work contracted with promptness, diligence, or in accordance with the terms of the contract.
- d. Failure to furnish guarantees as specified and /or failure to comply with the terms thereof.
- e. Failure to furnish such relevant documents or information within the time specified which may be necessary for due execution / completion of the works and documentation.
- f. Liquidation, bankruptcy either voluntary or involuntary OR entering into any composition or compromise with its creditors, or Insolvency.
- g. In case any reasonable information has been received by TPNODL that Associate has adopted/ or attempted to adopt any unethical conduct, action in award of the contract /PO or at any time thereafter.
- h. Failure to comply with applicable statutory provisions as contained in the contract or failure to comply with the applicable laws.
- i. Failure to comply with safety regulations/clauses stipulated in the contract or as may be generally instructed by TPNODL.

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

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

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

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

- a) Associate shall discontinue the supply, on the expiry of the said period of two weeks.
- b) Associate shall ensure that no further steps are being taken towards discharge of the obligations, terms and conditions as contained in the contract/PO. This shall include initiation of actions not limited to discontinuation of other allied and associated arrangements which the associate might have entered into with third parties for due discharge of its obligations under the contract with TPNODL.
- c) The Associate shall perform thereafter such tasks as may be necessary to preserve and protect the terminated portion of the material/service/work in progress and the materials and equipment at TPNODL sites or in transit thereto. However the associate shall

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continue to fulfill its contractual obligations with regard to the part of contract not terminated.

- d) It shall be open for TPNODL to conduct a joint assessment with the associate of the material, supplies, equipment ,works or in general as to the subject matter of the contract in regard to which the associate claims having completed its obligations before or during such termination.
- e) It shall be open to TPNODL to seek invocation of the performance bank guarantee or any other guarantee or other security deposit by whatever name called submitted by the associate, which shall not be objected to or protested against by the associate.

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

- a) In case TPNODL exercises its right of termination as stated above the associate shall not dispute or object to the same.
- b) The Associate shall be entitled to receive and claim only such payments OR sums of money from TPNODL as may be found payable to it in regard to works executed by it under the terms of the contract and no other claim of any nature whatsoever shall be made by the Associate.
- c) All such provisions which the parties have agreed to survive and prevail even after termination of the contract shall remain effective despite the termination.

In the event of such termination, TPNODL may finish the Work by whatever method it may deem expedient, including the hiring of services and /or purchase of material equipment from such third parties as TPNODL may deem fit or may itself provide any labor or materials and perform any part of the Work. The associate undertakes to bear the incremental costs if any paid by TPNODL in such a case attributable to failure on the part of the associate. The Associate in such a case shall not be entitled to receive any further payments and any sums found payable to it may be adjusted by TPNODL against the amount recoverable from him on this ground. The same shall be without prejudice to other rights available to TPNODL under law against the associate.

Upon the termination of any of the contract due to occurrence of any circumstances provided in clauses stated above and constituting repeated breach or misconduct , TPNODL shall be entitled to bar the associates its agents , affiliates from undertaking any negotiation / tendering, bidding , participation activities concerning TPNODL for a period of two years from date of such termination. The same shall be without prejudice to other rights available to TPNODL.

### **22.2 Termination for Convenience of Associate**

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

### **22.3 Termination for Convenience of TPNODL**

TPNODL at its sole discretion may terminate the contract by giving 30 days prior notice in writing or through email to the Associate. TPNODL shall pay the Associate for all the supplies/



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services rendered till the actual date of contract termination against submission of invoice by the Associate to that effect.

### **23.0 DISPUTE RESOLUTION & ARBITRATION**

In case of any dispute or difference the parties shall endeavour to resolve the same through conciliatory and amicable measures within 15 Days failing which the matter may be referred by either party for resolution by the sole arbitrator to be appointed mutually by both the parties. The arbitral proceedings shall be conducted in accordance with Arbitration and Conciliation Act 1996 and the place of arbitration shall be Bhubaneswar. The language to be used at proceedings shall be English and the award of the arbitrator shall be final and binding on the parties. The parties shall bear their respective costs of arbitration. The associate shall continue to discharge its obligations towards due performance of the works as per the terms of the contract during the arbitration proceedings unless otherwise directed in writing by TPNODL or suspended by the arbitrator. Further, TPNODL shall continue making such payments as may be found due and payable to the associate for such works.

#### **23.1 Governing Laws and Jurisdiction**

The parties shall be subject to the jurisdiction of the courts of law in Bhubaneswar and any matter arising here from shall be subject to applicable law in force in India.

### **24.0 ATTRIBUTES OF GCC**

#### **24.1 Cancellation**

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

#### **24.2 Severability**

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

#### **24.3 Order of Priority**

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

### **25.0 ERRORS AND OMISSIONS**

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

### **26.0 TRANSFER OF TITLES**

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

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However, such passing of title of ownership and property to the TPNODL shall not in any way absolve, dilute or diminish the responsibility and obligations of the Associate under this Contract including loss or damages and all risks, which shall vest with the Associate.

## 27.0 INSURANCE

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

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

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

All the insurance claims shall be processed and settled by the associate and the missing/damaged items shall be replaced/repared by them without any extra cost to TPNODL and without affecting the completion time.

## 28.0 SUGGESTIONS & FEEDBACK

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

You may send your feedback by filling up our Business Associate Feedback Form enclosed herewith as *Annexure-I*. You can also log on to our website [www.tpnodl.com](http://www.tpnodl.com) to provide your feedback.

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- Suggestions for us
- Feedback form
- Knowledge Sharing/ Experience with TPNODL
- Any issues with TPNODL.

Submission of feedback form is mandatory before the release of final payment to the BA.

## 29.0 CONTACT POINTS

In case Business Associate needs information with respect to payments or has any grievances, same may be lodged by log on to our website [www.tpnodl.com](http://www.tpnodl.com)

## 30.0 LIST OF ANNEXURES

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

### ANNEXURE-A

#### PROFORMA FOR BID SECURITY BANK GUARANTEE

**TP Northern Odisha Distribution Limited  
Balasore**

WHEREAS, (Name of the Bidder) \_\_\_\_\_  
(hereinafter called "the BIDDER") has submitted his bid dated \_\_\_\_\_ for the  
(Tender No. & Name of Contract) \_\_\_\_\_ (hereinafter  
called "the BID").

KNOW ALL men by these presents we (Name of the  
Bank) \_\_\_\_\_ of (Name of the  
Country) \_\_\_\_\_ having our registered  
office at \_\_\_\_\_ (hereinafter called "the BANK) are bound unto

Approved Copy of GCC (TPNODL)

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TPNODL Limited (TPNODL) in the sum of \_\_\_\_\_ for which payment well and truly to be made to the TPNODL the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

The CONDITIONS of this obligation are:

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

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

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

**DATE** ..... **SIGNATURE OF THE BANK** .....

**WITNESS** ..... **SEAL** .....

(Signature, Name & Address) ( At least 2 witnesses)

**ANNEXURE- B**

**PROFORMA FOR PERFORMANCE BANK GUARANTEE (CP cum EP)**

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

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

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**TP Northern Odisha Distribution Ltd.**

**Mumbai**

Approved Copy of GCC (TPNODL)

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CP cum EP BG No.....

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

1. You have entered into a Contract No \_\_\_\_\_ with M/s. \_\_\_\_\_ (hereinafter referred to as "the Vendor") for the supply cum erection / civil work of \_\_\_\_\_ (hereinafter referred to as "the said Equipment") for the price and on the terms and conditions contained in the said contract.
2. In accordance with the terms of the said contract, "the Vendor" agreed to furnish you with an irrevocable, unconditional and acceptable bank guarantee for 10% of the value of contract and to be valid till the end of Guarantee period plus one month towards "Contract cum Equipment performance". For this purpose you have agreed to accept the guarantee.
3. In consideration thereof, we, \_\_\_\_\_ hereby irrevocably and unconditionally guarantee to pay to you on demand but in any case before the end of five working days from the date of the claim and without demur and without reference to "the Vendor" such amount or amounts not exceeding the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) being \_\_\_\_\_% (\_\_\_\_\_ percent) of the total value of the contract on receipt of your intimating that "the Vendor" has not fulfilled his contractual obligations. You shall be the sole judge for such non-fulfillment and "the Vendor" shall have no right to question such judgment.
4. You shall have the right to file / make your claim on us under the guarantee for a **further period of one month** from the date of expiry.
5. This guarantee shall not be revoked without express consent and shall not be affected by your granting time or any other indulgence to "the Vendor", which shall include but not be limited to, postponement from time to time of the exercise the same in you or any right which you may have against "the Vendor" and to exercise the same in any covenant contained or implied in the said contract or any other course or remedy or security available to you, and our Bank shall not be released from its obligations under this guarantee by

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your exercising any of your rights with reference to matters aforesaid or any of them or by reasons of any other act or forbearance or other acts of omission or commission on your part or any other indulgence shown by you or by any other matter or thing whatsoever which under the law would, but for this provision have the effect of relieving our bank from its obligation under this guarantee.

