



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LTD.

SAGARDIGHI THERMAL POWER PROJECT

OFFICE OF THE GENERAL MANAGER

CONTRACT CELL

WBPDCCL

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : WBPDCCL/SGTPP/NIT/E2829/23-24 dated: 28-02-2024

Name of the work: Biennial Maintenance Contract of Central AC System Including Supply of Spares, Refrigerant and Consumables under EMIPH-II dept. at SgTPP.

Dear Sir,

E-tenders are invited in **three steps** bid system [**Step-I** i.e. Earnest money deposit, **Step-II** i.e. Qualification bid & Techno-commercial bid and **Step-III** i.e. Price bid] for the above mentioned job. Quotations for Step-I to Step-III shall be submitted through the web site <https://www.wbtenders.gov.in>. Following Annexure are enclosed herewith as tender documents:

Following tender documents are enclosed:-

1	Scope of Work		:	ANNEXURE-I
2	Special Terms & Conditions		:	ANNEXURE-II
3	Mandatory safety clauses		:	ANNEXURE-III
4	General Terms and Conditions		:	ANNEXURE-IV
5	Attachment	i) Proforma for Bank Guarantee for EMD	:	ATTACHMENT-1
		ii) Proforma for Bank Guarantee for Performance Guarantee	:	ATTACHMENT-2
6	BID MATRIX		:	ANNEXURE-11
7	DECLARATION BY BIDDER		:	ANNEXURE-11 A
8	CHECK LIST (TO BE UPLOADED)		:	ANNEXURE-V

Yours faithfully,

Sd/-

(Alok Kumar Maity)
General Manager,
SgTPP/WBPDCCL



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E-tenders in prescribed format are invited for the following job at Sagardighi Thermal Power Project from interested parties in three steps bid system of E-tendering process:

Name of the work	Estimated Amount	Earnest Money Deposit	Time Period
Biennial Maintenance Contract of Central AC System Including Supply of Spares, Refrigerant and Consumables under EMIPH-II dept. at SgTPP.	Rs.74,41,761/- + G.S.T.	Rs.1,48,836/- (Bank Guarantee or online mode)	Two(02) years

1. General Guidance for e-tendering :

Interested bidders are requested to log on to the website <https://wbtenders.gov.in> to participate in the bid.

2. Registration of Bidders :

Bidders who are willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India (viz. n Code Solutions, Safes crypt, e-mudhra, TCS, MTNL, IDRBT) or as mentioned in e-tendering portal of GOWB <https://wbtenders.gov.in>. DSC is given as a USB e-Token. After obtaining the Class II/III Digital Signature Certificate (DSC) from the approved CA, they are [required to register](#) the Digital Signature Certificates through there registration system available in the website.

3. Steps of the tender :

Step - I: Earnest Money Deposit (EMD): Cover - I

- The Earnest Money (EMD) should be deposited in online mode (NEFT/RTGS) or in the form of Bank Guarantee (BG). No other mode will be accepted for EMD. In case of online EMD payment, online mode is to be selected in the tender portal and then, against online Bank, both ICICI Bank and ICICI NEFT/RTGS modes are to be selected. EMD submission through online portal may take some time to materialize, until then no tender document can be uploaded to the portal. Hence, it is advised to the bidders to submit EMD well in advance of the last date of submission.
- Where Bank Guarantee is to be submitted as EMD, Exempted mode of the portal has to be selected and scan copy of bank Guarantee has to be uploaded. Original copy of the bank Guarantee is to be submitted by the bidder in a sealed envelope superscripting Earnest Money, NIT No., Name of the work, Last Date of Submission and Contact number of bidder to the address: The Sr. Manager (Contract Cell), 2nd Floor, Administrative Building, Sagardighi Thermal Power Project, P.O: Manigram, Dist: Murshidabad, Pin: 742237 by hand or through post **48 hour** prior to opening of the bid [except Sunday or Holiday], failing which the bid may be rejected. **Bank Guarantee must be valid for six (06) months** from the last date of bid submission/uploading **having claim period of another three (03) months** on any Scheduled Bank incorporated in India. Bank Guarantee issued by Foreign Branches / Foreign Offices of such scheduled Banks should be counter guaranteed by the Indian Branch of that scheduled bank incorporated in India OR any branch of an International Bank situated in India or registered with Reserve Bank of India as a scheduled foreign bank OR any foreign bank which is not a scheduled bank in India provided the Bank Guarantee issued by such Bank is Counter guaranteed by any Scheduled Bank incorporated in India.
Note::However under any circumstances Bank Guarantee from Regional Rural Banks or State Co-operative Banks or Urban Co-operative Banks would not be accepted.
- After uploading of “Award of contract” (AOC) in the portal, EMD amount (deposited online) of the successful bidder will be automatically transferred from the pooling account to the respective ICICI account of SGTPP and for the unsuccessful bidders, EMD amount(deposited online) shall automatically be returned to the respective debited accounts of the participating bidders.
- BG submitted by the unsuccessful bidders, if any, shall be returned against specific written applications received from the respective unsuccessful bidders after placement of contract on the successful bidder.
- In case of tender cancellation or bid rejection, same process will be followed as mentioned in **c.** and **d.**
- EMD of the successful bidder will be returned after Successful completion of the job or after warranty /guarantee / defect liability period (as applicable) duly certified by the controlling officer.
- WBPDCCL reserves the right of forfeiture of Earnest Money deposit in case the bidder, after opening of tender, withdraws/amends/impairs/derogates/revokes his tender within the validity period or extension thereof.
- No interest will be payable by WBPDCCL on the above Earnest Money.
- Govt. organizations are exempted from submission of Earnest Money deposit against submission of acceptable (As per discretion of WBPDCCL) documents.

Note:: NSIC/MSME/SSI registered units are not exempted from deposition of EMD.



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Step-II: Qualification bid & Techno-Commercial Bid: Cover - II

A. SUBMISSION OF MANDATORY DOCUMENTS AS PER FOLLOWING CRITERIA

- (i) Valid PAN, (ii)IT returns of consecutive three(03) Assessments years (AY 2020-21, AY 2021-22 & AY 2022-23), (iii) GST Registration Certificate.
- (i) The bidder must have experience in maintaining AC plants of total capacity of 400 TR (screw compressor type) and above, with individual chiller unit capacity of 200 TR and above directly under government/Quasi government/any renowned private sector for a period within last 07 years ending as on last day of the previous month from the date of publication of the NIT in the following manners:-
 - In single order** – Executing value of work not less than **Rs. 29,76,704.4/- (excluding tax) per year per order.**
 - In two orders** – Executing value of work not less than **Rs. 18,60,440.25/- (excluding tax) per year per order.**
 - In three orders** – Executing value of work not less than **Rs. 14,88,352.2/- (excluding tax) per year per order.**

NB: (a) Extension/repeat order **without discontinuation of work** only will be treated as one order.

(b)The bidder must upload order copy including schedule of work or work Completion Certificate including schedule of work in support of any one of the above.

(ii)Financial documents to satisfy the criteria that the average annual turnover for the 03 financial years (i.e. for **FY 2019-20, FY 2020-21 & FY 2021-22**) is not less than **Rs.11,16,264.15/-** and **net worth** should be **positive** in each year.

- TECHNO-COMMERCIAL BID:** Signed and sealed copy of entire tender document along with filled up Annexure-11, 11A and V must be submitted. The bidder also has to submit a **blank copy** of the price bid (BOQ) format with price column tick (✓) marked against each item, indicating that price has been quoted against respective item in the un-priced bid. No deviation is allowed.

Note: Tenders submitted without the above techno-commercial requirements shall be liable for rejection.

B. Other important Documents to be uploaded

Provident Fund Registration Certificate. Audited balance Sheet and Profit & Loss Account for consecutive three (03) financial years (i.e. for **FY 2019-20, FY 2020-21 & FY 2021-22**) (with auditor signature in each page with membership no.) and ESI registration certificate.

Step-III:Price Bid (BOQ) : Cover - III

(To be uploaded in “Finance Cover”)

The financial proposal should contain the following document in one cover (Finance cover). The bidder is to quote the rate in the space marked for quoting rate in the BOQ. (**Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder**). Bidder must quote for **ALL items mentioned in BOQ**. BOQ sheet with all cells filed-up must be submitted in Financial Cover. **Non-submission of this sheet under Financial cover and partial quoting will lead to rejection of the bid.** Statutory Taxes as per Govt. rule will be paid extra.

Advice to the Bidders:

Bid documents can be downloaded from the web site: <https://wbtenders.gov.in> directly with the help of the e-Token provided. All bid documents are to be submitted/ uploaded online through the said Website within the stipulated date and time as given below. This is the only mode of collection of tender documents. The envelope containing original BG if submitted as earnest money should be deposited in physical form by the bidders within due period as mentioned earlier. The dates of download, pre bid and opening of tender shall be as per the following schedule:

Start Date of download of tender paper	From 11/03/2024 at 10:00 hrs.
Pre-bid discussion	On 18/03/2024 at 11:00 hrs.
Last date of Submission / Upload of quotation	On 03/04/2024 up to 15:00 hrs.
Last date of Submission of hard copy of Bank Guarantee at SgTPP (if deposited as EMD)	On 03/04/2024 up to 15:00 hrs.
Date of opening bid	On or after 05/04/2024, 15:30 hrs.

In case due to unforeseen reasons the date of submission & opening becomes a holiday or in case of any unavoidable circumstances whatsoever, in that event the same will be opened in the next working day at the same time & venue. The Corporation reserves the right to accept / cancel any or all tenders without assigning any reason whatsoever. The WBPDCCL does not bind itself to accept the lowest tender and qualification of bidder will be adjudged as per sole discretion of WBPDCCL authority. The validity of tender will remain effective for **4(four)** months from the date of opening of Price-Bid of tender. **For Further details Please Visit: <https://wbtenders.gov.in>.**

Sd/-

(Alok Kumar Maity)
General Manager, SgTPP/WBPDCCL



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Bid Documents & Instruction to the Bidders

The bid documents consist of the following three parts: **(1) Step-I:** Deposition of requisite amount Earnest Money.

(2) Step-II: Qualification bid & Techno-Commercial Bid **(3) Step-III :** Price Bid.

Qualification bid & Techno-Commercial bid must include:

- Signed and sealed copy of entire tender document along with filled up Annexure-V, 11 and 11A must be submitted.
- The bidder also has to submit a **blank copy** of the price bid (BOQ) format with price column tick (√) marked against each item, indicating that price has been quoted against respective item in the un-priced bid. No deviation is allowed.
- **Documents required for qualification also need to be uploaded.**

Note: Tenders submitted without the above techno-commercial requirements shall be liable for rejection.

