



**OWNER:  
THE TATA POWER COMPANY LIMITED**

**TITLE OF WORK TO BE AWARDED:**

**PRE-FABRICATED WORKS AT KUNDLI, DIST. PUNE, MAHARASHTRA**

**ENQUIRY REFERENCE NO.: CC26PMR035**

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR**  
**PRE-FABRICATED WORKS AT KUNDLI, DIST. PUNE, MAHARASHTRA**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enquiry reference no.:</b> CC26PMR035                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Title of Work:</b> Pre-Fabricated Works at Kundli, Dist. Pune, Maharashtra                                                                                                                                                                                                                                                                                                                                                                                                             |
| <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:<br>Mr. Prasad Redij<br>Email: <a href="mailto:prasad.redij@tatapower.com">prasad.redij@tatapower.com</a><br>Copy of all communications shall be marked to (Cc):<br>Ms. Yogita Waman<br>Email: <a href="mailto:yogita.waman@tatapower.com">yogita.waman@tatapower.com</a><br>Mr. P Ramrayka<br>Email: <a href="mailto:p.ramrayka@tatapower.com">p.ramrayka@tatapower.com</a> |

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

Table 1

| Package Description                                     | Tender Fee                                                                       | Bid Security                                                                                                                              | Estimated package value                                        | Last date and time for Payment of Tender Participation Fee | Last date and time for bid submission                                                                                                                         |
|---------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pre-Fabricated Works at Kundli, Dist. Pune, Maharashtra | INR 2000/- (INR Two Thousand Only)<br><br><i>To be submitted along with EOI.</i> | INR 2 Lakhs (INR Two Lakhs only).<br><br><i>Bid Security to be submitted as a Guarantee/ DD/ NEFT at the BID stage (and not with EOI)</i> | INR 2.25 Crores (INR Two Crores and Twenty Five Lakhs) approx. | 19 <sup>th</sup> January 2026, CoB.                        | 28 <sup>th</sup> January 2026<br>1700 Hrs<br>Any changes/ extensions shall be intimated through Ariba online portal to vendors who have purchased the tender. |

- Interested bidders are strongly advised not to wait by above time and purchase the tender immediately to get the link for bid submission. This will enable them to communicate/raise queries against the subject tender in time.

## 1. INTRODUCTION:

The Tata Power Company Limited (TPC) 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.

The tendering/ procurement activities for this Package are being managed from Tata Power's following office

Smart Center of Procurement Excellence (SCOPE),  
Corporate Contracts,  
The Tata Power Company Limited,  
2<sup>nd</sup> Floor, Sahar Receiving Station, Near Hotel Leela,  
Sahar Airport Road, Andheri East, Mumbai – 400 059, Maharashtra, India.

## 2. SCOPE OF WORK:

Brief scope includes design, manufacturing, supply and erection with interior and exterior finishes by Light Gauge Steel Framed (LGSF) Technology for G+1 Staff quarter 1, Staff quarter 2 and Drivers' room block and Toilet Block at Kundli including civil foundation works, electrical works and internal plumbing etc. across an estimated area of 6,200 Sq.ft. (approx.)

Detailed Scope of Work and BOQ/ Price schedule is attached as Volume F & I in this NIT document, respectively.

## 3. TENDER FEE & TIMELINES:

a) Interested parties meeting the "Bidder Pre-Qualification Requirements" specified under point no. 4 in this document can request 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 deadline specified below. Request for extension of EOI submission date will be not 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): [prasad.redij@tatapower.com](mailto:prasad.redij@tatapower.com)
- Must mark copy to (cc): [yogita.waman@tatapower.com](mailto:yogita.waman@tatapower.com); [p.ramrayka@tatapower.com](mailto:p.ramrayka@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 the Table1 above may be paid through **NEFT/RTGS** as per details for payment of Tender Fee given in Table2 below:

Table 2

| <b>Details for payment of Tender Fee:</b>                             |                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bank details for submitting Tender fees through bank transfer / NEFT: | Beneficiary Name: The Tata Power Company Limited<br>Bank Name: HDFC Bank<br>A/c no: 00600110000763<br>IFS Code: HDFC0000060<br>A/c type: CC<br>Branch Name & Address: HDFC Bank, Maneckji Wadia Building, Nanik Motwani Marg, Fort, Mumbai 400023 |
| Deadline for tender fee payment and submission of EOI:                | <b>19<sup>th</sup> January 2026, CoB.</b>                                                                                                                                                                                                         |
| Deadline for submission of bid in ARIBA and EMD:                      | <b>28<sup>th</sup> January 2026, 1700 HRS</b><br><br>Any changes/ extensions shall be intimated through Ariba online portal to vendors who have purchased the tender.                                                                             |

**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 no (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) Interested bidders to submit Tender Participation Fee and Authorization Letter before Last date and time as indicated above after which link from Tata Power E-Tender system (Ariba) will be shared for further communication and bid submission.

**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. Bidder should have minimum 3 (Three) years experience in Prefab Building Works specifically in LGSF (Light Gauge Steel Frame) type with a minimum cumulative 8,000 Sqft of plinth area **(Attach related supporting documents)**.

4.1.2. Bidders should have successfully executed minimum 1 (One) contract of value Rs. 3 Crores OR minimum 2 (Two) contracts of value of Rs. 2 Crores each OR minimum 3 (Three) contracts of value Rs. 1 Crore each, for Pre-Fab building works of similar nature in last 5 (Five) years.

**(Attach Purchase order copy, Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies along with their references)**

4.1.3. Bidder / Tenderer should have ISO 9001, ISO 14001, OHSAS-18001/ ISO- 45001 certification or must give an undertaking for its willingness to obtain the same within 2 months of qualification for the work.

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

Bidder / Tenderer should have minimum Average Annual Turn-over of Rs. 4 Crores (Indian Rupees Four Crores only) in the preceding 3 years. **(Attach Certificates from Chartered Accountant 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. The tender may be split in more than one parties at the discretion of Owner.

#### **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 through RTGS or Demand Draft**, 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.

## **CONTENTS OF THE ENQUIRY**

Following Documents Form Part of Tender Enquiry:

- A. Tender notice including Instruction to Bidders (This document)
- B. Format for Submission of Bank Guarantee for EMD/ Bid security
- C. Agreed Terms and Conditions
- D. Format for Pre bid queries/ deviations
- E. Techno-Commercial Pre-Qualification Requirement
- F. Technical Specifications/ Drawing/ Layout
- G. Safety bid document
- H. Special Conditions of Contract
- I. Price Schedule
- J. General Conditions of Contract-Civil
- K. Tata Power Policies
  - K.1 Safety Terms and Condition- R6
  - K.2 Environment Policy
  - K.3 Health and Safety Policy
  - K.4 Sustainability Policy with ESG framework for BA.
  - K.5 TCOC
  - K.6 Guidelines of CERC
  - K.7 Vendor Declaration Compliances

|                                |                                                            |                 |
|--------------------------------|------------------------------------------------------------|-----------------|
| Enquiry Ref No.:<br>CC26PMR035 | THE TATA POWER COMPANY LIMITED                             | Volume I A      |
|                                | PRE-FABRICATED WORKS AT KUNDLI, DIST. PUNE,<br>MAHARASHTRA | SHEET 1 OF<br>5 |
|                                | INSTRUCTIONS TO BIDDER (TWO PART BID)                      |                 |

The Tata Power Company Limited (TPCL) invites bid for “**Pre-Fabricated Works at Kundli, Dist. Pune, Maharashtra**”.

1. The bid package is issued in the name of Bidder and is non-transferable.
2. Bidder shall acknowledge the receipt of the tender within two (2) working days from the Date of issue of this Request for Quotation (RFQ)/enquiry.
3. Bidders shall review the entire tender document (including technical documents) and ensure the given objectives expected herein can be achieved or the technical requirements can be met in totality. Any deviation or substitution must be highlighted on a separate document.
4. Bidder must carefully go through all commercial conditions of contract before quoting the price. Any exceptions pertaining to clauses affecting prices or costs either way must be clearly stated.
5. Any deviation taken by Bidder may lead to rejection of the bid.
6. Bidder shall quote a firm price and shall be bound to keep this price firm without any escalation for any reason whatsoever until they complete Service against the tender.
7. Bidder shall give clear break-up of the basic price and the taxes and duties included in the price quoted.
8. The quantities mentioned in the tender are liable for change.
9. TPCL reserves the right to accept or reject any or all bids or cancel/ withdraw the RFQ without assigning any reason whatsoever. In such an event, no claim shall be made arising out of such action.
10. Any time prior to the deadline for submission of Bid, TPCL may for any reasons, whether at their own initiative or in response to clarifications requested by Bidders, modify the enquiry including specification by amendment. The amendment will be notified in writing to all qualified Bidders to whom the RFQ has been issued and will be binding on them. The Bidder shall acknowledge the receipt of the amendment promptly upon the receipt of the same. In order to afford Bidders time in preparing of Bid due to amendment, TPCL may, at its discretion, extend the deadline set for submission of the Bid.
11. TPCL will not be liable for any expenses whatsoever incurred by the Bidder for the preparation, submission and opening of bids
12. This specification consists following Volumes:-

#### 12.1 Volume I:-

A-Instruction to bidders (ITB), B- Format for submission of deviations. C- Special Conditions of Contract, D-Agreed terms and Conditions (ATC), E- General Terms and Conditions – Civil, F1-Environment- F2-Health & Safety, F3-Sustainability, F4-Safety terms & Conditions, F5-Tata Code Of Conduct, F6- Guidelines of Central Electricity Authority, F7- Vendor Declaration Compliances V12, G- Safety Bid Document.

#### 12.2 Volume II:-

A- Technical Specifications/ Scope of Work/ Drawings

### 13. Submission of Offer

**Two bid system:** Bidder shall submit complete bid including list of deviations if any to the Scope of Work and the terms & conditions of the RFQ if any as well as furnish all required and relevant enclosures and submit the same in **submit/upload the same in Ariba system as per the guidelines:**

|                                |                                                            |                 |
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| Enquiry Ref No.:<br>CC26PMR035 | THE TATA POWER COMPANY LIMITED                             | Volume I A      |
|                                | PRE-FABRICATED WORKS AT KUNDLI, DIST. PUNE,<br>MAHARASHTRA | SHEET 2 OF<br>5 |
|                                | INSTRUCTIONS TO BIDDER (TWO PART BID)                      |                 |

- I. Techno-Commercial Bid (Un-priced Bid)  
II. Price Bid

14. Kindly, note that the Technical Bid shall contain Volume I- **A,C,E,F** and Volume II- **A & B** has to be signed and stamped. Volume I- **B,D,G** to be duly filled, signed & stamped. Above mentioned documents to be submitted with all the supporting document requested for evaluation.
15. **Kindly note that offers submitted with price details in technical bid are liable for rejection.**
16. The bidder shall sign, its proposal with the exact names of the entity to which the contract is to be awarded. Each page of the bid shall be duly signed and sealed by an authorized officer of the bidder's organization.
17. The bid must be kept valid for **180** days from the date of opening of the bids. In exceptional circumstances TPCL may solicit the bidder's consent to an extension of the period of validity.
18. Bidders are advised to submit their bid well in time.
19. Bidders are advised to submit their bid well in time i. e. on or before bid submission date and time. Request for extension of Bid submission date will not be entertained.
20. Bidders are advised to contact following Tata Power personnel at Tata Power for technical queries/ site visit.

**Name- Mr. Sujit Jha (Group Head- Engineering Dept.)**

**Mobile- 9871121587**

**Email ID- sujit.jha@tatapower.com**

|                                                         |                     |
|---------------------------------------------------------|---------------------|
| Last date for Pre-bid queries                           | 22.01.2026          |
| Pre - bid clarification meeting & site visit            | To be decided       |
| Due date and time for submission of bids & Bid Security | 28.01.2026 till 5PM |
| Bid Security (EMD)                                      | Rs. 2,00,000        |

**Details for payment of EMD:**

|                                                                       |                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bank details for submitting Tender fees through bank transfer / NEFT: | Beneficiary Name: The Tata Power Company Limited<br>Bank Name: HDFC Bank<br>A/c no: 00600110000763<br>IFS Code: HDFC0000060<br>A/c type: CC<br>Branch Name & Address: HDFC Bank, Maneckji Wadia Building, Nanik Motwani Marg, Fort, Mumbai 400023 |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                |                                                            |                 |
|--------------------------------|------------------------------------------------------------|-----------------|
| Enquiry Ref No.:<br>CC26PMR035 | THE TATA POWER COMPANY LIMITED                             | Volume I A      |
|                                | PRE-FABRICATED WORKS AT KUNDLI, DIST. PUNE,<br>MAHARASHTRA | SHEET 3 OF<br>5 |
|                                | INSTRUCTIONS TO BIDDER (TWO PART BID)                      |                 |

## 21. Bid Security / Bid Security Validity:

21.1. Bidder shall furnish a Bid Security along with the Bid, in the form of **a Bank Guarantee or through RTGS or Demand Draft**, for an amount of INR 2,00,000/- with expiry date at least 45 days beyond the expiry of Bid Validity. In case of bid security Bank Guarantee, validity shall be of minimum 225 days from the Bid Submission Date and having a claim period of six months beyond the expiry date

21.2. Owner may request for extension of Bid Validity at its convenience till the award of contract to the successful Bidder and accordingly, Bidder shall extend the Bid Security Validity along with the Bid Validity such that the Bid Security is valid for at least 45 days beyond the Bid Validity date. In case Bidder do not accept Owner's request of extension to Bid Validity or Bidder fails to suitably extend the Bid Security Validity date in line with the above requirement before the expiry date, the Bid shall thereon be treated as invalid and not evaluated further.

21.3. Subsequent to post-bid discussions/clarifications and in response to Owner's request for any revised Price Bid/s thereon, any revised Price Bid submitted by the Bidder shall thereon have the same Bid Validity of 180 days from the Bid Submission Date of such revised Price Bids and Bidder shall have to extend the Bid Security Validity accordingly for minimum 225 days from such revised Bid Submission Date failing which the Bid shall be rejected.

21.4. Bids not accompanied by an acceptable Bid Security/ EMD shall be summarily rejected by the Owner as being non-responsive and not evaluated further. Bid Security of the unsuccessful bidder will be returned at the end of the Bid Validity. Bid Security of successful Bidder shall be returned on submission of Contract Performance Security cum Warranty Bank Guarantee (CPBG) and due acceptance of the same by Owner. Successful Bidder must therefore submit CPBG well in advance prior to the expiry of the Bid Security failing which Owner shall be within his rights to revoke the Bid Security. Wherever CPBG is not applicable, the Bid Security of successful Bidder shall be retained as Contract Security till work completion.

21.5. The bid package document shall remain the property of the Company.

## 22. Evaluation Criteria:

22.1 The bids will be evaluated technically on the compliance to tender terms and conditions, scope compliance etc.

22.2. The bids will be evaluated commercially on lowest total contract price basis as per Price Schedule. Hence, all bidders are advised to quote their most competitive offer.

22.3 The tender may be split in more than one parties at the discretion of Owner.

## 23. Bid Opening & Evaluation Process:

### 23.1. 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 TPCL processing of Bids or award decisions may result in the rejection of the Bidder's Bid.

|                                |                                                            |                 |
|--------------------------------|------------------------------------------------------------|-----------------|
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|                                | PRE-FABRICATED WORKS AT KUNDLI, DIST. PUNE,<br>MAHARASHTRA | SHEET 4 OF<br>5 |
|                                | INSTRUCTIONS TO BIDDER (TWO PART BID)                      |                 |

### 23.2. Technical Bid Opening:

Technical Bid of all valid Bids shall be opened simultaneously.

### 23.3. Preliminary Examination of Bids/ Responsiveness:

TPCL 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. TPCL may ask for submission of original documents 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, TPCL will determine the substantial responsiveness of each Bid to the Bidding Documents including capability of providing the Goods/Services and acceptable quality of the Goods / Services offered. A 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 TPCL and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

### 23.4. 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, TPCL may, at its discretion, ask the Bidder for a clarification on its Bid for any deviations with respect to the TPCL specifications and attempt will be made to bring all bids on a common footing. All responses to requests for clarification shall be in writing only. Where applicable, Safety Bid shall also be evaluated along with technical bid for the qualification of Bidders against their safety systems & practices and past safety records.

### 23.5. Price Bid Opening:

Bidders may be asked to submit revised Price Bid in case there is any material change agreed by TPCL during technical evaluation / clarifications. Price Bid of only Technically and / or Safety Qualified Bidders shall be considered and opened.

|                                |                                                            |                 |
|--------------------------------|------------------------------------------------------------|-----------------|
| Enquiry Ref No.:<br>CC26PMR035 | THE TATA POWER COMPANY LIMITED                             | Volume I A      |
|                                | PRE-FABRICATED WORKS AT KUNDLI, DIST. PUNE,<br>MAHARASHTRA | SHEET 5 OF<br>5 |
|                                | INSTRUCTIONS TO BIDDER (TWO PART BID)                      |                 |

**24. Reverse Auctions:**

TPCL reserves the right to go for Reverse Auction (RA) for price negotiation and discover the most competitive price on its e-sourcing portal. This will be decided after techno-commercial evaluation of the bids. Bidders need to give their acceptance with the offer for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case TPCL decides to go for RA.

Only those Bidder who are techno-commercially qualified & have submitted valid Price Bids shall be eligible to participate further in RA process. However, H1 Bidder (whose price bid is the highest post techno-commercial evaluation) shall not be allowed to participate in further RA process provided minimum three techno-commercially qualified bids are available.

## 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.**

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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.

## VOLUME ID

### AGREED TERMS & CONDITIONS (ATC)

Bidder's Name: M/s. \_\_\_\_\_

RFQ ref. No. \_\_\_\_\_

Enquiry Description: \_\_\_\_\_

Bidder's Offer Ref.: \_\_\_\_\_

1. SUBMISSION OF THIS DOCUMENT DULY SIGNED, SHALL CONSTRUCT THAT ALL THE CLAUSES OF AGREED TERMS AND CONDITIONS HAVE BEEN ACCEPTED BY YOU. PURCHASE ORDER, IF ANY, SHALL BE GOVERNED BY THE CONFIRMATION PROVIDED HERE.

| Sr. No.  | Description                                                                                                                                                                                                                                                                               | BIDDER'S RESPONSE |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>A</b> | <b><u>TECHNICAL (If applicable)</u></b>                                                                                                                                                                                                                                                   |                   |
| 1        | Acceptance of technical specifications including General/Technical notes and scope of supply/work as per Tender specification<br><b>In case of deviation, confirm that the same has been furnished separately.</b>                                                                        |                   |
| 2        | Confirm data sheets duly filled in have been submitted, wherever required as requested in Technical specification                                                                                                                                                                         |                   |
| <b>B</b> | <b><u>COMMERCIAL</u></b>                                                                                                                                                                                                                                                                  |                   |
| 3        | <b>Bid Validity</b><br>As per Annexure - Special Conditions of Contract                                                                                                                                                                                                                   |                   |
| 4        | <b>Firm price:</b><br>Quoted prices shall remain firm and fixed till complete execution of the order.                                                                                                                                                                                     |                   |
| 5        | <b>Taxes:</b><br>GST:<br>Any other tax as applicable:                                                                                                                                                                                                                                     |                   |
| 6        | <b>Completion/Delivery Period :</b><br>As per Annexure - Special Conditions of Contract                                                                                                                                                                                                   |                   |
| 7        | <b>Payment Terms Acceptance:</b><br>As per Annexure - Special Conditions of Contract                                                                                                                                                                                                      |                   |
| 8        | <b>Contract Performance Bank Guarantee:</b><br>As per Annexure - Special Conditions of Contract                                                                                                                                                                                           |                   |
| 9        | <b>Liquidated Damages (LD):-</b><br>As per Annexure - Special Conditions of Contract                                                                                                                                                                                                      |                   |
| 10       | <b>Service Level Agreement (SLA):-</b><br>As per Annexure - Special Conditions of Contract                                                                                                                                                                                                |                   |
| 11       | <b>Compliance to other terms &amp; conditions</b><br>Acceptance of all other terms & conditions as forming the Part of the RFQ/ Tender document and communicated vide subsequent addendum(s) if any:<br><b>In case of deviation, confirm that the same has been furnished separately.</b> |                   |

\*Bidders/ Vendor shall note that in case of any contradiction between the Agreed Terms and Conditions (ATC) ; Bidder offer and the Bidders offer , the ATC shall prevail.

Bidder's Authorised Signatory  
Name:

**Package Name:**

Technical Specification No:

**Bidder's Name:**

**Subject: Technical Deviation sheet by Bidder**

[illegible]

**Package Name:**

Technical Specification No:

**Bidder's Name:**

**Subject: Commercial Deviation sheet by Bidder**

[illegible]

## **PRE-QUALIFICATION REQUIREMENT (PQR)**

### **TECHNICAL REQUIREMENT:**

1. Bidder should have minimum 3 (Three) years experience in Prefab Building Works specifically in LGSF (Light Gauge Steel Frame) type with a minimum cumulative 8,000 Sqft of plinth area **(Attach related supporting documents)**.

2. Bidders should have successfully executed minimum 1 (One) contract of value Rs. 3 Crores OR minimum 2 (Two) contracts of value of Rs. 2 Crores each OR minimum 3 (Three) contracts of value Rs. 1 Crore each, for Pre-Fab building works of similar nature in last 5 (Five) years.

**(Attach Purchase order copy, Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies along with their references)**

3. Bidder / Tenderer should have ISO 9001, ISO 14001, OHSAS-18001/ ISO- 45001 certification or must give an undertaking for its willingness to obtain the same within 2 months of qualification for the work.

### **FINANCIAL REQUIREMENT:**

Bidder / Tenderer should have minimum Average Annual Turn-over of Rs. 4 Crores (Indian Rupees Four Crores only) in the preceding 3 years. **(Attach Certificates from Chartered Accountant 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. The tender may be split in more than one parties at the discretion of Owner.

|                  |                                          |  |
|------------------|------------------------------------------|--|
| CA/SPEC/064/2025 | THE TATA POWER COMPANY LTD               |  |
|                  | TENDER FOR PRE-FABRICATED BUILDING WORKS |  |

TATA POWER PRE-FABRICATED BUILDING WORKS

DOCUMENT TITLE: SPECIFICATIONS FOR PRE-FABRICATED  
WORKS FOR AT KUNDLI, MAHARASHTRA.

Document No: CA/SPEC/064/2025

TENDER FOR PRE-FABRICATED WORKS AT KUNDLI,  
MAHARASHTRA.

THE TATA POWER COMPANY LTD

Tata Power, Trombay Thermal Power Station Chembur- Mahul Mumbai 400074  
APRIL 2025

Registered Office Bombay House 24 Homi Mody Street Mumbai 400 001

|             |            |             |            |            |   |   |   |             |    |
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| R0          | 28.11.2025 | AL          | SJ         |            | - | - | - | -           | SC |
| REV.<br>NO. | DATE       | PREPARED BY | CHECKED BY | CLEARED BY |   |   |   | APPROVED BY |    |

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1. SCOPE OF ENQUIRY

The Tata Power Company Limited (TATA POWER) has decided to construct G+1 Staff quarter 1, Staff quarter 2 and Drivers' room block and Toilet Block at Kundli. The project includes design, manufacturing, supply and erection with interior and exterior finishes by Light Gauge Steel Framed (LGSF) Technology including civil foundation works, electrical works and internal plumbing etc.