6. We also agree that you shall be entitled at your option to enforce this guarantee against our bank as a principal debtor, in the first instance, notwithstanding any other security or guarantee that you may have in relation to "the Vendor's" liabilities in respect of the premises
7. This guarantee shall not be affected by any change in the constitution of our Bank or "the Vendor" or for any other reason whatsoever.
8. Any claim / extension under the guarantee can be lodge-able at outstation banks or at Mumbai branch and claim will also be payable at Mumbai Branch (to be confirmed by Mumbai Branch by a letter to that effect in case BG is from the branch outside Mumbai).
9. Notwithstanding anything herein contained, our liability under this guarantee is limited to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only and the guarantee will remain in force upto and including \_\_\_\_\_ (Date) and shall be extended from time to time for such period or period as may be desired by "the Vendor".
10. Unless a demand or claim under this guarantee is received by us in writing within one months from \_\_\_\_\_ (expiry date) i.e. on or before \_\_\_\_\_ (claim period end date), we shall be discharged from all liabilities under this guarantee thereafter.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Bank's rubber stamp

1. Banks full address

Designation of Signatory

2. Bank official number

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**ANNEXURE-C**

**PROFORMA FOR “NO DEMAND CERTIFICATE” BY ASSOCIATE**

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

(To be submitted by the Associate to TPNODL Accounts Department at the time of receipt of full and final payment)

**(Certificate No. CCP/002)**

Name of the Project Order/

Contract No.

Dated

Name of the Associate Scheme

No. / Job No.

We, M/s. \_\_\_\_\_ (Associate) do hereby acknowledge and confirm that we have received the full and final payment due and payable to us from TPNODL, in respect of our aforesaid Order No \_\_\_\_\_ dated \_\_\_\_\_ including amendments, if any, issued by TPNODL to our entire satisfaction and we further confirm that we have no claim whatsoever pending with TPNODL under the said contract / W.O.

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

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

**Place**

**Name**

(Company Seal)

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**ANNEXURE-D**

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

To be printed on the letterhead

To,  
TPNODL Limited,  
Bhubaneswar

**Sub: Application for issuance of Consolidated TDS Certificate for the FY \_\_\_\_\_**

Dear Sir,

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

Signature

Name

Address

Contact No. (Land Line)  
(Mobile)

PAN #

Assessing authority

**ATTACH THE COPY OF PAN CARD**



**ANNEXURE-E**

**BUSINESS ASSOCIATE FEEDBACK FORM**

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

**You are associated with us as**

- OEMs    Service Contractor    Material Suppliers    Material & Manpower Supplier

**You are associated with us for**

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

**Your office is located at**

- Bhubaneswar    Within 200 kms from Bhubaneswar    More than 200 kms from Bhubaneswar

**Your nearly turnover with TPNODL**

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

**Additional Information**

<b>Your Name</b>	
<b>Your Designation</b>	
<b>Your Organization</b>	
<b>Contact Nos.</b>	
<b>Email</b>	

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

**SECTION – A**

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

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

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

GENERAL CONDITIONS OF CONTRACT

**SECTION – B**

SECTION – B (Please rate the following parameters on a scale of 1 to 5, where 1 - Minimum; 5 - Maximum)

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

**SECTION – C**

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

S. No.	Parameters	Certainly No	Probably No	Certainly Yes	Probably Yes	Remarks/ Suggestion
1	Based on your experience with TPNODL, would you like to continue your relationship with TPNODL?					
2	If someone asks you about TPNODL, would you talk "positively" about					

	TPNODL?					
3	Would you refer TPNODL name to others in your community, fraternity and society as a professional & dynamic organization?					

**SECTION - D**

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

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

**SECTION - E**

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

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

Please spare your thoughts for TPNODL's improvement in particular areas of major concerns for you. We also welcome your suggestions to adopt any best practices, altitudes that you

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

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5	<i>Inspection &amp; quality assurance support for timely job completion</i>
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We thank you for your time and courtesy!!

**ANNEXURE-F**

**ACCEPTANCE FORM FOR PARTICIPATION IN REVERSE AUCTION EVENT**

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

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

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

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

**Signature & Seal of the Bidder**



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Name of the Authorized Signatory: \_\_\_\_\_ :

Contact Person's Name:

Official Correspondence Address:

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

Thanking you,

For \_\_\_\_\_

**(Authorised Signatory)**

**(Signature with Rubber Stamp)**

**Certification from Bank:**

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

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

**(Manager's/ Officers Signature under Bank Stamp)**



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**ANNEXURE-H**  
**VENDOR APPRAISAL FORM**

TO BE SUBMITTED BY VENDOR (To be filled as applicable)			
Part A			
<b>1.0</b>	<b>DETAILS OF THE FIRM</b>		
	1.1	NAME (IN CAPITAL LETTERS)	
	1.2	TYPE OF CONCERN (PROPRIETARY) PARTNERSHIP PVT.LTD., PUBLIC LTD. ETC.	
	1.3	YEAR OF ESTABLISHMENT	
	1.4	LOCATION OF OFFICE POSTAL ADDRESS	
	1.5	CONTACT DETAIL OF BA's REPRESENTATIVE NAME E-MAIL ID CELL NO.	
	1.6	LOCATION OF MANUFACTURING UNITS	:
		i) UNITS 1	:
		ii) OTHER UNITS	:
<b>2.0</b>	<b>PRODUCTS / SERVICES BEING OFFERED</b>		
<b>3.0</b>	<b>TURNOVER DURING THE LAST 3 YEARS (TO BE VERIFIED WITH THE LATEST PROFIT &amp; LOSS STATEMENT).</b>		
<b>4.0</b>	<b>AVALABILITY OF STATUTORY DOCUMENTS I.E. COPY OF PAN CARD</b>		
<b>5.0</b>	<b>AVALABILITY OF STATUTORY DOCUMENTS I.E. COPY OF GST REGISTRATION</b>		
<b>6.0</b>	<b>APPLICABILITY UNDER MSME CERTIFICATION</b>		
<b>7.0</b>	<b>BA BELONGS TO AA COMMUNITY (SC/ST)</b>		
<b>8.0</b>	<b>DOCUMENTS VERIFYING ADDRESS PROOF (SUPPORTED BY ANY GOVT. ISSUED DOCUMENT)</b>		

<b>9.0</b>	<b>TECHNICAL</b>		
	9.1	NO.OF DESIGN ENGINEERS (INDICATE NO.OF YEARS EXPERIENCE IN RELATED FIELDS)	:
	9.2	NO.OF DRAUGHTSMEN	:
	9.3	COLLABORATION DETAILS (IF ANY)	:
		9.3.1 DATE OF COLLABORATION	:
		9.3.2 NAME OF COLLABORATOR	:
		9.3.3 RBI APPROVAL DETAILS	:
		9.3.4 EXPERIENCE LIST OF COLLABORATOR	:
		9.3.5 DURATION OF AGREEMENT	:
	9.4	AVAILABILITY OF STANDARDS / DESIGN PROCEDURES / COLLABORATOR'S / DOCUMENTS (CHECK WHETHER THESE ARE LATEST/CURRENT)	:
	9.5	TECHNICAL SUPPORT, BACK-UP GUARANTEE, SUPERVISION, QUALITY CONTROL BY COLLABORATOR (WHEREVER ESSENTIAL). (THIS CLAUSE IS RELEVANT WHEN VENDOR'S EXPERIENCE IS INADEQUATE)	:
	9.6	QUALITY OF DRAWINGS	:
<b>10.0</b>	<b>MANUFACTURE</b>		
	10.1	SHOP SPACE, LAYOUT LIGHTING, VENTILATION, ETC.	:
	10.2	POWER (KVA)	:
		MAINS INSTALLED	:
		UTILISED	:
		STANDBY POWER SOURCE	:
	10.3	MANUFACTURING FACILITIES (ATTACH LIST OF EQUIPMENTS AS APPLICABLE)	:
		10.3.1 MATERIAL HANDLING	:
		10.3.2 MACHINING	:
		10.3.3 FABRICATION	:

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		10.3.4 HEAT TREATMENT	:
		10.3.5 BALANCING FACILITY	:
		10.3.6 SURFACE TREATMENT PRIOR TO PAINTING/ COATING, POLISHING, PICKLING, PASSIVATION, PAINTING, ETC.	:
	10.4	SUPERVISORY STAFF	:
	10.5	ADEQUACY OF SKILLED LABOURS (MACHINISTS, WELDERS, ETC.)	:
	10.6	NO. OF SHIFTS	:
	10.7	TYPE OF MATERIAL HANDLED (SUCH AS CS, SS, ETC.)	:
	10.8	WORKMANSHIP	:
	10.9	MATERIAL IN STOCK AND VALUE	:
	10.10	TRANSPORT FACILITIES	:
	10.11	CARE IN HANDLING	:
<b>11.0</b>	<b>INSPECTION / QC / QA / TESTING</b>		
	11.1	NUMBER OF PERSONNEL (INDICATE NO.OF YEARS OF EXPERIENCE)	:
	11.2	INDEPENDENCE FROM PRODUCTION	:
	11.3	AVAILABILITY OF PROCEDURAL WRITE UP/QUALITY PLAN	:
	11.4	INCOMING MATERIAL CONTROL AND DOCUMENTATION	:
	11.5	RELIABILITY/REPUTATION OF SUPPLY SOURCES	:
	11.6	STAGE INSPECTION AND DOCUMENTATION	:
	11.7	SUB-ASSEMBLY & DOCUMENTATION	:
	11.8	FINAL INSPECTION AND DOCUMENTATION	:
	11.9	PREPARATION OF FINAL DOCUMENTATION PACKAGE	:
	11.10	TYPE TEST FACILITIES	:
	11.11	ACCEPTANCE TEST FACILITIES	:

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	11.12	CALIBRATION OF INSTRUMENTS AND GAUGES (WITH TRACEABILITY TO NATIONAL STANDARDS) (ATTACH LIST)	:
	11.13	STATUTORY APPROVALS LIKE BIS, IBR, ETC.(AS APPLICABLE)	:
	11.14	SUB-VENDOR APPROVAL SYSTEM AND QUALITY CONTROL	:
	11.15	DETAILS OF TESTS CARRIED OUT AT INDEPENDENT RECOGNISED LABORATORIES	:
		i) FURNISH LIST OF TESTS CARRIED OUT AND THE NAME OF THE LABORATORY WHERE THE TESTS WERE CONDUCTED	:
		ii) CHECK AVAILABILITY OF CERTIFICATES AND REVIEW THESE WHEREVER POSSIBLE	:
12.0		<b>EXPERIENCE (INCLUDING CONSTRUCTION / ERECTION / COMMISSIONING) TO BE FURNISHED IN THE FORMAT INDICATED IN APPENDIX)</b>	:
13.0		<b>SALES, SERVICE AND SITE ORGANISATIONAL DETAILS</b>	:
14.0		<b>CERTIFICATE FROM CUSTOMERS (ATTACH COPIES OF DOCUMENTS)</b>	:
15.0		<b>POWER SITUATION</b>	:
16.0		<b>LABOUR SITUATION</b>	:
17.0		<b>APPLICABILITY OF SC/ST RELAXATION (Y/N) IF YES, SUPPORTING DOCUMENTS TO BE ATTACHED</b>	:
<b>Part C Supporting Documents</b>			

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<b>18.0</b>	<p><b>DOCUMENTS TO BE ENCLOSED:</b></p> <ol style="list-style-type: none"> <li>1. Factory License</li> <li>2. ISO Certificate</li> <li>3. Registration of Central Excise</li> <li>4. Income Tax Clearance.</li> <li>5. PF Registration</li> <li>6. ESI Registration</li> <li>7. Insurance for Workman Compensation Act No.</li> <li>8. Electrical Contract LIC No.</li> <li>9. PAN No.</li> <li>10. GST Registration</li> <li>11. MSME Certification</li> <li>12. WC Tax Registration</li> <li>13. Organogram of Co. having organogram of Design, safety, quality, production and other teams.</li> <li>14. Details of subscription of BIS, IEC, IEE, ASTM or other.</li> <li>15. Details of the team in Design, Quality, Safety, Production.</li> <li>16. List of manufacturing equipment as per Part C.</li> <li>17. List of calibrated equipment as per Part C.</li> <li>18. List of clients and order executed in past two years.</li> <li>19. Complaint escalation matrix.</li> <li>20. Performance Certificates of same product from Minimum two utilities.</li> <li><b>21. e-Payment Form as per enclosed Annexure-G</b></li> </ol>	
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**\* Classification of BAs under SC/ST shall be governed under following guidelines:**

- **Proprietorship/ Single Ownership Firm:** Proprietor of the firm should be from SC/ST community. Governing document shall be Proprietorship Deed.
- **Partnership Firm:** Only such firms shall qualify which have SC/ST partners holding equal to or more than 50% of the total ownership pattern of the firm. Governing document shall be Partnership Deed.
- **Private Limited Company:** Only such firms shall qualify which have SC/ST directors holding equal to or more than 50% of the total ownership pattern of the firm. Governing document shall be Memorandum of Understanding (MoU) and/or Article of Association (AoA).
- The relaxation available for BAs under SC / STs shall be as per GCC for Tender Fees, EMD, PBG and Turnover criteria.

*NOTE: Certification from SC/ST Commission shall be required for deciding upon SC/ST status of a person.*

*Annexure-G (e-Payment detail form) must be filled by Associate along with this form.*

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**ANNEXURE-I**  
**MANUFACTURER AUTHORIZATION FORM**

*(To be submitted on OEM's Letter Head)*

Date: .....

Tender Enquiry No.: .....

To,  
Chief (Procurement & Stores)  
TPNODL Limited,  
Mumbai

Sir,

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

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

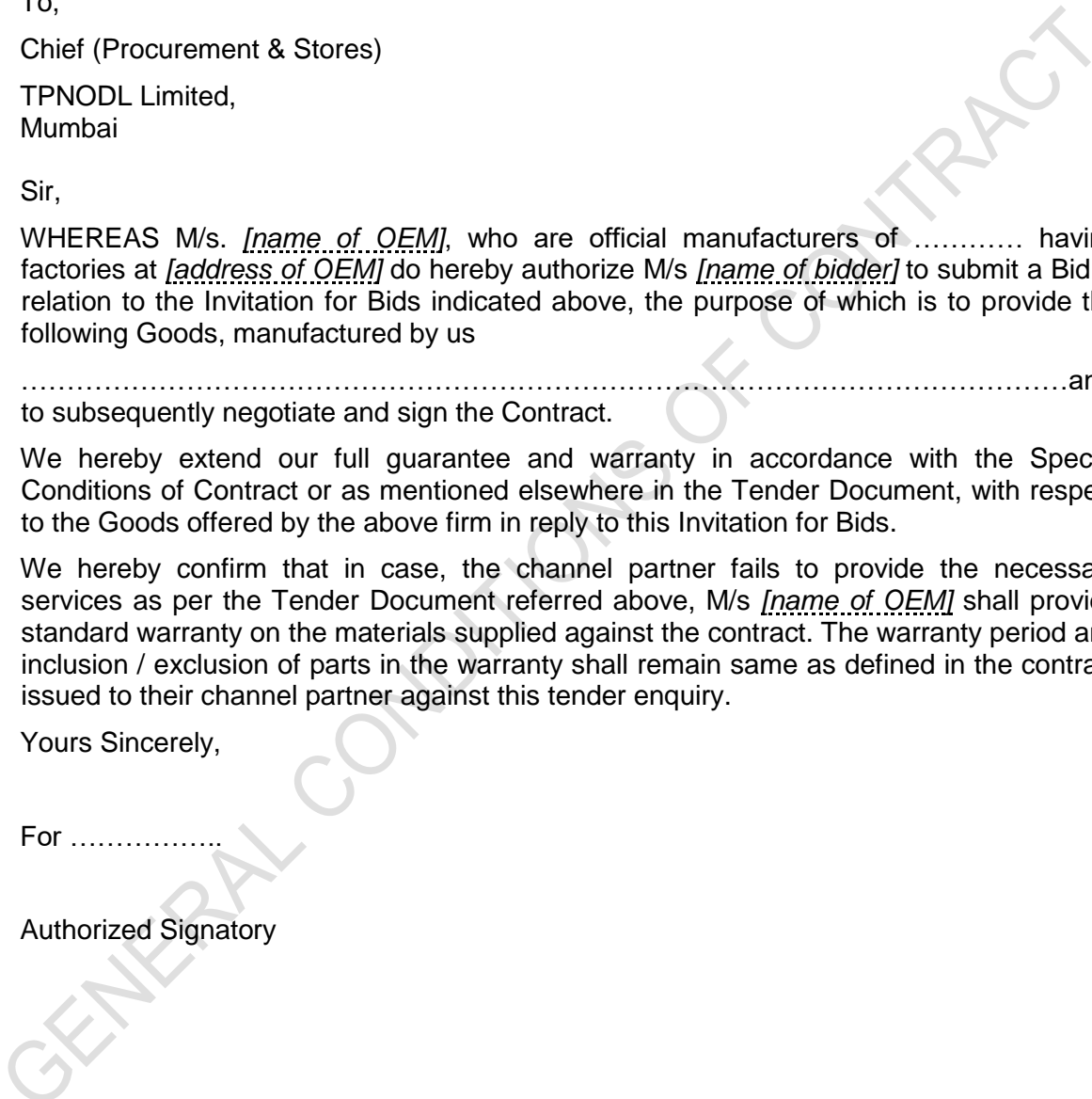
We hereby extend our full guarantee and warranty in accordance with the Special Conditions of Contract or as mentioned elsewhere in the Tender Document, with respect to the Goods offered by the above firm in reply to this Invitation for Bids.

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

Yours Sincerely,

For .....