Price Bid must include:-

- Original price bid (BOQ) duly filled in shall be uploaded. Any breakup (if required) must be submitted separately. In case of any illegibility of the offer submitted by bidder the interpretation by SgTPP, WBPDCCL shall be final and binding on the bidder.
- Insertion, postscript, addition and alteration shall not be accepted after submission/uploading of the bid.
- The bidders who are found qualified in their particular techno-commercial bid will be invited for opening of the price bid. Tenders not qualified in the techno-commercial bid will be rejected. The criteria for technical evaluation are mentioned in respective scope of work.

NB: The quoted price shall be exclusive of GST and inclusive of all other taxes, duties, other government levies etc. as applicable.

Instruction to the Bidders

- a) Our Banker is State Bank of India, Sagardighi Branch (**IFSC- SBIN0011377**), PO#Manigram, Dist-Murshidabad, WB-742237.
- b) Bidders are advised to submit the tender based strictly on the terms and conditions and specifications contained in the tender documents and not stipulate any deviations in normal case.
- c) Before submission of bid, the bidders are requested to make themselves fully conversant with the terms and conditions of contract (annexed herewith), Technical Specifications, site conditions, safety and health aspects etc. so that no ambiguity arises in these respects subsequent to submission of the bids.
- d) Before quoting the rates the bidder should go through the specifications, scope of work etc. and get themselves fully conversant with them. The bid should include cost of mobilization and cost to adhere to all safety norms as described in the tender. No relaxation or request for revision of quoted/accepted rates shall be entertained subsequent to the opening of bid on account of mobilization or safety costs.
- e) The bidders shall quote rates inclusive of the complete cost towards consumables, tools and tackles, equipment's, labour, levies, if any, all safety PPE's as per SgTPP, WBPDCCL norms to all workmen, rectifications, maintenance till handing over, supervision, overheads, profits and all incidental charges not specifically mentioned but reasonably implied and necessary to complete the work according to contract.
- f) No deviation is allowed in respect of the terms & conditions detailed in the tender paper. Any tender having such deviation will be liable for rejection at any stage of evaluation.
- g) **Any offer at any stage of evaluation will be rejected and the earnest money deposit will be forfeited at the sole discretion of WBPDCCL in case of submission of any false documents in support of credential of the bidder or bidder is found guilty of non-compliance of statutory provisions or reported negative marking in any contract given by WBPDCCL or any other reputed organization.**
On placement of order, if the contractor refuses to take up the job or withdraw his service in midway of the contractual period for any reason whatsoever, then the Earnest Money and / or total Security Deposit may liable to be forfeited as per discretion of the WBPDCCL Authority and other penal action may be taken as deemed fit.
- h) Any offer (EMD) received after the last date & time stipulated in this notice will not be considered.
- i) Downloading of tender paper will not ascertain the qualification of the bidder.
- j) For any type of clarification required regarding the job, please contact with the **Controlling Officer** of concerned department at SgTPP before submitting your offer.
- k) It may please be understood that tenders once submitted shall become the property of WBPDCCL and WBPDCCL shall have no obligation to return the same to the bidders under any circumstances.
- l) Minutes of the meeting (if any) of the Pre-Bid discussion to be held jointly along with the tenderers and the WBPDCCL shall be taken as part to form the Tender Documents.
- m) The tender submitted shall be valid for a period of **four months (120 days)** from the date of opening of Price Bid.
- n) Conditional tenders are liable to be rejected summarily.
- o) The contractor shall include in his tender prices all taxes applicable to his operation of contract. The contractor shall have to construct, if required, access road or any other temporary structure for execution of the work at their own cost.



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- p) In the event of the tender being submitted by a firm, it must be signed by each member thereof or in the event of absence of any partner, it must be signed by a person holding a **power of attorney** authorizing him to do so. **Such power of attorney should be produced with the tender.**
- q) Offer as a whole should be prepared with due consideration of the aforesaid matters.
- r) **Addendum/Corrigendum, if published** - Bidders are to keep track of all the Addendum/Corrigendum issued with a particular NIT and upload the downloaded copies of the above documents and merge the Addenda/ Corrigenda with respective NIT/Tender Document in the NIT/Tender Document cover. Tenders submitted without the Addendum/Corrigendum may be rejected.
- s) **Additional Performance Security @10%** of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender. The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. **If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc. may be taken.** The Bank Guarantee shall have to be valid up to end of the Contract Period and shall be renewed accordingly, if required. The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered affected by provision of this Additional Performance Security.
- **SgTPP, WBPDC reserves the right to cancel the tender without assigning any reasons thereof whole or any part of the tender and tenderer shall be bound to perform the same at their quoted rates.**



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ANNEXURE-I

SCOPE OF WORK

PART-A

LIST OF EQUIPMENTS

The appended list has been prepared to cover the stationary & rotary equipment's / machines / installations / drives of system & sub-systems of - **(i)** Air Conditioning Plant of Unit Control Room # 3 & 4, VFD Room # 3 & 4, Charger room C&I, DCS room and Engineering workstation room for both the units **AND (ii)** SWAS system: Chiller - Compressor unit & associated pump- motor set, valves/ pipe lines etc. Equipments connected with this package but not covered in the following list will also be taken into consideration for smooth operation of the system.

1	Twin Screw Type Compressor Unit (Consist of KWS Chiller & attached Water Cooled Condenser): 228.5 TR X 3 sets with Compressor Motors, Chillers, Evaporator, Controller Panel, Condensers, refrigerant pipe lines & related equipment.
2	Chilled water pump motor set (03 nos.) & pipe lines - 22 KW , Motor Make: Marathon, Pump Make: KSB.
3	Condensate Cooling Water Pump-motor set (03 nos.) & pipe lines - 22 KW , Motor Make: Marathon, Pump Make: KSB.
4	Cooling Towers: Cooling Towers (06 Nos.) Motors 5.5 kW with fans, louvers, floating valves, pipe lines, location- on the roof of the power house. Make- Paharpur Cooling Towers
5	Water Softening Treatment Plant: water treatment system for cooling water cycle.
6	Makeup Water System: 2 Nos. Make up tanks and pump motors, locations- at the roof of the power house.
7	Air Handling Unit: 11 Nos. 15 KW fan, ducting, filters, catchers, cooling water coils, valves, pipe lines, Fresh Air & Fire Dampers, PAN Humidifier Unit. Location: Power house 24 Mtr., 8.5 Mtr, Unit #3 & 4 ESP building VFD room 11 Mtr.
8	Power Supply Module: At 415 V OSA Bus (Chilling Water pump motor supply, Cooling Water Pump Motor Supply, Compressor Motor Power supply, Power house AHU supply). At 415V 3TB & 4TB Bus ESP building (ESP Building AHU supply).
9	Field Instruments of M/s. GE make AC PLC.
10	Mechanical Items: Expansion valves, Pressure gauge, Indicators, Manual and Pneumatic Isolating valve.
11	Tower AC system: Total twenty eight (28) nos. of Tower AC of 4.5 Ton capacity each installed at CCR.
12	Window AC system: Total eighteen (18) nos. of Window AC (1.5 ton capacity each) installed at Elevator machine room & five nos. (05) of Split AC (1.5 ton capacity each) installed at Central AC PLC room.
13	SWAS: Total Four (4) no of Chiller of M/s Warner Finley make 4X2 Pump motor set and Four (4) no of compressor M/s Danfoss make and associated valves, pipe lines and other electro mechanical accessories.



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PART-B

DETAILED SCOPE

Scope of Work for all inclusive Maintenance Contract for "BHEL" supplied - (i) Air Conditioning System of CCR 3&4, DCS room and Engineering workstation room for both the unit, VFD ROOM Unit 3 & 4, C & I Charger room AND (ii) SWAS system: Chiller-compressor unit & associated pump- motor set valves/ pipe lines etc.

Contractor will undertake the maintenance activities appended as under commensurate with the requirement for smooth running of Air Conditioning System and SWAS of Unit #3 & 4.

The list is not exhaustive but only indicative for periodic, preventive, running & breakdown maintenance of equipment's & machineries in the systems & sub-systems. Any other maintenance activities related with this package at SgTPP are to be taken up by the contractor as per the terms & conditions laid down in the enclosed annexure for smooth, effective and efficient running of the plant.

1. SCOPE OF WORK FOR PREVENTIVE & BREAKDOWN MAINTENANCE:

A. Daily Maintenance:

1. Checking the healthiness / performance of all equipment's, MCCs, Starters, Local Control Panels, and all Indicators associated with the A/C plants.
2. General cleaning of all equipment and their surrounding areas.
3. Checking of any leakage in the refrigerant, oil system and taking corrective actions for rectification.
4. Checking & rectification of noise / vibration level of the running equipment's.
5. Checking loading / unloading of compressors as per the specifications and taking corrective actions for any abnormality.
6. Checking and if required repairing of AHU & related equipment's. Checking of belt tension, overheating, abnormal sound and adjustment/replacement, if required.
7. Checking / rectification of all types of motor trouble including rewiring of control panels, replacement of defective contactors, timer, fuses, indicators etc.
8. Checking and if required repairing / rectification of fans in the system.
9. Checking of operational control parameters like Current, Voltage, Pressures, Temperature etc. and taking corrective actions in case of any abnormality.
10. Checking and if required, repairing / replacement of all types of gauges etc.
11. Checking and if required, repairing of condensate water / chilling water pumps and auxiliaries.
12. Checking of cooling tower with its pipe line and rectification of any trouble, if required.
13. Checking of any costly D.M. water leakage from the system and taking corrective actions for rectification.
14. Checking of any abnormality like smoke, fire etc. and taking corrective actions for rectifications.
15. The above checks are to be reported to the concerned departmental officer daily along with the maintaining of daily log register. Any abnormality of the system is to be rectified immediately by you.
16. For ensuring round-the-clock running of the Air Conditioning Plants, you should depute one supervisor and skilled technicians at site for day-to-day maintenance/checking of overall performance of the plant and for liaison & reporting to the concerned officer and they must stay very near to SgTPP so that they must be available during odd hour and in Sunday or



WBPDC

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Holiday.

17. SWAS: Visual inspection of the system and recording of operating parameters.

B. Weekly Maintenance:

1. Cleaning of air filters of all AHUs.
2. Checking and repairing of cooling towers and auxiliaries along with cleaning of cooling towers water strainers and basins.
3. SWAS: Overall cleaning of the system equipments.

