



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LTD.

SAGARDIGHI THERMAL POWER PROJECT

OFFICE OF THE GENERAL MANAGER

CONTRACT CELL

Tender Ref. No.: SgTPP/CC/Tend/23-24/78/E 846459

N.I.T. NO. : WBPDCCL/SGTPP/NIT/E3064/24-25 dated: 08-02-2024

Name of the work: Biennial Operation and Maintenance Contract of 3.5 MW Rooftop Solar PV Plant(BOSCH Make), 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	Report Schedule & Service Schedule	:	ANNEXURE-II	
3	Special Terms & Conditions	:	ANNEXURE-III	
4	Mandatory safety clauses	:	ANNEXURE-IV	
5	General Terms and Conditions	:	ANNEXURE-V	
6	Attachment	i) Proforma for Bank Guarantee for EMD	:	ATTACHMENT-1
		ii) Proforma for Bank Guarantee for Performance Guarantee	:	ATTACHMENT-2
7	BID MATRIX	:	ANNEXURE-11	
8	DECLARATION BY BIDDER	:	ANNEXURE-11 A	
9	CHECK LIST (TO BE UPLOADED)	:	ANNEXURE-VI	

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 Operation and Maintenance Contract of 3.5 MW Rooftop Solar PV Plant, SgTPP.	Rs.52,40,137/-	Rs.1,04,803/- (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. Contact person [Bidesh Biswas](#) [SM (Engg)], Mobil:**8336904003**. Email: b.biswas01@wbpdcl.co.in.

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.



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

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

A. SUBMISSION OF MANDATORY DOCUMENTS AS PER FOLLOWING CRITERIA

1. (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 operation & maintenance (O&M)of minimum one(01) number 2MWp Ground Mounted or 1 no 1 MWp Roof top /Floating solar PV power plant which is in operational in India Under Government /Quasi Government / any renowned private sector for a period within last 7 year ending as on last day of the previous months from the date of publication of NIT in the following manners:-

In single order – Executing value of work not less than **Rs. 20,96,054.8/- (excluding tax) per year per order.**

• **In two orders** – Executing value of work not less than **Rs. 13,10,034.25/- (excluding tax) per year per order.**

• **In three orders** – Executing value of work not less than **Rs. 10,48,027.4/- (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/scope of work along with work Completion Certificate in support of any one of the above.

(ii) Financial documents to satisfy the criteria that the average annual turnover for 03 consecutive years (FY 2019-20, FY 2020-21 & FY 2021-22) is not less than **Rs.7,86,020.55/-** and **net worth** should be **positive** in each year.

3. **TECHNO-COMMERCIAL BID:** Signed and sealed copy of entire tender document along with filled up Annexure-11, 11A and VI 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 14.08.2024 at 10:00 hrs.
Pre-bid discussion	On 21.08.2024 at 15: 30 hrs.
Last date of Submission / Upload of quotation	On 06.09.2024 up to 10:00 hrs.
Last date of Submission of hard copy of Bank Guarantee at SgTPP (if deposited as EMD)	On 06.09.2024 up to 10:00 hrs.
Date of opening bid	On or after 10.09.2024 , 10:30 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/-

(Manas Mallik)

Addl. General Manager(M&C),
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-VI, 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, WBPDC 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, WBPDC 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 WBPDC 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 WBPDC 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 WBPDC 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 WBPDC and WBPDC 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 WBPDC 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.



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- 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.
- 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

For Mandatory job:

1. OPERATION & MAINTENANCE SCOPE:

Scope of Work for Operation & Maintenance of the Rooftop solar PV plant of Sagardighi Thermal Power Project based on the following activities:

1.1 ADMINISTRATIVE OPERATION:

1.1.1 Contractor shall ensuring effective implementation and control of O&M services including curation of drawing as well as as-built drawings.

1.1.2 Contractor shall maintain equipment inventories, operating manuals.

1.1.3 Preservation all documents, keeping them up to date, and finally, archiving documents.

1.1.4 Keeping records of performance and O&M measures.

1.1.5 Regular contacting with suppliers, OEM and service providers.

1.1.6 Contractor shall comply with regulations by the government or authorities having jurisdiction, as well as mandatory guidelines issued by authorities.