Authorized Signatory



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## Annexure-J

### TATA CODE OF CONDUCT (TCoC)

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

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

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

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

To effectively implement TCoC, there is a 3-tier framework comprising of Ethics Management Apex Team headed by the CEO, who is also the Principal Ethics Officer (PEO), TPNODL; Locational Ethics Counsellors (LECs) who cover various locations/offices of TPNODL; and LECs are assisted by 4-5 Ethics Champions (ECs).

In case any Ethical Concern is faced during the course of your business dealings with TPNODL, one may utilize any one or more of the following avenues:

1. Ethics Portal on website – [www.tpnodl.com](http://www.tpnodl.com)
2. Ethics Box
3. IVRS No. 19124
4. Locational Ethics Counsellor (LEC)
5. **Third Party Ethics Helpline – 1800-22-7697 (Toll Free) \***
6. Chief Ethics Counsellor

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

#### **Core Values:**

All six core values are already mentioned in GCC.

#### **Core Principles:**

1. **Zero tolerance to bribery or corruption** in any form.

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

**Gift Policy:**

**Principles for acceptance of gifts/benefits –**

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

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

**Principles for non-acceptance of gifts/benefits -**

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

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

**Violation –**

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



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**STANDARAD TECHNICAL SPECIFICATION**  
**FOR**  
**STATION TRANSFORMER SPECIFICATIONS**  
**33/0.433KV\_100KVA**

<b>PREPARED BY</b>	<b>APPROVED BY</b>
<b>SACHIN MOHAN RAWOOL</b>	<b>MANI BHUSHAN PRASHAD</b>
	

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2	APPLICABLE STANDARDS
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4	SYSTEM CONDITION
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10	TYPE TEST
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15	PRE-DESPATCH INSPECTION
16	INSPECTION AFTER RECEIPT AT STORES
17	QUALITY CONTROL
18	TECHNICAL SPECIFICATION
19	SCHEDULE OF DEVITAIONS

PREPARED BY	APPROVED BY
<b>SACHIN MOHAN RAWOOL</b>	<b>MANI BHUSHAN PRASHAD</b>
	

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### 1. SCOPE:

The scope of this document is to give design and constructional features, inspection, supply, loading, forwarding and unloading of Station Transformer to be used in TPNODL, Odisha distribution network.

The transformers covered by this specification shall be complete in all respect. Any materials or accessories which may not here specially mentioned but which is usual and necessary for satisfactory and trouble free operation and maintenance of the transformer, shall be supplied without any extra charge.

### 2. APPLICABLE STANDARDS:

Except when they conflict with the specific requirements of this specification, the Relays at various sub-units/components mounted on the panels shall conform to the latest revisions.

### 3. CLIMATIC CONDITIONS:

The service conditions shall be as follows:

[A] Maximum altitude above sea level	: 1000 m
[b] Maximum ambient temperature	: 50 ° C
[c] Maximum daily average ambient air temperature	: 40 ° C
[d] Minimum ambient air temperature	: -5° C
[e] Maximum temperature attainable by an object exposed to the sun	: 60 ° C
[f] Maximum yearly weighted average ambient temperature	: 32° C
[g] Maximum relative humidity	: 100%
[h] Average no. of rainy days in a year	: 120 days
[i] Average annual rainfall	: 150 cm
[j] Maximum wind pressure	: 260 Kg/Sq.m
[k] Average number of thunderstorm days per annum	: 70

The climatic conditions specified above are indicative and can be changed by the user as per requirements.

The equipment shall generally be for use in moderately hot and humid tropical climate, conducive to rust and fungus growth unless otherwise specified.

<b>PREPARED BY</b>	<b>APPROVED BY</b>
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<b>TPNODL</b>	<b>TATA POWER NORTHERN ODISHA DISTRIBUTION LTD, BALASORE</b>	Page 13 of 28
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#### 4. SYSTEM CONDITION:

1	System Voltage	36 KV
2	Rated Voltage HV	33 KV
3	Rated Voltage LV	0.400 KV
4	Phase	3 phase
5	Frequency	50 HZ subject to fluctuation of $\pm 5\%$
6	Connection HV	Delta
7a	Connection LV	Star ( Neutral brought out)
7b	LV Neutral Earthing	The Neutral point of the secondary (LV) winding shall be brought out in a separate insulated terminal and shall be solidly earthed.
8	Vector Group	Dyn11
9	Winding	Both HV & LV winding shall be wound from Double paper Covered copper conductor.
10	Rating	100 KVA
11	Type of Cooling	ONAN
12	Percentage Impedance at 75°C	4.5% $\pm$ 10% IS tolerance
13	Maximum Temperature Rise over ambient	i) Top oil temp. Rise measured by thermometer - 35°C ii) Winding temp. Rise measured by resistance method – 40 °C Bids not meeting the above limits of temperature rise will be treated as non-responsive.
14	Rated Short apparent power of the stem at 33 KV as per IS 2026 (Part 5)	1000 MVA
15	Audible sound levels in decibel at rated voltage & frequency	Up to 50 KVA 48db 51 – 100 KVA – 51db

<b>PREPARED BY</b>	<b>APPROVED BY</b>
<b>SACHIN MOHAN RAWOOL</b>	<b>MANI BHUSHAN PRASHAD</b>
	

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		101 – 300KVA – 55 db iv) 301 – 500KVA – 56db.
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#### 5. MARKING:

Each Station Transformer shall be legibly and indelibly marked to show the following:

1. Name of the Purchaser : “TPNODL”
2. Name or trade mark of the manufacturer
3. Year of Manufacturing
4. Certificate mark

#### 6. INSPECTION AFTER RECEIPT AT STORES:

The material received at Purchaser’s store shall be inspected for acceptance and shall be liable for rejection.

#### 7. GUARANTEE:

Bidder shall stand guarantee towards design, materials, workmanship & quality of process/manufacturing of items under the contract for due and intended performance of the same, as an integrated product delivered under this contract. In the event any defect is found by the Company up to a period of 48 months from the date of commissioning or 60 months from the date of last supplies made under the contract, whichever is earlier, bidder shall be liable to undertake to replace/rectify such defects at his own costs, within mutually agreed timeframe, and to the entire satisfaction of the Company, failing which the Company will be at liberty to get it replaced/rectified at bidder’s risks and costs and recover all such expenses plus the Company’s own charges( @ 20% of expenses incurred), from the supplier or from the “ Security cum Performance Deposit” as the case may be

#### 8. QUALITY CONTROL:

The bidder shall submit with the offer Quality Assurance Plan indicating the various stages of inspection, the tests and checks which will be carried out on the material of construction, components during manufacture, bought out items and fully assembled component and equipment including drives. As part of the plan, a schedule for stage and final inspection within the parameters of the delivery schedule shall be furnished. The Purchaser's engineer or its nominated representative shall have free access to the manufacturer’s/sub-supplier's works to carry out inspections.

#### 9. TESTS:

All routine, acceptance & type test shall be carried out in accordance with the relevant IS/IEC. All routine, acceptance & type test (if not valid) shall be witnessed by TPNODL authorized representative. All the components shall be type tested with the relevant standard.

PREPARED BY	APPROVED BY
<b>SACHIN MOHAN RAWOOL</b>	<b>MANI BHUSHAN PRASHAD</b>
	

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All transformers shall be subjected to Routine test at the manufacturer's works. One transformer of each offered lot will be tested for Temperature rise test at lowest tap position.

The following tests are to be carried out:

**ROUTINE TEST:**

- Measurement of Voltage Ratio, polarity and phase relationship at all tap positions.
- % Impedance Measurement of No Load Loss at rated voltage & Frequency.
- Measurement of Load losses at 75% at 100% Load and at 50% load at Normal Tap. Measurement of Load losses at lowest Tap at 100% Load for Temperature rise test.
- Measurement of No load Current at 100% and 112.50% rated voltage and no load loss.
- Induced over voltage withstand test.
- Separate source voltage withstand test.
- voltage measurement at 75% & 50
- Temperature Rise Test is also to be conducted at lowest tap on one transformer for every lot offered for inspection as per test procedure described in cl. No. IS 21.3 (b) of IS:1180 (part-I):2014

Unbalance current: The maximum value of unbalance current in transformer shall not exceed 2% of full load current as per CBIP for transformer.

Magnetising current at rated voltage & frequency & 112.5 % of rated voltage & frequency should not exceed the limit as per IS: 1180 ( Part – I ) 1989 Cl . 22.6 .

Pressure Test: As per Clause no. 21.5 of IS 1180 (Part-1) 2014

Oil leakage Test: As per Clause no. 21.5 of IS 1180 (Part-1) 2014

Note: To facilitate testing, arrangement should be made for carrying out Heat Run tests for at least two transformers simultaneously.

<b>PREPARED BY</b>	<b>APPROVED BY</b>
<b>SACHIN MOHAN RAWOOL</b>	<b>MANI BHUSHAN PRASHAD</b>
	

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#### 10. TYPE TEST:

In addition to the routine tests, the following type tests, are to be carried out at CPRI/ NABL Accredited Laboratory or any other Govt. recognized Test House. Transformers for such tests are to be manufactured as per relevant technical specification and approved drawing and should be offered for preliminary testing like routine and temperature rise test at lowest tap position prior to type tests, by testing wing. After successful completion of preliminary tests, transformers may be sent for type tests. After successful completion of Type tests the transformer will be sealed by Testing Wing.