C. Monthly Maintenance:

1. General servicing of the equipment for its smooth operation.
2. General cleaning and servicing of MCC equipment, tightness checking of all electrical terminals (both power and control).
3. Cleaning & washing of cooling coils / filters of all Tower ACs, window AC & Split AC under EMIPH-II.
4. Checking / cleaning / repairing of A/C ducts & grills.
5. Checking the air flow of Delivery & Suction Grills and adjust nut as per requirement.
6. Minor modification, if any, to be carried out as per direction of controlling officer, without any extra cost implication to WBPDC.
7. SWAS: Checking of system parameters (e.g. refrigerant pressure) as directed by the controlling officer and take corrective action.

D. Quarterly Maintenance:

1. Cleaning & washing of cooling coils of all AHUs one by one.
2. Inspect connection for any water leaks in the coil and connection. Check the tightness of hose, fittings & tighten if necessary. There should not be any flooding of water from the AHU.
3. Check and clean drain pan, condensate drain pipe and floor drains to ensure no choking and flooding.
4. Cleaning of cooling coils, fins and filters, air & water flow, release of air lock etc.
5. Open up the electrical control panel, inspect for any blackening of contacts, loosening of connections, component condition etc. rectify if any abnormality is noticed.
6. Inspect the conditions of the thermometers and pressure gauges for proper function.
7. Check for proper operation of the associated measuring, control and safety device like thermostat, humidistat, 3 way actuating valves etc. Reset if required.
8. Check, report and rectify, if any abnormal noise / vibration is observed.
9. Check and re-tighten any loose bolts and nuts in proper sequence.
10. Clean all the type air filters.
11. Check the fan belts with belt tension gauge for proper tension, and replace if necessary, and examine the fans for correct alignment, lubricate the bearing as required.
Check heater bank condition and rectify if any problem exists.
12. Check heater bank condition and rectify if any problem exists.
13. Inspect the condition of insulation materials and rectify if necessary.
14. Clean the water strainer of chilled water and condensate water system.
15. Entire AHU room to be thoroughly cleaned with vacuum cleaner for making it clean & dust free.



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16. Recording the values of settings & temperature & RH levels maintained in eachlab/CCR/facility /area.
17. SWAS: preventive maintenance of pump –motor set, chiller unit etc.

E. Yearly (Winter) Maintenance:

1. Perform quarterly services.
2. Overall servicing of the unit, cleaning, reduction of noise level, checking of mechanical assemblies, checking of alignment of rotating devices, foam insulators over the pipes.
3. De-scaling of copper tubes of the cooling coil (the water circuit) by suitable means as per manufacturer's recommendation and general standards.
4. Cleaning of Cooling Towers in totality.
5. Overhauling Maintenance of Pumps, Fans & Motors.
6. Patch Painting is to be done by the contractor as per requirement (Primer, Paint will be provided by the Contractor at free of cost) as per instruction of controlling officer.
7. Cleaning of ducting system having diffusers, grills, dampers etc. Air flow checking & adjustment / balancing, if required.
8. Maintenance / Replacement / Repairing of Valves up to 50 NB.
9. Checking of IR value / no load trial run of motors.
10. Checking and calibration of temperature and pressure gauges on supply & return chilled water lines and replacement of the same if required.
11. Checking of unit efficiency, total capacity delivery of the unit & bringing it to optimum performance level, air flow and water temperature measurements on supply & return ends, maintaining the CCR temperature & RH adjustments.
12. General checking of electrical modules and other electrical equipment. Checking / Cleaning / Reestablishment of Electrical Earthing System. All electrical system should be checked by competent persons as per relevant Indian Standard and prevailing electricity Act / Rules.
13. Parameter checking before & after servicing. Necessary documentation of parameters (before & after servicing work) and submission of checklist.

F. Break-down Maintenance :

1. In case of any break down or other exigency, you will be informed over telephone or through your representative posted at SgTPP. Your Engineer / Technician should report to the job site at SgTPP immediately after receipt of the information either on the same day or on the next day.
2. Replacement of defective bearing for Pump, fan, Blower & motor. Supply of Bearing is under the scope of the party.
3. Repairing & rewinding of motors are to be done, if necessary.
4. Replacement (except major) or repairing of all defective equipments is to be done.
5. Replacement should be arranged for major (Compressor, condenser, chiller, Motor, Pump, Cooling Tower, Pipe lines) equipment if failed due to non-functioning of protective devices or due to negligence from your side during the contract period.
6. Any repair of pipe lines due to any leakage are to be take care by you.
7. Any repairs of insulation of chilled water pipe lines including its protective cover are included in



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OFFICE OF THE GENERAL MANAGER

CONTRACT CELL

WBPDC

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : **WBPDC/SGTPP/NIT/E2829/23-24** dated: 28-02-2024

the scope of work.

8. Any electronic card repairing for Window or Tower AC if required.

2. NOTE:

The essence of the contract is to maintain the Air-conditioning system in such a way that it gives desired optimum performance. Repair / replacement of all the parts / equipment required for proper functioning of the machine, whether specified or not, are included in the scope of work.

A. GENERAL REQUIREMENTS:

1. Expert engineer should visit the site at-least once every month for overall checking of the system. Otherwise it will be treated as non-compliance.
2. Performance audit of all AC Systems under jurisdiction of this AMC is to be done by the contractor, once in a year and detailed audit report along with recommendations is to be submitted.
3. In case of critical / emergency situation the bidder have to provide special support by deputing high skilled expert as and when required basis at free of cost.
4. The contractor will have to supply all consumables, spare parts (like Compressor oil, v-belt, bearings, Filters, canvas cloths, heat insulation materials, PVC insulation materials, refrigerant etc.) for all equipments, required during maintenance / overhauling work at free of cost. All tools and tackles have to supply by the scope of the party. Detailed list of Tools& Tackles, Measuring Instruments and Consumables given in Annexure – II Part – B Serial No. 23, 24 & 25.
5. Safety Stock of some important consumables are to be maintained at site – (i) Refrigerant Gas (R407C) – 04 Cylinder (45 kg each), Nitrogen Gas - 02 Cylinders, (ii) Compressor Oil – 01 Drum (25 liter).
6. All Tools & Tackles, Measuring Instruments and Consumables shall be suitably kept at site, with contractors own security arrangement. These items should always be available for work. No work shall be partially or fully stopped for want of personnel or tools or instruments. If such an event occurs, LD may be imposed.
7. The contractor will arrange a vehicle for material shifting (from store to site, site to scrap yard, etc) and mobilizing of man-power at different locations of plant at their own cost on as when required basis including Sundays / Holidays.
8. All the maintenance / servicing works should be carried out in such a way so that the equipment / unit can be used for its optimum performances. Any work which is found to be required for optimum performance of the system has to be done.
9. Necessary care should be taken while carrying out all types of maintenance / servicing of equipment to avoid damages. Any damages of equipment / equipment parts during the services has to be replaced free of cost.
10. As per requirement department may ask the contractor to provide support service to other internal / external team.

B. CLEANING JOB:

1. Coil, fins, filters, strainers etc. are to be thoroughly cleaned to achieve desired air and water flow rates.
2. If it is required to clean the cooling coil by water jet, the same has to be done by removing the cooling coil with all precautionary measures & taking it to a convenient place for full cleaning of



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water & air circuits. Coil to be cleaned with suitable chemical & water jet. This work is to be done carefully without damaging the AHU & the coil. This is also included in the AMC scope at no extra cost.

C. REPAIR AND REPLACEMENT OF PARTS:

During routine / periodic maintenance and during breakdown maintenance the bidder shall repair faulty parts / equipment with his resources. Repair shall be done in such a way that it should not affect the performance & life of the equipment. For any kind of Replacement / Repairing / overhauling job, only the spare materials without consumables will be provided by WBPDC.

D. EXCLUSION:

1. SPARES:

- a. Spares for GE make PLC, Hitachi make UPS & battery charger panel. However all field instruments related to PLC is under this contract scope.
- b. Materials related to A/C duct, dampers & grills excluding insulation.
- c. Cooling Towers fills, hanger support & its drive assembly.
- d. AHU Filters, Pump shaft, impeller, AHU blower with shaft, cooling coil, pulley.
- e. Spares related to Chiller set except drier core filter, refrigerant & compressor oil which are under this contract scope.

2. SERVICE:

- a. Maintenance of PLC System.
- b. Any modification / redesigning of air and water distribution system.
- c. Total internal cleaning of AC Ducts.
- d. Complete painting of pipe lines.



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ANNEXURE-II

SPECIAL TERMS & CONDITIONS

A.COMMERCIAL

1.	Security Deposit/ Contract Performance Guarantee	:	You have to submit an irrevocable Bank Guarantee of 10% of the L. S. Contract value for Security Deposit failing which 10% of monthly allocation will be deducted from your monthly bill as Security Deposit and will be released after one month of successful completion of the contract against certified bill in triplicate submitted to the controlling officer.
2.	Deduction from monthly allocation	:	Hire charges, cost of borrowed consumables, liquidated damages etc.levied due to any reason (if any) will be deducted from the monthly bill.
3.	Power Bill	:	You are to pay the charges against meter reading of power supply to contractor's office within the area under jurisdiction of WBPDCCL. In case of non-payment, the same will be deducted from your bill.
4.	Escalation	:	No price escalation during the period of the contract will be entertained except the case for any other reason mentioned elsewhere in this contract.
5.	Compensation	:	WBPDCCL will not take liability for any damage, missing or loss of machine, tools-tackles etc. of contractor. No compensation in such case will be made by WBPDCCL.
6.	Capability for payment of salary & wages	:	Irrespective of release of payment against monthly invoice from WBPDCCL, contractor must disburse the salary and wages to his supervisors and workmen.
7.	Payment Terms	:	After deduction of security deposit (if BG not submitted), hire charges, cost of borrowed consumables, liquidated damages, if any, from monthly allocation, the balance amount will be paid within 15 days from the date of submission of monthly bill in triplicate duly certified by the controlling officer.
8.	Paying Authority	:	The DGM (F&A), SgTPP or his authorized representative.
9.	Controlling Officer	:	The Sr. Manager (E/M-IPH), SgTPP or his authorized representative.

B. TECHNICAL & OTHERS

1.	Termination of Contract	:	WBPDCCL reserves the right to terminate the contract at any stage for unsatisfactory performance without any compensation for loss or damages due to such termination without any prior notification.
2.	Engineer Visit	:	Engineer (s) having experience in HVAC system should visit the site at least once every month.
3.	Manpower for Maintenance	:	Total-05: Supervisor (High Skilled – 01), Technician (Skilled – 02), Technician (Semi Skilled – 02).
4.	Working Hours a) Normal	:	General shift 8.00 Hours to 12:00 Noon and 14.00 Hours to 18:00 Hours. However this time schedule may vary at the discretion of Controlling Officer.
	b) Breakdown	:	Apart from the normal working hours, contractor will attend any breakdown or shutdown job during odd hours, Sunday or Holiday. If situation warrants, within the scope of lump-sum contract at the instruction of the controlling officer or his representative.

