

## **SCOPE OF WORK for supervision of coal loading and unloading.**

### **A. Supervision at Railway Siding – Loading Point**

1. Supervision of Coal Rakes at Loading Point and ensure the healthiness and right number of wagons received before loading. Any deviation observed to be reported in written to concern railway siding official with proper MEMO.
2. Check empty wagons before the loading of coal rakes i.e. no wagon will contain extraneous material and also ensure the healthiness of wagon to prevent from transit loss.
3. Supervision of coal loading quantity into wagon to minimize the under load / overload in rakes.
4. Supervision of Coal Quality as per contract with Transporter at the time of rake loading.
5. Ensure that all the gates were properly locked before moving of rake from the loading point.

### **B. Supervision at MPL track hopper and un-loading point**

1. Check that the number of loaded wagons received at siding same as that in RR.
2. Missing wagon to be reported to MPL / Transporter.
3. Ensure that all wagons are unloaded and cleaned before Rake move back and same to be reported to MPL / Transporter.
4. Maintain the register of dispatch of Hyva and reconcile daily with WB and ensure that all Hyva were received at plant end.
5. Ensure that all Hyva are properly covered with Tarpaulin & Sealed before dispatch from siding.

### **C. Supervision at Mines Loading Points**

1. Supervision & monitoring of coal loading at all the loading points.
2. Ensure segregation of stone before Hyva' s loaded for dispatch.
3. Maintaining of coal loading records at the loading points in the mines & submitting records to MPL (Quantity record) daily basis.
4. Ensure that the sampling agency is available for sample at the loading point.
5. Ensure that all vehicles will move with proper covered with Tarpaulin & Sealed.

### **D. Supervision at MPL Coal Yard**

1. To supervise the safe unloading activity at Coal Yard.
2. The supervising personal shall be trained to supervise and witness the coal sampling and unloading process.

3. The supervising personal shall ensure the usage of PPC by Driver, Helper, and transporters representative.

**E. GPS Control Room – MPL Premises**

1. Track all Hyva through GPS and generate the daily MIS of critical event like stoppage, wide-turn etc.
2. Track and report Hyva details, which GPS System are not working.
3. Reconciliation with GPS and WB LHS system on daily basis.
4. Reconciliation with GPS and Mines Loading Report on daily basis.
5. Monitoring of Hyva fitness by checklist on daily basis.
6. Monitoring of safety compliance by Hyva on daily basis.

**F. Others Safety & General Scope.**

1. The supervising personal will need to ensure safety for himself and the workmen as per CSM Policy of Tata Power.
2. All the safety appliances applicable for the work while on duty to be provided by the vendor.
3. Ensure that no driver will allow to get load in impression of intoxication condition.
4. Deputed personals shall be trained ITI.
5. Logistics for travel to Loading and Unloading point will be in the scope of the vendor however, the actual cost incurred shall be reimbursed to the vendor upon satisfactory submission of invoice.
6. You shall give preferences to PAPs in the area in consultation with the Order Manager.
7. Vendor shall indicate the number he proposes to deploy in respective points in discussion with the Order Manager.
8. The supervising personal shall be employed on round the clock basis (24 X 7 basis) in all the loading mines and unloading points.
9. Any other job may be offer as per instruction given time to time.

**G. Contract period:**

Contract period shall be for 1 years w.e.f. the date of award of LOI/Order.

## H. Price Schedule

1. Payment will be made on actual receipt of coal at unloading point subject to threshold of Annual Contracted Quantity (ACQ) with Coal Supplier. In the event the ACQ is not achieved for reasons not attributable to the Contractor then the threshold payment applicable shall be remitted to the Contractor.
2. Threshold limit will be calculated at each quarter as per following table and payment will be reconciled on quarterly basis:

1 <sup>st</sup> Quarter	25% of ACQ
2 <sup>nd</sup> Quarter	22% of ACQ
3 <sup>rd</sup> Quarter	25% of ACQ
4 <sup>th</sup> Quarter	28% of ACQ

Total number of manpower involved: 62 Nos. (PAP)