Dynamic short circuit withstand test to be conducted as per cl. No. 21.3(c) of IS 1180(Part-I):2014.

Impulse voltage withstand test to be conducted as per cl. No 21.3 (a) of IS 1180 (part-I):2014. The wave shape of the Impulse voltage wave shape should be chopped on tail.

All the related costs & arrangements for conducting such tests are to be borne by the manufacturer. The Type tested transformer duly sealed by representative may have to be retained at the works of the manufacturer at the discretion for comparison until completion of the final lot of transformer against the instant P.O.

The manufacturer have to submit thermal calculation of short circuit withstand ability for 2 seconds and 3 seconds.

Performance under external short circuit condition and limit of temperature rise - All the transformers shall be capable of withstanding, without damage, the thermal and mechanical effects of a short circuit at the terminals of any of windings for 2 seconds.

The temperature in the winding after 2 secs, of over current must not exceed 200°C for Al and 250°C for Cu windings.

#### 11. DRAWINGS:

Following drawings and documents shall be prepared based on Purchaser's specifications and statutory requirements and shall be submitted with the bid:

S. No.	Description	For Approval	For Review Information	Final Submission
1	Technical Parameters	√		√
2	GA Drawing	√		√
3	Installation Instruction/Manual		√	√
4	QA & QC Plan	√	√	√
5	Test Certificates	√	√	√

After the award of the contract, four (4) copies of following drawings, drawn to scale, describing the equipment in detail shall be forwarded for approval within 08 days. Bidder shall be subsequently provide four (4) complete sets of final drawings, one of which shall be auto positive suitable for reproduction, before the dispatch of the equipment.

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Soft copy (Compact Disk CD) of all the drawing, GTP, Test certificates shall be submitted after the final approval of the same to purchaser

All the documents & drawings shall be in English language.

Instruction/Manuals: Bidder shall furnish softcopy and three (3) hard copies of nicely bound manuals (In English language) covering erection and maintenance instructions and all relevant information and drawings pertaining to the main equipment as well as auxiliary devices if any.

## 12. TEST CERTIFICATES:

1. The test shall be carried out as per the IS before dispatch and the test certificates shall be furnished for approval.
2. Copies of type test certificates of identical materials for each type with dimensional drawings shall invariably accompany the tender.
3. The type test validity shall be in accordance with CEA guidelines, May-2020.

## 13. SAMPLES:

One number configured sample relay to be submitted to TPNODL at the time of bidding.

## 14. PACKING:


Each relay must be packed as per industry standard to maintain its healthiness.

## 15. PRE-DESPATCH INSPECTION:

Equipment shall be subject to inspection by a duly authorized representative of the Purchaser. Inspection may be made at any stage of manufacture at the option of the purchaser and the equipment if found unsatisfactory as to workmanship or material is liable to rejection. Bidder shall grant free access to the places of manufacture to Purchaser's representatives at all times when the work is in progress. Inspection by the Purchaser or its authorized representatives shall not relieve the bidder of his obligation of furnishing equipment in accordance with the specifications. Material shall be dispatched after specific MDCC (Material Dispatch Clearance Certificate) is issued by the Purchaser.

Following documents shall be sent along with material

- a) Test reports
- b) MDCC issued by Purchaser
- c) Invoice in duplicate
- d) Packing list
- e) Drawings & catalogue
- f) Guarantee / Warrantee card

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- g) Delivery Challan
- h) Other Documents (as applicable)

**16. INSPECTION AFTER RECEIPT AT STORES:**

The material received at Purchaser's store shall be inspected for acceptance and shall be liable for rejection.

**17. QUALITY CONTROL:**



The bidder shall submit with the offer Quality Assurance Plan indicating the various stages of inspection, the tests and checks which will be carried out on the material of construction, components during manufacture, bought out items and fully assembled component and equipment including drives. As part of the plan, a schedule for stage and final inspection within the parameters of the delivery schedule shall be furnished. The Purchaser's engineer or its nominated representative shall have free access to the manufacturer's/sub-supplier's works to carry out inspections.

**18. TECHNICAL SPECIFICATION:**

(As per clause no.21.2 of the Specification) (To be furnished and signed by the tenderer)

Item Size :100 KVA; 33/0.400 KV Stn Service DTR

Sl.No.	Particulars		
1	Name of the manufacturer	::	
2	Country of origin	::	
2(a)	Whether the manufacturer has the BIS certification for manufacturing the item offered? If yes, Energy efficiency level for which BIS certification is submitted?	:: ::	
2(b)	Whether the manufacturer has uploaded Type, Special & other test reports required for BIS certification for manufacturing the item offered?		
3	Applicable standard	::	
4	Maximum continuous rating in KVA	::	
5	No load voltage ratio (In KV/KV)	::	
6	Rated frequency (in HZ)	::	
7	Number of phases	::	
8	Type of Cooling	::	

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9	Connections		
	(i) H.V. Winding		
	(ii) L.V. Winding		
10	Vector Symbol		
11	(i) Temperature also under normal operation condition above ambient temperature	::	
	(a) Top oil (in Deg.C.)	::	
	(b) Winding (in Deg.C)	::	
	(ii) Maximum hot spot temperature of winding (in Deg.C)	::	
12	Magnetising current referred to H.V. at rated frequency	::	
	(a) At 90% rated voltage (in Amps)	::	
	(b) At 100% rated voltage (in Amps)	::	
	(c) At 112.5% rated voltage (in Amps)	::	
13	Power factor of magnetising current at 100% rated voltage & frequency	::	
14	No load current at rated voltage and rated frequency (in Amps)	::	
15	No load loss in watt at rated frequency & voltage	::	
16	Load loss in Watt at 75 Deg C. At rated output and frequency at 100% loading & at 50% loading in watt	::	
17	Total Loss at 50 Hz & 75°C at 100% Loading in Watt		
18	Total Loss at at 50 Hz & 75C at 50% Loading in Watt		
19	Percentage Regulation at full load at 75 Deg.C.	::	
	(a) At unity power factor	::	
	(b) At 0.8 power factor lagging	::	
20	Efficiencies at 75 Deg.C. (in percentage)	::	
	(a) At full load	::	
	(i) At unity power factor	::	
	(b) At ¾ full load	::	

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	(i) At unity power factor	::	
	(ii) At 0.8 power factor lagging	::	
	(c ) At ½ full load		
	(i) At Unity power factor		
	(ii) At 0.8 Power factor lagging		
21	Impedence voltage on rated kVA base at rated current and frequency at 75 Deg.C (in percentage)	::	
22	(a)Resistance voltage at rated current and frequency at 75 Deg.C (in percentage)	::	
	(b) Reactance voltage at rated current and frequency at 75 Deg.C (in percentage)	::	
23	Resistance at H.V. base at 75 Deg.C (d) HV (between lines) (ohms) b) LV (between lines) (ohms)	::	
24	Reactance at H.V. base at 50 c/s	::	
25	Withstand time without injury for three phase dead short circuit at terminal (in seconds):	::	
26	Short time current rating for short circuit with duration	::	
	(a) H.V. Winding (in K Amps)	::	
	(b) L.V. Winding (in K Amps)	::	
	(c ) Duration in seconds)	::	
27	Permissible over loading with time at max amb temp (d) 125%load after running with 50% load with steady temp rise. (hrs.) b) 120% load after running with 100% load with steady temp rise. (hrs.)	::	
28	Core :		
	(i) Type :		
29	Zero Sequence Impedance at reference temperature of 75 Deg.C (in percent)	::	
30	Details of windings :	::	

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	(i) Type of Winding :	::	
	a) High Voltage ;	::	
	b) Low Voltage	::	
	(ii) Material of the winding conductor	::	
	(a) High Voltage :	::	
	(b) Low Voltage :	::	
	(iii) Current density of winding at rated KVA	::	
	(a) High Voltage (Amp per sq.cm)	::	
	(b) Low voltage (Amps per Sq.cm)	::	
	(iv) Insulating material used for	::	
	(a) High Voltage Winding	::	
	(b) Low Voltage Winding	::	
	(v) Insulating material used between	::	
	(a) High voltage and low voltage winding	::	
	(b) Low Voltage winding and Core	::	
31	Insulation withstand Test Voltages	::	
	(d) Lightning Impulse withstand test voltage (KV Peak)	::	
	(ii) Power frequency withstand test voltage (in KV rms for 1 mtn)	::	
	(d) Induced over voltage withstand test voltage (in KV rms)	::	
32	Current in the winding at rated KVA	::	
	(I) Low voltage (in Amps)	::	
	(ii) High Voltage (in Amps)	::	
35	Voltage per turn (KV per turn)	::	
36	Ampere turn	::	
	(I) Low voltage (in Amps)	::	
	(ii) High Voltage (in Amps)	::	
37	Number of turns	::	