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5.	Availability of manpower	:	To combat the emergency need, manpower along with supervisors should be at beck and call.
6.	Quality Test	:	At the discretion of the controlling officer the contractor's personnel may be required to submit the data/ testimonials regarding their work experience. Acceptance of any personnel is subjected to assessment by the controlling officer.
7.	Accommodation	:	As per the availability of quarters at SgTPP, contractor will be provided rental quarters at applicable rates with chargeable electricity for supervisor and above. Accommodation for workmen should be arranged by the contractor.
8.	Specialist Service	:	The contractor will also arrange for any specialist service in connection with the maintenance of bought out items, if the situation so warrants as expressed by the Controlling Officer in such case no additional cost will be reimbursed by the WBPDCCL.
9.	First Aid	:	Contractor will maintain an arrangement at his own cost to administer the first aid in case of minor injury of any of the working personnel.
10.	Additional Manpower	:	To combat the exigency additional manpower is to be mobilized as and when required within the scope of L. S. contract value.
11.	Permit to 'Work Card & Job Card'	:	'Permit to work card & job card' will have to be obtained from the controlling officer or his representative. Only in case of emergency, work can be started on getting verbal clearance from competent person of the controlling officer or his representative.
12.	Completion of job	:	On completion of any assignment in all respect, you are to handover the 'job card' after duly filling of all the columns in the said card signed by the representative of the controlling officer.
13.	Deployment of Manpower	:	Concurrence of the controlling officer or his authorized representative must be obtained for deployment of total head to be engaged in the assigned job. You have to arrange the manpower in shifts for effective utilization in consultation with the representative of the controlling officer.
14.	Qualification/Experience	:	<p>Supervisor: Diploma holder [Electrical/ Mechanical] with minimum 01 year experience / Supervisor license or certificate holder with minimum 03 years experience and conversant with maintenance of HVAC equipment.</p> <p>Technician: ITI [Electrician/ Fitter/Refrigeration and Air Conditioner] with minimum 03 years experience/ conversant with maintenance of HVAC equipment.</p> <p>Asst. Technician: ITI [Electrician/ Fitter/Refrigeration and Air Conditioner] with minimum 01 year experience/ conversant with maintenance of HVAC equipment.</p> <p>Qualification may be relaxed for exceptionally deserving candidates at the sole discretion of the WBPDCCL controlling authority.</p>
15.	Priority	:	Controlling officer or his authorized representative is at liberty to divert your manpower engaged in any job to other job at his discretion due to importance.
16.	Duration of Contract	:	Two (02) years.

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17.	Time of Completion	:	Time frame for completion of particular job will be provided by controlling officer or his representative in consultation with your site representative. Delay in completion of the job without valid reason is liable to imposition of penalty at the discretion of the controlling officer.
18.	Quality of job	:	Finished job should conform to manufacturing and / or erection specification or IS / ISO codes whichever and wherever they are applicable.
19.	Cleaning of Site	:	Job will be considered incomplete until work site is free from scaffolding, scraps, rejects and other wastes. L. D. may be imposed at the discretion of the controlling officer after mutually agreed time frame given to you.
20.	Enabling Work	:	Contractor will pave it convenient to undertake the assigned job. Supply and arrangement of scaffolding will be done by contractor within the L. S. contract.
21.	Power for work site	:	Will have to be arranged by the contractor from the nearest supply point to be provided by WBPDCCL free of cost.
22.	Structural steel, spares & lubricants	:	Issued items from a store of WBPDCCL will be handed over to the contractor on, as it is where it is basis. Safe transportation and use are responsibility of the contractor.
23.	Tools-tackles	:	Screw driver set (taparia), spanner (all types, taparia), Torque wrenches, Pliers, Files, Allen Keys (taparia), Grease gun, Drill machine (table & hand) complete set, Lifting hoists, Max puller, Dual stage Vacuum pump for evacuation of refrigerant system, cleaner, Rubber hose with pressure gauge & adapter for gas feeding, High voltage gloves, Asbestos gloves, Earthing rod, Pipe rod, Spray painting gun, Scaffolding, Ladders, Bearing pullers of different sizes, Knife, Welding and heating arrangements, Grinder, Vice, Working bench, Plain jack, Hydraulic jack, Crimping tools/ Hydraulic crimping tools, Blow lamp, Jarican, Vacuum proof transparent pipes, Circlip opener, Ratchet set, Magnetic champion set with different sizes of handle, Soldering instrument, Box wrench and all other tools related to above work except special tools. Valid Test Certificates of Tools & Tackles are to be submitted to the department.
24.	Measuring instruments	:	Digital Motorized megger (upto 1 KV range), Hand driven megger (250, 500 V), Standard multimeter (with MA range), Clip-on ammeter for AC & DC of 0-200 Amp., Micro Ohm meter, Dial gauge including magnetic stand, V-blocks suitable for LT motors, Steel foot scale, Vernier caliper, Micrometer, Level gauge, Slide caliper, Filler gauge, Digital non-contact infra-red thermometer / Temperature detector, Digital Psychrometer, Digital Hygrometer, Non-contact Tachometer, Magnifying glass, Temperature calibration set and all other normal instrument required for above work. Yearly calibration certificate of all measuring instruments are to be produced to the user department.
25.	Consumables	:	Insulating tape for LT equipment, Ampere Tape, Ampere Sleeve, Teflon tape, Cloth, Cotton, Jute, Emery paper, Diesel, Petrol, Kerosene, Rustolene, CRC, CTC or equivalent, Cleaning solvent, Detergent powder, Refrigerant Gas (All existing gases: R-407C(atleast 10 cylinders of 45 kg each, R-22, R-32), Nitrogen Gas(atleast 20 cylinder of 150lb each), Compressor Oil (Product name: FC 170, 75 litre, Make: Kirloskar), Grease, Anabond, Acetone, M-Seal, Monoplast, Locktite, Feviquick, Araldite, Bearing Fitting paste, Socketing paste, Petroleum jelly, Silastic compound-732, or

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			equivalent adhesives and sealing compounds, cable socket and Cable gland of different connection, Primer, Paint, Thinner, Terpin oil, Rubber Cord, Lead Wire, Hylomer, Molycote, Lapping Compound, Scraper, Rubberized cork sheet / Neoprene gasket (excluded: special type for panel and equipment) indicating Lamp, Hand Lamp and Holder, pump mechanical seal, bearings for Pump, Fan, Blower & Motor. Needle valve for SWAS. TBs for control panel, TB for motor terminal up to 30 KW and associated bearings, Control Fuse, Glass Fuse, all MCB, MCCB Contactor, O/L, Fan, control wire, lug, in local control panel, LOS, insulation, timer, Motor grease, welding Electrode, Paint, Prussian Blue, Detofix, Screw, Nuts, Bolts, Bi-metallic Washer and washer, Fasteners, Valves (Up to 1 inch), Instrument gauges, different switches etc. for day to day jobs, gas for welding if required for day to day maintenance job and miscellaneous. Subject to availability and depending on the urgency of job, WBPDCCL may lend consumables at the discretion of controlling officer. Contractor will replenish the borrowed consumables failing which cost may be deducted from monthly allocation of payment against his bill.
26.	Machine job	:	Any machine job during maintenance work under all circumstances is to be taken up by the contractor at his own cost.
27.	E.O.T. Crane, Hoist, Hydra	:	WBPDCCL will extend services free of charges subject to availability.
28.	Area of work	:	Any work related to A/C System as mentioned in the subject will have to be carried out by the contractor as per the instruction of the representative of the Controlling Officer.
29.	Non-compliance	:	In case of failure to attend any assigned job on the part of contractor within a mutually agreed time, the work may be get done by any other agency in the interest of the corporation, in such case L. D. will liable to be charged.
30.	Liquidated Damages i.r.o. A/C maintenance	:	For noncompliance related to expert engineer visit as mentioned in clause 2.A.1 of Annexure-I, Part-B [Detailed Scope], @10% of the monthly bill amount will be deducted as penalty. For other cases deduction will done as per the "Penalty Clause/Liquidated Damages" clause mentioned in "General Terms & Condition" Annexure-IV.
31.	Group Personal Accident Policy	:	A group personal accident policy for a sum assurance of Rs.5 lakh per head of each contractor workers is to be arranged by the contractor while being awarded with work order. Annual premium amount whatever is to be borne by the contractor for purchasing this accident policy, is to be reimbursed by the company. To take insurance for workman please contact with M/s IFFCOTOKIO General Insurance Company Limited.
32.	Sub-contractor	:	Engagement of sub-contractor may be allowed subject to approval from the competent authority as per clause (2) of Annexure-IV: General Terms & Conditions.



Mandatory Safety Clauses

ANNEXURE "SAFETY"

(COS-OIN/O&M/0015/ Rev-01, Date: -02 03-2020)

(FOR NIT&SERVICE /WORK ORDER)

SAFETY PROVISION RELATING TO CONTRACTOR:-

1. The contractor shall be vigilant to ensure provisions of Factories Act, 1948 and other statutory provisions as applicable in respective Power station/Project.
2. The contractor shall be vigilant to ensure provisions of the Building and other construction workers (BOCW) Act, 1996 and also the West Bengal Building and other Construction workers (Regulation of Employment and condition of service) Rules, 2004 in respective area. FORM-II(Certification of Registration) is to be taken by the contractor before starting the job.
3. It shall be the responsibility of main contractor to ensure that all safety requirements are followed by the employee and staff of the sub-contractor.
4. The Contractor shall be responsible for .non-compliance of the safety measures, implications, injuries, fatality and compensation arising out of such situation or incidents.
5. In case of any accident /incident/ injury/ Fatality the contractor shall immediately submit a statement of the: same to the owner/head of the concerned Department and Safety officer, containing the details of the accident, any injury or casualties, extent of property damage and remedial action taken to prevent recurrence and in addition the contractor shall submit a monthly statement of the accident at the end of each month.
6. Engagement of Safety personnel:- Contractor who have 200 or more worker must engage qualified Safety personnel in order to ensure the implementation of safety requirement of the work area and the contractor who have less than 200 worker must engage one of his qualified employee as a safety co-coordinator who shall liaise with the: WBPDCCL safety officer on matter relating to safety and his name shall be displayed on the notice board at prominent place at the work side.
7. Contractor must ensure use of personal Protective equipment by its workers in line of their allotted job tabulated below. The personal protective equipment to be Supplied by the contractor to their worker must be in line with IS /CE / or equipment approve standards before commencement of the work. The contractor shall also replace all damaged PPEs' during the contract at his own cost. If any contractor fails to supply the PPEs' to his workers, he shall be penalized according to Clause 32 of this document.

