



RFQ No.: 4100064234

OPEN TENDER NOTIFICATION

FOR

OLA FOR OPERATION AND MAINTENANCE OF EV PUBLIC CHARGING - PAN INDIA FOR 5 YEARS

Tender Enquiry No.: 4100064234
Due Date for Bid Submission: 29.05.2026 [05.00 PM Hrs.]

The Tata Power Company Limited
Mumbai, Maharashtra

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1. Event Information

1.1 Scope of work

Open Tenders are invited in e-tender bidding process from interested Bidders for the following work as defined below:

S. No.	Description	EMD Amount (Rs.)	Tender Fee (Rs.)
1	OLA for Operation and maintenance of EV public charging - PAN India for 5 Years	INR 6,69,500	2000

1.2 Availability of Tender Documents

Non-Transferable Tender documents may be downloaded by interested eligible bidders from TPC website www.tatapower.com with effect from 07.05.2026. The Tender Fee shall be submitted online through NEFT/ RTGS in favor of "The Tata Power Company Limited". Any such bid submitted without this Fee shall be rejected.

Bidders are requested to visit TPC website www.tatapower.com regularly for any modification/clarification to the bid documents.

1.3 Calendar of Events

(a)	Date of availability of tender documents from TPC Website	From 07.05.2026 to 29.05.2026, 05:00 PM Hrs
(b)	Date & Time of Pre-Bid Meeting (If any)	13.05.2026, 11:00 Hrs
(c)	Last Date of receipt of pre-bid queries, if any	13.05.2026, 05:00 PM Hrs
(d)	Last Date of Posting Consolidated replies to all the pre-bid queries as received	18.05.2026, 05:00 PM Hrs
(e)	Last date and time of receipt of Bids	29.05.2026, 05:00 PM Hrs
(f)	Date & Time of opening of Price of qualified bids	Will be notified to the successful bidders through our website / e-mail.

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

1.4 Mandatory documents required along with the Bid.

- 1.4.1 EMD of requisite value and validity.
- 1.4.2 Tender Fee in case the tender is downloaded from website.
- 1.4.3 Requisite Documents for compliance to Qualification Criteria mentioned in Clause 1.7.
- 1.4.4 Drawing, Type Test details along with a sample of each item as specified at Annexure I (as applicable)
- 1.4.5 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
- 1.4.6 Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.

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- 1.4.7 Proper authorization letter/ Power of Attorney to sign the tender on the behalf of bidder.
- 1.4.8 Copy of PAN, GST, PF and ESI Registration (In case any of these documents is not available with the bidder, same to be explicitly mentioned in the 'Schedule of Deviations')
- 1.4.9 Compliance to the technical requirement (Attached in Scope of Work)

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

1.5 Deviation from Tender

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

1.6 Right of Acceptance/Rejection

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

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

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

1.7 Qualification Criteria

Order is expected to be split region wise. Hence Ordering on each vendor shall be approx. Rs. 6 Cr for 5 years. Annual order value is Rs. 1.2 Cr

Sr No	Parameter	Criteria
1	Technical Experience	<ul style="list-style-type: none"> • Experience in HT/LT Supply, Installation & Commissioning (last 3 years) • Meet any one: <ul style="list-style-type: none"> o 1 order ≥ INR 36 Lakhs, OR o 2 orders ≥ INR 54 Lakhs each, OR o 3 orders ≥ INR 60 Lakhs each, OR o Multiple orders totaling ≥ INR 120 Lakhs • Submit work orders/completion certificates
2	Financial Criteria	<ul style="list-style-type: none"> • Average annual turnover ≥ INR 45 Lakhs in last 3 years • Submit audited Balance Sheet & P&L with UDIN • For bidders with 2 years' operations: <ul style="list-style-type: none"> o Avg. turnover ≥ INR 30 Lakhs (last 2 years) o Proof of business commencement required

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3	Statutory Compliance	<ul style="list-style-type: none"> • Mandatory valid registrations: PAN, ESI, EPF, GST • Submit copies of all certificates
4	Licensing	<ul style="list-style-type: none"> • Valid Electrical Contractor License required • If not available for a state: <ul style="list-style-type: none"> o Undertaking to obtain within 3 months of award

1.8 Marketing Integrity

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

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

1.9 Supplier Confidentiality

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

1.0 Evaluation Criteria

- The bids will be evaluated technically on the compliance to tender terms and conditions.
- The bids will be evaluated commercially on the overall all-inclusive lowest cost for the complete tender BOQ as calculated in Schedule of Items [Annexure I]. TPC however, reserves right to split the order line item wise and/or quantity wise among more than one Bidder. Hence all bidders are advised to quote their most competitive rates against each line item.
- Bidder must mandatorily quote against each item of Schedule of Items [Annexure I]. Failing to do so, TPC may reject the bids.

NOTE: In case of a new bidder not registered, factory inspection and evaluation shall be carried out to ascertain bidder’s manufacturing capability and quality procedures. However, TPC reserves the right to carry out factory inspection and evaluation for any bidder prior to technical qualification. In case a bidder is found as Disqualified in the factory evaluation, their bid shall not be evaluated any further and shall be summarily rejected. The decision of TPC shall be final and binding on the bidder in this regard.



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1.1 Price Variation Clause:

The prices shall remain firm during the entire contract period.

2.0 Submission of Bid Documents

3.1 Bid Submission

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

Bids shall be submitted in 3 (Three) parts:

FIRST PART: "EMD" of Rs. 6,69,500 /- (Rupees Six Lakh Sixty-Nine Thousand Five Hundred only) shall be submitted. The EMD shall be valid for 210 days from the due date of bid submission in the form of BG / Bankers Pay Order favoring "The Tata Power Company Limited". The EMD has to be strictly in the format as mentioned in General Condition of Contract, failing which it shall not be accepted, and the bid as submitted shall be liable for rejection. A separate non-refundable tender fee of stipulated amount also needs to be transferred online through NEFT/ RTGS in case the tender document is downloaded from our website.

TPC/ TPC Bank Details for transferring Tender Fee and EMD is as below:

Account Name: The Tata Power Co. Ltd.
Bank Name: HDFC Bank, Fort Branch, Mumbai
Bank Account No. : 00600110000763

IFSC Code: HDFC0000060

SECOND PART: "TECHNICAL BID" shall contain the following documents:

- a) Documentary evidence in support of qualifying criteria
- b) Technical literature/GTP/Type test report etc. *(if applicable)*
- c) Qualified manpower available
- d) Testing facilities *(if applicable)*
- e) Signed Post Award Contract Administration (Clause 7.0)
- f) No Deviation Certificate as per the Annexure III – Schedule of Deviations
- g) Acceptance to Commercial Terms and Conditions viz Delivery schedule/period, payment terms etc. as per the Annexure IV – Schedule of Commercial Specifications.
- h) Quality Assurance Plan/Inspection Test Plan for supply items *(if applicable)*

The technical bid shall be properly indexed and is to be submitted in Soft Copy through Ariba Portal only. Hard Copy of Technical Bids need not be submitted.

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

FOR BIDS INVITED THROUGH E-PROCUREMENT PORTAL:



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The interested bidders are requested to obtain username and password for purpose of bid submission through Ariba portal of TPC, Mumbai

Bids have to be mandatorily submitted only through Ariba portal of TPC. Bids submitted through any other form/ route shall not be admissible.

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

EMD

“Customer Relation Centre and bill collection Centre services with e-care services for tata power distribution in Mumbai for 03 years”

Please mention our Enquiry Number:- 4100045653 on the Tender and drop the same at The Tata Power Company Limited, Smart Center of Procurement Excellence, 2nd Floor, Sahar Receiving Station, Sahar Airport Road, Andheri East, Mumbai-400059.

The envelope shall be addressed to:

Chief (Corporate Contracts)
The Tata Power Company Limited
Smart Center of Procurement Excellence, 2nd Floor, Sahar Receiving Station
Sahar Airport Road, Andheri East, Mumbai-400059

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

3.0 SIGNING OF BID DOCUMENTS:

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

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

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

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

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

3.2 Contact Information

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



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Communication Details:

Corporate Contracts

Name: Mr. Mandar Pise
Contact No: 7620581071
E-Mail ID: mandar.pise@tatapower.com

Group Head Contracts

Name: Deepan Prasad N A
Contact No.: 9971395344
E-Mail ID: deepan.prasad@tatapower.com

3.3 Bid Prices

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

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

3.4 Bid Currencies

Prices shall be quoted in Indian Rupees Only.

3.5 Period of Validity of Bids

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

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

3.6 Alternative Bids

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

3.7 Modifications and Withdrawal of Bids

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

3.8 Earnest Money Deposit (EMD)

The bidder shall furnish, as part of its bid, an EMD amounting as specified in the tender. The EMD is required to protect the TPC against the risk of bidder's conduct which would warrant forfeiture. The EMD shall be denominated in any of the following form:



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- Banker's Cheque/ Demand Draft/ Pay order drawn in favor of The Tata Power Company Limited, payable at Mumbai.
- Online transfer of requisite amount through NEFT/ RTGS.
- Bank Guarantee valid for 210 days after due date of submission.

The EMD shall be forfeited in case of:

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

Or

- b) The case of a successful bidder, if the Bidder does not
- i) accept the purchase order, or
 - ii) furnish the required performance security BG.

3.9 Type Tests (if applicable)

As per attached Annexures

4.0 Bid Opening & Evaluation process.

4.1 Process to be confidential.

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

4.2 Technical Bid Opening

Bids will be opened at TPC Office Mumbai as per the schedule mentioned in Calendar of Events. In case of limited tenders, the bids shall be opened internally by TPC. In case of Open Tenders, the bids shall be opened in the presence of accredited representatives of bidders who may choose to be present at the time of tender opening. Technical bid must not contain any cost information whatsoever.

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

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

4.3 Preliminary Examination of Bids/Responsiveness

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

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

Prior to the detailed evaluation, TPC will determine the substantial responsiveness of each Bid to the Bidding Documents including production capability and acceptable quality of the Goods offered. A

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substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation.

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

4.4 Techno Commercial Clarifications

Bidders need to ensure that the bids submitted by them are complete in all respects. To assist in the examination, evaluation, and comparison of Bids, TPC may, at its discretion, ask the Bidder for a clarification on its Bid for any deviations with respect to the TPC specifications and attempt will be made to bring all bids on a common footing. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered, or permitted owing to any clarifications sought by TPC.

4.5 Price Bid Opening

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

4.7 Reverse Auctions

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

5.0 Award Decision

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

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

In case any supplier is found unsatisfactory during the delivery process, the award will be cancelled and TPC reserves the right to award other suppliers who are found fit.

6.0 Order of Preference/Contradiction:

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

1. Schedule of Items (Annexure I)
2. Post Award Contract Administration (Clause 7.0)
3. Submission of Bid Documents (Clause 3.0)
4. Scope of Work and SLA (Annexure VII)
5. Technical Specifications (Annexure II)

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6. Inspection Test Plan (Annexure VIII)
7. Acceptance Form for Participation in Reverse Auction (Annexure VI)
8. General Conditions of Contract (Annexure IX)

7.0 Post Award Contract Administration

7.1 Special Conditions of Contract

- Rate shall remain FIRM till the validity of Rate Contract.
- TPC appreciates and welcomes the engagement/employment of persons from SC/ ST community or any other deprived section of society by their BAs.
- Any change in statutory taxes, duties and levies during the contract period shall be borne by TPC. However, in case of delay in work execution owing to reasons not attributable to TPC, any increase in total liability shall be passed on the Bidder, whereas any benefits arising owing to such statutory variation in taxes and duties shall be passed on TPC.
- All the terms and conditions of TPC GTC shall be applicable.

7.2 Drawing Submission & Approval

As per scope of work

7.3 Delivery Terms

Deliverables as per SLA mentioned in the scope of work.

7.4 Warranty Period

As per scope of work

7.5 Payment Terms

- Invoicing shall be monthly in arrears based on the actual supply and service.
- Payment shall be made within 60 days (45 days for MSME) on submission of correct & error free invoice.

7.6 Liquidated Damages

SLA applicable as per scope of work

7.7 Contract Performance Bank Guarantee (CPBG)

Vendor shall submit irrevocable and unconditional Contract Performance Bank Guarantee (CPBG) for a value equal to 10% of the contract value, within 15 days from the receipt of contract valid till the Warranty Period with a further claim period of 6 months.

7.8 LD / SLA / Performance Requirement and penalties

As per scope of work

7.9 Other Terms & Conditions

Upon work award the successful bidder shall provide support services as listed in the scope of work and SLA.



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7.10 Climate Change

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

7.11 Ethics

TPC is an ethical organization and as a policy TPC lays emphasis on ethical practices across its entire domain. Bidder should ensure that they should abide by all the ethical norms and in no form either directly or indirectly be involved in unethical practice.

TPC work practices are governed by the Tata Code of Conduct which emphasizes on the following:

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

Bidder is advised to refer GTC attached at Annexure VIII for more information.

Any ethical concerns with respect to this tender can be reported to the following e-mail ID: cecounsellor@tatapower.com or via third party facility tatapower@ethics-line.com

8 Specification and standards

As per Annexure II.

9 General Condition of Contract

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

10 Safety

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

<http://www.tatapower.com>

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



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ANNEXURE I
Schedule for Items

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OLA for Operation & Maintenance of EV Public Charging works across Pan India for 5 Years								
SERVICES WORKS								
SI No	Type	Type of Works	SAP Description	Brief Description (A)	UoM (B)	Quantity (C)	Basic Unit Rate (D) Rs.	BoQ Price (E = C*D) Rs.
1	SURVEY for O & M Activity	SERVICES	Site survey for EV Charger & Power feasibility ,charger-related works, onboarding support, and other associated tasks.	<p>Site survey for EV Charger O&M activities, new installations, and power feasibility assessment for capacities ranging from 1 kW to 1000 kW. The site visit charges shall be calculated based on kilometers (KM) measured from the nearest city (the list is attached along with the Scope of Work).</p> <p>All findings during the site survey shall be properly documented and submitted to the Project Manager strictly as per the reporting format provided by TPEVCSL. The report should include all relevant drawings, photographs, technical observations, and recommendations.</p>	KM	12000		0



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2	O & M Services Works	SERVICES	Complete O & M Services and Health Checking of Charger , LT line , HT line, Power Infra ,MCC panel,Metering Cubicle,RMU,VCB, Branding work	<p>Complete Operation & Maintenance (O&M) Services and health checking of EV Charging Infrastructure, including EV Chargers, LT Line, HT Line, Power Infrastructure, MCC Panel, Energy Metering System, Metering Cubicle,RMU,VCB, and Site Branding works, ensuring smooth operation, preventive and corrective maintenance, fault rectification, safety compliance, and overall system reliability.</p> <p>All findings shall be documented and submitted to the Project Manager strictly as per the reporting format provided by TPEVCSL, including relevant drawings, photographs, technical observations, and recommendations.Any additional O&M-related works, even if not explicitly mentioned in this scope but required as per site conditions, shall also be carried out accordingly.</p>	EA	800		0
3	O & M Services Works of Transformer	SERVICES	Transformer Fault Diagnosis, Routine Maintenance, and Fault Rectification Works	<p>Transformer Fault Diagnosis, Routine Maintenance, and Fault Rectification Works.</p> <p>All findings shall be documented and submitted to the Project Manager strictly as per the reporting format provided by</p>	EA	60		0



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				TPEVCSL, including relevant drawings, photographs, technical observations, and recommendations				
4	Dismantling-Charger	SERVICES	Charger Dismantaled complete works including Panel,Cable,Meter and others etc. (All type AC Type charger up to 10 etc.KW)	Charger Dismantaled complete works including Panel,cable,metering Box and others etc. as per TPEVCSL scope of works and project Manager Approval(All type AC Type charger up to 10 etc.KW) and depositing the dismantled materials to the respective stores Like : LP/TML and others location and submit the Dismantled Check list as per TPEVCSL project Manager Instruction	EA	60		0
5	Dismantling-Charger	SERVICES	Charger Dismantaled complete works including Panel,Cable,Meter and others etc.(All type240, 120,60,25,30,15 kw etc.)	Charger Dismantaled complete works including Panel ,cable,metering Box and others etc. as per TPEVCSL scope of works and project Manager Approval (All type 240,120.60,25,30,15,11 kw etc.) and depositing the dismantled materials to the respective stores Like : LP/TML and others location and submit the Dismantled Check list as per TPEVCSL project Manager Instruction	EA	60		0
6	Dismantling-Branding	SERVICES	Dismantling of Branding/Backdrop complete works Backdrp/Canopy,Bollards,Instruction board,Stopper etc.	Dismantling of Branding complete works Backdrop,Canopy,Charger Shed,Bollards,Instruction board,Stopper etc. . as per TPEVCSL scope of works and	EA	60		0

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				project Manager Approval and depositing the dismantled materials to the respective stores Like : LP/TML and others location and submit the Dismantled Check list as per TPEVCSL project Manager Instruction				
7	Cleaning the Charger & associate Equipments	SERVICES	Site visit for inspection and cleaning of the EV Charger and associated infrastructure including Charger unit, Canopy, Backdrop/Branding, Stand, Charger Cable & Gun, MCC Enclosure, Fire Extinguisher, Meter Box, LTDB, Shed, and the surrounding area of the charger installation site. The work shall include proper cleaning of all equipment and the nearby area to ensure safe and proper operation.	Scope of Work – Site Inspection & Cleaning Site visit for inspection and cleaning of the EV Charger and associated infrastructure, including the charger unit, canopy, backdrop/branding, charger stand, charger cable & gun, MCC enclosure, fire extinguisher, sand buckets, meter box, LTDB, shed, and the surrounding charger installation area. The work shall include proper cleaning of all equipment and nearby areas to ensure safe operation and proper housekeeping. Cleaning activities shall also include clearing grass, shrubs, and weeds around the transformer base and fencing to prevent hazards and ensure proper air circulation. Removal of debris, trash, and foreign materials shall be carried out in and around the transformer area, charger installation zone, switchyard, RMU, and	EA	1600		0



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				<p>along HT/LT lines. All cleaning and inspection work shall be carried out in compliance with required safety precautions and standard safety protocols while working near electrical and high-voltage equipment. After completion of the inspection and cleaning activities, the site checklist shall be duly filled and submitted after verification by the Project Manager. All activities shall be performed in accordance with the TPEVCSL-approved GTP and the guidelines/instructions provided by the TPEVCSL Project Manager.</p>				
8	Consultancy charges	SERVICES	Consultancy charges	<p>DISCOM Office Visit Charges for Power Connection Infrastructure Support Charges for DISCOM office visits and coordination related to power connection infrastructure, including follow-up for approvals, documentation submission, inspection coordination, and other related activities as per DISCOM procedures and TPEVCSL project requirements.</p>	EA	500		0



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9	Hydra	SERVICES	Hiring Hydra/Crane	Hiring Hydra/Crane/forklift/dumper etc. as per the site requirements (1 No= 8 hours)-up to 10 TON	EA	120		0
10	Logistics	SERVICES	FRT CHTR DIS KM 407/EQ	Freight charges for transporation of goods point to point door pick-up and door delivery service without transshipment using chartered vehicle - all distances for 407 / equivalent vehicle	KM	2050		0
11	Fire Extingusher	SERVICES	ELEC,AMC of fire extinguishers	Testing, refilling of fire extinguishers as when required to maintained safety guidelines	EA	220		0
13	Soil excavation	SERVICES	S & I of Soil excavation by digging of burried trench	Soil excavation by digging of burried trench depth of (3 feet)proper dimension maintaining statutory depth from the /by cutting of metalled road/cement concrete/brick soiling etc , in trench, cable bonding & earthing, providing adequate brick & sand protection to the laid cable, backfilling of earth, compaction, levelling i.e re-instatement of the same . The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.	M	10000		0



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14	CHARGER INSTALLTION	SERVICES	Erection and providing supports for testing, and commissioning of chargers with capacities of (3.3 KW to 30 KW),	Loading, unloading, erection, testing, and commissioning of different types of chargers on plinth and stand mounting arrangements, including arrangements forklift machine, as well as the supply and erection of HILTI make anchoring nut bolts with all required accessories (3.3 KW to 30 KW), as per the scope of work, approved drawings, specifications, and guidelines provided by the TPEVCSL Project Manager.	EA	200		0
15	CHARGER INSTALLTION	SERVICES	Erection and providing supports for testing, and commissioning of chargers with capacities of (60 KW to 240 KW),	Loading, unloading, erection, testing, and commissioning of different types of chargers on plinth and stand mounting arrangements, including arrangements for cranes and lifting machines/forklift machine, as well as the supply and erection of HILTI make anchoring nut bolts with all required accessories (60 KW to 240 KW), as per the scope of work, approved drawings, specifications, and guidelines provided by the TPEVCSL Project Manager.	EA	200		0
16	Manpower Cost	SERVICES	manpower for Technician	Electrician ,Electrical Technician Helper / Skilled/Semi-skilled labour Supervisor Service Charges – Per Day The work shall be completed in	No	1500		0

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				accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.				
17	Manpower Cost	SERVICES	manpower for Helper	Labour / Helper / Mason – Per Day The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.	No	2500		0
BRANDING SUPPLY & SERVICES WORKS								
19	MS Structure For Transformer DP/Canopy/Fencing	Branding Supply & Services	S & I of Steel Structure Complete Works	Supply, fabrication, erection, testing, and installation of different design canopies, backdrops, tensile car parking shade, instruction board, sign board, totem, and Dos & Don'ts boards, made of pre-fabricated steel items, including all types of MS frames, pipes, and charger tensile structure: 150 mm dia, 3 mm thickness; 75 mm dia, 2 mm thickness; 50 mm dia, GI wire mesh for fencing, 2 mm thickness; MS channels (100x50x6), (75x40x6); MS angles (65x65x6), (50x50x6); MS flats (50x6), (25x3); and galvanized sheets of specified sizes as required. Includes supply and erection of galvanized nuts, bolts, washers, anchor nut bolts, and all necessary fixing arrangements for canopy,backdrop,Fencing works	KG	1550		0



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				<p>,Instruction Board, Charger Shed,Sign Board etc. installation on concrete floor. Work includes complete welding and painting with one coat of red oxide primer and two coats of PU/Deco paint (Make: Jotun, Asian Paints). The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.</p>				
20	Galvalume Sheet	Branding Supply & Services	<p>P&F of Precoated Galvalume Sheet (0.50 mm TCT) Providing and fixing of precoated Galvalume sheets (0.50 mm TCT) with minimum yield strength of 550 N/mm², of approved make and colour, for roofing, cladding, and shades.</p>	<p>P&F of Precoated Galvalume Sheet (0.50 mm TCT) Providing and fixing of precoated Galvalume sheets (0.50 mm TCT) with minimum yield strength of 550 N/mm², of approved make and colour, for roofing, cladding, and shades. The scope includes supply and installation with all necessary accessories such as self-tapping screws (Buildex make), colour-matching screw caps, butyl tape, foam fillers, sealants, etc. The cost shall also include provision of manlifter/steel scaffolding as required for safe erection. Complete in all respects as per site requirements and instructions of the</p>	M2	550		0



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				TPEVCSL Project Manager.Make-Tata / JSW.				
21	Small MCB Box	Branding Supply & Services	S & I of outdoor type MCB box	Supply, installation, and commissioning of an outdoor-mounted type MCB box made of MS sheet with PVC gland and IP65 protection (ISI marked), suitable for two MCBs (SP) and one timer. Make: Legrand, Havells, Polycab. The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.	EA	100		0
22	LED light	Branding Supply & Services	S & I of 1 watt LED Moudule	Supply, installation, and commissioning of LED Moudule(1 watt) for all type company LOGO and letters .Philips & C& S Make	M	200		0
23	LED light	Branding Supply & Services	S & I of 18-22 watt LED Moudule	Supply, installation, and commissioning of LED Light(18-22 watt) Philips & C& S Make	No	200		0
24	Profile Light	Branding Supply & Services	S & I of Profile Lights	Supply, installation, and commissioning of Profile Light Philips & C& S Make	M	200		0
25	LeD strips	Branding Supply & Services	S & I of LED Strips with Driver	Supply, installation, and commissioning of LED strip with Driver Philips & C& S Make	M	200		0



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26	Timer Relay	Branding Supply & Services	S&I Timer Relay for canopy lights operating system all lights	Supply & Erection, testing & commissioning of canopy/Backdrop lights operating system make: Work shall be carried out as per the guidelines of the TPEVCSL Project Manager.	EA	200			0
27	Wire	Branding Supply & Services	S & I , dressing & commissioning of 2 Core 2.5 sq mm insulated Copper Unarmoured wire	Supply, laying, and proper dressing of FRLS 1.1 kV multi-strand, 2 Core x 2.5 sq. mm insulated unarmoured copper cable, complete in all respects. The work shall be executed in accordance with TPEVCSL-approved drawings and specifications, under the supervision and guidance of the TPEVCSL Project Manager. Approved Cable Make: Polycab / KEC / KEI.	METER	1600			0
28	Charger Skin Branding	Branding Supply & Services	Supply & Installation of Charegr Skin Branding works complete	Supply and installation of charger skin branding for all types of chargers (3.3 kW, 7.4 kW, 11 kW, 15 kW, 30 kW, 60 kW, 120 kW, 240 kW, etc.), complete in all respects. Work shall be carried out as per the guidelines of the TPEVCSL Project Manager.	M2	1800			0
29	Parking Stopper	Branding Supply & Services	Supply, construction, erection, testing, installation of Parking Stopper	Supply & Installation of Polymerized Rubber Parking stopper: deep anchoring with SS bolt/screw.	Set	500			0

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				1 Set (2 Nos.) of stopper for each parking lot; Black stopper with yellow reflective tape. Dimension- 600 mm (L) X 150mm (W) X100mm (H): Deep anchoring with SS bolt/screw. Refer standard Drawing.				
30	Instruction Board	Branding Supply & Services	Supply, construction, erection, testing, installation of Instruction Board	Supply, fabrication, erection, testing, installation of Instruction Board on wall/structure with weather proof adhesive or fixing by SS screw. Includes ACP sheet, Vinyl printing as per standard drawing. Scope also includes supply of Screw, nut/bolts, Silicon, Double side tape (3M), Bo stick for the construction of the sign board. Dimension	Set	250		0
31	Light	Branding Supply & Services	SITC of 20W LED batten light fitting complete.	Supply, installation, testing, and commissioning of 20 Watt batten type LED light fixture of approved make, complete with all accessories such as mounting hardware, connectors, internal wiring, and fixing arrangements. The work includes connection to the existing electrical circuit, making necessary terminations, testing for proper functioning, and commissioning,	EA	200		0



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				complete as directed by the Engineer-in-Charge.(Make-Crompton / Philips / Bajaj)				
32	Light	Branding Supply & Services	SITC of 80W LED flood light fitting complete.	Supply, installation, testing, and commissioning of 80W LED flood light fitting including fabrication and installation of MS mounting frame, fixing, wiring, connection, testing and commissioning, complete.,The work includes connection to the existing electrical circuit, making necessary terminations, testing for proper functioning, and commissioning, complete as directed by the Engineer-in-Charge.(Make:Crompton / Wipro / Havells / Philips)	EA	160		0
33	Parking painting	Branding Supply & Services	Supply, construction, erection, testing, installation of Parking Painting Green/Yellow/White	Supply & Services for painting work for Parking area with oil based paint suitable on concrete, paved block surface; Two coat paint to be done. Colour as per drawing.(Green/Yellow/White)	M2	5100		0
34	Light	Branding Supply & Services	SITC of 100W LED flood light fitting complete.	Supply, installation, testing, and commissioning of 100W LED flood light fitting including fabrication and installation of MS mounting frame, fixing, wiring, connection, testing & commissioning,	EA	100		0



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				complete.(Make:Crompton / Wipro / Havells / Philips)				
CIVIL WORKS								
35	FOUNDATION	CIVIL WORKS	Construction of the charger and MCC panel etc. foundation and pedestal,plastering including supply and Erection of anchoring clamps,Painting and all accessories, completed	Design, engineering, and supply of labor, tools, plants, and materials, along with the construction of the charger and MCC Panel, LTDB , Metring Cubicle ,RMU, VCB,,instruction board, sign board, totem, Dos & Don'ts board etc. foundation and pedestal, (Easy Provision for Cable entry)including plastering, supply and erection of painting, and all accessories (M20 grade PCC), as per the technical specifications, approved drawings, and scope of work. The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.	M3	250		0
MATERIALS SUPPLY & DELIVERY								
36	Supply & Delivery of Paint	SUPPLY	Supply & Delivery of Paint Materials for EV Installation Works	Supply and delivery of various types of paints required for EV installation works, as per actual site requirements and approval of TPEVCSL Project Manager (billing shall be done on actual consumption basis). The scope includes supply of primer,	Liter	6000		0



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				<p>thinner, enamel paint, synthetic paint, emulsion paint, road marking paint, oil-based paint suitable for concrete and paved block surfaces, red oxide primer, and other allied painting materials as required.</p> <p>Approved Makes: Jotun / Asian Paints / Berger or equivalent approved make.</p>				
MATERIALS SUPPLY & SERVICES WORKS								
37	Caution Board	MATERIAL SUPPLY & SERVICES	Danger Board in yard.	<p>Supply and installation of Danger Board with clamp in yard, printed in English & local language, as per DISCOM specifications, including fixing and all associated materials, complete in all respects. as per DISCOM specifications and TPEVCSL Project Manager's instructions and guidelines.</p>	No	350		0
38	Transformer Earthing 40 M M GI pipe	MATERIAL SUPPLY & SERVICES	S&I of Earthing Pipe - 1NOs 40mm dia Chemical earthing complete for I/E)	<p>Supply & Erection, testing and Commissioning of 1 NoS Pipe earthing by GI Pipe 40 mm Dia B Class 2.5 Mtr Long 2.9 mm thick type (GI pipe with Flat strips ,Guy wire (7/3.15)mm,GI wire -5 mm ,bolts , nuts and washers,with providing Bentonite compound powder, for complete earthing of Distribution Transformer Substations as per</p>	EA	200		0



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				DISCCOM/TPC scope of works and TS.(Chemical earthing complete for I/E)				
39	Charger Earthing	MATERIAL SUPPLY & SERVICES	Supply, installation, testing, and commissioning of maintenance-free earth pit (N-E voltage < 5V).	Supply, installation, testing, and commissioning of maintenance-free earth pit (N-E voltage < 5V).Construction of Cu bonded earth stations as per IS 3043, using 50 mm, 3 m Cu bonded hollow pipe chemical earthing, with a civil chamber made of MS sheet and BFC material (02 bags per earthing), and 4 mm thick Cu bonded electrode with funnel, set with clamp for termination, and associated GI nuts, bolts, and washers. Includes the supply of JEF eco-friendly chemical, MS chamber cover with suitable earth pit, with the height positioned above ground level, and the erection and installation of earth grid with connections to various equipment, complete as per the scope of work.	EA	160		0
40	LTDB	MATERIAL SUPPLY & SERVICES	Supply, installation, testing, and commissioning of LT Distribution Box suitable for 63 kVA / 100 Kva	Supply, installation, testing, and commissioning of an outdoor mounting-type distribution box (for 63/100 kVA DTR), made of MS CRCA sheet (thickness not less than 1.6 mm) as per IS:513, equipped with 200A TP,50 kA isolator(make-Schneider/Semens), HRC	EA	40		0

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				<p>fuse base and fuse unit (160A/200A), EC grade aluminum bus bar, separate neutral bus bar, etc. The enclosure shall be dust-, moisture-, and vermin-proof (rubber lining thickness: 4 mm), weatherproof with IP-33 protection as per IS:8623, and fitted with suitable bus bars, earthing bus, earthing terminals, and bus bars covered with R/Y/B colored heat-shrink sleeves. Additional features include box illumination, front door with proper locking arrangement, powder coating in Light Admiralty Grey (IS:5:1993, Color No. 697) after 7-tank phosphating process. Box size: 1000(L) × 1010(H) × 325(W) mm or as per DISCOM GTP. The scope includes lugs, mounting channel frame, internal wiring with FRLS cables, danger plate, double compression cable glands, proper numbering, back clamps, and all necessary hardware, as per DISCOM-approved GTP and demand note instructions.</p>				
41	LTDB	MATERIAL SUPPLY & SERVICES	Supply, installation, testing, and commissioning of LT Distribution Box suitable for for a 200/250 KVA DTR	Supply, installation, testing, and commissioning of an outdoor mounting-type distribution box (for 200/250 kVA DTR), made of MS CRCA sheet (thickness	EA	50		0



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				<p>not less than 1.6 mm) as per IS:513, equipped with 400A TP,50 kA isolator(make-Schneider/Siemens) isolator, HRC fuse base and fuse unit (315A/400A), EC grade aluminum bus bar, separate neutral bus bar, etc. The enclosure shall be dust-, moisture-, and vermin-proof (rubber lining thickness: 4 mm), weatherproof with IP-33 protection as per IS:8623, and fitted with suitable bus bars, earthing bus, earthing terminals, and bus bars covered with R/Y/B colored heat-shrink sleeves. Additional features include box illumination, front door with proper locking arrangement, powder coating in Light Admiralty Grey (IS:5:1993, Color No. 697) after 7-tank phosphating process. Box size: 1000(L) × 1010(H) × 325(W) mm. The scope includes lugs, mounting channel frame, internal wiring with FRLS cables, danger plate, double compression cable glands, proper numbering, back clamps, and all necessary hardware, as per DISCOM-approved GTP and demand note instructions.</p>				
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42	Enclosure	MATERIAL SUPPLY & SERVICES	Supply & Erection, testing & commissioning 500 (L) × 350 (D) × 500 (H) mm.MS Enclosure	"Supply, erection, testing, and commissioning of an outdoor-mounted single-chamber box with canopy, suitable for wall or stand mounting, made of MS CRCA sheet (thickness not less than 1.6 mm) as per DISCOM specifications. The box shall be dust-, moisture-, and vermin-proof (with rubber lining of 4 mm thickness), and weatherproof with a protection degree of IP-33 as per IS:8623. Dimensions: 500 mm (L) × 350 mm (D) × 500 mm (H).includes lugs, mounting channel frame, internal wiring with FRLS cables, danger plate, double compression cable glands, proper numbering, back clamps, and all necessary hardware, as per DISCOM-approved GTP and demand note instructions.	EA	60			0
43	MS CT-BOX	MATERIAL SUPPLY & SERVICES	Supply & Installation of MS CT-meter box (Double Chamber) L*W*D(600x300x300 mm) as per Discom spec(Double Chaber)	Supply & Erection, testing & commissioning of Outdoor mounting type Metering box (Double chamber) made of MS sheet of thickness Not less than 1.6 mm CRCA sheet/DISCOM Spec, dust and moisture vermin(Thickness of Rubber Lining -4 mm), weather proof with degree of protection(IP-33) as per IS 8623 .L*W*D(600x300x300) mm	EA	65			0



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				includes lugs, mounting channel frame, internal wiring with FRLS cables, danger plate, double compression cable glands, proper numbering, back clamps, and all necessary hardware, as per DISCOM-approved GTP and demand note instructions.				
44	Energy Meter	MATERIAL SUPPLY & SERVICES	Supply & Installation Energy Meter 3Ph Whole current 10-60A, CMRI Compatible 0.5s Accuracy class	Supply & Installation Energy Meter 3Ph Whole current 10-60A, CMRI Compatible 0.5s Accuracy class as per DISCOM approved GTP and make	No	80		0
45	Energy Meter	MATERIAL SUPPLY & SERVICES	Supply & Installation prodigy Energy Meter in build CT, 40-200A, CMRI Compatible 0.5s Accuracy class	Supply and installation of Prodigy Energy Meter, 3 Phase, 4 Wire, 40–200 Amp, ISI marked, DLMS compliant, Class 1.0, with inbuilt LTCTs and GSM (GPRS enabled). Meter should be of Secure, Genus, or L&G .The work shall be completed as per DISCOM-approved make and model, TPEVCSL-approved GTP, and guidelines of the TPEVCSL Project Manager.	EA	150		0
46	Energy Meter	MATERIAL SUPPLY & SERVICES	S & I of 3 Phase 4 wire fully Static AMR Compatible Tri-vector Energy Meter, Accuracy Class 0.5S	Supply & Erection, testing & commissioning of 3-Phase, 4-Wire CT Operated (200/5 A)/(500/5 A) Fully Static AMR Compatible Tri-vector Energy Meter, Accuracy Class 0.5S ,The work shall be completed in accordance with TPEVCSL-approved GTP and the	EA	40		0



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				guidelines provided by the TPEVCSL Project Manager.				
47	Ring Type CT	MATERIAL SUPPLY & SERVICES	S & I of 3 Phase Resin Cast LTCT (200/5A)(Ring Type)	Supply & Erection, testing & commissioning of Resin Cast LTCT 200/5 A ,Class-1 (Ring Type),(1 Each=3Nos)The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.The LTCT meter shall be of Kapa Electricals ,Rishabh Instruments make or any other reputed make, subject to prior approval.	EA	175		0
48	Ring Type CT	MATERIAL SUPPLY & SERVICES	S & I of 3 Phase Resin Cast LTCT (500/5 A)(Ring Type)	Supply & Erection, testing & commissioning of Resin Cast LTCT 500/5 A,,Class-1 (Ring Type)(1 Each=3Nos) ,The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.The LTCT meter shall be of Kapa Electricals ,Rishabh Instruments make or any other reputed make, subject to prior approval.	EA	170		0
49	MCC Panel CT	MATERIAL SUPPLY & SERVICES	S & I of MCC Charger panel CT 1000 / 5 ,CLASS-1, ID 55	Supply & Erection, testing & commissioning of CT 1000/5 A,Class-1,(1 Each=3Nos)The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the	EA	170		0

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				TPEVCSL Project Manager.The CT meter shall be of Kapa Electricals ,Rishabh Instruments make or any other reputed make, subject to prior approval.				
50	Transformer Metering CT	MATERIAL SUPPLY & SERVICES	S&I of Ring Type Current Transformers (CTs) suitable for metering/protection	Supply, erection, testing, and commissioning of Ring Type Current Transformers (CTs) suitable for metering/protection application, conforming to relevant IS/IEC standards, as per the following specifications:Technical Specifications: Ring CT – 50/5 A,Ratio: 50/5 A,Accuracy Class: 0.5S,Burden: 3.75 VA Ring CT – 75/5 A,Ratio: 75/5 A,Accuracy Class: 0.5S,Burden: 3.75 VA, Ring CT – 100/5 A,Ratio: 100/5 A,Accuracy Class: 0.5S,Burden: 3.75 VA, Type: Ring / Toroidal Type ,Application: Metering and/or protection as required	EA	160		0
51	HRC Fuse base & Link	MATERIAL SUPPLY & SERVICES	S&I of 3 (Three) Nos. DIN Type Blade Type HRC Fuse Base along with HRC Fuse Links, suitable for transformer protection	Supply, erection, testing, and commissioning of 3 (Three) Nos. DIN Type Blade Type HRC Fuse Base along with HRC Fuse Links, suitable for transformer protection, as per the following technical specifications:Technical Specifications: Type: DIN Type (Merz & Compact), Blade Type,Quantity: 3 Nos.,Application:	EA	110		0