2. BRIEF SCOPE OF WORK

The specific requirement briefly covers the following:

Engineering, supply, construction and erection pertaining to civil structural and Architectural works for proposed pre-fabricated structure for G+1 Staff quarter 1, Staff quarter 2, Drivers' room block and Toilet Block at Kundli. Maharashtra which comprises of:

- Construction of building with storey height as per approved tender purpose drawings, with structural framing of fabricated sections as per design. The tentative building plan size shall be 45.12 X 7.425 m approx. for G+1 Staff quarter, 18.3 x 4.62 m for Staff quarter 2, 8.2 X 6.9 for both Drivers' room block and Toilet Block (refer tender purpose drawing (CA00978-00-C43-A1-001, CA00978-00-C43-A1-002, CA00978-00-C43-A1-003) for more clarity and building footprint details). with supply and erection of prefab building. Clear height of the building (floor to false ceiling) to be maintained 3 m minimum.
- Bidder's scope shall also include civil and interior work (including foundation, plinth beam, grade slab, deck slab, walls, roofing, flooring, painting, false ceiling etc and not limited to.), internal plumbing and electrical works etc. as required for construction of G+1 Staff quarter 1, Staff quarter 2, Drivers' room block and Toilet Block at Kundli., Maharashtra.

3. DETAILED SCOPE OF WORK

3.1 The BIDDER's scope of work shall cover, but not limited to, designing of pre-fabricated structures, preparation of Fabrication drawings, submitting drawings [General Arrangement, Details (Connections, Splicing, Base Plate, Anchor bolts), fabrication, Erection & As built drawings] for approval from client, procuring, fabricating, supplying, erecting/installing and Painting the structure with all materials required for the construction including structural steel, side cladding & roof sheeting, rain water gutters and down takes, access ladders for roof, platform for water tanks, overhead water tank with required internal plumbing, louvers, providing framed openings and making leak proof joints with required providing & applying of polysulphide sealants after installation of fittings supplied by civil contractor viz. doors with fixtures, windows with fixtures, including supply of anchor bolts with templates for

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foundation as per design loads, furnishing / employing equipment, plant, labour, transport, tools and all other services necessary for the complete execution of works, including all surveying and setting out necessary for the works, housekeeping, BIDDERS site office, maintaining safety of workers and other people at site and clean up of working areas after completion of the works.

3.2 The OWNER will not supply any of the materials required for construction, fabrication, erection and complete execution of work.

3.3 The BIDDER shall supply the anchor/ foundation bolts at site, before casting of foundations well in advance and its layout details shall be furnished along with design and drawings submitted for approval and get approved well within the time. The correctness and alignment of the bolts will be BIDDER's responsibility. BIDDER shall depute his representative to supervise the bolt erection at site.

3.4 The details of the structure are shown in the drawing attached with this tender document. Brief scope and Approx sizes mentioned here are tentative and preliminary, for the purpose of understanding only, which may vary suitably as per requirements during detailing.

3.5 The BIDDER should follow all relevant ASTM Standard in combination with IS Standards for design and fabrication of the building.

3.6 It is not the intent to specify completely herein all details of erection and fabrication. However, the WORK executed shall conform in all respects, to high standards of engineering design and workmanship and be capable of performing in continuous commercial operation in a manner acceptable to OWNER, who will interpret the meaning of drawings and specifications and shall have the power to reject any work or materials which in his judgement are not in full accord therewith.

3.7 All the work carried out by the BIDDER and methodology adopted by him shall be fully in harmony with the clean environment and any operation in general shall not be detrimental to the safety and peace of the people and the surroundings

3.8 The scheme of erection/fabrication has to be evolved keeping in view following requirements

a) BIDDER shall supply & deliver materials to site at his own cost. Any extra taxes/duties should be clearly mentioned to the OWNER & CONSULTANT before starting the work.

b) BIDDER shall make his own arrangement for unloading, storage & Security of materials at his own cost & its prior information shall be given to the OWNER.

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c) Water and power supply shall be provided at single point. BIDDER will have to make his further arrangements required for fabrication and erection.

d) Before start of any work, BIDDER has to obtain the approval from OWNER.

e) Before start of Erection work, BIDDER to submit the detail "Erection Methodology" and get the same approved.

f) BIDDER should complete the work within the time schedule as specified by the OWNER. All changes should be discussed with OWNER before taking up the work

g) BIDDER should use Acetylene instead of LPG for any fabrication/welding work is required to be carryout at site.

3.9 The BIDDER, along with his bid has to submit the GA drawings of his proposed bid indicating all columns' out to out dimensions and rafter and jack beam sizes.

3.10 'Building Virtual Completion Certificate' will be issued to BIDDER only after hydro testing of the roof for any leakages in the roofing laps, gutters and down takes is completed by BIDDER under supervision of Engineer in charge and BIDDER submitting the 'No Claim No Due Certificate'.

3.11 During the Defect Liability Period BIDDER shall inspect the building once in four months time for recertification.

3.12 The BIDDER should provide chalking Warrantee and Leak Proof Warrantee for 10 years.

3.13 Notes: -

a) Bidders, while quoting, shall make sure that their quote, includes enabling measures that shall be needed to secure existing life and property from damage and isolate the working areas, to minimise disturbance of construction activity to other operations. A few examples are noted below,

- Fire Blanket will have to be used, to contain the hazards while having Welding operation inside the shop.
- The measures noted above are only indicative examples. It is not intended to list all the measures here. Case to case basis, some other measures may be required, and BIDDER shall be deemed to have included its provision in the quote.

c) Bidder is advised to visit the project site before submitting their Bids to acquaint themselves thoroughly with all site conditions, which may affect the work. Ignorance of site conditions shall not be accepted as the basis of any claim for any additional compensation, extension of time for completion or any other claim whatsoever.

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4

**CONFIDENTIALITIES**

4.1

Bidders will ensure that they will not disclose any of the information which will be provided to them by the Owner / Consultants relating to process, design method, construction, manufacturing operation, including methods, inventions, trade secrets, process know-how including but not limited to reports, computations/calculations, basic studies, concept notes, flow charts, sketches, drawings, specifications, data sheets, inspection and test reports, operation and maintenance manuals, process data, test data, performance data and all documentation there of including minutes of discussions and will maintain the confidentiality in all respect.

4.2

In the event that Bidder disclose or caused to be disclosed or disseminate, distribute or release such Information or other confidential information without the prior written consent of Owner, Owner shall be entitled to seek immediate injunctive relief and such other legal measures as deemed fit by owner for safeguarding owner's interests.

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|                                                                    | PROJECT GENERAL INFORMATION |   |

|                                                                  |                                                  |
|------------------------------------------------------------------|--------------------------------------------------|
| 1. Owner/Purchaser                                               | The Tata Power Company Ltd                       |
| 2. Project Title                                                 | Infra works at Shirwata PSP- Kundli Maharashtra. |
| 3. Location                                                      |                                                  |
| District                                                         | Pune                                             |
| State                                                            | Maharashtra                                      |
| 4. Nearest Airport                                               | Pune                                             |
| 5. Nearest Major Railway Station                                 | Lonavala                                         |
| 6. Altitude of site above MSL                                    |                                                  |
| 7. Ambient Air Temperatures                                      |                                                  |
| a) Maximum                                                       | 40.0 <sup>0</sup> C                              |
| b) Minimum                                                       | 11.0 <sup>0</sup> C                              |
| c) Reference temperature for the design of electrical Equipment. | 50 <sup>0</sup> C                                |
| 8. Relative Humidity                                             |                                                  |
| a) Maximum                                                       | 93%                                              |
| b) Minimum                                                       | 48%                                              |
| c) Average                                                       | 70%                                              |
| 9. Basic Wind Speed                                              | 44 m/s                                           |
| 10. Rainfall                                                     |                                                  |
| a) Annual average                                                | 4223 mm (approximately) Annual                   |
| 11. Seismic Data                                                 |                                                  |
| a) Zone                                                          | III as per IS 1893(Part 1) – 2016                |
| 12. Transport                                                    |                                                  |
| a) Name of the highway near which the plot is located            | National Highway 48                              |
| b) Access road                                                   | National Highway 48                              |
| c) Railway (Gauge)                                               | Broad Gauge (Lonavala rly. station)              |

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|                                                                    | LIST OF TENDER DRAWINGS    |   |

Bidder shall note that bid drawings are meant to be indicative of the type and nature of work involved. Work shall however be done as per final construction drawings which shall be issued later during progress of the work. The difference in bid drawing and final construction drawing shall not entitle contractor for any extra claims/compensation nor extension of the time of completion. Bidder shall read the drawing in conjunction with other sections of the specification.

LIST OF TENDER DRAWINGS

| Sr NO. | DRAWING NO.           | DRAWING TITLE                                         |
|--------|-----------------------|-------------------------------------------------------|
| 1      | CA00978-00-C43-A1-001 | PROPOSED TYPICAL LAYOUT FOR STAFF QUARTER 1 IN PREFAB |
| 2      | CA00978-00-C43-A1-002 | PROPOSED LAYOUT FOR STAFF QUARTERS 2 IN PREFAB        |
| 3      | CA00978-00-C43-A1-003 | PROPOSED DRIVER'S ROOM BLOCK & TOILET BLOCK IN PREFAB |

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| <div> <div>1.0</div> <div>SCOPE</div> </div> <div> <div>1.1.</div> <div>The specification covers the general requirements and the specific technical requirements for the <b>Pre-Fabricated Building works</b>.</div> </div> <div> <div>1.2.</div> <div>Following are covered in the scope of pre-fabricated work,</div> </div> <div> <div>1)</div> <div>The BIDDER shall design the building as per the technical requirements furnished by OWNER. Fabrication &amp; erection shall start only after getting approval on design &amp; drawings from the OWNER.</div> </div> <div> <div>2)</div> <div>The BIDDER shall be completely responsible for entire foundation and structural design, preparation of fabrication drawings, complete fabrication, erection and transportation to site &amp; safe erection of the building at site, within the estimated time frame.</div> </div> <div> <div>3)</div> <div>Any approval from OWNER will not relieve the BIDDER of his contractual obligations and his responsibilities for correctness of structural designs, delivery of the structure adopting good engineering practice, dimensions, materials of construction, weights, quantities, design details, assembly fits, performance requirements and conformity of the supplies with the Indian Statutory Laws as may be applicable, nor does it limit the purchaser's rights under the contract.</div> </div> <div> <div>4)</div> <div>In case of any defect in materials, workmanship or structural failure of any element or the building, the BIDDER shall make good, rectify or replace the element/structure, without prejudice or any claim on OWNER.</div> </div> <div> <div>5)</div> <div>BIDDER shall provide Structural Stability Certificate of the buildings for 50 years signed by Chartered Engineer</div> </div> <div> <div>6)</div> <div>Engineering drawings to be submitted by the BIDDER, during the progress of the work, shall be in to the scale Auto Cad format only.</div> </div> <div> <div>Submittals required from BIDDER:</div> </div> <div> <div>1)</div> <div>Design Calculations:</div> <div>The BIDDER must provide design calculations. The design calculation report shall include design of all the components of the building, calculations for loading considered in the analysis of the building, foundation design calculations of designs of all connections and splices of the structural members, calculations of designs of all base plates, design calculations of roof sheet / cladding fixing screws, design Calculations for all welding for all connections etc.</div> </div> <div> <div>2)</div> <div>Erection Methodology:</div> <div>Approval of Erection Methodology shall be obtained from OWNER along with Job Safety Analysis and Safe Method Statement.</div> </div> <div> <div>3)</div> <div>As-Built Drawings:</div> <div>After satisfactory completion of all the works at site, BIDDER shall prepare As Built drawings, in accordance with the actual execution at site and submit the 6 sets of drawings in Hard copy to the OWNER.</div> </div> <div> <div>Bidder's stamp &amp; Initials</div> <div> <div>ISSUE</div> <div>R0</div> </div> </div> |                                                                                  |              |

## SPECIFIC TECHNICAL REQUIREMENTS

The as Built drawings shall contain all member sizes and detailed dimensions. Part-mark drawings/ erection drawings without member sizes and dimensions will not be acceptable.

The final payment shall only be released after receipt & approval of As Built drawings as specified above. Along with as-built drawings BIDDER shall submit an undertaking stating that the buildings have been designed, considering expansion as per Tender drawings with the loading conditions mentioned in the tender document and issue a Stability certificate for the structure.

### 1.1 Design Criteria

1.1.1 The building shall be designed and detailed in compliance with all applicable latest Indian Standards for design & detailing. Following are some of the applicable IS codes for Design,

| Sr. No. | Code No.                   | Title                                                                                                                                                                  |
|---------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | IS 800: 2007               | General Construction in Steel - Code of Practice                                                                                                                       |
|         | IS 456: 2000               | Indian Standard Code of practice for Plain and Reinforced Concrete                                                                                                     |
|         | IS 1893 (Part-1)<br>: 2016 | Criteria for Earthquake resistant Design of Structures<br>Part 1 General Provisions and Buildings                                                                      |
|         | IS 1893 (Part 4)<br>: 2015 | Criteria for Earthquake resistant Design of Structures<br>Part 4 Industrial Structures including Stack-like Structures                                                 |
|         | IS 875 (Part 1) :<br>1987  | Code of Practice for design loads (other than Earthquake) for buildings and structures<br>Part 1 Dead Loads - Unit weights of Building materials and stored materials. |
|         | IS 875 (Part 2) :<br>1987  | Code of Practice for design loads (other than Earthquake) for Buildings and Structures<br>Part 2 Imposed Loads                                                         |
|         | IS 875 (Part 3) :<br>2015  | Design loads (other than Earthquake) for buildings and structures - Code of Practice<br>Part 3 Wind Loads                                                              |

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## SPECIFIC TECHNICAL REQUIREMENTS

|  |                           |                                                                                                                                   |
|--|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
|  | IS 875 (Part 5) :<br>1987 | Code of Practice for design loads (other than Earthquake) for buildings and structures<br>Part 5- Special Loads and Combinations. |
|  | IS 7205 : 1974            | Safety Code for Erection of Structural Steelwork                                                                                  |
|  | IS 7215 : 1974            | Tolerances for Fabrication of Steel Structures                                                                                    |
|  | IS 4000 – 1992            | High Strength Bolt in Steel structures                                                                                            |

Following are some of the applicable IS codes for material specification,

| Sr. No. | Code No.            | Title                                                                                                         |
|---------|---------------------|---------------------------------------------------------------------------------------------------------------|
| 1       | IS 801 : 1975       | Code of Practice for Use of Cold-Formed Light Gauge Steel Structural Members in General Building Construction |
| 2       | IS 806 : 1968       | Code of Practice for Use of Steel Tubes in General Building Construction                                      |
| 3       | IS 1730 : 1989      | Steel Plates, Sheets, strips and Flats for Structural and General Engineering Purposes - Dimensions           |
| 4       | IS 2062- 2011       | Hot rolled medium and high tensile structural steel — specification                                           |
| 5       | IS : 3757 -<br>1985 | Specification for high strength structural bolts                                                              |

1.1.2 Following loads shall be considered in the design for structure.

**Dead load** –As per IS 875 Part 1 + Self Weight

**Live load** - As per IS 875:1987 Part 2

**Wind load** –

**Wind Load on Structure is shall be considered as per IS 875 (Part 3).**

|                                                          |            |       |   |
|----------------------------------------------------------|------------|-------|---|
| Basic Wind speed at 10m height<br>location- Kundli, Pune | $V_b = 44$ | m/sec | - |
|----------------------------------------------------------|------------|-------|---|

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**SPECIFIC TECHNICAL REQUIREMENTS**

Importance factor  $I = 1$

Response reduction factor  $R = 3$

Damping for steel  $= 5\%$

Damping for Concrete  $= 5\%$

Soil Type  $=$  As per geotechnical report.

Based on the above parameters, seismic loads are calculated and used for analysis & design of Structure.

1.1.3 Following Load Combinations shall be considered for the design and analysis of the building,

Load combination for the design of steel building shall be as per IS: 800-2007 using limit state method (LSD).

|                  | <b>Limit State of Collapse:</b> | <b>Limit State of Serviceability:</b> |
|------------------|---------------------------------|---------------------------------------|
|                  | For Design of steel structure   |                                       |
| Basic Load comb. | 1.5 (DL)                        | 1.0 (DL)                              |
|                  | 1.5 (DL+RLL) + 1.05 LL          | 1.0 (DL+RLL+LL)                       |
|                  | 1.5 (DL+LL) + 1.05 RLL          | 1.0 (DL+WL)                           |
|                  | 1.5 (DL+WL)                     | 1.0 (DL±EQ)                           |
|                  | 1.5 (DL±EQ)                     |                                       |
| Live Load comb.  | 1.2 (DL+RLL) + 1.05 LL + 0.6 WL | 1.0 (DL)+0.8 (RLL+ LL+ WL)            |
|                  | 1.2 (DL+LL) + 1.05 RLL + 0.6 WL | 1.0 (DL)+0.8 (RLL + LL ±EQ)           |
|                  | 1.2 (DL+RLL) + 1.05 LL ± 0.6 EQ |                                       |
|                  | 1.2 (DL+LL) + 1.05 RLL ± 0.6 EQ |                                       |
|                  | 1.2 (DL+RLL+WL) + 0.53 LL       |                                       |
|                  | 1.2 (DL+LL+WL) + 0.53 RLL       |                                       |
|                  | 1.2 (DL+RLL± EQ) + 0.53 LL      |                                       |
|                  | 1.2 (DL+LL± EQ) + 0.53 RLL      |                                       |

Where,

DL – Dead Load,

LL – Live Load,

RLL – Roof Live Load,

WL – Wind Load,

EQ – Seismic Load,

1.1.1 Expansion joints at approved locations shall be provided conforming to IS 800: 2007.

1.1.2 Tie beam/Strut pipe shall be provided at Top of each column along the full length of the building.

1.1.3 No increase in permissible stresses shall be considered, on account of wind and earthquake load combinations.

1.1.4 Deflections – Deflections of the building, under serviceability loads should not impair the strength of the structure or components should not cause damages to the finishing and shall satisfy the requirements of the IS 800: 2007 clause 5.6.1.

## 1.2 Roof Drainage System

1.2.1 All the components of the roof drainage system i.e., gutters and down takes shall be designed as per NBC requirement for minimum rainfall intensity of 150 mm per hour.

1.2.2 Design of gutter and down takes shall be based on rainfall intensity and catchment area of roof and guidelines given by NBC.

1.2.3 All the rain water down takes for all the buildings shall be placed away from the face of the column, with the help of clamps, cleats and spacers, so as to align them in a way that they shall not foul with the concrete pedestal below.

## 1.3 Material Specification

### RCC:

| <u>Material</u>            | <u>Grade</u>  |
|----------------------------|---------------|
| <u>Concrete</u>            | <u>M25</u>    |
| <u>Reinforcement Steel</u> | <u>Fe 500</u> |

**Structural Steel:**

| MEMBER                                 | FU      | FY      |
|----------------------------------------|---------|---------|
| CFS steel ( $\leq$ 1.2 mm thk. Member) | 550 MPa | 500 MPa |
| CFS steel ( $>$ 1.2 mm thk. Member)    | 350 MPa | 310 MPa |
| HR (Built Up Sections)                 | 490 MPa | 350 MPa |
| HR (Indian Standard Section)           | 410 MPa | 250 MPa |

**1.4 Product Specification: (refer approved make list attached separately)**

**1.4.1 Steel structure - Square / Rectangular Hollow Section tubes as per design:**

a) Primary members (Columns & Rafters): fabricated from Plates having minimum yield strength of 345 MPa and will conform to IS: 2062/ ASTM-A-572-12 Grade 50 Standard. All Primary members would be cleaned by wire brushing to remove dirt, grease, oil, and loose scales and given one shop coat of red oxide primer and two coats of final finish enamel-based, non-fire-resistant type paint with colour of 25 micron each.

b) Secondary members (Z-Purlins, eave struts and Girts) shall be 275 GSM Galvanized or painted Cold formed steel having minimum yield strength of 345 MPa and would conform to ASTM A 1011.

**1.4.2 Light Gauge Steel Framework:**

Designing, providing, factory finished custom designed cold formed, Light Gauge Steel framed, super structure comprising of steel wall panel, trusses, purlins, etc manufactured out of minimum 0.75 to 1.2mm thick steel sheet as per design requirements. The steel sheet shall be galvanized (AZ-150 Aluminium

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                 |             |
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| <p>Zinc coated alloy coated steel having minimum yield strength 300 to 550 Mpa) conforming to AISI specifications and IBC 2009 for cold forming steel framing and construction and as per IS: 875-1987(wind load), ISO 800-1984(general construction in steel) and ISO: 801- 1975 (use of Cold Formed Light Gauge Steel Structural Members in General Building Construction).</p> <p>1.4.3 Walls:</p> <p>Outer Wall: 6 mm HD FCB+9 mm HD, thick heavy duty fibre cement board confirming to IS 14862:2000, category IV type A (High pressure steam cured) as per standard sizes fixed with self-drilling / tapping screws / fasteners of approved make. 2 layer of weather coated paint on external boards, to give a conventional look and feel.</p> <p>Interior walls: Main Area: 12.5mm thick gypsum plaster board conforming IS 2095:2011 fixed on 8 mm thick fibre cement board conforming to IS 14862:2000 of category III type B (High pressure steam cured) as per standard sizes fixed with self-drilling / tapping screws / fasteners of approved make.</p> <p>Interior Walls: Bath/WC Area: 9 mm+6 mm High density fibre Cement Board confirming to IS 14862:2000, category IV type A (High pressure steam cured) as per standard sizes fixed with self-drilling / tapping screws / fasteners of approved make.</p> <p>1.4.4 Wall Insulation: gaps between inner and outer skin to be filled with insulation of 75 - 100mm thick rockwool having thermal conductivity of 0.034 W/sqm K-max. at 25 deg mean temperature., compressive strength: 0.50985 Kg/sq. cm. shear strength: 0.7647 Kg/sq. cm. water absorption: Absorbs less than 1% as per BS 2972:75, moisture resistance: less than 0.02 vol%, sound reduction: 30-32 dba and shall be non-combustible.</p> <p>1.4.5 Roofing (Sloped Pitched roofing):</p> <p>PUF Roofing system (to be considered for roofing of all floors except flat roofing for gym &amp; recreational room) Final floor level will be pitched/ single slope roof , made of 0.45 mm Colour Coated PPGL Sheet.</p> <p>Roof Insulation: Thermal insulation with resin bonded rock wool conforming to IS8183, heavy density 48kg/Cum, 75 mm thick within the LGSF frame wall cavity.</p> |                                 |             |
| Bidder's stamp & Initials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 | ISSUE<br>R0 |