PROTECTION OF JOB		APPROPRIATE PPE
1.	Working at Height (above 1.8 meter from immediate floor)	Full Body Harness, Safety Net, Life line, Helmet, Safety Shoe, Leather/ Cotton Hand gloves, etc.
2.	Chipping, Grinding, Drilling, Power fasteners.	Goggles & Face Shield, Helmet, Safety Shoe, Leather/ Cotton Hand gloves, etc.
3.	Chemical (Liquid & Solid) Handling, Degreasing, Spraying, Splashing.	Chemical Goggles, Safety Glasses, Face Shield, Nose Guard, Helmet, Safety Shoe, Rubber Hand gloves, Chemical suits, etc.
4.	Woodworking, Sweeping, Dusting.	Safety Glasses, Face Shield, Nose Guard, Helmet, Safety Shoe, Leather/ Cotton Hand gloves, etc.
5.	Welding Job, Cutting, Brazing, Soldering, to avoid injury due to flashing.	Welding helmets /welding shields used over primary eye protection, Helmet, Safety Shoe, Leather/ Cotton Hand gloves, etc.
6.	Working at High Temperature.	Safety Goggles, Helmet, Safety Shoe, Heat Resistant Hand gloves, etc.
7.	Metal Handling (Sharps).	Safety Goggles, Helmet, Safety Shoe, Cut Resistant Hand gloves, etc.
8.	Impact, operation of Overhead Crane.	Safety Goggles, Helmet, Safety Shoe, Hand gloves, etc.
9.	Electrical Works.	Safety Goggles, Helmet, Non steel toed Safety Shoe, Insulated Hand gloves, Fire retardant clothing, etc.
10.	Chemical like particulates, gas, vapour fumes.	Safety Goggles, Helmet, Safety Shoe, Air purifying respirator with appropriate cartridge, etc.
11.	Oxygen deficiency work (confined space job, etc.)	Safety Goggles, Helmet, Safety Shoe, Supplied Air respirator (BA set), etc.

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N.I.T. NO. : WBPDCCL/SGTPP/NIT/E2829/23-24 dated: 28-02-2024

ANNEXURE"SAFETY"

(COS-OIN/O&M/0015/ Rev-01, Date: -02 03-2020)

(FOR NIT&SERVICE /WORK ORDER)

PROTECTION OF JOB		APPROPRIATE PPE
12.	Fire Fighting job and Rescue work.	Safety Goggles, Helmet, Safety Shoe, High visibility fire resistance suits, Leather/ Cotton Hand gloves, etc.
13.	Working at Noisy Area.	Safety Goggles, Helmet, Safety Shoe, <ul style="list-style-type: none">• 85 dB to less than 100dB required Air Plugs.• 100dB or greater required Air Muffs.

8. The contractor will ensure medical examination for its workers before commencement of any work and once in every year by qualified medical doctor as per provision in the Factories Act, 1948 and WB Factories rule, and maintain a register for the same for inspection by Respective Department and Safety Department on demand. The Factory Medical officer shall check the certificate and sent to HR Dept. for issuance of Gate pass.
9. Examination of Eye sight of certain worker:- No person shall be allowed to operate a crane, locomotive, fork-lift and (dumper, dozer, lorry, tractor' etc.) or to give signals to a crane or locomotive operator unless his eye sight and colour vision have been examined and declared fit by qualified ophthalmologist to work whether with or without the use of corrective glasses. The eye-sight and colour vision of the person as referred shall be re-examined at least once in every 12 months up to the age of 45 years and once in every 6 month beyond that age.
10. The worker employed by the contractor should be suitable for the respective job requirement otherwise head of the concerned Department shall have right to disallow the unsuitable worker (e.g. a vertigo patient can't be allotted a job at height).
11. In case of injury, the contractor will send the injured person to hospital / Dispensary/ First Aid center with statement to head of the concerned department under whom he works as well as Safety Officer. The contractor shall submit periodical progress report about the treatment till the injured worker is certified fit by Govt. / Govt. registered Doctor and the said certificate will be submitted to the safety department and HR&A Department before resumption of work by the said injured worker. The contractor will maintain an arrangement at his own cost to administer first aid in case of minor injury to any working personnel.
12. The "Colour code of Helmet" of WBPDCCL is to be maintained by the contractor and Special Overhauling sticker shall be affixed in the helmet of the worker (Contractual) engaged in overhauling jobs.
13. Only metallic Scaffolding with proper locking system is to be used for working height job. Proper metallic Scaffoldings are to be constructed as per IS 4041 & 3696 guideline. No make- shift or bamboo -made scaffoldings are allowed.
14. Ladders, Crawler Ladders and Hoisting equipment should be properly checked for level, support and other safety aspects before use.
15. Proper working platforms with hand railing and toe guard (150 mm) are to be constructed.
16. Vehicle speed inside plant and Back horn for heavy vehicle: - Back horn is to be installed in all the heavy vehicle and the speed limit of the vehicle inside plant must be 20k m / hr.
17. Special Safety requirement, if any, is to be discussed in Per-bid in presence of personnel of Fire & Safety Dept. & MOM to be made.
18. All electrical connection is to done through RCCB/ ELCB with proper plug top. No damaged, jointed or twisted cables shall be used for electrical connections. Plug tops shall be mandatorily used for connections from designated plug points.
19. Proper illumination level is to be arranged (working light).
20. All gas cutting equipment is to be connected through flash back arrester.
21. Practice of shifting of gas cylinder by rolling on the ground is not allowed. Cage/Trolley is to be used for shifting Gas cylinder. All Cylinders must be with cap on head. All cylinder used at site must be tied properly to avoid falling hazards.
22. Portable cutting & grinding machine should be made of plastic body with proper guard.
23. Hand lamp bulb must be guarded with proper glass and cage.
24. 24 volt power supply is to be used inside every confined space job.
25. First Aid Box should be mandatorily available at the job site.
26. Barricading is also mandatory for heavy lifting zone and Radiation zone. The contractor is also responsible for cordoning/ barricading any other area, which may be affected by the job and which controlling officer/ safety officer feels necessary. Grating and handrail removed for material movement must be barricaded. Same must be restored back once job is over.

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OFFICE OF THE GENERAL MANAGER

CONTRACT CELL

WBPDC

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : WBPDC/SGTPP/NIT/E2829/23-24 dated: 28-02-2024

ANNEXURE"SAFETY"

(COS-OIN/O&M/0015/ Rev-01, Date: -02 03-2020)

(FOR NIT&SERVICE /WORK ORDER)

EQUIPMENT QUALITY:-

- a) Following equipment or tools shall not be allowed inside plant premises without valid certificate and gate pass. Contractor shall submit relevant valid test certificate of equipment to controlling officer beforehand towards timely issuance of gate pass for the equipment.
 - ❖Welding Machine,
 - ❖Lifting & Pulling equipment.
- b) Contractor shall provide good condition equipment for job.
- c) Equipment shall operate only by trained /competent and designated employee.
- d) Contractor shall provide relevant certifications of the equipment before putting in service.
- e) Electrical Maintenance or repair (Including minor) shall only be performed by approved competent person related to electrical work.
- f) The contractor shall ensure periodic testing / Examination of equipment as well as safety tools and tackles used by them as per provision of The Factories Act, 1948 and The West Bengal Factories Rules, 1958 and maintain a register for the same for inspection by respective dept./ Fire & Safety Dept. on demand.

28. READINESS OF THE JOB OF THE AREA:-

Before execution of the job readiness of the job area is to be done following above guidelines with permission of the user department.

29. READINESS OF THE WORKERS:-

- a) The safety related actions to be taken regarding workers before starting the job.
- b) The worker should attend safety training and competent supervisor of contractor should mandatorily deliver tool box talk before taking up any job.

30. Job execution is to be started after getting clearance from user department.

31. After Completion of work, the Scraps & debris created from the work should be cleared immediately by the Contractor at his own cost.

32. Without prejudice to the right conferred by the clause as mention before for stoppage of work for violation of Statutory rules and regulations requirement, contractor shall be liable for penalties as mentioned below:-

- i. Upto Rs. 5000/- DGM (Env. & Safety)/ Head of Envy & Safety/ Head of the Dept. where work is being done for 1st violation of safety norm , non-use of PPE like Safety Shoes, Hand Gloves ,Safety Helmet, Goggles, etc. as per work requirement of contractor and their worker.
- ii. Fine upto Rs. 20,000/ - on 2nd violation as mentioned in clause (i) above.
- iii. Repeated Safety violation may result in debarment of vender for future contract.
- iv. Fine upto Rs. 10,000/ - for violation of non-use of Full Body Harness by contractor and contractor worker for working height job.
- v. Fine upto Rs. 25,000/ - (Min) to Rs.50,000/ - (Max) for serious injury caused by violation as mentioned in clause no. (i) to (iv).
- vi. Independent of the above, contractor shall be fined Rs. 1,00,000/ - (One lac) or more and debarred /deregistered from taking up further contractual work in WBPDC from the date of issue of debarring /deregistering order in case any fatal accident occurs due to violation as mentioned clause (i) and (iv) above.

33. Submission of Duly filled & signed "Safety Clearance Certificate" as per attachment is mandatory for final clearance of payment.

"OUR GOAL: ZERO INCIDENT AND ZERO INJURY"



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LTD.

SAGARDIGHI THERMAL POWER PROJECT

OFFICE OF THE GENERAL MANAGER

CONTRACT CELL

WBPDC

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : WBPDC/SGTPP/NIT/E2829/23-24 dated: 28-02-2024

ANNEXURE "SAFETY"

(COS-OIN/O&M/0015/ Rev-01, Date: -02 03-2020)

(FOR NIT&SERVICE /WORK ORDER)

FORM

EXAMINATION PHYSICIAN'S REPORT

1. PERSONAL DETAILS:

Name _____

Sex: Male/ Female

Date of Birth: _____

Marital Status: Married / Unmarried

Designation: _____ Division & Section: _____

Nature of Job: _____

General Appearance: _____

Present posting: _____

Type of job _____ (occupational hazard, if any) _____

Marks of Identification:

- I.
II.