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				Transformer Protection. Current Rating:For 63 kVA Transformer: 100 A HRC Fuse Link,For 100 kVA Transformer: 160 A HRC Fuse Link:Fuse Base Current Rating: 200 A,Breaking Capacity:Fuse Base & Fuse Link: 80 kAMaterial Specifications: HRC Fuse Body Material: DMC (Dough Moulding Compound), D3 GradeTerminal Connector Strip Material (Fuse Base): EC Grade Tin-Plated Copper HRC Fuse Link Type: Blade Type Make:HPL Electric & Power Ltd / Havells India Ltd / Equivalent approved make				
52	Misc	MATERIAL SUPPLY & SERVICES	Miscellaneous	Miscellaneous as per Actual TPEVCSL project Manager Approval(Basis of Bills submissioin)	EA	100		0
53	SPD	MATERIAL SUPPLY & SERVICES	S & I of Surge Protection Device for Charger (Type-2)	For Charger Panel: Supply, installation, testing & commissioning of Surge Protection Device (SPD), Three Phase (3P+N / 3+1 configuration), Type-2, suitable for 415 V AC system, compliant with IEC 61643-11 and EN 61643-11, with minimum discharge capacity as per OEM standard, including all accessories and connections. Make: Reputed (ABB / Schneider /	EA	200		0



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				Siemens / OBO / Phoenix Contact or equivalent).				
54	SPD	MATERIAL SUPPLY & SERVICES	S & I of Surge Protection Device for LT Panel (Type-1)	For LT Panel (Main Distribution): Supply, installation, testing & commissioning of Surge Protection Device (SPD), Three Phase (3P+N / 3+1 configuration), Type-1, suitable for 415 V AC LT panel, compliant with IEC 61643-11, complete with necessary mounting arrangement and accessories. Make: Reputed (ABB / Schneider / Siemens / OBO / Phoenix Contact or equivalent).	EA	150		0
55	EMERGENCY PUSH BUTTON	MATERIAL SUPPLY & SERVICES	S & I of Emergency stop push button with Element	Supply, installation, testing & commissioning of Emergency Stop Push Button complete with contact element, Red Mushroom Head type, twist/pull release mechanism, suitable for 22 mm mounting hole, with required NO/NC contacts, mounting accessories, wiring and termination, suitable for installation in charger/MCC/LT control panels. Make: Siemens / Schneider Electric / ABB / Eaton /L & T or Reputed Make.	EA	200		0
56	Metal Bollards	MATERIAL SUPPLY & SERVICES	Supply, construction, erection, testing, installation of Metal Bollards	Supply, fabrication, erection, testing, and installation of heavy-duty bollards for charger/parking protection, complete with SS anchor bolts, including all	EA	350		0

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				materials, labor, fixing, and civil work required for installation, as per approved specifications and project guidelines. Technical Specifications: Material of Construction (MOC): SS 304, Height: 1000 mm, Diameter: 3 inches Thickness: 2 mm, Quantity: 1 Set per parking lot (1 Set = 2 Nos.) Installation: Complete with SS anchor bolts, base plate, grouting, and fixing. Work shall be carried out as per DISCOM / TPEVCSL specifications and Project Manager's instructions.				
57	Safety Equipements	MATERIAL SUPPLY & SERVICES	Supply & Installation of Modular type ceiling mounted automated fire extinguisher	Supply & Installation of Modular type ceiling mounted automated fire extinguisher Installation /Mounting with Bracket and required Hardware is in S&I Scope.	EA	180		0
58	Safety Equipements	MATERIAL SUPPLY & SERVICES	Supply & Installation of sand bucket with Hut type Stand as per DISHA norms	Supply & Installation of sand bucket with Hut type Stand as per DISHA norms , Supply rates includes following item . 1) Hut type Stand with red color coated suitable for hang the 4nos Sand Filled Buckets . 2)'Sand Buckets size 10kg Volume with Stands filled Double coated Red Colour Paint as per safey industrial Standard	EA	110		0



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				/DISHA norms 3) unloading of consignments, shifting of the same whenever required at designated place				
59	Safety Equipments	MATERIAL SUPPLY & SERVICES	Supply & Installation of CPR Kits	Supply and installation of CPR kits including an Electric Shock First Aid Chart – CPR board (laminated with frame) for substation (S/S) areas, complete with proper background labeling and markings. The board shall be weatherproof and installed with a protective canopy to safeguard against environmental conditions. All erection and installation work shall be carried out as per the instructions and guidelines of the TPEVCSL Project Manager.	EA	110		0
60	Safety Equipments	MATERIAL SUPPLY & SERVICES	S & I of Rubber Mat	Supply & Installation of Electrical Rubber Mat (ISI mark)	M2	3000		0
61	MCC PANEL	MATERIAL SUPPLY & SERVICES	Supply, Erection, testing, and commissioning of Outdoor Stand mounting type MCC box complete (Single Charger 400 X400X250 MM with Stand)	Supply, Erection, testing, and commissioning of Outdoor Stand mounting type MCC box complete, Outdoor type (Single Charger 400 X400X250 MM with Stand) made of MS sheet of thickness Not less than 1.6 mm CRCA sheet ,dust and moisture vermin,	EA	100		0

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				<p>weather proof with degree of protection with suitable bus bars, earthing bus, earthing terminals, box illumination, cable should have a bottom entry only ,front door operated with proper locking arrangement, mounting channel frame, internal wiring with FRLS cables, danger plate, painting should be Powder Coating Light Admiralty Grey IS:5: 1993,Color No-697 after 7 tank Phosphating Process numbering, back clamps, hardware as per the scope of work, approved drawings, specifications, and the guidelines provided by the TPEVCSL Project Manager suitable for following Charger:240/120/60/30/25/10/7.4/3.3 kW</p>				
62	MCC PANEL	MATERIAL SUPPLY & SERVICES	<p>Supply, Erection, testing, and commissioning of Outdoor Stand mounting type MCC box complete (4 WAY-600 X600X250 MM with Stand)</p>	<p>Supply, Erection, testing, and commissioning of Outdoor Stand mounting type MCC box complete, Outdoor type (4 WAY-600 X600X250 MM with Stand) made of MS sheet of thickness Not less than 1.6 mm CRCA sheet ,dust and moisture vermin, weather proof with degree of protection with suitable bus bars, earthing bus, earthing terminals, box illumination,</p>	EA	100		0



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				<p>cable should have a bottom entry only, front door operated with proper locking arrangement, mounting channel frame, internal wiring with FRLS cables, danger plate, painting should be Powder Coating Light Admiralty Grey IS:5:1993, Color No-697 after 7 tank Phosphating Process numbering, back clamps, hardware as per the scope of work, approved drawings, specifications, and the guidelines provided by the TPEVCSL Project Manager suitable for following Charger: 240/120/60/30/25/10/7.4/3.3 kW</p>				
63	MCC PANEL	MATERIAL SUPPLY & SERVICES	<p>Supply, Erection, testing, and commissioning of Outdoor Stand mounting type MCC box complete (6 WAY-800 X800X250 MM with Stand)</p>	<p>Supply, Erection, testing, and commissioning of Outdoor Stand mounting type MCC box complete, Outdoor type (6 WAY-800 X800X250 MM with stand) made of MS sheet of thickness Not less than 1.6 mm CRCA sheet, dust and moisture vermin, weather proof with degree of protection with suitable bus bars, earthing bus, earthing terminals, box illumination, cable should have a bottom entry only, front door operated with proper</p>	EA	100		0

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				locking arrangement, mounting channel frame, internal wiring with FRLS cables, ,danger plate, painting should be Powder Coating Light Admiralty Grey IS:5: 1993,Color No-697 after 7 tank Phosphating Process numbering, back clamps, hardware as per the scope of work, approved drawings, specifications, and the guidelines provided by the TPEVCSL Project Manager suitable for following Charger:240/120/60/30/25/10/7.4/3.3 kW				
64	GI Pipe	MATERIAL SUPPLY & SERVICES	Supply and laying of 100 mm dia GI Pipe	Supply and laying of 100 mm dia GI Pipe (medium as per IS: 4984-1995 ,IS-1239 for cable protection .The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.	M	500		0
65	HDPE	MATERIAL SUPPLY & SERVICES	Supply & Laying of of 110 mm (dia) NB HDPE pipe 10 mm (thickness) PE-80,PN-6 and associated materials	Supply & Laying of heavy duty HDPE Pipe by microtunnelling without disturbing the regular railway or vehicular traffic above maintaining statutory depth under railway track or highway carriageway with sealing or plugging & earthing complete at both end including supply of	M	200		0



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				110 mm (dia)NB HDPE pipe 10 mm (thickness) PE-80,PN-6 and associated materials as per IS:4984-1995 The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.				
66	PVC Pipe	MATERIAL SUPPLY & SERVICES	Supply, Installation of 50 mm Dia PVC pipe	Supply, Installation of 50 mm Dia PVC pipe (heavy duty pvc pipe)The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.	M	1250		0
67	Flexible Pipe	MATERIAL SUPPLY & SERVICES	Sup & Lay of PVC Flexible Pipe different size(4 Inchi)	Sup & Lay of PVC Flexible Pipe (Heavy duty) reputed make size(4 Inchi) The work shall be completed in accordance with TPEVCSL-approved GTP and the guidelines provided by the TPEVCSL Project Manager.	M	600		0
68	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying of FRLS ,XLPE CABLE 4 CORE 1.1 KV GRADE Al Armoured 300 SQ. MM	Supply, laying, and dressing of FRLS 1.1 kV XLPE aluminum armoured 4-core 300 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project	M	3000		0



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				Manager. Cable Make: Polycab, KEC, KEI.				
69	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying of FRLS ,XLPE CABLE 4 CORE 1.1 KV GRADE AI Armoured 185 SQ. MM	Supply, laying, and dressing of FRLS 1.1 kV XLPE aluminum armoured 4-core 185 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project Manager. Cable Make: Polycab, KEC, KEI.	M	2600		0
70	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying of FRLS ,XLPE CABLE 4 CORE 1.1 KV GRADE AI Armoured 120 SQ. MM	Supply, laying, and dressing of FRLS 1.1 kV XLPE aluminum armoured 4-core 120 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project Manager. Cable Make: Polycab, KEC, KEI.	M	2110		0
71	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying of FRLS ,XLPE CABLE 4 CORE 1.1 KV GRADE AI Armoured 95 SQ. MM	Supply, laying, and dressing of FRLS 1.1 kV XLPE aluminum armoured 4-core 95 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project	M	2110		0

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				Manager. Cable Make: Polycab, KEC, KEI.				
72	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying of FRLS ,XLPE CABLE 4 CORE 1.1 KV GRADE AI Armoured 70 SQ. MM	Supply, laying, and dressing of FRLS 1.1 kV XLPE aluminum armoured 4-core 70 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project Manager. Cable Make: Polycab, KEC, KEI.	M	1950		0
73	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying of FRLS ,XLPE CABLE 4 CORE 1.1 KV GRADE AI Armoured 50 SQ. MM	Supply, laying, and dressing of FRLS 1.1 kV XLPE aluminum armoured 4-core 50 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project Manager. Cable Make: Polycab, KEC, KEI.	M	1950		0
74	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying of FRLS ,XLPE CABLE 4 CORE 1.1 KV GRADE AI Armoured 35 SQ. MM	Supply, laying, and dressing of FRLS 1.1 kV XLPE aluminum armoured 4-core 35 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project	M	1410		0

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				Manager. Cable Make: Polycab, KEC, KEI.				
75	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying of FRLS ,XLPE CABLE 4 CORE 1.1 KV GRADE AI Armoured 25 SQ. MM	Supply, laying, and dressing of FRLS 1.1 kV XLPE aluminum armoured 4-core 25 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project Manager. Cable Make: Polycab, KEC, KEI.	M	200		0
76	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying of FRLS ,XLPE CABLE 4 CORE 1.1 KV GRADE AI Armoured 16 SQ. MM	Supply, laying, and dressing of FRLS 1.1 kV XLPE aluminum armoured 4-core 16 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project Manager. Cable Make: Polycab, KEC, KEI.	M	300		0
77	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying of FRLS ,XLPE CABLE 4 CORE 1.1 KV GRADE AI Armoured 10 SQ. MM	Supply, laying, and dressing of FRLS 1.1 kV XLPE aluminum armoured 4-core 10 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project	M	300		0



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				Manager. Cable Make: Polycab, KEC, KEI.				
78	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying and termination of XLPE CABLE Single Core 1.1 KV Grade Copper Un-Armoured 10 SQ. MM (Multi Strand Copper Cable) Green	Supply,Laying & Dressing of wire Single Core 1.1 KV Grade Cu Un-Armoured 10 SQ. MM (Multi Strand Cu Cable) Green and including Supply and Erection of PVC cable glands, lugs/ thimbles,termination etc. complete .as per DISCOM scope of work and technical specification. .Cable Make : Polycab, KEC, KEI.	M	950		0
79	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying and termination of XLPE CABLE Single Core 1.1 KV Grade Copper Un-Armoured 16 SQ. MM (Multi Strand Copper Cable) Green	Supply,Laying & Dressing of wire Single Core 1.1 KV Grade Cu Un-Armoured 16 SQ. MM (Multi Strand Cu Cable) Green and including Supply and Erection of PVC cable glands, lugs/ thimbles,termination etc. complete .as per scope of work and technical specification. .Cable Make : Polycab, KEC, KEI.	M	950		0
80	Cable	MATERIAL SUPPLY & SERVICES	Supply ,laying of Un- Armoured FRLS ,XLPE CABLE 4 CORE 1.1 KV GRADE Copper 35 SQ. MM	Supply, laying, and dressing of FRLS 1.1 kV XLPE copper Un- armoured 4-core 35 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project Manager. Cable Make: Polycab, KEC, KEI.	M	450		0



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81	Cable	MATERIAL SUPPLY & SERVICES	Supply, laying, testing, and commissioning of 4-core, 95 sq. mm, 1.1 kV grade, unarmoured FRLS XLPE insulated copper cable	Supply, laying, and dressing of 1.1 kV grade FRLS XLPE insulated, unarmoured 4-core 95 sq. mm copper cable, including all associated works. The scope includes cable tagging, core identification, and proper dressing using nylon ties. The work shall be executed as per the instructions of the TPEVCSL Project Manager. Approved cable makes: Polycab / KEC / KEI.	M	1000		0
82	Cable	MATERIAL SUPPLY & SERVICES	Supply, laying, and dressing of 1.1 kV grade FRLS XLPE insulated, armoured 4-core 10 sq. mm copper cable,	Supply, laying, and dressing of FRLS 1.1 kV XLPE copper Armoured 4-core 10 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project Manager. Cable Make: Polycab, KEC, KEI.	M	1000		0
83	Cable	MATERIAL SUPPLY & SERVICES	Supply, laying, and dressing of 1.1 kV grade FRLS XLPE insulated, armoured 4-core 16 sq. mm copper cable,	Supply, laying, and dressing of FRLS 1.1 kV XLPE copper Armoured 4-core 16 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project	M	1000		0



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				Manager. Cable Make: Polycab, KEC, KEI.				
84	Cable	MATERIAL SUPPLY & SERVICES	Supply, laying, and dressing of 1.1 kV grade FRLS XLPE insulated, armoured 4-core 185 sq. mm copper cable,	Supply, laying, and dressing of FRLS 1.1 kV XLPE copper Armoured 4-core 185 sq.mm cable, including all related works. Scope includes tagging, core identification, and cable dressing with nylon ties. Work shall be carried out as per instructions of the TPEVCSL Project Manager. Cable Make: Polycab, KEC, KEI.	M	700		0
85	LT Termination Kit	MATERIAL SUPPLY & SERVICES	Supply & Erection of Heat Shrinkable Outdoor/Indoor Termination Kit ,Gland for,1.1 KV, 4 C x 300 sq mm Al Armoured XLPE cable	Supply ,Erection and termination of heat-shrinkable outdoor/indoor termination kits for 1.1 kV, 4C x 300 sq.mm aluminum armoured XLPE cable, along with the supply and erection of double compression brass cable glands, lugs/thimbles, termination, PVC tape etc complete . The work shall be completed in accordance with the TPEVCSL Project Manager (make as per the scope of work)	EA	100		0
86	LT Termination Kit	MATERIAL SUPPLY & SERVICES	Supply & Erection of Heat Shrinkable Straight Through Termination Kit ,Gland for,1.1 KV, 4 C x 300 sq mm Al Armoured XLPE cable	Supply ,Erection and termination of heat-shrinkable Straight Through termination kits for 1.1 kV, 4C x 300 sq.mm aluminum armoured XLPE cable, along with the supply and erection of double	EA	100		0

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				compression brass cable glands, lugs/thimbles, termination, PVC tape etc complete . The work shall be completed in accordance with the TPEVCSL Project Manager (make as per the scope of work)				
87	LT Termination Kit	MATERIAL SUPPLY & SERVICES	Sipply & Erection of Heat Shrinakable Outdoor/Indoor Termination Kit ,Gland for,1.1 KV, 4 C x 185/120 sq mm Al Armoured XLPE cable	Supply,erection and termination of heat-shrinkable outdoor/indoor termination kits for 1.1 kV, 4C x 185/120 sq.mm aluminum armoured XLPE cable, along with the supply and erection of double compression brass cable glands, lugs/thimbles, termination, PVC tape etc complete . The work shall be completed in accordance with the TPEVCSL Project Manager (make as per the scope of work)	EA	100		0
88	LT Termination Kit	MATERIAL SUPPLY & SERVICES	Sipply & Erection of Heat Shrinakable Straight Through Termination Kit ,Gland for,1.1 KV,4 C x 185/120 sq mm Al Armoured XLPE cable	Supply ,Erection and termination of heat-shrinkable Straight Through termination kits for 1.1 kV, 4 C x 185/120 sq.mm aluminum armoured XLPE cable, along with the supply and erection of double compression brass cable glands, lugs/thimbles, termination, PVC tape etc complete . The work shall be completed in accordance with the TPEVCSL Project	EA	70		0



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				Manager (make as per the scope of work)					
89	LT Termination Kit	MATERIAL SUPPLY & SERVICES	Supply and erection of double compression brass cable glands, lugs/thimbles, terminations, PVC tape, etc., complete in all respects for 1.1 kV, 4C x 95 sq.mm to 10 sq.mm aluminum armoured XLPE cables	Supply, laying and termination of 1.1 kV Aluminium Armoured / Unarmoured XLPE cable (4C x 95 sq.mm to 10 sq.mm and other required sizes), complete with lugs, glands, PVC tape and accessories, as per site requirement and direction of TPEVCSL Project Manager.	EA	90			0
90	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 6 A 2 pole MCB,10 kA	Supply & Erection, testing & commissioning of 6 A 2 pole MCB,10 KA make: Siemens, Schneider, L & T	NO	140			0
91	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 10 A 2 pole MCB,10 kA	Supply & Erection, testing & commissioning of 10 A 2 pole MCB,10 KA make: Siemens, Schneider, L & T & C&S	NO	125			0
92	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 16 A 2 pole MCB,10 kA	Supply & Erection, testing & commissioning of 16 A 2 pole MCB,10 KA make: Siemens, Schneider, L & T & C&S	NO	150			0
93	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 20 A 2 pole MCB,10 kA	Supply & Erection, testing & commissioning of 20 A 2 pole MCB,10 KA make: Siemens, Schneider, L & T & C&S	NO	45			0
94	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 25 A 2 pole MCB,10 kA	Supply & Erection, testing & commissioning of 25 A 2 pole MCB,10 KA make: Siemens, Schneider, L & T & C&S	EA	45			0
95	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 32 A 2 pole MCB,10 kA	Supply & Erection, testing & commissioning of 32 A 2 pole MCB,10 Ka make: Siemens, Schneider, L & T & C&S	EA	340			0

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96	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 40 2 4 pole MCB,10 kA	Supply & Erection, testing & commissioning of 40 A 2 pole MCB,10 kA make: Siemens, Schneider, L & T & C&S	EA	340			0
97	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 25 A 4 pole MCB,10 kA	Supply & Erection, testing & commissioning of 25 A 4 pole MCB,10 kA make: Siemens, Schneider, L & T & C&S	EA	30			0
98	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 32 A 4 pole MCB,10 kA	Supply & Erection, testing & commissioning of 32 A 4 pole MCB,10 kA make: Siemens, Schneider, L & T & C&S	EA	30			0
99	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 40 A 4 pole MCB,10 kA	Supply & Erection, testing & commissioning of 40 A 4 pole MCB,10 kA make: Siemens, Schneider, L & T & C&S	EA	30			0
100	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 63 A 4 pole MCB,10 kA	Supply & Erection, testing & commissioning of 63 A 4 pole MCB,10 kA	EA	625			0
101	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 100 A 4 pole MCB,10 kA	Supply & Erection, testing & commissioning of 100 A 4 pole MCB,10 kA make: Siemens, Schneider, L & T & C&S	EA	30			0
102	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 125 A 4 pole MCB,10 kA	Supply & Erection, testing & commissioning of 125 A 4 pole MCB,10 kA make: Siemens, Schneider, L & T & C&S	EA	30			0
103	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 100 A 4 pole Isolator(MCCB),25 kA	Supply & Erection, testing & commissioning of 100 A 4 pole Isolator(MCCB),25 kA, make: Siemens, Schneider, L & T & C&S	EA	30			0

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104	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 125 A 4 pole Isolator(MCCB) ,25 kA	Supply & Erection, testing & commissioning of 125 A 4 pole Isolator(MCCB),25 kA make: Siemens, Schneider, L & T & C&S	EA	550			0
105	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 160 A 4 pole Isolator(MCCB),25 kA	Supply & Erection, testing & commissioning 160 A 4 pole Isolator(MCCB),25 kA,make: Siemens, Schneider, L & T & C&S	EA	330			0
106	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 200 A 4 pole Isolator(MCCB),25 kA	Supply & Erection, testing & commissioning of 200 A 4 pole Isolator(MCCB),25 kA,make: Siemens, Schneider, L & T & C&S	EA	70			0
107	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 250 A 4 pole Isolator(MCCB),25 kA	Supply & Erection, testing & commissioning of 250 A 4 pole Isolator(MCCB),25 kA,make: Siemens, Schneider, L & T & C&S	EA	50			0
108	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 400 A 4 pole Isolator(MCCB),36 kA	Supply & Erection, testing & commissioning of 400 A 4 pole Isolator(MCCB),36 kA ,make: Siemens, Schneider, L & T & C&S	EA	50			0
109	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 500 A 4 pole Isolator(MCCB),36 kA	Supply & Erection, testing & commissioning of 500 A 4 pole Isolator(MCCB),36 kA ,make: Siemens, Schneider, L & T & C&S	EA	20			0
110	MCB/MCCB	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of 630 A 4 pole Isolator(MCCB),36 kA	Supply & Erection, testing & commissioning of 630 A 4 pole	EA	50			0

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				Isolator(MCCB),36 kA,make: Siemens, Schneider, L & T & C&S				
111	MCB/MCCB/RCBO	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of RCBO 2P 20A 30mA	S & I , testing & commissioning of RCBO 2P 20A 30mA, make: Siemens, Schneider, L & T & C&S	EA	50		0
112	MCB/MCCB/RCBO	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of RCBO 2P 40A 30mA	S & I , testing & commissioning of RCBO 2P 40A 30mA, make: Siemens, Schneider, L & T & C&S	EA	50		0
113	MCB/MCCB/RCBO	MATERIAL SUPPLY & SERVICES	S & I testing & commissioning of RCBO 4P 63A 30mA	S & I , testing & commissioning of RCBO 4P 63A 30mA, make: Siemens, Schneider, L & T & C&S	EA	50		0
114	MCB/MCCB/RCBO	MATERIAL SUPPLY & SERVICES	S & I ,testing & commissioning of RCBO 4P 100 A 30mA	S & I , testing & commissioning of RCBO 4P 100 A 30mA,make: Siemens, Schneider, L & T & C&S	EA	50		0
115	Panel Accessories	MATERIAL SUPPLY & SERVICES	S & I , testing & commissioning of Multifunction V,A,F etc. Meter	S & I , testing & commissioning of Multifunction V,A,F etc. Meter(VAF39A_1_230 VAC) ,make: SELEC & Eqv.	EA	100		0
116	Panel Accessories	MATERIAL SUPPLY & SERVICES	S & I of R,Y,B Phases Indication Lamp,230 V,Integral LED Type	S & I of R,Y,B Phases Indication Lamp,230 V,Integral LED Type,make: Schneider & L& T or Eqv.(1 Each-3 Nos)	EA	100		0
117	Panel Accessories	MATERIAL SUPPLY & SERVICES	S & I of Cooling Fan(6 inch) with Air Filter	S & I of Cooling Fan(6 inch) with Air Filter Make-Reputed	EA	100		0
Total Package cost (Rs.)								0
GST @ 18%								0
Total cost incl. GST								0

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NOTE:

- Bidder must include total cost in the above price bid. NO separate payment shall be applicable for OPE, Travel, Stay, F&B, Stationary, Training, etc.
- The bidders are advised to quote prices strictly in the above format and for all the line items as mentioned above. Failing to do so, bids are liable for rejection.
- The bidder must fill each and every column of the above format. ***Mentioning "extra/inclusive" in any of the column may lead for rejection of the price bid.***
- No cutting / overwriting in the prices is permissible.
- The unit price to be indicated in col. No. D should be exclusive of taxes & duties which are to be indicated in separate columns meant for the purpose.



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ANNEXURE II
Technical Specifications/Scope of Work

Scope of Work & Service Level Agreement

CONFIDENTIAL

Operation & Maintenance of EV Public Charging works across Pan India-OLA for 5 Years

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Date	09/03/2026	09/03/2026	09/03/2026	09/03/2026

1. INTRODUCTION

Electric Vehicle (EV) Charging Stations play a vital role in supporting the growing adoption of electric mobility by providing reliable and accessible charging infrastructure. These stations consist of EV chargers along with supporting **power connection infrastructure** such as transformers, RMU/VCB panels, metering cubicles, LT/MCC panels, cables, earthing systems, protection devices, and other associated electrical equipment.

The **Operation & Maintenance (O&M)** of EV charging stations and power connection infrastructure involves regular inspection, preventive maintenance, troubleshooting, cleaning, and rectification of chargers and associated electrical systems to ensure safe, efficient, and uninterrupted operation. The objective of these activities is to maintain **high equipment reliability, minimize downtime, ensure electrical safety, and extend the service life of the installed infrastructure.**

All O&M activities shall be carried out in accordance with **approved technical specifications, OEM guidelines, safety standards, and instructions provided by the Project Manager** to ensure proper performance of the EV charging station network.

These EV chargers shall be installed across various cities in offices, malls, hotels, commercial and residential premises, as well as other strategic locations across India. The quantities mentioned are indicative, and orders will be placed progressively based on customer demand and project requirements.

2. KEY BENEFITS OF THE PROPOSAL

Key Benefits of Operation & Maintenance and Associated Services for Public EV Chargers

The **Operation & Maintenance (O&M)** services for public EV charger installations provide the following key benefits:

- 1. Improved Charger Reliability**
Regular maintenance, testing, and health checking ensure reliable performance and minimize unexpected charger downtime.
- 2. Efficient Fault Identification & Rectification**
Periodic inspection and diagnostic testing help identify faults early and enable timely rectification, ensuring uninterrupted charging services.
- 3. Safe Dismantling & Reinstallation**
Professional dismantling, logistics handling, and reinstallation of chargers ensure safe relocation or replacement without equipment damage.
- 4. Proper Logistics Management**
Organized logistics support for transportation of chargers, spare parts, and dismantled materials ensures smooth project execution and reduced delays.
- 5. Comprehensive Testing & Health Check**
Electrical testing, performance checks, and equipment health assessments improve the operational life of chargers and associated infrastructure.
- 6. Power Infrastructure Maintenance**
Maintenance of power connection infrastructure including cables, LTDB, MCCB, earthing

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systems, and associated electrical components ensures stable and safe power supply to chargers.

7. Branding & Site Enhancement

Proper branding works improve visibility of EV charging stations and enhance brand presence at public locations.

8. Site Cleanliness & Area Maintenance

Cleaning of the charger area and maintaining a tidy installation site ensures a professional appearance and better user experience.

9. Painting & Structural Maintenance

Painting works and structural upkeep protect equipment from corrosion and environmental damage, improving equipment life.

10. Enhanced Customer Experience

Well-maintained, properly branded, and operational chargers improve accessibility and convenience for EV users.

11. Increased Equipment Life

Preventive maintenance and periodic inspections help extend the operational lifespan of EV chargers and associated infrastructure.

12. Compliance with Safety Standards

Regular maintenance ensures compliance with electrical safety standards and operational guidelines.

3. APPLICABLE STANDARDS & CODES

The equipment covered by this specification shall unless otherwise stated, be designed, manufactured and tested in accordance with the latest editions of the following Indian, International standards / IEC and shall conform to the regulations of the local authorities.

Name of Standard	Description
IS 17017 (Part 1): 2018	all the specifications included in this standard
BS_EN 60950-1 2006	Information Technology Equipment- Safety
SAE J61508	Functional safety using electronic and programmable electronic equipment
ISO 26262	Functional safety
AIS-138(Part 2)	Safety function verification
IEC 60068-2	Environmental testing
IEC 62196 -1/2/3	Plugs; Socket-outlets; Vehicle connectors and inlets
IEC 61851	EV charger types; Communication and safety requirements
IEC 61851-1	General requirements for Electric vehicle conductive charging system
IEC 61851-21	Electric vehicle requirements for Requirements only to on-board circuits with the conductive connection to an AC/DC supply
IEC 61851-23	DC electric vehicle charging station
IEC 61851-24	Requirements for digital communication between DC EV charging station and electric vehicle for control of DC charging

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ISO 6469-3	Electric road vehicles - Safety specifications - Part 3:Protection of persons against electric hazards
ISO 17409	Electrically propelled road vehicles - Connection to an external electric power supply – Safety requirements
ISO/IEC 15118-1	Road vehicles — Vehicle to grid communication interface – Part 1: General information and use-case definition
ISO/IEC 15118-2	Part 2: Network and application protocol requirements
ISO/IEC 15118-3	Part 3: Physical and data link layer requirements
ISO/IEC 15118-4	Part 4: Network and application protocol conformance test

DIN SPEC 70121	Electro mobility - Digital communication between a d.c. EV charging station and an electric vehicle for control of d.c. charging in the Combined Charging System
IEC 61851-24	Electric vehicle conductive charging system - Part 24: Control communication protocol between off-board DC charger and electric vehicle
IEC 61850	Communication Networks and Systems in Substations
IEC 61439-7	Low-voltage switchgear and control gear assemblies -Part 7
IEC 60038	IEC standard voltages
IEC 61000-4-4	Electromagnetic compatibility (EMC) - Part 4-4: Testing and measurement techniques - Electrical fast transient/burst immunity test
IEC 61000-4-5	Electromagnetic compatibility (EMC) – Part 4-5: Testing and measurement techniques – Surge immunity test
IEC 61000-4-6	Electromagnetic compatibility (EMC) - Part 4-6: Testing and measurement techniques - Immunity to conducted disturbances, induced by radio-frequency fields
IEC 61000-4-11	Interpretation sheet 1 - Electromagnetic compatibility (EMC) - Part 4-11: Testing and measurement techniques - Voltage dips, short interruptions and voltage variations immunity tests
IEC 61557-8	Electrical safety in low voltage distribution systems up to 1.000V AC and 1.500V DC - Equipment for testing, measuring, or monitoring of protective measures - Part 8: Insulation monitoring devices for IT systems
IEC 61000-6-1	Electromagnetic compatibility (EMC) - Part 6-1: Generic standards - Immunity for residential, commercial and light-industrial environments
IEC 60364-7-722	Low voltage electrical installations: Part 7-722: Requirements for special installations or locations -Supply of Electric vehicle
IEC 60529	Degrees of protection provided by enclosures (IP Code)
SAE J2931	Security for Plug-In Electric Vehicle Communications

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SAE J2847-2	Communication Between Plug-In Vehicles and Off-BoardDC Chargers
IEC 60364-5-54:2011	Low-voltage electrical installations – Part 5-54: Selection and erection of electrical equipment – Earthingarrangements and protective conductors
IS 12360	Voltage Bands for Electrical Installations Including Preferred Voltages and Frequency
IEC 61000	EMC General Compliance
IS 732	Standard for electrical installation
IS 3043	for Earthing standards
IEC 60950	Residual voltage/energy after disconnection of charging connector/gun from Electric vehicle

Charger:

- IS 17017 (Part 1): 2018 – and all the specifications included in this standard.
- IEC 61851-1 – Electric vehicle conductive charging system part 1
- IEC 61851-21-1: 2017 – Electric vehicle conductive charging system part 21-1
- IEC 61851-22 – Electric vehicle conductive charging system part 22
- IEC 61851-23 – Electric vehicle conductive charging system part 23
- IEC 61851-24 – Electric vehicle conductive charging system part 24
- IEC 62196 – Plugs, socket-outlets, vehicle couplers and vehicle inlets – Conductive charging of electric vehicles ISO/IEC 15118 – Vehicle-to-Grid Communication Interface
- IS 12360 – Voltage Bands for Electrical Installations Including Preferred Voltages and Frequency
- IEC 61000 – EMC General Compliance
- IS 732- Standard for electrical installation
- IS 3043- for Earthing standards
- IEC 60950- Residual voltage/energy after disconnection of charging connector/gun from Electric vehicle
- AIS 138 (Part 1 & Part 2)- Bharat EV specification

Cable (Aluminum):

- IS-7098 (Part-I) :1988 : Specifications for Cross Linked Polyethylene PVC Sheathed Cables:
- For Working Voltages up to and including 1100 Volts
- IS-8130:1984 : Conductor for insulated electric cables & flexible cords.
- IS-398 (Part-IV):1994 : Aluminum Alloy Conductors.
- IS-5831:1984 : PVC insulation and sheath of electric cables.

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- IEC-60228/3-2004 : Conductor of insulated cables.
- IEC-60502/1-2004 : Extruded solid dielectric insulated power cables for rated Voltages from 1 KV up to 30 KV
- IS-3975:1979 : Mild steel wires strips and tapes for armoring cables.

Cable (Copper):

- IS-8130:1984 : Conductor for insulated electric cables & flexible cords.
- IS-1554 : XLPE power /PVC insulated cable.
- IS-5831 : PVC insulation and sheath of electric cables.
- IS-5216 : Guide for safety procedures and practices in electric works.
- IEC-332 : Flame Retardant Characteristics of Electric Cables.
- IEC-228 : Conductor for insulated cables.
- IS-3975:1979 : Mild steel wires strips and tapes for armoring cables

Aluminium/Copper Lugs:

- IS 8309:1993- Specification for Compression type tubular terminal ends for Aluminum/Copper conductors of Insulated cables.

Bimetallic Lugs:

- IS 5082 : 1998– Wrought Aluminum and Aluminum alloy bars, rods, tubes, sections, plates and sheets for electrical applications

MCCB:

- IS 13947-1-1993 / IEC 60947-1-1988 : Conductor for insulated electric cables & flexible cords.
- IS 13947-2-1993 / IEC 60947-2-1989: Specification for LV Switchgear & Control gear - Circuit Breakers
- IEC 60529 -1989 : Degree of Protection provided by Enclosures(Vendor)
- IS 8623 (Pt.2)-1993 / IEC 60439/2-1987: Specification L.V. switchgear & control gear assemblies – Particular requirements for bus bar trunking systems (bus ways)
- IS 2551 - 1982: Danger Notice Plates
- IEC 60664 : Insulation co-ordination within low voltage systems including clearances & creepage distances for equipment
- IEC 61140 : Installations through door of Class-II Switchboards / Enclosures
- IS 14772-2000: General requirements for enclosures for accessories for household and similar fixed electrical installation

MCB / ELCB / RCCB / RCBO :

IS 12640 (Part 1) :2008 : Residual current operated circuit breakers

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Energy Meter:

IS: 13779/1993 : AC Static Watthour meters class 1 (As per BOQ)

4. SAFETY:

- 1.0 The Contractor shall at his own expense arrange for the TPSDI training & safety provisions as per Hazard analysis/ Job safety analysis or as required by the Engineer-in-Charge, in respect of all labour directly or indirectly employed for performance of the works and shall provide all facilities in connection therewith. In case the Contractor fails to make arrangement and provide necessary safety facilities as aforesaid, the Engineer-in-Charge shall be entitled to do so and recover cost thereof from the Contractor
- 2.0 The contractor shall provide and maintain at his own expenses, guards, fencing and hatching, when and where necessary for the protection of the works or for the safety and convenience of those employed on the works or the public.
- 3.0 Tata Power shall not be liable for any accident, injury or for any other mishap caused to him/them/their employees/agents and labour employed by the contractor and for any kind of damage during the execution of the contract or work done. For any kind of such injury or loss caused to any person/persons mentioned herein above, the contractor shall be exclusively liable.
- 4.0 Vendor shall use of all PPE's and safety apparels such as Helmets, safety shoes, hand gloves, full body harness, ladders in proper condition. Availability of fire extinguisher is mandatory.
- 5.0 All the tools and tackles should have necessary insulation on their handle. Vendor shall use the tools approved by Tata Power, manmade tools shall not be permitted at site.
- 6.0 All statutory requirements such as ESIC/EPS/PF/ Insurance coverage for working personnel should be fulfilled by vendor before commencement of job.
- 7.0 Vendor shall follow the safety terms & conditions mentioned in Vendor Safety Code of Conduct & shall submit all documents as per Code of Conduct.
- 8.0 Vendor shall take all necessary precautionary measures while executing jobs at public places or any site and will not cause any damage to consumer property or other public utilities such as cables, gas line and water lines etc.
- 9.0 The Vendor shall deploy safety officer as mandated in the Project safety Plan.
- 10.0 The vendor shall provide orientation/induction training to his entire Work force prior to deploying them on the job & submit the records to Tata Power safety officer on monthly basis.

5. SCOPE OF WORKS

The scope of work includes the **installation, operation, maintenance, and upkeep of Electric Vehicle (EV) Charging Stations along with associated power connection infrastructure and site**

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maintenance activities at designated locations such as commercial complexes, offices, residential premises, hotels, malls, highways, and other strategic sites.