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	(i) Low Voltage	::	
	(ii) High Voltage	::	
	(iii) No. of Tap positions, range of Voltage variation & Normal tap position	:::	
38	Bushing	::	High Voltage      Low Voltage
	(i) Make	::	
	(ii) Type	::	
	(iii) Applicable standard	::	
	(iv) Insulation withstand test voltage	::	
	(d) Lightning Impulse withstand test voltage (1.2 x 50 micro seconds (in KV Peak)	::	
	(b) Power frequency withstand test voltage (in KV for 1 min )	::	
	(v) Creepage distance in air	::	
	(i) Total (in mm)	::	
	(ii) Protected (in mm)	::	
	(vi) Minimum height of the bushing		
39	Minimum clearance (in mm)	::	

	Between live conductive parts and live conductive parts to earthed structure		<u>In Oil</u>		<u>In Air</u>	
			Between Phases	Phase to Ground	Between Phases	Phase to Ground
	(i) H.V.	::				
	(ii) L.V.	::				
40	Approximate weight of Transformer (in Kgs)	::				
	(i) Core with clamping	::				
	(ii) Coil with Insulation	::				
	(iii) Core and winding	::				
	(iv) Tank and fitting with accessories	::				
	(v) Untanking weight	::				

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	(vi) Oil required for the transformer	::	
	(vii) Total weight with Core, Winding, oil and fittings	::	
41	Details of Tank	::	
	(i) Type of tank	::	
	(ii) Approximate thickness of Sheet (in mm)	::	
	(a) Sides	::	
	(b) Bottom	::	
	(c ) Cover	::	
	(iii) Vacuum withstand capacity	::	
	(iv) Dimension of base channel (in mm x mm)	::	
42	Oil quality	::	
	(i) Applicable standard	::	
	(ii) Total quantity of oil (in litres)	::	
43	Approximate overall Dimensions (in mm)	::	
	(a) Length	::	
	(b) Breadth	::	
	(c) Height	::	
	(d) Minimum height of bottom most portion bushing from bottom of base channel	::	
44	Minimum clearance height for lifting tank cover (in mm)	::	
45	Whether they have facility for Air pressure test and oil leakage test in line with the technical specification		
46	Whether they have facility for painting and test in line with the technical specification		
47.	Marking : whether agreeable to <b>a)</b> Punching of transformer SI. No. on the Top yoke. <b>b)</b> Transformer Rating and Diagram plate along with Asset codification number shall be welded on the tr. Body.		

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48.	List of testing equipments available in the testing lab. of manufacturer in line with Cl. No. 31 . 00		
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**Bidders Prequalification Requirement Distribution Transformer (Oil)**

S No	Parameter	Tata Power Requirement	Documents To be submitted by Bidder to ascertain meeting of Pre-qualification requirement
1	Infrastructure	Bidder must be an OEM of Distribution Transformer (Oil) with manufacturing facility / assembly in India.	Self-undertaking to be submitted in this regard. TATA Power reserves the right to inspect the said manufacturing facility as a proof of compliance to this parameter.
2	Supply and Experience	Bidder shall have supplied 1000 quantity of Distribution Transformer (Oil) in last 5 years. Out of this 250 quantity of Distribution Transformer (Oil) shall be in satisfactory service for last 5 years.  Indian Subsidiaries of global companies having plant in India are also eligible to bid if the qualification requirements stated above are met independently or in combination with the parent company. Declaration from parent company needs to be submitted.	Supply List & Performance Certificates from the utilities / clients  Self-undertaking to be submitted in this regard. TATA Power reserves the right to inspect the said manufacturing facility as a proof of compliance to this parameter.
3	Type Test	The bidder shall submit Type test reports obtained from NABL/ International Accredited Lab for the equipment / material offered. The type tests should have been conducted on the equipment / material of the same design.  The type tests should have been conducted within 5 years prior to the date of bid opening. Time period for type test can be extended by another 5 years as a special case, if there is no change in design / material of construction (MOC).  In case the type test reports furnished are not for the quoted equipment / material but for the equipment / material with higher voltage class and/or different capacity, then type test shall be carried out for the offered equipment / material from NABL / International Accredited Lab without any cost implication to the owner and the Type Test reports shall be submitted before despatch of the equipment / material.	Type Test Report.  Undertaking that there is no change in design / material of construction (MOC) if Type Test Report older than 5 years but less than 10 years prior to date of bid opening has to be considered (if applicable)  Undertaking that type test shall be carried out for the offered equipment / material from NABL / International Accredited Lab without any cost implication to the owner and the Type Test reports shall be submitted before despatch of the equipment / material, in case type test reports furnished are not for the quoted equipment / material but for the equipment / material with higher voltage class and/or different capacity, (if applicable)
4	Commercial Capability	[REDACTED]	Copy of audited Balance Sheet and P&L Account to be submitted in this regard.
5	Installation & Commissioning for same equipment	In case the package involves installation & commissioning of the equipment / material, then the bidder shall have the following experience: a) He should have successfully completed one single order of value ..... (80% of estimated value of similar work in last three years) OR b) He should have successfully completed two single orders of value ..... (50% of estimated value of similar work in last three years) OR c) He should have successfully completed three single orders of value ..... (40% of estimated value of similar work in last three years).	Performance Certificates from the utilities / clients

*Nanj*

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2012-12  
*Arvind*  
2012-12



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**STANDARD QUALITY PLAN FOR DISTRIBUTION & AUXILIARY TRANSFORMERS (upto 10 MVA, 33KV).**

Date of Issue:  
May 2016.

Sr. No.	COMPONENT / OPERATION.	CHARACTERISTICS CHECKED.	TYPE / METHOD OF CHECK.	REMARKS.
1	2	3	4	5
1.0	<b>MATERIAL:</b>	(All material shall be as per approved drawing/ data sheet).		
1.1	Winding Conductor.	1 Conductor Diameter/strand.	Measurement.	Review of Supplier TC during Final Inspection.
		2 Resistivity/Conductivity & purity of copper.	Review.	
		3 Paper Width & Thikness.		
		4 Paper Overlapping uniform.		
		5 Electric & Mechanical Strength (Tensile).	Visual inspection.	
1.2	Core Material.	1 Grade of CRGO/Composition.	Measurement.	
		2 Thickness of sheet & Varnish coat.		
1.3	Insulation Material.	1 Dimension, Density & Oil Absorption.	Review.	
		2 Electric Strength in Oil & Air.		
		3 Moisture & Ash Content.		
1.4	Gasket.	1 Dimension, Hardness & Nitrile content/ Cork (As applicable).	Review.	
1.5	Kraft paper.	1 Visual checks.	Review.	
		2 Electrical, mechanical properties & Moisture content.		
1.6	Press Wood.	1 Density & Compressive strength perpendicular to lamination, flexibility	Review.	
		2 Flexibility strength perpendicular to lamination.		
		3 Electrical strength at 20 deg C parallel & perpendicular to lamination.		
		4 Oil Absorption & Moisture Content.		
1.7	Tank, Radiator, Conservator	1 Overall Dimension.	Review.	
		2 Sheet steel Chemical & Mechanical properties.		
		3 Surface Preparation.		
		4 Leak Proofness Test, DP test.	CHP for 1 sample per rating per lot or as per mutual agreement.	
		5 Vacuum Test.		
		6 Permanent Deflection of Tank during Pressure and vacuum test.		
		7 Weld finishing.		
1.8	Buchholz Relay & Pressure Relief Valve.	1 Type / Model / Size.	Review.	
		2 Pressure test, contact check & IP test.		
1.9	Temperature Indicatore (OTI, WTI) & MOG.	1 Type / Model / Size.	Review.	
		2 Switch setting & continuity.		
		3 Calibration & functional test.		
1.10	Silicagel breather	1 Type / Model / Size & color.	Visual	
1.11	Valves	1 Type / size / Model.	Review.	
		2 Leak test & functional check.		
1.12	Tap Changer (OLTC/OCTC).	1 Type / Rating / Model.	Visual.	
		2 Physical condition, Visual & dimensonal checks.		
		3 Locking Arrangement.	Review.	
		4 Make before break validation test for OLTC.		
1.13	Bushing.	1 Dimension.	Measurement.	
		2 IR Test.	Review.	
		3 Creepage Distance.		
		4 Power frequency withstand Voltage test for bushing.		



