



**OWNER:  
THE TATA POWER COMPANY LIMITED**

**TITLE OF WORK TO BE AWARDED:**

**Hiring Safety Officers for Supervision of Routine O&M and Shutdown jobs for 3  
years  
at  
Mundra Thermal Power Station (MTPS), Gujarat**

**ENQUIRY REFERENCE NO.: 4100065257**

## **NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

<b>Enquiry reference no.:</b> 4100065257
<b>Title of Work:</b> Hiring Safety Officers for Supervision of Routine O&M and Shutdown jobs for 3 years at Tata Power, Mundra.
<b>Type of Bidding:</b> E-tendering (through Ariba online portal) / Two Part (Technical and Price bids under separate envelopes)
<b>Contact Details:</b> All communication including EOI submission shall be addressed to following officer/s: Name: Mr. Premkumar G Email: <a href="mailto:premkumar@tatapower.com">premkumar@tatapower.com</a> Copy of all communications shall be marked to (Cc): Name: Mr. Aseemkumar Joshi Email: <a href="mailto:aseemkumar.joshi@tatapower.com">aseemkumar.joshi@tatapower.com</a>

The Tata Power Company Limited Invites Expression of Interest (EOI) from interested parties for the Two-Part e-Tendering Process of following Relevant Work Package:

**Table 1 - Tender Summary**

<b>Package Details</b>	<b>Tender Fee</b>	<b>Bid Security</b>
Hiring Safety Officers for Supervision of Routine O&M and Shutdown jobs for 3 years.	INR 2000/- (INR Two Thousand Only). <i>To be submitted along with EOI.</i>	INR 40,000/- (INR Forty Thousand Only). <i>Bid Security to be submitted as a Bank Guarantee or RTGS or Demand Draft at the BID stage and not with EOI</i>

### **1. INTRODUCTION:**

The Tata Power Company Limited (TPCL) is among the largest private sector Power Utility companies in India with presence in Generation, Transmission and Distribution of Power through conventional and renewable sources.

Mundra Thermal Power Station (A Tata Power Division) has implemented the 4150 MW UMPP near the port city of Mundra in the state of Gujarat in India. This UMPP is India's first 830 MW unit thermal power plant using supercritical technology. MTPS operates on imported coal on pulverized coal-based boiler technology. The generating plant is in Tunda village of Mundra district in the state of Gujarat, India.

The tendering activities for this Project are being managed from Tata Power's following Office:

The Tata Power Company Limited,  
Mundra Thermal Power Station - Ultra Mega Power Plant,  
(Formerly a Unit of Coastal Gujarat Power Limited),  
Tunda-Vandh Road, Tunda Village,  
Mundra, Kutch 370 435, Gujarat.

## **2. SCOPE OF WORK:**

### **Hiring Safety Officers for Routine O&M Jobs Supervision Services**

#### **Requirements:**

MTPS believes that good safety is good business which helps sustain world-class business performance. Safety principles provide direction and focus to our Occupational Health and Safety program for achieving and sustaining safety excellence.

Our values and beliefs lead us to conduct regular workplace safety appraisals, identify and report hazards, investigate all incidents, conduct safety observations, follow rules and procedures and take all necessary action to manage risks.

Six qualified safety officers required for The Tata Power Company Ltd on monthly basis, Mundra with 90% mandatory attendance.

Preference shall be given to candidates who have experience in thermal power plants.

#### **Accommodation & transportation:**

Contractor has to provide reasonably good and comfort accommodation with basic facility like bed, cupboard, and electricity, water in each room and common television, mess facility.

Vendor has to provide transportation facilities from their accommodation to MTPS (including External Coal Handling site).