1. EV Charger Installation & Infrastructure Works

- Installation, testing, and commissioning of **AC and DC EV chargers** as per approved technical specifications.
- Installation of associated electrical equipment including **LT/HT panels, distribution boards, RMU, VCB, metering cubicles, protection devices, and control systems.**
- Laying and termination of **HT/LT power cables**, communication cables, and charger output cables.
- Installation of **earthing systems, lightning protection systems, and surge protection devices (SPD).**
- Mechanical installation including **charger foundation, mounting structures, cable trays, and protective enclosures.**

2. Power Connection Infrastructure

- Arrangement and integration of **utility power supply** through transformer, feeder panel, or distribution network.
- Installation and maintenance of **energy meters, CTs, protection relays, isolators, and power distribution systems.**
- Ensuring proper **load management, power monitoring, and protection coordination.**
- Transformers
- HT/LT Panels
- RMU (Ring Main Unit)
- VCB (Vacuum Circuit Breaker)
- Metering Cubicles
- Distribution Boards / MCC Panels
- LT & HT Cables and cable routes
- Earthing systems and lightning protection systems
- Busbars and protection relays

3. Operation & Maintenance (O&M)

- Routine operation and monitoring of EV chargers to ensure **continuous availability and performance.**
- **Preventive maintenance** including inspection of electrical connections, cooling systems, protection devices, and charger components.
- **Breakdown maintenance and fault rectification** in case of charger or electrical infrastructure failure.
- Coordination with **OEMs and utility providers** for technical support and issue resolution.
- Maintaining **maintenance logs, inspection reports, and service records.**

4. Cleaning and Housekeeping

- Regular **cleaning of charger cabinets, electrical panels, and surrounding areas.**
- Removal of dust, debris, and waste materials to maintain a **safe and hygienic environment.**

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- Ensuring the **charger area remains accessible and free from obstruction.**

5. Painting and Surface Maintenance

- Periodic **painting of charger structures, cable trays, poles, and associated equipment** to prevent corrosion and maintain site aesthetics.
- Touch-up painting and maintenance of **markings, safety signage, and protective coatings.**
- Maintaining proper **identification markings and color coding for electrical systems.**

6. Safety and Compliance

- Ensuring compliance with **electrical safety standards, statutory regulations, and OEM guidelines.**
- Implementation of **safety measures during installation and maintenance activities.**
- Periodic **testing of earthing, insulation resistance, and protection systems.**

7. Documentation and Reporting

- Preparation and submission of **installation reports, work completion reports (WCR), maintenance records, and inspection reports.**
- Updating **as-built drawings, SLDs, and equipment documentation.**
- Coordination with project management teams for **progress monitoring and technical reporting.**

8. Site Inspection and Reporting

- Conducting routine site visits for inspection and system health checks.
- Preparing maintenance reports, fault reports, and service logs.
- Submission of inspection reports, SLD updates, and maintenance records to the project management team.
- Documentation of charger performance and maintenance history.

9. Spare Parts and Consumables Management

- Identification and replacement of defective spare parts and consumables.
- Maintaining inventory of essential spare components required for maintenance.
- Coordination with vendors and OEMs for spare supply.

10. Emergency Response

- Providing immediate response to emergency situations such as charger failure, electrical faults, or safety hazards.
- Ensuring rapid restoration of services and safe operation of the charging station.

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1.1.1 SCOPE FOR SUPPLY:

Material Supply, Logistics & Installation Requirements :

a. Supply of Materials

Supply of all required materials for EV charger infrastructure including **civil work materials, power and control cables, lightning arresters (LA), MS structures, branding materials, earthing materials, LT distribution boards (LTDB), HG fuse units, AB switches, isolators, pin & disc insulators, energy meters, surge protection devices (SPD), emergency switches, GI pipes, SMCC panels, cable glands, and other associated accessories** required for complete installation.

b. Logistics & Transportation

Arrangement of **logistics and transportation of EV chargers to the designated site locations or to the TPCL (Tata Power Company Limited) warehouse.** Installation activities shall be carried out as per the direction of the **TPEVCSL concerned engineer/manager.**

c. Dispatch Instructions

The bidder shall **dispatch chargers to the designated project sites or TPCL warehouse** strictly as per the instructions mentioned in the **Purchase Order (PO) or email communication.**

d. Packaging Requirements

Chargers shall be **securely packed using suitable packaging materials** to protect them from **dust, moisture, water ingress, and mechanical damage** during handling and transportation.

e. Quality Documentation & Compliance

All activities shall comply with **approved quality documents**, including **installation guidelines, standard drawings, technical specifications, and approved reporting formats** prepared during the detailed engineering stage.

f. Project Timeline Compliance

The vendor shall **strictly adhere to the project timelines** for **testing, delivery, and installation** of the chargers as specified in the contract or purchase order

1.1.2 SCOPE OF SERVICES:

A. SCOPE OF SITE SURVEY & FEASIBILITY ANALYSIS:

Site Survey Scope for EV Charger Infrastructure Works

A detailed **site survey shall be conducted** for activities such as **dismantling of existing chargers and associated infrastructure, new branding works including civil works, health checking of installed materials, and cleaning & painting works** from an **Operation & Maintenance (O&M) perspective.**

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The survey will help assess the existing site conditions and finalize the execution plan for the proposed works.

During the site survey, the following information shall be collected (including but not limited to):

- **Identification of power source** and verification of available electrical supply.
- **Identification of charger location and parking area**, ensuring convenient access for EV users.
- **Identification of earthing point** and verification of the existing earthing system.
- **Measurement of required power cable and earthing cable lengths.**
- **Identification of location for distribution box / MCB box**, branding installation, and civil work requirements.
- **Identification of location for installation of a new energy meter**, including details of the existing meter and collection of the latest electricity bill copy.
- **Finalization of cable routing** and assessment of the scope for cable laying, installation, and earthing works.
- **Feasibility assessment for construction of new earth pits** if the existing earthing arrangement is inadequate.
- Identification of **civil work requirements** such as pedestal construction, concrete cutting/breaking, trenching, and backfilling as applicable to the site. The scope shall be approved by **TPCL and/or the Location Partner**.
- The bidder shall **manage and obtain any required site permissions or clearances** necessary to initiate work at the location.
- Deployment of **skilled and trained manpower** for conducting the survey.
- **Coordination with OEMs, DISCOM teams, or other stakeholders** in cases involving multiple chargers or new meter installations.
- Completion and **submission of the site survey report to the concerned Tata Power team in the approved format** provided with the bid document.
- The vendor shall **adhere to the defined timelines (SLA)** for conducting the survey and submitting the report as specified in the bid documents.

The site survey report will be used to **finalize the scope of work, execution plan, and required materials for successful implementation of EV charger infrastructure activities.**

Note- TPCL is building a mobile app which will be used for survey, installation, commissioning & maintenance of the chargers which will be used by stake holders for the development of charging infrastructure. Paper format for the said activity shall be used till such app is functional.

B. SCOPE FOR INSTALLATION:

Scope of Work – EV Charger O&M, Rectification, Installation & Commissioning

1. Pre-Requisites

1. Contractor shall communicate with the **Location Partner** before starting the work.
2. Ensure all necessary materials and equipment reach the site prior to commencement of work.

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3. Plan for **power shutdown** wherever required for termination at the power source.
4. Ensure **complete electrical isolation at each termination point** before making any electrical connections.
5. Activities shall be carried out during **site rectification, maintenance, installation, and commissioning**, including but not limited to the activities listed below.

2. Site Work, Rectification & Installation Activities

The scope shall include the following activities after completion of **O&M, rectification, or maintenance work**:

Civil & Mounting Works

- Construction of **civil foundation and mounting stand** for charger and junction box (JB) as per site requirement.
- Mounting of EV charger after completion of rectification/maintenance activities.

Electrical Installation Works

- Supply and installation of **cables and junction boxes** on wall or mounting stand.
- Supply and installation of **MCCB, RCBO, Energy Meters, conduits, GI/MS pipes**, and associated electrical accessories.
- **Power cable laying** between charger and power source including glanding and termination.
- Execution of **trenching, excavation, and cable laying services** wherever required.
- Laying of **earthing cable between charger terminals and designated earthing source**.
- Proper **glanding and termination of cables at both ends**, ensuring electrical isolation before connection.

Energization & Testing

- Measure voltage at terminal point before switching ON **MCCB/RCBO**.
- Energize the charger after verification of electrical parameters.
- Initiate **charger onboarding process**.
- Ensure charger appears **online in the Tata Power EZ Charge App**.
- Conduct **EV charging test** where applicable and record any deviations.

Documentation

- Fill up **installation/rectification report** and submit to Tata Power concerned team as per standard format shared with the bid document.

3. Infrastructure Rectification & Replacement Scope

Supply and services for **infra related materials and rectification works** required for installation, energization, testing and commissioning of chargers across **Pan India locations** as per approved **BOQ/BOM of TPCL**.

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Infra related works may include but are not limited to:

- Lightning Arrester (LA) replacement or installation
- AB Switch / Isolator rectification
- HG Fuse Unit replacement
- Earthing system installation or rectification
- Pole muffing and stay work correction
- Meter box replacement
- LTDB rectification or replacement
- HRC / Kit-Kat fuse unit replacement
- Busbar rectification works
- Cable gland replacement
- LT cable fault rectification or replacement
- Transformer maintenance works
- MCB replacement
- Fencing correction works

These infrastructure items are prepared based on **engineering judgment and field experience** to ensure successful commissioning and operation of EV chargers.

4. Installation Standards & Guidelines

1. Installation shall follow **standard SLD and installation guidelines as per Tata Power standards.**
2. All works shall comply with **CEA guidelines for EV Chargers / EV Charging Stations.**
3. Installation dates shall be communicated after receiving confirmation from TPCL.
4. **Onboarding support for chargers at any stage** shall be in vendor scope.
5. Vendor shall follow all **installation guidelines, standard drawings, and quality formats** prepared during detailed engineering.

5. Vendor Responsibilities

1. Vendor may appoint **skilled and trained third-party vendors** for survey, installation, infrastructure work, energization, and commissioning.
2. Vendor shall **plan, monitor, and control execution and commissioning activities.**
3. Vendor shall monitor the performance of subcontractors involved in **logistics, transportation, installation, and commissioning.**
4. Vendor shall conduct **field installation audits** and ensure adherence to **Tata Power safety guidelines.**
5. Vendor shall deploy **skilled and trained manpower** for installation and commissioning work.
6. Vendor shall conduct **site quality audits during or after installation** to ensure quality compliance.

6. Statutory & DISCOM Scope

1. Preparation and submission of **statutory documents required by Local Electricity Office and State Electricity Board.**

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2. Supply, delivery, erection, testing, and commissioning of major materials such as **Distribution Transformer, Conductors, HT/LT Cables, AB Cables, Poles, LTDB, Energy Meter**, etc.
3. All works shall be executed as per **DISCOM specifications and guidelines**.
4. All materials shall comply with **Indian Standards, DISCOM approved drawings, and Tata Power specifications**.
5. Execution shall comply with **CEA (Measures relating to Safety and Electric Supply) Regulations 2023** and amendments.
6. Steel structures shall be **hot-dip galvanized** as per relevant standards.
7. Materials such as **Transformer, LTDB, Poles, Energy Meter, Cables, Conductors, Protection Equipment** shall be inspected and tested as per DISCOM procedures.
8. Any deviation from specifications shall require **prior approval from TPEVCSL / DISCOM**.
9. Contractor shall facilitate **clearances from municipal authorities, road agencies, forest department, railways, electrical inspector, or other agencies** where required.
10. Contractor shall coordinate with DISCOM authorities from **drawing approval to erection, testing, commissioning and meter charging**.

7. Material Specifications & Warranty

1. All cables supplied shall be **FRLS type and IS standard**, as per DISCOM/TPEVCSL approved make.
2. Contractor shall provide **60 months guarantee for transformers from date of delivery** and all other materials one year from date of Commissioning.
3. Warranty for other equipment shall be as per **DISCOM agreement or applicable standards**.
4. Contractor shall provide **warranty certificates, purchase details, invoices, type test reports, and make/model details** of equipment.
5. Contractor shall submit **site drawings and SLD** for each location.

8. Payment Terms

1. Payment shall be made based on **actual quantities verified and approved by the TPEVCSL site engineer**.
2. Contractor shall submit **Work Completion Report (WCR)** as per the standard format provided by TPEVCSL.

9. Safety Compliance

1. Contractor shall provide **necessary PPE and tool kits** to personnel engaged in the work.
2. Contractor shall ensure **site safety and compliance with Tata Power safety procedures**.
3. Contractor shall provide **safety training to all personnel involved in the project**.
4. Tata Power EV Charging Solutions Ltd shall **not be responsible for any safety violations, accidents, injuries, or fatalities at site**.

10. Liaisoning Scope

Detailed liaisoning scope of work shall be attached separately.

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11. The bidder must deploy skilled and trained personnel for the commissioning and on boarding work

Note- a. TPCL is building a mobile app which will be used for survey, installation, commissioning & maintenance of the chargers which will be used by stake holders for the development of charging infrastructure. Paper format for the said activity shall be used till such app is functional.

12. Distribution Transformer Substations Earthing:

Survey of Distribution Transformer Substations: A detailed survey of existing/new location shall be performed in presentable document, best location of installation of a new distribution transformer substation and the capacity of transformers to be selected for installation.

Distribution Transformer Earthing shall be provided with 4 Nos Earthing and making earth mat /risers using 25X3 mm GI Flat. Earthing should be provided with GI earth pipe or Bentonite compound powder/Charcol & Salt, Earthing depending of strata of soil in the location. Project Manager shall decide the type of Earthing.

25x3 mm GI Flat and 6 SWG GI shall be used for making Earthing connection to various sub-station equipment as per given details. GI Flat and GI wire shall be properly dressed, bunched and clamped with the support at 2 feet intervals. Substation wise measurement of earth resistance of earth pits / mesh and corresponding drawing of existing Earthing arrangement shall be recorded and submitted to Project Manager.

Description of equipment	Earth connection
Earthing pits	4 Nos. Earth Pipe 3 M long, 40/50 mm dia
Earth mat and riser	25X3 mm GI Flat / 6 SWG GI wire
Laying of earth mat	Below ground 0.5 meter

Standard requirements of Earthing shall be as under:

- a) Two Dedicated Earth Pit –for Transformer Neutral,
- b) One Dedicated Earth Pit - for Lightning Arrester,
- c) One Dedicated Earth Pit – for Equipment body Earthing.

Following arrangement is envisaged for various equipment of distribution transformer substation:

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- i) Transformer Neutral (Two distinct connections) : GI Flat 25x3 mm
- ii) Transformer Body : GI Flat 25x3mm
- iii) Lightning Arrester : GI Flat 25x3mm
- iv) Fencing (Wherever required) : GI wire 6 SWG
- v) LT Distribution Box (Two distinct connections) : GI wire 6 SWG
- vi) AB Switch handle : GI wire 6 SWG
- vii) Steel structure of substation : GI wire 6 SWG
- viii) Line meters : GI wire 6 SWG

The location of earth pits should be at-least 3m apart, so that they their earth conductive areas do not overlap. In rocky soil where getting required earth resistance is a challenge, chemical rod Earthing shall be used in place of normal GI pipe type Earthing. Project Manager shall decide type of Earthing pits.

Installation Requirements

The scope of installation shall include, but not be limited to, the following activities:

1. **Demonstration & Handover**
Proper demonstration, training, and operational support shall be provided to the **end user/location partner** after successful onboarding of the chargers. The installation and commissioning team shall obtain **sign-off on the Installation Report** from the end user/location partner during handover of the charging equipment.
2. **Regulatory Compliance**
The bidder shall ensure adherence to all **rules, regulations, and policies mandated by the local Municipal authorities and relevant Government bodies** applicable for installation and operation of EV charging equipment.
3. **Standard Installation Scope**
Standard installation requirements shall include:
 - o Delivery of charger equipment to site
 - o Civil works required for proper mounting of the charger
 - o Supply and laying of power cables up to the power source
 - o Installation of electrical conduits, MCB, energy meter, and associated accessories
 - o Provision of proper earthing arrangements required for safe energization of the charger at the site
4. **Additional BOQ/BOM Submission**
The bidder shall prepare and submit a **complete BOQ/BOM for additional infrastructure items**, if required at site other than the charger equipment, to the **TPC concerned team for approval and order processing**.
Reference may be made to **Annexure II** for the indicative list of items and services.
5. **Technical Documentation**
The bidder shall submit all relevant **technical documentation related to design, installation, testing, operation, and maintenance** of the equipment. This shall include submission of **test reports, installation reports, and job progress reports** as required by TPC.

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6. **Dismantled Material Reporting**

The bidder shall submit a **list of dismantled materials** using the **prescribed formats provided by TPC.**

7. **Inspection of Dismantled Materials**

The bidder shall carry out **health inspection and condition assessment of dismantled materials** as per the guidelines and instructions provided by the **TPC Project Manager.**

8. **Prototype Site Preparation**

The bidder shall prepare a **prototype installation site** for technical reference and shall share the **know-how, methodology, and skill requirements** necessary for installation of each charger model, ensuring adherence to standard quality and installation practices.

Branding, canopy, Backdrop & Shade installation scope of works

1. Vendor shall start work upon receiving confirmation from TPEVCSL engineer and inform location partner/customer to get the necessary permit from him
2. Vendor to ensure the civil foundation is constructed properly as per the specification and dimensions provided and the put granite over charger foundation, properly fixed over the same.
3. Vendor shall ensure preparatory work at site for the civil foundation like cleaning, digging, chipping etc. Nitrobond shall be used for foundation on hard surface/exiting PCC or RCC surface of the site.
4. Vendor shall ensure housekeeping of working area during & after execution at site related to the scope of work.
5. Safety of relevant material as per scope of the work kept lying at site during execution work shall be in vendor scope
6. Vendor to ensure uniform deployment of canopy, backdrop, instruction board, pylon as per the branding guideline provided by TPEVCSL across all the locations
7. Vendor to ensure the exact colour code is used in all of its branding activities as per BOQ and shared by TPEVCSL Project Manager
8. All necessary material and services shall be provided by vendor as per the standard rates of contract
9. All the material should be checked with quality assurance before transportation of material to site location
10. Vendor to carry all the necessary tools, measuring tapes, multi-meter, excavation machine etc. required for the job. All tools required to be tested and in good condition and shall be in Vendor's scope.
11. Vendor shall arrange for utility power (Temporary arrangements for works) at site required for tool if power is not available at site. They may seek help from the site if the customer/Location partner allows to do so.
12. Welding work may not be allowed in Petrol pump, Gas station or other location as per the site condition & guideline. Vendor to arrange alternate working site for such cases if any such scope if involved.

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13. Vendor to obtain permit to work from location partner if needed in consultation with Engineer in- charge. Tata Power will coordinate with location partner/customer in such cases.
14. Vendors shall follow standard design and ensure quality work during execution across all the locations and as per the specification and standards
15. Vendor shall submit installation report after completion of work to the concern TP engineer
16. Transportation of material to site location shall be in vendor's scope
17. The type of canopy has been categorised as per the number of chargers in particular location which has been made limited to two numbers of chargers only.
18. Based on site intricacy for size of canopy and backdrop where number of chargers are more than 01 charger, vendor shall fabricate and install canopy and backdrop using the similar material for fabrication. In such cases vendor shall submit BOQ/BOM for the components and materials used for the same. Selection of type of canopy shall be done by TPEVCSL engineer. For more than 2 charger, multiple canopy installation to be done. Survey document & preparation of BoQ/BOM shall be done accordingly.
19. Vendor shall modify and print the artwork for the canopy, backdrop, instruction board and totem for any changes in the standard artwork if needed for co-branding with partner/customer or request by location partner/customer which shall be approved by TPEVCSL engineer.
20. The parking area paint shall be in two variants-
 - a. White outline and logo shall be painted as per the specification
 - b. Full Parking area paint with green/yellow as per specification
21. Totem, Signage, Instruction board shall be installed as per specification in reference with attached drawing.
22. Installation of parking stopper/ metal bollard as per specification & attached drawing. Installation work for stopper/bollard shall be done based on survey & approval of TPEVCSL engineer.
23. Factory inspection for fabricated material (Canopy, backdrop, signage, totem etc) is applicable before dispatch to site.
24. Vendor shall conduct sample test of all bought out items like ACP sheet, MS Material, MCB, MCB BOX, Cable, tiles, granite, LED light etc required for the works.
25. Vendor shall submit manufacturer's test report of major components like ACP sheet, MS Material, MCB, MCB BOX, Cable, tiles, granite, LED light etc to TPEVCSL engineer.
26. Parking Area development works should be carried out as per BOQ and drawing & design and approval to be taken TPEVCSL project Manager
27. Parking Area Development Works Parking area development works should be carried out as per the BOQ, drawing, and design. Approval must be obtained from the TPEVCSL project manager.
28. Charger Shed Civil Foundation Drawing and Design Works

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29. The civil foundation drawing and design for the charger shed should be prepared in accordance with the canopy/backdrop drawing and design. The final drawing must be approved by the vendor and submitted to the TPEVCSL project manager.
30. All the material supplied by the contractor should comply with the relevant Indian standards and TPEVCSL approved drawing & specifications.
31. It will be contractor's responsibility to execute the work, drawings, testing and any other certification as per TPEVCSL requirement and satisfaction.
32. The contractor shall coordinate and follow up with the concerned authorities or any other relevant agencies for all related work, from drawing clearance to erection, testing, and commissioning, until the commencement of charging, including branding, canopy installation, instruction board placement, etc.
33. Tata Power EV Charging Solutions Ltd shall not be responsible for any re-work or rejection of material by concerned IS/EI/CEA department due to poor quality of work or material or specification & all cost towards such rework, material rejection shall be borne by contractor.
34. Contractor shall be responsible for repairs/replacement of material, attend defects and related services within guaranty and warranty period. Any issue related to the same within above any of mentioned period shall be attended by contractor without any cost to Tata Power EV Charging Solutions Ltd.
35. The contractor shall provide all relevant documents as required or requested by TPEVCSL. This includes, but is not limited to: Single Line Diagram (SLD), Guarantee/Warranty Certificates, Purchase Details, Type Test Reports, Make and Model Information for MS Structures, ACP Sheets, Paints, Cables, Switchgear, and other supply items.
36. The payment will be made as per the actual quantity measured on site & verified by TPEVCSL Project Manager/Engineer.
37. Any deviation in specification/material requirement/quantity from Tata Power EV Charging Solutions Ltd specification/requirement, Contractor shall take consent/approval from the Tata Power EV Charging Solutions Ltd.
38. Vendor to adhere to timelines for delivery & Installation as provided by TPEVCSL

2.0 OTHER TERMS & CONDITIONS

1. Vendor to comply with all the Safety Requirements of TPEVCSL. Safety is of "SUPREME" importance and vendor to abide by all the rules and regulations of TPEVCSL safety guidelines & code of conduct.
2. Vendor shall guide & train their worker to ensure quality & safety for work execution including training on interaction with customer/Location Partners.
3. Invoice submission for the work shall be done for each site and as per the actual BOQ. TPEVCSL will have joint measurement and verification of the items used for the branding, canopy, backdrop, totem, paint etc. as completed at site.
4. Vendor is responsible for disposal of excess dirt, rocks, boulders and debris and other residual material from site location which is caused due to the execution and installation work for branding work at the site.

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5. Sub-contracting of work is permitted. Vendor will be responsible for complying all the terms and conditions of the contract including compliance to safety, statutory & legal requirement for the sub vendors.
6. Vendor to ensure no harm is caused to the installed chargers, cable routing and Distribution Box, other asset of the site during all stage of the work.
7. Vendor to make sure there is no overloading during transportation of material and follow all the safety guidelines and RTO norms. Do not overload any part of structures beyond safe carrying capacity by placing of materials, equipment, tools, machinery, or any other item thereon. Vendor also shall ensure safe transportation, loading/unloading of the material required for execution work considering Indian weather conditions.
8. Vendor should follow the Service Line Agreement of the contract.
9. Vendor shall mention all deviation in tabular form mentioning reasons. Vendor to clearly mention the scope excluded by him in the offer.
10. Vendor shall inspect and examine the site and its surroundings and satisfy themselves before initiating any work as to nature of work, site conditions, means of access to the site etc. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the specifications. For site visit and any clarification / information/ assistance, the intending tenderers may contact Engineer-In-Charger/Order manager of Tata Power.

3.0 WARRANTY:

1. Warranty period of the structure material shall be of minimum 5 years after installation.
2. Warranty for LED & its driver shall be minimum 2 years after installation
3. Warranty for Cable & MCB shall be 1 years
4. Warranty for all parking paint shall be 1 years
5. Warranty for material & print of artwork/graphics shall be 2 years
6. Warranty for material & print of ACP sheet shall be 5 years

Any damage during warranty period shall be corrected at no extra cost. Non-standard work & quality related issues shall be corrected at no extra cost within timeline mentioned in SLA.

6. PROJECT MANAGEMENT & EXECUTION:

1. Vendor shall appoint project manager/supervisor for plan, monitor, supervision & control of work
2. Plan & Mobilization of skilled manpower shall be done by vendor as per project schedule
3. Vendor shall share timeline for execution of work & ensure adequate resource deployment to meet the execution plan.
4. Vendor has to ensure hazard analysis and job safety plan and also have a safety manager for monitoring and control of activities
5. Vendor shall apply for work permit, necessary clearance for starting the work from customer/location partner in coordination with TPEVCSL engineer.
6. Vendor's Project manager/site in-charge shall also inform & update status of work to TPEVCSL engineer at regular interval which shall be mutually agreed.

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7. Vendor's Project manager/site in-charge shall inform TPEVCSL engineer, Location partner/customer after completion of work and take signature on installation report. Format of survey, installation report will be shared by TPEVCSL engineer.

7. CLIMATIC CONDITIONS FOR INSTALLATION

- | | |
|--|---------------------------------------|
| a) Max. Ambient Temperature | : 55 deg.C |
| b) Max. Daily average ambient temp. | : 45 deg.C |
| c) Min Ambient Temperature | : -10 deg. C |
| d) Maximum Humidity | : 100% |
| e) Minimum Humidity | : 10% |
| f) Average No. of thunderstorm per annum | : 50 |
| g) Average Annual Rainfall | : 1150 mm |
| h) Average No. of rainy days per annum | : 60 |
| i) Rainy months | : June to Oct. |
| j) Altitude above MSL not exceeding | : 3500meters. |
| k) Wind Pressure | : 126 kg/sq m up an elevation of 10m. |
| l) Ambient Pressure | : 70 - 106 Kpa |

Atmosphere is generally laden with mild acid and dust suspended during dry months and subjected to fog in cold months. The design of the equipment and accessories shall be suitable to withstand seismic forces corresponding to an acceleration of 0.1g or more

8. TECHNICAL SPECIFICATION OF INSTALLATION ITEMS:

- **CABLE (ALUMINUM):**

- i. **CABLE (ALUMINUM):**

The cross linked polyethylene insulated (XLPE) Cable shall be manufactured and tested strictly in accordance With the Indian Standard IS 7098 (Part – I):1988 and its latest amendments. All material used in the manufacturing of cables shall be new and shall be selected as the best available for the intended use.

- ii. **CONDUCTORS**

The conductor shall be composed of aluminium wires All conductors shall be Class 2 stranded, compacted circular, Plain Aluminium, Grade H2/H4 as per IS 8130:1984. All conductors shall be of high electrical conductivity Aluminum as specified, conforming to requirement of relevant standards.

- iii. **INSULATION**

The insulating material shall be Cross Linked Polyethylene (XLPE) cured and applied by extrusion process as per IS-7098 (Part-I):1988 and its latest amendments. The insulation properties shall be stable under thermal conditions arising out of continuous operation at conductor temperature of 90 degree Centigrade rising momentarily to 250 Degree Centigrade under short circuit conditions.

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iv. CORE IDENTIFICATION

As per core identification clause refer IS 7098 Part (1) as specified below for each phase along the XLPE insulation.

1 core: Red.

2 core: Red, Black.

3 core: Red, Yellow, and Blue.

4 core: Red, Yellow, Blue and Black.

v. LAYING UP OF CORES

In twin, three and multi-core cables, the cores shall be laid up together with a suitable lay, the outermost layer shall have be right-hand lay and successive layer shall be laid with opposite lay. Where necessary, the interstices shall be filled with non-hygroscopic material. The lay up plan of multi cores shall be as per IS 7098 (Part-I):1988.

vi. FILLERS

Fillers or bedding used in multi-conductor cables shall be non-wicking and non-moisture-absorbing Thermoplastic material.

Fillers shall be so chosen as to be compatible with the temperature ratings of the cables and shall have no deleterious effect on any other component of the cable.

vii. INNER SHEATH

The laid up cores shall be provided with an inner sheath applied by pressurized extrusion process. It shall be ensured that it is as circular as possible. The inner sheath material shall be of polyvinyl chloride (PVC) compound conforming to the requirements of

type ST 2 compound of IS: 5831:1984 with latest amendments.

The inner sheath shall be so applied that it fits closely on the laid up cores and it shall be possible to remove it without damage to the insulation.

viii. ARMOURING

The armouring shall be applied over the inner sheath in multi core cables. The single core cables shall not be provided with armouring. The armouring shall be of galvanized round steel wires complying the requirements of IS: 3975:1999 along with latest amendments. The armour wires shall be applied as closely as practicable (less than the diameter of single wire in between the interstices). The direction of lay of the armour shall be left hand. When one or more layers of proofed plastic tape are applied over the laid up cores as a binder, the thickness of such tapes shall not be construed as part of the extruded inner sheath. The dimensions of armour round wires shall be as per IS-7098(Part-I):1988.

ix. OUTER SHEATH

The outer sheath shall be applied by extrusion process, It shall be tightly applied:

Over the insulation in case of unarmoured single core cables.

Over the armouring in case of armoured cables.

The outer sheath shall be of polyvinyl chloride (PVC) compound conforming to the requirements of Type

ST-2 of IS – 5831:1984 with latest amendments. The sheath shall be blue in color and ultraviolet protected for operation in direct sunlight. It shall be free from voids/bubbles/ bulges & mechanical scratches and damages. The thickness of the

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outer sheath shall be as per IS: 7098 (Part - I):1988. The outer sheath should be FRLS PVC Type, extruded black type of IS: 5831, 1984 (With FRLS Properties).

Cable Make: Polycab, KEC, KEI.

• **CABLE (COPPER:**

The PVC insulated cable shall be manufactured and tested strictly in accordance with the IS 1554 (Pat-1) and its latest amendments. All material used in the manufacturing of cables shall be new and shall be selected as the best available for the intended use. 1.1 kV stranded copper conductor, PVC insulated, extruded inner sheath, galvanized round wire armoured, extruded outer sheathed FRLS cable conforming to IS 1554 (Part 1) with latest amendment.

i. CONDUCTORS

The control cables shall be of annealed high conductivity stranded copper round conductors. The conductors shall comply with the requirements of IS: 8130.

ii. INSULATION

The conductor insulation shall be A type PVC insulation by extrusion process and shall comply with relevant IS 5831.

iii. INNER SHEATH

Inner sheath shall be of ST1 type PVC compound applied by extrusion process and shall comply with IS 5831.

iv. ARMOURING

All control cables shall be armoured as specified in IS 3975 and the armour should be of GI Steel round wires. The armour wires shall be applied as closely as practicable (less than the diameter of single wire in between the interstices). The direction of lay of the armour shall be left hand. When one or more layers of proofed plastic tape are applied over the laid up cores as a binder, the thickness of such tapes shall not be construed as part of the extruded inner sheath.

v. OUTER SHEATH

The outer sheath shall be of polyvinyl chloride (PVC) compound conforming to the requirements of Type ST-2 of IS – 5831:1984 with latest amendments. The sheath shall be blue in color and ultraviolet protected for operation in direct sunlight. It shall be free from voids/bubbles/ bulges & mechanical scratches and damages. The thickness of the outer sheath shall be as per IS: 7098 (Part - I):1988. The outer sheath should be FRLS PVC Type, extruded black type of IS: 5831, 1984 (With FRLS Properties).

vi. CORE IDENTIFICATION

The individual cores of multi core cables shall be coloured as per relevant IS. Where it is not possible to distinguish the cores by colour, coloured strip shall be applied on the

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cores or core nos. shall be marked on each core at regular intervals. All cables shall carry the manufacturer's name or trade mark, the cable size, voltage rating and year of manufacture at intervals not exceeding 100 meters. Running meter markings shall also be provided throughout the length of the cable.

Cable Make : Polycab, KEC, KEI.

- **Specification for Lugs:**

ALUMINUM LUGS:

The material of lugs should be Aluminium of 99.9% pure. Material of aluminium shall be as per IS: 5082:1991. Lugs is made of aluminium compression type tubular ends for termination of aluminium conductor of insulated cables. Edges and corners of aluminium lugs shall be free from burrs and sharp edges. Lugs is a connecting device with barrel accommodating respective conductor size of electrical cable and which has a fixing arrangement of termination by means of a bolt fixing or pin insertion in tunnel type terminal blocks and screwing.

Lugs, saddle - Axis, Johnson & other reputed manufacturer

Bimetallic Lugs: Construction refers to IS 5082: 1998

- **MCCB:**

MCCBs shall comply to latest standards of IS-13947-2 / IEC-60947-2. These MCCBs shall have high Mechanical & Electrical Endurance. All 3/4-pole MCCBs shall be suitable for 'ISOLATION' with positive contact indication for safety of Operating Personnel. Each current path and operating contact system of 3-pole MCCBs shall be of encapsulated design with double break /single break contacts on incoming and outgoing side of the current path. These MCCBs shall be of Current Limiting design to reduce impact of thermal stresses on Cables and down the line Electrical Distribution system, while opening on high fault currents.

All MCCBs shall have well defined and identified ON, OFF, & Trip Positions marked on front face of the MCCB in accordance with Indian and International standards. MCCBs shall have a 'Push to Trip' test button on front face to test healthiness of Trip unit. Phase Barriers shall be provided on all 3-pole/4 pole MCCBs to prevent travel of arc between phases during any short circuit fault, for maximum insulation between phases at power terminals and to maximize creepage distance between phases. MCCBs shall also be provided with suitable spreaders for easy termination of Aluminium bus bar / Copper bus bar links on them so as to save MCCBs from any damage. Phase Barriers & Spreaders shall be original part of approved MCCB makes. Test report to be provided of material used for phase barriers and spreader from MCCB supplier. Local similar phase barriers & spreaders shall not be accepted for superior connections between MCCB terminal with bus bars.

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MCCB Make: Siemens, Schneider, L & T & C&S

- **MCCB Enclosure/MCB Box:**

The MCCB shall be housed in an enclosure made of 1.6 mm thick sheet steel and shall be dust and vermin proof. The enclosure shall be provided with robust construction & an overall canopy on top for smooth draining of rain water. The enclosure shall be suitable for outdoor installation with IP-55 Degree of Protection. The MCCB mounted inside the enclosure shall be provided with extended insulated Aluminum links for tapping off multiple outgoing connections, designed for use on 230V, 1-phase and 415V, 3-phase, 4wire, 50Hz supply system. The pockets of aluminum links shall be sealed properly to avoid ingress of the moisture.

The enclosure shall have single door arrangement with concealed hinges so that door is not easily removable to avoid pilferage. It shall be so designed that when it is opened and other protective means, if any are removed, all parts requiring access for installation and maintenance, as prescribed by the manufacturer, are readily accessible. Sufficient space shall be provided inside the enclosure for the accommodation of external conductors from their point of entry into the enclosure to the terminals to ensure adequate connection. All parts shall be manufactured in accordance with latest relevant IS / IEC Standards.

MCCB : L&T, Schneider, Hevels,

- **RCCB/ ELCB / MCB /RCBO :**

The Earth Leakage Circuit Breaker (ELCB) , RCCB & The MCB (Miniature Circuit Breaker) is should be designed as per Standard IS 12640 (Part 1) : 2008

ELCB, MCB, RCCB make: Siemens, Schneider, L & T & C&S

Energy Meter: L&T, Secure, L & G, Genus

GENERAL TECHNICAL SPECIFICATION & STANDARD:

- a. MS Structural material- IS-4923 & IS 1387/ IS-2062
- b. ACP sheet- HS Code 76061130
- c. MCB- IS 12640 (Part 1) :2008 : Residual current operated circuit breakers
- d. Cable- IS 694:1990/Updated Indian Standard
- e. Roofing material-0.65 thickness, galvanized sheet with blue paint coated, ISI marked
- f. Vinyl material-Eco solvent print,
- g. Parking paint- Oil based paint suitable for concrete, hard surface
- h. Paint for artwork/graphics- UV Print
- i. Stopper- as per Indian Standard/AIS_145_F
- j. Bollard- IS 3381 (1965):
- k. All Nut & Bolt, screw shall be SS316/ IS 1364-1 (2002)/ Is.1363.3.2002
- l. Welding: ISO 15607 : 2003

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m. PVC Pipe-IS 4985:2000

APPROVED MAKE & MODEL OF MAJOR ITEMS:

ACP sheet: EUROBOND, SHERABOND

Parking Paint- Nerolac , Asianpaint, Berger

Roofing Material- Tata Bluescope, Everest

MS Structural material-Tata, Jindal, Bhushan steel

LED-Philips, Wipro, Syska, Omron etc or any reputed make

Vinyl-3M

MCB-Schneider , Siemens, ABB, L&T

Cable-Filolex, Havel's, Polycab, KEI

MCB BOX-Havel's, Legrand

Stopper- Pravina Enterprises, Taheri Enterprises, National Safety Solution

Bollard- Mayur Industrial Corporation, Kt Automation Private Limited, Mase Enterprises

Parking painting- Approved Brands: Nerolac, Asian Paints, Berger.

MS structure painting- Approved Brands: Apply one coat of red oxide primer followed by two coats of PU/Deco paint. Paint Make: Jotun, Asian Paints, Berger

9. MATERIALS TRANSPORTATION & SURVEY SCOPE AND COST:

The scope of work under the subject line item includes Survey, transportation, loading, unloading, freight - insurance, storage, other services and delivery at site, across Pan India from the nearest city as per the Annexure-2 (listed 100 city) to the proposed charger location. The Contractor shall at its own risk and expense transport all the Plant and Equipment and the Contractor's Equipment to the Site by the mode of transport that the Contractor judges most suitable under all the circumstances.

No other cost will be charged to TPC by the vendors.

10. QUALITY TESTS AT FACTORY & SITE:

- **Cable (Aluminium): All the type test for cable to be conducted w.r.t IS 7098 Part 1 & 2. Type test report from CPRI / ERDA / NABL Accredited laboratory. Type test shall have been conducted in certified Test Laboratories during the period not exceeding 5 years from the date of opening the bid. In the event of any discrepancy in the test reports i.e. any test report not acceptable or any/all type tests not carried out, same shall be carried out without any cost implication.**

TYPE TESTS

- a) Tests on Conductor
 - i) Tensile test
 - ii) Wrapping test
 - iii) Resistance test

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- b) Test for armouring wires
 - i) Dimensional check
 - ii) Elongation at break
 - iii) Torsion test
 - iv) Uniformity of zinc coating
 - v) Mass of zinc coating
 - vi) Resistivity
- c) Test for thickness for insulation and sheath
- d) Physical tests for insulation
 - i) Tensile strength and elongation at break
 - ii) Ageing in air oven
 - iii) Hot set test
 - iv) Shrinkage test
 - v) Water absorption
- e) Physical tests for outer sheath
 - i) Tensile strength and elongation at break
 - ii) Ageing in air oven
 - iii) Loss of mass in air oven
 - iv) Shrinkage test
 - v) Hot deformation
 - vi) Heat shock test
 - vii) Thermal stability
- f) Insulation resistance (Volume resistivity) test
- g) High voltage test
- h) Flammability test

ROUTINE TESTS

- a) Conductor Resistance test
- b) High Voltage test.