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| <p>Flooring system: 0.8 mm Metal Deck Sheet with support as per design; 100 mm RCC Slab.</p> <p>1.4.6 Painting:</p> <p>Wall painting (Internal and External), two (2) coats (excluding priming coat) with Plastic Emulsion or Texture paint on undecorated wall surfaces to give an even shade including thoroughly brushing the surface free from mortar droppings and other foreign matter and sand papered smooth including applying of putty as required for making the surface</p> <p>1.4.7 False Ceiling System:</p> <p>a. 12.5 mm Gypsum false ceiling tiles of Size 595x595 mm of approved texture and design in true horizontal level suspended on interlocking metal powder coated T-Grid of hot dipped galvanized iron section of 0.40 mm thick on Silhouette profile, rotary stitched double webbed white.</p> <p>b. Suspended from ceiling using galvanized mild steel items (galvanizing @ 80 grams per sqm) i.e., 50 mm long, 8 mm outer diameter M-6 dash fasteners, 6 mm dia fully threaded hanger rod up to 1000 mm length.</p> <p>c. Metal false ceiling for wet areas like toilets. Providing all materials and fixing grid type metal tile false ceiling system (powder coated galvanized steel) grid FALSE CEILING of Saint Gobain Armstrong or equivalent Bidder to provide adequate steel sections (Channels, I or T sections) and hanger supports to cater to the false ceiling loads. Standard sections as spelled out in Saint Gobain or equivalent manufacturer catalogue to be provided. OWNER would check the design and adequacy and has the right to reject if found inadequate. sain Gobain, Armstrong, Knauf ceiling solution</p> <p>d. WPC sheet false ceiling<br/>Providing and fixing WPC sheet false ceiling of exterior grade in any color as approved by owner at all heights including providing and fixing of framework made of special sections pressed from MS sheet and galvanized with zinc coating. Also including the cost of making opening for light fittings, grills, diffusers, cutouts made with frame of perimitee channels suitably fixed complete as per drawing and specification. Make: Europratik, Pare</p> <p>1.4.5 Floor Finishes:</p> <p>1. Vitrified Tiles: Double Charged vitrified tiles (600mm X 600m for rooms and Anti-Skid vitrified floor tile size 300x600mm for toilets/ laundry and matt finish in kitchen).</p> <p>Providing and laying Vitrified tiles in floor in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS:15622, of approved brand &amp; manufacturer, in all colours and shade, laid on 20 mm thick cement mortar 1:4 (1 cement: 4 coarse</p> |                                                                                  |    |
| Bidder's stamp & Initials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <div>ISSUE</div> <div>R0</div>                                                   |    |

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| <p>sand) jointing with grey cement slurry @3.3 kg/sqm including grouting the joints with white cement and matching pigments etc.</p> <p>2. Kota Stone in external areas</p> <p>Providing and laying machine polished granite of colour as approved by Owner having a minimum thickness of 18 mm in one piece in treads of steps and staircase with rounded nosing and 3 nos. of anti-skid grooves. Riser without groove and landing. Granite shall be laid on 1:4 cement mortar ( 1 cement : 4 course sand ) bedding to give an overall thickness of 50 mm including filling joints with neat cement slurry mixed with pigment to match shade of granite, curing, rubbing, polishing and cleaning complete at all levels.</p> <p>3. Exterior grade rustic tiles for corridor &amp; Balcony.<br/>Providing and laying for flooring, 12 mm thick external grade rustic floor tiles of size 300x300 or 450 x450 of make Nitco / Kajaria/ RAK or equivalent approved quality and shade in required position on 20 mm thick 1:4 cement mortar bedding including cement float, filling joints with white/ coloured cement slurry, cutting of tiles to required size, cleaning, curing, finished to line, length and slope as required, etc. complete.</p> <p>4. Sports Flooring: Providing and fixing 3mm thick sports flooring for suitable for gym, multipurpose areas of make square foot or wonder floor. Vendor to submit actual sample and hardcopy of catalogue of various color and material options available. Complete system to be provided by vendor including skirting, adhesive, all required tools, tackles etc. to complete the job in all respect</p> <p>1.4.6 Wall Tiling:</p> <p>Ceramic wall tiles in bathroom and kitchen area walls up to 2.1 m height, of approved color and shades, installed over Fiber Cement board with the help of 3-5 mm thick suitable adhesive including grouting the joints with white cement and matching pigments etc., complete. Size of Tiles 300 x 600 mm / 300 x 300 mm.</p> <p>1.4.7 Flush Doors: For Main doors</p> <p>Single leaf flush door in different Sizes as per approved architectural drawings. The doors leaf's shall be made with Galvanized Iron sheet conforming to IS 277 and the infill material shall be Honeycomb Kraft paper &amp; PVC Doors for bathrooms</p> <p>The doors shall be filled with necessary accessories like Mortise lock, Handle, Tower Bolt, Flush bolts, etc. shall also be provided as per approved drawings.</p> |                                 |    |
| Bidder's stamp & Initials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ISSUE<br>R0                     |    |

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| <div>1.4.8 Windows:</div> <p>Providing &amp; fixing factory made white UN-Plasticized poly Vinyl chloride (UPVC) windows at all levels made from extruded three chambered profile frames with hermetically sealed double-glazed glass customized in 56mm wide system, all fittings and fixing at site and sealing the gaps etc. as per the designed and as directed by site in charge. Size shall be variable as per the layout.</p> <ul style="list-style-type: none"><li>- Sliding window</li><li>- Fixed window</li><li>- Openable window</li><li>- Exhaust window</li></ul> <div>1.4.9 Electrical:</div> <ol style="list-style-type: none"><li>Providing and fixing all internal Wiring and Conduiting with FRLS insulated copper wire from i.e., from the Distribution board/LT Panel to all fittings and fixtures concealed within the walls shall be provided.</li><li>Electrical fixtures like LED Tube Light, panel light, led strip, Ceiling Fans, Exhaust Fans, outdoor lights, modular Switches and Sockets of 5amp, 15 Amp, 32 Amp with GI box and Modular plates as per approved drawing. LT Panel and Main &amp; Sub- Distribution Boards shall be provided. note all fixtures will be recessed type.</li><li>Exhaust Fan with all fixing accessories with mounting clamps etc. Diameter: 300 mm. Sweep = 200 to 250 mm, RPM: 1400 Flow rate: 500 to 600 cum/h</li><li>Box along with plug socket and 16 A Double Pole, MCB, AC 230 V, 50 Hz, Single Phase, and all other fixing accessories, screws and cabling etc. complete in all respect. Note: MCB Specification: 16 A Double Pole MCB. AC 230V, 50 Hz, Single Phase. Make for MCB: MDS / STANDARD / SIEMENS / L&amp;T / SCHNEIDER-TELEMECHANIQUE / ABB / EATON / HAVELLS</li><li>Incomer Distribution box: Supply, fixing and Installation of Incomer Distribution box with MCB of 220 V AC single phase &amp; outgoing for socket outlets, AC units &amp; lights to be considered as per room requirement.</li></ol> <div>1.4.10 Plumbing and sanitation:</div> <p>All Internal Plumbing line i.e., distribution of water from Over Head Tank to all fittings and Fixtures shall be within the walls with Chlorinated Polyvinyl Chloride</p> |                                        |             |
| Bidder's stamp & Initials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        | ISSUE<br>R0 |

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| <p>(CPVC) pipes, having thermal stability for hot &amp; cold-water supply, including all CPVC plain &amp; brass threaded fittings, i/c fixing the pipe with clamps at 1.00 m spacing.</p> <p>Sanitary fixtures:</p> <p>a) Floor Mounted EWC with Cistern: White glazed earthenware European type water closet of approved make with 'P' or 'S' trap with or without vent hole, black solid plastic seat and cover of approved make with chromium plated hinges and rubber studs, 15 litres capacity white glazed porcelain, lowdown mosquito proof cistern of approved make with Porcelain syphon, non-ferrous internal and external fittings, chromium plated flush bends, push handle etc. Feature: Dual-Flush Finish: Self-cleaning glaze Flushing Method: Siphon Flushing. (Flushing cistern to be placed in toilet shaft).</p> <p>b) Wall Hung Wash Basin: White glazed vitreous China wash basin as per approved design with central tap hole including supplying and fixing of C.I. brackets painted with one coat of approved red oxide Zinc chromate primer and two coats of approved synthetic enamel paint, 15 mm Dia chromium plated brass self-closing tap, 32 mm Dia chromium plated heavy duty approved waste fittings, chain rubber plugs etc.</p> <p>c) S S Sink: Providing and fixing stainless steel sink of size 600 x 450 (19 gauge) single bowl, drain board including 40mm dia. Waste coupling, CP bottle trap, waste flexible pipe up to nahani trap, water tap Jaguar make with aerator and making inlet/outlet connections all complete as per specifications and directions of the Engineer-in-Charge. (For Kitchen / Pantry)</p> <p>d) Overhead Shower Code: Cat. No. OHS-1709 Round Shape Single Flow with Air Effect ABS Body &amp; Face Plate Chrome Plated Rubit Cleaning System Single Lever Shower Mixer Code: FLR-CHR-5123 Shower Arm: Code: SHA-479L300 Round Shape with 90° Bend for Wall Mounted Showers with Flange</p> |                                 |    |
| Bidder's stamp & Initials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ISSUE<br>R0                     |    |



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| <p>e) Urinal: Urinal of 590 mm x 390 mm x 375 mm white glazed vitreous China standing type flat back sensor operated urinal, fixed on panel wall with concealed type bracket, wooden gutties etc including partition wall of 600 X 900 mm size, side corner to be rounded off &amp; fixed at height 1500 mm (top level).</p> <p>f) Miscellaneous items: Mirror, Soap holder, Brass Coat Hook, Towel Rail, Floor Trap Grating, Health Faucet, Towel Ring, Urinals, Water Tank-Flat Bed Tank. Refer data sheet and architectural palette (Residential) for details not specified in this document. For furniture list shared separately.</p> <p>1.4.11 SS Handrails along wall:</p> <p>Providing, fabricating and fixing in position SS Handrail along walls comprising of AISI 304 SATIN Polished SS Pipe 50 mm Dia and min. 1.5mm thick wall as the main runner joined to 25mm Dia SS pipe and vertical bracket 2mm thick held on to walls by means of fasteners and all necessary fittings. Base plates to be @ every 1000mm c/c etc. For payment purpose only weight of stainless-steel members shall be considered excluding fixing accessories such as nuts bolts,</p> <p>Railing:</p> <p>Providing, Fabrication, Erection, Alignment, Welding etc., stainless steel Railing for staircase 1000 mm High with AISI 304 SATIN Polished steel comprising of 50mm Dia SS pipe as main runner and 25mm Dia pipe at 3 levels along the running length of the staircase and vertical supports in 35mm Dia SS pipes @1200mm c/c, the pipe to be 1.5mm thick including stainless steel beading / stainless steel cleats / stainless steel fasteners, toe guard plate wherever specified; of grade SS:304,annealed ,pickled and polished to bright finish, in square / round shape, including all material, equipment, handling, transportation, cutting, bending, welding, fastening, preparation and checking of fabrication drawing, and getting the same approved, site fabrication, testing, etc., all complete, as per specification, drawings and instruction of the Engineer. For payment purpose only weight of stainless-steel members shall be considered excluding fixing accessories such as nuts bolts, fasteners.</p> |                                 |    |
| Bidder's stamp & Initials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ISSUE<br>R0                     |    |

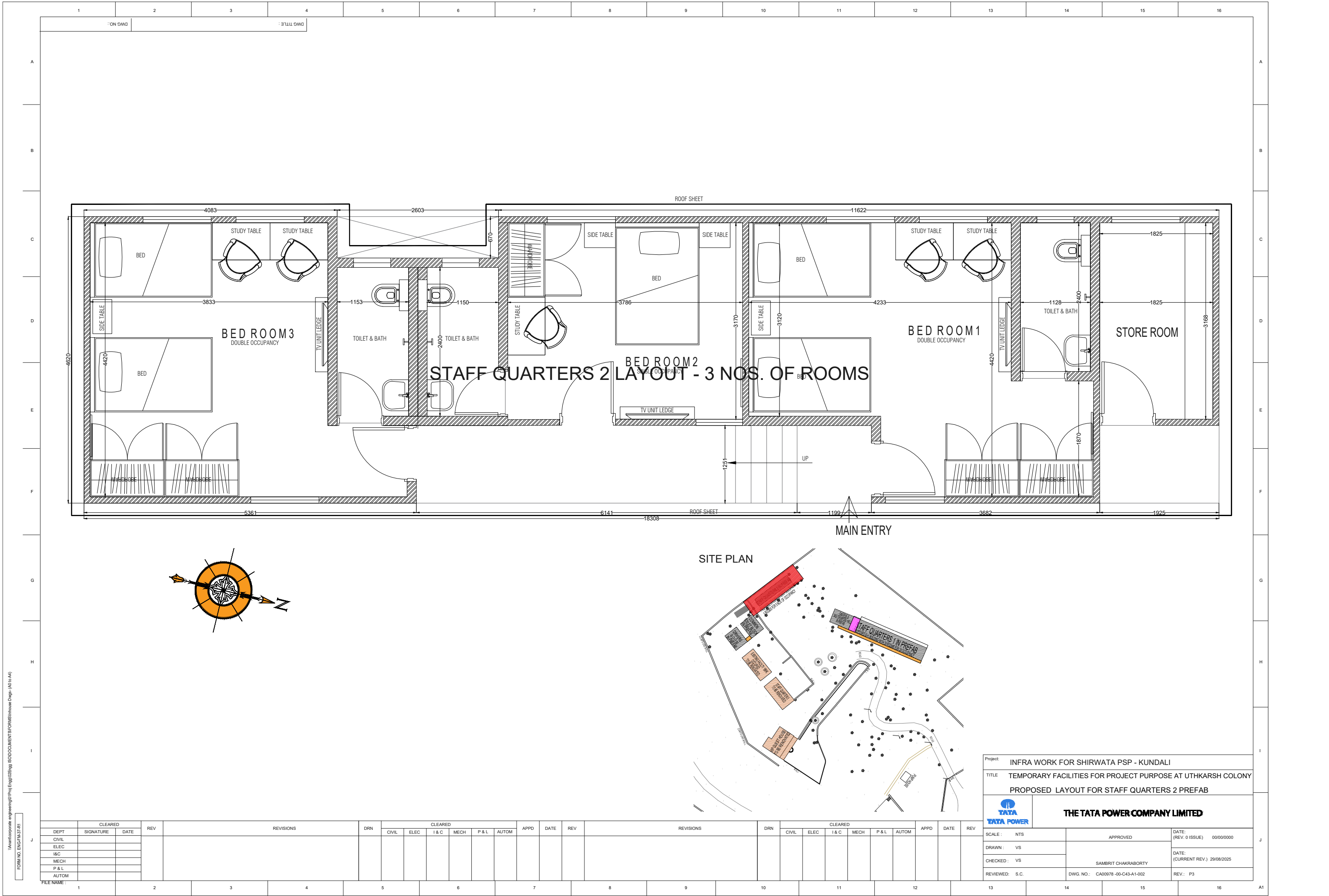
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| Document No.<br>CA/SPEC/064/2025 | <b>THE TATA POWER COMPANY LTD</b> | 20 |
| Rev: R0<br>Date:28/11/2025       | <b>LIST OF APPROVED MAKES</b>     |    |

| Approved make list |                                     |                                                                             |
|--------------------|-------------------------------------|-----------------------------------------------------------------------------|
| Sr. No             | Item                                | Make                                                                        |
| 1                  | vertical and blackout Blinds        | Platina                                                                     |
| 2                  | Accoustic blinds                    | serge ferrari                                                               |
| 3                  | Fire door                           | Shakti Met-Door, Ahura Mazda, Navair, Signature,                            |
| 4                  | Ply wood                            | Century Ply, Kitply, Green Ply, Mayur Ply, Asis Ply, Archid Ply             |
| 5                  | Laminate                            | Marino, kajaria, century, euro pratik, green lam                            |
| 6                  | Door hardware                       | Dorma,Godrej, Enox, Ozone, ebco                                             |
| 7                  | window Glass                        | Saint Gobain, Modi Guard                                                    |
| 8                  | Window sections                     | Hindalco, Jindal                                                            |
| 9                  | Floor, wall and outdoor rustic tile | Kajaria, Nitco, RAK                                                         |
| 10                 | False floor                         | Unitile, Everest, Innerspace                                                |
| 11                 | Mirror                              | Saint Gobain, Modi, AIS, HNG                                                |
| 12                 | Modular toilet partition            | Innerspace,greenlams                                                        |
| 13                 | Sanitary ware                       | jaquar, parryware, hindware                                                 |
| 14                 | Faucets and bathroom accessories    | jaquar, parryware, hindware                                                 |
| 15                 | Soap dispenser                      | Shresmo, ikea                                                               |
| 16                 | Hand drier                          | Onida, Askon, Prima                                                         |
| 17                 | Tissue paper holder                 | Euronics ,Opera                                                             |
| 18                 | dustbin                             | Ebco, Star Décor                                                            |
| 19                 | Shoes Cleaner Machine               | Orchids                                                                     |
| 20                 | sink                                | Nirali, Parryware                                                           |
| 21                 | Luminaire and fans                  | Bajaj, Surya, wipro, phillips, Syska, geo liting, havells                   |
| 22                 | Switch boards                       | Anchor-Roma, Havells -Oro, MK<br>Legrand, Anchor-Roma, Havells, MK Switches |
| 23                 | False ceiling                       | Gyprock saint gobain, armstrong, techno accoustics                          |
| 24                 | Wall panels                         | europratil, glo panels, techno accoustics                                   |
| 25                 | Internal paint                      | Asian Paints, ICI Dulux Paints, Berger Paints, Nerolac Paints               |
| 26                 | External paint                      | Kensai Nerolac                                                              |
| 27                 | Putty                               | JK, Birla White                                                             |
| 28                 | Automatic sliding/ swing door       | Dorma, Godrej, Enox, Hafele, Ozone Gandhi Automation                        |

Note: Contractor needs to get approval for manufacturers / make / brands from Client / PMC prior to execution.

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| Project: INFRA WORK FOR KUNDALI PSP                                          |  |                                 |  |  |  |                                 |  |  |  |
| TITLE: TEMPORARY FACILITIES FOR PROJECT PURPOSE AT UTHKARSH COLONY PLOT PLAN |  |                                 |  |  |  |                                 |  |  |  |
|                                                                              |  | THE TATA POWER COMPANY LIMITED  |  |  |  |                                 |  |  |  |
| SCALE : NTS                                                                  |  | APPROVED                        |  |  |  | DATE: (REV. 0 ISSUE) 13/12/2024 |  |  |  |
| DRAWN : VS                                                                   |  | SAMBHIT CHAKRABORTY             |  |  |  | DATE: (CURRENT REV.) 02/09/2025 |  |  |  |
| CHECKED : VS                                                                 |  |                                 |  |  |  | REV: P2                         |  |  |  |
| REVIEWED : S.C.                                                              |  | DWG. NO.: 000000-KDL-000-A2-006 |  |  |  |                                 |  |  |  |

| CLEARED |           |      | REV | REVISIONS | DRN | CLEARED |      |       |      |       |       | APPD | DATE | REV | REVISIONS | DRN | CLEARED |      |       |      |       |       | APPD | DATE | REV |
|---------|-----------|------|-----|-----------|-----|---------|------|-------|------|-------|-------|------|------|-----|-----------|-----|---------|------|-------|------|-------|-------|------|------|-----|
| DEPT    | SIGNATURE | DATE |     |           |     | CIVIL   | ELEC | I & C | MECH | P & L | AUTOM |      |      |     |           |     | CIVIL   | ELEC | I & C | MECH | P & L | AUTOM |      |      |     |
| CIVIL   |           |      |     |           |     |         |      |       |      |       |       |      |      |     |           |     |         |      |       |      |       |       |      |      |     |
| ELEC    |           |      |     |           |     |         |      |       |      |       |       |      |      |     |           |     |         |      |       |      |       |       |      |      |     |
| ISC     |           |      |     |           |     |         |      |       |      |       |       |      |      |     |           |     |         |      |       |      |       |       |      |      |     |
| MECH    |           |      |     |           |     |         |      |       |      |       |       |      |      |     |           |     |         |      |       |      |       |       |      |      |     |
| P & L   |           |      |     |           |     |         |      |       |      |       |       |      |      |     |           |     |         |      |       |      |       |       |      |      |     |
| AUTOM   |           |      |     |           |     |         |      |       |      |       |       |      |      |     |           |     |         |      |       |      |       |       |      |      |     |



| Approved make list |                                                                                                       |                                                                             |
|--------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Sr. No             | Item                                                                                                  | Make                                                                        |
| 1                  | Office furniture (workstation, cubical, cabin desk, conference table. Chair, storage, pedestal)       | Viak (OLA available)<br>AFC<br>Stellar                                      |
| 2                  | Bought out furniture such as bed, sidetable study, sofa, lounge chair, center table, dining table etc | Peppr fry<br>urban ladder<br>Ikea<br>Amardeep furniture, neelkamal,         |
| 3                  | vertical and blackout Blinds                                                                          | Platina                                                                     |
| 4                  | Accoustic blinds                                                                                      | serge ferrari                                                               |
| 5                  | Fire door                                                                                             | Shakti Met-Door, Ahura Mazda, Navair, Signature,                            |
| 6                  | Ply wood                                                                                              | Century Ply, Kitply, Green Ply, Mayur Ply, Asis Ply, Archid Ply             |
| 7                  | Laminate                                                                                              | Marino, kajaria, century, euro pratik, green lam                            |
| 8                  | Door hardware                                                                                         | Dorma,Godrej, Enox, Ozone, ebco                                             |
| 9                  | window Glass                                                                                          | Saint Gobain, Modi Guard                                                    |
| 10                 | Window sections                                                                                       | Hindalco, Jindal                                                            |
| 11                 | Floor, wall and outdoor rustic tile                                                                   | Kajaria, Nitco, RAK                                                         |
| 12                 | False floor                                                                                           | Unitile, Everest, Innerspace                                                |
| 13                 | Mirror                                                                                                | Saint Gobain, Modi, AIS, HNG                                                |
| 14                 | Modular toilet partition                                                                              | Innerspace,greenlams                                                        |
| 15                 | Sanitary ware                                                                                         | jaquar, parryware, hindware                                                 |
| 16                 | Faucets and bathroom accessories                                                                      | jaquar, parryware, hindware                                                 |
| 17                 | Soap dispenser                                                                                        | Shresmo, ikea                                                               |
| 18                 | Hand drier                                                                                            | Onida, Askon, Prima                                                         |
| 19                 | Tissue paper holder                                                                                   | Euronics ,Opera                                                             |
| 20                 | dustbin                                                                                               | Ebco, Star Décor                                                            |
| 21                 | Shoes Cleaner Machine                                                                                 | Orchids                                                                     |
| 22                 | sink                                                                                                  | Nirali, Parryware                                                           |
| 23                 | Luminaire and fans                                                                                    | Bajaj, Surya, wipro, phillips, Syska, geo liting, havells                   |
| 24                 | Switch boards                                                                                         | Anchor-Roma, Havells -Oro, MK<br>Legrand, Anchor-Roma, Havells, MK Switches |
| 25                 | False ceiling                                                                                         | Gyprock saint gobain, armstrong, techno accoustics                          |
| 26                 | Wall panels                                                                                           | europratil, glo panels, techno accoustics                                   |
| 27                 | Internal paint                                                                                        | Asian Paints, ICI Dulux Paints, Berger Paints, Nerolac Paints               |
| 28                 | External paint                                                                                        | Kensai Nerolac                                                              |
| 29                 | Putty                                                                                                 | JK, Birla White                                                             |
| 30                 | Automatic sliding/ swing door                                                                         | Dorma, Godrej, Enox, Hafele, Ozone Gandhi Automation                        |

## **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<br>1 | Month<br>2 | Month<br>3 | ..... |
|--------------------------------------------|---------------|------------|------------|------------|------------|-------|
| <b><u>Project /AMC<br/>Manager(R7)</u></b> |               |            |            |            |            |       |
| <b>Site In Charge</b>                      |               |            |            |            |            |       |
| <b>Safety Manager</b>                      |               |            |            |            |            |       |
| <b>Safety Officer</b>                      |               |            |            |            |            |       |
| <b>Supervisors</b>                         |               |            |            |            |            |       |
| <b>Technicians</b>                         |               |            |            |            |            |       |
| <b>High Skilled<br/>workmen</b>            |               |            |            |            |            |       |
| <b>Skilled workmen</b>                     |               |            |            |            |            |       |
| <b>Semiskilled<br/>workmen</b>             |               |            |            |            |            |       |
| <b>Lineman</b>                             |               |            |            |            |            |       |
| <b>Helpers</b>                             |               |            |            |            |            |       |
| <b>Drivers</b>                             |               |            |            |            |            |       |
| <b>Unskilled</b>                           |               |            |            |            |            |       |
| <b><u>Others(R7)</u></b>                   |               |            |            |            |            |       |

#### **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**

- 4.0.1 **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
- 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.