#### **Uniform:**

- Safety Shoes- one pair /year (MAKE – LIBERTY WARRIOR Double Density)
- Safety Helmet (AS PER POLICY) – MSA MAKE V GUARD with TATA LOGO,
- Safety Hand Gloves – Nitrile coated hand gloves as per EN 388
- Safety goggles – Clear Lens, anti-fog and anti-scratch, EN 166, CE
- Ear plug – PU foam and reusable type – Make: 3M, MSA, Venus
- Dust mask – N-95 protection Make: Venus, 3M.
- Gum Boot – 01 pair/year/person - Approved by Officer In charge.
- Winter Jacket – 01 no/year/person - Approved by Officer In charge.
- Raincoat – 01 no/year/person - Approved by Officer In charge.
- Uniform - 3 Pairs/year/person - Approved by Officer In charge.
- Good quality of Sky-blue lining Shirt full sleeve and sky Blue cotton jeans pant (Design and material must be approved from Officer Incharge of MTPS)

#### **Duty Hours:**

Eight hours shift/General Shift as per rule and regulation of factory act. Leave will be as per company policy.

## **Qualifications:**

Should have minimum qualification diploma in Engineering with 3 to 5 years' experience or BE/B.TECH having 2 to 5 years' experience in safety in Power/Manufacturing industry with ADIS/PDIS. Any deviation in qualification/experience shall be approved by Tata Power.

Scope of work for Safety supervision services at MTPS (4150 MW UMPP) as below:

- Safety observations/ audit/ inspection of entire MTPS site (BTG, BOP, CHP, etc).
- CLMS & daily safety induction for business associates, documents scanning and attendance record management.
- Safety Observations/ Near miss CAPA assignment to departments.
- Incident investigation, Injury reporting, investigation & CAPA assignment in SAP.
- Internal server document management.
- Safety violation & Penalty, R&R management.
- Safety Data Analytics.
- Field Safety Audit coordination with departments.
- Monthly corporate reports Raw data preparation.
- Contractor safety training.
- High risk job monitoring.
- Safety targets tracking and data preparation.
- Contractor Toolbox talk participation.
- Raw data preparations for Different reviews of site.
- Theme based specialized safety audit drive.
- Contractor Toolbox talk participation.
- PPEs management for visitors/VIP visitors.
- Safety event celebration preparatory and execution works.
- Safety induction hall, old induction hall, safety models care management.
- Contractor fabrication area inspection.
- Daily contractor Activity review.
- Contractor safety code of conduct document works.
- Incident/safety contact/event short clip management etc.
- DSC/BSC PPT preparation.
- PPT Preparations of Chief generation webcast.
- Corporate MIS PPT reports.
- Training Coordination employees & BAs.

## **Hiring Safety Officers for Outage Jobs Supervision Services**

**Introduction:** To hire an agency to provide safety services at 4150 MW UMPP during shut down in next 2 years.

**Description:** To ensure the safety of diversified workers coming to work at MTPS for operation, maintenance during shutdown jobs, hiring safety services for the safe maintenance activities at MTPS.

During unit shutdown nearly 1000 contractor workers are expected to work at site. To inculcate MTPS safety culture among new workforce, it is proposed to hire few safety supervisors who can help us to monitor and guide to contractor workers during shut down period.

S.No.	Services	Frequency
1	Safety induction of contractor workers (4 hrs) 2 times in a day.	Daily
2	Conduct toolbox Talk of workers in a smaller group of 20-30 workers at different workplaces before starting work.	Daily
3	Safety inspection of all equipment. (E.g. Vehicles, welding machine, lifting device, Gas cutting tools, Hand tools, Grinding machine, electrical power tools etc.)	Daily
4	Checking Risk Assessment (JSA/HIRA) of all activities and communicating to workmen.	Daily
5	Closely monitoring of safe work practices at Boiler, Turbine and other places). Reporting unsafe conditions and acts to CGPL Engineers & CGPL Safety Department.	Daily
6	Maintaining observation Logbook and other documentation related to safety as per the instruction of officer In charge.	Daily
7	Monitor permit to work system compliance. (Height work, Hot work, confined space etc.)	Daily
8	Conduct safety audit and inspections and keep record and report to officer in charge.	Daily
9	Monitor PPE compliance at site and co-ordinate with site engineers for compliance.	Daily
10	Shift wise status monitoring report to be provided to officer In charge.	Daily

**Accommodation:** Contractor must be provided the reasonably good and comfort accommodation to the safety staff with basis facility like bed, cupboard, television and mess within 5 km areas from MTPS Plant.