1.1.7 Coordination with SgTPP,WBPDC, O&M team and will ask for necessary support as & when needed.

1.2 CONDUCTING OPERATIONS:

1.2.1 Contractor shall ensure efficient, safe and reliable plant operations.

1.2.2 Serving as a point of contact for personnel regarding operation of the PV system.

Co-ordinating with others regarding system operation.

1.2.3 Power and energy forecasting.

1.2.4 Scheduling maintenance operations.

1.2.5 Maintaining consumables inventory .

1.2.6 Day-to-day operation of the system to maximize power delivery.

1.2.7 Performance assessment and trends.

1.2.8 Reporting on monitoring of plant performance.

1.2.9 Operation of grid interfaces; manage curtailments; or adjust settings such as power factor or other ancillary services.

1.2.10 Careful logging of operation data and periodically processing it and determining any abnormality or slowly deteriorating conditions.

1.2.11 Regular monitoring of operating conditions of the plant and careful monitoring of any wide and rapid variations in voltage and frequency conditions and maintenance action accordingly.

1.2.12 Operations Checklist to be maintained.

1.2.13 Regular online monitoring for plant performance checks.

1.2.14 Periodical Reporting (daily, weekly, monthly, quarterly and yearly) to SgTPP,WBPDC on the energy generation and operating condition of the Solar PV plant.

1.2.15 Regular basis plant performance data reporting to SgTPP,WBPDC .

1.2.16 Maintain cleanliness of the overall solar PV plant.



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1.3 DIRECTIONS FOR THE PERFORMANCE OF WORK:

1.3.1 specifies the rules and provisions to ensure that maintenance is performed safely and efficiently,

1.3.2 Maintaining safety policy (including DC and AC safety, rooftop safety, arc flash, and lock-out tag-out).

1.3.3 Follow minimum staffing requirements including qualification of the staff.

1.3.4 Maintain work hours;

1.3.5 Any other stipulations under which work is performed.

1.4 MONITORING:

1.4.1 Proper monitoring system to be maintained and analysis of resulting data on system status to be informed.

1.4.2 Regular monitoring of Meters; alarms; diagnostics; and security.

1.4.3 Comparing results of system monitoring to benchmark expectation and providing reports to SgTTP,WBPDC.

1.4.4 Periodically preparing reports as required by O&M contract or as required by purchaser including reports of plant performance; key performance indicators; problems and alarms, and maintenance services performed.

1.5 OPERATOR KNOWLEDGE, PROTOCOLS, DOCUMENTATION:

1.5.1 Ensures that operator knowledge, training, and performance will support safe and reliable plant operation.

1.5.2 Information such as electrical drawings, part specifications, manuals, performance information, and records must be deliberately maintained and properly filed/catalogued.

1.6 MAINTENANCE

1.6.1 Preventive Maintenance:

Preventive Maintenance (PM) is for routine inspection, servicing and cleaning of modules at a schedule interval of time to minimize downtime and unnecessary production losses. Main activities of the Contractor under the PM shall be included the following:

i. Contractor shall do the periodic maintenance of all equipments in order to maintain higher performance ratio (PR) as per performance ratio percentage mentioned and generation target accordingly.

ii. Regular checking by #Walk Down# checks to internal condition of equipments such as- Module, Inverter, SMB, Array Junction Box, LT Panels like Inverter Interfacing Panel, Grid Interfacing panels, ACDB, Inverter Combiner Panels etc. Meter, WMS, all type of Cables, Electrical connection, Earth Strips, Conduit, Communication system etc.

iii. Schedule Check of Module Mounting Structure integrity.

iv. Module cleaning at least twice in a month for Rooftops at Township and once in a week for Rooftops of Inside Plant premises at least once in a week. Time of cleaning should be before 9AM and after 5PM. For details of cleaning is mentioned in Clause No.-1.8 of scope of work.

v. Module Hotspot detection

vi. Schedule Junction box servicing

vii. Schedule Inverter servicing



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- viii. Schedule Check of Cabling connections
- ix. Schedule Checking of Earthing Protection
- x. Schedule Checking of Lightening Protection
- xi. Washing of Solar Module minimum twice in a month but performance Ratio of the plant calculated for any time period of measurement shall be minimum 75 %.
- xii. Inspection and maintenance of System Wiring.
- xiii. Inspection and maintenance of Solar Arrays.
- xiv. Format for PM schedule and PM Report to be approved by the Purchaser. Plant maintenance work should be done at night hour.
- xv. Plant up time target should be more than 98% (without any external influence).
- xvi. Assistance in service visits from equipment service personal to maintain up time in case of un-schedule stoppage.
- xvii. Keeping records regarding warranty management as per component manufacturing warranty and supplying reports regarding the same to the controlling officer, SgTPP, WBPDC.
- xviii. Maintain records and registers of monitoring, verifications carried, troubleshooting as per prescribed format.