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<br>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 |
|--------|-------------|--------------|----------|----------------------|------|----------------------------|
|        |             |              |          |                      |      |                            |
|        |             |              |          |                      |      |                            |
|        |             |              |          |                      |      |                            |

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. |                         |          |                               |                                      |

|                                                                                  |                                |              |
|----------------------------------------------------------------------------------|--------------------------------|--------------|
| Ref No: CC26PMR035<br>Pre-Fabricated Works at Kundli,<br>Dist. Pune, Maharashtra | TATA POWER COMPANY LIMITED     |              |
|                                                                                  | SPECIAL CONDITIONS OF CONTRACT | Sheet 1 of 4 |

| Sr. No. | TOPIC                                              | PRINCIPLES OF TERMS & CONDITIONS                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | GENERAL                                            | The Tata Power Company Limited (TPCL) invites sealed bid through Ariba online system for: <b>“PRE-FABRICATED WORKS AT KUNDLI, DIST. PUNE, MAHARASHTRA.”</b> The following <b>Special Conditions of Contract (SCC)</b> shall supplement the General Terms and Conditions.<br>Wherever there is a conflict, the provisions herein shall prevail over those in the "General Terms and Conditions" (GTC).                        |
| 2.      | BRIEF SCOPE OF TENDER                              | Detailed scope shall be as per BOQ/ Scope/ Drawing/ Layout attached with RFQ.                                                                                                                                                                                                                                                                                                                                                |
| 3.      | BID VALIDITY                                       | The Bid Price shall remain valid for a period of 180 days reckoned from the date of opening of the bids.                                                                                                                                                                                                                                                                                                                     |
| 4.      | CONTRACT PRICE AND CONTRACT STRUCTURE              | This is a Lumpsum EPC fixed price contract in Indian Rupees for the complete scope of work as enclosed with RFQ. The Contract Price shall include Design, Engineering, Supply of material Delivered at Place (DAP) Site basis, handling, fabrication & erection and all taxes, levies and duties.                                                                                                                            |
| 5.      | TAXES AND DUTIES                                   | All indirect taxes, duties, levies including BOCW cess, entry/local municipal taxes if any etc. in relation to the execution of this Contract shall be included by the Contractor in the quoted price. Only GST shall be payable extra by the Owner as per the Price Schedule.                                                                                                                                               |
| 6.      | EFFECTIVE DATE/CONTRACT PERIOD / DELIVERY SCHEDULE | Effective Date (ED) of the contract shall be from the date of issue of Letter of Award (LoA)/ Purchase Order (PO) whichever is earlier.<br><br>The entire works as per the scope shall be completed within 4 months from ED on best effort basis.<br><br>(Note: Bidder can indicate their best possible schedule in the bid along with milestone breakup which should be preferably earlier than the above stated schedule). |
| 7.      | CONTRACT PERFORMANCE BANK GUARANTEE                | Contractor shall submit within 15 days of the Effective Date an unconditional and irrevocable Bank Guarantee (CPBG) payable on demand strictly as per prescribed format of Owner for a sum equivalent to 10% of the basic Contract Value, valid till expiry of defect liability period and having a claim period of 6 months beyond the expiry date.                                                                         |
| 8.      | TERMS OF PAYMENT                                   | Payment milestones shall be as under:<br><br>(A) 10% of contract price shall be payable against approval of Design and drawings by Owner's Project/ Order Manager.<br><br>(B) 15% of contract price shall be payable on pro-rata basis against completion of foundations and sub-structure for pre-fab building, certified by Owner's Project/ Order Manager.                                                                |

|                                                                                  |                                |              |
|----------------------------------------------------------------------------------|--------------------------------|--------------|
| Ref No: CC26PMR035<br>Pre-Fabricated Works at Kundli,<br>Dist. Pune, Maharashtra | TATA POWER COMPANY LIMITED     |              |
|                                                                                  | SPECIAL CONDITIONS OF CONTRACT | Sheet 2 of 4 |

|     |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                              | <p>(C) 15% of contract price shall be payable on pro-rata basis against structural (steel/ pre fab frame) erection progress, duly certified by Owner's Project/ Order Manager.</p> <p>(D) 10% of contract price shall be payable on pro-rata basis against progress of grade slab casting, duly certified by Owner's Project/ Order Manager.</p> <p>(E) 40% of contract price shall be payable on pro-rata basis against progress of erection of pre fab building as per the complete scope (including architectural, electrical, plumbing, fitting, tiling/ flooring, roofing works, etc. and not limited to), duly certified by Owner's Project/ Order Manager.</p> <p>(F) 10% of contract price shall be payable on successful completion of erection, acceptance, take-over of Work by Owner's Project/ Order Manager.</p> <p>All invoices shall be payable within 60 days (45 days for MSME) against receipt of error-free and commercially clear invoice along with supporting documents for having completed the milestone/ progress duly certified by Owner's Project/ Order Manager. All payments shall be subject to deduction of LD charges, TDS as applicable.</p> |
| 9.  | WARRANTY / DEFECT LIABILITY WORK             | <p>1. Defect Liability Period (DLP) shall be for 12 (Twelve) months from the date of issuance of completion certificate issued by the Owner/Project Manager to the Contractor for the respective Works. Defects if any observed during the Defect Liability Period shall be rectified by the Contractor free of cost failing which Tata Power may get the same rectified by any third party and recover all such costs plus overhead from the Contractors.</p> <p>2. For components/ items specified for longer warranties in the Scope/BOQ/ Technical specifications than those stated above, the period of guarantee shall be as per the Scope/ BOQ/ Technical specifications.</p> <p>3. The warranty for the design and the structural stability of the Pre-fab building shall be for a period of 30 years from the date of completion of installation of the Pre-fab structure.</p> <p>4. The chalking Warrantee and Leak Proof Warrantee shall be for a period of 10 years.</p>                                                                                                                                                                                           |
| 10. | LIQUIDATED DAMAGES FOR DELAYS                | In case of delay beyond agreed completion schedule, LD shall be applicable at the rate of 1% of contract value per week or part thereof delay beyond the completion schedule subject to maximum cap of 10% of contract value.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 11. | CONTRACTOR ALL RISK INSURANCE FOR SITE WORKS | Bidder shall take all necessary insurances of adequate sums (however not less than 110% of Contract Price) to cover all its manpower / material / resources including 3rd party general liability insurance / workmen compensation policy as applicable. In the event of any loss or damages or any accident etc., Bidder shall make all claims directly with his insurer. Any difference between the claims settled and the actual value of loss shall be                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                                                  |                                |              |
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| Ref No: CC26PMR035<br>Pre-Fabricated Works at Kundli,<br>Dist. Pune, Maharashtra | TATA POWER COMPANY LIMITED     |              |
|                                                                                  | SPECIAL CONDITIONS OF CONTRACT | Sheet 3 of 4 |

|     |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                   | borne by Bidder. Bidder will bear the additional costs for replacements if any and ensure timely delivery as mutually agreed. Owner shall not be responsible for any loss or damage whether by accident or otherwise to equipment or material or to any personnel of Bidder.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 12. | ACCEPTANCE<br>ON PF & ESI &<br>OTHER<br>STATUTORY<br>COMPLIANCES: | <p>Bidder shall have the PF &amp; ESI registration and shall comply with all statutory requirements and submit documentary evidence towards the same. This shall include monthly wages register, PF &amp; ESI challans for demonstrating compliance for minimum wages, PF &amp; ESI for each individual employee in accordance with the wage register. The compliance statement with supporting challans will be submitted every month as per the timelines prescribed by Owner. PF, ESI &amp; other statutory compliance of the previous month must be attached with the Invoice of any given month for release of service payments.</p> <p>The Bidder shall comply to the requirements stated under Vendor Declaration Compliances Form (V12) attached as Volume F7 pertaining to guidelines of the Central Electricity Authority and provide the undertaking as per the form prescribed therein towards the statutory compliances / site operating procedures compliances.</p> <p>Bidder confirmed to also provide medical report for all his employee at the time of joining without any cost to Owner.</p> |
| 13. | LODGING,<br>BOARDING,<br>TRAVEL AND<br>LOCAL<br>CONVEYANCES:      | Prices shall be inclusive of boarding & lodging, travel costs, local conveyances of any nature and no separate payment on any of these accounts admissible. Bidder shall arrange for accommodation of his personnel outside Site premises only (accommodation inside the Site premises shall not be permitted).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 14. | SAFETY T&CS                                                       | <p>Bidder shall comply with all Safety Terms and Conditions of Tata Power annexed to the tender document and revised time to time.</p> <p>All workers shall undergo TPSDI L1, L2 and L3 training as per Safety terms and condition as per Tata Power terms and condition and cost towards this training shall be included in the quoted prices.</p> <p>These TPSDI trainings are imparted at various Tata Power Skill Development Institutes including one in Hydros.</p> <p>at nominal rates. The current cost and duration of each training are as given in Annexure-I. These rates shall be subject to change at the discretion of TPSDI. No escalation in view of such changes if any on this account shall be payable to contractor.</p>                                                                                                                                                                                                                                                                                                                                                                   |

|                                                                                  |                                |              |
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| Ref No: CC26PMR035<br>Pre-Fabricated Works at Kundli,<br>Dist. Pune, Maharashtra | TATA POWER COMPANY LIMITED     |              |
|                                                                                  | SPECIAL CONDITIONS OF CONTRACT | Sheet 4 of 4 |

Annexure I

| Name of Training Program                                | Applicable to                                                                                                                       | Training duration        | Training Charges                 | Total Charges /per Person            | Validity |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------|--------------------------------------|----------|
| SHE-L0 Basic Safety Training                            | Contractor workers engaged in non-technical works e.g. Housekeeping, Gardening, Pantry, Canteen, driving of passenger vehicle etc.  | 1 days                   | Rs 700.00<br>Per day /per person | Rs. 700/- Per person / per training  | 3 years  |
| SHE-L1 Basic Safety Training                            | All contractor workers engaged in technical jobs                                                                                    | 2 days                   | Rs 700.00<br>Per day /per person | Rs. 1400/- Per person / per training | 3 years  |
| SHE-L2 Critical Safety Procedure for relevant procedure | Contractor workers engaged in critical jobs (13 critical work are Work at Height, Work on electrical System, Work in confined space | 2 Days                   | Rs 700.00<br>Per day /per person | Rs. 1400/- Per person / per training | 3 years  |
| SHE-L3 Training for supervisors                         | All Supervisors working under contractors                                                                                           | 2 Days                   | Rs 700.00<br>Per day /per person | Rs. 1400/- Per person / per training | 3 years  |
| SHE L1/L0 Revalidation Test                             | All employees of Contractors                                                                                                        | Quarterly<br>Online test | Free                             | Free                                 | 3 months |

--End of Document--

| Price Schedule for Pre-Fabricated Works at Kundli, Dist. Pune, Maharashtra (Tender ref: CC26PMR035) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |          |      |        |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------|------|--------|
| Sr. No.                                                                                             | Item Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Unit            | Quantity | Rate | Amount |
| 1                                                                                                   | <p>EPC price for the complete scope as per Technical specification no. CA/SPEC/064/2025 enclosed with RFQ.</p> <p>Brief scope:-<br/>Engineering, supply, construction and erection pertaining to civil structural and Architectural works for proposed pre-fabricated structure for G+1 Staff quarter<br/>1, Staff quarter 2, Drivers' room block and Toilet Block at Kundli. Maharashtra which comprises of:<br/>a) Construction of building with storey height as per approved tender purpose drawings, with structural framing of fabricated sections as per design. The tentative building plan size shall be 45.12 X 7.425 m approx. for G+1 Staff quarter, 18.3 x 4.62 m for Staff quarter 2, 8.2 X 6.9 for both Drivers' room block and Toilet Block (refer tender purpose drawing (CA00978-00-C43- A1-001, CA00978-00-C43-A1-002, CA00978-00-C43-A1-003) for more clarity and building footprint details). with supply and erection of prefab building. Clear height of the building (floor to false ceiling) to be maintained 3 m minimum.<br/>b) Bidder's scope shall also include civil and interior work (including foundation, plinth beam, grade slab, deck slab, walls, roofing, flooring, painting, false ceiling etc and not limited to.), internal plumbing and electrical works etc. as required for construction of G+1 Staff quarter 1, Staff quarter 2, Drivers' room block and Toilet Block at Kundli., Maharashtra.</p> | Lumpsum         | 1        |      |        |
|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Total           |          |      |        |
|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Addl. GST @     |          |      |        |
|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Total incl. GST |          |      |        |

**Special Note: Bidder shall ensure price bid submission in above format/ schedule only.**



|                         |                                                                  |                                                                                     |
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## 1. DEFINITION OF TERMS AND PRELIMINARY CONDITION OF CONTRACT

**1.1** Definitions: In the Contract (as defined below), unless the context requires otherwise the words and expressions defined below shall have the meaning hereinafter assigned to them.

**1.1.1** “Affiliate” shall mean an entity controlling, controlled by, or under the common control with, a Party directly or indirectly through ownership of voting securities or by Contract or otherwise

**1.1.2** “Annexure” means all appendices, annexure and schedules annexed to this Contract or incorporated by reference herein and shall include all amendments and revisions thereto made by mutual agreement of Owner/Project Manager and Contractor in accordance with the provisions contained in this behalf in this Contract.

**1.1.3** Not Used

**1.1.4** “Applicable Laws” means all laws, treaties, ordinances, rules, regulations applicable in India and amendments, re-enactments, revisions, applications, and adaptations thereto made from time to time and in force and effect, judgements, decrees, injunctions, writs and orders of any court, arbitrator or governmental agency or authority, rules, regulations, orders and interpretations of any Governmental Instrumentality, court or statutory or other body having jurisdiction over construction of the Facility on the Facility Site, performance of the Work or supply of Goods, including Applicable Permits, as may be in effect at the time of performance of work or supply of Goods hereunder by the Contractor, which time would include Defects liability period as appropriate, provided, however, that if at any time the Applicable Laws are less stringent than the standards set forth in the Contract hereto, the standard set forth in the contract hereto shall be deemed to be the standards under Applicable Laws.

**1.1.5** “Applicable Permits & Clearances” means any and all Permits, Clearances, authorizations, consents, licenses (including without limitation any import or export licenses), lease, ruling, exemption, filing, agreements, or approvals, required to be obtained or maintained in connection with construction of the Works on the Site, performance of Work, respectively by the Contractor and the Owner/Project Manager in accordance with the Contract and their maintenance, as may be in effect at the time of Contractor’s performance of Work or supply of Goods hereunder.

**1.1.6** “Bid” means the offer of the Contractor to the Owner/Project Manager in response to the Tender Document as set forth in the Final Proposal.

**1.1.7** “Business Day” means a day other than a Sunday or public holiday on which banks are open for domestic business in the city/area where project site is located.

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- 1.1.8** “Cause” in relation to the revocation or amendment of any Permit means any fact or circumstance, including without limitation any default, neglect or failure to abide by any of the terms and conditions of such Permit.
- 1.1.9** “Change in Law” means the occurrence of any of the following after the Effective Date of this Agreement.
- The enactment of any or issuance of any new Indian law that becomes applicable law
  - The amendment or repeal, or re-enactment of any existing Applicable law
  - A change in the interpretation or application or enforcement of any Applicable Law by Government instrumentality
  - The revocation or cancellation of any Applicable Permit unless due to a cause attributable to the Contractor.
- 1.1.10** “Change Order” means a written order from the Owner/Project Manager to the Contractor after the Effective Date of the Contract requiring a change in any part of the Work or supply of Goods that may involve
- A change in the Scope of Work or supply of Goods,
  - An additional Work or supply of Goods,
  - The omission of a portion of the Work or supply of Goods or
  - If appropriate, an adjustment in one or more of the (i) Contract Prices, (ii) Completion Dates, (iii) Milestone Payment Schedule, (iv) any of the Performance Guarantees, or (v) any provision of this Contract including any Annexure or Schedule hereto or
  - Any of the above in combination.
- 1.1.11** “Change Order Notice” means a written proposal issued and signed by Owner/Project Manager requesting a change, submitted to Contractor by Owner/Project Manager.
- 1.1.12** “Change Order Request” means a written notice to Owner/Project Manager issued by Contractor indicating that a change order is required in connection with the performance of the work or supply of goods.
- 1.1.13** “Commissioning” shall mean integrated activity covered under “Preliminary Operation”, “Initial Operation”, “Trial Operation” and carrying out “Tests before Taking-Over” of Relevant Package under the Contract.
- 1.1.14** “Contract” means the documents as set out in the form of Contract Agreement in relation to the Works between the Parties as may be amended, supplemented or modified from time to time by agreement in Writing between the Parties.

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- 1.1.15** “Control” (including, with its correlative meanings, the term “under common Control with” or “Controlled by”), as used with respect to any person, means possession, directly or indirectly, of the power to direct or cause the direction of management or policies of any Person, whether through the ownership of voting securities, or partnership or other ownership interests, or by contract or otherwise; it being clarified that the ownership of 26% of the voting securities of a Person, or the ability to appoint a majority of the members of the board of directors or other governing body of such Person, shall be deemed to be “Control” over such Person.
- 1.1.16** “Contract Period” or “Period of Contract” or “Contract duration” means the period from the Effective date up to and including the last day of the Defect Liability Period.
- 1.1.17** “Contract Price” or “Contract Value” or “Contract Sum” means the lump sum fixed price or unit rates of items as stated in the Contract or such price as may be modified and as payable by the Owner/Project Manager to the Contractor in consideration of it performing the Works or supply of Goods including all obligations of the Contractor under and in accordance with the provisions of the Contract.
- 1.1.18** “Contractor’s Works” shall mean the places which are used by the Contractor or any of its sub-vendor / Sub-Contractor for the manufacture of equipment or fabrication of materials for the performance of Work.
- 1.1.19** “Contractor’s Equipment” means all machinery, apparatus, equipment, appliances, Materials, items and other things (other than temporary Works) of whatsoever nature required for the execution and completion of the Works, performance of the Contractor’s obligations under the Contract including supply of Goods and Work, establishing of Performance Guarantees, and the remedying of any defects and deficiencies, but does not include equipment, apparatus, appliances, machinery, Materials, items and other things of whatsoever nature intended to form or forming part of the Works.
- 1.1.20** “Contractor” means the Person whose Bid has been accepted by the Owner/Project Manager and is awarded the Works under this Contract, and the legal successors in title to such person who satisfies the qualification criteria set forth in the Tender Documents.
- 1.1.21** “Contractor Permits” means all Permits, required by the Contractor from any Government Instrumentality for the performance of his obligations.
- 1.1.22** “Contractor’s Representative” means the person named as such in the Contract or other person appointed and from time to time communicated to the Owner/Project Manager by the Contractor in his place in accordance with the terms of the Contract.
- 1.1.23** “Completion of Works” shall mean successful completion of all Works including Performance Tests and of ‘Tests Before Taking Over’ and issuance of Final Taking Over Certificate/completion certificate by the Owner/Project Manager.
- 1.1.24** Not Used.



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**1.1.25** “Consultant” shall mean Consulting Engineers appointed by the Owner/Project Manager for the Project and shall include, their duly authorised representatives.

**1.1.26** “Day” means a calendar Day of 24 (twenty four) hours and “Year” means 365 (three hundred and sixty five) days.

**1.1.27** “Documents” means and includes all design documents, engineering documents, Drawings, calculations, computer software (programs), computer media, samples, patterns, models, construction documents, erection documents, Operation and Maintenance Manuals, and other manuals, and the like as well as, all other data and information to be submitted by the Contractor and shall include without limitation, engineering, design and construction drawings, data sheets, specifications, plans, bills of Materials and estimates.

**1.1.28** “Drawings” shall mean all:

- a) Drawings furnished by the Owner/Project Manager or the Consultant.
- b) Supplementary drawings furnished by the Owner/Project Manager or the Consultant to clarify and to define in greater detail the intent of the Contract.
- c) Drawings submitted by the Contractor with his proposal provided such drawings are acceptable to the Owner/Project Manager or the Consultant.
- d) Engineering data and drawings submitted by the Contractor during the progress of the Work under the Contract, provided such engineering data and drawings are acceptable to the Consultant or the Owner/Project Manager.

**1.1.29** “Effective Date” or “Effective Date of Contract” or “Date of award” means the date on which the Contract comes into force and effect, i.e. the date of issue by the Owner/Project Manager of the Letter of Intent or Notice to Proceed or as defined in the Contract Agreement.

**1.1.30** “Facility” or “Plant” means, collectively, the Relevant Package and other apparatus, appliances, machinery, equipment, components and other Works, together with all auxiliaries, Materials, apparatus, appliances others things whatsoever and related buildings as an integrated whole, including without limitation all systems and sub-systems thereof and related facilities, including without limitation any and all appliances, parts, instruments, appurtenances, accessories and other property that may be incorporated or installed in or attached to or otherwise become part of the Plant or as envisaged in the Contract or which otherwise constitutes a part of the Facility and located on Site.

**1.1.31** “Final Take over” means the acceptance by the Owner/Project Manager of the Works as a whole in accordance with Contract.

**1.1.32** “Final Payment Certificate” means the payment certificate issued by the Owner/Project Manager or his Representative thereof to the Contractor.

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- 1.1.33** “Financing Document” means any document relating to the: Debt or equity financing to the Owner/Project Manager for provision of funds for the development, Design, construction and /or operation of the Plant; or funds for refinancing part or whole or take-out of any such financing.
- 1.1.34** “Force Majeure Event” shall have the meaning set forth in clause no. 13.0 of these Conditions of the Contract.
- 1.1.35** “Foreign Currency” means a freely convertible currency, specified in the Schedule of Prices mentioned elsewhere in Contract in which part of the Contract Price is payable, but not Indian Rupees.
- 1.1.36** “General Conditions of Contract” means these ‘Terms and General Conditions of Contract’ as mutually agreed as part of Contract.
- 1.1.37** “Goods” means all of the materials, equipments, machinery, apparatus, appliances, components and/or other Materials and things, which the Contractor is required to supply to the Owner/Project Manager under the Contract.
- 1.1.38** “Good Engineering Practices” means those practices, methods, acts, techniques and standards as may be followed or employed in the performance of the Work or supply of Goods and discharge of its obligations by the Contractor and which (i) are generally accepted internationally for use in the Construction and electric utility industry, taking into account conditions in India, in connection with the works of the same or similar size and type as the Relevant Package, (ii) are commonly used in prudent engineering, construction, project management and operations, and (iii) would be expected to result in performance of the Services and completion of Works in a manner consistent with Applicable Laws, Applicable permits, reliability and safety.
- 1.1.39** “Government Instrumentality” or “Government” means the Government of India, the Government of State and any other State, or any political subdivision, ministry, department, agency, corporation, commission or any regional, local or municipal authority or governmental body thereof or any other governmental or statutory body under the direct or indirect control of the Government of India or Government of State or of any other State, or of any political subdivision, ministry, department, agency, corporation, commission, or any regional, local or municipal authority or governmental body thereof, and shall include without limitation any other governmental or statutory body having jurisdiction over the facility or over the performance of any part of Work or the Works or any obligation of the Contractor or the Owner/Project Manager under the Contract.
- 1.1.40** “Guaranteed Completion Date” or “Guaranteed Completion Dates” means, individually or collectively, the Completion Date of the Works.
- 1.1.41** “Hazardous Materials” means (i) hazardous materials, hazardous wastes, hazardous substances, toxic substances or contaminants as those terms are defined under any environmental law or regulation, including, but not limited to, Applicable Laws, and in the regulations adopted or

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promulgated pursuant thereto; (ii) petroleum and petroleum products including crude oil and any fractions thereof; (iii) any other hazardous, radioactive, toxic or noxious substance, material, pollutant, or solid, liquid or gaseous waste; and (iv) any substance that, whether by its nature or its use, is subject to regulation under any environmental law or with respect to which any applicable environmental law or any Governmental Instrumentality requires environmental investigation, monitoring or remediation.