Signature of
Medical Officer: _____

Signature of
Candidate: _____

2. HISTORY:

a) Personal: _____

b) Family: _____

c) Past History: Major illness/ Operations/ Injuries with date

d) Occupational: Previous _____ Duration with year _____

Type of work done _____
(Details of past exposure to any significant occupational hazards)

e) Female Candidate:
Menstrual History: i) Age at menarche: _____ ii) LMP: _____
iii) History of miscarriages/ abortions/ still births/ congenital malformation etc.

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CONTRACT CELL

WBPDCCL

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : WBPDCCL/SGTPP/NIT/E2829/23-24 dated: 28-02-2024

ANNEXURE "SAFETY"

(COS-OIN/O&M/0015/ Rev-01, Date: -02 03-2020)

(FOR NIT&SERVICE /WORK ORDER)

3. GENERAL EXAMINATION:

- a) Temperature: _____ °C
- b) Pulse: _____ / min
- c) Height: _____ cm.
- d) Weight: _____ kg.
- e) Blood Pressure: _____
- f) Acuity of Vision:

		Without glasses	With glasses	Strength of glasses		
				Sph	Cyl	Axis
Distant Vision	RE					
	LE					
Near Vision	RE					
	LE					

Note: Detailed visual acuity test to be performed specifically for personnel to be posted as Drivers, Crane operators, Fork-lift operators, Locomotive operators, Firemen, Security personnel)

- Night Blindness _____
- Colour Vision: _____
- Depth of Vision: _____
- Fundus Examination: _____
- g) Skin condition: Normal/ Abnormal Comment if any _____
- h) Teeth: Normal / Abnormal Comment if any _____
- i) Lymph nodes: Normal/ Abnormal Comment if any _____
- j) ENT: Normal/ Abnormal Comment if any _____

4. SYSTEMIC EXAMINATION:

- a) Respiratory system: _____

Signature of Medical Officer

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ANNEXURE"SAFETY"

(COS-OIN/O&M/0015/ Rev-01, Date: -02 03-2020)

(FOR NIT&SERVICE /WORK ORDER)

APPLICATION FOR ISSUANCE OF HEIGHT PASS

Valid for 1 year/ 365 days from the date of issue unless cancelled/ withdrawn earlier by the issuing authority. It should be revalidated free of cost on due application to Industrial Safety Section. In case of loss, applicant must apply and appear for the practical tests.

1. Full Name of applicant (Block Letters):-

2. Present Address:

3. Permanent Address:

4. Age: 5. Sex: 6. Height:

7. Gate Pass No:

8. Date of issue of Gate Pass:

9. Name of Contractor with whom engaged at present:

10. Ref. W / Order No.:

11. Description of present job:

12. Previous experience of working at heights:

Sl. No.	Name of Employer	Duration of employment work experience

13. Do you suffer from any of these ailments: (Write **YES/NO** against each)

- | | |
|---|-----------------|
| a) Blood Pressure | b) Epilepsy |
| c) Frequent headache or reeling sensation | d) Flat foot |
| e) Mental depression | f) Limping gait |
| g) History of Vertigo | |

Declaration:

I hereby declare that the above information furnished by me is true and correct. I shall always wear the safety Harness with double layer and the lifeline whenever working at heights or in depths of about 10 ft. I shall not misuse the height pass issued to me or transfer it to any other person. I shall never come to duty or work at height / depth under influence of alcohol.

Date:

Name:

Signature:

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CONTRACT CELL

WBPDC

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : WBPDC/SGTPP/NIT/E2829/23-24 dated: 28-02-2024

ANNEXURE "SAFETY"

(COS-OIN/O&M/0015/ Rev-01, Date: -02 03-2020)

(FOR NIT&SERVICE /WORK ORDER)

SAFETY CLEARANCE CERTIFICATE

To
The Safety Officer/
DGM (E&S)
_____ Station/ Project
West Bengal Power Development Corporation Ltd.

Subject:-Clearance regarding fulfillment of Safety requirements as per Annexure-"Safety"

Name of Agency: _____

Work order: _____

Dear Sir,

With reference to the above may please confirm whether relevant safety requirements, terms and condition as mentioned Annexure -"Safety" attached with the work order has been fulfilled by us during the execution period or any accident occurred due to willful/ non fulfillment of condition of safety rules in spite of caution letter by Fire & safety.

Party Signature with stamp:

(For use of WBPDC authority only)

Remarks: -----

1. Total removal of Scrap & Debris by Contractor: -- Done/ Not Done
2. Accident happened during contract period: -
(If not nil, please attach details)

OFFICER	SIGNATURE WITH NAME	REMARK (IF ANY)
Controlling officer of respective order (Dept.), WBPDC		
Safety Officer/ Head of Env& Safety/ Dy. General Manager(E&S)		

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CONTRACT CELL

WBPDCCL

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : WBPDCCL/SGTPP/NIT/E2829/23-24 dated: 28-02-2024

ANNEXURE-IV

General Terms & Conditions

(1) Status of the manpower of the contractor or its sub-contractor:

Contractor has to mobilize its manpower for accomplishment of the contractor's assignment in respect of the relevant work order. It may please be understood that none of the employees of the contractor and/or its sub-contractor(s) shall have any relationship whatsoever with SgTPP/WBPDCCL under this contract, SgTPP/WBPDCCL's relationship with the contractor is on a principal-to-principal basis. SgTPP/WBPDCCL authority shall not be liable or responsible for any other obligations and/or liabilities of any kind vis-à-vis of concerned contractor and the employees of the contractor and/or its sub-contractor(s). In the event of having to suffer any loss and/ or damage on the part of the SgTPP/WBPDCCL which is attributable to any Act and/or omission on the part of contractor and/or on the part of its sub-contractor(s), contractor shall indemnify and always keep SgTPP/WBPDCCL indemnified for the same.

(2) Engagement of Sub-contractors:

No sub-contractor can be engaged by the contractor for accomplishment/ carrying out full or part of any job under the contract. However, if WBPDCCL specially approve, sub-contractors can be engaged for providing skilled and semi-skilled manpower [if below the supervisory level] for their utilization in connection with this contract. However, Principal employer's Certificate in **FORM-V** for obtaining the labour license under Contract Labour [Regulation & Abolition] Act, 1970 and the rules framed there under will be issued in favour of the main contractor i.e. to whom work order has been awarded by SgTPP. No FORM-V will be issued to any sub-contractor. For engagement of sub-contractor, an indemnify bond [as per format] to be furnished by the contractor in favour of WBPDCCL.

(3) Compliance with statutory requirements as regards workmen to be engaged by the contractor:

(a) Rate of wages:

The contractor is to pay wages to all workmen to be engaged by him under this work order as per prevailing wages pattern at SgTPP as applicable at the relevant point of time, which would include minimum wages as determined at the lowest range.

Workers not covered under MOS dated 04.10.2021 : Minimum Rates of Wages as notified by Circular of the Jt. Labour Commissioner, Statistics, Govt. of W.B. & revised from time to time shall has to be disbursed.

Workers covered under MOS dated. 04.10.2021: Rates of Wages shall be payable as determined by the MOS dated 04.10.2021.

The Basic wages and all other benefits and allowances as per Memorandum of Settlement (MOS) dtd. 04.10.2021 i.r.o. the contractor's workmen covered under the said MOS shall have to be considered while quoting the price bid. In case of the workers covered under MOS and joined on or before 01.01.2012, the Earned Leave and Gratuity Benefits should not be taken into consideration against them while quoting the price bid. The same will be payable on attaining the age of superannuation of the concerned workmen.

(b) Norms of payment of wages and deductions from wages:

Statutory provisions in terms of the Payment Wages Act are to be strictly adhered to.

(c) Rates of wages, wage period and date of disbursement of wages shall be suitably notified for information of all the workmen to be engaged under this work order. SgTPP/WBPDCCL, HR&A wing should be informed well in advance of the above particulars, thus enabling the said department to witness the above payment of wages. Records of wages disbursed to the workmen must be submitted to HR&A Department; otherwise, the next month's payment by WBPDCCL to the contractor will be withheld.

(d) Inspection of records and registers under the various labour laws:

Pertinent records are to be made available at the site office of the contractor for inspection by the SgTPP, HR&A Department as well as by duly authorized inspectors to be deputed by the Government of West Bengal Labour Department from time to time.

(e) Other statutory requirements:

All other statutory requirements which are in force or may come into operation subsequently would be required to be complied by the contractors.

(4) Provident Fund:

(a) From the very first day of engaged of any workman/employee by the contractor under the work order, the said workman/employee shall be member of the provident fund of the contractor's firm. A copy of the membership details is to be sent to the Regional Provident Fund Commissioner and a copy of the same shall be furnished to SgTPP, HR&A wing for information and record.

(b) Before claiming periodical bill/monthly bill in quadruplicate, a copy of muster roll and wages register of the workman covered under Contract Labour Act, 1970 duly signed by ALC, copy of P.F. deposition Challan and ECR copy & Payment confirmation challan within 7th days of the next month together with a list of workmen/employee in respect of whom P.F.



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contribution deposited with the appropriate authority is to be submitted for verification and certification of HR&A Department for releasing the monthly bill.

(c) All relevant records pertaining of deposit of P.F contribution etc. shall be made available at the contractor's site office for inspection by the PF Inspector as well as by the SgTPP, HR&A Wing as and when required.

(d) Contractor has to submit all relevant documents and papers to HR&A Wing as required for IR clearance for release of final bills and security deposit after completion of contractual period.

(5) Compliance of the provisions under the Contract Labour [Regulation & Abolition] Act, 1970:

The contractor is to comply with the statutory provisions under the above law. The contractor must obtain license under the above Act and for further information and guidance, the contractor may contact SgTPP, HR&A Wing.

(6) Safety of the workmen to be engaged by the contractor:

(a) Safety precautions are to be strictly adhered to by the contractor.

(b) **Employment Injury:** In the event of employment injury in respect of any workmen to be engaged by the contractor, the said contractor at the first instant should arrange First Aid treatment for the injured workmen at his own cost. However, depending upon the nature of injury, treatment shall be arranged in all respect of such workman at SgTPP Hospital, based upon the available facilities. However, if the treatment is beyond the scope and capacity of the Project Hospital, the contractor is to arrange further treatment of the concerned workman at his own cost.

(7) ESIC Compliance (for wages / salary ≤ Rs. 21000/- p.m., as per ESIC norms) :

The contractor shall take ESI Registration from ESIC authority. All the workmen should be covered under ESIC. The contractor may have to take sub-code (if required) from the concerned SRO, ESIC covering SGTPP/WBPDCCL. The Contractor should submit ESI Contribution Challan and ESIC contribution history along with other required documents for obtaining statutory NOC from HR&A end on monthly basis.