1.6.2 Corrective Maintenance:

- i Diagnosis of fault and taken corrective measures.
- ii Repairing damage or replacement of failed components.
- iii If required some corrective maintenance such as inverter resets or communications resets remotely to be done.
- iv Less urgent corrective maintenance tasks can be combined with scheduled, preventive maintenance tasks.

1.6.3 Condition-Based Maintenance:

- i Real-time information from data loggers to be taken and if any performance deterioration observed then schedule to be made for condition based maintenance.
- ii A healthy condition based maintenance practice to be undertaken.

1.7 REPORTING:

1.7.1 The Contractor shall submit the plant operation report and the Reports should include the following information:

- i Site name, location, size of PV plant, other reference information.
- ii Insolation (on-site or satellite data, plane of array, kWh/m²); temperature (ambient, module)
- iii Real power and energy delivery (kW, kWh)
- iv Peak power delivery (kW)
- v Other advanced meter data such as reactive power (kVAR)
- vi Estimate of power that should have been produced and performance ratio
- vii Time-based availability; energy-based availability.
- viii Inverter efficiency, balance-of-system efficiency.



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- ix Details of faults and corrective maintenance measures.
- x Details of weather Data from WMS.
- xi Monthly Operation Plan.
- xii Complete loss of production and non-communication should be reported on a daily basis.

1.7.2 Contractor shall provide the Reports for understanding the performance of the PV plant. SgTTP, WBPDC may change the data requirement in the reports.

1.7.3 The Contractor should archive all the records for future.

1.8 MODULE WASHING PROCEDURE:

1.8.1 A standard flexible garden hose with water pressure to be used to clean the entire panel or array surface. If excessive soiling is present, a non-conductive nylon or similar material brush, sponge, or other mild agitating method may be used with caution

1.8.2 Water pressure must not exceed 35 bar (500 psi) at the nozzle. Do not apply water that is more than 20°C warmer or colder than module surface temperature.

1.8.3 Ensure any brushes or agitating tools are constructed with non-conductive materials to minimize risk of electric shock.

1.9 REPLACEMENT OF PARTS

Contractor will promptly replace or cause to be replaced all Parts that may from time to time be incorporated or installed in or attached to a PV System which will become worn out, damaged beyond repair or permanently rendered unfit for use. In this case, spare parts/components will be supplied by SgTTP, WBPDC.

Routine and preventive maintenance:

This shall include:

- i. Regular cleaning of PV modules.
- ii. Checking & tightening of all electrical connections and mechanical fittings.
- iii. Checking and restoring of earthing system.
- iv. Cleaning of Inverter and other electrical equipments.
- v. Routine maintenance as recommended by the original equipment manufacturer.
- vi. Monthly cleaning at least once of the underground storage water tanks (in ICR and MCR areas) containing the water for cleaning of the solar modules.

The contractor shall be responsible to carry out routine and preventive maintenance and replacement of each and every damaged/faulty component/ equipment of the power plant and he shall provide all labour, consumables etc. for routine and preventive maintenance at his own cost.

Breakdown maintenance shall mean the maintenance activity including repairs and replacement of any component or equipment of the power plant which is not covered by routine and preventive maintenance and which is required to be carried out as a result of sudden failure/breakdown of that particular component or equipment while the plant is running.

The supplier shall be responsible to carry out breakdown maintenance of each and every component of the power plant and he shall provide the required manpower, consumables for breakdown maintenance at his own cost irrespective of the reasons of the breakdown/failure. During breakdown maintenance of inverters if expert /OEM support is required, WBPDC will bear the same.