- 1.1.42** “Inspector” shall mean the authorised representatives appointed by the Owner or Project Manager or the Consultant or Owner’s/Project Manager’s Third Party Inspection Agency for purpose of the inspection of materials / Equipment / works / Services.
- 1.1.43** “Intellectual Property” means copyrights conferred under statute, common law or equity in relation to inventions (including patents) registered and unregistered trademarks and service marks registered and unregistered designs, circuit layouts, confidential information, proprietary information and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.”
- 1.1.44** “Interim Payment Certificate” means any payment certificate other than Final Payment Certificate, issued by the Owner/Project Manager.
- 1.1.45** “Latent Defect” shall be the defects inherently lying within the goods or Works which do not manifest during normal inspections carried out by the Owner/Project Manager during Defect liability Period.
- 1.1.46** “Liquidated Damages” means the appropriate measures of the damages for such delays or such shortfalls in performance by the Contractor and are neither penalty nor consequential damages sustained by Owner/Project Manager as a result of such delays and / or shortfalls, as set forth in relevant clause hereof.
- 1.1.47** “Manuals” means all the various instruction manuals to be provided as per the Contract by the Contractor and shall include Manuals described in Specifications or General Conditions of Contract.
- 1.1.48** “Manufacturer” means any entity or firm who is the producer and furnisher to the Contractor of any material or designer and fabricator of any equipment / systems which is to be incorporated in or forms part of the Plant / work.
- 1.1.49** “Materials” means Goods and other things of all kinds to be provided and incorporated, to be used in the permanent Works / Plant/ Works by the Contractor, including Goods purchased by the Owner/Project Manager and supplied to the Contractor or as a free issue or the supply-only items (if any) which are to be supplied by the Contractor under the Contract.
- 1.1.50** “Milestone Payment Schedule” means the document which sets forth the limits of payments to be released (worked out, inter alia, on the basis of payment terms agreed by the Owner/Project Manager) by linking such payment limits (in terms of percentages) with detailed milestones

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commencing from the Effective date. Such percentages shall be with reference to the Contract Price.

- 1.1.51** "Month" shall mean calendar month or a period of 30 (thirty) days as relevant to the context.
- 1.1.52** "Monthly Progress Report" or "Progress Report" means a progress report of the Works meeting the requirements set forth in Specification hereto or as instructed by the Owner/Project Manager.
- 1.1.53** "Notice in Writing" or "Written Notice" shall mean a notice in writing, typed or printed or hand written characters, sent (unless delivered personally or otherwise proved to have been received) by registered post or by electronic transmission to the last known private or business address or registered office of the addressee and shall be deemed to have been received when in the ordinary course of post or by electronic media it would have been delivered.
- 1.1.54** "Other Contractor" shall mean Contractors engaged by Owner/Project Manager for carrying out other related works and other allied infrastructure facilities required for the Works.
- 1.1.55** "Owner" shall mean the Tata Power Company Limited in its capacity as Owner of the Facility and the Works and shall include its successors and assigns, as well as authorised officers. 'Project Manager' shall mean The TATA Power Company Limited or duly authorised representatives. "Engineer" shall mean the duly authorised representative of the Owner.
- 1.1.56** Owner's/Project Manager's Representative" or "Engineer" means the person appointed by the Owner/Project Manager from time to time and notified as such to the Contractor to act as Owner's/Project Manager's Representative for the purposes of the Contract.
- 1.1.57** "Owner's/Project Manager's Instructions" shall mean any drawings, instructions, details, directions and explanations, in Writing issued by the Owner/Project Manager or the Consultant from time to time during the subsistence of the Contract.
- 1.1.58** "Owner/Project Manager Permits" means the permits, authorisations, consents and approvals required by the Owner/Project Manager to own, possess, operate and maintain the Works and to operate it for intended purpose.
- 1.1.59** "Party" means Owner/Project Manager or Contractor individually and "Parties" means Owner/Project Manager and Contractor collectively.
- 1.1.60** "Permanent Works" means the Permanent Works, equipment and Materials including all Civil and electro-mechanical works to be designed, engineered, manufactured, installed, erected, supplied, executed, commissioned or tested in accordance with the Contract and which form part of the Facility.
- 1.1.61** "Performance Guarantees" or "Warranty" shall have the meaning set forth in Technical Specifications of Contract.

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- 1.1.62** “Performance Test” means, the test to be carried out in accordance with the provisions of Technical Specifications of Contract to prove and establish the Performance Guarantees as per Technical Specifications of Contract.
- 1.1.63** “Permit” means any valid permit, authorisation, license, registration, approval, consent, waiver, and exemption, No-Objection Certificate, Approval, variance, franchise or any similar order of or from any Government Instrumentality, court or other body having jurisdiction over the matter in question.
- 1.1.64** “Person” means any individual, corporation, partnership, association, joint stock Company, trust, unincorporated organisation, Hindu undivided Family, joint venture, government or political subdivision or agency thereof.
- 1.1.65** “Preliminary Operation” means all activities undertaken as part of Commissioning after Civil and Mechanical Completion up to commencement of Initial Operation and shall include mechanical and electrical checkouts, calibration of instruments and protection devices, Commissioning of sub supporting systems and chemical cleaning of the system/equipment covered under Contract.
- 1.1.66** “Project” means the works to be performed under the scope of this Contract in accordance with the Contract documents.
- 1.1.67** “Project Documents” mean collectively this Contract, the State Implementation and Support Agreement, the Land Lease Agreement, Transportation Agreement and any other contracts entered into or to be entered into by the Owner/Project Manager with Other Contractors in connection with the Project including without limitation any contracts for Related Works.
- 1.1.68** “Provisional Acceptance” or “Take Over” means the provisional acceptance by the Owner/Project Manager of the Works, pursuant to the provisions of hereof.
- 1.1.69** “Prudent Utility Practices” means those practices, methods, equipment specifications and standards of safety and performance, as the same may change from time to time, as are generally accepted for use in electricity generating utilities taking into account conditions in India and commonly used in prudent electricity generation utility engineering and operations including design, engineering construction, erection, installation, Commissioning, testing, operation of the equipments comprised therein lawfully, safely, efficiently and economically for facilities of the type and size similar to the Project and that generally conforms to the Equipment Manufacturer’s operation and maintenance guidelines and also any guidelines provided in this regard by any Government or statutory organisation or a Rating agency and the like.
- 1.1.70** “Punch List” means the list prepared by Owner/Project Manager at the time of Provisional take over and thereafter periodically revised by Owner/Project Manager as necessary, and in any case updated by Owner/Project Manager within 20 (twenty) days following Owner’s/Project Manager’s receipt of a Notice of Final take over, in each case with the full co-operation of Contractor, which list shall set forth certain items of Work which remain to be performed by the

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Contractor in order to ensure that the Works fully complies with all of the standards and requirements set forth in the Contract.

**1.1.71** “Related Works” shall mean other than the Work under the Contract performed or to be performed by the Owner/Project Manager or Owner’s/Project Manager’s Other Contractors in connection with the Facility either prior to, concurrently or subsequently with the Works within or outside the Site with whom the Contractor shall co-ordinate and interface his activities covered by the Contract.

**1.1.72** Not Used

**1.1.73** “Schedule” shall have the meaning set forth in relevant clause hereof.

**1.1.74** “Site” or “Project Site” means all those parcels of land owned by Owner/Project Manager on which the Works will be located, as more particularly identified on the site plan and described in Drawings forming part of Contract hereto.

**1.1.75** “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.

**1.1.76** “Take Over” or “Taking Over” shall mean Taking-over of the Works for the purpose envisaged under the Contract upon completion of the Performance Tests and fulfilling the conditions as mentioned in relevant clause hereof.

**1.1.77** “Take over Certificate” or “Completion certificate” means the certificate issued under relevant clause hereof.

**1.1.78** “Temporary Works” means all temporary works of every kind (other than Contractor’s equipment) required for the execution and completion of the Works and the remedying of any defects.

**1.1.79** “Tender Documents” means the Invitation to Bid together with all documents & amendments thereto and clarifications if any issued by the Owner/Project Manager or the Consultant from time to time in respect thereof.

**1.1.80** “Tests” means all tests to be undertaken by the Contractor under or pursuant to the Contract including all the tests set forth in Technical Specifications.

**1.1.81** “Tests before Take Over” means the tests prescribed in the Technical Specifications mentioned elsewhere in the Contract and any other such tests as may be agreed between the Owner/Project Manager and Contractor or instructed as a Change Order, which has to be carried out by the Contractor before the Taking Over of the Works.

**1.1.82** “Trial Operation” shall have the same meaning as per Technical Specification of Contract.

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**1.1.83** “Technical Specifications” or “Specification” means all the specifications, drawings, datasheets, BOQ, scope etc which are part of Contract and which form part of technical, performance, workmanship, warranty, scope and all other requirement of the Works as stated therein.

**1.1.84** “Warranty Period” for the Works shall mean the period as mentioned in Technical Specifications or Special conditions of Contract beginning from the date of issuance of completion certificate of Works. During this Warranty Period, the Contractor will be liable to rectify defects in the Works if any arisen.

**1.1.85** “Works” or “Contract Works” or “Relevant Package” or “Project” means all the work and obligations of the Contractor under the Contract including without limitation, the Work and services described in Specifications including permanent works and temporary works as appropriate under the Contract.

**1.1.86** “Writing” shall include any manuscript, typewritten e-mail or printed statement, under or over signature and / or seal of the originator or author as the case may be.

## **1.2 Law, Language and Measurements**

**1.2.1** Applicable law to this Contract shall be the Indian Law. The respective rights, privileges, duties and obligations of the OWNER/PROJECT MANAGER and the Contractor under this Contract shall be governed and determined by the Laws of State , where the project is located and of the Republic of India.

**1.2.2** All correspondence and documentation pertaining to this Contract shall be in the English language only. The official text of this Contract shall be English, regardless of any translation that may be made for the convenience of the Parties. All correspondence, information, literature, data, manuals, definitive documents, notices, waivers and all other communication, written or otherwise, between the Parties in connection with this Contract shall be in English.

**1.2.3** All measurements shall be in metric system

## **1.3 Stamp Duty and Similar Charges**

The costs of stamp duties and similar charges imposed by law on the Contract or Agreement or any part thereof shall be borne by the Contractor.

## **1.4 Effective Date of Contract**

The Contract shall be deemed to have come into force and effect from the date of issue by the Owner/Project Manager of the Letter of Intent or the Notice to proceed to the Contractor or as defined in the Contract Agreement.



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### 1.5 Priority of Documents

In case of any discrepancy/conflict and/or differences in the documents constituting the work order, the order of precedence of the documents shall be as follows:

1. Work Order/Agreement
2. Letter of Intent (LOI)
3. Price Schedule (Bill of Quantity & Unit Rates)
4. Contract Specification
  - i) Scope of works
  - ii) Special conditions of Contract
  - iii) General conditions of Contract
  - iv) Technical Requirement
  - v) Drawings
  - vi) Instruction to bidders

The Contractor is deemed to have full knowledge and understanding of the contents of all the foregoing documents whether contained in or incorporated by reference thereto, and accepted all the terms and conditions contained therein. In the event of any ambiguity or conflict between any of the foregoing Contract Documents, the Contractor shall, prior to commencement of the Contract work, be deemed to have clarified from the Owner/Project Manager all such ambiguities or conflicts. The order of precedence of the foregoing documents shall be the same as listed herein above.

### 1.6 Documents on Site

The Contractor shall keep on the site one complete set of the Contract, the Documents, Change Orders, communications given or issued under various clauses and sub clauses and the Documents referred /mentioned in sub-clause 1.5 duly authenticated by the Owner's Representative. These Documents shall be either true copies or original documents, the same being verified as true copies by OWNER's Representative. The OWNER/PROJECT MANAGER, the Owner's Representative and his delegates (as referred to in sub-clause 2.4) shall have the right to use such Documents at all reasonable times.

### 1.7 Communications

All certificates, notices, instructions, communications, consents, approvals, orders or determination to be given to the Contractor by the OWNER/PROJECT MANAGER or the Owner's Representative, (in as many copies required) and all notices or communication, to be given to the OWNER/PROJECT MANAGER or to the Owner's Representative by the Contractor, shall be in Writing and may either be delivered by hand against written acknowledgement of receipt, or be sent by airmail or one of the agreed systems of electronic transmission as agreed by the OWNER/PROJECT MANAGER. The Contractor shall maintain a separate set of copies of all the inward and outward correspondences which should be produced at any time if need be. The Contractor shall act or modify actions only on the basis of valid written communications



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received from the OWNER/PROJECT MANAGER / OWNER's representative and would need to provide the documentary evidence (correspondences received from OWNER/PROJECT MANAGER / OWNER's Representative) if required by the OWNER/PROJECT MANAGER.

## **1.8 Contractor's Use of Owner/Project Manager's Documents**

**1.8.1** Copyright in the Owner/Project Manager's requirements and other Documents issued by the OWNER/PROJECT MANAGER or the Owner's Representative to the Contractor shall (as between the parties) remain the property of the OWNER/PROJECT MANAGER. The design, engineering, Drawings and Works layout shall be with the OWNER/PROJECT MANAGER. Contractor may, at its Cost, copy, use and communicate any such documents for the purposes of the Contract. They shall not, without the Owner/Project Manager's consent, be used, copied or communicated to a third party by the Contractor, except as necessary for the purposes of the Contract including performance of Work

**1.8.2** The Contractor shall indemnify the OWNER/PROJECT MANAGER in case of breach of this clause by the Contractor. If these Documents are received by a third party from the Contractor and the third party makes use of these Documents to cause harm or monetary loss to the OWNER/PROJECT MANAGER or use these Documents for their personal gain / monetary gain, the Contractor shall compensate the OWNER/PROJECT MANAGER for the loss suffered as well as for the value of gain derived by third party.

## **1.9 Confidential Details**

**1.9.1** The Contractor shall treat the details of the Contract as private and confidential, except to the extent necessary to carry out his obligations hereunder. The Contractor shall not publish, permit to be published, or disclose any particulars of the Contract in any trade or technical paper or elsewhere without the prior consent in writing of the OWNER/PROJECT MANAGER at the Owner/Project Manager's sole discretion.

**1.9.2** The Contractor shall indemnify the OWNER/PROJECT MANAGER in case of breach of this clause. If the confidential details relating to this Contract or its contents are received by a third party from the Contractor and the third party makes use of these details to cause harm or monetary loss to the OWNER/PROJECT MANAGER or use these Documents for their personal gain/ monetary gain, the Contractor shall compensate the OWNER/PROJECT MANAGER for the loss suffered as well as for the value of gain derived by the third party. The Contractor shall not use the confidential details of the Contract for any other purpose except for the strict purpose intended under the Contract.

## **1.10 Contract Co-ordination and Interface**

**1.10.1** From fiscal and execution considerations, the Owner/Project Manager may enter into independent stand-alone contracts with one or more Other Contractors for the other packages at the same premises.

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**1.10.2** The Contractor, shall be responsible for effective coordination and interfacing of all his contracting activities and obligations under the Contract with the activities and obligations of the Other Contractors and Related Works contractors in a seamless manner, irrespective of whether the same is specifically detailed in such Contracts, to ensure that the Guaranteed Time Schedule and Performance Guarantees set forth in the Contracts are properly fulfilled in a timely manner by all such Other Contractors.

**1.10.3** It is the responsibility of the Contractor to interface, coordinate and cooperate with Other Contractors. Contractor shall share all information & details about the Works which are reasonably required by Other Contractors to perform works under their respective Contracts or to integrate the Works with other Contractors' works if so required.

#### **1.11 Assignment**

**1.11.1** The whole of the works included in the Contract shall be executed by the Contractor and the Contractor shall not directly or indirectly transfer, assign, sub-contract or sublet the Contract or any part, share or interest therein nor shall he take a new partner without the written consent of the Owner/Project Manager. Without prejudice to the above, it is agreed that sub-contracting of all or part of its obligations under this Contract shall not relieve the Contractor from the full and entire responsibility of the Contract (including such obligations thereunder that have been sub-contracted) or from active superintendence of the works during their progress. There shall not be any change in Control of the Contractor without the prior written consent of the Owner / Project Manager.

**1.11.2** If the Contractor shall cause any part of the work to be performed by the approved Sub-Contractor, the provisions of this Contract shall apply to such Sub- Contractor and his or its officers, agents or employees in all respects as if they were employees of the Contractor, and the Contractor shall not in any manner thereby, be discharged from his obligations and liability hereunder, but shall be liable hereunder for all acts and negligence of his Sub- Contractor, Sub-contractor's officers, agents and employees, as if they were employees of the Contractor. No sub-contract shall be made by the Contractor, without the written approval of the OWNER/PROJECT MANAGER, of both the sub-contract and the Sub- Contractor, but no such approval of the OWNER/PROJECT MANAGER, of both the sub-contract and the Sub- Contractor, shall affect the provisions hereof or serve to relieve the Contractor of any of the responsibilities and liabilities as described above. Copies of all such sub-contracts shall be furnished to the OWNER/PROJECT MANAGER immediately upon the execution thereof. The OWNER / PROJECT MANAGER may request the Contractor at any time to terminate any sub-contracting arrangement if the OWNER / PROJECT MANAGER is not satisfied with the performance of such Sub-contractor and immediately upon receipt of such request, the Contractor shall terminate such sub-contracting arrangements. The Contractor shall ensure that all sub-contracting arrangements entered into by the Contractor allow it to terminate such sub-contracting arrangements in accordance with the instructions of the OWNER / PROJECT MANAGER, as set out above.

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### 1.12 Relationship between Parties

This Contract is on a principal-to-principal basis only and the Contractor shall act as an independent contractor in the performance of this Contract. The Contract shall not be construed as a partnership or an association of parties. 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-Contractors shall be always done under its own direct supervision.

## 2. OWNER / PROJECT MANAGER'S OBLIGATIONS

**2.1 Access and Right to use of the Site** The OWNER/PROJECT MANAGER shall grant the Contractor right of access to, and make available the Site to the Contractor in accordance with the terms of the Owner/Project Manager's property rights within reasonable time after the Letter of Intent for the performance of the Work or pursuant to and in accordance with the Contract. Such right and use of the Site may not be exclusive to the Contractor. In the execution of the Works, no persons other than the Contractor or his duly appointed representative, duly authorised Sub-contractors and workmen, shall be allowed to do Work on the Site, except by the special permission, in writing by the OWNER's representative.

### 2.2 Permits Licences & Approvals

**2.2.1** The Contractor shall be responsible for applying and obtaining all the Permits, licenses or approvals as required to be obtained by Contractor for carrying out and completion of the Works, in time as per the Schedule agreed in the Contract. The OWNER/PROJECT MANAGER may, at the request and cost of the Contractor assist the Contractor in applying for Contractor Permits and other Construction Permits as defined herein. Such requests may also include requests for the OWNER's/PROJECT MANAGER's assistance in applying for any necessary government consent for the export of Contractor's equipment when it is removed from the Site.

**2.2.2** The OWNER's/ PROJECT MANAGER's assistance in applying for Permits, licenses or approvals (for which the Contractor is responsible under the Contract) is not obligatory and the extent of such assistance shall be at the sole discretion and convenience of the OWNER/ PROJECT MANAGER. In any case, the obligations of the Contractor as set out herein shall continue, irrespective of the manner, outcome and extent of assistance from the OWNER/ PROJECT MANAGER. All the necessary fees and any incidental charges required to be paid for obtaining all Contract permits shall be solely borne by and be the sole liability of the Contractor, without any recourse to the OWNER/PROJECT MANAGER.

### 2.3 Owner's / Project Manager's Other Obligations

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OWNER / PROJECT MANAGER shall

- a) Designate a person as OWNER's/ PROJECT MANAGER's Representative (the "OWNER's Representative") to be the contact for Contractor with respect to the performance of the Works and Contractor's obligation under the Contract, and shall be authorised to act for and on behalf of OWNER/ PROJECT MANAGER and administer this Contract on OWNER's/ PROJECT MANAGER's behalf, agree up on procedures for co-ordinating OWNER's/ PROJECT MANAGER's efforts with those of Contractor and Other Contracts and as appropriate, make information available to Contractor.
- b) Pay in a timely manner in accordance with Terms of Payment, subject to fulfilment of milestones and provided the Contractor is not in breach of Contract, the Contract Price and all other sums, if any, required to be paid by it to Contractor pursuant to the Contract.

## **2.4 The OWNER's Representative**

### **2.4.1 The Owner's representative's Duties and Authority**

The OWNER may appoint separate consultant/s to provide project management consultancy services for the Project. Such consultant/s shall act as an OWNER's Representative to exercise the rights and carry out the duties of the OWNER under the Contract. OWNER's representative shall also include Consultant / Consulting Engineer or Third Party Inspection Agency as required or deemed appropriate or authorised by the OWNER/PROJECT MANAGER. Any act, instruction or decision of the OWNER's representative shall be as if this was an act, instruction or decision of the OWNER. The OWNER shall keep the Contractor informed in writing of the persons designated as the Owner's Representative in accordance with the above provisions.

- 2.4.2** Except as expressly stated in the Contract, the OWNER's Representative shall have no authority to (a) amend, alter, modify or waive any provision or term of the Contract, or (b) relieve the Contractor of any of his duties, obligations or responsibilities under the Contract. Any proposal, inspection, examination, testing, consent, approval or similar act by the OWNER's Representative (including absence or disapproval) shall not relieve or absolve in any manner whatsoever, the Contractor from any responsibility, liability or obligation under the Contract, including responsibility and liability for his errors, omissions, discrepancies, and non-compliance with the Specifications and any provisions of the Contract.

### **2.4.3 OWNER's Representative's instructions**

The Contractor shall comply with written decision instruction or order given by the OWNER's Representatives (such as have been identified in writing by the OWNER) in accordance with the Contract. The Contractor shall not be authorised to receive instructions from any other Person without the prior written consent of the Owner and the Contractor shall be solely and entirely liable for any acts or omissions carried out under instructions from any Person other than the OWNER or a duly authorised OWNER's Representative.

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### 3. SCOPE OF CONTRACT

#### 3.1 General

**3.1.1** The Contractor shall carry out and complete the works in every respect in accordance with this Contract and in accordance with the directions and to the satisfaction of the OWNER/PROJECT MANAGER. The OWNER/PROJECT MANAGER may at his absolute discretion from time to time issue further drawings and/or written instructions, details, directions and explanations which are hereafter collectively referred to as " OWNER/PROJECT MANAGER 'S Instructions" in regard to:

- a) The variation or modification of the design, quality or quantity of works or the omission or substitution of any work.
- b) Any discrepancy in the drawings or between the Schedule of Quantities and/or drawings and/or specification.
- c) The removal from the site of any materials brought thereon by the Contractor and the substitution of any other materials thereof.
- d) The removal and/or re-execution of any works executed by the Contractor.
- e) The dismissal from the works of any persons employed thereupon.
- f) The opening up for inspection of any work covered up.