(8) Insurance for Employees compensation (for wages /salary > Rs. 21000/- p.m., as per ESIC norms) :

The contractor shall take insurance policies to cover the said risks and all administrative arrangements and incidental jobs thereto are to be undertaken by the contractor. In the event of furnishing of incorrect and incomplete or non-furnishing of information on the part of the contractor, resulting in non-admission of claim by the Insurance Company, the contractor shall be liable to pay the compensation to the concerned parties at his own risk and peril. WBPDCCL shall not be liable in respect of any damage for which compensation payable in consequence of any accident or injury to any workmen due to the aforesaid act on the part of the contractor. The contractor is to indemnify WBPDCCL against the payment of above workmen compensation. For the purpose of administrative convenience, the insurance policy should preferably be taken from any of the Nationalized Insurance Companies located at Murshidabad District, West Bengal. The concerned contractor should have to submit proper documentary evidence to establish wages/salary of the concerned employee is more than Rs. 21000/- p.m.

(9) Insurance public liability and property damage:

The contractor shall have to abide by the Rules & Regulations framed by SgTPP authority, when may change from time to time in the interest of the Project.

(10) Security checking pass:

The Security Checking Passes issued in favor of the Contractor's workmen shall bear the signature of the competent authority as well as the concerned contractor having following particulars. The concerned Agency has to apply at least 72 hours before the date of deployment of manpower, through proper channel, with the below mentioned documents, duly authenticated. The application for Security Checking Pass/ Gate Pass is to be submitted in the prescribed format, duly recommended and forwarded by the Controlling Dept. along with the above mentioned documents.

1. Identity Proof e.g. Voter, Aadhaar, PAN, Driving License (mandatory for Drivers) & 1 COPY OF Passport size Photo, Previous gatepass if available.
2. For company's staff - Staff Declaration in company letter head with seal/ Company ID card/ Last month EPF challan (ECR)/ Company appointment & acceptance letter.
3. Medical fitness certificate in original from any registered doctor (MBBS & above).
4. UAN with supporting document.
5. Insurance (WCI/ECI for gross salary > Rs. 21000/month, else ESIC IP no with copy of *individual E-Pahachan Card.*), For CONSTRUCTION, WCI/ECI is mandatory.
6. Form 13 (Not required for company staff, for them staff declaration or appointment letter or transfer letter, whichever is applicable)
7. Labour license in case number of contract labour exceeds 09 heads.
8. Work Order copy.
09. Skillness Proof, vide document: Last working PF details or Gatepass.



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10. Employment notification at local Panchayet / Block. It is advisable to arrange the interview locally either for company staff or contractual labour. However, special relaxation will be there for the agency's own staff only for Supervisor and Site-in-Charge provided valid document, e.g. Site Transfer Letter, Company PF or Campus interview letter submitted.

****Last point is not mandatory for Tit-Bit/Overhauling / Short Duration work.**

- (I) All the tools & tackles required for the execution of the job under this contract are to be supplied by the main contractor,
(II) The contractor shall have to arrange the above, to get security checking pass for his workmen and tools & tackles, from the security department and the rules and regulations related to the subject shall be binding on him.

(11) Identity Card:

The contractor must issue identity card in **FORM – XIV** under the West Bengal Contract Labour [Regulation & Abolition] Rules, 1972, to each of his workman to be deployed at SgTPP and the said identity card shall be in possession of the concerned workman while on duty at SgTPP.

(12) Withdrawal of workmen:

In case any workman is found hampering the interest of the Project in any way, WBPDCCL reserves the right to take appropriate action. In such cases, the contractor shall have to demobilize such workmen within 24 hours' notice from the SgTPP authority.

(13) Discontinuation of job:

In case the job is found discontinued by the contractor without any valid reason within the contractual period, WBPDCCL shall have the right to award part or full job to any outside agency, and in such cases his security deposit shall be forfeited.

- (14)** The contractor will have to demobilize with all his man and material after expiry / completion/ cancellation of work order.

- (15) Accommodation:** Arrangement for accommodation for the contractor personnel has to be provided by the contractor.

- (16) Canteen:** Departmental canteen facility of SgTPP will not be extended to the contractor's personnel. However, contractor should arrange canteen facility for his personnel at his own cost in other canteen at SgTPP site.

- (17) Labour License:** The Principal Employer's Certificate will be issued by WBPDCCL for the purpose of obtaining Labour License from the concerned registering officer under Contract Labour [Regulation & Abolition] Act, 1970 and rules framed thereunder.

- (18) Prosecution:** Any person under contractor's Payroll is liable to be prosecuted if found entangled in any miscreant activities thereby damaging the image of SgTPP/WBPDCCL with in the public in the vicinity of SgTPP.

- (19)** The Contractor/ Agency has to comply with the following Acts and State and Central Rules as may be applicable from time to time:

The Contract Labour (R&A) Act, 1972

The Employee's Provident Fund & Miscellaneous Provisions Act, 1952

The Employees State Insurance Act, 1948

The Factories Act, 1948 & The WB Factories Rules, 1958

The Industrial Disputes Act, 1947

The Payment of Wages Act, 1936

The Payment of Gratuity Act, 1972

The Payment of Bonus Act, 1965

The Minimum Wages Act, 1948

The West Bengal Workmen's House Rent Allowance Act, 1974

Any other Act/ Rules/ Statutes/ Laws/ which may be applicable from time to time.

(20) Pollution control and occupational care:

Contractor shall take all steps to follow:

(i) The Water (Prevention and Control of Pollution) Act, 1974,

(ii) The Air (Prevention and Control of Pollution) Act, 1981,

(iii) The Environment (Protection) Act, 1986,

(iv) Manufacture, Storage and Import of Hazardous Chemical Rules, 1989,

(v) Hazardous Wastes (Management and Handling) Rules, 1989,

(vi) The National Environmental Tribunal Act, 1995,

(vii) Compliance with Batteries (Management & Handling) Rules, 2001 as amended and rules and orders made there under and all other Acts & Rules in connection with pollution control in the relevant work area.



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(21) Contractor shall be duty bound to take all necessary steps towards ensuring Occupational Health Care of his workmen at SgTPP as required under West Bengal Factories Rules, 1958.

(22) The Contractor shall fully protect and hold the Principal Employer, it's employees and agents harmless against any claim, demand, actions, suits and proceedings, arising out of the contract.

(23) The following documents are required to be submitted by the Contractor to the HR&A Department at the time of releasing of their monthly bill / R.A. Bill / final Bill.

- a) Indemnity Bond to be furnished by the Contractor accepting responsibility of each and every action to be taken by their sub-contractor(s) in the matter of executing the instant job.
- b) Copy of Labour License issued by the Licensing Authority (Form VI) at the time of first monthly/R.A. Bill and Final Bill.
- c) Copy of the commencement and completion certificate to be sent by the Contractors to the Licensing Authority (Form VIA & VIB).
- d) Form XIII under the C.L. (R&A) Act 1970 and the Register of Adult workers under the Factories Act 1948.
- e) Acquaintance rolls for the relevant wage period (Form XVIII).
- f) P.F. documents such as ECR, PF Challan, & Payment Confirmation slip and declaration under Para 22 .
- g) In case of ESI applicability, ESI Contribution History & Payment Confirmation Challan on monthly basis to be submitted.
- h) Documents related to payment of W.C. Claims, if any.
- i) Documents related to payment of Retrench Benefits claims, if any.
- j) Documents related to any other dues, if any.

In addition to above requirements, Indemnity Bond should also be obtained from the Contractors as required under Section 12 of the Employees Compensation Act.

(24) Debarment of Agencies from Business dealing:

Agencies may be debarred from Business dealings as per the provisions of 'WBPDC Policy and Procedure for Blacklisting and Debarment of Agencies from Business Dealings' as notified vide Memo No. COHRA08110018/6183 Dt. 09/06/2016 of the CVO & Ex-Officio Director, WBPDC.

(25) Proper working condition:

Controlling Officer or safety officer at his discretion, may check/examine any of contractor's tools/scaffolding / working condition etc. and if unsatisfied, he may suspend the job temporarily till the contractor takes proper measure.

Penalty Clause and Liquidated Damages:

- (i) **Penalty against non-compliance of job :** In case of any assigned job in the scope of this contract is got done by other agency due to non-compliance and the cost of job incurred by WBPDC will be deducted from the monthly bill at the discretion of the controlling officer as L.D.
- (ii) **Penalty against delay in completion of job:** In the event of any delay in the supplies of ordered materials/execution of works beyond the stipulated delivery/completion schedule including any extension permitted in writing, the Corporation reserves the right to recover from the contractor a sum equivalent to 0.5% of the value of delayed supply/work for each week of delay and part thereof subject to a maximum of 10% of the total value of order. The owner shall deduct the amount of such liquidated damage from any money due or which may become due to the Contractor under this Contract, and/or recover such liquidated damage from the Security Deposit of the Contractor.
- (iii) **Penalty against shortage man power:** For unauthorized shortage in manpower, controlling officer or his representative at his discretion may deduct an amount equal to number of days absent in month multiplied by 1.10 times of daily wages of the absentee.
- (iv) **Penalty against non-availability of tools & tackles:** Penalty will be imposed @0.5% of the monthly bill for job hampered due to lack of tools & tackles.
- (v) **Penalty against non-compliance of scrap removal:** Penalty @1.5% of monthly bill for non-compliance of scrap removal.
- (vi) **Penalty against unsatisfactory site cleaning:** Penalty @0.5% of monthly bill against each & every caution letter after issuance of caution letter once.
- (vii) **Penalty against unsatisfactory housekeeping:** Penalty @1.0% of monthly bill against each & every caution letter after issuance of caution letter once. (however for mass cleaning and proper house keeping the contractor may engage additional manpower with tractor trailer and other requisite arrangement and when required basis at his own cost.)
- (viii) **Penalty against non-compliance of Safety:** It will be the duty of contractor to ensure that all manpower engaged in the contract take all measures related to their own safety. Otherwise the following penalties may be imposed a) For violation of any safety norms by any workmen penalty @Rs.1000/- may be imposed in each such case. B) In case of minor accident due to non-compliance of safety measures, if the person is unable to report for his job within 48 hours, L.S. penalty of Rs.



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10,000/- may be imposed. C) In case major accident due to non-compliance of safety measures, if the unable to report for his job within 20 days, a L.S. penalty of Rs. 50,000/- may be imposed.

(ix) **Penalty against non-supply of consumables:** Contractor will provide required consumables approved by controlling officer. Failing which cost of the same will be deducted from monthly allocation of payment against your bill.

However, cumulative deduction will not exceed 10(ten) % of the annual contract value in any case except item Sl. No. (i),(iii) & (viii) above.