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1	2	3	4	5
1.14	M. Box.	1 Dimensions.	Measurement.	
		2 Verification as per GA & BOM	Review.	
		3 Completeness, Label fixing & wiring quality.		
		4 IR & HV Test.		
		5 IP Degree Verification.		
1.15	Current Transformer (BCT).	1 Dimensions, type & Finish.	Review.	
		2 Routine tests.		
1.16	Transformer oil.	1 Tests as per IS 335.		
2.0	<b>IN PROCESS INSPECTION:</b> (Generally in line with manufacturer standard).			
2.1	Core coil assembly.	1 Visual checks for correctness of complete assembly including leads for bushings, windings, tap changers.	Visual.	Verification of Inprocess Records.
		2 Core and Frame Earthing arrangement.		
		3 Winding interlocking arrangement.		
		4 Joint Checks (Brazing, Lugs).		
		5 Smooth operation of OLTC/Off Ckt. TAP Switch.	Operational.	
		6 IR test on winding.	Testing	
		7 IR for core/Frame/Tank Insulation (before and after HV test at 2KV) 1. Core & Yoke Bolts. 2. Core & core clamps. 3. Core Clamps & Yoke Bolts.	Testing	
2.2	Tanking.	1 Electrical Clearances verification.	Measurement.	
		2 Core Locking Arrangement.		
3.0	Final inspection and factory tests of the assembled transformer (As per IS 2026) Transformer shall be offered with fully assembled condition with all its own accessories.			
3.1	Routine tests.	1 Checks including Visual, Dimensional, BOM check, GA, Centre punch marking on <u>completely assembled</u> transformer as per approved drawing (incl phase marking, name plates, piping, welding joints, oil level gauges, conservator, bushings, turret CTs, WTI, OTI etc).	Visual Checks.	
		2 Measurement of IR for 10, 60 & 600 Sec and PI calculation ( $\geq 1.3$ ) of all winding wrt ground at 5 kV.	Measurement.	
		3 Measurement of IR of Core, Frame at 1.0 kV wrt tank (min 2.0 M Ohm).		
		4 Measurement of Voltage Ratio error at all taps.	Match Name plate detail.	
		5 Verification of Voltage Vector group.		
		6 Magnetic balance test of all winding on 415 V with magnetising current measurement from all winding.	Sudden increase in the Current shall not be there.	
		7 Tan Delta & Capacitance test on each winding in all possible mode ( $<0.5\%$ (winding) at 20 dec C).	Measurement.	
		8 Separate source Power frequency Voltage withstand test for one minute on all winding.	Testing.	

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Date of Issue:

May 2016.

Sr. No.	COMPONENT / OPERATION.	CHARACTERISTICS CHECKED.	TYPE / METHOD OF CHECK.	REMARKS.	
1	2	3	4	5	
		9	Measurement of no load loss and no load current at 90%, 100% & 110%. Of voltages.		
		10	Measurement of short circuit Impedance Voltage and Load loss at 100% of rated current at Normal & extreme taps.		
		11	Induced Over voltage withstand test.		
		12	Calculation of regulation at lagging PF.		
		13	Zero phase sequence test at reduced current.		
		14	Measurement of winding Resistance at all TAPS in Ascending and Descending direction.	Testing and Measurement.	
		15	Calibration/verification of Temperature Indicators, PRD, MOG,BZ, Relays etc (Device trials).	TC review.	
		16	Check for lifting hooks (weld finish & location).	Measurement & Visual.	
		17	Paint Shade & Thickness verification.	Measurement & Visual.	
18	Oil Tests (BDV, moisture content).	Measurement.			
19	Oil Leakage test of completely assembled transformer.	Visual, Measurement.			
3.2	Type Tests.	1	Temperature Rise test with all accessories installed on minimum tap.	Thermal scanning to be done during test.	Type test will be decided during discussions with vendor in pre-ordering stage or Approved type test report shall be made available during final inspection for reference.
		2	DGA of Oil before and after Temperature Rise test.	Measurement.	
		3	Degree of protection of panel, marshalling box, cable box etc.	Review.	
		4	Full wave and Chopped wave Impulse test on all bushing terminal.	Review.	
		5	Any other special / type testing as per technical specifications.	Review.	

**4.0 PACKING, PRE-SHIPMENT & DISPATCH:**

		1	Completeness of accessories & fittings.	Measurement & Visual.	Placement of impact recorder, as applicable for the project.
		2	Adjustment of Oil Level.		
		3	Submission of document/ dossier for IRN.		

**NOTE**

- A) ALL MATERIAL SHALL BE AS PER APPROVED DRAWING/ DATA SHEET.
- B) STATUTORY REQUIREMENTS WILL BE COMPLIED BY THE CONTRACTOR
- C) TATA POWER / ITS REP IDENTIFICATION STAMP ON MATERIALS WILL BE PRESERVED, IF REQD. SAME SHALL BE TRANSFERRED BY TATA POWER / ITS REP ONLY FOR MATERIAL TRACEABILITY.
- D) FINAL INSPECTION OF THE MAJOR ACTIVITIES ARE WITNESSED BY CLIENT AND IT IS HOLD POINT (AT THE DISCRETION TATA POWER)
- E) MANUFACTURER SHALL PREPARE AND SUBMIT COMPLETE MANUFACTURING QUALITY PLAN IN PRESCRIBED FORMAT OR THEIR REGULAR FORMAT INDICATING THEIR REGULAR PRACTICES, TAKING CARE OF MINIMUM REQUIREMENT AS INDICATED ABOVE.
- F) INSPECTION OF THE MAINTAINANCE SPARES SHALL BE OFFERED ALONG WITH THE MAIN SUPPLY AS PER THE INSPECTION STAGES
- G) SPARES SHALL BE MANUFACTURED & INSPECTED AS PER THE APPLICABLE CLAUSES OF THIS QUALITY PLAN SPARES OFFERED FOR INSPECTION SHALL BE PREFERRED ALONG WITH MAIN ITEMS (IF ORDERED)
- H) CALIBRATION CERTIFICATES OF THE EQUIPMENT USED FOR TESTING SHALL BE PROVIDED FOR REVIEW.
- I) TATA POWER RESERVES THE RIGHT TO DEMAND / VERIFY/ AUDIT/ WITNESS ANY OF THE CHECK POINTS MENTIONED IN THE SCOPE OF SUPPLIER
- J) TYPE TEST REQUIREMENT: REVIEW OF PREVIOUS TEST REPORT OF REPUTED LAB OR WITNESS BY REPUTED AGENCY. IN CASE, VALID TYPE TEST REPORTS ARE NOT AVAILABLE, TYPE TEST NEEDS TO BE CONDUCTED.

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Sr. No	COMPONENT / OPERATION	CHARACTERISTICS CHECKED	CLASS OF CHECK	TYPE OF CHECK	EXTENT / FREQUENCY OF CHECK	REFERENCE DOCUMENTS / ACCEPTANCE NORM	FORMAT OF RECORD	REMARKS
1	2	3	4	5	6	7	8	9
1.0	MATERIAL RECEIPT & STORAGE:	1	Major	Physical	At the Time of Receipt.	Manufacturer's O&M Manual.	site log book.	
		2	Major	Physical	At the Time of Receipt.	MDCC/ Packing list, BOM	site log book.	Any shortfall/ damage shall be reported through joint protocol with FQC.
		3	Major	Physical	At the Time of Receipt.	As per shipping list, BOM	site log book.	
		4	Major	Visual	Weekly.	No leakage.	site log book.	
		5	Major	Measurement	Before unloading from trailer	Healthy IR	Site Test Report.	
		6	Major	Physical	At the Time of Receipt.	No damages.	site log book.	
		7	Major	Physical / Measurement	Once before erection.	Site Approved Drawing.	Inter dept. handing over protocol.	Check joint protocol for handing over of area from Civil to elect and FQC.
		8	Major	Physical	At the time of storage.	Storage Type 2.	site log book.	PI refer note 'storage type'

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1	2	3	4	5	6	7	8	9
		9 Check Impact Recorder and send it to Manufacturer for analysis.	Major	Visual	After Storage.	No significant impact.	Manufacturer Analysis Report.	Impact Recorder analysis shall reach site within 7 Days. (TATA Power Reserves the right to witness the Analysis).
		10 In case of Radiator flange sealing's are missing, radiators to be flushed thoroughly to prevent any foreign object & provide new flange seals till final erection.	Major	Physical	During storage	Manufacturer's Instruction Manual.	site log book.	Any shortfall/ damage shall be reported through joint protocol with FQC.
		11 Check for storage of Instruments, Marshalling Box, Bushings, Flow Indicators, Oil circulating pumps & Metal Accessories.	Major	Physical	At the Time of Receipt.	Type -3 storage.	site log book.	PI refer note 'storage type'.
		12 Transformer oil drums.	Major	Physical.		Type-1 storage.	site log book.	
		13 Reporting & Analysis of transit damage, if any.	Major	Physical		No damage / defect.	site log book.	Jointly with FQC.
		1 Check availability of all tools & tackles required for erection works are available.	Major	Visual	Once before erection.	Manufacturer's Instruction Manual.	site log book.	
		2 Check the availability of Oil filtration plant of adequate capacity..	Major	Visual	Once before erection.		site log book.	
		3 Check facilities for operation of filter machine like power source availability, length of hose pipe etc.	Major	Visual			site log book.	
	<b>2.0 PRE-ERECTION:</b>							