Maintenance Report: Maintenance register / log book must be maintained at site. However, quarterly maintenance and

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monthly generation report of each location as per format duly approved by WBPDCL must be submitted by the contractor to WBPDCL with certification of Beneficiary in original by the contractor within 30 days of the following month. Failing of which maintenance service will be deemed to be not attended.

The contractor shall undertake necessary troubleshooting work of the Solar PV Power Systems. Down time shall not be more than 72 hours from time of occurrence of such faults. Adequate measures should be taken for prevention of wear and tear of the machines.

The contractor shall also submit detailed Report to SgTPP, WBPDCL for any capital or breakdown maintenance mentioning the cause of breakdown, actions taken to resolve that issue and preventive measures taken to avoid failure/damage/loss of generation due to similar incidents/accidents in future etc. within 07 (seven) days from the date of recovery.

For Optional job:

All the associated jobs related to module cleaning must be done every day to ensure that no loss of generation occurs due to improper module cleaning. As well as rooftop area cleaning must be done everyday.

In addition, any other job needed for smooth running of 3.5 MW solar PV plant, SgTPP has to be done by the contractor to avoid any generation loss.

Consumable List:**3.5 MW ROOF TOP COMMON CONSUMABLE ITEMS FOR 2 YEARS O&M**

Sl No.	Materials Details	Quantity	UNIT
1	1Cx4sqm(+ve) -Cable- Straight Through Jointing Kit	200	Nos.
2	1Cx4sqmm(-ve)-Cable- Straight Through Jointing Kit	200	Nos.
3	3.5Cx35sqmm Cable-lugs-(Ring)	100	Nos.
4	3.5Cx50sqmm Cable-lugs-(Ring)	100	Nos.
5	3.5Cx95sqmm Cable-lugs-(Ring)	100	Nos.
6	3.5Cx240sqmm Cable-lugs-(Ring)	100	Nos.
7	3.5Cx120sqmm Cable-lugs-(Ring)-	100	Nos.
8	3.5Cx150sqmm Cable-lugs-(Ring)	100	Nos.
9	3.5Cx185sqmm Cable-lugs-(Ring)	100	Nos.
10	RS485 (Communication cable)-lugs(Bullet)	100	Nos.
11	2.5 sq mm Earthing Cable-lugs(Bullate, Ring),	500	Nos.
12	(0.5, 0.75, 1)sq mm Cable-lugs(Bullate, Ring),	500	Nos.
13	DC SPD	10	Nos.
14	AC SPD	10	Nos.
15	Fuse (15 Amps) -HRC	200	Nos.
16	Panel Mounted MC4 Connector (Male)	200	Nos.
17	Panel Mounted MC4 Connector (Female)	200	Nos.
18	MC4 Connector (Male)	400	Nos.
19	MC4 Connector (Female)	400	Nos.
20	Nut-bolt (S.S. & GI--8 mm etc),	100	Nos.
21	Nut-bolt (S.S. & GI--10 mm, etc),	100	Nos.

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22	String cable flexible pipe	300	Nos.
23	String cable conduit pipe	400	Nos.
24	Cable tie- 200mm	5,000	Nos.
25	Cable tie- 250 mm,	5,000	Nos.
26	Indication Lamp	200	Nos.
27	2 Pole MCB 10 Amps	10	Nos.
28	Fore pole MCB 32 Amps	10	Nos.
29	Fore pole MCB 63 Amps	10	Nos.
30	TB connector	100	Nos.
31	Panel door lock	50	Nos.
32	Handle lock	50	Nos.
33	Panel C-chanel	10	Nos.
34	LA stripe (25x6)	200	Nos.
35	Earth stripe (25x3)	200	Nos.
36	Cable Ferul	50	Nos.
37	UPVC pipe Verious type with Elbow Socket (1", 1.25" & 1.5")	150	Nos.
38	UPVC pipe Verious type with "T" Socket (1", 1.25" & 1.5")	150	Nos.
39	UPVC pipe Verious type with "I" socket (1", 1.25" & 1.5")	150	Nos.
40	UPVC Pipe Valve (1", 1.25" & 1.5")	150	Nos.
41	UPVC Pie Reducer (1", 1.25" & 1.5")	150	Nos.
42	UPVC Pipe (1", 1.25" & 1.5")	150	Nos.
43	Module Cleaning Quring pipe	1,800	Nos.
44	Module Cleaning Brush	50	Nos.
45	Module Cleaning mof	100	Nos.
46	Grass & tree cutting tools & etc.	50	Nos.
47	Fire Extinguisher & bucket & refilling	4	Nos.
48	5 in 1 electrical socket board	10	Nos.
49	PVC Tape	500	Nos.
50	4 sqmm bullet lugs for SMB	100	Nos.