**3.1.2** The Contractor shall forthwith comply with and duly execute any work comprised in such OWNER/PROJECT MANAGER's Instructions provided always that verbal instructions, directions and explanations given to the Contractor or his Superintendent upon the works by the OWNER/PROJECT MANAGER shall, if involving a variation, be confirmed in writing by the Contractor within seven days and the OWNER/PROJECT MANAGER's written approval obtained. Rates of items not mentioned in the Schedule of Quantities and Rates shall be dealt with as extra items.

**3.1.3** If compliance with the OWNER/PROJECT MANAGER's Instructions as aforesaid involves work beyond that contemplated by the Contract, then unless the same were issued owing to some breach of this Contract by the Contractor, the OWNER/PROJECT MANAGER shall pay to the Contractor the prices of the said work as an extra to be valued as hereinafter provided.

**3.1.4 Free Issue Materials / Equipment (FIM) (as applicable) to the Contractor by the Owner/Project Manager:**

If the Contract involves or the Owner/Project Manager & the Contractor mutually agree for the incorporation of any free issue materials / equipment by the Owner/Project Manager depending upon criticality & availability of the materials during the course of the Contract :

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(a) Not used

(b) The Contractor shall inspect the free issue materials / equipment at the time of taking delivery thereof and satisfy itself of the quality, quantity and condition of the free issue materials / equipment. THE OWNER/PROJECT MANAGER shall not be liable for any claims or complaints whatsoever in respect of the quality, quantity or condition of the Free issue materials / equipment once the Contractor has taken delivery thereof.

(c) All free issue materials / equipment shall be taken delivery of, transported, held, stored and utilized by the Contractor as trustee of THE OWNER/PROJECT MANAGER, and delivery of the Free Issue Material to the Contractor shall constitute an entrustment thereof by THE OWNER/PROJECT MANAGER to the Contractor with the intent that any transportation, utilization, application or disposal thereof by the Contractor otherwise than for incorporation in the Indigenous Material(s) shall constitute a breach by the Contractor.

(d) The Contractor shall transport the Free issue materials / equipment only by such transportation as is suitable and shall hold and store the Free issue materials / equipment only at such place and/or premises that are air and water tight and otherwise suitable for the storage of the Free issue materials / equipment so as to prevent damage or deterioration or theft or other loss, and shall arrange such watch and ward as shall be necessary to ensure the safety thereof. The Contractor shall exercise the at least the same level of care and diligence in respect of the use, storage, transportation or safety of the free issue materials / equipment that it exercises in respect of its own materials / equipment.

(e) Notwithstanding the Bank Guarantee mentioned in sub-paragraph (a) above, the Contractor shall replace any Free issue materials / equipment which is/are lost, damaged, misused, stolen or deteriorated with other Material(s) of equivalent quantity and quality and condition, and the same shall be deemed to constitute Free issue materials / equipment and the provisions of sub-paragraphs (a) to (f) hereof shall apply thereto in the same manner as to the originally supplied Free issue materials / equipment.

(f) Unused Material(s) from the Free issue materials / equipment shall be returned by the Contractor to THE OWNER/PROJECT MANAGER and if THE OWNER/PROJECT MANAGER so directs, the Contractor shall dispose of the same by sale or otherwise on such terms and conditions as THE OWNER/PROJECT MANAGER may stipulate or approve and the Contractor shall pay to THE OWNER/PROJECT MANAGER the sale proceeds of the Material(s) so disposed of by sale.

(g) CONTRACTOR shall ensure quarterly physical assessment of the stock of material issued to him by the OWNER/PROJECT MANAGER and submit the same in the form of Reconciliation.

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(h) The free issue materials will be supplied by the OWNER in bags, sizes and lengths or in coils as available. The cost of all wastage, due to rolling tolerance, cutting, conversion, straightening and/or fabricating shall be borne by the CONTRACTOR, at the recovery rates given in item No (i) below, as long as wastage margin does not exceed following limits:

1) Cement 2% - Reconciliation of cement shall be done as per standard practice as per relevant IS code and any wastage above 2% shall be recovered from the Contractor at the rate mentioned in item No (i) of clause 3.1.4 stated below.

2) Structural steel at 3% of the theoretical requirements – 2.5 % is considered as visible wastage and 0.5 % as invisible wastage like gas cutting etc. Rolling tolerance if any shall be recorded separately and due credit or consideration shall be given during reconciliation. All scraps shall be the property of OWNER. The scraps shall be properly accounted for and no scrap or cut pieces shall be removed from site or disposed off without prior inspection and written permission by the ENGINEER. All scraps are deemed to be included within the above allowances. The following dimensions shall be considered for reconciliation purposes

Structural sections less than 75 mm in any dimension - 1.2 meters and above

Structural sections exceeding 75 mm in any dimension-2.0 meters and above

Plates-Up to 12mm thickness - 200mm x 200mm and above

14mm to 25 mm thickness-300mm x 300 mm and above

25mm thickness – 400mm x 400mm and above

Provided further, if the ENGINEER so desires, the CONTRACTOR shall have to return to the OWNER cut pieces or scrap even below the dimension stated above. Due credit will be given for such return at rates to be fixed by the ENGINEER.

3) Reinforcement steel at 3% of the theoretical requirements – 2.5 % is considered as visible wastage and 0.5% as invisible wastage like cutting etc. Rolling tolerance if any shall be recorded separately and due credit or consideration shall be given during reconciliation. All scraps shall be the property of OWNER. The scraps shall be properly accounted for and no scrap or cut pieces shall be removed from site or disposed off without prior inspection and written permission by the ENGINEER. All scraps are deemed to be included within the above allowances. The following dimensions shall be considered for reconciliation purposes:

Reinforcement Steel Up to 16mm dia – 2 meters and above

Reinforcement Steel above 16mm dia – 3 meters and above



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Provided further, if the ENGINEER so desires, the CONTRACTOR shall have to return to the OWNER cut pieces or scrap even below the dimension stated above. Due credit will be given for such return at rates to be fixed by the ENGINEER.

- (i) Recovery for unaccountable wastages, i.e. in excess of limits stated as above or for the material that is not reconciled, shall be made from the CONTRACTOR at prevailing market rate plus 25 %. The OWNER shall decide the quantities of materials for which such value is to be recovered and decision of the OWNER/ENGINEER shall be final and binding.

### 3.2 Labour and Personnel

**3.2.1** The Contractor shall make his own arrangements for the engagement of all staff and labour, local or otherwise, and for their payment, housing, food and transport. Contractor shall provide all labour and personnel required in connection with Work, including:

- a) Professional engineers licensed in accordance with any applicable licensing requirements in India or by any other governmental instrumentality to perform engineering services pursuant to the Contract.
- b) Project team of necessary engineers from various disciplines including, construction manager, Project engineer and civil, mechanical, electrical, instrumentation and control, costing, scheduling, procurement, construction, start-up and training supervisors, all of whom shall follow Good Engineering Practices and shall have had extensive experience in projects of similar nature and magnitude and shall be proficient in the English language and have knowledge of standard industry Practices, Applicable Laws and Applicable Permits.
- c) A Project Coordinator or other Representative, who shall be fully acquainted with the Project, shall be proficient in the English language and shall have the authority to administer this Agreement on behalf of Contractor. He shall give his whole time to the construction, erection and execution of the Works and to directing the preparation of all documents required for the same. Except as otherwise stated in the Contract, the Contractor's Representative shall receive (on behalf of the Contractor) all notices, instructions, consents, approvals, certificates, determinations and other communications under the Contract. Whenever the Contractor's Representative is to be absent from the site, a suitable replacement person shall be appointed, and the OWNER/PROJECT MANAGER / OWNER's Representative shall be notified accordingly.
- d) Quality assurance & Safety personnel, all of whom shall report directly to Contractor's designated home office managers and not to the Project personnel located at the Site.
- e) CONTRACTOR shall give first preference for suitable skilled/unskilled local labours who have been affected due to implementation of this project.

The Contractor shall employ (or cause to be employed) only persons who are careful and appropriately qualified, skilled and experienced in their respective trades or occupations. Upon OWNER's/ PROJECT MANAGER's request, Contractor shall provide OWNER/ PROJECT MANAGER with the resumes of, and arrange for the interview by OWNER/ PROJECT MANAGER of, any or all personnel described in clauses (a), (b), (c) & (d) of this Section 3.2.1. In addition, OWNER/



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PROJECT MANAGER will have the right to approve those individuals who will hold the positions described in clauses (a), (b), (c) and (d) of this Section 3.2.1 and any other key Project personnel employed by Contractor, and OWNER/ PROJECT MANAGER will be afforded the opportunity to choose among candidates for the positions of Project Manager, Project Engineer and Construction Manager. Contractor shall not remove any Project personnel described in clauses (a), (b) & (c) and (d) , of this Section 3.2.1 or any other individual in a supervisory or lead position without the prior consent of OWNER/ PROJECT MANAGER, which consent shall not be unreasonably withheld.

### 3.2.2 Removal of Staff and Labour

The OWNER/PROJECT MANAGER / OWNER's Representative may require the Contractor by notice in Writing to remove (or cause to be removed) any person employed on the Site or Works, including the Contractor's Representative, who in the opinion of the OWNER/PROJECT MANAGER / OWNER's Representative:

- a) Persists in any misconduct,
- b) Is incompetent or negligent in the performance of his duties,
- c) Fails to conform with any provisions of the Contract;
- d) Persists in any conduct which is prejudicial to safety, health, or the protection of the environment; or
- e) Other good and sufficient reasons.

### 3.2.3 Rates of Wages and Conditions of Labour

Contractor shall ensure that he pays all his personnel and shall ensure and procure that his Sub-contractors pay to their personnel regularly their wages, overtime and other compensations. The attendance register and the wage register shall be submitted to the OWNER/ PROJECT MANAGER for verification at regular intervals. The Contractor shall also furnish the OWNER/ PROJECT MANAGER at regular intervals as governed by Applicable Laws including local statutes but not less than Monthly intervals, certificates that he has paid to his Sub-contractors and workmen and caused his sub-contractors to pay all the dues to his Sub-contractor workmen. In case such payment is not made regularly by the Contractor or his Sub-contractors, the OWNER/PROJECT MANAGER will be in his right to make such payments and deduct the same from the Contractor's progress payments. In case the OWNER/PROJECT MANAGER becomes liable to pay any wages or dues to the labour or to any Government agency under any of the provisions of the Minimum Wages Act, Workmen's Compensation Act or any other Applicable law due to act or omission of the Contractor, the OWNER/PROJECT MANAGER may make such payments and shall recover the same from the Contractor's bills. No labourer below the age of eighteen years shall be employed in the work

No price adjustment shall be made on account of Minimum wages during contract period including extension period if any.

### 3.2.4 Persons in the Service of Others

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The Contractor or any of his Sub-contractors shall not recruit, or attempt to recruit, his staff and labour from amongst persons in the service of the OWNER/PROJECT MANAGER or other Contractors and agencies engaged by the OWNER/PROJECT MANAGER or the OWNER's Representative.

### 3.2.5 Labour Laws

**3.2.5.1** Any personnel engaged by the Contractor in accordance with and in pursuance of this Agreement shall be the employees / sub-contractors of the Contractor and the Contractor shall be solely liable for and responsible to such personnel. The Owner shall have no responsibility towards any such personnel and such personnel shall, in no event, be deemed to be the employees or sub-contractors of the Owner. The Contractor shall comply with and shall ensure that he/his Sub-contractors comply with all the relevant labour laws applicable to his/ his Sub-contractors employees, and shall duly pay and afford and cause his Sub-contractors to pay and afford to them all their legal rights. The Contractor shall require all such employees to obey all Applicable Laws and regulations concerning safety at Work.

Contractor shall be responsible for all labour relation matters relating to the Work and shall at all times use its best efforts to maintain harmony among the personnel employed in connection with the Work whether by the Contractor or his Sub-contractors and shall enter into all necessary labour agreements with such personnel. Contractor and his Sub-contractors shall at all times comply with all Applicable Permits and Applicable Laws relating to employment including but not limited to Contract labour regulations, Workmen Compensation Act, Employee State Insurance and Provident Fund regulations, retrenchment Compensation etc. and labour welfare and use its best efforts and judgement as an experienced Contractor to adopt and implement policies and practices to avoid Work stoppages, slowdowns, disputes, strikes, lockouts and other labour strife and disagreement.

**3.2.5.2** The Contractor shall be fully responsible for the due compliance by him and his sub-contractors with all statutory requirements and with all applicable labour laws including Contract Labour Abolition and Regulation Act, Workmen's Compensation Act, P.F./E.S.I., Labour welfare fund, Act, etc. as may be applicable to the Contractor, the sub-contractors and their employees. The locations where Allied Manpower Management System (On-line system) has been implemented, the Contractor shall ensure necessary declarations and documents are provided in the system, as per the role of the Contractor envisaged in the system.

The Contractor should get in touch with the local HR/IR/ES&A teams for completion of Statutory compliances before start of the work. The contractor should also ensure that he provides correct and complete PF compliance data for a wage month in the format provided by the HR/IR/ES&A teams on or before 15th of the subsequent month, failing which penalty of 1% of the value of the Invoice, per day of delay would be deducted from the Invoice raised. Further, the management will also have a right to suspend the work in case of delay in submitting the PF data.

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All other compliances required by HR/IR/ES&A teams should also be provided as per timelines.

The Contractor shall fully indemnify and save harmless the Owner from and against all claims, demands, expenses, losses, liabilities, charges, actions, suits and proceedings whatsoever including claims under aforesaid Acts and laws which may be brought or made against the Owner, its Officers or servants by reason or in consequence of any matter or thing done or omitted or delaying the submission of data by the Contractor and/ or its sub-contractors and all costs, charges and expenses which may become payable by the Owner in respect thereof.”

### 3.2.6 Working Hours

No work shall be carried out on the Site outside the normal working hours or on the locally recognised Days of rest or local festivals / holidays, unless:

- a) Contract so provides after fulfilling Owner / Project Manager’s process and procedures for the said working,
- b) Work is unavoidable, or necessary for the saving of life or property or for the safety of the Works, in which case the Contractor shall immediately advise the Owner/Project Manager/Owner’s Representative,
- c) Owner/Project Manager/Owner’s Representative gives his consent,
- d) Extended working hours/shift working is essential for achieving Project progress/milestones at no extra cost to the Owner/Project Manager.
- e) The CONTRACTOR is normally expected to work during daytime and is required to complete the work in all respects as stipulated elsewhere. For achieving Project progress/milestones, based on a specific request by the Contractor, OWNER/PROJECT MANAGER/Owner’s Representative may consider granting permission for working during the night shifts, if he considers it essential with no extra cost to the Owner/Project Manager. .Night work to be carried out only after obtaining necessary clearances and approval of the PROJECT MANAGER/Owner’s representative.

Sufficient lights shall be provided by the Contractor to safeguard the workmen and the public and to afford adequate facilities for properly placing and inspecting the material when the night work is in progress. CONTRACTOR should be geared and in readiness to carry out extended shifts, including night shift and abide by all statutory and safety requirements in respect thereof.

### 3.2.7 Facilities for Staff and Labour

The Contractor shall provide and maintain all necessary accommodation and welfare facilities for his (and his Sub-Contractor's) staff and labour. The Contractor shall also provide the facilities specified in the Contract including Specifications, for the OWNER/PROJECT MANAGER's and OWNER's Representative's personnel. The Contractor shall not permit any of his or his Sub-

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contractors employees to maintain any temporary or permanent living quarters within the structures forming part of the Works or Project Site. Contractor shall make his own arrangements to procure and construct adequate labour housing outside the PROJECT Site and colony battery limits. No areas inside the OWNER's land and Project Site shall be used as labour colony. No workers/labourers/supervisors or other Contractor's or Sub Contractor's personnel should be allowed to stay within the OWNER's land area after his duty hours. Similarly no workers / labourers / supervisors or other Contractor's or Sub-Contractor's personnel shall be allowed to enter the OWNER's land area before the start of their respective duty time.

### 3.2.8 Health and Safety Precautions

Precautions shall be taken by the Contractor to ensure the health and safety of his and his Sub-Contractors staff and labour. The Contractor 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 Contractor shall maintain records and make reports concerning health, safety and welfare of Persons, and damage to property, as the OWNER's Representative may reasonably require. Contractor shall be responsible for the medical treatment / hospitalisation of his and his Sub-Contractor's staff / labour.

The Contractor shall appoint a member of his staff at the Site to be responsible for maintaining the safety, and protection against accidents, of all personnel on the Site. The Contractor shall pay particular attention to ensure safety of his staff and workmen and others persons in the vicinity of the Site and shall be responsible for any loss of life or injury to person due to negligence or any other causes whatsoever except natural causes. He shall provide all necessary fencing and lights required to prevent accidents and shall be bound to bear the expenses of defence of every suit, action or other proceedings at law that may be brought by any person for injury sustained owing to neglect of the above precautions and to pay any damages and costs which may be awarded in any such suit, action or proceedings to any such person or which may with consent of the Contractor be paid to compromise any claim of any such person. Contractor shall comply with the Owner's/Project Manager's Safety Terms & Conditions, Health Safety & Environment Manual with sustainability document which is annexed to the GCC.

Without prejudice to the other provisions contained herein, the Contractor agrees to reinstate all damage of every sort mentioned in this clause so as to deliver the whole of the Contract work complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property of third parties.

The Contractor shall take all precautions necessary and shall be responsible for the safety of the work and shall maintain all lights, guards, sign boards, temporary passages, or other protection necessary for the purpose. All work shall be done at the Contractor's risk, and if any loss or damage shall result for fire or from other cause, the Contractor shall promptly repair or replace such loss or damage free from all expenses to the OWNER/PROJECT MANAGER. The Contractor

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shall be responsible for any loss or damage to material, tools or other articles used or held for use in connection with the work. The work shall be carried on to completion without damage to any work or property of the OWNER/PROJECT MANAGER or of others and without interference with the operation of existing machinery or equipment.

The use of explosives in a manner, which might disturb or endanger the stability, safety, or quality of the works, will not be allowed. Explosives shall be stored, handled and used as prescribed by the law and regulation of the Indian Union, the State in which the work is performed and sub-divisions thereof. Special attention must be given to immediate disposal of paper wrappings from explosives, which are poisonous to livestock.

Technical and safety evaluation of Contractor's sub-contractor shall be done jointly by Owner/Project Manager.

### **3.2.9 Contractor's Superintendence**

The Contractor shall provide all necessary superintendence during the construction, erection and execution of the Works, and as long thereafter as the OWNER's Representative may consider necessary for the proper fulfilling of the Contractor's obligations under the Contract. Such superintendence shall be given by the sufficient persons having adequate knowledge of the operations to be carried out (including the methods and techniques required, the hazards likely to be encountered and methods of preventing accidents) for the satisfactory and safe execution of the Works.

## **3.3 Permitting**

### **3.3.1 Contractor and Construction Permits**

Contractor shall obtain and maintain, all necessary permits required for the performance of its obligations hereunder, including those required for construction related activities and shall at all times, comply with all the terms and conditions as may be specified in such permits. If Contractor at any time becomes aware, whether as a result of notice from OWNER/PROJECT MANAGER or otherwise, of any applicable permit not obtained by him, Contractor shall promptly give notice thereof to OWNER/PROJECT MANAGER and Contractor shall be responsible for obtaining such Applicable Permit.

The Contractor shall fully indemnify and hold harmless OWNER/PROJECT MANAGER and all OWNER/PROJECT MANAGER and their respective shareholders, directors, employees and officials from any losses damages arising from and out of the Contractor's failure to secure such permits or comply with any terms and conditions stated therein.

### **3.3.2 Support to OWNER/PROJECT MANAGER for Permits**

In case OWNER/PROJECT MANAGER is responsible for the permits, Contractor shall provide support to OWNER/PROJECT MANAGER in obtaining all OWNER/PROJECT MANAGER Permits. Such Contractor support shall include:

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- a) Attendance at meetings with OWNER/PROJECT MANAGER and third parties designated by OWNER/PROJECT MANAGER;
- b) Assistance in Preparation of Permit applications or, as applicable, application to transfer permits to the OWNER/PROJECT MANAGER;
- c) Assistance in preparation of responses to inquiries by Governmental Instrumentalities / agencies;
- d) Assistance in presentations at hearing of Governmental Instrumentalities / agencies, and
- e) Provision of all available information and Documents required by OWNER/PROJECT MANAGER in connection with obtaining any OWNER/PROJECT MANAGER Permits;

### **3.4 Co-operation**

**3.4.1** The Contractor shall, as specified in the Specification, afford all reasonable opportunities for carrying out their respective Work to:

- a) Any other contractors employed by the OWNER/PROJECT MANAGER and their workmen,
- b) The personnel of the OWNER/PROJECT MANAGER, and
- c) The personnel of any legally constituted public authorities who may be employed in the execution on or near the site of any work not included in the Contract, which the OWNER/PROJECT MANAGER may require to complete the Project.

**3.4.2** Contractor shall not hinder the work of other contractors and sub-contractors of OWNER/PROJECT MANAGER, if any employed by or on behalf of OWNER/PROJECT MANAGER at the Plant Site or the Project Site, to introduce and store Materials in those areas of the Plant Site and the Project Site under OWNER/PROJECT MANAGER's direct control and shall cooperate to help them perform their respective services without hindrance or disruption. The Contractor shall also acknowledge that he works in congruence with requirements of lenders, other contractors, Project off takers and other related parties, and provide them appropriate information as and when required by them and not act as to harm the interests of any of them.

### **3.4.3 Miscellaneous Liabilities in Co-operation with Other Contractors**

The Contractor shall also so arrange to perform his Work as to minimize to the maximum extent possible interference with the work of Other Contractors and their workmen.

Any injury or damage that may be sustained by the employees of the Other Contractors or the OWNER/PROJECT MANAGER, or damage to the works of Owner/Project Manager and/or other contractors due to the Contractor's Work shall promptly be made good at contractor's expense.

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The OWNER's representative shall determine the resolution of any difference or conflict that may arise between the Contractor and Other Contractors or between the Contractor and the workmen of the OWNER/PROJECT MANAGER in regard to their work.

If the Works of the Contractor is delayed because of any acts or omission of another Contractor, the Contractor shall have no claim against the OWNER/PROJECT MANAGER on this account other than an extension of time for completing his Works, provided the cumulative effect of such delays does not exceed 60 (sixty) Days. If such delays exceed 60 (sixty) Days, the financial and time implications, if any, shall be mutually discussed, provided that the Contractor had notified the OWNER / PROJECT MANAGER of such acts or omissions of the other Contractor immediately upon the occurrence thereof.

The OWNER's Representative shall be notified promptly by the Contractor of any defects or delays in the Other Contractor's Works that could affect the Contractor's Works. The OWNER's Representative shall determine the corrective measures if any, required to rectify this situation after inspection of the Works and such decisions by the OWNER's Representative shall be binding on the Contractor.

The Contractor shall deploy all necessary effective manpower for coordination, expediting and construction supervision required for completion of the works to meet the stipulated quality standards & Project Schedule., In case of deficient performance of the Contractor in this regards is observed by the Owner / Project Manager, the same shall be brought out to the notice of the Contractor in writing. In case Contractor fails to remedy the performance, Owner/Project Manager will rectify the same by deployment of his own resources and the cost of the same shall be recovered from the Contractor, whether by set off against amounts payable to the Contractor under the Contract or directly, to be decided at the sole discretion of the Owner.