- **Cable (Copper): All the routine and Type test should be as specified in IS 1554 (Part1) and the bidder shall furnish the type test certificates of the conductor for the tests as mentioned above as per the corresponding standards. All the tests shall be conducted by CPRI/ERDA or in any international laboratory as per the relevant standards. Type test should have been conducted in certified Test Laboratories during the period not exceeding 5 years from the date of opening the bid.**
- **Aluminium lugs: All type test & Routine test of lugs shall be conducted as per IS 8309:1993. Type test to be conducted from NABL Accredited laboratory.**
- **TYPE TEST:**

The following tests shall constitute the type tests and shall be carried out as per IS 8309:1993.

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- 1) Chemical Composition Test.
- 2) Electrical Conductivity test.

ROUTINE TEST:

- The following tests shall be conducted as per IS 8309:1993. Routine test to be done on the 20 random samples taken from the offered lot material for the purpose of acceptance of that lot of material.
- a) Dimension of all type of Lugs as per IS 8309:1993.
 - b) Electrical Conductivity test.
 - c) Surface Finish.
 - d) Flattening Test.

Bimetallic Lugs: Tests refers to IS 5082: 1998

MCCB: All type test & Routine test of lugs shall be conducted as per IS 13947-1-1993 / IEC 60947-1-1988 & IS 13947-2-1993 / IEC 60947-2-1989. Type test to be conducted from CPRI / ERDA /NABL Accredited laboratory.

Type Tests for MCCBs

- e) Tripping Limits & Characteristics
- f) Operational & Overload Performance Capability
- g) Short Circuit Breaking/Making capacities
- h) Dielectric Properties test

Type Tests for Enclosure:

- i) Temperature Rise Test
- j) Dielectric Properties test
- k) Degree of Protection of enclosure.

Routine Tests for MCCB:

- a) Mechanical & electrical Operation
- b) Calibration of Releases.
- c) Continuity of circuit.
- d) Dielectric withstand.

Routine Tests for Enclosure:

- a) Dielectric tests
- b) Verification of clearances
- c) Dimensional Checks
- d) Demonstration for mounting arrangement with different makes of MCCB.

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- RCCB/ ELCB / MCB: The Earth Leakage Circuit Breaker (ELCB), RCCB & The MCB (Miniature Circuit Breaker) should be tested as per Standard IS 12640 (Part 1) : 2008

Energy Meter : Test to be conducted for Energy Meter as per IS 13779 (Latest Amendment).

11. PERFORMANCE REQUIREMENTS:

Prototype testing at Tata Power laboratory

In case the bidder is unable to meet the above performance requirements, even after utilizing opportunities for correction, the system is liable to be rejected.

Bidder to note that the instruments required for carrying out the Performance Guarantee test is included in the scope of supply on returnable basis. PG shall be conducted as per the approved PG test procedure, Bidder shall prepare and submit the PG test procedure for owner's approval after award of contract.

The charger and firmware shall support remote firmware update over the air. OEM shall provide the new firmware release to Tata Power which shall be uploaded into the chargers at field, remotely.

12. WARRANTY OF THE SUPPLY MATERIALS:

The vendor shall provide warranty to all the materials supplied by them for a minimum period of **1** years, commencing upon the date of Commissioning Except Branding & Civil Works. The warranty must include all materials, equipment, tools, labour and incidentals necessary to complete such repairs or replacements.

The vendor will comply to the agreed Health checking Maintenance schedule to ensure compliance to availability performance parameters specified in the commercial terms and conditions.

Further, there shall be a Defect Liability Period (DLP) of **1 year** after the expiry of warranty.

The Product/Services warranty provisions will cover the following:

All parts are fit for purpose and meet or exceed the technical specifications.

Free from defect in design, material and workmanship and remain so for the duration of the **2-year** warranty period

Suitable for the intended use of the EV chargers in Pan India Locations (In door & Outdoor Installations)

Conform with all laws & regulations in India and the state in which the installation of the Products is provided

Products will be provided in accordance with recognized professional standards

Supplier will provide on-site technical support after a fault being reported. Supplier will then when required uninstall and replace the unit during the visit. A new hardware unit will be

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delivered and installed by Supplier following the faulty unit being returned. Vendors shall also conduct necessary Root cause analysis for the defects & submit to TPC & plan for corrective action. **Siemens, Schneider, Havells & C&S**

13. DRAWINGS AND DOCUMENTS

Following drawings & Documents shall be prepared based on Purchaser specifications and statutory requirements and shall be submitted with the bid:

- a) Completely filled-in Technical Parameters.
- b) General description of the equipment and all components including brochures
- c) General arrangement drawings
- d) Single Line Diagram
- e) Bill of material
- f) Type Test Certificates
- g) Experience List
- h) Foundation fixing drawings.
- i) Manufacturing schedule and test schedule

All the documents & drawings shall be in English language.

14. PACKING & DISPATCH:

The materials shall be packed by wooden planks/cardboard box with proper water resistance polythene pack inside of the box. The wooden box/cardboard shall be of suitable thickness to protect against damage in transit and in such a way that individual units can be dispatched at a time complete in all respect so that erection is not held up for want of any equipment. The packing shall comply to Indian weather condition for maintain inventory/stocking for 2 yrs or more.

15. GUARANTEED TECHNICAL PARTICULARS OF CHARGER & OTHER INSTALLATION ITEMS:

Vendor shall provide compliance to all technical requirement of the chargers BOM all materials

16. PERFORMANCE SLAS FOR SURVEY DELIVERY. INSTALLATION/COMMISSIONING

The following Service Level Agreement (SLA) shall be applicable for chargers:

- a) Site survey to be conducted within 48 hours for Tier-1 cities (Metro/Hub City) of getting new enquiry.
- b) Site survey to be conducted within 120 hours for Tier-2 cities (Major cities/State capital/ within 300 KM of State capital) of getting new enquiry.
- c) Site survey to be conducted within 168 hours for rest of cities of getting new enquiry.
- d) Survey report along with estimate for installation to be submitted within 48 hours

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of survey.

- e) Vendor shall plan & coordinate with TPC Engineer/Location partner/customer for prior appointment for survey.
- f) Vendor shall inform TPC engineer for any hold up for survey with proper reason & proof & get next survey date.

Service Level Agreement (SLA) for EV Charger, Power Infra, Branding Operation & Maintenance Works				
Sr.No	Defined Parameter	Service Level Requirement	Validation Procedure	Penalty
1	Site Survey visit/Manpower arrangements	Site Survey visit/Manpower arrangements to be done upon receiving initial enquiry.	within 48 hours for Tier1 city, within 120 Hrs for Tier 2 city, within 168 Hrs for other cities	1 % of (Supply + Services Cost) for every day delay, maximum up to 10 %
2	Resolution of Service Issues : Minor Issues including. Onsite technical support to bring back charger into service upon receiving a complaint	Any minor service issue arising in the charger need to be resolved within 6 hrs. from intimation	Hours shall be calculated from the instant of intimation	NA
3	Resolution of Service Issues : Major Issue Attending all HT /LT Power supply failure, EV charger infra, Maintenance pit,MCC Panel, LTDB, Metering Cubicle, charger maintenance pit, DTR-DP, Storage area & office area at Depot locations complaints (Onsite technical support to bring back charger into service upon receiving a complaint	Any major service issue should be resolved within 24 hrs from the intimation. Including replacement of Spares(in Tier I cities.) TIER 1 cities should include all the State and UT Capitals and Metro cities	If spares are required, placement of the spares P.O. or mail intimation by Tata Power, whichever is earlier; if spares are not required, acknowledgement of the issue and raising of the service ticket by Tata Power. Hours shall be calculated from the instant of intimation	Occurrence of Major Issue shall be considered as charger unavailable and penalty will be applicable per day of delay as per Sr. No. 1
	Resolution of Service Issues : Major Issue Attending all HT /LT Power supply failure,EV charger infra, Maintenance pit,MCC Panel, LTDB, Metering Cubicle, charger maintenance pit, DTR-DP, Storage area & office area at Depot locations complaints (Onsite technical ,Onsite technical	Any major service issue should be resolved within 48 hrs from the intimation. Including replacement of Spares(in all other cities.)	If spares are required, placement of the spares P.O. or mail intimation by Tata Power, whichever is earlier; if spares are not required, acknowledgement of the issue and raising of the service ticket by Tata Power. Hours shall be	Occurrence of Major Issue shall be considered as charger unavailable and penalty will be applicable per day of delay as per Sr. No. 1

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	support to bring back charger into service upon receiving a complaint		calculated from the instant of intimation	
4	Supply, Installation, and Erection of Charger Components including SPD, MCB, MCCB, Lightning Arrester (LA), HG Fuse Unit, CT/PT, HRC Fuse, Bus Bar, Metering Arrangement, Earthing System, and complete Power Connection Infrastructure along with all associated accessories required for Charger and EV Infrastructure Development in Tier-1 Cities, State Capitals, and other locations	Replacement of all components associated with the Supply, Installation, and Erection of Charger Infrastructure—including SPD, MCB, MCCB, LA, HG Fuse Unit, CT/PT, HRC Fuse, Bus Bar, Metering, Earthing System, and complete Power Connection Infrastructure—due to any damage or failure under any circumstances shall be covered under the warranty cost for installations in Tier-1 cities and all other cities, including all State & UT Capitals and Metro Cities.	Any damage or failure of charger components—including SPD, Power Connection Infrastructure, MCB, MCCB, Lightning Arrester (LA), HG Fuse Unit, Earthing System, CT/PT, HRC Fuse, Bus Bar, Meter, and all other associated accessories related to Charger and Infrastructure Development Works—shall be rectified or replaced within 24 hours from the time of intimation.	penalty shall be levied as per Sr. No. 1
5	All works shall be carried out in strict compliance with Permit to Work (PTW), Job Safety Analysis (JSA), Lockout–Tagout (LOTO), Contractor Safety Management (CSM), PPEs, and other applicable safety protocols. The contractor shall ensure compliance with Quality & Safety Audits and all statutory requirements as per DISCOM/TPEVCSL safety standards. The contractor shall provide valid identification cards to all deployed personnel as	100% compliance shall be ensured	All activities at site shall be monitored through proper performance control and documented records. LOTO (Lockout–Tagout) procedures shall be implemented in mutual coordination as per safety guidelines, and all related reports and records shall be submitted to the Project Manager for review and documentation.	NA

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	per the guidelines of DISCOM/TPEVCSL.			
6	The contractor shall provide training to all operators covering operation, routine maintenance, and troubleshooting procedures, with the objective of developing multiskilled personnel capable of handling operational and technical issues effectively.	100% compliance shall be ensured as per Tata Power norms for HT/LT installations, including Operation & Maintenance (O&M) activities and adherence to all applicable statutory regulations. Personnel deployed for the work shall possess valid TPSDI certifications, which shall be renewed or updated half-yearly or as per requirement.	Valid TPSDI certificates of all deployed personnel shall be maintained and recorded in a structured Training Record format, including details such as employee name, certificate number, training completion date, and certificate validity period, for verification during audits and compliance checks.	NA
7	Availability of critical spare required for warranty	List of Critical Charger Spare required to maintain charger availability to be provided Separately by charger OEM. Critical spares as per the list shall be maintained at each Zone/Location	Monthly report of Critical Spare availability and spare consumption data to be provided	Any downtime of charger due to unavailability of spares shall be considered as charger unavailable and penalty shall be levied as per Sr. No. 1

17. QUALITY QA DOCUMENTATION:

All the quality assurance checks shall be conducted in the field as per approved Field Quality Plan (FQP) shall be documented properly and signed by the quality engineer of the agency & countersigned by owner representative and shall be kept for future reference.

These documents shall be maintained by vendor representative in proper order and shall be made available at site for verification by Quality Monitors during inspection.

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18. WARRANTY / DEFECTS LIABILITY PERIOD:

Contractor/Vendor shall guarantee the performance of the entire system for any defects in design, manufacturing, material, workmanship and satisfactory performance as per the Technical Specifications, good engineering practices and applicable standards and codes for a minimum period of 24 months (i.e. Defects Liability Period) reckoned from the date of commissioning and take-over of the system by Owner/its customers. Any material supplied by Contractor / service defects / performance defects observed during the above said Defects Liability Period shall be rectified by the Contractor free of cost. For the matter of clarity, items like screen, gun etc. will be covered in warranty for design, manufacturing, material, workmanship and satisfactory performance defects. However, non-performance due to physical damage from mishandling / wrong usage etc. shall be exempted and such issues will be dealt on case-to-case basis as per merit. Consumables shall be exempted from warranty.

- a. For items specified for longer guarantees / warranties in the Technical Specifications than those stated above, the period of guarantees / warranties as specified in the Technical Specifications shall prevail.
- b. Any item failing or found defective during the guarantee period shall be replaced / repaired free of cost as per the SLA upon intimation to the Contractor.
- c. In case of any failure / shortfall in meeting the performance guarantee parameters of the system, the Contractor shall have the first and sole responsibility for rectification / restoration of the performance to the desired levels. The Contractor shall in turn liaise and recover the costs and damages it may suffer to restore the performance guarantee failures / shortfalls from the suppliers under the assigned performance guarantees.
- d. Owner shall have the right to take actions it deems fit to repair or replace part or full of equipment in case the Contractor fails to rectify such defaults / shortfalls in the Performance Guarantee parameters within the stipulated time and recover such costs from the Contractor. Owner shall also have the right to forfeit the security deposit / bank guarantees / account payables to the Contractor towards recovery of such costs.

19. INVENTORY CARRYING BY CONTRACTOR / SURGE DEMAND COMPLIANCE:

Contractor must be able to meet some surge demands and hence he must deliver at least 12-15% of the Outline Agreement (OLA) quantities within the lead times once CRO is placed (i.e. around 1.5 – 2 months of annual business / OLA value) failing which it shall be treated as contract default. LD for delay in case of CROs up to 15% of annual OLA shall also be applicable. However, if the surge demand is more than 15% and it is understood that Contractor may not be able to suddenly meet the surge demands beyond the planned value given to him as OLA.

- 3.1 Contractor cannot refuse higher quantity than the average in case of surge demands except that delivery timelines for the surge demand beyond 15% can be mutually negotiated. In such a scenario where Contractor agrees to meet such surge demand CRO, LD on the surge portion i. e. beyond 15% per month shall be waived.
- 3.2 To meet sudden demands, Contractor shall arrange to at all times maintain a minimum inventory of 5% of the OLA annual quantity as inventory with their works / warehouse in India for which Contractor will be assured for purchase during the

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tenure of contract / before expiry.

4.0 INSURANCE:

4.1 Contractor shall take Comprehensive All Risk (CAR) for its and its sub-contractor's manpower, material, vehicles and infrastructure etc. for adequate sums as may be deemed necessary for the execution of Contract which shall cover all its manpower / material / resources including 3rd party general liability insurance / workmen compensation policy as applicable. In the event of any damage etc., which may take place, Contractor will make all claims by himself (Owner may support in documentation if required). Any difference between the claims settled and the actual loss of value to Owner shall be borne by the Contractor.

20. MANUFACTURING ACTIVITIES

The successful bidder will have to submit the bar chart for various manufacturing activities clearly elaborating each stage, with quantity. This bar chart should be in line with the Quality assurance plan submitted with the offer. This bar chart will have to be submitted within 15 days from the release of the order

21. SPARES, ACCESSORIES & TOOLS

Bidder shall provide list of accessories and tools required for erection & maintenance along with the installation procedure.

22. DRAWING

Following drawings & Documents shall be prepared based on Purchaser specifications and statutory requirements and shall be submitted with the bid:

- a) Completely filled-in Technical Parameters.
- b) General description of the equipment and all components including brochures
- c) General arrangement drawings
- d) Single Line Diagram
- e) Bill of material
- f) Type Test Certificates
- g) Experience List
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23. BILL OF MATERIAL

Attached -ANNEXURE-1

24. HSE REQUIREMENT FOR CONTRACTOR

a) General HSE Requirements:

The Contract Works shall be always undertaken in compliance with the HSE Requirements

- In case any requirement contained in this document is lower than the local Law, the local Law shall apply.
- In case of compliance to any requirement contained in this document would result in a breach of the Law, then the corresponding requirement is not applicable.

The Contractor is responsible for ensuring that Contractor Personnel, Personnel of its own contractor(s) and any visitor to site, are fully aware of and always comply with the HSE Requirements of Tata Power during performance of the Contract Work or whilst on Site, including the procedures to be followed in case of emergency. It is the responsibility of the contractor to include TATA Power HSE requirements in the legal agreement established with its own contractors.

The Tata Power reserves the right to verify that the Contractor and all Contractor Personnel meet the HSE Requirements.

The Contractor shall attend HSE meeting arranged by the Tata Power to communicate and discuss HSE issues.

b) Risk Assessment, Permit to Work and Method Statements

The contractor shall conduct suitable and sufficient risk assessments and prepare method statements for all activities to be carried out by the contractor and a permit to work must be obtained for all high-risk activities. No activity shall proceed without authorization by the relevant authority of the related risk assessment documentation and method statement. The permit receiver and issuer must inspect the works covered under the permit to work.

c) Personal Protective Equipment (PPE)

The Contractor shall ensure at their own cost that each member of Contractor Personnel is provided with the correct Personal Protective Equipment or clothing for the Contract Works to be carried out, including but not limited to safety shoes, safety helmets, long pants, long sleeved shirt, gloves, aprons, high visibility clothing, masks, safety glasses, goggles, ear plugs, double lanyard safety harnesses, etc., as may be required by risk assessment.

All PPE used shall always be in accordance with internationally recognized standards and the Law.

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d) Audit and Inspection

The Tata Power reserves the right to carry out or have carried out any audits and/or inspections it considers necessary during the contract duration. These audits may take place at the Site or, where relevant, on the premises of the Tata Power or the Contractor.

e) EHS Reporting

The Contractor shall immediately notify the Tata Power HSE department of any environmental incident, injury, illness, near-miss, unsafe condition or practice and any loss or damage to the Tata Power property, environment including incidents related to the Contractor Personnel.

f) Working at Height

All persons working at height, supervising Work at Height activities, or involved in designing fall prevention or fall protection measures must be subject to formal competence check by the Contractor to ensure necessary training, experience, and qualification prior to commencing work.

g) Lifting Operations

The Contractor shall prepare a lifting plan, checked, and submit for authorization by Contractor's competent authorized persons prior to any lifting operation and formally communicated to all persons undertaking the work.

h) Lockout Tagout Tryout ("LOTOTO")

Prior to performing work on machines or equipment or panel, the Contractor shall ensure that all energy sources are isolated and verify the absence of residual energy (e.g.: by using specific voltage detecting device for electricity). At any time, the Contractor shall follow the Site-specific LOTOTO and Permit to Work rules. The Contractor must ensure that all their affected Contractor Personnel receive the necessary training.

i) Fire Protection and Prevention

Routine hot works should be described in the Contractor Risk Control Plan. Non-routine hot works are submitted to daily hot works permits given by the relevant authority. Full and unrestricted access to emergency exits, fire-fighting equipment, fire control and emergency vehicles shall be always maintained. The Contractor shall provide, install, and maintain their own temporary fire protection against hazards they introduce to the site.

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25. SCHEDULE OF DEVIATIONS

(TO BE ENCLOSED WITH THE BID)

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

S No.	Clause No.	Details of deviation with justifications

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

Seal of the Company:

Signature

Designation

26. ENCLOSED

1. **Bill of Materials (BOM)**
2. **List of 100 Cities (Project Locations)**
3. **Standard Formats & Checklists** for Survey, Installation, Operation & Maintenance (O&M), Preventive Maintenance (PM), Power Connection, etc.
4. **Civil & Structural Drawings / Design** for Canopy, Backdrop, Charger Shade, Instruction Board, Parking Marking, Bollards, etc.
5. **FAT (Factory Acceptance Test), SQP (Supplier Quality Plan) & FQP (Field Quality Plan) Documents**
6. **Power Infrastructure Drawings & Designs**, including TPEVCSL and DISCOM-approved drawings, GTP (Guaranteed Technical Particulars)
7. **MCC Panel Drawings & Design Documents**
8. **Standard Operating Procedure (SOP) for Equipment Shifting**
9. **Underground Layout Drawings (Cable Routing, Earthing, etc.)**
10. **Tools & Tackles List for Execution and Maintenance Activities**
11. **Annexures (Annexure-1, 2, 3, 4)** – Detailed supporting documents and formats
12. **FQP, FAT, SQP**

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ANNEXURE III
Schedule of Deviations

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

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

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

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

Seal of the Bidder:

Signature:

Name:

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ANNEXURE IV

Schedule of Commercial Specifications

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

S.no	Particulars	Bidder's Response
1	Prices Firm or Subject to Variation (If variable indicate the price variation clause with the ceiling if applicable)	Firm / Variable
2	If Variable Price Variation on Clause given (if Yes indicate the Price Variation Ceiling in %)	Yes / No
3	Delivery Terms Acceptable	Yes / No
4	Guarantee Clause Acceptable	Yes / No
5	Terms of Payment Acceptable	Yes / No
6	Performance Bank Guarantee Acceptable	Yes / No
7	Liquidated Damages Clause Acceptable	Yes / No
8	Bid Validity Acceptable	Yes / No
9	Inspection during Stage of Manufacturing	Yes / No
10	Rebate for Increased Quantity	Yes / No
11	Change in Price for Reduced Quantity	Yes / No

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ANNEXURE V

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

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

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



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ANNEXURE VI

Acceptance Form for Participation in Reverse Auction Event

(To be signed and stamped by the bidder)

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

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

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

Signature & Seal of the Bidder



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ANNEXURE VII
Inspection Test Plan

NA

CONFIDENTIAL



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Annexure VIII
General Conditions of Contract

Attached as Annexure to this document.

CONFIDENTIAL

The Tata Power Company Limited is hereunder referred to as the "Owner" or "Company". The person, firm or company offering the services, the subject of this order is referred to as "Contractor". The subject of this order is hereinafter referred to as the "Work".

"Sub-Contractor" means any person named in the Contract as a Sub-contractor, sub-vendor, manufacturer or supplier for a part of the Works or any person to whom a part of the Works has been subcontracted and the legal successors in title to such Person, but not any assignee of such Person.

The Contract shall mean the contract as derived from the following:

1. Work Order (with 'Commercial Notes' and Annexures to the Work Order referred thereon)
2. Scope of Work.
3. General Terms & Conditions - Service

The documents including all reference document (s) and Annexures forming the Contract are to be read together as a whole and are to be taken as mutually explanatory, provided however, in the event of any inconsistency or discrepancy between the aforementioned documents, the order of precedence in interpretation of the documents shall be as set out above. For the avoidance of doubt, it is clarified that the terms set forth in the Work Order (with 'Commercial Notes' and Annexures to the Work Order referred thereon) shall take precedence over the terms set out in the Scope of Work, which shall in turn take precedence of the terms set out in the General Terms & Conditions – Service.

1. Contractor's obligation:

- 1.1 Contractor warrants that it is a competent, qualified and experienced contractor, equipped, organised and financed to perform and complete the services in the operating area in an efficient and professional manner and capable of meeting all the requirements of the Contract.
- 1.2 The Contractor has the overall responsibility of executing the contract, conducting Planning, Job Scheduling, Maintenance Planning, Maintenance Job Scheduling, executing the Work and maintenance jobs as per the Scope of work & schedule.
- 1.3 Except to the extent that it may be legally or physically impossible or create a hazard to safety, the Contractor shall comply with the Owner's representative(s) instructions and directions on all matters relating to the Work.
- 1.4 Contractor shall at all times have full responsibility for control of the Equipment and for the direction and supervision of operations being carried out under the Contract.
- 1.5 In the performance of the Work, Contractor shall be and act as an independent Contractor fully responsible and accountable for the proper execution of its responsibilities, obligations and

liabilities under this Contract and for its own acts and the acts of its Sub-Contractors and the Personnel. Owner's supervision, examination or inspection of the (performance of the) Work or omission to carry out the same shall not be construed in any manner whatsoever as relieving Contractor from its responsibilities, obligations or liabilities under this Contract.

- 1.6 Contractor shall submit list of tools & tackles with details of make, year of manufacturing, valid certification to the Project Manager/ User for their approval.

Project Manager may during the execution of project inspect & verify that the tools & tackles are as per the qualification requirements approved by him and will have right to seek replacements in case of any discrepancies. The Contractor shall always comply with such directives.

- 1.7 Contractor shall engage Tata Power Skill Development Institute (TPSDI) certified labour force at the site for execution of the job. Requirement & fees for TPSDI certification shall be as per Company Policy.
- 1.8 Contractor shall take full responsibility for the protection and security of Owner's materials and equipment while such materials and equipment are temporarily stored in Contractor's facility or otherwise in Contractor's custody.
- 1.9 All notices, instructions, information, and other communications given by the Contractor to Owner under the Contract shall be given to the Order Manager/ Owner's representative, except as otherwise provided for in this Contract.
- 1.10 The Contractor shall make its own arrangements for movement of personnel and equipment, within and outside the sites / units / offices at the various locations covered by the Contract.
- 1.11 The Contractor shall acquire in its name all permits, approvals, and/or licenses from all local, state, or national government and other statutory authorities and/or public service undertakings that are necessary for the performance of the Contract.
- 1.12 Neither the Contractor nor its personnel shall during the term of this Contract, engage in any business or professional activities in India/abroad which would conflict with the activities assigned to them under this Contract.

2. Service Warranties:

Contractor warrants that all services performed for or on behalf of Owner will be performed in a competent,

workmanlike manner and shall be free from faults and defects. Said warranties shall be in addition to any warranties of additional scope given by Contractor to Owner. None of said warranties and no other implied or express warranties shall be deemed is claimed or excluded unless evidenced by a change notice or revision issued and signed by Owner's authorized representative.

3. Compliance of Local Laws:

Contractor shall be responsible and shall comply with the provision of all the Statutory Acts Applicable. Special attention of the Contractor is drawn towards the compliance of provision of the following statues: (along with the latest amendments/additions, as applicable):

- a) The Child Labour (Prohibition and Regulation) ACT, 1986.
- b) The Contract Labour (Regulation and Abolition) ACT, 1970.
- c) The Employee's Pension Scheme, 1995.
- d) The Employee's Provident Funds and miscellaneous provisions Act, 1952.
- e) The Employees State Insurance Act, 1948.
- f) The Equal Remuneration Act, 1976.
- g) The Industrial Disputes Act, 1947.
- h) The Maternity Benefit Act, 1961.
- i) The Minimum Wages Act, 1948.
- j) The Payment of Bonus Act, 1965
- k) The Payment of Gratuity Act, 1972.
- l) The Payment of Wages Act, 1936.
- m) The Shops & Establishment Act, 1954.
- n) The Workmen's Compensation Act, 1923.
- o) The Employer's Liability Act, 1938.
- p) and any other applicable statutory act

Site Specific requirements shall be as Annexure at I. The compliance to these Site Specific requirements shall not absolve the Contractor of its obligation to comply with the Owner's Contractor Safety Management Policy.

4. Owner's Obligation:

- 4.1 The order manager (As specified in the 'Commercial Notes') shall have the authority to represent Owner on all day-to-day matters relating to the Contract or arising from the Contract. All notices, instructions, orders, certificates, approvals, and all other communications under the Contract shall be given by the order manager, except as otherwise provided for in this Contract. The order manager may appoint the Engineer-In-Charges for different areas for monitoring the work progress, inspections and signing of bills.

- 4.2 Owner shall ensure the availability of site access, all information and/or data to be arranged/ supplied by Owner to the Contractor for execution of the Work. The terms on which the Contractor shall be allowed access to the site shall be specified by the Owner prior to commencement of the execution of the Work and thereafter shall be governed in accordance with such policies as the Owner may provide in writing to the Contractor from time to time.

5. Contractor's/ Sub-contractor's employees:

- 5.1 The Contractor shall engage appropriately qualified persons to provide the services with the prior approval of Owner. Owner may withhold such approval for any reason whatsoever.

- 5.2 The Contractor hereby represents and warrants that:

- i) the personnel are duly qualified, and are, and will remain, sufficiently qualified, careful, skilful, diligent and efficient to provide the services to Owner; and
- ii) the Services will be rendered carefully, skilfully, diligently and efficiently, and to the professional standard reasonably expected by Owner of a contractor qualified and experienced in providing services substantially the same as the Services.

- 5.3 The Contractor must ensure that the Contractor's personnel conduct themselves in a proper manner and comply with the procedures and all policies, regulations and directives of Owner including any occupational, health and safety policies and the relevant prevailing laws and regulations in the Country of operations and specifically in the area where Work is being executed.

- 5.4 Owner may inform the Contractor to immediately remove Contractor's personnel from the relevant premises in the event of misconduct or incompetence on the part of the Personnel. The Contractor shall at all times remain liable for all acts and/or omissions of its Personnel.

- 5.5 It is made clear that no relationship of Owner and employee is created between Owner and the Contractor's resident engineers, employees and no claim for employment of any such personnel shall be tenable or entertained.

6. Title of Property:

- 6.1 Unless otherwise provided in this order or agreed to in writing, property of every description including but not limited to all tooling, tools, equipment and material furnished or made available to Contractor, title to which is

in Owner, and any replacement thereof shall be and remain the property of Owner. Such property other than material shall not be modified without the written consent of Owner. Such property shall be plainly marked or otherwise adequately identified by Contractor as being owned by Owner and shall be safely stored separately and apart from Contractor's property.

6.2 Contractor shall not use such property except for performance of work hereunder or as authorized in writing by Owner. Such property while in Contractor's possession or control shall be listed in writing and kept in good condition, shall be held at Contractor's risk, and shall be kept insured by Contractor, at its expense, in an amount equal to the replacement cost with loss payable to Owner. To the extent such property is not material consumed in the performance of this order, it shall be subject to inspection and removal by Owner and Owner shall have the right of entry for such purposes without any additional liability whatsoever to Contractor. As and when directed by Owner, Contractor shall disclose the location of such property, prepare it for shipment and ship it to Owner in as good condition as originally received by Contractor, reasonable wear and tear excepted.

7. Work Completion schedule:

Contractor shall plan and execute the Work in accordance with a detailed schedule mutually agreed upon by the Parties (Owner and Contractor).

8. Contract Price and Payment:

8.1 The Contract Price shall be a firm & fixed Contract Value for the Work inclusive of all the taxes, levies & duties and shall remain firm till the validity of this contract.

8.2 Unless Specifically stated elsewhere in the contract, the Contractor is solely liable for payment of , and warrants that it will pay, or ensure the payment of all taxes imposed, assessment made in relation to the Work.

8.3 An amount as stated in the table below shall be retained towards Contractor's safety performance against every RA bill:

Contract Value	Retention Amount (%)
Upto Rs. 10 lakhs	2.5
Above Rs. 10 lakhs and below Rs. 50 lakhs	2
Above 50 lakhs and upto Rs. 10 Crores	1.5
Above Rs. 10 Crores	1

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The above mentioned safety retention shall be over and above any other retentions/ deferred payments as may have been specifically agreed in the Contract.

8.4 For Contract Price Rs. 1 crores or above and Contract Completion Schedule 12 months or more, the above safety retention will be released half yearly against the Safety Performance Score (methodology for evaluation enumerated in the Safety Terms & Conditions attached as Appendix to this General Terms & Condition) which will be evaluated by the Order Manager every month. For all other contracts, the above said safety retention shall be released along with the final settlement only at the end of the contract period.

8.5 The Owner shall have the right to stop any work which in its opinion is not meeting the safety standards/ guidelines of the Owner and good engineering practice. The Contractor shall not be eligible for and shall not be granted any extension in Completion Schedule due to such stoppage of work by the Owner.

8.6 The above retention towards safety shall not absolve the Contractor of its liabilities including statutory liabilities towards safety violations, injury or death (whether by accident or otherwise). An amount between Rs. 5 to 50 lakhs as deemed appropriate by Owner's appointed Committee for incident investigation and/ or as determined by statutory authorities (whichever higher), will be payable by the Contractor in case of such severe incidents of injury leading to loss of property or partial/ permanent disablement (e.g. loss of limb/s, vision etc.) or death.

8.7 Notwithstanding anything else stated in the Contract, the Contractor shall be liable for termination without any notice and without recourse to Owner in case of three (3) or more severe safety violations. There shall be no termination fees/ compensation payable to Contractor for such termination.

8.8 In case the Contractor achieves 100% on the Safety Performance Score, the Contractor shall be awarded a discretionary bonus of 1% of invoiced value subject to a maximum of Rs. 50 lakhs towards Safety Performance.

8.9 Payment shall be released within 60 days of submission of error free invoice with supporting documents duly certified by the Order Manager/ Engineer-in-Charge after deducting taxes at source as prescribed under the applicable law, income – tax or other deductions under the state value added tax laws . If such payment release

day falls on a holiday of Owner, payment will be released on the next working day. Against deduction of statutory taxes, tax deduction certificates where ever applicable shall be issued as per the applicable provisions of the statute. The Order Manager may recover any amount wrongly paid in excess in any previous bills certified by him.

8.10 *Mode of Payment:* All payments shall be made direct to the Contractor or his authorized representative in the shape of RTGS or Electronics Transfer method, on certification of the Order Manager/Engineer-in-Charge and on compliance of contractual terms & conditions.

9. **Taxes and Duties:**

9.1 The Contract Price shall be inclusive of all taxes, duties, including but not limited to Customs duty, GST or any local taxes, levies imposed by State/Central/Local governments.

9.2 Taxes as mentioned in the Contract Price or Price Schedule shall be paid to the contractor subject to the Contractor complying with all the statutory requirements and furnishing the relevant documents including error free invoices containing detailed break up of the taxes.

9.3 The tax invoices should contain the details to comply with the GST Law. The supplier shall:

- i) Furnish (electronically) and communicate to the Owner, the details of Goods or Services supplied by the 10th of the month succeeding the said tax period,
- ii) Upon discovery of any discrepancy, rectify it and shall pay the tax and interest thereof,
- iii) Furnish the returns (electronically), for the inward and outward supplies of Goods and/or Services, before the specified dates as per the GST Law,
- iv) Communicate the tax paid, credits etc. as and when credited.
- v) The Invoice should clearly state the description of the goods, quantity, sale price, tax %, and tax amount;
- vi) The Invoice should be signed by an Authorized Signatory.

Bills/Invoices in the name of The Tata Power Company Ltd. with packing lists in triplicate shall be forwarded along with the equipment.

Contractor to furnish GST Registration no. in all invoices as well as Purchaser's (Tata Power's) GST no.

9.4 However the payment of tax shall be restricted to the total amount as indicated in the price schedule.

9.5 Any statutory variation in duties, levies or taxes if applicable and specified in this Contract till the scheduled date for completion of Work and limited to direct invoices of the Contractor shall be to the account of Owner. The Contractor shall have the obligation to provide the necessary documentary evidence / supporting by way of gazetted notifications etc. to prove the change in such levies or taxes between the due date of submission of the Bid and the scheduled date of completion of work to claim the difference.

9.6 The Contractor shall pass on to the Owner all the benefits of either reduction in tax rates, exemptions, concessions, rebate, set off, credits etc. or introduction of new tax rates exemptions, concessions, rebate, set off, credits etc. pertaining to all taxes, duties, imposts, fees and levies in respect of the supplies of Goods or performance of obligations under the contract. This would specifically include reduction of tax rates as a result of statutory changes or judicial rulings.

9.7 Any other taxes, levies and duties not mentioned in Contract Price or Price Schedule but applicable as per any statute (s) or introduction (omission) of new taxes, levies and duties shall be deemed to be included in the Contract Price and shall be to the account of the Contractor.

9.8 For facilitating availment of a credit, set-off, rebate, drawback or like benefit available to the Owner, the Contractor will facilitate the Owner by providing the necessary documentary and/or procedural support. In any process of assessment or re-assessment, of taxes payable by the Owner,

9.9 The Contractor shall bear and pay all the costs, liabilities, levies, interest, penalties in respect of non-compliances of any legal requirements as per various statutory provisions. The contractor shall keep the owner indemnified at all times from any tax liability, interest, penalties or assessments that may be imposed by the statutory authorities for non-compliances or non-observation of any statutory requirements by the Contractor.

9.10 All formalities required under statutes, for availing any concessions under relevant tax laws shall be adhered to by the Contractor.

9.11 Deduction at source: Recovery at source towards income tax calculated at the rate prescribed from time to time under the Income Tax Act 1961 and other relevant sections of Income Tax Act shall be made from the bills of the Contractor and the amount so recovered shall be

deposited with the Income Tax Department. Necessary TDS certificate to this effect will be issued to the Contractor in the prescribed proforma.

- 9.12 If any other taxes / duties / cess etc are to be recovered at source as per government regulations / Legislation from time to time, the same shall be recovered from the bills payable to the Contractor. Necessary receipt to this effect will be issued to the Contractor in this regard as per the applicable legislation.

10. Contract Performance Guarantees (If applicable)

The Contractor shall within 15 days of issuance of this Order/Contract furnish an unconditional irrevocable bank guarantee duly stamped, strictly as per the prescribed format of Owner from any nationalized bank or any scheduled bank having a branch in Mumbai and approved by the Owner for a sum equivalent to 10% of the Total Contract Price valid for the Contract Period and with a claim period of not less than 6 months from the completion of Contract Period. The issuing bank should be advised to send a direct confirmation of issue of bank guarantee to Owner.

In case the Contractor fails to furnish the requisite Bank Guarantee as stipulated above, then the Owner shall have the option to cancel the Contract besides other contractual remedies.

11. Price Reduction:

- 11.1 In case the Contractor fails to deliver the service/ Complete the work as per the agreed Completion Schedule including intermediate milestones (if applicable), the Owner shall recover from Contractor, as ascertained and agreed Liquidated Damages, and not by way of penalty, a sum equivalent to 1% of the Contract Value per week of delay. The Liquidated Damages referred above may be recovered by the Owner as set off against any amounts payable by the Owner to the Contractor or in any other manner in accordance with applicable laws.
- 11.2 The overall cap on liquidated damages shall be limited to 10% of the Contract Price.

12. Insurance

- 12.1 The Contractor agrees to indemnify and protect Owner against all liability, claims or demands for injuries or damages to any person or property growing out of the performance of this order/ Contract.
- 12.2 The Contractor further agrees to furnish evidence of insurance showing that Contractor has and will maintain adequate insurance coverage during the life of this Contract/ order in the opinion of Owner, including but not

limited to comprehensive general liability insurance. Such evidence of insurance must set forth the name of the insurer, policy number, expiration date, and limits of liability. Compliance by Contractor with insurance requirements does not in any way affect Contractor's indemnification of Owner under Indemnification clause

13. Indemnification:

The Contractor shall indemnify, save harmless and defend the Owner and keep the Owner indemnified from and against any and all claims, costs, liabilities (financial), litigations, compensations, judgments, expenses or damages (including attorney's fees and other related expenses) arising out of any breach or alleged breach of any of the conditions of this Contract including compliance to statutory laws of provisioned under clause 3, performance of the obligations hereunder, or any representation or misrepresentation made by the Contractor or by any third party in respect of death or bodily injury or in respect to loss or damage to any property with regard to the subject of this Contract.