**Uniform:** Safety Shoes- one pair /year, Safety Helmet (Green Color with 2-inch Tata Power Logo), Uniform (Dark Green Dungaree with two 3M make Reflective Band on front & back - 3 Sets. Safety Goggles, Safety Hand gloves, All PPEs should Confirm to relevant IS Standard and approved by MTPS Head- Fire & Safety Dept.

**Transportation:** Contractor must provide the transportation facility from accommodation to MTPS site in tuffan or such packed four-wheeler vehicle.

Statutory compliance including PF/daily wages/Labour licence/weekly off etc. to be look after by the vendor & comply all applicable norms and laws.

<b>Designation</b>	Safety Officer
<b>Qualification</b>	Graduate with Diploma in Industrial Safety + 3 years of experience.
<b>Reports to</b>	Head - Fire & Safety
<b>Experience</b>	Minimum 3 years of Experience as Safety Supervisor/ Officer in any reputed company operating in Power, Oil & Gas, Energy sector or Construction industry or any Good Contractor. Having an experience of shut down will be preferably.

<b>Desired Profile</b>	<ol style="list-style-type: none"> <li>1. Persons having Basic First Aid Course from St John Ambulance will be given Preference.</li> <li>2. Good in verbal and written communication skills in English, Hindi and Gujarati language.</li> <li>3. Well versed with requirements of safety in shut down.</li> <li>4. He should have Knowledge of Working and Operation of firefighting equipment.</li> <li>5. Good team player and have Positive attitude.</li> </ol>
<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Co-ordinate toolbox talks, safety inspections at site.</li> <li>2. Review and check the HIRA/JSA. Ensure the availability of HIRA/JSA at work location.</li> <li>3. Ensure the Isolation are properly done by operation engineer.</li> <li>4. Ensuring worksites are Shutdown safety Plan compliant</li> <li>5. Adhere to the Work Permit System, especially the Hot Work (cutting, grinding, Welding and drilling etc.) Permits, Electrical Work Permits, Radiography and Confined Space Permits in the Construction site and help MTPS &amp; Contracting staff in maintaining safety of the site.</li> <li>6. Participate and investigate each accident, Fire &amp; near miss occurred in the work site and Maintain records.</li> </ol>

Detailed Technical details & BOQ shall be provided in the Tender / RFQ document to all potential bidders submitting the valid EOI with tender fees within deadline of submission.

### 3. TENDER FEE & TIMELINES:

a. Interested parties meeting the "Bidder Pre-Qualification Requirements" specified under point no. 4 in this document can request a tender document and participate in the bidding process by submitting the Expression of Interest (EOI) Letter along with the Tender Fee Payment Details to the contact details mentioned below not later than the deadline specified below. Request for extension of EOI submission date will not be entertained.

b. **Interested bidders should submit the Expression of Interest (EOI) letter and tender fee payment details to below mentioned email addresses:**

- Mails shall be addressed to (To): [premkumar@tatapower.com](mailto:premkumar@tatapower.com)
- Must Mark a copy to (Cc): [aseemkumar.joshi@tatapower.com](mailto:aseemkumar.joshi@tatapower.com)

EOI/ requests without complete information and communication as above within deadline shall be liable to be rejected and will not be considered further.

c. Tender Fee, as indicated in Table 1 above may be paid through **NEFT** as per details for payment of Tender Fee given in Table 2 below:

Table 2

Details for payment of Tender Fee:	
Bank details for submitting Tender fees through bank transfer / NEFT:	Beneficiary Name: TATA POWER CO LTD Bank Name: STATE BANK OF INDIA A/c no: 30545457373 IFS Code: SBIN0009995 A/c type: CURRENT ACCOUNT Branch Name & Address: CAG BRANCH, NEVILLE HOUSE, 23 J N HEREDIA MARG, BALLARD ESTATE, MUMBAI-400001
Deadline for tender fee payment and submission of EOI:	<b>22nd May 2026, CoB</b>

d. **Expression of Interest letter to be submitted along with tender fee payment details should include the following details:**

- A covering letter duly stamped and signed by an authorized signatory clearly indicating the Tender Reference number and your EOI to participate in the tendering process.
- Tender fee payment details / reference number (ensure that tender fee is received by us within specified deadline)
- Bidder to indicate authorized person name, contact number and e-mail id (mandatory) of the person to whom RFQ / tender and all other communications to be addressed for this tender.

e. Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties submitting a valid EOI as per the terms mentioned in this document.

**4. BIDDER PRE-QUALIFICATION REQUIREMENTS:**

Interested parties to note that Bidder shall be required to fulfill the following bidder pre-qualification requirement / criteria to qualify for the subject work. Bidder will be required to submit relevant supporting documents to demonstrate their qualification during the bid submission stage against Tender document / RFQ and bidders not found meeting the pre-qualification requirements given below will be disqualified from the tender.

**4.1 TECHNICAL REQUIREMENT:**

- 4.1.1 The bidder shall provide qualified and experienced safety manpower for deployment at Thermal Power Plant sites for supervision, monitoring, implementation, and compliance of Occupational Health, Safety & Environment (OHSE) requirements during operation, maintenance, shutdown, construction, and project activities.
- 4.1.2 The bidder should have minimum 03 years' experience in providing safety manpower services in any similar industries - Thermal Power Plants, Coal Handling Plants, Steel Plants, Cement Plants, Oil & Gas, Refineries, Heavy Engineering Industries.

4.1.3 The bidder should have successfully executed similar contracts for providing safety manpower / safety supervision services during the last seven (07) years ending on the date of techno-commercial bid opening, meeting any one of the following criteria:

- One similar completed contract costing not less than ₹18 Lakhs (or)
- Two similar completed contracts each costing not less than ₹12 Lakhs (or)
- Three similar completed contracts each costing not less than ₹9 Lakhs.

4.1.4 Bidder / Tenderer should have ISO 9001 / ISO 14001 / ISO 45001 certification.

#### **4.2 FINANCIAL REQUIREMENT:**

Bidder / Tenderer should have minimum Average Annual Turn-over of Rs. 75 Lakhs (Indian Rupees Seventy Five Lakhs) during last 3 financial years. **(Attach Turnover Certificate from Chartered Accountant (or) P&L statement (or) Balance sheet in this regard)**

It may be noted that the above requirements are minimum qualification criteria. However, Tata Power reserves its right to further assess the capabilities of the parties and reserves its rights to further shortlist, accept or reject any party without assigning any reason.

#### **5. BID SECURITY / EMD:**

Interested parties to note that Bidder will be required to furnish a Bid Security along with their Bid, in the format prescribed in Bid Document **in the form of Bank Guarantee or Demand Draft or RTGS**, for an amount as defined in the covering page of this notice document. Bids not accompanied by an acceptable Bid Security shall be rejected by the Owner as being non-responsive and returned to the bidder without being opened.

**Interested parties to note that Bid Security is not required with the EOI and it is required to be submitted with the Bid only during Bid Submission stage** once RFQ is released to the interested parties that have submitted a valid EOI.

#### **6. BIDDING PROCESS:**

Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties that submitted a valid EOI as per terms mentioned in this document.

Bidder to note that commercials for subject tender may be conducted through e-auction. Detailed bidding and auction process shall be detailed in the RFQ / tender document.