Should the works be suspended by reason of strike/riots by CONTRACTOR's own employees or any other cause whatsoever which relates solely to the Contractor or the Contractor's sub-contractors and/or their respective employees and personnel CONTRACTOR shall take all precautions necessary for the protection of work and make good, at his expense, any damage arising from any of these causes and shall indemnify the OWNER for any delays arising on account thereof.

### **3.5 Construction Facilities, Construction Power, Construction Water Facilities, Sanitary Facilities, Telecommunication Facilities, Mail Service, Catering, Start-up Spares and Consumables**

**3.5.1** During the Contract Period, the Contractor shall arrange and pay for construction fuel necessary for the performance of the Work. Contractor shall arrange and pay for lubricants, chemicals, and other consumables in sufficient quantities, and the disposal of sewage and other Contractor generated and Sub-contractor generated wastes, as necessary, to enable Contractor and each Sub-Contractor to perform the Work until takeover of the Works.

#### **3.5.2 Construction Power Supplies**



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The Contractor shall be responsible for procuring power required for construction activities. However construction power may be made available at OWNER/PROJECT MANAGER's discretion at the Project Site at one point, on chargeable basis, by the OWNER and the Contractor shall make his own arrangements for further distribution of such power and shall be responsible for the maintenance of his power distribution system. The Contractor shall be responsible for payment of Energy Bills of such Construction Power till issue of Completion Certificate. The Construction Power system by its design and nature shall be a temporary system and not part of the permanent power supply.

Contractor shall be responsible for making its own assessment of the quantum of Construction Power required and shall be furnished. The Contractor acknowledges that electricity sourced from a distributing Licensee in that area through the Tata Power Company Limited may be subject to disturbances, and its interruption or non-availability for any reason shall not constitute a condition for claim of extra time or costs on part of Contractor. The Contractor shall make adequate provision for D.G. sets as a standby power source for all the activities/process, which requires uninterrupted power.

### **3.5.3 Construction and Drinking Water Facilities**

The Contractor shall be responsible for procuring water required for construction and other performance of its obligations under the Contract. However, construction water may be provided by Owner/Project Manager at its discretion on chargeable basis at one point in the Project Site. Further distribution to various consumption points will be the responsibility of the Contractor. Any construction water provided by the Owner / Project Manager will be supplied on chargeable basis.

Drinking water shall be provided by Contractor for his Employees/Workmen.

### **3.5.4 Sanitary Facilities**

Adequate sanitary facilities for the use of persons employed by the Contractor at the construction Site shall be provided and maintained by the Contractor to the extent and in such manner and at such places as shall be acceptable to the OWNER/PROJECT MANAGER. Separate Toilet facilities for both gents and ladies shall be provided

Contractor shall make all temporary arrangements for the treatment and discharge of sewage and drainage from or in connection with the construction and Work Site and shall maintain the same to the satisfaction of the OWNER/ PROJECT MANAGER as long as they may be required. All sanitary waste shall be treated in accordance with the Applicable law including applicable local regulations.

In this regard, Contractor shall prohibit the committing of nuisance on the site or upon the land of the OWNER/PROJECT MANAGER or of adjacent land Owner/Project Managers and any employee of Contractors or his Sub-contractors found violating this provision shall be liable to immediate dismissal.



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### 3.5.5 Canteen Facilities

The Contractor shall arrange for catering services for their staff and workers deployed on the project Site. Costs of catering services towards OWNER/PROJECT MANAGER / OWNER's Representative's Site staff would be borne by OWNER/PROJECT MANAGER / OWNER's Representative if services are availed.

### 3.5.6 Mail Service

A central mailing office shall be established and manned by the Contractor on the site where personal and business mail may be collected and delivered.

## 3.6 Access: Office Accommodations

Contractor shall provide OWNER/PROJECT MANAGER and its Engineers (including the OWNER/PROJECT MANAGER / OWNER's Representative and the Financing parties) with reasonable access to Contractor's home office and Contractor's offices at the Site and at all design, engineering, fabrication, construction and other premises of Contractor and its Sub-Contractors where activities relating to Works is carried on at all times upon reasonable prior notice, including access to design, engineering, fabrication, and testing, construction facilities, Drawings, Documents sufficient to permit OWNER/PROJECT MANAGER/OWNER's representatives to inspect Work being performed and to monitor compliance by Contractor and the Sub-contractors with the terms of the Contract and directions of Contractor.

Contractor shall provide to OWNER/PROJECT MANAGER/ OWNER's representatives as and when required appropriate office facility at the home office of Contractor.

## 3.7 Clean-Up and Waste Disposal

### 3.7.1 The Contractor shall be responsible for keeping the entire area allocated to him clean and free from accumulation of waste Materials, rubbish/debris/etc. at all times during the period of Contract.

The Contractor shall employ enough number of specialised personnel to thoroughly clean his Work area at least once a Day and dispose of the rubbish. All such rubbish and scrap material shall be scrapped or disposed in a place to be identified by the OWNER's Representative.

Materials and stores shall be so arranged as to permit easy cleaning of the area. In areas where equipment might drip oil and cause damage to the floor surface a suitable protective cover of flame resistant, oil proof sheet shall be provided to protect the floor from such damage. Also spillage of oil and its soaking into soil shall be prevented. In case garbage are found disposed in areas other than allotted to the contractor, then the same shall be cleared by the OWNER/PROJECT MANAGER and the charges debited to the concerned Contractor.

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Contractor's labour camp and housing colony shall be maintained to the good standards of hygiene and shall be kept reasonably free of debris, litter and mal-odour.

Similarly the labour colony, offices and residential areas of Contractor's employees and workmen shall be kept clean and neat to the entire satisfaction of the OWNER's Representative. Proper sanitary arrangements shall be provided by the Contractor in the Work areas, office and residential areas of the Contractor.

The Contractor shall cause all Sub-contractors, at all times to keep the Site reasonably clean and otherwise free from accumulation of waste materials, rubbish, other debris resulting from performance of the Work. In case Owner/Project Manager is not satisfied regarding contractor his subcontractors cleanliness at site, Owner/Project Manager will notify regarding the same to the Contractor. In case of non-improvement / satisfaction, Owner/Project Manager will get the site cleaned and the charges of the same will be debited to Contractors account.

**3.7.2** All soil, filth or other matter of an offensive nature taken out of any excavation, trench, sewer, drain, cesspool etc shall not be deposited on the surface, but shall at once be carted away by the Contractor to some pit or place suitably arranged by him away from the site of work and approved by local authorities.

**3.7.3** As a part of the work included in this Contract, the Contractor shall completely remove and satisfactorily dispose of all temporary works to the extent directed. He shall tear down and dispose off all temporary buildings, shall remove or grade, to the extent directed, all embankments or coffer dams made for construction purposes shall remove all plant and equipment, shall satisfactorily dispose of all rubbish resulting from the operations under this Contract and shall do all work necessary to restore the territory embraced within the site of his operations to at least as good order and conditions as at the beginning of the work under this Contract.

**3.7.4** With regards to solid waste management, **Contractor** shall comply with Notification dated 29-March-2016 (Published in Gazette of India, Part II, Section 3, Subsection (ii)) by Ministry of Environment, Forest & climate change, Govt of India.

### **3.8 Reporting Requirements**

**3.8.1** Prior to commencement of the Contract Agreement, Contractor shall deliver to OWNER/PROJECT MANAGER/ OWNER's Representative a computer-based network Schedule in hard copy as well as a soft copy (licensed software in one computer of the Owner) in accordance with the Contract.

**3.8.2** Progress scheduling report shall be provided by the Contractor to the OWNER/PROJECT MANAGER in accordance with the Contract including, but not limited to, requirements indicated in the Specification. Contractor shall be responsible for,

**a)** Ensuring that performance of the Work proceeds in accordance with the network Schedule and

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- b) Co-ordinating the activities of all Sub-contractors.

Contractor to have / arrange Video Conferencing facility at his HO & manufacturing plants and project site for project status reviews / discussions.

Contractor and his sub contractors will comply & follow the online document management systems requirements of the Owner / Project Manager.

### 3.8.3 Daily Diary and Progress Reports

A daily diary register will be kept in the OWNER/PROJECT MANAGER'S office. The Contractor will supply all detailed information every day at 9.00 hours for the day preceding and the diary will be jointly signed by the OWNER/PROJECT MANAGER/ OWNER'S Representative and the Contractor's representatives, every day in token of its correctness. A works instruction book, serially numbered will also be kept in the OWNER/PROJECT MANAGER'S office and all day-to-day instructions will be given in that book. The Contractor's representative shall report everyday to see these instructions and sign them at the bottom in token of his having seen them.

The CONTRACTOR shall supply all information regarding procurement of materials and progress of construction work, as is required by the ENGINEER for compiling the weekly progress reports. This information shall be supplied by 9.00 hours on every Monday, for the preceding week.

The CONTRACTOR shall furnish the ENGINEER with two levels of report (Weekly & Monthly) as per the format as approved by OWNER/PROJECT MANAGER.

Apart from this the CONTRACTOR is required to submit a daily report of the skilled labour and plant, equipment and other resources deployed by him at the project site. This shall include the resources of the sub-CONTRACTOR if any.

## 3.9 Schedule

- 3.9.1** Time is the essence of this contract. The CONTRACTOR shall, within one week of receipt of the Letter of Intent has to submit to the OWNER for his approval, a detailed work schedule adhering to the timeline as stated in Special Conditions of Contract, before starting the Work to achieve completion schedule both interim and ultimate. After the OWNER has agreed with the schedule, the CONTRACTOR shall prepare detailed program of each work front/activity breaking it down giving daily quantifiable/measure of progress. The schedules are to be reviewed periodically with the OWNER to ensure that the completion date will be met or to institute corrective steps (at no extra cost to the OWNER) to adhere to the completion dates. The OWNER reserves the right to revise the schedule at his discretion in order ensure completion within the completion date and to suit the Project requirement and such alterations shall not entitle the CONTRACTOR to any extra payment. The Contractor shall provide to the OWNER/ PROJECT MANAGER for approval within the time stated in clause 3.8.1 the programme for the execution of the contract, showing (a) the sequence and timing of activities by which the contractor proposes to carry out the work and (b) the times by which the Contractor requires the OWNER/PROJECT MANAGER to

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furnish any OWNER/PROJECT MANAGER's inputs as set forth in the specifications, which as and when approved shall form the Schedule.

**3.9.2** Without prejudice and in addition to the foregoing the Contractor shall prepare and furnish to OWNER/PROJECT MANAGER updated monthly schedules of the Work to be performed, including a critical path schedule.

**3.9.3** Not Used.

**3.9.4** The Schedule that is updated on a Monthly basis shall be done from the basic schedules which together with the updated monthly Schedule shall be available in a computer system to which the OWNER/PROJECT MANAGER/OWNER's Representative will have access to facilitate the OWNER/PROJECT MANAGER to review the various levels to independently analyse the relevant information. This, however, does not take away the responsibility of the Contractor to fulfil all his obligations under the Contract, including informing the OWNER/PROJECT MANAGER/OWNER's Representative about the delays as also the expected delays and the actual plans to overcome such delays.

**3.9.5** CONTRACTOR shall arrange for the mobilisation of all equipment, material, personnel and all other resources to progress the work at the site to suit the completion dates of the Works. No financial, time extension or other claims for idling or under-utilisation of CONTRACTOR's resources will be entertained or paid by OWNER unless certified by OWNER's ENGINEER.

**3.9.6** CONTRACTOR shall identify suitable quarries for uninterrupted supply of coarse and fine aggregates and sources of all other construction materials and make necessary arrangements for transportation of the same at its own cost. If quarries and sources of other materials are located faraway, CONTRACTOR shall at all times have reserve storage of all the construction materials so as not to affect the required rate of progress.

### **3.10 Taxes**

#### **3.10.1 Taxes to the Contractor's Account**

- i) The price quoted by the Contractor in the Schedule of Quantities mentioned elsewhere in the Contract are inclusive of applicable taxes including CGST, SGST IGST , custom duty, royalties and/or any other duty/tax levied by Central, State Governments, local bodies or other Public bodies. The tax component (CGST, SGST & IGST) shall be shown separately in price breakup.

The agreed rates and price shall be deemed to include all materials, labour, plant & equipment and everything necessary to satisfactorily the agreed contract works, rates shall also include for everything in the Technical specifications & all activities/things required to complete the particular item. The rates shall be firm till the tenancy of Contract and shall not be subject to escalation on any ground whatsoever. The Contractor when called for by the OWNER/PROJECT MANAGER shall furnish detailed analysis in support of the rates quoted by him against each item

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of the Contract. The OWNER/PROJECT MANAGER reserves the right to utilise the analysis thus supplied in settling any deviations or claims arising out of this Contract.

- ii) Except as otherwise specifically provided in the Contract irrespective of the mode of Contracting, the Contractor shall bear and pay all taxes, duties, levies, charges, interest and penalties and the like levied and /or assessed on the Contractor, its Sub-contractors, or their employees, by all municipal, local bodies, state or national government authorities or any other Government Instrumentality in connection with the Works.
- iii) The Contractor, hereby agrees to indemnify and keep indemnified and saved harmless at all times the OWNER / PROJECT MANAGER against any loss, Cost, expenses or damages suffered or incurred by it, by reason of its failure to pay taxes, duties, etc which it is obliged to pay pursuant to the provisions of this clause and / or arising out of its failure to comply with its obligations under this clause.
- iv) The OWNER/PROJECT MANAGER shall recover from the Contractor and / or adjust from the Contract Price all taxes, duties, levies, charges, interest and penalties and the like leviable and / or assessable on the Contractor, its Sub-contractors or their employees but levied and / or assessed on the OWNER/PROJECT MANAGER as a representative assessee / agent of the Contractor, its Sub-contractors or their employees, by all municipal, local, state or national government authorities or any other Government Instrumentality in connection with the Work.
- v) Further the OWNER/PROJECT MANAGER shall recover from the Contractor and / or adjust from the Contract Price, simple interest at the rate of Short term Prime lending Rate of State Bank of India from the date of payment of all taxes, duties, levies, charges, interest and penalties and the like leviable and / or assessable on the Contractor, its Sub-contractors or their employees but levied and / or assessable on the OWNER/PROJECT MANAGER as a representative assessee / agent of the Contractor, its Sub-contractors or their employees, by all municipal, local, state or national government authorities or any other Government Instrumentality in connection with the Work.

### **3.10.2 Variation in Tax or Applicable Taxes or Introduction of New Taxes**

- i) Any statutory variation in rate of applicable Indian taxes, duties, levies etc., any variation in applicable taxes or interpretation/enforcement of the same or introduction of new taxes or the introduction/amendment of any exemptions (other than Direct taxes i.e. Income Tax, corporate tax etc), levied in India, starting from 2 (two) Days prior to the Closing Date for submission of Bid but within the Guaranteed Completion Date of Works, shall be to the account of the OWNER/PROJECT MANAGER. Such adjustment shall be limited to direct transactions between the OWNER/PROJECT MANAGER and the Contractor and no amounts shall be payable on account of variation on taxes, duties and levies between the Contractor and its sub vendors/Sub-contractors/suppliers.

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- ii) Any statutory variation on account of aforementioned factors shall be reimbursed by OWNER/PROJECT MANAGER to Contractor or by the Contractor to the OWNER/PROJECT MANAGER, as the case may be, against submission of documentary evidence in support thereof. However, in case of delay, from the originally prepared network Schedule, Schedule and Guaranteed Completion Dates as may be relevant for the computation thereof, due to reasons not attributable to the OWNER/PROJECT MANAGER, any statutory variation adverse to the OWNER/PROJECT MANAGER over and above those specified under "Schedule of Quantity and Rates" as given elsewhere in the Contract, including any taxes during the delayed period shall be to the Contractor's account and the OWNER/PROJECT MANAGER shall not be liable for the same in any manner whatsoever.
- iii) The Contractor is obligated to keep the OWNER/PROJECT MANAGER/OWNER's Representative notified of the aforesaid statutory variations within 15(fifteen) days of such variation coming into effect.

**3.10.3** The tax invoices shall contain the details to comply with the GST Law. The Contractor 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 number in all invoices as well as Owner's GST number.

**3.10.4** In case any taxable service is provided by any Contractor who is a non-resident or who does not have an office in India, then contractor shall undertake to appoint a representative in India. The contractor shall pay the required amount of GST to this representative who in turn shall effect the payment of the tax to appropriate authority. Owner/Project Manager will not take any responsibility to pay GST.

On the basis of documentary proof of such payment of tax, the OWNER/PROJECT MANAGER would be entitled to declare the particulars thereof in his GST return.

The agreed rates against items in schedule of quantities and shall be deemed to be inclusive of GST. The Owner/Project Manager will not pay any extra cost towards GST.

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### 3.10.5 Withholding taxes

The OWNER/PROJECT MANAGER shall pay, out of the Contract Price, any withholding tax charged by any Government Instrumentality including the Government of India or any Indian State Government on the Contract or the performance of the Work pursuant to or under the Contract. The OWNER/PROJECT MANAGER shall furnish to the Contractor appropriate documentation / certificates/ challans evidencing payment of any such withholding tax.

Should any tax benefit accrue to the Contractor in Country of the Contractor / or OWNER/PROJECT MANAGER by way of deduction as expenses or as tax credit or otherwise against its tax liability, or on account of any taxes paid in India by the OWNER/PROJECT MANAGER pursuant to the Contract or any Applicable Law on account of this Contract, the Contractor shall forthwith pay the same to the OWNER/PROJECT MANAGER. The Contractor agrees and undertakes to furnish to the OWNER/PROJECT MANAGER every year till the end of the period during which the Contractor is entitled to any tax benefit in India or elsewhere pursuant to this clause or completion of its tax assessment whichever, is later, a Certificate from its independent Auditors or an independent certified public accountant acceptable to the OWNER/PROJECT MANAGER, the quantum of such tax benefit, if any, and basis for arriving at such tax benefits.

### 3.10.6 Benefit of credit for tax

For tax, levy, duty concessions Owner/Project Manager will initiate necessary applications & the procedures and will expedite the documentation / certification required in time for availing the benefits. In case of unforeseen delays from the approving authorities, contractors shall manage the implications and will carry out necessary documentation / submissions to avail these benefits at a later date once the Owner/Project Manager is in receipt of the required certificate. If, as a result of any agreement, whether existing or modified or signed in future on avoidance of double taxation between the Government of India and the Government of the Contractor's Country or under any law, any tax benefit shall accrue to the Contractor in Country of the Contractor or by way of deduction as expenses or as tax credit or refund or otherwise against its tax liability or on account of taxes, which are paid in India by the OWNER/PROJECT MANAGER pursuant to this Contract, the benefit of such credit, deduction as expense or refund along with details shall be passed on to the OWNER/PROJECT MANAGER within 15 (fifteen) days of the receipt of such credit / refund/deduction as expense or otherwise by the Contractor/expatriate. The Contractor/its expatriates shall take immediate and appropriate action for obtaining the admissible credit or refund from such Country's authorities and payment of the same to the OWNER/PROJECT MANAGER. The Contractor shall keep the OWNER/PROJECT MANAGER informed about the same at all times.

The Contractor shall furnish on an annual basis, a certificate from an independent Chartered Accountant confirming:



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- a) The amount of credit or refund or deduction as expense or otherwise that may be due, if any, to it on account of tax paid by the OWNER/PROJECT MANAGER in India in respect of payments under the Contract to the Contractor; and
- b) Amount of credit or refund that may be obtained or deduction as expense that may be permissible, if any, during the relevant period.

No such annual certificate is required with regard to expatriates' tax credit or refund. However, the Contractor will inform the OWNER/PROJECT MANAGER of all such credits or refunds obtained by its expatriates as aforesaid.

### **3.11 Security & Safety Rules Of Owner**

- 3.11.1** The site is a protected place and entry to the site is restricted. No person shall be employed or allowed on the site without the prior permission in writing from the OWNER. All persons employed or allowed at the site shall at all times conform to all regulations laid down by the OWNER.
- 3.11.2** The Contractor shall strictly follow Project Security Instructions and maintain proper control on movement of his men/materials. He shall implement the procedures for entry token/passes at his cost as required. He will record entry of all incoming materials, as no materials, which are returnable, will be permitted to be removed if not recorded at the time of entry. CONTRACTOR shall strictly abide by the rules and regulations of security and safety enforced by the OWNER. CONTRACTOR shall provide proper identity cards, badges, etc., to its personnel and to its sub-contractors and their personnel whenever directed by the OWNER. CONTRACTOR shall be solely responsible for the safety and security of its personnel and equipment.
- 3.11.3** Contractor shall do all things necessary or expedient to protect any and all parallel, converging and intersecting electric lines and poles, highways, access or other roads, bridges, waterways, railroads, sewer lines, natural gas pipelines, drainage ditches, culverts, fences, walls, and water lines, power or communication cables or lines and any and all physical property of others, from damage resulting directly or indirectly from performance of the Work. Without limiting the generality of the foregoing, Contractor shall maintain the access roads to the Site and all access roads within the Site, in good repair and passable at all times as well as proper drainage system. In the event that any such physical property is damaged or destroyed in the course of the performance of the Work, Contractor at his cost shall rebuild, restore or replace such damaged or destroyed physical property to full satisfaction of OWNER/PROJECT MANAGER and shall fully indemnify the Owner / Project Manager for any loss or damage suffered by the Owner / Project Manager as a result of any damage thereto from the performance of the Work, whether directly or indirectly.
- 3.11.4** Contractor shall provide, and shall ensure that its Sub-contractors provide, proper and ample protection from damage or loss to the Works/other packages, the Site, equipment and construction equipment during its performance of the Work.



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**3.11.5** In the event that any of the Works are damaged or destroyed for any reason prior to acceptance of such work, Contractor shall rebuild, restore or replace the works or such items, subject to and in accordance with the Contract including Specifications. All costs irrespective of reimbursement of claims from Insurance shall be to Contractor's account.

**3.11.6** CONTRACTOR shall adopt all safety measures/provide necessary protection to already constructed foundation/structures irrespective of the sequence of construction

**3.11.6** 100% workforce of Contractor has to attend 3 day L1 and L2 safety training at Tata power skill development Institute (TPSDI), this shall be chargeable to Contractor.

### **3.12 Royalties and License Fees**

**3.12.1** Contractor shall pay all required royalties and license fees with respect to proprietary rights, intellectual property licenses and agreements, and shall procure, as required, the appropriate proprietary rights, intellectual property licenses and agreements, for Materials, methods, processes, systems and Services incorporated into the Relevant Package or the Project or otherwise relating to the performance of the Work and thereafter for the purpose of operation & maintenance of the Works. Contractor should possess the valid license for the technology used in India by such Contractor from their principals/ technology providers. Contractor shall also arrange backup guarantees from their principals/ technology providers as required by the Owner/Project Manager, to demonstrate the Contractor's legal rights to use such intellectual property.

### **3.13 Standard for Supplies and Performance**

**3.13.1** Without limiting any other provision of Contract including Specifications, Contractor shall perform the Work and cause his Sub-contractors to perform their Work hereunder in accordance with Good Construction Practices and standards of professional care, skill, diligence and competence generally accepted in the construction industry applicable to construction & Project management practices for Structures of similar size and type as the Works.