Total Approximately Estimate for 2 years O&M

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REPORTS SCHEDULE		
Sl. No.	Description	Frequency (At least)
1.	Previous day Plant wise Insolation vs Generation vs Schedule Generation and next day schedule	Daily
2.	Net Meter sent out generation of the PV plant and for total power station.	
3.	Plant Utilisation Factor	
4.	Details Maintenance Schedule program	
5.	Main incident recorded	
6.	Actual Irradiance vs Expected	Monthly / Quarterly / Bi-Annual / Yearly
7.	Actual Production vs Expected	
8.	O&M preventive and corrective maintenance services during the current month and expected for the following month.	
9.	Inverter Efficiency	
10.	Main incidents recorded, incidents handling and resolution times.	
11.	Analysis of all performance data of the plants to ensure optimal performance and detect any areas for improvement.	
12.	Pro-active intervention, proposal of improvements and coordination of action items.	

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SERVICE SCHEDULE		
Sl. No.	Description	Frequency(At least)
PREVENTIVE MAINTENANCE		
1.	For monitoring of plant performance by walking between module rows for random checking of modules / cables / SMBs.	Daily
2.	Random inspection of output of modules / strings	
3.	Checking that all inverters are producing generation as per expected generation values and Checking for received alarm and failure warnings(if any)	
4.	Township: Washing of all panels with water jet with no chemicals in a method approved by SgTPP, WBPDC.	Fortnightly
5.	In Plant: Washing of all panels with water jet with no chemicals in a method approved by the Purchaser.	Once in a week
6.	Remove any sprouting seeds or vegetation, bird nests, leaves or debris, etc.	Quarterly
7.	Module Mounting Structure integrity	Monthly
8.	Inspect electrical boxes for corrosion or intrusion of water or insects. Seal boxes if required.	Annually
9.	Exercise operation of all protection devices.	Annually
10.	AC disconnect box inspection	Annually
11.	Grounding inspection: Test system grounding with megger.	Annually
12.	Inspect cabling for signs of cracks, defects, pulling out of connections; overheating, arcing, short or open circuits, and ground faults.	Monthly
13.	Combiner box inspection	Annually
14.	Inverter inspection: Observe instantaneous operational indicators on the faceplate of the inverter to ensure that the amount of power being generated is typical of the conditions. Compare current readings with diagnostic benchmark. Inspect inverter housing or shelter for physical maintenance required if present.	Annually

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15.	String inspection: Test open-circuit voltage of series strings of modules.	Annually
16.	Corrosion inspection: Check all hardware for signs of corrosion, and remove rust and re-paint if necessary.	Annually
17.	Array inspection: Walk through each row of the PV array and check the PV modules for any damage. Report any damage to rack and damaged modules for warranty replacement. Note location and serial number of questionable modules.	Monthly
18.	Mounting system inspection: Inspect ballasted, non-penetrating mounting system for abnormal movement	Annually
19.	Hot-spot inspection: Use infrared camera to inspect for hot spots; bypass diode failure.	Monthly
20.	Visual inspection and correction of Solar Facility for loose electrical connections and ground connections.	Half yearly
21.	Infrared scans on all combiner and re-combiner boxes; tighten connections to manufacturer's torque specification; report broken terminal blocks.	Half yearly
22.	Clean inverter cabinet air vents.	Half yearly
23.	Clean and change inverter air filters, if present, per manufacturer's warranty requirements.	Half yearly
24.	Clean/remove dust from inverter heat sinks per manufacturer's warranty requirements.	Half yearly
25.	Check torque marks and re-tightening appropriate wiring connections to design specification torque force per manufacturer's guidelines.	Half yearly
26.	Inspect roof penetrations to ensure sealant is applied properly and not degrading.	Half yearly
27.	Perform infrared scan of 100% of modules for two types of circuitry connections: cells on the front and junction boxes on the back.	Half yearly
28.	Document details of preventive maintenance work, such as condition observations, work performed, meter readings, thermal images, and system testing results.	Monthly
29.	Contractor will make available a 24x7x365 Technical Support.	Ongoing