14. Indemnity against IPR:

The equipment, system, drawings, and other materials that shall be supplied against the Contract will become the Owner's property. Without limitation of any liability of whatsoever nature, the Owner shall be indemnified and kept indemnified against any claim for infringement or breach of any of the statues, rules & regulations by the use of or sale of any article or material supplied by the Contractor. The indemnity shall include any infringement of patent, trade mark, design, copyright or other property rights whether in Country of Origin, or elsewhere resulting from the Contractor's design, manufacture, use, supply or re-supply & would also cover use or sale of any article or material supplied by the Contractor to the Owner under the Contract. The Indemnity shall cover any claim/action taken by a third party either directly against the Owner or any claim/action made against the Contractor & where under the Purchaser is made liable. The Indemnity shall be for losses, damages, and costs including litigation costs, attorney fees etc incurred by the Owner in relation to the Contract.

15. Free Issue Material:

Wherever contracts envisage supply of Free Issue Material (FIM) by the Owner to the contractor for fabrication/ use in service performance, such Free Issue Material shall be safeguarded by an insurance policy to be provided by the Contractor at his own cost for the full value of such materials and the insurance policy shall cover the following risks specifically and shall be valid for six months beyond the Contract Validity date :

RISKS TO BE COVERED: Any loss or damage to the Owner's materials due to fire, theft, riot, burglary,

strike, civil commotion, terrorist act, natural calamities etc. and any loss or damage arising out of any other causes such as other materials falling on Owner's materials.

The amount for which insurance policy is to be furnished shall be indicated in the respective Contract.

Free Issue material (FIM) will be issued to the Contractor only after receipt of the Insurance Policy from the Contractor. The contractor shall arrange collection of the FIM from the Owner's premises and safe transportation of the same to his premises at his risk and cost. Notwithstanding the insurance cover taken out by the Contractor as above, the Contractor shall indemnify the Owner and keep the Owner indemnified to the extent of the value of free issue materials to be issued till such time the entire contract is executed and proper account for the free issue materials is rendered and the left over/surplus and scrap items are returned to the Owner. The contractor shall not utilize the Owner's free issue materials for any job other than the one contracted out in this case and also not indulge in any act, commission or negligence which will cause/result in any loss/damage to the Owner and in which case, the Contractor shall be liable to the Owner to pay compensation to the full extent of damage/loss. The Contractor, shall be responsible for the safety of the free issue materials after these are received by them and all through the period during which the materials remain in their possession/control/custody. The Free issue materials on receipt at the Contractor's works shall be inspected by them for ensuring safe and correct receipt of the material. The contractor shall report the discrepancies, if any, to the Owner within 5 days from the date of receipt of the material. The contractor shall take all necessary precautions against any loss, deterioration, damage or destruction of the FIMs from whatever cause arising while the said materials remain in their possession/custody or control. The free issue materials shall be inspected periodically at regular intervals by the Contractor for ensuring safe preservation and storage, the Contractor, shall also not mix up the materials in question with any other goods and shall render true and proper account of the materials actually used and return balance remaining unused material on hand and scrap along with the final product and if it is not possible within a period of one month from the date of delivery of the final product/ completion of Service covered by this Contract. The Contractor shall also indemnify the Owner to compensate the difference in cost between the actual cost of the free issue material lost/damaged and the claim settled to the Owner by the insurance company.

16. Relation between parties:

The Contract shall be entered into on a principal-to-principal basis only. The Contract shall not be construed as a partnership or an association of persons. There is no agent and principal relationship between the parties. Each party shall be responsible for its own conduct. The Contractor shall ensure at all times that all the work carried out under this contract

either by its own person or through any of its sub-Vendors shall be always done under its own direct supervision.

17. Safety:

Contractor shall comply with all legal and statutory provisions including all rules and regulations pertaining to Safety, Health and the Environment and will be responsible for all legal liabilities arising due to any of their acts or of their personnel.

The Contractor shall comply with the Owner's Contractor Safety Policy and Safety Terms and Conditions. Any misconduct and/ or violation with respect to the Owner's Contractor Safety Policy and Safety Terms and Conditions or any other legal and statutory provisions pertaining to Safety, Health and Environment shall be dealt with as per the Safety Terms and Conditions.

Prior to commencement of any work at site Contractor shall submit an undertaking in writing to adhere to and comply with all the provisions of Owner's Contractor Safety Code of Conduct.

The Contractor shall have a valid ISO 14001/ OHSAS certification. In absence of the same, the Contractor shall obtain the same within 6 months from the date of the Effective Date of Contract.

18. Suspension of Work

Owner may instruct Contractor at any time to suspend performance of the Work or any part thereof with a notice of 7 days for whatever reason. Provided Contractor is not in default under this Contract subject to Articles 1 and 5 inclusive, the Contractor shall be paid a mutually agreed fee, if any, necessarily incurred by Contractor as a direct consequence thereof of suspension and the Project Completion Schedule may be revised accordingly.

Without prejudice to any other rights Owner may have under this Contract or at law if Contractor is in default under this Contract, Owner may instruct Contractor to suspend performance of the Work or any part thereof by giving 7 days notice till such default has been corrected to the satisfaction of Owner. Also Liquidated Damages in accordance with Clause 11 shall continue to be applicable during such period until the default is cured. The costs incurred by the Contractor for such correction shall be to the Contractor's account, and furthermore no payment shall become due to the Contractor. Any cost incurred due to non - performance of the Contractor by the Owner shall be charged to the Contractor.

19. Change Management:

Owner shall have the right at any time to order any change in the Work in accordance with the following procedure. Contractor shall furnish to Owner upon request as soon as reasonably possible but no later

than five (5) days following the request, a written statement specifying:

- (a) the increase or decrease, as the case may be, in the costs of the Work which will result from a change in the Work as requested by Owner,
- (b) any effect such change in the Work may have on any other provision of this Contract originating from either parties, and
- (c) such other details as Owner may require.

Any change in costs shall be reasonably related to the proportional change in the Work and any other costs incurred by Contractor. If Owner agrees to Contractor's statement Owner shall notify Contractor thereof in writing in the form of a change order, whereupon the change in the Work shall be incorporated in the Work and immediately implemented. In the event that the change relates to a reduction in Work, the work in question shall not be undertaken pending the issue of an appropriate Change Order.

20. Governing Laws

This Contract shall be construed in accordance with and governed by the Laws of India without giving effect to any principle of conflict of law.

21. Jurisdiction

This Contract and the transaction contemplated herein shall be subject to the exclusive jurisdiction of the competent Courts in Mumbai only.

22. Dispute settlement:

Dispute or differences arising out or relating to this Order shall be resolved amicably by the parties. Failing such amicable resolution of dispute / differences either party may refer the matter to arbitration of a Sole Arbitrator to be appointed jointly by both the parties. The award of the Arbitrator shall be final, binding and conclusive on the parties. The venue for arbitration shall be Mumbai. The Arbitration proceedings will be governed and regulated by the provisions of Indian Arbitration and Conciliation Act, 1996 as amended from time to time and the rules framed there under.

23. Force majeure:

23.1 In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by it under this Contract the relative obligation of the party affected by such force majeure shall, after notice under this articles be suspended for the period during which such cause lasts. The term 'Force Majeure' as employed herein shall mean acts of God, wars (declared or undeclared), riots or civil commotion, fire, floods, and acts and regulations of the Government of India or State Government or any of the statutory agencies. Both the party

shall pay to the other party, the amount payable upon the date of the occurrence of such force majeure.

23.2 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, thereby shall notify the other party in writing immediately but not later than twenty four (24) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of the claims.

23.3 During the period, the obligations of the parties are suspended by force majeure; the contractor shall not be entitled to payment of any rate.

23.4 In the event of the force majeure conditions continuing or reasonably expected to continue for a period more than thirty (30) days, Owner shall have the option of terminating the contract by giving seven (7) days notice thereof to the contractor.

24. Sub letting and Assignment

The contractor shall not, without prior consent in writing of the Owner, sublet, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever, provided nevertheless that any such consent shall not relieve the contractor from any obligation, duty or responsibility under the contract.

25. Limitation of Liability:

Notwithstanding anything contained in the Contract, the Contractor's aggregate liability under this Contract shall be limited 100% of the Total Contract value. This shall exclude liability arising pursuant to clause 3- Compliance to Local Laws, clause 9.10, clause 14- Indemnity against IPR, clause 13- Indemnity, clause 26 – Confidentiality, liability arising due to loss of or damage to the Free Issue Material (FIM) issued by Owner to Contractor for completion of the Work and liability arising due to wilful misconduct, gross negligence, third party claims and corrupt acts attributable to the Contractor.

26. Confidentiality:

The Contractor shall use the Confidential Information of the Owner only in furtherance of this Contract and shall not transfer or otherwise disclose the Confidential Information to any third party. The Contractor shall (i) give access to such Confidential Information solely to those employees with a need to have access thereto; and (ii) take the same security precautions to protect against disclosure or unauthorized use of such Confidential Information that the party takes with its own confidential information but, in no event, shall a party apply less than a reasonable standard of care to prevent such disclosure or unauthorized use.

27. Termination:

27.1 The Contract shall be deemed to be terminated on completion of the Contract period.

27.2 Termination of default by Contractor:
Owner may terminate the contract at any time if the Contractor fails to carry out any of his obligations under this Contract. Prior to termination, the Contractor shall be advised in writing of the causes of unsatisfactory performance to be improved upon 15 days of the receipt of notice. In case, if the Contractor fails to bring about the improvement to the satisfaction of the Owner, then the Contract shall be terminated.

27.3 Without prejudice to the rights and remedies available to Owner, Owner may terminate the Contract or part thereof with immediate effect with written notice to the Contractor if:

27.3.1 The Contractor becomes bankrupt or goes into liquidation.

27.3.2 The Contractor makes a general assignment for the benefit of creditors.

27.3.3 A receiver is appointed for any substantial property owned by the Contractor.

27.3.4 The Contractor is in breach of any representation or warranty made to the Owner by the Contractor.

The Contractor shall not be entitled to any further payment under the Contract if the Contract is terminated. If the order is terminated under clause 27.2 and 27.3, the Contractor shall not be entitled to any further payment, except that, if Owner completes the Work and the costs of completion are less than the Contract Price, the Owner shall pay Contractor an amount properly allocable to services fully performed by Contractor prior to termination for which payment was not made to Contractor. In case, the cost of completion of Work exceeds the Contract Price, the additional cost incurred by Owner for such completion shall be paid by the Contractor.

27.4 Owner shall be entitled to terminate the Contract at its convenience, at any time by giving thirty (30) Days prior notice to the Contractor. Such notice of termination shall specify that termination is for Companies convenience and the date upon which such termination becomes effective. Upon receipt of such notice, the Contractor shall proceed as follows:

27.4.1 cease all further work, except for such work as may be necessary and instructed by the Owner/ Owner's representative for the purpose of preserving and protecting Work already in progress and protect

materials, facilities and equipment on the Work Site or in transit;

27.4.2 stop all further sub-contracting or purchasing activity, and terminate Sub-contracts;

27.4.3 handover all Documents, equipment, materials and spares relating to the portion of Work already executed by the Contractor or procured from other sources up to the date of termination for which the Contractor has received payment equivalent to the value thereof; and

27.4.4 handover those parts of the supplies manufactured/ work executed by the Contractor up to the date of termination.

Upon termination pursuant to clause 27.4, the Contractor shall be entitled to be paid (a) all sums properly due to the Contractor under the Contract up to the date of termination; and (b) any direct and substantiated charges already incurred or committed for cancellation of the procurement of third party goods or services which were to have been supplied by the Contractor in connection with this Contract provided that the Contractor shall use its best endeavours to minimise such charges

25.5 The Contractor shall not be released from any of his obligations or liabilities accrued under the Contract on termination. For the avoidance of doubt, the termination of the Contract in accordance with this clause shall neither relieve the Contractor of his accrued obligations for Warranty or his accrued liability to pay (liquidated) damages for Delay nor shall entitle him to reduce the value of Performance Security.

28. Consequential Damages:

Unless otherwise specified, neither Party shall be responsible for and nor shall be liable to the other Party for indirect/consequential losses and damages suffered by such Party including for loss of use, loss of profit whether such liability or claims are based upon any negligence on the part of the other Party or its employees in connection with the performance of the Contract.

29. Environment / ISO 14001 Certification:

The Contractor to confirm whether their organization is ISO 14001 certified. If not, the Contractor must certify that the handling, use and disposal of their product / by-products conform to practices consistent with sound environmental management and local statutes. The Contractor shall ensure that all the wastes are disposed in environmental friendly way with strict compliance to applicable laws including adherence to MoEF guidelines with respect to disposal of batteries, lead waste, copper cables, ash, waste oil, e-waste etc which shall be disposed through MoEF approved

parties only. The Contractor shall also be responsible to collect and recycle all the e-waste generated at the end of the product life cycle at its own costs and risks as per the MoEF guidelines/orders.

30. Non-Exclusive Agreement

This Contract is non-exclusive and Owner reserves the right to engage other contractors to perform similar or identical work. Contractor shall accord such other contractors adequate opportunity to carry out their contracts and shall accomplish the Work in co-operation with those contractors and with Owner, in accordance with such instructions as may be issued by the Owner from time to time.

31. Severability

In the event that any of the provisions, or portions or applications thereof, of this Contract are held to be unenforceable or invalid by any court or arbitration panel of competent jurisdiction, Contractor and Owner shall negotiate an equitable adjustment to the provisions of the Contract with a view towards effecting the purpose of the Contract and the validity and enforceability of the remaining provisions, or portions or applications thereof, shall not be affected thereby.

32. Housekeeping & Removal of scrap:

The Contractor shall be responsible for keeping the areas of his work at site, neat and tidy throughout the period of his work. All excess material/ spares/ consumables taken by Contractor, as well as the scrapped items and wooden logs/ crates/ planks shall be returned, from time to time, to the Stores, and transported/ unloaded by Contractor's personnel at the place shown by Order Manager/Engineer-in charge.

The Contractor shall so arrange that all the scrap generated during the progress of his work, is separated into two categories, viz.

- i) Saleable scrap like steel, copper or other metals, etc., and,
- ii) Others, which have nil or negligible resale value, like insulation material, jute, debris, etc. (or as directed by the Order Manager/Engineer-in charge).

The saleable scrap shall be shifted to and unloaded at a central place as per directions of the Stores-in charge, while the other scraps shall be shifted to other locations as per directions from Order Manager/Engineer-in Charge, or as per terms of the order.

The Contractor shall arrange to remove the scrap on regular basis, or even on daily basis, depending upon the requirement, to keep the area around his workplace neat and tidy. In case, it is observed that the

Contractor is not carrying out regular cleaning of his areas of work, or, is not returning the excess materials/ scrap, etc., to the Stores, Owner reserves the right to arrange the same through other sources, and back-charge the Contractor the cost of doing so, along-with overheads, by deducting the amount from Contractor's bills.

Contractor's final bill will be cleared by Owner only after confirming that proper clearing of his areas of work has been completed by the Contractor, and same is certified by the Order Manager/ Engineer in-charge

33. Tata Code of Conduct

The Owner abides by the Tata Code of Conduct in all its dealing with stake holders and the same shall be binding on the Owner and the Contractor for dealings under this Order/ Contract. A copy of the Tata Code of Conduct is available at our website: <http://www.tatapower.com/aboutus/code-of-conduct.aspx>. The Contractor is requested to bring any concerns regarding this to the notice of our Chief Ethics Officer on the e-mail ID: cecounsellor@tatapower.com.

34. Responsible Supply Chain Management:

The Owner is committed for a cleaner environment and respect of Human rights through its Responsible Supply Chain Management policy. The Contractor is required to comply with all the environment & Human rights related laws, including emission norms, Labour and environmental regulations. The Owner encourages its Vendors/ Contractors/ Business partners to pay more attention to green design, green supply, green production, green logistics and green packaging in performing their business obligations.

The Contractor is required to abide by the Tata Power Corporate Environment policy, Energy Conservation and Corporate Sustainability Policy.

A copy of the Responsible Supply Chain Policy along with Environment policy, Energy Conservation policy, Sustainability policy, Health & Safety policy and Human Rights policy is available at website: <http://www.tatapower.com/sustainability/policies.aspx>.

Contractor/Bidder is required to completely fill the attached "Supplier Sustainability Questionnaire" in support of their Green Supply Chain Management initiatives and submit the same with their offer.

The Owner recognizes that diversity in the workplace positively impacts business. The Owner is committed to help people from SC/ST background either by helping them to become entrepreneurs or by engaging workforce from SC/ST community under the contracts agreed herein. To encourage engaging SC/ST community, the owner may consider on the merit to incentivize the Contractor by paying additional 1% of

the service contract portion if the number of SC/ST workforce engaged in the contract exceeds 30% of the total deployed strength and 2%, if the strength goes beyond 50%. While the Contractor will assist the workforce so engaged to become self-reliant in meeting the work expectation, the Owner may also volunteer its training resources to the extent possible to improve their employability. The Contractor shall maintain the proper documentation of such category of the workforce engaged and the owner may consider to pay the incentive after its verification.

The Owner may also consider extending price preference of 5% in the bid evaluation for an order value up to Rs.50 Lacs, provided the company is owned by a person from SC/ST community having minimum 50% holding in the company.

35. Vendor rating:

You are requested to ensure compliance to the terms of the individual orders with regards to timely delivery, provision of all applicable documents / challans / test certificate, quality of the material etc. Your performance with respect to the said factors will be taken into consideration for future business.

36. Vendor Feedback:

34.1 In this dealing Vendors feedback is important for the purchaser to improve its processes. If Contractor have to report any grievance, problem or require any clarification, information, Contractor is requested to contact purchaser at email ID:
CC_CUSTOMERFEEDBACK@tatapower.com

34.2 Contractor is requested to ensure compliance to the terms of the individual orders with regards to timely delivery, provision of all applicable documents / challans / test certificate, quality of the material etc. Contractor performance with respect to the said factors will be taken into consideration for future business.

37. Non-Waiver:

Failure of Owner or its representatives to insist upon adherence to any of the terms or conditions incorporated in the Contract or failure or delay to exercise any right or remedies herein or by law accruing, or failure to promptly notify the Contractor in the event of breach or the acceptance of or the payment of any Material(s) hereunder or approval of any design or Material(s) shall not release the Contractor and shall not be deemed a waiver of any right of Owner to insist upon the strict performance thereof or of any of its rights or remedies as to any

such Material(s) regardless of when the Material(s) are shipped, received or accepted not shall any purported oral modification or revisions of the Contract by Owner or its representative(s) act as waiver of the terms hereof.

ESG FRAMEWORK FOR BUSINESS ASSOCIATES

Tata Power's Sustainability philosophy sits at the core of its Business Strategy. Tata Power Sustainability Model has an overarching objective of 'Leadership with care' with key elements of 'Care for the Environment'; 'Care for the Community'; 'Care for our Customers / Partners' and 'Care for our People'. These sustainability objectives encompass the Environmental, Social and Governance objectives driven as integrated elements.

Tata Power, together with its stakeholders is determined to achieve sustainable growth while creating shared value for all.

As a part of future ready roadmap, Tata Power has targeted following as our Environment, Social and Governance priorities:

- Being Carbon Net Zero before 2045
- Growing Clean capacity (80% by 2030)
- Customer centricity
- Becoming water neutral before 2030
- Achieving zero waste to landfill before 2030
- No net loss of biodiversity before 2030
- Positively impacting 80 million lives by 2027

In order to create a sustainable business ecosystem, Tata Power expects that all its Business Associates (BA) which includes its suppliers, vendors, consultants and service providers to align to its ESG and sustainability commitments.

Tata Power encourages improved efficiencies and scaling up of green initiatives through technology and innovation taking us farther on the journey of reducing carbon emissions and preparing the entire eco-system towards products and services that would have net positive impact on the environment and communities that we operate in.

The Vendors/ bidders wishing to associate with Tata Power are expected to share their own sustainability and ESG journey. We at Tata Power promote all Business Associates to have a sustainable procurement policy for their supplier and service providers to contribute to our integrated approach in achieving a sustainable supply chain. The BA is encouraged to carry out the assessment of their sub-contractors and sub-vendors on sustainability readiness so that they are aware of the expectation/ business requirement.

The Vendor/ Bidder shall fill-in the 'Environment, Social and Governance Compliance Screening Questionnaire for Business Associates' attached at Annexure-I and submit the same along with the Bid in Ariba online platform.

Responsible Supply Chain Management:

Tata Power is committed for a cleaner environment and respect of Human rights through its Responsible Supply Chain Management policy.

Tata Power Business Associate (BA) shall comply with all the environment & Human rights related laws, including emission norms, Labour and environmental regulations.

Tata Power encourages its BA to focus on green design, green supply, green production, green logistics and green packaging in performing their business obligations. The BA is expected to abide by the Tata Power Corporate Environment policy, Energy Conservation and Corporate Sustainability Policy (enclosed with this document as Annexure-II).

The BA is expected to:

- Strive towards Conservation of Energy, Water, Resources and optimize transportation of Men & Materials to minimize environmental impact and reduce carbon footprint.
- Carry out the assessment of materials used for construction, operation & maintenance, consumables and accordingly phase out those materials which are environmentally hazardous.
- Be cognizant that diversity in the workplace positively impacts business.
- Promote affirmative action by supporting people from SC/ ST background by engaging workforce from SC/ ST community under the contracts agreed herein.
- Share the commitment of 'No child labour', 'No forced labour', Non-discrimination on the basis of caste, colour, religion, gender, disability, maternity or pregnancy or any other factor unrelated to the requirements of the job
- Pay the wages or remuneration to the workforce, personnel deployed in compliance to all applicable laws and regulations.
- Provide its employees/ deployed labor with an employment environment that is free of physical or psychological harassment.
- Carry out the assessment of their Sub-contractors on their Sustainability Readiness so that they are aware of the above expectation/ standards
- To ensure usage of suitable package material which is more environmentally sustainable. Further the packing material shall be recycled to the extent possible. The material used for packing is expected to suit the mode of transport and to ensure its safe receipt at point of delivery.

Waste Disposal:

The BA is expected to follow best practices for disposal of waste, few of which are listed below:

- Have a detailed project plan that includes the waste management, segregation of all designated waste material (Recyclable/ Non-Recyclable), collecting, storing, disposing and transferring the same to pre-arranged facility/ destination in timely and safe manner as per environmental legislations. The project plan shall also include the innovative construction practice to eliminate or minimize waste, protect surface/ground water, control dust and other emissions to air and control noise.
- Have purchase policy to encourage the procurement of material with recycled and minimum packaging of goods during delivery and appropriate means for site-to-site transportation of materials to avoid damage and litter generation.
- Ensure that the residents living near the site are kept informed about proposed working schedule and timings/ duration of any abnormal noise full activity that is likely to happen.
- Ensure the regular maintenance and monitoring of vehicles and equipment for efficient fuel use so that emissions and noise are within acceptable limits to avoid air pollution.

Water Management:

The BA is expected to follow best practices for water management, few of which include a management and monitoring system for water withdrawals and consumption, procedures to reduce water usage or reuse/recycle water, and pretreatment of wastewater before disposal.

Compliance to Law:

The BA shall adhere to responsible business practices and comply with the provision of all the Statutory Acts Applicable. Special attention of the BA is drawn towards the compliance of provision of the following statues: (along with the latest amendments/additions, as applicable):

- The Child Labour (Prohibition and Regulation) ACT, 1986.
- The Contract Labour (Regulation and Abolition) ACT, 1970.
- The Employee's Pension Scheme, 1995.
- The Employee's Provident Funds and miscellaneous provisions Act, 1952.
- The Employees State Insurance Act, 1948.
- The Equal Remuneration Act, 1976.
- The Industrial Disputes Act, 1947.
- The Maternity Benefit Act, 1961.
- The Minimum Wages Act, 1948.
- The Payment of Bonus Act, 1965
- The Payment of Gratuity Act, 1972.
- The Payment of Wages Act, 1936.
- The Shops & Establishment Act, 1954.
- The Workmen's Compensation Act, 1923.
- The Employer's Liability Act, 1938.
- and any other applicable statutory act

Social Accountability (SA 8000):

Tata Power expects its BAs to follow guidelines of SA 8000:2014 on the following aspects

- Child Labour
- Forced or Compulsory Labour
- Health & Safety
- Freedom of Association & Right to Collective Bargaining
- Discrimination
- Disciplinary Practices
- Working Hours
- Remuneration
- Management System

Health and Safety

The BA is expected to ensure the health and safety of his and his Sub-contractor's staff and labour. The BA shall, in collaboration with and according to the requirements of the local health authorities, ensure that medical staff, first aid facilities, sick bay and ambulance service are available at the accommodation and on the Site at all times, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics. The BA shall maintain records and make reports concerning health, safety and welfare of persons deployed, and damage to property, as the Owner's Representative may reasonably require. The BA shall be responsible for the medical treatment / hospitalization of his and his Sub-contractor's staff/ labour.

The BA shall appoint a qualified Safety officer at the Site to be responsible for maintaining the safety, and protection against accidents, of all personnel on the Site. Such Safety officer shall have the authority to issue instructions and take protective measures to prevent accidents.

The BA shall comply in toto with the Tata Power's Contractor Safety Terms & Conditions, Health Safety & Environment Manual while working on Tata Power Site/ Services/ Contracts.

Grievance Mechanism

The BA is expected to have grievance procedures that allow stakeholders to anonymously bring environmental and/or work-related violations and/or concerns to the attention of management. In addition, the BA is expected to have procedures for examining reports of environmental and/or work-related violations or concerns and/or privacy complaints.

Data Protection

The BA is expected to have a formal process to address data security or privacy issues.

ANNEXURE-I



Sr. No.	Question Description	Response (Y/N)	Remarks
Organization			
1	Does your Company have Sustainability Policy at Organization Level? If Yes, Please attach		
2	Do you have sustainable procurement policy in place for your own suppliers? If Yes, Please attach		
3	Does your company do regular assessment of its suppliers on ESG parameters?		
4	Are there ESG risks, or negative impacts identified in your supply chain		
Governance			
1	Is diversity taken into consideration when appointing board members/ senior management? Do you have an independent director/s?		
2	Has your company taken initiatives to ensure ethical practices at workplace? Please share the details, Policies etc.		
3	Does your company have a formal process to address data security or privacy issues? Please share the details, Policies etc.		
4	Does your company have grievance mechanism for stakeholder issues and track resolution?		
Environment/ Planet			
1	Does your company have Environmental Policy? If Yes, Please attach		
2	Do you have a formal process for waste management including solid wastes, liquid wastes and hazardous waste?		
3	Does your company track greenhouse gas emission? Also, what percentage of own consumption comes from the renewable energy?		
4	Does your company have a formal process for water management including monitoring of water consumption and withdrawals, and if applicable, pretreatment of wastewater?		
Green Technology/ Innovation			
1	Are your facility/ Product/ Services provided by you is based on green design, green production, green packaging or green logistics considerations? Please elaborate.		
2	Do your products or services have any environmental or social features or benefits (e.g. environmental/energy certification, ecolabels, fair trade certification, etc.)?		
Social/ People			
1	Does you facility/ Company have written personnel policies in place Are you an equal opportunity employer?		
2	Please describe any formal programme / campaign in place to promote company involvement with the community (volunteering, etc.). What is the percentage of profit spend on community activities?		
3	Does your company have a written Health & Safety Policy or Program? If Yes, Please attach		
Certifications: Does your company have following certifications (valid till date-please mention validity)			
1	ISO9001 accreditation		
2	SA8000 or equivalent		
3	ISO 14001 certification		
4	ISO 18001/45001 or equivalent		
5	ISO/IEC 27001 or equivalent		
6	Any Other (Please specify)		

Signature

Business Associate Name

ANNEXURE-II

CORPORATE SUSTAINABILITY POLICY

At Tata Power, our Sustainability Policy integrates economic progress, social responsibility and environmental concerns with the objective of improving quality of life. We believe in integrating our business values and operations to meet the expectations of our customers, employees, partners, investors, communities and public at large

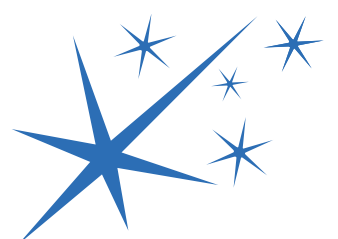
- We will uphold the values of honesty, partnership and fairness in our relationship with stakeholders
- We shall provide and maintain a clean, healthy and safe working environment for employees, customers, partners and the community
- We will strive to consistently enhance our value proposition to the customers and adhere to our promised standards of service delivery
- We will respect the universal declaration of human rights, International Labour Organization's fundamental conventions on core labour standards and operate as an equal opportunities employer
- We shall encourage and support our partners to adopt responsible business policies, Business Ethics and our Code of Conduct Standards
- We will continue to serve our communities:
 - By implementing sustainable Community Development Programmes including through public/private partnerships in and around our area of operations
 - By constantly protecting ecology, maintaining and renewing bio-diversity and wherever necessary conserving and protecting wild life, particularly endangered species
 - By encouraging our employees to serve communities by volunteering and by sharing their skills and expertise
 - By striving to deploy sustainable technologies and processes in all our operations and use scarce natural resources efficiently in our facilities
 - We will also help communities that are affected by natural calamities or untoward incidence, or that are physically challenged in line with the Tata Group's efforts

The management will commit all the necessary resources required to meet the goals of Corporate Sustainability.



(Praveer Sinha)
CEO & Managing Director

Date: 15th June, 2018



Supplier Code of Conduct

Tata Power follows the Tata Code of Conduct (TCoC) and the Whistle blower Policy and expect all its Suppliers to adhere to the same principles. “Supplier” here means any business, company, corporation, person or other entity that provides, sells or seeks to sell, any kind of goods or services to Tata Power, including the Supplier’s employees, agents and other representatives.

Tata Code of Conduct- (TCoC): <https://www.tatapower.com/pdf/aboutus/Tata-Code-of-Conduct.pdf>

Whistle Blower Policy: <https://www.tatapower.com/pdf/aboutus/whistle-blower-policy-and-vigil-mechanism.pdf>

Anti-Bribery & Anti-Corruption Policy: <https://www.tatapower.com/pdf/aboutus/abac-policy.pdf>

The suppliers are expected to adhere to the following Do’s and Don’ts:

Do’s

1. The Suppliers shall be committed to supplying products and services of high quality that meet all applicable standards and laws, including product packaging, labelling and after-sales service obligations.
2. Comply with all applicable laws and regulations, both in letter and in spirit, in all the territories in which it operates.
3. Strive to provide a safe, healthy and clean working environment for its employees.
4. Strive for environmental sustainability, particularly with regard to the emission of greenhouse gases, consumption of water and energy and the management of waste and hazardous materials.
5. The Supplier shall represent our company (including Tata brand) only with duly authorised written permission from our company.
6. Safeguard the confidentiality on the use of intellectual property, information and data of the Company.
7. Gifts and hospitality given or received should be modest in value and appropriate as per Company Policy.
8. The assets of Tata Power shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorised.
9. All actual or potential conflicts due to financial or any other relationship with a Tata Power employee shall be disclosed.

Don’ts

1. The Supplier shall not make unfair or misleading statements about the products and services of competitors.
2. Children shall not be employed at workplaces.
3. Forced labour shall not be used in any form.
4. The Suppliers shall neither receive nor offer or make, directly or indirectly, any illegal payments, remunerations, gifts, donations or comparable benefits that are intended, or perceived, to obtain uncompetitive favours for the conduct of its business with Tata Power.

Reporting Violations

The Supplier shall notify the Company regarding any known or suspected improper behaviour of other suppliers or employees relating to its dealings with Tata Power, by email to: cecounsellor@tatapower.com. The same can also be raised through our 3rd party ethics helpline facility:

Toll-free Number	1800 267 4065
Email	tatapower@tip-offs.in
Website & Chatbot	www.tatapower.tip-offs.in
Postal address	Attn to: Mr. Puneet Arora, Deloitte Touch Tohmtsu India LLP, 6 floor, AIPL Business, Sector 62, Gurugram, Haryana 122102

The Tata Power Company Limited is hereunder referred to as the "Purchaser" or "Company". The person, firm or company selling the goods, the subject of this purchase order is referred to as "Vendor" or "Contractor". The subject of this purchase order is hereinafter referred to as the "Material(s)" or "Goods".

The Contract shall mean the contract as derived from the following:

1. Purchase Order (with 'Commercial Notes' and Annexures to the Purchase Order referred thereon)
2. Technical Specifications.
3. General Terms & Conditions

The documents including all reference document (s) and Annexures forming the Contract are to be read together as a whole and are to be taken as mutually explanatory.

1. Price:

Unless otherwise specifically stipulated, the price shall be firm and shall not be subject to escalation for any reason till the validity of this Contract.

Unless otherwise specifically stipulated, the price shall be inclusive of road/ rail worthy water-proof packing & forwarding charges up to effecting delivery at FOT/ FOR despatch point, GST and shall also be inclusive of inland freight, terminal taxes and entry taxes as leviable on the transportation or entry of goods into any local area limits pursuant to the Contract.

2. Taxes and Duties:

- 2.1 The Contract Price shall be inclusive of all taxes, duties, including but not limited to GST or any local taxes, levies imposed by State/Central/Local governments
- 2.2 Taxes as mentioned in the Contract Price or Price Schedule shall be paid to the contractor subject to the Contractor complying with all the statutory requirements and furnishing the relevant documents including error free invoices containing detailed break-up of the taxes
- 2.3 However the payment of GST or local levies shall be restricted to the total amount as indicated in the price schedule.
- 2.4 Any duties, levies or taxes not mentioned in Contract Price or Price Schedule but applicable as per any statute (s) shall be deemed to be

Rev. date: 25 July 2017

included in the Contract price and shall be to the account of the Contractor.

- 2.5 Any statutory variation in duties, levies or taxes if applicable and specified in this Contract till the scheduled date for supply of Goods and limited to direct invoices of the Contractor shall be to the account of Purchaser. The Contractor shall have the obligation to provide the necessary documentary evidence / supporting by way of gazetted notifications etc. to prove the change in such levies or taxes between the due date of submission of the Bid and the scheduled date of supply of goods to claim the difference.
- 2.6 The Contractor shall pass on to the Purchaser all the benefits of either reduction in tax rates, exemptions, concessions, rebate, set off, credits etc. or introduction of new tax rates exemptions, concessions, rebate, set off, credits etc. pertaining to all taxes, duties, imposts, fees and levies in respect of the supplies of Goods or performance of obligations under the contract. This would specifically include reduction of tax rates as a result of statutory changes or judicial rulings.
- 2.7 Any other taxes, levies and duties not mentioned in Contract Price or Price Schedule but applicable as per any statute (s) or introduction (omission) of new taxes, levies and duties shall be deemed to be included in the Contract Price and shall be to the account of the Contractor.
- 2.8 For facilitating availment of a credit, set-off, rebate, drawback or like benefit available to the Purchaser, the Contractor will facilitate the Purchaser by providing the necessary documentary and/or procedural support. In any process of assessment or re-assessment, of taxes payable by the Purchaser. Wherever expressly agreed the purchaser would provide the statutory form 'C' to the seller for availing the concessional rate of Central sales tax.
- 2.9 The Contractor shall bear and pay all the costs, liabilities, levies, interest, penalties in respect of non-compliances of any legal requirements as per various statutory provisions. The contractor shall keep the owner indemnified at all times from any tax liability, interest, penalties or assessments that may be imposed by the statutory authorities for non-compliances or non-observation of any statutory requirements by the Contractor.
- 2.10 Purchaser shall pay the invoices to the Vendor after necessary deductions as prescribed under the applicable law, income - tax or other

deductions under the State Tax laws as may be applicable to the Contract.

3 Packing details:

Packing details: The material must be packed in suitable packing to suit the mode of transport and to ensure its safe receipt at point of delivery. Any damage to material noticed at the time of delivery at site, due to improper packing or any other reason whatsoever shall be the responsibility of the Vendor. Such damaged goods shall be replaced within 14 days from intimation from the Purchaser.

4 Transportation and Unloading at Site:

The Vendor shall deliver the Material(s) at site/ Stores as per the delivery address specified in the Purchase order. The unloading at delivery shall be organised by the Purchaser unless otherwise specified. The receipt of the material/ equipment is subject to inspection and rejection if Material(s) is found unsatisfactory or any of the clauses under this purchase order are violated.

5 Insurance:

Unless otherwise specified, Purchaser will be responsible to obtain transit insurance for the Material(s). The Vendor shall intimate the Order Manager (as mentioned in the Purchase Order) along with Invoice, packing list, the Railway Receipt/Truck or Lorry Receipt etc. immediately after the consignment is booked, at the e-mail id mentioned in the Purchase order.

6 Payment Terms:

100% payment shall be made within 60 days from the receipt and acceptance of the material at the Consignee Stores/ Site/ Location as per the Contractual terms and conditions herein.

7 Bills and invoice:

The tax invoices should contain the details to comply with the GST Law. The supplier shall:

- i) Furnish (electronically) and communicate to the Owner, the details of Goods or Services supplied by the 10th of the month succeeding the said tax period,
- ii) Upon discovery of any discrepancy, rectify it and shall pay the tax and interest thereof,
- iii) Furnish the returns (electronically), for the inward and outward supplies of

Goods and/or Services, before the specified dates as per the GST Law,
iv) Communicate the tax paid, credits etc. as and when credited.

v) The Invoice should clearly state the description of the goods, quantity, sale price, tax %, and tax amount;

vi) The Invoice should be signed by an Authorized Signatory.

Bills/Invoices in the name of The Tata Power Company Ltd. with packing lists in triplicate shall be forwarded along with the equipment.

Contractor to furnish GST Registration no. in all invoices as well as Purchaser's (Tata Power's) GST no.

8 Transfer of Title and risk:

The transfer of property and risk of Material(s) shall be deemed to take place as follows:

a. For delivery F.O.R. or F.O.T. despatch point: Transfer of property on handing over the Material(s) to the carrier against receipt of clean Railway Receipt/Truck or Lorry Receipt and such receipt having been handed over to Purchaser. However, the risk of loss shall pass to the Purchaser on delivery of goods at the specified destination.

b. In case the Material(s) are procured by the Vendor from sub-vendors on receipt of duly endorsed documents of title to the goods.

9 Contract Performance Bank Guarantee (In case applicable):

9.1 The Vendor shall within 15 days of issue of this Purchase Order furnish an unconditional irrevocable bank guarantee duly stamped and strictly as per the prescribed format of the Purchaser from any nationalized bank or any scheduled bank having a branch in Mumbai and approved by the Purchaser for a sum equivalent to 10% of the Total value of Order valid for a period not less than 6 months from the expiry of the Warranty period.