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ATTACHMENT-1

PROFORMA FOR BANK GUARANTEE FOR EMD

(To be stamped in accordance with Stamp Act, if any, of the Country of the issuing Bank)

Bank Guarantee No.: _____

Date: _____

To,

West Bengal Power Development Corporation Limited
Bidyut Unnayan Bhaban, Block- LA, Plot No. 3/C, Sector-III,
Salt Lake City, Kolkata- 700106, West Bengal, India.

Dear Sir,

In accordance with your Notice Inviting Tender (NIT) _____
M/s. _____ (Name of Participating Contractor) having its Registered Head Office at
_____ (hereinafter called the Bidder) wish to participate in the said Tender for
_____ (Name of Job).

As an irrevocable Bank Guarantee against Bid Security for an amount of _____ is required to be submitted by the bidder as a condition precedent for participation in the said Tender, which amount is liable to be forfeited on the happening of any contingencies mentioned in the Tender Document, we, the _____ Bank at _____ having our Head Office / Registered Office at _____ (Address of Bank) guarantee and undertake to pay immediately on demand by the West Bengal Power Development Corporation Limited the amount of _____ (in words and figures) without any reservation, protest, demur and recourse. Any such demand made by said Procuring Entity shall be conclusive and binding on us irrespective of any dispute of difference raised by the Bidder.

This Guarantee shall be irrevocable and shall remain valid up to @ _____ (six months from the Closing date of submission of bid) with a claim period of another 3(three) months. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from M/s _____ (Participating Bidder) on whose behalf this Guarantee is issued.

All rights of the West Bengal Power Development Corporation Limited under this Guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities thereunder unless the WBPDCCL brings any suit or action to enforce a claim under this Guarantee against the Bank within ninety (90) calendar days from the above mentioned expiry date of validity or, from that of the extended date.

In witness whereof the Bank, through its authorized Officer, has set its hand and stamp on this _____ day of _____ Year at _____.

WITNESS:

(Signature and Name)

(Engineer / Officer address)

(Signature and Name)

(Designation with Bank Stamp)

Attorney as per Power of Attorney No. _____

Date:

Note: This date should be initially for One hundred and twenty (120) calendar days from the next day of the last date of Bid submission and may be extended from time to time.



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ATTACHMENT-2

PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE GUARANTEE

(To be stamped in accordance with Stamp Act, if any, of the Country of the issuing Bank)

Bank Guarantee No.: _____

Date: _____

To,

The West Bengal Power Development Corporation Limited

BidyutUnnayanBhawan,

Plot No. - 3/C, Block - LA,

Sector - III, Salt Lake City,

Kolkata - 700 106.

Dear Sir,

In consideration of The West Bengal Power Development Corporation Limited (Hereinafter referred to as the 'Purchaser' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s. _____ [Contractor's Name] _____ with its Registered/Head Office at _____ (Hereinafter referred to as the 'Contractor' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Purchaser's Letter of Acceptance No _____ dated _____ and the same having been acknowledged by the Contractor, for _____ [Contract sum in figures and words] for _____ [Name of the work] _____ and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract equivalent to ____ (*) ____ of the said value of the aforesaid work under the Contract to the Purchaser.

We _____ [Name and address of the Bank] _____ having its Head Office at _____ (hereinafter referred to as the 'Bank' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Purchaser on demand any and all money payable by the Contractor to the extent of ____ (*) ____ as aforesaid at any time upto ____ (@) ____ [days/month/year] without any demur, reservation, contest, recourse or protest and/or without any reference to the Contractor. Any such demand made by the Purchaser on the Bank shall be conclusive and binding notwithstanding any difference between the Purchaser and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Purchaser and further agrees that the guarantees herein contained shall continue to be enforceable till the Purchaser discharges this guarantee or till ____ [days/month/year] whichever is earlier.

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

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

Our liability under this Bank Guarantee shall not exceed



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LTD.

SAGARDIGHI THERMAL POWER PROJECT

OFFICE OF THE GENERAL MANAGER

CONTRACT CELL

WBPDCCL

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : **WBPDCCL/SGTPP/NIT/E2829/23-24** dated: 28-02-2024

This Bank Guarantee shall be valid up to and including

We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if Purchaser serve upon Bank a written claim or demand on or before@.....

Dated this..... Day of..... (Month)..... (Year)..... at.....

WITNESS

(Signature)

(Signature)

(Name)

(Name)

(Engineer / Officer address)

(Designation with Bank Stamp)

Attorney as per Power of Attorney No. _____

Dated _____

Notes:

1. (*) This sum shall be 10% (ten percent) of the Contract Price.
2. (@) This date will be Ninety (90) calendar days beyond the defects liability period as specified in the Contract.
3. The stamp papers of appropriate value shall be purchased in the name of guarantee issuing Bank.



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LTD.

SAGARDIGHI THERMAL POWER PROJECT

OFFICE OF THE GENERAL MANAGER

CONTRACT CELL

WBPDC

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : WBPDC/SGTPP/NIT/E2829/23-24 dated: 28-02-2024

ANNEXURE 11

BID MATRIX

Note: Clauses mentioned here are indicative, Tender Inviting Authority (TIA) may further elaborate/include/omit/edit clauses as per specific tender requirement.

Sl. No.	Category	Tender Requirement	Bidder's Confirmation/non-confirmation by marking " $\sqrt{\quad}$ " only.		Reference/location (Page No. /Annexure etc.)
			Confirmed	Not Confirmed	
1	General	Confirm whether the bid has been signed by persons(s) duly authorized for this purpose.			
2		Confirm whether the signatory(s) to the bid has indicated his full name and capacity in signing the bid.			
3		Confirm whether the power of attorney or authorization, or any other document such as partnership deed, memorandum and articles of association of company, MOU entered among the members of consortium, resolution of Board etc. consisting of adequate proof of the ability of the signatory to bind the bidder, has been submitted along with techno-commercial bid.			
4	Bid Validity	Confirm whether bid validity of six(06) months (as per tender document) from the date of tender opening has been accepted.			
5	EMD	Confirm whether Earnest Money Deposit in the prescribed mode as per Tender Document submitted along with techno-commercial bid.			
6		Details of mode of instrument submitted as EMD (for example online bank transfer, BG, Pay Order, DD, Banker' Cheque)			



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CONTRACT CELL

WPDCL

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : **WPDCL/SGTPP/NIT/E2829/23-24** dated: 28-02-2024

7		If EMD is submitted in form of bank guarantee, please indicate: (a) Bank Guarantee No. (b) Date of issue (c) Name of Bank and Branch (d) Amount of Bank Guarantee (e) Date of expiry of claim period (f) Confirm whether non-judicial stamp paper is as per applicable stamp duty (Min value Rs. 100/-) and in the name of issuing bank.			
8		Confirm whether price have been quoted in separate sealed cover strictly in the Price Bid Format of the Bidding Document.			
9	Price	Confirm whether the prices quoted by the bidder are firm during the entire execution period of contract (save as specifically provided otherwise).			
10		Confirm whether bidder has enclosed a blank copy of the schedule of prices format with price column tick(√) marked against each item of price bid format indicating quote against respective item in the un-priced bid. Note.: Offers with techno commercial bid containing prices shall be rejected outright.			

Signature of the Bidder/Authorized Representative with Seal



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CONTRACT CELL

WBPDC

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : WBPDC/SGTPP/NIT/E2829/23-24 dated: 28-02-2024

ANNEXURE - 11A

DECLARATION BY BIDDER WHILE BIDDING IN BOTH ONLINE/OFFLINE MODE

A. I,----- on behalf of -----(name of the company /partnership firm)-----
----- do hereby declare that I have gone through all the provisions of NIT No. -----dated -----
(including subsequent Addenda/ Corrigenda and other documents) and clearly understood the
implications of all those provisions and submitting my / our bid adhering all the provisions of said NIT (including
subsequent Addenda/ Corrigenda and other documents).

B. I, _____ on behalf of M/s. _____ (name and address of the bidder) hereby declare that
M/s. _____(name of the bidder) is not blacklisted/ debarred by any Government department/Public Sector
Undertakings/ Other Government Agencies for which we have executed/
undertaken the works/ services during the last _____ year(s).

C. I, _____ on behalf of M/s. _____ (name and address of the bidder) do hereby declare that no
additions/ deletions/ corrections have been made in the downloaded/ supplied tender document and the tender
document submitted by M/s. _____ (name of the bidder) is identical to the one appearing in the procuring
entity's portal/supplied by the procuring entity. I, hereby, further declare that all the above information declared
hereinabove, are true to the best of my knowledge and in the event any of the above information at a later stage, is found
to be false, by the Procuring Entity, the Procuring Entity shall be at liberty to take any action as deemed fit at my/ our sole
risk and cost.

Signature of Bidder / Authorized representative

Seal of the Company



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OFFICE OF THE GENERAL MANAGER

CONTRACT CELL

WBPDC

Tender Ref. No.: SgTPP/CC/Tend/23-24/53/E 785004

N.I.T. NO. : WBPDC/SGTPP/NIT/E2829/23-24 dated: 28-02-2024

ANNEXURE-V

Check List (to be uploaded)

<u>Sl.No.</u>	<u>Mandatory Documents</u>		Please tick(√)
1	Scan copy of EMD:	(i) Online payment receipt/Bank Guarantee as per NIT (ii) Valid documents as per applicable	
2	Copy of valid pan card:		
3	IT returns of consecutive three (03) Assessments years (AY 2020-21, AY 2021-22 & AY 2022-23).		
4	GST Registration Certificate:		
5	Financial documents to satisfy the criteria that the average annual turnover for three(03) years (FY 2019-20, FY 2020-21 & FY 2021-22).		
6	Technical credential as per NIT:		
7	Tender document as published is to be signed & stamped on each and every page, scanned then uploaded(It is consider as acceptance of techno commercial terms and conditions unconditionally) in Cover-II:		
8	The filled up BOQ sheet(all applicable cell must be filled) to be uploaded in Cover-III:		

<u>Sl.No.</u>	<u>Other Documents</u>	Please tick(√)
1	Provident Fund Registration Certificate:	
2	Audited balance Sheet and Profit & Loss Account for consecutive three (03) financial years(i.e. for FY 2019-20, FY 2020-21 & FY 2021-22).	
3	ESI registration certificate.	
4	Filled up Bid Matrix & Declaration by bidder (Annexure-11 & 11A).	
5	Blank Copy of BOQ with price column tick (√) marked against each item, indicating that price has been quoted against respective item in the un-priced bid has to be uploaded in Cover-II.	

SIGNATURE OF THE BIDDER