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1.	Security Deposit/ Contract Performance Guarantee	:	Contractor has 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 03 months 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	:	Contractor has 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	:	Price escalation clause shall only be applicable for MOS covered manpower.
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 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 AGM (F&A), SgTPP or his authorized representative.
9.	Controlling Officer	:	The AGM (Construction-Solar & BOP), 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 with 01 month prior notification.
2.	Manpower & Qualification with Experience	:	For mandatory job Total-07: Site-Engineer (Diploma in Electrical Engg. with minimum 1 year working experience in a solar plant)-1 no. head. Site-Engineer (Diploma in Electrical Engg. with minimum 1 year working experience in a solar plant, Semi-Skilled) -1 no. head. Technician (ITI in Electrical with minimum 1 year working experience in a solar plant, Semi-Skilled)-1 no. head. Unskilled-4 heads. For Optional Job:1248 Mandays by 2 nos. of Semiskilled Manpowers((2*26)

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			per month *24 months)
3.	Working Hours a) Normal b) Breakdown	:	General shift 8.00 Hours to 12:00 Hours and 14.00 Hours to 18:00 Hours, Morning Shift: 06:00 hrs to 14:00 hrs. However this time schedule may vary at the discretion of Controlling Officer. 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.
4.	Availability of manpower	:	To combat the emergency need, manpower along with supervisors should be at beck and call.
5.	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.
6.	Accommodation	:	Accommodation for workmen should be arranged by the contractor. WBPDCCL may provide accommodation, subject to availability on chargeable basis.
7.	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.
8.	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.
9.	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.
10.	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.
11.	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.
12.	Duration of Contract	:	Two (02) years.
13.	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.
14.	Enabling Work	:	Contractor will pave it convenient to undertake the assigned job. Supply, arrangement and removal of scaffolding will be done by contractor within the L. S. contract.
15.	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.
16.	Spares	:	Issued items from 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.
17.	Tools-tackles	:	Under Contractor's scope.
18.	Measuring instruments	:	Under Contractor's scope.

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19.	Consumables	:	Under Contractor's scope.
20.	Machine job	:	Any machine job during maintenance work under all circumstances is to be taken up by the contractor at his own cost.
21.	E.O.T. Crane, Hoist, Hydra	:	WBPDC will extend services free of charges subject to availability.
22.	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.
23.	Penalty due to insufficient module cleaning	:	If generation loss occurs in any day due to improper module cleaning, outage of any device related to module cleaning for long time, penalty may be imposed on pro-rata basis on the generation loss based on the irradiance of that day subject to the maximum limit of penalty of Rs 10000/- per day.
24.	Liquidated Damages	:	Deduction will be done as per the "Penalty Clause/Liquidated Damages" clause mentioned in "General Terms & Condition" of Annexure-V and penalty due to insufficient module cleaning .
25.	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, and the same is to be reimbursed by WBPDC. To take insurance for workman please contact with M/s IFFCOTOKIO General Insurance Company Limited.
26.	Contract Agreement	:	A contract agreement bond in connection with this contract shall have to be executed on non-judicial stamp paper as per the format issued by WBPDC.
27.	Limitation of liability and exclusion of indirect /consequential damage	:	Contractor's total aggregate liability under this contract / order , on all account including but not limited to direct or indirect losses etc. shall be limited to the contract value (excluding taxes , duties , freight & insurance). The aggregate liability of the vendor under this tender shall be limited within the contract value. The contractor shall not be held liable for any other indirect or consequential losses.
28.	Risk Purchase	:	Upon such terms and in such manner as it deems appropriate, goods undelivered or works unexecuted may be procured/executed adopting alternative recourses at the sole risk and cost of the contractor. The additional cost over and above the contracted price incurred for procurement of undelivered goods / execution of the unexecuted portion of works shall be charged to the Contractor. However, the contractor shall continue to fulfill the contract to the extent which is not terminated.
29.	Law & Arbitration	:	The contract shall be governed by and construed in accordance with the Indian law in unlikely event of arbitration, the same shall be settle in accordance to the latest provision of Indian arbitration and conciliation act # 1996.
30.	Sub-contractor	:	Engagement of sub-contractor may be allowed subject to approval from the competent authority as per clause (2) of Annexure-V: General Terms & Conditions.
31.	CONFIDENTIALITY	:	The contractor shall furnish any information / document to any government authorities in the State / India if asked for.
32.	Conveyance	:	The contractor has to depute a vehicle for movement of manpower, tools & tackles across 23 rooftop installations spread surrounding SgTPP.