9.2 Irrespective of the performance demonstrated as part of the Factory Acceptance Tests Take-over tests / Performance Tests etc, the Purchaser may call for re-validation of performance of the system during the performance guarantee period by conducting fresh performance tests if in its opinion, the

system is not able to deliver the designed performances based on its operational performance results. If the equipment fails to prove the performance during such performance tests, the Purchaser may allow the Vendor to either rectify the system by addition / modification of equipment etc at the Vendor's costs & risk to restore the performance levels. Failure to rectify the system to achieve the designed performance levels may result in imposition of penalties including revocation of the Performance Bank Guarantee and forfeiture of the entire amount under the Performance Guarantee.

- 9.3 In case the Vendor fails to furnish the requisite Bank Guarantee as stipulated above, then the Company shall have the option to terminate the contract besides other contractual remedies.

10 Price reduction:

- 10.1 The Vendor agrees that time of supply of Material(s) is of prime importance. If the Vendor fails to supply Material(s) before the respective scheduled / fixed date for supply. Company may without prejudice to any other right or remedy available to the Company: -

10.1.1 Recover from the Vendor ascertained and agreed, genuine pre-estimate liquidated damages, and not by way of penalty, a sum equivalent to 1% (of total value of order) per week or part thereof for each week's delay, beyond the scheduled supply date each subject to maximum of 10% of the total order value, even though the Company may accept delay in supply after the expiry of the scheduled supply date. The Company may, at its discretion, set off the aforesaid amounts from any other amounts owed by the Company to the Vendor or recover such amounts in other manner as may be permissible under applicable laws.

10.1.2 Arrange to get supply from elsewhere on account and at the sole risk of the Vendor, such decision of the Company being final and binding on the Vendor; or

10.1.3 Terminate the contract or a portion of supply of the supply work thereof, and if so desired, arrange for the supply in default by the Vendor to be attained from elsewhere at the sole risks and costs of the Vendor.

10.2 Liquidated damages for performance shortfall (if applicable) shall be specified in the Technical Specifications.

10.3 The Liquidated Damages referred in this clause 10 may be recovered by the Company from the Vendor as set off against any monies owed by the Company to the Vendor or in any other manner permissible under applicable laws.

11 Warranties:

11.1 Materials and Workmanship: Vendor shall fully warrant that all the stores, equipment and component supplied under the order shall be new and of first class quality according to the specifications and shall be free from defects (even concealed fault, deficiency in design, materials and workmanship).

11.2 Should any defects be noticed in design, material and/or workmanship within 12 months after the Material(s) or any portion thereof as the case may be have been commissioned or for 24 months from the date of delivery, whichever period concludes earlier. Purchaser shall inform Vendor and Vendor shall immediately on receipt of such intimation, depute their personnel within 7 days to investigate the causes of defects and arrange rectification/ replacement/modification of the defective equipment at site, without any cost to Purchaser within a reasonable period. If the Vendor fails to take proper corrective action to repair/replace defects satisfactorily within a reasonable period, Purchaser shall be free to take such corrective action as may be deemed necessary at Vendor's risk and cost after giving notice to the Vendor, including arranging supply of the Goods from elsewhere at the sole risk and cost of the Vendor.

11.3 In case defects are of such nature that equipment shall have to be taken to Vendor's work for rectification etc., Vendor shall take the equipment at his costs after giving necessary undertaking or security as may be required by Purchaser. After repair Vendor shall deliver the equipment at site on freight paid basis. Any taxes applicable in relation to this repair shall be to the Vendor's account. All risks in transit to and fro shall be borne by the Vendor.

11.4 Equipment or spare parts thereof replaced shall have further warranty for a period of 12 months from the date of acceptance.

12 Quality, Testing, inspection, installation:

12.1 All Material(s) supplied under this Contract shall be new and unused.

- 12.2 Wherever a specific Quality Assurance Plan is provided with the Request for Quotation (RFQ) or agreed as part of the commercial/ technical discussions, the same shall be binding on the Vendor.
- 12.3 The material shall be inspected
- a. At consignee end by Purchaser.
 - b. At factory premise of the Vendor/ sub-vendor by Purchaser or third party duly nominated by Purchaser. The Vendor shall extend all necessary co-operation to Purchaser/ third party inspector carrying out the inspection. The Inspector(s) shall have the right to carry out the inspection or testing, which will include inspection and testing of the raw materials at manufacturers shop, at fabricators shop and at the time of actual despatch before and/or after completion of packing.
- 12.4 The Vendor will inform Purchaser at least eight (8) days in advance of the exact place, date and time of tendering the Material(s) for required inspection and provide free access to the Inspector(s) during normal working hours at Vendor's or his/ its sub-Suppliers works, and place at the disposal of the Inspector(s) all useful means for undertaking the Inspection, checking the results of tests performed, marking the Material(s), getting additional tests conducted and final stamping of the Material(s).
- 12.5 Even if the inspection and tests are fully carried out, the Vendor shall not be absolved from its responsibilities to ensure that the Material(s), raw materials, components and other inputs are supplied strictly to conform and comply with all the requirements of the Contract at all stages, whether during manufacture and fabrication, or at the time of Delivery as on arrival at site and after its erection or start up or consumption, and during the defect liability period. The inspections and tests are merely intended to prima facie satisfy Purchaser that the Material(s) and the parts and components comply with the requirements of the Contract.
- 12.6 *All costs associated with the inspection shall be included in cost of Material(s).*
- 12.7 Original material test certificate/ performance test certificate/ fitment certificate/ test reports etc. relevant/ applicable as per the specifications/ standards shall be dispatched along with the material supply failing which the material may be rejected.
- 13 Rejection:**
- 13.1 Rejected goods shall be removed and replaced within 14 days of the date of communication of rejection.
- 13.2 Claim in respect of breakage/shortages in any cases shall be referred on the Vendor within ninety (90) days from the date of receipt of Goods by the Purchaser which shall be replaced/made good by the Vendor at his own cost. All risk of loss or damage to the material shall be upon the Vendor till it is delivered to the purchaser/consignee.
- 14 General Indemnity:**
- The Vendor shall indemnify and keep the Purchaser indemnified from and against any and all claims, costs, liabilities (financial), litigations, compensations, judgments, expenses or damages (including attorney's fees and other related expenses) arising out of any breach or alleged breach of any of the conditions of this Contract, performance of the obligations hereunder, or any representation or misrepresentation made by the Vendor or any third party with regard to the subject of this Contract.
- 15 Indemnity against IPR:**
- The equipment, system, drawings, and other materials that shall be supplied against the order will become the Purchaser's property. Without limitation of any liability of whatsoever nature, the Purchaser shall be indemnified and kept indemnified against any claim for infringement or breach of any of the statues, rules & regulations by the use of or sale of any article or material supplied by the Vendor. The indemnity shall include any infringement of patent, trade mark, design, copyright or other property rights whether in Country of Origin, or elsewhere resulting from the Vendor's design, manufacture, use, supply or re-supply & would also cover use or sale of any article or material supplied by the Vendor to the Purchaser under the Purchase Order. The Indemnity shall cover any claim/action taken by a third party either directly against the Purchaser or any claim/action made against the Vendor & where under the Purchaser is made liable. The

Indemnity shall be for losses, damages, and costs including litigation costs, attorney fees etc incurred by the Purchaser in relation to the Purchase Order.

16 Latent Defects Liability period (if applicable):

Notwithstanding the inspections, acceptance tests, quality checks etc carried out by the Vendor and witnessed/accepted by the Purchaser, the Vendor shall further warrant the equipment for any latent defects in its design, material or workmanship against the specifications set forth and shall make good any such defects by way of repair or replacement of the part or whole of the defective product at its own cost & risks as and when such latent defects are observed and intimated by the Purchaser and intimated to the Vendor within 36 months of completion of warranty period.

17 Force Majeure:

- 17.1 In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by it under this Contract the relative obligation of the party affected by such force majeure shall, after notice under this articles be suspended for the period during which such cause lasts. The term 'Force Majeure' as employed herein shall mean acts of God, wars (declared or undeclared), riots or civil commotion, fire, floods, and acts and regulations of the Government of India or State Government or any of the statutory agencies. Both the party shall pay to the other party, the amount payable upon the date of the occurrence of such force majeure.
- 17.2 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, thereby shall notify the other party in writing immediately but not later than twenty four (24) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of the claims.
- 17.3 During the period, the obligations of the parties are suspended by force majeure, the contractor shall not be entitled to payment of any rate.
- 17.4 In the event of the force majeure conditions continuing or reasonably expected to continue for a period more than thirty (30) days, Purchaser shall have the option of terminating the contract by giving seven (7) days notice thereof to the contractor.

18 Variation:

Except for any provisions in this Purchase Order, any change /modification to the terms and conditions of this Order can be issued only by Purchaser or with the prior written approval from Purchaser.

19 Termination

- 19.1 The Contract shall be deemed to be terminated on completion of delivery of Material(s)
- 19.2 Termination of Default by Vendor:
Purchaser may terminate the contract at any time if the Vendor fails to carry out any of his obligations including timely delivery under this Contract. Prior to termination, the Vendor shall be advised in writing of the causes of unsatisfactory performance to be improved upon 15 days of the receipt of notice. In case, if the Vendor fails to bring about the improvement to the satisfaction of the Purchaser, then the order shall be terminated.
- 19.3 Without prejudice to the rights and remedies available to Purchaser, Purchaser may terminate the Contract or part thereof with immediate effect with written notice to the Vendor if,:
- 19.3.1 The Vendor becomes bankrupt or goes into liquidation.
- 19.3.2 The Vendor makes a general assignment for the benefit of creditors.
- 19.3.3 A receiver is appointed for any substantial property owned by the Vendor.
- 19.3.4 The Vendor has misrepresented to Purchaser, acting on which misrepresentation Purchaser has placed the Purchase Order on the Vendor.

The Vendor/ Contractor shall not be entitled to any further payment under the Contract if the Contract is terminated. If the order is terminated under clause 19.2 and 19.3, the Vendor shall not be entitled to any further payment, except that, if Purchaser completes the supply of Material(s) and the costs of completion are less than the Total Order value, the Purchaser shall pay Vendor an amount properly allocable to supply of Material(s) fully performed by Vendor prior to termination for which payment was not made to Vendor. In case, the cost of completion of Material(s) exceed the total Order value, the additional cost incurred by Purchaser for such completion shall be paid by the Vendor.

19.4 Purchaser shall be entitled to terminate the Contract at its convenience, at any time by giving thirty (30) Days prior notice to the Contractor. Such notice of termination shall specify that termination is for Companies convenience and the date upon which such termination becomes effective. Upon receipt of such notice, the Contractor shall proceed as follows:

- 19.4.1 cease all further work, except for such work as may be necessary and instructed by the Company/ Company's representative for the purpose of protecting those parts of the supplies already manufactured;
- 19.4.2 stop all further sub-contracting or purchasing activity, and terminate Sub-contracts;
- 19.4.3 handover all Documents, equipment, materials and spares relating to the supply of goods prepared by the Contractor or procured from other sources up to the date of termination for which the Contractor has received payment equivalent to the value thereof; and
- 19.4.4 handover those parts of the supplies manufactured by the Contractor up to the date of termination.

Upon termination pursuant to clause 19.4, the Vendor shall be entitled to be paid the full value on the Material(s) delivered in accordance with the Contract.

19.5 The Contractor shall not be released from any of his obligations or liabilities accrued under the Contract on termination. For the avoidance of doubt, the termination of the Contract in accordance with this clause shall neither relieve the Contractor of his accrued obligations for Warranty or his accrued liability to pay (liquidated) damages for Delay nor shall entitle him to reduce the value of Performance Security.

20 Sub letting and assignment:

The contractor shall not without prior consent in writing of the Purchaser, sublet, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever, provided nevertheless that any such consent shall not relieve the contractor from any obligation, duty or responsibility under the contract.

21 Dispute Resolution:

Dispute or differences arising out or relating to this Order shall be resolved amicably by the parties. Failing such amicable resolution of dispute / differences either party may refer the matter to arbitration of a Sole Arbitrator to be appointed jointly by both the parties. The award of the Arbitrator shall be final, binding and conclusive on the parties. The venue for arbitration shall be Mumbai. The Arbitration proceedings will be governed and regulated by the provisions of Indian Arbitration and Conciliation Act, 1996 as amended from time to time and the rules framed there under.

22 Governing laws

This Contract shall be construed in accordance with and governed by the Laws of India without giving effect to any principle of conflict of law.

23 Jurisdiction

This Contract and the transaction contemplated herein shall be subject to the exclusive jurisdiction of the competent Courts in Mumbai only.

24 Limitation of Liability

Notwithstanding anything contained in the Contract, the Contractor's aggregate liability under this Contract shall be limited 100% of the Total order value. This shall however, exclude liability arising pursuant to clause 2.8- tax indemnity, clause 14- General Indemnity, clause 15- Indemnity against IPR, clause 25 – Confidentiality and liabilities arising due to wilful misconduct, gross negligence, third party claims and corrupt acts attributable to the Vendor.

25 Confidentiality:

The Vendor shall use the Confidential Information of the Purchaser only in furtherance of this Contract and shall not transfer or otherwise disclose the Confidential Information to any third party. The Vendor shall (i) give access to such Confidential Information solely to those employees with a need to have access thereto; and (ii) take the same security precautions to protect against disclosure or unauthorized use of such Confidential Information that the party takes with its own confidential information but, in no

event, shall a party apply less than a reasonable standard of care to prevent such disclosure or unauthorized use.

26 Consequential Damages:

Unless otherwise specified, neither Party shall be responsible for and nor shall be liable to the other Party for indirect/consequential losses and damages suffered by such Party including for loss of use, loss of profit whether such liability or claims are based upon any negligence on the part of the other Party or its employees in connection with the performance of the Purchase Order.

27 New Legislation (The Micro, Small and Medium Enterprise Development Act 2006)

- a. This Act has been enacted and made effective from 2nd October 2006. The Interest on Delayed Payments to Small Scale and Ancillary Industrial Undertaking Act, 1993 is repealed.
- b. Vendor is requested to inform the purchaser if vendor fall under The Micro, Small and Medium Enterprises Development Act, 2006 legislation and provide the purchaser, registration number and date to enable purchaser to take necessary care. The vendors are also requested to mention the same on their invoice / bill.

28 Relation between parties:

The Purchase Order shall be entered into on a principal-to-principal basis only. The Purchase order shall not be construed as a partnership or an association of persons. There is no agent and principal relationship between the parties. Each party shall be responsible for its own conduct. The Vendor shall ensure at all times that all the work carried out under this contract either by its own person or through any of its sub-Vendors shall be always done under its own direct supervision.

29 Environment / ISO 14001 Certification:

The Vendor to confirm whether their organization is ISO 14001 certified. If not, the Vendor must certify that the handling, use and disposal of their product / by-products conform to practices consistent with sound environmental management and local statutes. The Vendor shall ensure that all the wastes are disposed in environmental friendly way with strict compliance to applicable laws including

adherence to MoEF guidelines with respect to disposal of batteries, lead waste, copper cables, ash, waste oil, e-waste etc which shall be disposed through MoEF approved parties only. The Vendor shall also be responsible to collect and recycle all the e-waste generated at the end of the product life cycle at its own costs and risks as per the MoEF guidelines/ orders.

30 Tata Code of Conduct

The Purchaser abides by the Tata Code of Conduct in all its dealing with stake holders and the same shall be binding on the Purchaser and the Vendor for dealings under this Purchase Order. A copy of the Tata Code of Conduct is available at our website: <http://www.tatapower.com/aboutus/code-of-conduct.aspx>. The Vendor is requested to bring any concerns regarding this to the notice of our Chief Ethics Officer on the e-mail ID: cecounsellor@tatapower.com.

31 Responsible Supply Chain Management:

The Purchaser is committed for a cleaner environment and respect of Human rights through its Responsible Supply Chain Management policy. The Vendor is required to comply with all the environment & Human rights related laws, including emission norms, Labour and environmental regulations. The Purchaser encourages its Vendors/ Contractors/ Business partners to pay more attention to green design, green supply, green production, green logistics and green packaging in performing their business obligations.

The Vendor is required to abide by the Tata Power Corporate Environment policy, Energy Conservation and Corporate Sustainability Policy.

A copy of the Responsible Supply Chain Management Policy along with Environment policy, Energy Conservation policy, Sustainability policy, Health & Safety policy and Human Rights policy is available at website: <http://www.tatapower.com/sustainability/policies.aspx>.

Vendor/Bidder is required to completely fill the attached "Supplier Sustainability Questionnaire" in support of their Green Supply Chain Management initiatives and submit the same with their offer.

The Owner recognizes that diversity in the workplace positively impacts business. The Owner is committed to help people from SC/ST background either by helping them to become entrepreneurs or by engaging workforce from SC/ST community under the contracts agreed herein. To encourage engaging SC/ST community, the owner may consider on the merit to incentivize the Contractor by paying additional 1% of the service contract portion if the number of SC/ST workforce engaged in the contract exceeds 30% of the total deployed strength and 2%, if the strength goes beyond 50%. While the Contractor will assist the workforce so engaged to become self-reliant in meeting the work expectation, the Owner may also volunteer its training resources to the extent possible to improve their employability. The Contractor shall maintain the proper documentation of such category of the workforce engaged and the owner may consider to pay the incentive after its verification.

The Owner may also consider extending price preference of 5% in the bid evaluation for an order value up to Rs.50 Lacs, provided the company is owned by a person from SC/ST community having minimum 50% holding in the company.

32 Vendor rating

You are requested to ensure compliance to the terms of the individual orders with regards to timely delivery, provision of all applicable documents / challans / test certificate, quality of the material etc. Your performance with respect to the said factors will be taken into consideration for future business.

33 Vendor Feedback:

- 33.1 In this dealing Vendors feedback is important for the purchaser to improve its processes. If vendor have to report any grievance, problem or require any clarification, information, vendor is requested to contact purchaser at email ID: CC_CUSTOMERFEEDBACK@tatapower.com
- 33.2 Vendor is requested to ensure compliance to the terms of the individual orders with regards to timely delivery, provision of all applicable documents / challans / test certificate, quality of the material etc. Vendor performance with

respect to the said factors will be taken into consideration for future business.

34 Non-Waiver:

Failure of Purchaser or its representatives to insist upon adherence to any of the terms or conditions incorporated in the Contract or failure or delay to exercise any right or remedies herein or by law accruing, or failure to promptly notify the Vendor in the event of breach or the acceptance of or the payment of any Material(s) hereunder or approval of any design or Material(s) shall not release the Vendor and shall not be deemed a waiver of any right of Purchaser to insist upon the strict performance thereof or of any of its rights or remedies as to any such Material(s) regardless of when the Material(s) are shipped, received or accepted not shall any purported oral modification or revisions of the Contract by Purchaser or its representative(s) act as waiver of the terms hereof.

35 Repeat Order:

Purchaser may place the repeat order for 100% of ordered quantities within a span of 6 months from the date of issue of this Purchase Order & Vendor shall execute it at same rates, terms and conditions.

36 Severability

If any provision of this Contract is invalid, unenforceable or prohibited by law, this Contract shall be considered divisible as to such provision and such provision shall be inoperative and shall not be part of the consideration moving from any Party hereto to the others, and the remainder of this Contract shall be valid, binding and of like effect as though such provision was not included herein.

ESG FRAMEWORK FOR BUSINESS ASSOCIATES

Tata Power's Sustainability philosophy sits at the core of its Business Strategy. Tata Power Sustainability Model has an overarching objective of 'Leadership with care' with key elements of 'Care for the Environment'; 'Care for the Community'; 'Care for our Customers / Partners' and 'Care for our People'. These sustainability objectives encompass the Environmental, Social and Governance objectives driven as integrated elements.

Tata Power, together with its stakeholders is determined to achieve sustainable growth while creating shared value for all.

As a part of future ready roadmap, Tata Power has targeted following as our Environment, Social and Governance priorities:

- Being Carbon Net Zero before 2045
- Growing Clean capacity (80% by 2030)
- Customer centricity
- Becoming water neutral before 2030
- Achieving zero waste to landfill before 2030
- No net loss of biodiversity before 2030
- Positively impacting 80 million lives by 2027

In order to create a sustainable business ecosystem, Tata Power expects that all its Business Associates (BA) which includes its suppliers, vendors, consultants and service providers to align to its ESG and sustainability commitments.

Tata Power encourages improved efficiencies and scaling up of green initiatives through technology and innovation taking us farther on the journey of reducing carbon emissions and preparing the entire eco-system towards products and services that would have net positive impact on the environment and communities that we operate in.

The Vendors/ bidders wishing to associate with Tata Power are expected to share their own sustainability and ESG journey. We at Tata Power promote all Business Associates to have a sustainable procurement policy for their supplier and service providers to contribute to our integrated approach in achieving a sustainable supply chain. The BA is encouraged to carry out the assessment of their sub-contractors and sub-vendors on sustainability readiness so that they are aware of the expectation/ business requirement.

The Vendor/ Bidder shall fill-in the 'Environment, Social and Governance Compliance Screening Questionnaire for Business Associates' attached at Annexure-I and submit the same along with the Bid in Ariba online platform.

Responsible Supply Chain Management:

Tata Power is committed for a cleaner environment and respect of Human rights through its Responsible Supply Chain Management policy.

Tata Power Business Associate (BA) shall comply with all the environment & Human rights related laws, including emission norms, Labour and environmental regulations.

Tata Power encourages its BA to focus on green design, green supply, green production, green logistics and green packaging in performing their business obligations. The BA is expected to abide by the Tata Power Corporate Environment policy, Energy Conservation and Corporate Sustainability Policy (enclosed with this document as Annexure-II).

The BA is expected to:

- Strive towards Conservation of Energy, Water, Resources and optimize transportation of Men & Materials to minimize environmental impact and reduce carbon footprint.
- Carry out the assessment of materials used for construction, operation & maintenance, consumables and accordingly phase out those materials which are environmentally hazardous.
- Be cognizant that diversity in the workplace positively impacts business.
- Promote affirmative action by supporting people from SC/ ST background by engaging workforce from SC/ ST community under the contracts agreed herein.
- Share the commitment of 'No child labour', 'No forced labour', Non-discrimination on the basis of caste, colour, religion, gender, disability, maternity or pregnancy or any other factor unrelated to the requirements of the job
- Pay the wages or remuneration to the workforce, personnel deployed in compliance to all applicable laws and regulations.
- Provide its employees/ deployed labor with an employment environment that is free of physical or psychological harassment.
- Carry out the assessment of their Sub-contractors on their Sustainability Readiness so that they are aware of the above expectation/ standards
- To ensure usage of suitable package material which is more environmentally sustainable. Further the packing material shall be recycled to the extent possible. The material used for packing is expected to suit the mode of transport and to ensure its safe receipt at point of delivery.

Waste Disposal:

The BA is expected to follow best practices for disposal of waste, few of which are listed below:

- Have a detailed project plan that includes the waste management, segregation of all designated waste material (Recyclable/ Non-Recyclable), collecting, storing, disposing and transferring the same to pre-arranged facility/ destination in timely and safe manner as per environmental legislations. The project plan shall also include the innovative construction practice to eliminate or minimize waste, protect surface/ground water, control dust and other emissions to air and control noise.
- Have purchase policy to encourage the procurement of material with recycled and minimum packaging of goods during delivery and appropriate means for site-to-site transportation of materials to avoid damage and litter generation.
- Ensure that the residents living near the site are kept informed about proposed working schedule and timings/ duration of any abnormal noise full activity that is likely to happen.
- Ensure the regular maintenance and monitoring of vehicles and equipment for efficient fuel use so that emissions and noise are within acceptable limits to avoid air pollution.

Water Management:

The BA is expected to follow best practices for water management, few of which include a management and monitoring system for water withdrawals and consumption, procedures to reduce water usage or reuse/recycle water, and pretreatment of wastewater before disposal.

Compliance to Law:

The BA shall adhere to responsible business practices and comply with the provision of all the Statutory Acts Applicable. Special attention of the BA is drawn towards the compliance of provision of the following statutes: (along with the latest amendments/additions, as applicable):

- The Child Labour (Prohibition and Regulation) ACT, 1986.
- The Contract Labour (Regulation and Abolition) ACT, 1970.
- The Employee's Pension Scheme, 1995.
- The Employee's Provident Funds and miscellaneous provisions Act, 1952.
- The Employees State Insurance Act, 1948.
- The Equal Remuneration Act, 1976.
- The Industrial Disputes Act, 1947.
- The Maternity Benefit Act, 1961.
- The Minimum Wages Act, 1948.
- The Payment of Bonus Act, 1965
- The Payment of Gratuity Act, 1972.
- The Payment of Wages Act, 1936.
- The Shops & Establishment Act, 1954.
- The Workmen's Compensation Act, 1923.
- The Employer's Liability Act, 1938.
- and any other applicable statutory act

Social Accountability (SA 8000):

Tata Power expects its BAs to follow guidelines of SA 8000:2014 on the following aspects

- Child Labour
- Forced or Compulsory Labour
- Health & Safety
- Freedom of Association & Right to Collective Bargaining
- Discrimination
- Disciplinary Practices
- Working Hours
- Remuneration
- Management System

Health and Safety

The BA is expected to ensure the health and safety of his and his Sub-contractor's staff and labour. The BA shall, in collaboration with and according to the requirements of the local health authorities, ensure that medical staff, first aid facilities, sick bay and ambulance service are available at the accommodation and on the Site at all times, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics. The BA shall maintain records and make reports concerning health, safety and welfare of persons deployed, and damage to property, as the Owner's Representative may reasonably require. The BA shall be responsible for the medical treatment / hospitalization of his and his Sub-contractor's staff/ labour.

The BA shall appoint a qualified Safety officer at the Site to be responsible for maintaining the safety, and protection against accidents, of all personnel on the Site. Such Safety officer shall have the authority to issue instructions and take protective measures to prevent accidents.

The BA shall comply in toto with the Tata Power's Contractor Safety Terms & Conditions, Health Safety & Environment Manual while working on Tata Power Site/ Services/ Contracts.

Grievance Mechanism

The BA is expected to have grievance procedures that allow stakeholders to anonymously bring environmental and/or work-related violations and/or concerns to the attention of management. In addition, the BA is expected to have procedures for examining reports of environmental and/or work-related violations or concerns and/or privacy complaints.

Data Protection

The BA is expected to have a formal process to address data security or privacy issues.

ANNEXURE-I



Sr. No.	Question Description	Response (Y/N)	Remarks
Organization			
1	Does your Company have Sustainability Policy at Organization Level? If Yes, Please attach		
2	Do you have sustainable procurement policy in place for your own suppliers? If Yes, Please attach		
3	Does your company do regular assessment of its suppliers on ESG parameters?		
4	Are there ESG risks, or negative impacts identified in your supply chain		
Governance			
1	Is diversity taken into consideration when appointing board members/ senior management? Do you have an independent director/s?		
2	Has your company taken initiatives to ensure ethical practices at workplace? Please share the details, Policies etc.		
3	Does your company have a formal process to address data security or privacy issues? Please share the details, Policies etc.		
4	Does your company have grievance mechanism for stakeholder issues and track resolution?		
Environment/ Planet			
1	Does your company have Environmental Policy? If Yes, Please attach		
2	Do you have a formal process for waste management including solid wastes, liquid wastes and hazardous waste?		
3	Does your company track greenhouse gas emission? Also, what percentage of own consumption comes from the renewable energy?		
4	Does your company have a formal process for water management including monitoring of water consumption and withdrawals, and if applicable, pretreatment of wastewater?		
Green Technology/ Innovation			
1	Are your facility/ Product/ Services provided by you is based on green design, green production, green packaging or green logistics considerations? Please elaborate.		
2	Do your products or services have any environmental or social features or benefits (e.g. environmental/energy certification, ecolabels, fair trade certification, etc.)?		
Social/ People			
1	Does you facility/ Company have written personnel policies in place Are you an equal opportunity employer?		
2	Please describe any formal programme / campaign in place to promote company involvement with the community (volunteering, etc.). What is the percentage of profit spend on community activities?		
3	Does your company have a written Health & Safety Policy or Program? If Yes, Please attach		
Certifications: Does your company have following certifications (valid till date-please mention validity)			
1	ISO9001 accreditation		
2	SA8000 or equivalent		
3	ISO 14001 certification		
4	ISO 18001/45001 or equivalent		
5	ISO/IEC 27001 or equivalent		
6	Any Other (Please specify)		

Signature

Business Associate Name

ANNEXURE-II

CORPORATE SUSTAINABILITY POLICY

At Tata Power, our Sustainability Policy integrates economic progress, social responsibility and environmental concerns with the objective of improving quality of life. We believe in integrating our business values and operations to meet the expectations of our customers, employees, partners, investors, communities and public at large

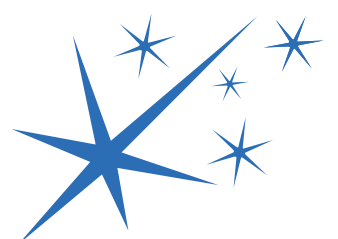
- We will uphold the values of honesty, partnership and fairness in our relationship with stakeholders
- We shall provide and maintain a clean, healthy and safe working environment for employees, customers, partners and the community
- We will strive to consistently enhance our value proposition to the customers and adhere to our promised standards of service delivery
- We will respect the universal declaration of human rights, International Labour Organization's fundamental conventions on core labour standards and operate as an equal opportunities employer
- We shall encourage and support our partners to adopt responsible business policies, Business Ethics and our Code of Conduct Standards
- We will continue to serve our communities:
 - By implementing sustainable Community Development Programmes including through public/private partnerships in and around our area of operations
 - By constantly protecting ecology, maintaining and renewing bio-diversity and wherever necessary conserving and protecting wild life, particularly endangered species
 - By encouraging our employees to serve communities by volunteering and by sharing their skills and expertise
 - By striving to deploy sustainable technologies and processes in all our operations and use scarce natural resources efficiently in our facilities
 - We will also help communities that are affected by natural calamities or untoward incidence, or that are physically challenged in line with the Tata Group's efforts

The management will commit all the necessary resources required to meet the goals of Corporate Sustainability.



(Praveer Sinha)
CEO & Managing Director

Date: 15th June, 2018



Supplier Code of Conduct

Tata Power follows the Tata Code of Conduct (TCoC) and the Whistle blower Policy and expect all its Suppliers to adhere to the same principles. “Supplier” here means any business, company, corporation, person or other entity that provides, sells or seeks to sell, any kind of goods or services to Tata Power, including the Supplier’s employees, agents and other representatives.

Tata Code of Conduct- (TCoC): <https://www.tatapower.com/pdf/aboutus/Tata-Code-of-Conduct.pdf>

Whistle Blower Policy: <https://www.tatapower.com/pdf/aboutus/whistle-blower-policy-and-vigil-mechanism.pdf>

Anti-Bribery & Anti-Corruption Policy: <https://www.tatapower.com/pdf/aboutus/abac-policy.pdf>

The suppliers are expected to adhere to the following Do’s and Don’ts:

Do’s

1. The Suppliers shall be committed to supplying products and services of high quality that meet all applicable standards and laws, including product packaging, labelling and after-sales service obligations.
2. Comply with all applicable laws and regulations, both in letter and in spirit, in all the territories in which it operates.
3. Strive to provide a safe, healthy and clean working environment for its employees.
4. Strive for environmental sustainability, particularly with regard to the emission of greenhouse gases, consumption of water and energy and the management of waste and hazardous materials.
5. The Supplier shall represent our company (including Tata brand) only with duly authorised written permission from our company.
6. Safeguard the confidentiality on the use of intellectual property, information and data of the Company.
7. Gifts and hospitality given or received should be modest in value and appropriate as per Company Policy.
8. The assets of Tata Power shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorised.
9. All actual or potential conflicts due to financial or any other relationship with a Tata Power employee shall be disclosed.

Don’ts

1. The Supplier shall not make unfair or misleading statements about the products and services of competitors.
2. Children shall not be employed at workplaces.
3. Forced labour shall not be used in any form.
4. The Suppliers shall neither receive nor offer or make, directly or indirectly, any illegal payments, remunerations, gifts, donations or comparable benefits that are intended, or perceived, to obtain uncompetitive favours for the conduct of its business with Tata Power.

Reporting Violations

The Supplier shall notify the Company regarding any known or suspected improper behaviour of other suppliers or employees relating to its dealings with Tata Power, by email to: cecounsellor@tatapower.com. The same can also be raised through our 3rd party ethics helpline facility:

Toll-free Number	1800 267 4065
Email	tatapower@tip-offs.in
Website & Chatbot	www.tatapower.tip-offs.in
Postal address	Attn to: Mr. Puneet Arora, Deloitte Touch Tohmtsu India LLP, 6 floor, AIPL Business, Sector 62, Gurugram, Haryana 122102

The Tata Power Company Ltd	TPCODL		TPNODL	Appendix 3 to CSCC Safety Terms and Conditions
Document No. TPSMS/GSR/STC/009 REV 05	TPSODL	TATA TATA POWER	TPWODL	Date of Issue: 01/08/2023

Appendix 3:

Safety Terms and Conditions

Reason for Change	Date of Last Revision	Prepared By	Reviewed By	Approved by
Inclusion of Odisha Discom and periodic Revision	<u>10-Jan-2021-R4</u>	All Discom and CFT members	Debi Prasad Acharya (Head-Safety-Odisha Discom)	Suresh H Khetwani (Chief safety and Environment)

Clause	Sub-clause	Description	Page No
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1.0 Objective:

The Objective of Safety Terms and Conditions is to apprise the Business Associates about various critical procedures of the Tata power Division/Discoms and the expectations from the BA to implement such procedures without fail. Certain terms and conditions are also mentioned to ensure a safe work atmosphere round the year. Refer Contractor's Safety Code of Conduct- Document no TPSMS/GSP/ CSM/015

2.0 Scope:

This procedure applies to all operating and project sites of The Tata Power Company Ltd and Group companies including new businesses like Electric Vehicle charging, Home Automation, Microgrid, Roof top solar etc. This Code of Conduct also applies to all operating and project sites of four Odisha Discoms and New business based on mutually agreed timeline for implementation. R5

3.0 Safety Organization & Responsibilities

3.1 Contractor Site Management and Supervision

Each Contractor will be responsible for fulfilling all statutory and safety requirements as per the laws of the land and not limited to Factory Act, Electricity Act, Electricity Rules and Regulations, Shop and Establishment Act etc.

Each Contractor shall provide at least one competent full-time safety supervisor for workforce of every 50 workers or less than that. When workforce ranges to 500, the contractor must provide at least one qualified safety officer (This may be subjected to change as per applicable act). Thus, for work force of 500 workers there will be one qualified safety officer and 10 safety supervisors. For every 500 additions in workforce, the contractor must add 1 safety officer and 10 safety supervisors. The Order Manager or Safety Department of the Tata Power Division /Discoms will review and approve the appointment of all safety officers and supervisors. The safety supervisors/officers will work with the guidance from Tata Power Division /Discoms Safety Department and align themselves with Tata power Division/Discom safety requirements.

For O&M related AMC activities, minimum one qualified safety officer to be deployed for each Division of the Discoms.

Qualified safety officer means he or she has completed PDIS or ADIS from a recognized institute.

Site Safety Officer/Safety Supervisor / Safety Coordinator shall be interviewed by the Order Manager/ Safety head of the Tata Power Division/Discom and then gate passes shall be issued if the interview is successful.

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Site Manager of Contractor/Subcontractor is responsible, and will be held accountable, for the safety of their own workforce as well as that of sub-contractors. He should also ensure that all equipment, materials, tools, and procedures remain in safety compliance at job site.

Responsibility of Site manager includes, but not limited to:

- 3.1.1 Holding officer/supervisors accountable for safety and actively promote safe work performance.
- 3.1.2 Participate in and cooperate with all safety program requirements to be implemented to meet Tata Power Division /Discoms safety objectives
- 3.1.3 Ensure timely reporting of safety incidents, near misses, unsafe acts, and conditions.
- 3.1.4 Identify the training needs of BA employees and maintain all safety training documents.
- 3.1.5 Provide Safety Performance Report at an agreed frequency.
- 3.1.6 Stopping of unsafe work (Acts and/or Conditions) immediately. Work to start only after corrective actions are implemented.
- 3.1.7 Ensure and participate in daily toolbox talk for all the jobs.
- 3.1.8 Ensure that only tested and certified tools and equipment are issued to the workers and being used at the site.

3.2 Contractor Supervisors and General Staff.

Contractors' site supervisors and general staff members in charge of job site functions such as field engineering, warehousing, purchasing, costing, and scheduling etc. are responsible for the safe performance of the work of those they supervise. They must set an example for their fellow employees by being familiar with applicable sections of the Site Safety program and ensuring that all site activities are performed with SAFETY as the primary objective.

Each site supervisor is responsible and will be held accountable for identifying, analyzing, and eliminating or controlling all hazards through implementation of an aggressive, pro-active Health, Safety and Environmental Program. Each supervisor will proactively participate in the Safety program by observing, correcting, and recording unsafe acts and conditions at plant / sites.

3.3 Contractor Workforce

- 3.3.1 Contractors shall provide adequate quality and quantity of manpower as mutually agreed. (R5)
- 3.3.2 All the contractor employees shall attend "SHE L0(Other than new business and Odisha Discom)/L1 Foundation Course in Safety". Depending on the critical procedure in job employees shall also be required to attend "SHE L2 course of critical/high risk operations". All Supervisors shall be required to attend "SHE L3 Supervisory Training". All the above trainings will be conducted by TPSDI/Skill development institute of Disco, or other equivalent institute approved by Tata Power.

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- 3.3.3 Contractor employees shall be required to attend any other additional training if suggested by Order manager or Site Safety Head. The cost of such additional training shall be borne by the Vendor.
- 3.3.4 Contractor / Vendor shall mobilize their manpower well in advance to complete the training through TPSDI/Sill development Institute.
- 3.3.5 The Vendor / BA shall arrange or bear the conveyance and food expenses incurred during training of BA employees in Odisha Discom. (R5)
- 3.3.6 The validity of the training L1, L2 and L3 is 3 years. There will be competency assessment as Revalidation test in every three months for Tata Power Division and six months for Odisha Discom till one year from implementation of CSCC.(R5) Those who fail in the competency assessment shall undergo training again.
- 3.3.7 Supervisors/Welder/Electricians/Line man /Fitters /Radiographers/Riggers engaged by the contractor shall have valid competency certificates issued by authorized agency/Institute.
- 3.3.8 Contractor workforce must make safety a part of their job by following safety rules and regulations and by using all safeguards and safety equipment. They must take an active part in the Safety programs for the Site.
- 3.3.9 Every member of the workforce is expected to report for work without influence of any Drug/Alcohol. Failure to comply with this requirement shall result in immediate termination of employees under the influence of drug and alcohol plus show cause notice/penalty to the vendor.
- 3.3.10 All employees shall report hazardous conditions, practices and behaviours in their work areas and correct wherever possible.
- 3.3.11 Workforce is responsible for active participation in safety and health programs, suggestion systems, trainings and reporting of unsafe act/practices, Unsafe conditions incidents and injuries to their supervisors.