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1	2	3	4	5	6	7	8	9
2.0	PRE ERECTION	4	Major	Visual	Once before erection.	Manufacturer's Instruction Manual.	site log book.	
		5	Major	Visual	Once before erection.	Manufacturer's Instruction Manual.	site log book.	
		6	Major	Visual	Once before erection.	Manufacturer's Instruction Manual.	site log book.	
		7	Major	Measurement	Once before erection.	Manufacturer's Test Certificate.	Site Test Report.	
3.0	ERECTION:	8	Critical	Testing	Once before erection.	Data sheet / Factory test Report.	Site Test Report.	
		9	Major	Visual	During erection.	Manufacturer's Instruction Manual.	site log book.	
		1	Major	Physical	During erection.	Manufacturer's Instruction Manual.	Site log book.	
		2	Major	Visual	During erection.	General Arrangement	Site log book.	
		3	Major	Physical	Once before erection.	General Arrangement	Site log book.	
		4	Minor	Visual	Once before erection.	Erection protocol		

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1	2	3	4	5	6	7	8	9
3.0	ERECTION	5 Check IR Value of transformer windings using 1000 V DC.	Major	Measurement	During erection	Manufacturer's Instruction Manual.	Site log book.	
		6 Replace all O rings, gaskets with new.	Minor	Physical.	During final box up.	Erection protocol		
		7 Install Bushing CT's.	Major	Physical	During erection	General Arrangement	Site log book.	
		8 Install Bushings.						
		9 Prepare new oil in a tank using filter machine and check BDV and moisture content of Oil.	Major	Physical / Testing	Once before filling Oil.	Instruction Manual.	Site log book.	Shall be carried out in advance, before exposing the transformer, through NABL accredited lab
		10 Connect the winding leads to bushings, as per the connection diagram.	Major	Physical	Once	Manufacturer's Drawing.	Site log book.	
		11 Erect Radiators, Oil circulation pump, Marshalling box, Conservator, Buchholz relay, PRV, associated piping (equalizer piping), OTI, WTI, NGR, SPR, and other accessories as per GA drg.	Major	Physical	Once for each Unit.	General Arrangement.		
3.0	ERECTION	12 Push Oil into transformer, radiators & conservator by releasing air from top side and from all the air vent plugs of main tank.	Major	Physical	Once for each Unit.			
		13 For Transformer shipped with Oil: Check Oil BDV & Moisture content. Filter the Oil and fill filtered oil into transformer.	Major	Physical	Once			Moisture content testing should be through NABL accredited lab

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1	2	3	4	5	6	7	8	9
14		Circulate the oil inside the transformer. (Check IR of winding during the process)	Major	Physical	100%			
15		Ensure oil filling inside the conservator (with air cell), as per the manufacturer's instruction. Check functioning of MOG before oil filling.	Major	Physical				
16		Check the working of PRV's.	Major	Physical	100%			
17		Check manual operation of Tap Changer.	Major	Physical	100%			
18		Verify Earthing of Transformer.	Major	Visual	Once			
19		Check transformer Oil BDV, Moisture content & DGA from any NABL approved lab.	Major	Testing	Once before site acceptance testing.	as per specifications.	NABL LAB test Report.	
4.0	PRE-COMMISSIONING TESTS	1 IR of core and frame with respect to tank (earth point) at 1000 kV 2 Magnetic Balance test with 230V.(From star side). 3 Turns ratio test on each tap. 4 Vector Group test.	Critical	Testing	100%	Factory test report.	Site Test Report	

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1	2	3	4	5	6	7	8	9							
4.0 PRE-COMMISSIONING TESTS	5	Magnetizing current test on both winding with low voltage (415V).	Critical	Testing	100%	Factory test report.	Site Test Report	Deviation within 1% of factory value.							
	6	IR and PI Tan Delta & capacitance measurement of each winding													
	7	Tan delta & capacitance measurement (HV- tap and tap- flange) and IR (tap to E) of HV busings													
	8	Winding Resistance measurement at all taps in ascending & descending order.													
	9	IR & PI of windings with 1000V DC IR tester													
	10	Tap changer Oil BDV & Moisture content.													
	11	Check IR at 1000V DC , Winding Resistance of fan and pump motors													
	12	Check direction of Rotation of Oil pumps & Cooling Fans and auto changeover.													
	13	Check thermometer pockets, silica gel breather oil seal cup are filled with Oil.													
	14	Check interlocks/ device trials on OTI, WTI, PRD, Buchholz Relay, OLTC/OCTC & functioning of M.Box circuits.													
															Moisture content from NABL accredited lab only
															Buchholz shall not operate on operation of circulation oil pumps.

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4.0	PRE-COMMISSIONING TESTS	15	Critical	Testing	100%	Manufacturer's Instruction Manual. AND Approved scheme.	Site Test Report		
		Check for shorting of unused CT secondary terminals.							
		16							Check for Upstream & Downstream Breaker interlocks. (Check for differential stability if Turret CTs are used).
		17							Check Silica gel breather colour & Condition.
18	Check condition of breather, Oil seal cup, Buchholz, WTI/OTI, indicators.								
5.0	Post COMMISSIONING (These tests shall be performed by Commissioning team where Testing will be a member).	1	Major	Measurement.	Immediate after commissioning	Data sheet.	Commissioning Report.		
		2							Check for Noise.
		3							Check for Vibration.
		4							Check for Temperature of Oil & windings.
		DGA of oil from NABL approved Lab after 24 hrs of charging.	Critical	Testing	Once.	As per specifications.	Test Report.		
<p>A) STATUTORY REQUIREMENTS WILL BE COMPLIED WITH BY THE CONTRACTOR.  B) FOR STAGES WITNESSED / DOCUMENTS REVIEWED BY TATA POWER, COPIES OF RELEVANT DOCUMENTS WILL BE FURNISHED TO TATA POWER.  C) TATA POWER / ITS REP. IDENTIFICATION STAMP ON MATERIALS WILL BE PRESERVED / GOT TRANSFERRED BY TATA POWER / ITS REP AT APPROPRIATE STAGES. (IF REQUIRED).  D) THE EXTENT INDICATED IN COLUMN 6 IS IN CONTRACTOR'S SCOPE. TATA POWER MAY INSPECT AS PER THIS COLUMN OR RANDOM SAMPLES AT ITS DISCRETION.  E) COLUMN 7 WILL BE AS PER TATA POWER APPROVED DRAWINGS / DATA SHEETS / CONTRACT DOCUMENTS WHEREVER APPLICABLE  F) INSTRUMENTS FOR LEAK TESTS AND PERFORMANCE TESTS WILL HAVE VALID CALIBRATION CERTIFICATE WITH TRACEABILITY TO NATIONAL LEVEL.</p>									

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	Critical Category is HOLD point.	This activity required inspection / Verification & acceptance by inspection authority responsible for this stage before further processing is permitted. 24 Hrs advance notice to be given to TATA POWER FQC. Contractor /sub contractor shall not process activity beyond HOLD point without written permission by TATA POWER FQC. This activity shall be performed by Main & Sub- Contractor (Execution + FQC) & witnessed jointly by TATA POWER (Execution + FQC). (Surveillance by Head FQC / Project Head).						
	Major Category is Witness point.	This activity required inspection / Verification & acceptance by inspection authority responsible for this stage before further processing. 24 Hrs advance notice to be given to TATA POWER (Execution) . Contractor /sub contractor shall not process activity beyond Witness point without written permission by TATA POWER (Execution). This activity shall be performed by Main and Sub- Contractor (Execution + FQC) & witnessed by TATA POWER Execution & Surveillance by FQC.						
	Minor Category is Review point.	This activity required review of documents by TATA POWER for the compliance & acceptance. However 24 Hrs advance intimation to be given to TATA power (Execution). This activity shall be performed by Main and Sub- Contractor (Execution +FQC) . ( Surveillance by Execution / Project Head ).						
		TATA POWER reserves the right to carryout surveillance at any point of time through FQC.						

**STORAGE TYPE:**

- TYPE-1: OPEN AREA, ABOVE GROUND ON WOODEN PLANK WITH SLOPE FOR WATER DISPOSITION.
  - TYPE-2: OPEN AREA, ABOVE GROUND ON WOODEN PLANK WITH SLOPE FOR WATER DISPOSITION AND COVERED WITH TARPAULIN.
  - TYPE-3: OPEN SHED WITH FULLY FORMED FLOORING/CEMENT FLOORING.
  - TYPE-4: COVERED SHED/STORE ROOM ON RACKS & IDENTIFIED LOCATION.
  - TYPE-4A: CLOSED CHAMBER WITH TEMPERATURE & HUMIDITY CONTROL
- NOTE: Items/equipments having shelf life like paints, alumina, desiccant etc. are to be stored separately for identification purpose.

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**19. SCHEDULE OF DEVITAIONS:**

The bidders shall set out all deviations from this specification, Clause by Clause in this schedule. Unless specifically mentioned in this schedule, the tender shall be deemed to confirm the purchaser's specifications.

SCHEDULE OF DEVIATIONS:

(TO BE ENCLOSED WITH TECHNICAL BID)

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

S. No	Clause No.	Details of deviation with justifications

We confirm that there are no deviations apart from those detailed above.

Seal of the Company

Name & Signature of Bidder with