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N.I.T. NO. : WBPDCCL/SGTPP/NIT/E3064/24-25 dated: 08-02-2024**ANNEXURE-IV****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-ordinator 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)	Safety Goggles, Helmet, Safety Shoe, Supplied Air respirator (BA set),



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job, etc.)	etc.
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"OUR GOAL: ZERO INCIDENT AND ZERO INJURY"

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 WBPDC 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



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feels necessary. Grating and handrail removed for material movement must be barricaded. Same must be restored back once job is over.

"OUR GOAL: ZERO INCIDENT AND ZERO INJURY"

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.



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LTD.

SAGARDIGHI THERMAL POWER PROJECT

OFFICE OF THE GENERAL MANAGER

CONTRACT CELL

Tender Ref. No.: SgTPP/CC/Tend/23-24/78/E 846459

N.I.T. NO. : WBPDC/SGTPP/NIT/E3064/24-25 dated: 08-02-2024

“OUR GOAL: ZERO INCIDENT AND ZERO INJURY”

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

Signature of

Medical Officer: _____

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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(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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"OUR GOAL: ZERO INCIDENT AND ZERO INJURY"

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.



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N.I.T. NO. : WBPDCCL/SGTTP/NIT/E3064/24-25 dated: 08-02-2024

Date:

Name:

Signature:

"OUR GOAL: ZERO INCIDENT AND ZERO INJURY"

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 WBPDCCL 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.), WBPDCCL		
Safety Officer/ Head of Env& Safety/ Dy. General Manager(E&S)		



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N.I.T. NO. : WBPDC/SGTPP/NIT/E3064/24-25 dated: 08-02-2024

“OUR GOAL: ZERO INCIDENT AND ZERO INJURY”

ANNEXURE-V

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/WBPDC under this contract, SgTPP/WBPDC's relationship with the contractor is on a principal-to-principal basis. SgTPP/WBPDC 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/WBPDC 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/WBPDC 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 WBPDC 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 WBPDC.

(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 have 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/WBPDC, 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 WBPDC 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.



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(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. 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/WBPDC. 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. WBPDC 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 WBPDC 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.



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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.
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, WBPDC 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, WBPDC 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 WBPDC 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/WBPDC with in the public in the vicinity of SgTPP.

(19) The Contractor/ Agency has to comply with the following Acts and Sate 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:



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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.

(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 'WBPDCCL 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, WBPDCCL.

(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 WBPDCCL 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.



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- (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. 10,000/- may be imposed. C) In case major accident due to non-compliance of safety measures, if the person is 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 WBPDC 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)

(Signature and Name)



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LTD.

SAGARDIGHI THERMAL POWER PROJECT

OFFICE OF THE GENERAL MANAGER

CONTRACT CELL

Tender Ref. No.: SgTPP/CC/Tend/23-24/78/E 846459

N.I.T. NO. : WBPDC/SGTPP/NIT/E3064/24-25 dated: 08-02-2024

(Engineer / Officer address)

(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.

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



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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

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.

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CONTRACT CELL

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N.I.T. NO. : WBPDC/SGTTP/NIT/E3064/24-25 dated: 08-02-2024**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 "√" 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.			



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5		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)			
7	EMD	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		Confirm whether the prices quoted by the bidder are firm during the entire execution period of contract (save as specifically provided otherwise).			
10	Price	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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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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CONTRACT CELL

Tender Ref. No.: SgTPP/CC/Tend/23-24/78/E 846459

N.I.T. NO. : WBPDCCL/SGTPP/NIT/E3064/24-25 dated: 08-02-2024**ANNEXURE-VI****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