3.4 Vendor/Contractor/sub-contractor

- 3.4.1 Vendors/Contractor shall always comply with and ensure that their workforce comply with all site safety rules and regulations. Specifically, with applicable provisions of the Site Safety Management Plan and all statutory safety rules and regulations.
- 3.4.2 After receiving the work order/ purchase order vendor/contractor/bidder shall not appoint Sub-contractor without safety assessment of the sub-contractor through safety concurrence group Under Contractor Safety Code of Conduct. Penalty of 5% of contract value will be applicable to the contractor if subcontractor is appointed without the permission of SCG and without evaluation through CSCC process.

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4.0 Tools and Tackles(R5)

- 4.1 Tools & Tackles used to carry out the job shall be checked and inspected by Order Manager and safety Officer.
- 4.2 Vendor must submit a valid Certificate from Competent person under the Factories Act 1948 and State Factories Rule for all Lifting Tools and Tackles (like Hoist, D Shackles, chain Block, wire ropes etc.).
- 4.3 All Electrical Hand Tools must be tested for leakage of current by a person /agency authorized by Tata Power Division /Discoms. Electrical power must be taken though RCCB of 30mA. Electrical hand tools should not have cord more than 3 meters in length. If power source is at > 3 meters, extension boards with RCCB of 30 mA and ON/OFF switch, shall be used.
- 4.4 Removal or inclusion of tools any new tool /tackles / machinery / equipment at site should only be done with concurrence of the order Manager / Head Safety.

5.0 Site Safety Rules and Procedures:

The work in the safest possible manner can only happen when it has been carefully planned and all applicable procedures are followed. The Tata Power Safety Procedures are derived from Tata Power best practices and the applicable Government acts regulations. In each case, the most stringent regulation is used. All safety rules and procedures developed from time to time shall be mandatorily followed by the vendor and his employees while working at Site.

6.0 Critical safety Rules and Procedures: Following is the list of Tata Power's critical Safety Rules and Procedures. Contractor shall refer to approved Rules and Procedures for detailed requirements and ensure conformance

6.1 Lock Out and Tag Out Procedure.

This procedure is intended to be used for the protection of Personnel while servicing or performing maintenance on distribution network/ equipment / pipeline / vessel / process systems. This is a general procedure that shall be used as the minimum requirements for isolation of equipment, pipelines, machines, system from all possible sources of hazardous energy and / or material such as Steam, Hot Water, Compressed Air, any other process fluid / chemical energy /Mechanical energy or Electrical energy. For complete procedure kindly refer Procedure Document No. **TPSMS/CSP/LOTO/001**

6.2 Excavation Safety (Shoring and Sloping) Procedure

This procedure is developed to cover the safe practices required for shoring and sloping in excavation and trenching jobs. This procedure is developed to establish mandatory requirements for practices to protect personnel, property and equipment from hazards associated with above activities. For complete procedure kindly refer Procedure Document No **TPSMS/CSP/EXS/002**

6.3 Confined Space Entry Procedure:

This procedure outlines the steps required to perform the confined space entry and to protect personnel from the hazards of entering and conducting operations in confined spaces. For complete procedure kindly refer Procedure Document No – **TPSMS/CSP/CSE/003**.

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6.4 Working at Height Procedure:

This procedure describes the rules and procedures to protect employees from the hazards of working at heights. This procedure is developed to cover the safe practices required for Working at Heights. This procedure is developed to establish mandatory requirements for practices to protect personnel from hazards associated in this area. For complete procedure kindly refer Procedure Document No – TPSMS/CSP/WAH/004.

6.5 Heavy Equipment Movement Safety Procedure.

Heavy equipment lifting and movement is an activity involving loading, unloading, storage and movement from one place to another including lifting and erection or repairing of equipment with cranes or hoists. Material, machinery and equipment handling operations are being carried out by large capacity cranes and hoists, which make the job safer and faster. This procedure addresses the hazards and precautions associated with such equipment and their use. For complete procedure kindly refer Procedure Document No – TPSMS/CSP/HEMS/005.

6.6 Mobile Crane Safety Procedure.

Mobile cranes are responsible for many incidents, injuries. Falling loads from mobile cranes pose a severe hazard to operators and nearby workers and property. Many types of cranes, hoists, and rigging devices are used for lifting and moving materials. To maintain safe, appropriate standards must be adhered to and only qualified and licensed individuals shall operate these devices. For complete procedure kindly refer Procedure Document No – TPSMS/CSP/MCS/006.

6.7 Scaffold Safety Procedure.

This procedure is developed to provide information on the safe erection, use, dismantling and maintenance of access scaffolding in the workplace. It is developed to establish mandatory requirements for practices to protect personnel from hazards associated with erection, use and dismantling of scaffolds. For complete procedure kindly refer Procedure Document No – TPSMS/CSP/SCAF/007.

6.8 Permit to Work Procedure.

Given the inherent hazards of the power generation and distribution industry, a significant number of TATA POWER operations and installations are critical. Work Permit (WP) System is an essential element in controlling the workplace risks in an effective manner. For complete procedure kindly refer Procedure Document No – TPSMS/CSP/PTW/008.

6.9 Job Safety Analysis (JSA) Procedure.

This objective of this procedure is to have a task-based risk assessment process in place that identifies, evaluates and controls the risks associated with work activities, and as a result, prevents those involved in the task or those potentially affected by the task, from being harmed. For complete procedure kindly refer Procedure Document No- TPSMS/CSP/JSA/009 REV 01.

6.10 Electrical Safety Procedure.

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The objective of these standards is to specify minimum mandatory requirements and advisory guidance for identifying and controlling hazards to ensure 'Zero Harm' regarding operation maintenance and testing of electrical equipment. For complete procedure kindly refer Procedure Document No- TPSMS/CSP/ELEC/010

6.11 Fire Safety Management Procedure.

Objective of This standard is to specify the minimum mandatory requirements and advisory guidelines to ensure prevention of fire related incidents and managing / controlling their impacts if they do occur. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/ELEC/011

6.12 Hazard Identification & Risk Assessment (HIRA) Procedure(R5):

Objective of this procedure is to define guidelines for Hazard identification, Risk assessment and determination of controls. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/HIRA/012.

6.13 Management Of Change (MOC) Procedure(R5):

The objective of this document is to establish the procedures necessary to ensure that HSE risks are managed to an acceptable level in Tata Power Management of Change (MOC) process. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/MOC/013.

6.14 Pre-Start-up Safety Review (PSSR) Procedure(R5).

Objective of this procedure is to provide guidelines for safe initial startup of a new facility or restart of a modified facility. The PSSR process verifies that the new/modified facility meets the original design and operating parameters. The intent is to prevent incidents caused by inadequate, incomplete, unauthorized design, construction, installation, and/or commissioning. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/MOC/014.

6.15 Road Safety procedure(R5):

To provide Safety Rules for road travel management and safe usage of all types of vehicles viz. passenger/ commercial, owned/ hired by company, driven by employees or contractors. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/RSP/015.

7.0 General safety Rules and Procedure:

7.1 Lift (Elevator) Safety Procedure:

To provide safe operating procedure for taking control of lift car before entering and existing the pit of OTIS make elevators. For complete procedure kindly refer Procedure Document No – TPSMS/GSP/LIFT/001,

7.2 Working on conveyor belt Procedure:

This procedure is developed to cover the safe practices required for Working on live equipment and to protect personnel from hazards associated with it. For complete procedure kindly refer Procedure Document No – TPSMS/GSP/CONV/003

7.3 Batteries Handling & Disposal(R5)

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To provide procedure for recycling and / or safe disposal of used / waste batteries in compliance with all legislation. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/HAZM/003**

7.4 Material Handling and Storage Procedure:

The purpose of this document is to provide procedures to assist the safe handling of materials (manual handling and mechanical handling). For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/MATL/004**.

7.5 Office Safety Procedure(R5):

The objective is to provide a safe working environment to those working in office premise, who may be exposed to emergency situations and other chronic / cumulative risks that may arise due to various reasons of unsafe act, unsafe condition, fire and or pandemic crisis like COVID-19 etc. For complete procedure kindly refer Procedure Document No - **TPSMS/GSP/OFS/006**

7.6 Earth Leakage Circuit Breaker (ELCB) Testing Procedure(R5):

The objective of this procedure is to define the minimum requirements for testing of Earth Leakage Circuit Breaker (ELCB). For complete procedure kindly refer Procedure Document No - **TPSMS/GSP/ELCB/008**.

7.7 Occupational Health & Safety Legal Compliance Procedure(R5):

Objective of this procedure is provide guidelines for compliance of Occupational Health & Safety (OH&S) legal requirements and all ratified protocols and agreements are incorporated in Tata Power Safety Management System (SMS). For complete procedure kindly refer Procedure Document No - **TPSMS/GSP/LEGL/009**.

7.8 Incident Reporting & Investigation Procedure(R5):

Objective of this procedure is to outline the process for reporting, recording and investigating an incident, recommending corrective and preventive actions and to communicate the lessons learned to prevent recurrence of similar incidents. For complete procedure kindly refer Procedure Document No - **TPSMS/GSP/IRI/011**.

7.9 Contractor Safety Management Procedure.

The purpose of this document is to engage with contractors in a way to create safe work environment for everyone working for Tata Power. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/CSM/015**.

7.10 Tree Trimming Procedure(R5):

The objective of this procedure is to define guidelines and minimum requirements for Tree trimming. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/TTRM/017**

7.11 Safe Lone Working Procedure(R5):

Objective of this procedure is to lay down guidelines for reduction and safe managing of any additional risk arising from lone working. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/LONE/019**.

7.12 Good Housekeeping(5S) Procedure(R5):

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Objective of this procedure is to explain the meaning, importance and provide guidelines for implementation of Good Housekeeping(5S) at workplaces across organization. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/GHK/022**.

7.13 Personal Protective Equipment(R5):

This procedure describes the basic requirements, applicability, minimum specifications of Personal Protective Equipment (PPE). For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/PPE/023**.

7.14 Process Safety Management Procedure(R5):

The objective of this document is to provide a standardized & uniform guideline to implement Process Safety Management in Tata Power, its JVs, and subsidiaries to prevent or minimize the consequences of releases of toxic, flammable, pressurized or uncontrolled chemicals/Steam/Water or any other material which may result in toxic, fire, explosion, burn or flood like situation. For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/PSM/024**

The above procedures will be updated time to time and the updated version of the procedures as well as any additional critical procedure will be available on official website of Tata Power (www.tatapower.com) for your reference.

8.0 Training and Capability Building.

Safety Training and capability building of workforce is a major component of safety management program. All training required must be provided and documented as specified by Tata Power and Indian Regulations. Tata Power Division /Discoms Safety department will audit contractors training and related documentation to assure its adequacy.

8.1 Tata power Odisha Discom Site Safety Orientation.R5

All Tata Power contractor and subcontractor workforce is required to attend Site Safety Orientation Training to receive a Safety Training Card, which is required to obtain a Gate Pass to the site, prior to entry. This Safety Orientation Course will be for duration of minimum half day. The information provided during the orientation will include, but is not limited to following:

- 8.1.1 Job rules, personal safety, and conduct
- 8.1.2 Hazard's reporting
- 8.1.3 Reporting of injuries
- 8.1.4 Emergency procedures
- 8.1.5 Safety Activities and Program including disciplinary measure and incentives.
- 8.1.6 Critical safety procedure relevant to the job

8.2 Capability Building:

- 8.2.1 All Tata Power contractor and subcontractor workforce is required to attend L1 Training to receive a Safety Training Card, which is required to obtain a Gate Pass to the site, prior to entry.
- 8.2.2 Appropriate practical training such as SHE L1, L2& L3 is given to ensure that a jobholder, either supervisor or worker, is competent to do his/her job safely. The skill training is provided through TPSDI, and other agencies authorized

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by Tata Power on the list of 15 critical Safety procedures mentioned under safety procedures. Duration of course is as specified by Division/Discom

- 8.2.3** Contractor shall ensure that concerned workmen are provided with adequate training before he/she is allowed to execute the work. An evaluation test will be conducted after the completion of the training. Those employees who meet the minimum required competency will be provided with Certificate (Card), which will be valid for 3 years, post which the workmen have to reappear for assessment.
- 8.2.4** If the workman is not able to qualify the assessment, he/she will be given 3 additional attempts to clear in 3-month time failing which he/she will not be allowed to work in the Division /Discoms.
- 8.2.5** After expiry of Certificate or Training /Competency Card again one day recertification of L1, L2 and L3 skill training will be provided. R7.
- 8.2.6** Quarterly /Half yearly(For Odisha and New business) Revalidation Test - "SHE L1 Revalidation test" will be conducted for the contractor's employees to revalidate their safety awareness and knowledge.
- 8.2.7** Order Manager and Safety In charge of the Division/Site /Plant will conduct a Competency Assessment of all workforces, going to be deployed at site / plant for high-Risk job.
- 8.2.8** The Contactor shall bear the conveyance and food expenses of his staff for attending training sessions and capability building sessions in new business-like Odisha Discom.
- 8.2.9** The Contactor shall bear the entire cost of L1/L2/L3, the costs towards training, salaries/wages, boarding and lodging of his staff for attending training sessions and capability building sessions. These trainings are offered on nominal chargeable basis payable by Contractor and rates shall be decided by TPSDI from time to time in case of training through TPSDI. Generally, L0 is of one day, L1 is for 2 days for each critical procedure and L3 is for one day. Around Rs 700+GST is approx. cost /Day/Candidate. -R5
- 8.2.10** Competency assessment of all critical workforce to be carried out for all who has taken L2 training. R5

9.0 Recognition to the Prior Learning in Safety-R5

If "Order Manager" recommends and "Head of the Safety Department of Discom" is satisfied with the safety knowledge and competency of the employee of contractor, a test may be conducted by Tata power Skill development Institute/ other recognized institute to assess the prior learning in safety. If employees of the contractors pass in such test, he will be exempted from appearing in SHE L1 training. This assessment is on nominal chargeable basis and rates are decided by TPSDI from time to time.

10.0 Safety performance retention(R5) and Safety Performance Evaluation: A certain percentage of the bill value will be retained against every running bill as safety performance retention. The amount will be released with the last invoice or every six-month based on Safety Performance Score of contractors. This is as per CSCC Document no TPSMS/GSP/ CSM/015

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This safety retention shall be waived for Contractors who have either submitted a Contract Performance Bank Guarantee or have a retention from each running bill for an amount not less than 10% of each bill subject to the express undertaking / understanding that if there are any deductions required to be made for safety non-performance as per the Safety Performance Score, then Tata Power shall recover any such deductions against safety non-performance directly from the monthly bills / final settlement as the case may be failing which it shall be within its right to recover such sum from accounts payable or the CPBG or the retention of the Contractor available with Tata Power for the said contract or any other contract between the Contractor and Tata Power.

11.0 Pre-Employment and Periodic Medical check-up:

Contractor shall arrange to conduct a pre-employment and periodic medical check-up for its entire workforce by Tata Power medical officer or Tata Power authorized medical officer. The contractor shall be able to produce the certificate prior to the employment. The contractor shall also organize to conduct periodical medical checkup (six monthly) for the following category of employees:

- Drivers (Check for Vision & Hearing)
- HEM Equipment Operators (Check for Vision & Hearing)
- Workforce working at Height (Check for Vision, Hearing, Vertigo & Height Phobia)
- Workforce Handling the hazardous substances - Coal, ash and chemicals (Chest X-ray and Lung Function T)
- Workforce in high Noise area (> 90 Decibel), Check for Hearing
- Workforce handling radiography equipment for conducting NDT.
- Workforce, working in specific areas requiring specific medical attention should conduct the medical tests test as laid down in the respective Site Safety Management Plan.

12.0 Other Conditions:

- 12.1. The manpower/vehicles/Tools & Tackles/Equipment provided shall be as per mutually agreed SLA.
- 12.2. No Supervision No work policy should strictly be followed.
- 12.3. Test Before Touch must be ensured every time a job is being carried out in electrical network.
- 12.4. HIRA /JSA as per the job scope must be prepared in detail and submitted along with Site Safety Plan by the successful bidder.
- 12.5. Personal protective equipment (PPE) must always be checked before use to ensure that they are in good condition and clean. Replace them if necessary.
- 12.6. All relevant PPE shall be provided by the vendor while working at the site.
- 12.7. Housekeeping shall be maintained all the time while execution of work. All the unwanted material shall be removed from the site at the end of the day's work. Old/damaged parts if taken out of the system shall be kept at

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identified placed and it shall be shifted to scrap yard or disposed of as per instruction of order manager.

- 12.8. Site Safety Plan shall be prepared by successful bidder along with order manger. Appendix 1 to be filled by successful bidder and submitted to Tata Power safety in-charge, before mobilization of team at site and start of the work.
- 12.9. The Owner or Proprietor of BA must visit worksite at least once in a month and meet Order Manager every month. In case of incidents, the Owner or Proprietor of BA is required to attend Time Out Meetings to understand the gaps that contributed to the incident.

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General Safety Conditions for various contracts Specific to Odisha Discom(R5)

13.0. Safety Conditions for maintenance of STS (Sub Transmission System) Network.

A BA awarded a major contract work of maintenance of sub – transmission network in area of a power system will be required to fulfil the following conditions:

- Availability of Discharge Rods - Minimum 6 Nos. in each maintenance vehicle, fit for purpose and in good conditions and defective rods are removed from service.
- Availability of Neon tester - Minimum one Neon Tester in each Maintenance Vehicle, in good and working condition and defective or non-standard neon testers are removed from service.
- Electrical hand Gloves - Minimum two sets of 33 KV and two sets of 11 KV in maintenance vehicles.
- The BA linemen must be having required ELBO certification for the voltage level involved.
- BA shall provide Safety Policy, Safety Objectives, Organogram showing structure and responsibility of Safety management of his company and shall document the work practices and procedures in terms of Safety Management.
- BA shall comply with all statutory requirements like applicable acts, regulations, codes of practice, OHSAS Standards, Labour laws, etc.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- BA shall abide by Safety manuals and guidelines of Discom issued from time to time.
- BA shall ensure safety training and induction program for the employees. The BA employees must carry safety training card / competency card to the worksite and produce the card on demand.
- All BA employees must be given valid ID card issued by BA cell of Discom who will check statutory compliances before issuing ID cards.
- BA shall not employ a new workman without training and issue of ID card.
- BA shall conduct safety audits & inspections as per Discom procedures.
- BA shall provide proper PPEs as per CSM F-8 ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.
- BA shall ensure the adherence to standard operating procedures or guidelines laid down by the Discoms.
- BA shall ensure that no job shall be carried out without efficient supervision.
- BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident to engineer in-charge and SAFETY team of the Discom.
- BA shall provide safety performance and Safety MIS to engineer in-charge and Discom SAFETY group periodically. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.
- BA safety staff shall work as per the guidance of the Discom safety department and functionally report Safety Head of Discom. Any leaves by safety staff of the BA shall have to approved by Discom Safety Department.
- BA shall ensure to depute Safety Staff for managing safety in worksites. In case the BA has been awarded work in more than one area power system, then the following safety structure will be adopted.
- Safety manager and Safety engineer must be having PDIS or ADIS.

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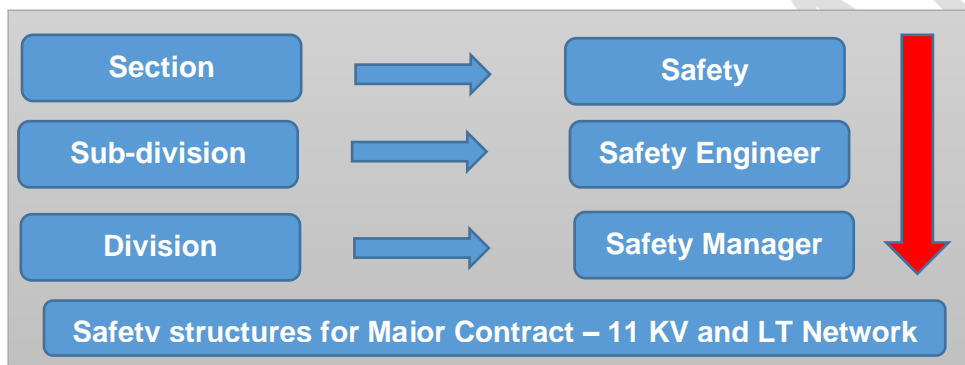
14.0 Safety Conditions for maintenance of 11 KV and LT Network.

A BA awarded a major contract work of maintenance of 11 KV and LT Network in area of a power system will be required to fulfil the following conditions:

- Availability of Discharge Rods - Minimum 6 Nos. in each PSS/FCC and maintenance vehicle, fit for purpose and in good conditions and defective rods are removed from service.
- Availability of Neon tester - Minimum one Neon Tester in each PSS/FCC/ Maintenance Vehicle, in good and working condition and defective or non-standard neon testers are removed from service.
- Electrical hand Gloves - Minimum two sets of 33 KV and two sets of 11 KV in each PSS/Maintenance vehicles and two sets of LT hand gloves at each FCC.
- The BA linemen must be having required ELBO certification for the voltage level involved.
- BA shall provide Safety Policy, Safety Objectives, Organogram showing structure and responsibility of Safety management of his company and shall document the work practices and procedures in terms of Safety Management.
- BA shall comply with all statutory requirements like applicable acts, regulations, codes of practice, OHSAS Standards, Labour laws, etc.
- BA shall abide by Safety manuals and guidelines of Discom issued from time to time.
- BA shall ensure safety training and induction program for the employees. The BA employees must carry safety training card / competency card to the worksite and produce the card on demand.
- All BA employees must be given valid ID card issued by BA cell of Discom who will check statutory compliances before issuing ID cards.
- BA shall not engage new workman without training and issue of ID card.
- PSS operator shall not be involved in maintenance activities.
- BA shall conduct safety audits & inspections as per Discom procedures.
- BA shall provide proper PPEs as per CSM F-8 ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- BA to ensure that all LT complaints are routed through Call Centre and recorded in FCC. Rectification of fault shall be done only after call centre logging and with the knowledge of BA supervisor.
- No one will work alone or unsafely under public pressure or otherwise.
- BA shall ensure the adherence to standard operating procedures or guidelines laid down by the Discoms.
- BA shall ensure that no job shall be carried out without efficient supervision.

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- BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident to engineer in-charge and SAFETY team of the Discom.
- BA shall provide safety performance and Safety MIS to engineer in-charge and Discom SAFETY group periodically. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.
- BA safety staff shall work as per the guidance of the Discom safety department and functionally report Safety Head of Discom. Any leaves by safety staff of the BA shall have to approved by Discom Safety Department.
- BA shall ensure to depute Safety Staff - One safety supervisor per section, One safety engineer per sub-division and one safety manager per Division Safety manager and Safety engineer must be having PDIS or ADIS.



15.0 Safety Conditions for the major contract work in Civil Projects:

A BA awarded a major contract work of / in civil project will be required to fulfil the following safety conditions:

- BA shall provide Safety Policy, Safety Objectives, Organogram showing structure and responsibility of Safety management of his company and shall document the work practices and procedures in terms of Safety Management.
- BA shall comply with all statutory requirements like applicable acts, regulations, codes of practice, OHSAS Standards, Labour laws, etc.
- BA shall abide by Safety manuals and guidelines of Discom issued from time to time.
- BA shall ensure safety training and induction program for the employees. The BA employees must carry safety training card / competency card to the worksite and produce the card on demand.
- All BA employees must be given valid ID card issued by BA cell of Discom who will check statutory compliances before issuing ID cards.
- BA shall not employ a new workman without training and issue of ID card.
- BA shall conduct safety audits & inspections as per Discom procedures.
- BA shall provide proper PPEs as per CSM F-8 ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.
- BA shall ensure the adherence to standard operating procedures or guidelines laid down by the Discoms.
- BA shall ensure that no job shall be carried out without efficient supervision.
- BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident to engineer in-charge and SAFETY team of the Discom.

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- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- BA shall provide safety performance and Safety MIS to engineer in-charge and Discom SAFETY group periodically. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.
- BA safety staff shall work as per the guidance of the Discom safety department and functionally report Safety Head of Discom. Any leaves by safety staff of the BA shall have to approved by Discom Safety Department.
- BA shall refer Construction Safety Manual of the Discom for details.
- BA shall ensure to depute a Safety Supervisor (for workforce up to 100 at site) / a safety engineer (for workforce up to 250 at site) / safety manager (for more than two safety engineers) for managing safety at the project site. In case the BA has been awarded more than one major contracts, then the following safety structure will be adopted.
- Safety Engineers and Safety Managers must be having PDIS or ADIS.



16.0 Safety Conditions for the major contract work in Commercial Department like - MMG, RRG, EAG, etc.:

A BA awarded a major contract work in meter management group & energy auditing group will be required to fulfil the following safety conditions:

- BA shall provide Safety Policy, Safety Objectives, Organogram showing structure and responsibility of Safety management of his company and shall document the work practices and procedures in terms of Safety Management.
- BA shall comply with all statutory requirements like applicable acts, regulations, codes of practice, OHSAS Standards, Labour laws, etc.
- BA shall abide by Safety manuals and guidelines of Discom issued from time to time.
- BA shall ensure safety training and induction program for the employees. The BA employees must carry safety training card / competency card to the worksite and produce the card on demand.
- All BA employees must be given valid ID card issued by BA cell of Discom who will check statutory compliances before issuing ID cards.
- BA shall not employ a new workman without training and issue of ID card.
- BA shall conduct safety audits & inspections as per Discom procedures.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- BA shall provide proper PPEs as per CSM F-8 ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.

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- BA shall ensure the adherence to standard operating procedures or guidelines laid down by the Discoms.
- BA shall ensure that no job shall be carried out without efficient supervision.
- BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident to engineer in-charge and SAFETY team of the Discom.
- BA shall provide safety performance and Safety MIS to engineer in-charge and Discom SAFETY group periodically. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.
- BA safety staff shall work as per the guidance of the Discom safety department and functionally report Safety Head of Discom. Any leaves by safety staff of the BA shall have to be approved by Discom Safety Department.
- BA shall ensure to depute a Safety Supervisor for managing safety at worksite.
- The BA for the RRG work shall depute one Safety supervisor.



17.0 Safety Conditions for Major Projects in Distribution Network

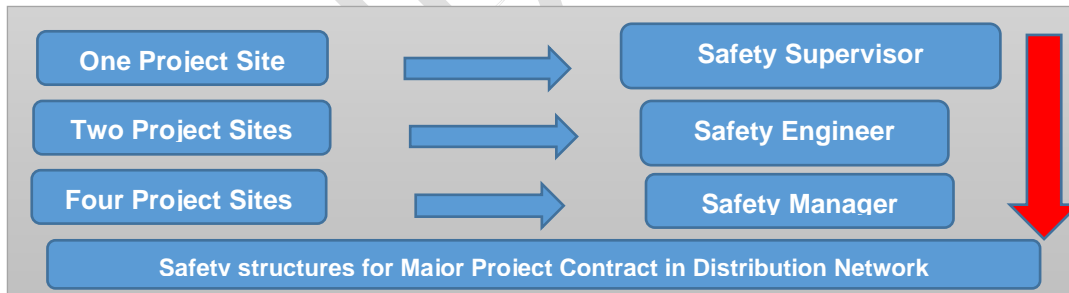
A BA awarded a major Projects in Distribution Network shall be required to fulfil the following conditions:

- Availability of Discharge Rods - Minimum 6 Nos. for each project site, fit for purpose and in good conditions and defective rods are removed from service.
- Availability of Neon tester - Minimum one Neon Tester in each project site, in good and working condition and defective or non-standard neon testers are removed from service.
- Electrical hand Gloves - Minimum one sets of 33 KV, 11 KV and LT in each project site.
- The BA linemen must be having required ELBO certification for the voltage level involved.
- BA shall provide Safety Policy, Safety Objectives, Organogram showing structure and responsibility of Safety management of his company and shall document the work practices and procedures in terms of Safety Management.
- BA shall comply with all statutory requirements like applicable acts, regulations, codes of practice, OHSAS Standards, Labour laws, etc.
- BA shall abide by Safety manuals and guidelines of Discom issued from time to time.
- BA shall ensure safety training and induction program for the employees. The BA employees must carry safety training card / competency card to the worksite and produce the card on demand.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- All BA employees must be given valid ID card issued by BA cell of Discom who will check statutory compliances before issuing ID cards.
- BA shall not employ a new workman without training and issue of ID card.
- BA shall conduct safety audits & inspections as per Discom procedures.
- BA shall provide proper PPEs as per CSM F-8 ensure periodic inspection of PPE, Tools and tackles to ensure their serviceability.

- BA shall ensure the adherence to standard operating procedures or guidelines laid down by the Discoms.
- BA shall ensure that no job shall be carried out without efficient supervision.

Sr. No	Type of Audit	Frequency
1	Tool Bag and PPE audit	Weekly
2	First Aid Box Maintenance Record	Fortnightly
3	Fire Extinguisher Record (Applicable for the BA involved in major construction works and have storage of flammable material at worksite)	Monthly
4	Safety Talk Register	Weekly
5	Site Safety Audit	Daily

- BA shall ensure reporting of any unsafe act, unsafe conditions, near miss, incident, or accident to engineer in-charge and SAFETY team of the Discom.
- BA shall provide safety performance and Safety MIS to engineer in-charge and Discom SAFETY group periodically. Based on any non-confirmation to the safety procedures and guidelines, BA is liable to be negatively marked for his performance and suitable penalty will be imposed.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4th March, National Fire Service Day on 14th April and Theme based safety campaigns undertaken by the Discoms every month.
- BA safety staff shall work as per the guidance of the Discom safety department and functionally report Safety Head of Discom. Any leaves by safety staff of the BA shall have to approved by Discom Safety Department.
- BA shall ensure to depute Safety Staff for managing safety in worksites. One safety supervisor per project site or 100 persons, one safety engineer for 2 project sites of 250 persons, and one safety manager for four project sites or 500 persons.
- Safety manager and Safety engineer must be having PDIS or ADIS.



18.0 Schedule of Safety Audits by BA Safety Staff

Safety Undertaking of BA by way of Affidavit

I _____ s/o _____ R/o _____ (AUTHORIZED REPRESENTATIVE/PARTNER/DIRECTOR/PROPRIETOR) of M/S _____ (name of company/firm) having its office at (Complete address of Company), authorized vide power

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of attorney dated -----/Board resolution dated----/letter of authority dated----, hereinafter referred to as **Contractor [or Business Associate (BA)]** which expression shall, unless it be repugnant to or inconsistent with the meaning or context thereof, be deemed to include its heirs, executors, administrators, and assigns do hereby affirm and undertake as under :

1. The present undertaking shall remain in force from the date of execution of contract and shall be valid till the date of termination of the said contract by either party. The undertaking is binding on me (contractor) as well as my sub-contractor and its employees, representatives etc.
2. That I (the contractor) will be responsible and liable to comply and abide by all the safety rules, instructions and regulations as may be specified and laid down by the Discom to achieve its goal of Zero for on-site incidences.
3. That the Contractor shall be fully responsible for ensuring occupational health and safety of its employees, representatives, agents as well as of its subcontractor's employees, at all times during the discharge of their respective obligations under the contract including any methods adopted for performance of their tasks / work.
4. That Contractor shall ensure ,at its own expense to arrange for and procure, implement all requisite accident prevention tools, first aid boxes, personal protective equipment, fire extinguisher, safety training, Material Safety Data Sheet, pre-employment medical test, etc. for operations & activities including as & when so specified by Discom specifically. , failing which Discom shall be entitled, but not obliged, to provide the same and recover the actual cost thereof from the Contractor's payments.
5. That the Contractor shall engage adequate and competent Safety – Supervisor / Engineer / Manager / Skilled persons at site as per the Para 5 (Qualification and experience of safety personnel) and Annexure 3 of Contract Safety Management.
6. That the Contractor shall engage the competent Site – Supervisor with each group of workers for safe and correct workmanship, proper co-ordination of material and site work as per contract.
7. That the Contractor shall immediately replace supervisor in case it is found to be not up to the level of skill and experience required, but any such replacement shall be only with the prior concurrence of the Discom representative.

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8. That the Contractor and its subcontractors shall abide by all the safety guidelines as per Safety Manual, Contract Safety Management and other guidelines issued from time to time by Discom during the contract period.
9. That in case the Contractor and/or any of its Subcontractor fail to ensure the compliance as required in terms of this undertaking the Contractor shall keep and hold Discom / its directors / officers / employees indemnified against any / all losses / damage / expense / liability / fines / compensation / claims / action / prosecutions or the like which might be suffered by Discom or to which Discom might get exposed to as a result of any breach /wilful negligence /deliberate default on the part of the Contractor /Subcontractor in complying with the same. Contractor shall also furnish any press release, clarification etc. if sought by Discom for any near miss or safety violations, accidents, which are attributable to fault of Contractor.

DEPONENT

VERIFICATION

Verified aton this _Day of _____ 20__ that the contents of the above affidavit are true and correct and nothing material has been concealed therefrom

CONFIDENTIAL

The Tata Power Company Ltd	     	Contractor's Safety Code of Conduct
Document no TPSMS/GSP/ CSM/015/REV 07		Date of Issue: 01/08/2023

Annexure to Appendix 3 : Safety Terms and Conditions Safety Retention Matrix

5.5 Safety performance retention(R7): A certain percentage of the bill value will be retained against every running bill as safety performance retention. The amount will be released with the last invoice or every six-month based on Safety Performance Score of contractors. The retention amount will be calculated based on contract value as below. (R7)

Risk Category-(R7)	Contract Value	Retention Amount (%)
<u>Very high/High risk job/ Medium Risk jobs</u>	Up to 10 Lakhs	2.5
<u>Very high/High risk job/ Medium Risk jobs</u>	10 – 50 Lakhs	2
<u>Low/Very Low Risk jobs</u>	10 – 50 Lakhs	1
<u>Very high/High risk job</u>	0.5 to 10 Cr	2
<u>Medium Risk jobs</u>	0.5 to 10 Cr	1.5
<u>Low/Very Low Risk jobs</u>	0.5 to 10 Cr	1
<u>Very high/High risk job</u>	>10 Cr	1.5
<u>Medium Risk jobs</u>	>10 Cr	1

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Appendix 6: CSM F6 - Safety Competency Assessment Form (Template)

Name of the Vendor/Bidder:
Name of the Sub Vendor (If job is given to Sub Vendor):
Description of the Job:
Request for Quotation (RFQ) No.:

Vendor/Bidder to mandatorily provide the below safety competency related information:

1. Proposed Manpower Deployment Schedule :-

Type of manpower	Qualification	Experience	Month 1	Month 2	Month 3
<u>Project /AMC Manager(R7)</u>						
Site In Charge						
Safety Manager						
Safety Officer						
Supervisors						
Technicians						
High Skilled workmen						
Skilled workmen						
Semiskilled workmen						
Lineman						
Helpers						
Drivers						
Unskilled						
<u>Others(R7)</u>						

Instruction to Bidders:

- i. Indicate the overall site manpower deployment schedule as above
- ii. Indicate direct or subcontracted employees by using color code given below:
 - Direct Bidder Employee – Green**
 - Partly Direct / partly Subcontracted – Yellow**
 - 4.3.5 **Subcontracted – Red** *If subcontractor detail is not available at stage of Bid evaluation, then this can be agreed with Order manager or Engineer in charge before deployment Ensure that all sub-contractors follow the Tata Power Safety Procedure and agreed CSM F9 Site Safety Management Plan.R7*

iii. Against each category, indicate minimum educational qualification and work experience

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- iv. Add rows to include other specialized manpower, if any.
- v. Extend columns to cover the entire duration of the proposed contract.
- vi. If the operation is in shifts, then indicate shift in charge and / or safety officers required for each shift operation.

2. List of Tools, Tackles, Machines and Equipment: -

Bidder/ Vendor to provide the list of tools, tackles, equipment **to be used during the job / project execution**. Bidder/Vendor to ensure that all the lifting tools and tackles, pressure vessels are duly certified by the competent person authorised by the Chief Inspector of Factories of the respective state prior to start of the job

Sr. No	Description of Tools / Tackles	Capacity / Rating	Quantity	Make	Year of manufacture	Remarks
1						
2						
3						
4						
5						
.....						

3. Safety Records:

Bidder to provide the details of fatalities and lost workday cases (LWDC), occurred in last three years (data to be provided for the last completed FY and preceding 2 years).

Description	Safety Data for current and Last 3 Years			
	Current Year	Year 1 (Last FY)	Year 2	Year 3
		20__ - __	20__ - __	20__ - __
Fatalities (Nos.)				
Lost Workday Cases (Nos.)				

In case of no fatalities, LWDC during any year, the form may be filled stating NIL against the respective year. Bidders are encouraged to also submit the RCA / incident investigation reports and the learning's implemented out of the above reported incidents

4. Job Safety Plan/ Method Statement:

Bidder to provide / enclose a detailed Site/Job Safety Plan along with a Method statement detailing the execution philosophy (how the bidder intends to execute the Job/Project), identifying all key activities which are required to be performed by the contractor at Site.

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Bidder to also list down all high-risk activities and provide the Hazard Identification and Risk Assessment (HIRA) for all such high-risk activities involved in the site work.

(Use Method Statement template attached as Appendix 9)

5. PPE Requirement -R7

Division/DISCOM Requirement	Bidders Response
The Bidder/Vendor shall ensure that all PPE of Approved standards as per CSM F8 – PPE Requirements shall be always available and shall be used by his employees with no exception whatsoever. Bidders to also ensure Standard PPE matrix of Tata Power to be followed for all activities.	
10% Buffer stock of PPEs to be provided by bidders at each circle to meet any contingency	
Bidder will ensure that sample PPEs to be submitted/approved by Safety Department along with EIC at the time of submission of Safety bids for evaluation In case bidder manpower found using substandard or any PPEs which are not approved by the Tata Power-Division /DISCOM representative, then Tata Power-Division /DISCOM will provide the same to manpower deployed at the cost of bidders.	

6. Vehicle Deployment: Bidders to provide details of all vehicles deployed during execution of work-(R7)

S. No.	Vehicle No.	Vehicle Type	Location	EV/CNG/Diesel/Petrol	Year	Whether CNG endorsed on RC

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7. Crane Deployment-(R7): Bidders to provide details of crane to be deployed during the execution of work as and when required. Bidders to provide approved new gen crane ACE Model SX150, ACE FX150 and Escorts Model TRX 1550.

SI No	Crane No	Location	Year

8. Training Records-(R7): Bidders to provide training records of employees deployed for the execution of work during last one year. These training includes OHS (Occupational Health and Safety) Training, Training on SOP/Work Procedures and Medical Emergency trainings imparted at their own facility, cost, and expenses. Bidders to provide the following details:

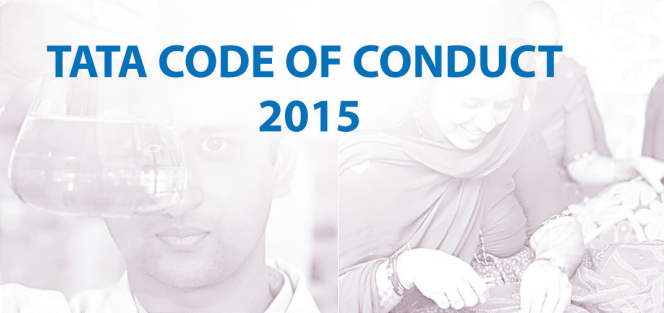
Tata Power-Division /DISCOM Requirement	Bidders Response
Training records of employees at their own facility, cost, and expenses for last one year	
Training facility available with Bidders	
Future road map for enhancing the competency of workforce	

9. Rewards and Recognition-(R7): Bidders to provide the details of process deployed in their organization for sharing and resolution of safety concerns raised by their employees. Also, bidders to provide the details of Rewards and Recognition process in their organization for safety to encourage the morale of their workforce.

10. Management System Certification: -

Sr.No	Certification	Yes / No	If Yes, Year of Certification	If No, Target date for Certification
1	ISO 9001			
2	ISO 14001			
3	ISO 45001			
4	Any other (Specify....)			

Note: Please attach certificates to support above. In case not accredited for above but applied for, application letters may be attached.



**TATA CODE OF CONDUCT
2015**



LEADERSHIP THAT INSPIRES

For over 100 years, the Tata group has been led by visionaries who have stayed true to the vision of the founder, Jamsetji Tata.

A vision that placed the greater good of society at par with business growth.

A vision that put into practice pioneering social initiatives that changed the way responsible business was run.

And a vision that brought into the group a strong social conscience.



We do not claim to be more unselfish, more generous or more philanthropic than other people. But we think we started on sound and straightforward business principles, considering the interests of the shareholders our own, and the health and welfare of the employees, the sure foundation of our success.

Jamsetji Tata
Founder of the Tata group
Chairman (1868 – 1904)

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FOREWORD

Tata companies have consistently adhered to the values and ideals articulated by the Founder for over 150 years. The Tata Code of Conduct was first formalized by Mr Ratan Tata. It articulates the Group's values and ideals that guide and govern the conduct of our companies as well as our colleagues in all matters relating to business. Today, the Code is a bedrock on which we base our individual, as well as leadership commitments to core Tata values.

The Tata Code of Conduct outlines our commitment to each of our stakeholders, including the communities in which we operate, and is our guiding light when we are sometimes faced with business dilemmas that leave us at ethical crossroads. The Code is also dynamic in that it has been periodically refreshed in order to remain contemporary and contextual to the changes in law and regulations. However it remains unaltered at its core.

Our stellar reputation and success as a business entity has been defined by the powerful commitment and adherence to the core values and principles expressed in this Code, by all our employees, directors and partners. I trust every Tata colleague and Tata company will continue to not only comply with the laws and regulations that govern our business interests around the world, but will continue to set new standards of ethical conduct that will generate deep respect and inspire emulation by others.

N. Chandrasekaran

21st February, 2017



A. OUR VALUES

TATA has always been values-driven. The five core values that underpin the way we conduct our business activities are:



INTEGRITY

We will be fair, honest, transparent and ethical in our conduct; everything we do must stand the test of public scrutiny.

UNITY

We will invest in our people and partners, enable continuous learning, and build caring and collaborative relationships based on trust and mutual respect.

RESPONSIBILITY

We will integrate environmental and social principles in our businesses, ensuring that what comes from the people goes back to the people many times over.

PIONEERING

We will be bold and agile, courageously taking on challenges, using deep customer insight to develop innovative solutions.

EXCELLENCE

We will be passionate about achieving the highest standards of quality, always promoting meritocracy.

These universal values serve as the foundation for the Tata Code of Conduct. They find expression within the value system of every Tata company.

B. SCOPE AND PURPOSE OF THIS CODE

1. This Code sets out how we behave with:
 - our employees, or those who work with us;
 - our customers;
 - the communities and the environment in which we operate;
 - our value-chain partners, including suppliers and service providers, distributors, sales representatives, contractors, channel partners, consultants, intermediaries and agents;
 - our joint-venture partners or other business associates;
 - our financial stakeholders;
 - the governments of the countries in which we operate; and
 - our group companies.
 2. In this Code, “we or us” means our company, our executive directors, officers, employees and those who work with us, as the context may require.
 3. The term “our group companies” in this Code typically means companies Tata Sons intends for this Code to apply to, and / or to whom Tata Sons has issued this Code.
 4. This Code sets out our expectations of all those who work with us. We also expect those who deal with us to be aware that this Code underpins everything we do, and in order to work with us they need to act in a manner consistent with it.
-

REMEMBER...

It is our commitment to protect our reputation and our brand equity by adhering to the values and principles set out in this Code. By doing so, we strengthen our unique culture and identity.

OUR CORE PRINCIPLES



The Tata philosophy of management has always been, and is today more than ever, that corporate enterprises must be managed not merely in the interests of their owners, but equally in those of their employees, of the consumers of their products, of the local community and finally of the country as a whole.

J.R.D. Tata

Chairman, Tata Sons (1938 – 1991)

C. OUR CORE PRINCIPLES

1. We are committed to operating our businesses conforming to the highest moral and ethical standards. We do not tolerate bribery or corruption in any form. This commitment underpins everything that we do.
2. We are committed to good corporate citizenship. We treat social development activities which benefit the communities in which we operate as an integral part of our business plan.
3. We seek to contribute to the economic development of the communities of the countries and regions we operate in, while respecting their culture, norms and heritage. We seek to avoid any project or activity that is detrimental to the wider interests of the communities in which we operate.
4. We shall not compromise safety in the pursuit of commercial advantage. We shall strive to provide a safe, healthy and clean working environment for our employees and all those who work with us.
5. When representing our company, we shall act with professionalism, honesty and integrity, and conform to the highest moral and ethical standards. In the countries we operate in, we shall exhibit culturally appropriate behaviour. Our conduct shall be fair and transparent and be perceived as fair and transparent by third parties.
6. We shall respect the human rights and dignity of all our stakeholders.
7. We shall strive to balance the interests of our stakeholders, treating each of them fairly and avoiding unfair discrimination of any kind.
8. The statements that we make to our stakeholders shall be truthful and made in good faith.
9. We shall not engage in any restrictive or unfair trade practices.
10. We shall provide avenues for our stakeholders to raise concerns or queries in good faith, or report instances of actual or perceived violations of our Code.
11. We shall strive to create an environment free from fear of retribution to deal with concerns that are raised or cases reported in good faith. No one shall be punished or made to suffer for raising concerns or making disclosures in good faith or in the public interest.
12. We expect the leaders of our businesses to demonstrate their commitment to the ethical standards set out in this Code through their own behaviour and by establishing appropriate processes within their companies.
13. We shall comply with the laws of the countries in which we operate and any other laws which apply to us. With regard to those provisions of the Code that are explicitly dealt with under an applicable law or employment terms, the law and those terms shall take precedence. In the event that the standards prescribed under any applicable law are lower than that of the Code, we shall conduct ourselves as per the provisions of the Code.

REMEMBER...

“Good faith” means having a reasonable belief that the information you have provided is truthful. It does not mean having ‘all the evidence’ about the potential violation or case reported.

OUR EMPLOYEES



Once you got the best people, the people who shared our values and ideals, we left them free to act on their own. We do not fetter them. We encourage them and give them opportunities for leadership.

J.R.D. Tata

Chairman, Tata Sons (1938 – 1991)

D. OUR EMPLOYEES

Equal opportunity employer

1. We provide equal opportunities to all our employees and to all eligible applicants for employment in our company. We do not unfairly discriminate on any ground, including race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability or any other category protected by applicable law.
2. When recruiting, developing and promoting our employees, our decisions will be based solely on performance, merit, competence and potential.
3. We shall have fair, transparent and clear employee policies which promote diversity and equality, in accordance with applicable law and other provisions of this Code. These policies shall provide for clear terms of employment, training, development and performance management.

Q&A

A job requirement entails extensive travel. One of the candidates has excellent relevant experience and qualifications. However, this candidate is a single parent. As a result, I feel such a situation would significantly hinder this candidate's ability to cope with the job requirement. What should I do?

In accordance with the Code, the decision to recruit an employee should be based upon merit. We cannot make a presumption that the candidate would not be able to meet the travel requirements of the job. All eligible candidates should be provided with equal opportunity to demonstrate or justify that they can cope with the travel requirements of the job. Being a single parent cannot be a ground to be discriminated against at any stage of recruitment or ongoing employment in our company.

REMEMBER...

We do not tolerate harassment in any form and therefore we expect every employee to discourage such misdemeanours in the workplace.

Dignity and respect

4. Our leaders shall be responsible for creating a conducive work environment built on tolerance, understanding, mutual cooperation and respect for individual privacy.
5. Everyone in our work environment must be treated with dignity and respect. We do not tolerate any form of harassment, whether sexual, physical, verbal or psychological.
6. We have clear and fair disciplinary procedures, which necessarily include an employee's right to be heard.
7. We respect our employees' right to privacy. We have no concern with their conduct outside our work environment, unless such conduct impairs their work performance, creates conflicts of interest or adversely affects our reputation or business interests.

Human rights

8. We do not employ children at our workplaces.
9. We do not use forced labour in any form. We do not confiscate personal documents of our employees, or force them to make any payment to us or to anyone else in order to secure employment with us, or to work with us.

Bribery and corruption

10. Our employees and those representing us, including agents and intermediaries, shall not, directly or indirectly, offer or receive any illegal or improper payments or comparable benefits that are intended or perceived to obtain undue favours for the conduct of our business.

REMEMBER...

Violation by even a single employee of any law relating to anti-bribery, anti-corruption, anti-competition, data privacy, etc. could result in severe financial penalties and cause irreparable reputational damage to the company.

Gifts and hospitality

11. Business gifts and hospitality are sometimes used in the normal course of business activity. However, if offers of gifts or hospitality (including entertainment or travel) are frequent or of substantial value, they may create the perception of, or an actual conflict of interest or an 'illicit payment'. Therefore, gifts and hospitality given or received should be modest in value and appropriate, and in compliance with our company's gifts and hospitality policy.

Freedom of association

12. We recognise that employees may be interested in joining associations or involving themselves in civic or public affairs in their personal capacities, provided such activities do not create an actual or potential conflict with the interests of our company. Our employees must notify and seek prior approval for any such activity as per the 'Conflicts of Interest' clause of this Code and in accordance with applicable company policies and law.

REMEMBER...

As a general rule, we may accept gifts or hospitality from a business associate, only if such a gift:

- has modest value and does not create a perception (or an implied obligation) that the giver is entitled to preferential treatment of any kind;
- would not influence, or appear to influence, our ability to act in the best interest of our company;
- would not embarrass our company or the giver if disclosed publicly.

The following gifts are never appropriate and should never be given or accepted:

- gifts of cash or gold or other precious metals, gems or stones;
- gifts that are prohibited under applicable law;
- gifts in the nature of a bribe, payoff, kickback or facilitation payment*;
- gifts that are prohibited by the gift giver's or recipient's organisation; and
- gifts in the form of services or other non-cash benefits (e.g. a promise of employment).

(*'Facilitation' payment is a payment made to secure or speed up routine legal government actions, such as issuing permits or releasing goods held in customs.)

Working outside employment with us

13. Taking employment, accepting a position of responsibility or running a business outside employment with our company, in your own time, with or without remuneration, could interfere with your ability to work effectively at our company or create conflicts of interest. Any such activity must not be with any customer, supplier, distributor or competitor of our company. Our employees must notify and seek prior approval for any such activity as per the 'Conflicts of Interest' clause of this Code and in accordance with applicable company policies and law.

Integrity of information and assets

14. Our employees shall not make any wilful omissions or material misrepresentation that would compromise the integrity of our records, internal or external communications and reports, including the financial statements.
15. Our employees and directors shall seek proper authorisation prior to disclosing company or business-related information, and such disclosures shall be made in

accordance with our company's media and communication policy. This includes disclosures through any forum or media, including through social media.

16. Our employees shall ensure the integrity of personal data or information provided by them to our company. We shall safeguard the privacy of all such data or information given to us in accordance with applicable company policies or law.
17. Our employees shall respect and protect all confidential information and intellectual property of our company.
18. Our employees shall safeguard the confidentiality of all third party intellectual property and data. Our employees shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable company policies or law.
19. Our employees shall promptly report the loss, theft or destruction of any confidential information or intellectual property and data of our company or that of any third party.

Q&A

I am an accountant in the finance department of my company. Due to my artistic skills, I received an offer to pen cartoons for a children's publication for which I would receive compensation. I plan to undertake this activity during week-ends. What should I do before accepting this offer?

Before accepting the offer, you should ascertain whether the company policies and rules require you to make a disclosure to your supervisor so that the company may determine whether your undertaking this activity adversely affects our company's interests. On confirmation from the company that it does not do so, you would be free to take up the activity. It is also your duty to bring to the attention of the company whenever there is any change in the situation you have disclosed.

20. Our employees shall use all company assets, tangible and intangible, including computer and communication equipment, for the purpose for which they are provided and in order to conduct our business. Such assets shall not be misused. We shall establish processes to minimise the risk of fraud, and misappropriation or misuse of our assets.
21. We shall comply with all applicable anti-money laundering, anti-fraud and anti-corruption laws and we shall establish processes to check for and prevent any breaches of such laws.

Insider trading

22. Our employees must not indulge in any form of insider trading nor assist others, including immediate family, friends or business associates, to derive any benefit from access to and possession of price sensitive information that is not in the public domain. Such information would include information about our company, our group companies, our clients and our suppliers.

Q&A

Our company has recently announced the launch of a new business initiative. In connection with this, your friend who is a journalist with a leading business newspaper has asked you to provide some information that he could cover in his forthcoming article. He has promised not to quote you, or reveal your identity. Should you be giving him this information?

No. You should not be sharing information of this nature with the media, even if it is assured that the source would remain anonymous. Only authorised personnel in the company are permitted to speak to the media and provide information of this nature.

Our company has a “Use of Social Media” policy that lays down the “dos and don’ts” for use of social media even if you may access such media on your own time. Why is there such a policy?

External communication is a serious matter. It must be carefully managed because information put out with reference to our company or its businesses needs to be clear, truthful and not violate any undertakings we have given to other parties. In each business there are managers nominated to authorise and make different types of statements to the outside world. These managers should be consulted about any request for information you may receive or information you think we should give out.

In using social media, in particular blogs or social networking sites, you should exercise great caution while talking about our company or the business we do. It may feel like you are chatting with friends or expressing a personal opinion but even while doing so you cannot share any confidential information of our company.

REMEMBER...

We must respect the property rights of others by never misusing their assets, intellectual property or trade secrets, including the copying or downloading of unauthorised software, trademarks, copyrighted material or logos. We should never make unauthorised copies of computer software programs or use unlicensed personal software on company computers.

Prohibited drugs and substances

23. Use of prohibited drugs and substances creates genuine safety and other risks at our workplaces. We do not tolerate prohibited drugs and substances from being possessed, consumed or distributed at our workplaces, or in the course of company duties.

Conflicts of interest

24. Our employees and executive directors shall always act in the interest of our company and ensure that any business or personal association *including close personal relationships* which they may have, does not create a conflict of interest with their roles and duties in our company or the operations of our company. Further, our employees and executive directors shall not engage in any business, relationship or activity, which might conflict with the interest of our company or our group companies.
25. Should any actual or potential conflicts of interest arise, the concerned person must immediately report such conflicts and seek approvals as required by applicable law and company policy. The competent authority shall revert to the employee within a reasonable time as defined in our company's policy, so as to enable the concerned employee to take necessary action as advised to resolve or avoid the conflict in an expeditious manner.
26. In the case of all employees other than executive directors, the Chief Executive Officer / Managing Director shall be the competent authority, who in turn shall report such cases to the Board of Directors on a quarterly basis. In case of the Chief Executive Officer / Managing Director and executive directors, the Board of Directors of our company shall be the competent authority.

Q&A

You are responsible for maintaining our company's customer database. One of your friends is starting a business venture and requests you to share a few particulars from this database for marketing purposes of his business. He assures you that he would keep the data as well as his source confidential. Should you do so?

No. You should respect the confidentiality of customer information and not share any part of the database with any person without due authorisation.

You have access to revenue numbers of different business units of our company. While having a conversation with you over evening drinks, your friend enquires about the financial performance of our company. You do not share detailed information with your friend, but share approximate revenue figures. Is this conduct of yours correct?

No, it is not. You are not permitted to share financial information of our company with others who do not need to know this information. Financial information should always be safeguarded and disclosed only on a need-to-know basis after obtaining requisite approvals. Sharing of any price sensitive information that is not generally available with the public could also lead to violation of applicable insider trading laws.

27. Notwithstanding such or any other instance of conflict of interest that exists due to historical reasons, adequate and full disclosure by interested employees shall be made to our company's management. At the time of appointment in our company, our employees and executive directors shall make full disclosure to the competent authority, of any interest leading to an actual or potential conflict that such persons or their immediate family (including parents, siblings, spouse, partner, children) or persons with whom they enjoy close personal relationships, may have in a family business or a company or firm that is a competitor, supplier, customer or distributor of, or has other business dealings with, our company.

REMEMBER...

A conflict of interest could be any known activity, transaction, relationship or service engaged in by an employee, his/her immediate family (including parents, siblings, spouse, partner, and children), relatives or a close personal relationship, which may cause concern (based upon an objective determination) that the employee could not or might not be able to fairly perform his/her duties to our company.

Examples of Potential Conflicts of Interest

A conflict of interest, actual or potential, arises where, directly or indirectly, an employee or executive director:

- (a) engages in a business, activity or relationship with anyone who is party to a transaction with our company;
- (b) is in a position to derive an improper benefit, personally or for any family member or for any person in a close personal relationship, by making or influencing decisions relating to any transaction;
- (c) conducts business on behalf of our company or is in a position to influence a decision with regard to our company's business with a supplier or customer where a relative of, or a person in close personal relationship with, an employee or executive director is a principal officer or representative, resulting in a personal benefit or a benefit to the relative;
- (d) is in a position to influence decisions with regard to award of benefits such as increase in salary or other remuneration, posting, promotion or recruitment of a relative or a person in close personal relationship employed in our company or any of our group companies;
- (e) undertakes an activity by which the interest of our company or our group companies can be compromised or defeated; or
- (f) does anything by which an independent judgement of our company's or our group companies' best interest cannot be exercised.

28. If there is a failure to make the required disclosure and our management becomes aware of an instance of conflict of interest that ought to have been disclosed by an employee or executive director, our management shall take a serious view of the matter and consider suitable disciplinary action as per the terms of employment. In all such matters, we shall follow clear and fair disciplinary procedures, respecting the employee's right to be heard.

Examples of activities normally approved (post-disclosure) as per applicable company policy

Acceptance of a position of responsibility (whether for remuneration or otherwise) in the following cases would typically be permitted, provided the time commitments these demand do not disturb or distract from the employee's primary duties and responsibilities in our company, and are promptly disclosed to the relevant competent authority:

- (a) Directorships on the Boards of any of our group companies, joint ventures or associate companies.
- (b) Memberships/positions of responsibility in educational/professional bodies, where such association will promote the interests of our company.
- (c) Memberships or participation in government committees/bodies or organisations.

Q&A

You are in a relationship with a colleague who has been recently moved into your team and would now be reporting to you. What should you do?

Romantic or close personal relationships with another employee where a reporting relationship exists and one is responsible for evaluating the other's performance, is likely to create a conflict of interest. In such a situation, you would need to report the potential conflict to your supervisor.

Your company is submitting a proposal to a company in which you were previously employed. You have confidential information pertaining to your previous employer, which you believe will help your present employer in winning the contract. Should you share this information?

No. You should not share this information with your company since it relates to confidential information of a third party. Your company respects its employees' duty to protect confidential information that they may have relating to their previous employers.

You are the purchasing manager in the procurement department of your company. You receive an invitation from a supplier to attend a premier sporting event as her guest. This particular supplier is one of the vendors who has submitted a proposal for an open tender issued by your company. Should you accept the invitation?

No. You should not accept the invitation in this instance. Since you are in a key decision-making role for the tender, any unusual benefit that you receive could be perceived as an inducement that could compromise your objectivity.

OUR CUSTOMERS



We have continued to enjoy prosperity, even with adverse times to fight against. Our relations with all concerned are the most friendly. We have maintained the same character for straight-forward dealing with our constituents and customers. Our productions have continued to be of the same high quality, and therefore command the best reputation and realise the highest prices. ... I mention these facts only to point out that with honest and straight-forward business principles, close and careful attention to details, and the ability to take advantage of favourable opportunities and circumstances, there is a scope for success.

Jamsetji Tata

Founder of the Tata group
Chairman, Tata Sons (1868 – 1904)

E. OUR CUSTOMERS

Products and services

1. We are committed to supplying products and services of world-class quality that meet all applicable standards.
2. The products and services we offer shall comply with applicable laws, including product packaging, labelling and after-sales service obligations.
3. We shall market our products and services on their own merits and not make unfair or misleading statements about the products and services of our competitors.

Export controls and trade sanctions

4. We shall comply with all relevant export controls or trade sanctions in the course of our business.

Fair competition

5. We support the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.
6. We shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors.
7. We collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

Dealings with customers

8. Our dealings with our customers shall be professional, fair and transparent.
 9. We respect our customers' right to privacy in relation to their personal data. We shall safeguard our customers' personal data, in accordance with applicable law.
-

Q&A

You are the Regional Sales Manager of our company. You have become a member of an “informal group”, on an instant messaging service, whose members are the regional sales heads of our company’s competitors. The administrator of the group has requested an in-person meeting to informally discuss market conditions and brainstorm on “pricing strategy” from an industry perspective. What should you do?

Any meeting with competitors, especially to discuss “pricing strategy”, could be an attempt to promote an anti-competitive practice or manipulate prices. You should respond by declining this invitation and exiting the “informal group”. You should also report this incident to your supervisor and your Legal department.

You are attending a customer meeting with a colleague, and your colleague makes an untruthful statement about the company’s services. What should you do?

You should assist your colleague in correcting the inaccuracy during the meeting if possible. If this is not possible, raise the issue with your colleague after the meeting to enable him/her or the company to correct any misrepresentation made to the customer.

While working on a customer project, you receive a call from your colleague. He used to manage that customer account before you took over his role. He recalls that he had worked with the customer on developing a new ordering system which he thinks would be beneficial for another customer and requests you to send him the project details. What should you do?

You must not share this information without specific approval of the customer; you are not permitted to use a customer’s assets, including software, for another customer or for any personal use.

REMEMBER...

Striving for excellence in the standards of our work and in the quality of our goods and services is a core Tata value. It is the unwavering practice of this value that builds and sustains customer trust in our brand.

OUR COMMUNITIES AND THE ENVIRONMENT



“In a free enterprise, the community is not just another shareholder in business but is in fact the very purpose of its existence.”

Jamsetji Tata

Founder of the Tata group
Chairman, Tata Sons (1868 – 1904)

F. OUR COMMUNITIES AND THE ENVIRONMENT

Communities

1. We are committed to good corporate citizenship, and shall actively assist in the improvement of the quality of life of the people in the communities in which we operate.
2. We engage with the community and other stakeholders to minimise any adverse impact that our business operations may have on the local community and the environment.
3. We encourage our workforce to volunteer on projects that benefit the communities in which we operate, provided the principles of this Code, where applicable, and in particular the 'Conflicts of Interest' clause are followed.

The environment

4. In the production and sale of our products and services, we strive for environmental sustainability and comply with all applicable laws and regulations.
5. We seek to prevent the wasteful use of natural resources and are committed to improving the environment, particularly with regard to the emission of greenhouse gases, consumption of water and energy, and the management of waste and hazardous materials. We shall endeavour to offset the effect of climate change in our activities.

OUR VALUE-CHAIN PARTNERS



“If we had done some of the things that some other groups have done, we would have been twice as big as we are today. But we didn’t, and I would not have it any other way.”

J.R.D. Tata

Chairman, Tata Sons (1938 – 1991)

(on the pace of expansion of the Tata group in the 1960s and 70s)

G. OUR VALUE-CHAIN PARTNERS

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

Q&A

You head the procurement function in our company. You have tight budgetary constraints for a project that you are working on. In order to complete the project within the targeted costs, you intend to request your supplier to provide you an exceptional discount on this project order on the understanding that you would “make it up to him” in future orders. Would you be violating the Code?

Yes, you would. Inducement in any form, including future benefits to the supplier, could compromise your ability to act objectively and in the best interests of the company and therefore must be avoided.

REMEMBER...

Our value-chain partners would include our suppliers and service providers, distributors, sales representatives, contractors, channel partners, consultants, intermediaries and agents; joint-venture partners and other business associates.

OUR FINANCIAL STAKEHOLDERS



Ethical behaviour in business – in every sphere and with all constituents – has been the bedrock on which the Tata group has built, and operates, its enterprises. This has been an article of faith for the group ever since its inception, a fundamental element of our cherished heritage and the essence of our way of life.

Ratan Tata

Chairman, Tata Sons (1991 – 2012)

H. OUR FINANCIAL STAKEHOLDERS

1. We are committed to enhancing shareholder value and complying with laws and regulations that govern shareholder rights.
 2. We shall inform our financial stakeholders about relevant aspects of our business in a fair, accurate and timely manner and shall disclose such information in accordance with applicable law and agreements.
 3. We shall keep accurate records of our activities and shall adhere to disclosure standards in accordance with applicable law and industry standards.
-

GOVERNMENTS



Business, as I have seen it, places one great demand on you; it needs you to impose a framework of ethics, values, fairness and objectivity on yourself at all times. It is not easy to do this; you cannot impose it on yourself forcibly because it has to become an integral part of you.

Ratan Tata

Chairman, Tata Sons (1991 – 2012)

I. GOVERNMENTS

Political non-alignment

1. We shall act in accordance with the constitution and governance systems of the countries in which we operate. We do not seek to influence the outcome of public elections, nor to undermine or alter any system of government. We do not support any specific political party or candidate for political office. Our conduct must preclude any activity that could be interpreted as mutual dependence/favour with any political body or person, and we do not offer or give any company funds or property or other resources as donations to any specific political party, candidate or campaign.

Any financial contributions considered by our Board of Directors in order to strengthen democratic forces through a clean electoral process shall be extended only through the Progressive Electoral Trust in India, or by a similar transparent, duly-authorised, non-discriminatory and non-discretionary vehicle outside India.

Government engagement

2. We engage with the government and regulators in a constructive manner in order to promote good governance. We conduct our interactions with them in a manner consistent with our Code.
3. We do not impede, obstruct or improperly influence the conclusions of, or affect the integrity or availability of data or documents for any government review or investigation.

OUR GROUP COMPANIES



I do not think anyone was on par with Jamsetji as an industrial visionary. But that is not the sole reason why I have been an admirer of Jamsetji. The major reason was his sense of values, sterling values, which he imparted to this group. If someone were to ask me, what holds the Tata companies together, more than anything else, I would say it is our shared ideals and values which we have inherited from Jamsetji Tata.

J.R.D. Tata

Chairman, Tata Sons (1938 – 1991)

J. OUR GROUP COMPANIES

1. We seek to cooperate with our group companies, including joint ventures, by sharing knowledge, physical resources, human and management resources and adopting leading governance policies and practices in accordance with applicable law including adherence to competition law, where relevant.
2. We shall strive to achieve amicable resolution of any dispute between us and any of our group companies, through an appropriate dispute resolution mechanism so that it does not adversely affect our business interests and stakeholder value.
3. We shall have processes in place to ensure that no third party or joint venture uses the TATA name/brand to further its interests without proper authorisation.
4. Our Board of Directors shall consider for adoption policies and guidelines periodically formulated by Tata Sons and circulated to group companies.

Q&A

You are in the process of selecting potential vendors for an IT project in our company. In the final shortlist of two companies, one is a new start-up with limited references and a lower price-quotation, while the other is a Tata company with thirty years of implementation experience and good references, but a marginally higher quote for the same job. With all other parameters of choice being nearly equal, which company should you select for the job?

While price is undoubtedly an important criterion for decision making, it is clearly not the only one to be evaluated. You may also need to consider good customer references, proven track record and shared value systems in order to decide on your IT partner.

You are in the process of selecting potential vendors for a project. One of the three finalists is a group company. In reviewing the final proposals, you rank the group company second out of the three proposals based on pricing and total cost of ownership, and select the first-ranked vendor. Is this the right decision?

Yes. You should select the vendor that, on its own merits, is the vendor that is most appropriate for your company's requirements. You should not select a group company only because of its affiliation.

RAISING CONCERNS

We encourage our employees, customers, suppliers and other stakeholders to raise concerns or make disclosures when they become aware of any actual or potential violation of our Code, policies or law. We also encourage reporting of any event (actual or potential) of misconduct that is not reflective of our values and principles.

Avenues available for raising concerns or queries or reporting cases could include:

- immediate line manager or the Human Resources department of our company
- designated ethics officials of our company
- the 'confidential reporting' third party ethics helpline (if available)
- any other reporting channel set out in our company's 'Whistleblower' policy.

We do not tolerate any form of retaliation against anyone reporting legitimate concerns. Anyone involved in targeting such a person will be subject to disciplinary action.

If you suspect that you or someone you know has been subjected to retaliation for raising a concern or for reporting a case, we encourage you to promptly contact your line manager, the company's Ethics Counsellor, the Human Resources department, the MD/CEO or the office of the group's Chief Ethics Officer.

Q&A

My supervisor has asked me to do something which I believe may be illegal. I am afraid if I do not do what I am told, I could lose my job. Should I do it?

No. Breaking the law is never an option. Discuss the situation with your supervisor to be certain that you both understand the facts. If your concerns are not resolved, contact a higher level supervisor, the Ethics Counsellor, the Legal department or report them via the company's confidential reporting system, if available.

I feel that my supervisor is treating me unfairly for reporting a concern to the Ethics Counsellor. What should I do?

Retaliation against anyone who raises a concern is a violation of the Code. You should therefore promptly report this action of your supervisor to the Ethics Counsellor or the MD/CEO of your company or via the company's confidential reporting system, if available.

ACCOUNTABILITY

This Code is more than a set of prescriptive guidelines issued solely for the purpose of formal compliance. It represents our collective commitment to our value system and to our core principles.

Every person employed by us, directly or indirectly, should expect to be held accountable for his/her behaviour. Should such behaviour violate this Code,

they may be subject to action according to their employment terms and relevant company policies.

When followed in letter and in spirit, this Code is 'lived' by our employees as well as those who work with us. It represents our shared responsibility to all our stakeholders, and our mutual commitment to each other.

SPEAK UP...

If you are unsure whether a particular action you are about to take is consistent with the principles set forth in the Code, ask yourself:

- Could it directly or indirectly endanger someone or cause them injury?
- Is it illegal/unlawful or out of line with our policies and procedures?
- Does my conscience reject it? Does it conflict with my personal values?
- Would I feel uncomfortable if the story appeared in the media? Would it shame my company, spouse, partner, parent or child?
- Does it 'feel' wrong?

If the answer to any of these questions is "Yes", please stop and consult your reporting manager, the Ethics Counsellor, the Human Resource department, the Legal department or any member of the senior management team, to assist you in making the decision.

When faced with a dilemma: Stop, Think, Act Responsibly

NOTE

The Code does not provide a comprehensive and complete explanation of all expectations from a company standpoint or obligations from a stakeholder standpoint.

Our employees have a continuing obligation to familiarise themselves with all applicable law, group-level advisories and policies, company-level policies, procedures and work rules as relevant. For any guidance on interpretation of the Code, we may seek support from our company's Ethics Counsellor or from the group's Chief Ethics Officer, as appropriate.

All joint ventures are encouraged to adopt the Tata Code of Conduct (TCOC) or a code of conduct that incorporates all elements of the TCOC.

This version of the Tata Code of Conduct supersedes all earlier versions and associated documents and stands effective from 29th July, 2015.

For any query or clarification on the Code, please contact the office of the group's Chief Ethics Officer via email at: ethicsoffice@tata.com.



TATA CODE OF CONDUCT – 2015

I acknowledge that I have received the Tata Code of Conduct.

I have read the Tata Code of Conduct and I acknowledge that as a Tata employee, I am required to comply with the guidelines described therein and failure to do so may subject me to action as per my employment terms and relevant company policies.

If I have a concern about a violation, or a potential violation of the Tata Code of Conduct, I understand that there are channels available to me in my company to report such concerns. By making use of these channels when necessary, I will play my part in maintaining the high ethical standards to which we hold ourselves.

Signature: _____

Date: _____

Name: _____

Department: _____

Address: _____

(Please submit this declaration to your Ethics Counsellor or the Human Resource department of your company.)



For further information on the Code please contact:
The Ethics Office,
Tata Sons Ltd.,
Bombay House,
24, Homi Mody Street,
Mumbai – 400001, India.
Email: ethicsoffice@tata.com

HEALTH AND SAFETY POLICY

We, at Tata Power, reaffirm our belief that the health and safety of our stakeholders is of the utmost importance and takes precedence in all our business decisions. In pursuit of this belief and commitment, we strive to:

- Maintain and proactively improve our management systems to minimize health and safety hazards to our stakeholders and all others influenced by our activities.
- Comply and endeavour to exceed all applicable occupational health & safety legal and other requirements by setting the highest standards.
- Integrate health & safety procedures and best practices into every operational activity with assigned line-functional responsibilities at all levels, for improving and sustaining health & safety performance.
- Involve our employees in maintaining a safe and healthy work environment through risk assessments, periodic reviews of operational procedures, safe work methods and adoption of new technology.
- Develop a culture of safety through active leadership and provide appropriate training at all levels to enable employees developing their skills to work safely.
- Incorporate appropriate health & safety criteria into business decisions for selection of plant and technology, performance appraisal of individuals and appointments in key positions.
- Ensure availability at all times of appropriate resources to fully implement the health & safety policy of the company.
- Promptly report incidents, investigate for root causes and ensure lessons learnt shared and deployed across the company.
- Ensure service providers and their workmen align with company's safety codes and practices for the health and safety of personnel working with us.
- Set safety & health metrics as indicators of excellence, monitor progress and continually improve performance.

We shall actively communicate this policy to all stakeholders by suitable means and periodically review its relevance in continuously changing business environment.

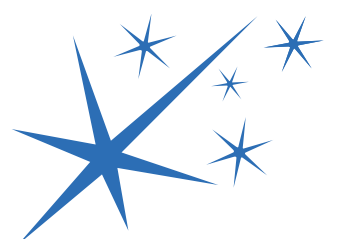


(Praveer Sinha)
CEO & Managing Director

Date: 15th June, 2018

TATA POWER

Lighting up Lives!



CORPORATE ENVIRONMENT POLICY

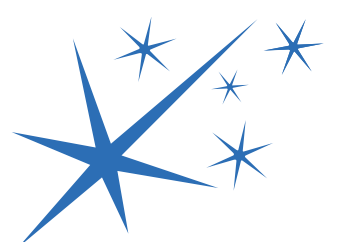
Tata Power is committed to a clean, safe and healthy environment, and we shall operate our facilities in an environmentally sensitive and responsible manner. Our commitment to environmental protection and stewardship will be achieved by:

- Complying with the requirements and spirit of applicable environmental laws and striving to exceed required levels of compliance wherever feasible
- Ensuring that our employees are trained to acquire the necessary skills to meet environmental standards
- Conserving natural resources by improving efficiency and reducing wastage
- Making business decisions that aim towards sustainable development
- Engaging with stakeholders to create awareness on sustainability



(Praveer Sinha)
CEO & Managing Director

Date: 15th June, 2018



FORMAT OF EMD – Bid Guarantee BG

FORMAT OF EMD – Bid Guarantee BG

Note: a) Format shall be followed in toto

b) Claim period of six months must be kept. In case of Bank is not ready to give BG for six months and claim period of six months EMD BG valid of one year to be given

c) The guarantee to be accompanied by the covering letter from the bank confirming the signatories to the guarantee on the Bank's letter head.

The Tata Power Co Ltd
34, Sant Tukaram Road
Carnac Bunder,
Mumbai 400 009

Whereas (Name of the Contractor), a Company incorporated under the Indian Companies Act 1956, having its Registered office at _____, (hereinafter called the "BIDDER") has in response to your Invitation to Bid against Enquiry No. _____ dated _____, for (name of work), offered to supply and/or execute the works as contained in Employers letter dated _____.

AND WHEREAS BIDDER is required to furnish to you a Bank Guarantee for the sum of Rs. _____/-(Rupees ____ only) as Earnest Money against Bidder's offer as aforesaid.

AND WHEREAS we, (name of the bank) having our Registered Office at _____ and Branch office at _____, have at the request of Bidder, agreed to give you this Guarantee as hereinafter contained.

NOW THEREFORE, in lieu of earnest money deposit, we, the undersigned, hereby covenant that the aforesaid Bid of the BIDDER shall remain open for acceptance by you during the period of validity as mentioned in the Bid Document or any extension thereof as requested by you and if Bidder shall for any reason back out, whether expressly or impliedly, from this said Bid during the period of its validity or any extension thereof as aforesaid, we hereby guarantee to you the payment of the sum of Rs. _____/-(Rupees ____ only) on demand and without demur and notwithstanding the existence of any dispute between you and the BIDDER in this regard and we hereby further agree as follows:

- (a) You shall have the right to file/make a claim on us under the Guarantee for a further period of six months from the said date of expiry.
- (b) That this guarantee shall not be revoked during its currency without your written express consent.
- (c) That you may without affecting this guarantee grant time or other indulgence to or negotiate further with BIDDER in regard to the conditions contained in the said Bid document and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between you and BIDDER.
- (d) That the guarantee hereinbefore contained shall not be affected by any change in the constitution of our Bank or in the constitution of BIDDER.

- (e) That any account settled between you and BIDDER shall be conclusive evidence against us of the amount due hereunder and shall not be questioned by us.
- (f) That this guarantee commences from the date hereof and shall remain in force till BIDDER, if his Bid is accepted by you, furnishes the Contract Performance Guarantee as required under the said specifications and executes formal Contract Agreement as therein provided or till ____Days (__ days) from the date of submission of the Bid by the BIDDER i.e. (expiry date), whichever is earlier.
- (g) That the expression, BIDDER and Bank, and OWNER herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assignees.
- (h) Notwithstanding anything herein contained, our liability under this guarantee is limited to Rs._____/-(Rupees _____ only) and the Guarantee will remain in force upto and including and shall be extended from time to time for such period or periods as may be desired by you. Unless a demand or claim under this Guarantee is received by us in writing within six months from (expiry date), i.e. on or before (claim period date), we shall be discharged from all liabilities under this guarantee thereafter.
- (i) Any claim/extension under the guarantee can be lodgeable at issuing outstation bank or at Mumbai branch and claim will also be payable at Mumbai Branch. **(To be confirmed by Mumbai Branch by a letter to that effect)**

Notwithstanding anything contained hereinabove :

- a) Our liability under this Bank Guarantee shall not exceed Rs._____/-(Rupees _____ only).
- b) This Bank Guarantee shall be valid upto ----- 200.
- c) Our Liability to make payment shall arise and we are liable to pay the guaranteed amount or any part there of under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ----- 200.