### **3.14 Fire Protection**

**3.14.1** The Work procedures that have to be used during the construction / erection shall be those, which minimize fire hazards to the extent practicable. Combustion materials, combustible waste and rubbish shall be collected and removed from the Site at least once each Day. Fuels, oils and volatile of flammable Materials shall be stored away from the construction and equipment and material storage areas in safe containers. Untreated canvas, paper, plastic or other flammable flexible Materials shall not at all be used at Site for any other purpose unless otherwise specified. If any such Materials are received with the equipment at Site, the same

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shall be removed and replaced with acceptable material before moving into the construction or storage area.

**3.14.2** Similarly corrugated paper fabricated cartons, etc. will not be permitted in the construction area either for storage or for handling of Materials. All such Materials used shall be of waterproof and flame resistant type.

All other Materials such as working Drawings, plans, etc. which are combustible but are essential for the Works to be executed shall be protected against combustion resulting from welding sparks, cutting flames and other similar fire sources.

**3.14.3** All the Contractor's supervisory personnel and sufficient number of workers shall be trained for fire fighting and shall be assigned specific fire protection duties. Enough of such trained personnel must be available at the Site during the entire period of the Contract.

**3.14.4** The Contractor shall provide enough fire protection equipment of the types and in enough numbers for the ware-houses, office, temporary appropriate structures, labour colony area, etc. Access to such fire protection equipment, shall be easy and be kept open at all times.

**3.14.5** Not Used

**3.14.6** In the event of occurrence of fire being attributable in the opinion of the Owner / Project Manager to the contractors' negligence no extension of time will be granted.

### **3.15 Contractor's Equipment and Owner/Project Manager's rights thereof**

**3.15.1** All equipment provided by the contractor & his Sub-contractors shall be certified, tested & valid by the competent Person. The Contractor shall provide all Contractor's equipment necessary to perform the Work and complete the Works. All Contractors' equipment shall, when brought on to the Site, be deemed to be exclusively intended for the execution of the Works and performance of Services. The Contractor shall not remove from the Site any such Contractor's Equipment without the consent of the OWNER/PROJECT MANAGER / OWNER's Representative. The Contractor shall nevertheless be solely liable and responsible for any loss or destruction thereof and damage thereto.

**3.15.2** The OWNER/PROJECT MANAGER shall have lien on such goods for any sum or sums, which may at any time, be due or owing to him by the Contractor, under, in respect of or by reasons of the Contract. After giving a fifteen (15) Days Notice in Writing of his intention to do so, the OWNER/PROJECT MANAGER shall be at liberty to sell and dispose of any such goods, in such manner as he shall think fit including public auction or private treaty and to apply the proceeds in or towards the satisfaction of such sum or sums due as aforesaid.

### **3.16 Access Route to & at site**

The Contractor shall be deemed to have satisfied himself as to the suitability and availability of the access routes to the Site that he chooses to use. The Contractor shall (as between the

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Parties) be responsible for the maintenance of access routes. The Contractor shall provide any signs or directions, which he may consider necessary for the guidance of his staff, labour and others. The Contractor shall obtain any permission that may be required from the relevant authorities for the use of such routes, signs and directions.

The OWNER/PROJECT MANAGER will not be responsible for any claims which may arise from the use or otherwise of any access route. The OWNER/PROJECT MANAGER does not guarantee the suitability or availability of any particular access route, and will not entertain any claim and shall not be liable for any non-suitability or non-availability for continuous use during construction of any such route.

### **3.17 Insurance**

Contractor shall obtain and maintain all insurance required to be obtained by Contractor as per the Contract and as per statutory requirements including clause no. 4.0 hereof.

### **3.18 Maintenance of Schedule and Milestone Schedule**

If Contractor is not performing the Work at a rate which will maintain the Schedule or the Milestone Schedule, Contractor shall at its own expense shall cause Contractor's personnel, to work such overtime and furnish such additional personnel and construction equipment and resources as may be required to comply with the Schedule or the Milestone Schedule (as the case may be).

### **3.19 Work and Safety Regulations**

**3.19.1** The Contractor shall ensure proper safety of all the workmen, Materials and equipments belonging to him or to OWNER/PROJECT MANAGER or to others, working at the Site. The Contractor shall also be responsible for provision of all safety notices and safety equipment required both by the relevant legislations and the OWNER's Representative, as he may deem necessary.

**3.19.2** The Contractor shall notify well in advance to the OWNER's Representative of his intention to bring to the Site Container filled with liquid or gaseous fuel or explosive or petroleum substance or such chemicals, which may involve hazards. The OWNER's Representative shall have the right but not the obligation to prescribe the conditions, under which such container is to be stored, handled and used during the performance of the Work and the Contractor shall strictly adhere to and comply with such instructions.

**3.19.3** The OWNER's Representative shall have the right but not obligation at his sole discretion to inspect any such container or such construction plant/equipment for which Material in the Container is required to be used and if in his opinion, its use is not safe, he may forbid its use. No claim due to such prohibition shall be entertained by the OWNER/PROJECT MANAGER and the OWNER/PROJECT MANAGER shall not entertain any claim of the Contractor towards

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additional safety provisions / conditions to be provided for / constructed as per OWNER's Representative's Instructions.

- 3.19.4** Wherever it is necessary to provide and / or store petroleum products or petroleum mixtures and explosives, the Contractor shall be responsible for carrying out such provision and / or storage in accordance with the rules and regulations laid down in Petroleum Act 1934, Explosives Act 1948, and Petroleum and Carbide of Calcium Manual Published by the Chief Inspector of Explosives of India as well as other relevant and Applicable Laws, rules and regulations. All such storage shall have prior approval of the OWNER's Representative. In case, any approvals are necessary from the Chief Inspector (Explosives) or any statutory authorities, the Contractor shall be responsible for obtaining the same. Notwithstanding anything contained herein, the Contractor shall not store any petroleum products or petroleum mixtures or any other explosive material in the Site for a period in excess of 7 days, without the prior written consent of the Owner's Representative.
- 3.19.5** All equipment used in construction and erection by Contractor or his Sub contractors shall meet Indian and International Standards of safety and where such standards do not exist, the Contractor shall ensure these to be absolutely safe. All equipment shall be strictly operated and maintained by the Contractor or his Sub contractors in accordance with Manufacturer's operation manual and safety instructions and as per Guidelines and Rules of the OWNER/PROJECT MANAGER in this regard.
- 3.19.6** Periodical Examinations and all Tests for all lifting/hoisting equipment and tackles shall be carried out in accordance with the relevant provisions of Factories Act 1948, Indian Electricity Act 2003 and all relevant Law/Rules in force from time to time. A register of such examinations and Test shall be properly maintained by the Contractor and will be promptly produced as and when desired by OWNER's Representative or by the Person authorised by him.
- 3.19.7** The Contractor shall provide suitable safety equipment of prescribed standard to all employees and workmen according to the need, as may be directed by OWNER's Representative who will also have right to examine these safety equipment to determine their suitability, reliability, acceptability and adaptability.
- 3.19.8** Where explosives are to be used, the same shall be used under the direct control and supervision of an expert, experienced, qualified and competent Person strictly in accordance with the Code of Practices/Rules framed under relevant laws, rules and regulations not restricted to Indian Explosives Act pertaining to handling, storage and use of explosives.
- 3.19.9** The Contractor shall provide safe working conditions to all workmen and employees at the Site including safe means of access, railings, stairs, ladders, scaffoldings, etc. The scaffoldings shall be erected under the control and supervision of and experienced and competent Person. For erection, good and standard quality of material only shall be used by the Contractor.

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**3.19.10** The Contractor or his Sub contractors shall not interfere or disturb electric fuses, wiring and other electrical equipment belonging to the OWNER/PROJECT MANAGER or other Contractors under any circumstance, whatsoever, unless expressly permitted in Writing by the OWNER/PROJECT MANAGER to handle such fuses, wiring or electrical equipment.

**3.19.11** Before the Contractor or his Sub contractors connects any electrical appliances to any plug or socket belonging to the other Contractor or OWNER/PROJECT MANAGER, he shall:

- a) Satisfy the OWNER's Representative that the appliance is in good working condition
- b) Inform the OWNER's Representative of the maximum current rating, voltage and phases of the appliances
- c) Obtain permission of the OWNER's Representative detailing the sockets to which the appliance may be connected.

**3.19.12** The OWNER's Representative will not grant permission to connect until he is satisfied that:

- a) The appliance is in good condition and fitted with a suitable plug.
- b) The appliance is fitted with a suitable cable having two earth conductors, one of which shall be an earthed metal sheath surrounding the cores.

**3.19.13** No electric cable used by the other Contractor/OWNER/PROJECT MANAGER will be disturbed without prior permission. No weight of any description will be imposed on any cable and no ladder or similar equipment will rest against or attached to it.

**3.19.14** No repair work shall be carried out on any live equipment. The equipment shall/must be declared safe by OWNER's Representative and a permit to Work shall be issued by OWNER's Representative before any repair work is carried out by the Contractor or his Sub contractors. While working on electric lines/equipments whether live or dead, suitable type and sufficient quantity of tools will have to be provided by Contractor or his Subcontractors to electricians/workmen/officers.

**3.19.15** The Contractor shall employ necessary number of qualified, full time Electricians/Electrical Supervisors to maintain his temporary electrical installations.

**3.19.16** The Contractor employing more workmen than specified under Factories Act 1948 whether temporary, casual, probationer, regular or permanent or on Contract, shall employ at least required numbers of full time officers exclusively as Safety Officer to supervise the safety aspects of the equipment and workmen who will coordinate with the Project Safety Officer and OWNER's Representative. In case of Work being carried out through Sub-contractors, the Sub-contractor's workmen/employees will also be considered as the Contractor's workmen/employees for above purpose.

The name and address of such Safety Officers of Contractor will be promptly informed in Writing to OWNER's Representative with a copy to Safety officer-in-charge before he starts

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Work or immediately after any change of the incumbent is made during currency of the Contract.

**3.19.17** In case any accident occurs during the construction/ erection or other associated activities undertaken by the Contractor thereby causing any minor, major or fatal injuries to his employees due to any reason, whatsoever, it shall be the responsibility of the Contractor to promptly inform the same to the OWNER's Representative in prescribed form and also to all the authorities envisaged under the Applicable Laws.

**3.19.18** The OWNER's Representative shall have the right at his sole discretion to stop the Work, if in his opinion the Work is being carried out in such a way that it may cause accidents and endanger the safety of the persons and/or property, and/or equipment. In such cases, the Contractor shall be informed in Writing about the nature of hazards and possible injury/accident and he shall comply with the instructions of the OWNER's Representative including removal of shortcomings promptly. The Contractor after stopping the specific Work, can, if felt necessary, appeal against the order of stoppage of Work within 3 (three) Days of such stoppage of Work and OWNER/PROJECT MANAGER's decision in this respect shall be conclusive and binding on the Contractor.

**3.19.19** The Contractor shall not be entitled for any damages/compensation for stoppage of Work due to safety reasons as provided in clause 3.19.18 above and the period of such stoppage of Work will not be taken as an extension of time for completion of Work and will not be the ground for waiver of levy of Liquidated Damages.

**3.19.20** The Contractor and his Sub contractors shall follow and comply with all Safety Rules, relevant provisions of Applicable Laws pertaining to safety of workmen, employees, Works and equipment as may be prescribed from time to time without any demur, protest or contest or reservation.

#### **3.19.21**

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.

### **3.20 Employee Identification, Project Site Security and Protection of Project Site**

**3.20.1** Contractor shall provide a method which shall be subject to the reasonable approval of Owner/Project Manager, of checking the employees of Contractor, the Subcontractors, Owner/Project Manager and Owner's/Project Manager's other suppliers and Contractors in and out of the areas in which the Work is to be performed under the Contract.

**3.20.2** Contractor's employees shall wear identification badges provided by the Owner's Representative while on Work at Site.

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**3.20.3** Contractor shall be responsible for the security of the Works and the Site at all times and the Goods therein while the Work is being performed or Goods are being supplied up to the earliest of:

- a) Final take over and issuance of completion certificate
- b) The transfer of care, custody and control of the Works as a whole to Owner /Project Manager with the concurrence of the Owner/Project Manager, or
- c) Termination of the Contract.

**3.20.4** Contractor shall do all things necessary or expedient to protect any and all parallel, converging and intersecting electric lines and poles, highways, access or other roads, bridges, waterways, railroads, sewer lines, natural gas pipelines, drainage ditches, culverts, fences, walls, and water lines, power or communication cables or lines and any and all physical property of others, from damage resulting directly or indirectly from performance of the Work or in supply and transport of Goods. Without limiting the generality of the foregoing, Contractor shall maintain the access roads to the Site and all access roads within the Site in good condition and passable at all times as well as proper drainage system. In the event that any such physical property is damaged or destroyed in the course of the performance of the Work or in supply and transport of Goods, Contractor at his cost shall rebuild, restore or replace such damaged or destroyed physical property to full satisfaction of Owner/Project Manager.

**3.20.5** Contractor shall provide, and shall ensure that its Sub-contractors provide, proper and ample protection from damage or loss to the Relevant Package, the Site, equipment and construction equipment during its performance of the Work.

**3.20.6** In the event that any of the Relevant Package or Works are damaged or destroyed for any reason prior to acceptance and Final takeover of such Relevant Package or Works, Contractor shall rebuild, restore or replace the Relevant Package/Works or such items, subject to and in accordance with the Contract. All costs irrespective of reimbursement of claims from Insurance shall be to Contractor's account.

### **3.21 Safety Programme and Policy**

**3.21.1** All requirements in the Safety Terms & Conditions enclosed with the Contract are mandatory and to be adhered by the contractor in totality. Contractor shall, and shall cause all Sub-contractors to, implement and administer a safety program for the Relevant Package, subject to the approval of the Owner/Project Manager (which shall not be unreasonably withheld), which shall include:

- a) Development of a safety manual (the "Safety Manual") establishing safety guidelines and requirements for Contractor, Sub-contractor (including a fall prevention program). Copies of this manual shall be provided to Owner/Project Manager and Owner's Representative



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immediately upon its development and Contractor shall incorporate into such Safety Manual any and all reasonable comments of Owner/Project Manager;

- b) Conducting of weekly safety meetings with the employees and agents of Owner/Project Manager, Contractor, Sub-contractor and Owner's other Contractors and their Sub-contractors;
- c) Development, implementation and enforcement of procedures for advising employees and agents of Owner/Project Manager, Contractor, Sub-contractor and Owner's other Contractors and their Sub-contractors of, and correction of, safety violations and deficiencies;
- d) Taking of all other actions necessary to provide a safe Work environment in accordance with Applicable Laws and Applicable Permits. Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to avoid damage, injury or loss to:
  - i) All persons employed by the Owner/Project Manager, Contractor and its Sub-contractors and Owner's other Contractors and their Sub-contractors in connection with the Work or supply of Goods or Owner/Project Manager and its Contractors and Sub-contractors (whether in the performance of their obligations under the Contract or otherwise) and all other persons who may be affected by the performance of the Work or supply of Goods or any of such persons.
  - ii) All supplies used in connection with the Relevant Package and all equipments to be incorporated into the Relevant Package, whether in storage on or off the Site under the care, custody or control of Owner/Project Manager, Contractor, any Sub-contractor or Owner's other Contractors and their Sub-contractors.
- e) At all times (including during Commissioning, start-up, testing and Initial Operation, and Tests before Take Over including Performance Tests) Contractor shall require all Sub-contractors working on or supplying equipments or construction equipment to the Site to comply with all safety requirements in effect at all such times and of all Applicable Laws and Applicable Permits. Contractor shall, and shall cause the Sub-contractors to, comply with all Applicable Laws and Applicable Permits.  
Contractor shall comply with the Owner's/Project Manager's Contract Safety Manual document.

### 3.22 Affirmative Action:

**3.22.1** The Owner recognizes that diversity in the workplace positively impacts business. The Owner commits itself in helping 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 agree to incentivize the Contractor by paying additional 1% of the contract value, 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 will also volunteer its training resources to the extent possible to improve their employability.



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The Contractor shall maintain the proper documentation of such category of the workforce engaged and the owner shall pay the incentive after its verification.

#### 4. INSURANCE

##### 4.1 Rented Equipment

All construction equipment shall be brought to and kept at the Site at the sole cost, risk and expense of Contractor, and OWNER/PROJECT MANAGER shall not be liable for any loss or damage thereto, except to the extent any such loss or damage is caused solely by the OWNER/PROJECT MANAGER. Contractor shall maintain adequate, appropriate and prudent insurance with respect to such construction equipment.

Any Insurance policy carried by the Contractor, any Sub-contractor or any third party on or in respect of any construction equipment shall provide for waiver of the underwriter's right to subrogation against OWNER/PROJECT MANAGER, the Financing parties, their assignees, subsidiaries, parent companies, affiliates, employees, insurers and underwriters. Contractor shall obtain adequate insurance to cover all construction equipment rented or leased from third parties.

##### 4.2 Statutory Insurance Benefits

Contractor shall maintain with respect to the Work to be done under the Contract, in each applicable jurisdiction, all statutory insurance benefits and other insurance required by law including, without limitation, unemployment Insurance.

##### 4.3 Third Party Insurance

Contractor shall at its sole expense, in the joint names of OWNER/PROJECT MANAGER and Contractor prior to the commencement of any Work on the Site, pursuant to the Contract, obtain adequate insurance, against liability for damage or death of or personal injury occurring before Final Performance Acceptance to any Person (including any employee of the insured parties) or to any property due to or arising out of the performance or non performance of the Work by Contractor or any Sub-contractors and other third party liabilities on account of obstruction, loss of amenity, trespass, nuisance or advertising pursuant to the Contract.

##### 4.4 Automobile Liability Insurance

Contractor shall, at its sole expense and in the joint names of OWNER/PROJECT MANAGER and Contractor, shall maintain automobile liability insurance covering all owned, non-owned and hired automobiles, trucks and other vehicles used by Contractor or its Subcontractors in connection with the Work.

##### 4.5 Insurance against Accident, etc. to Workmen and Other Insurances

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Contractor shall, at its sole expense, insure and shall maintain Insurance as required by Indian and all other Applicable Laws for all actions, suits, claims, demands, costs, charges and expenses arising in connection with the death of or injury to any person employed by Contractor or its Subcontractors for the purpose of the performance of the Work. Contractor shall also maintain Contractor's All Risk (CAR) insurance.

In addition, Contractor shall obtain and maintain all other Insurances required to be obtained and maintained by it for fulfilling all his obligations under the Contract including Insurances against damages to designs and the like arising out of Services.

#### **4.6 General Insurance Requirements**

All insurance obtained by Contractor shall be maintained with an insurer approved by the OWNER/PROJECT MANAGER.

On or prior to the Commencement Date of Contract, Contractor shall furnish to the Financing Parties and OWNER/PROJECT MANAGER certificates of Insurance (or if one of the Financing parties, OWNER/PROJECT MANAGER or OWNER's Representative so directs, copies of the actual insurance policies signed by an authorised Representative of the insurer) from each Insurance carrier showing that the above required Insurance is in force, the amount of the carrier's liability there under, and further providing that the Insurance will not be cancelled, changed or not renewed until the expiration of at least 90 (ninety) Days (to the extent obtainable under commercially reasonable terms) after written notice of such cancellation, change or non-renewal has been received by OWNER / PROJECT MANAGER and the Financing Parties and Contractor. All policies and certificates of Insurance affected in accordance with this clause shall be in form and content acceptable to OWNER/PROJECT MANAGER and Financing Parties.

#### **4.7 Remedy on Failure to Insure**

If Contractor fails to effect and keep in force the Insurance for which it is responsible under the Contract, OWNER/PROJECT MANAGER may effect and keep in force any such Insurance, and pay such premiums as may be necessary for that purpose, and from time to time, after issuance of a reimbursement request thereof accompanied by relevant supporting documentation, deduct the amount so paid by OWNER/PROJECT MANAGER from any amounts due or which may become due to the Contractor under the Contract.

#### **4.8 Descriptions not Limitations**

The Insurance coverage referred to in this clause no. 4.0 shall be set forth in full in the respective policy forms, and the foregoing descriptions of such policies are not intended to be complete, nor to alter or amend any provision of the actual policies and in matters, if any, in which the said description may be conflicting with such instruments, the provisions of the policies of the Insurance mutually agreed by the Parties shall govern; provided, however, that neither the content of any Insurance policy or certificate nor OWNER/PROJECT MANAGER's approval thereof shall relieve the Contractor of any of its obligations under the Contract.

#### **4.9 Fire Insurance**

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Unless otherwise instructed by the OWNER/PROJECT MANAGER, the Contractor shall on signing the Contract insure the works and keep them insured until the completion of the Contract against loss or damage by fire with a company to be approved by the OWNER/PROJECT MANAGER, in the joint names of the OWNER/PROJECT MANAGER and the Contractor for such amount and for any further sum if called upon to do so by the OWNER/PROJECT MANAGER, the premium of such further sum being allowed to the Contractor as an authorised extra. Such policy shall cover the property of the OWNER/PROJECT MANAGER only and shall not cover any property of the Contractor or of any of his approved Sub- Contractor or employees. The Contractor shall deposit the policy and receipts for the premiums with the OWNER/PROJECT MANAGER within twenty-one days from the date of signing the Contract unless otherwise instructed by the OWNER/PROJECT MANAGER. In default of the Contractor not insuring as provided above, the OWNER/PROJECT MANAGER /OWNER'S Representative on his behalf may so insure and may deduct the premiums paid from any money due, or which may become due to the Contractor. The Contractor shall, as soon as the claim under the policy is settled, or the work reinstated by the Insurance Office should they elect to do so, proceed with all due diligence with the completion of the works in the same manner as though the fire had not occurred and in all respects under the same conditions of Contract. The Contractor, in case of rebuilding or reinstatement after fire, shall be entitled to such extension of time for completion, as the OWNER/PROJECT MANAGER may deem fit.

Notwithstanding the above, the Contractor shall provide adequate portable fire extinguishers in his work area and take all adequate precautions against fire hazard and train regularly his supervisors/workmen in fire fighting techniques.

In the event of occurrence of any fire being attributable in the opinion of the OWNER/PROJECT MANAGER /OWNER'S Representative to the Contractor's negligence, no extension of time will be granted.

#### **4.10 Damages to Persons & Property Insurance in Respect of**

**4.10.1** The CONTRACTOR shall be responsible for all injury to persons, animals or things, and for all damage to the structural and/or decorative part of property which may arise from the operations or neglect of himself or of any of his approved SUB-CONTRACTOR or of any of his or his approved SUB-CONTRACTOR's employees, whether such injury or damage arises from carelessness, accident or any other cause whatever in any way connected with the carrying out of this Contract. The CONTRACTOR shall indemnify the OWNER/PROJECT MANAGER and hold him harmless in respect of all and any losses arising from any such injury or damage to person or property as aforesaid and also in respect of injury or damage under any applicable laws and also in respect of any award of compensation or damages consequent upon a claim in relation to such injury by a third party.

The Contractor shall have to cover personal third party insurance as per labour law/statutory requirements/applicable laws of state Government per person per incident. Third party insurance for damage to surrounding property shall be maintained by the Contractor per labour law/statutory requirements/applicable laws of state Government

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**4.10.2** The CONTRACTOR shall reinstate at his cost all damages of every sort mentioned in this clause, so as to deliver the whole of the Contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property of third parties.

**4.10.3** The CONTRACTOR shall indemnify the OWNER/PROJECT MANAGER against all claims which may be made against the OWNER/PROJECT MANAGER by any member of the public, or other third party in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expense arrange to effect and maintain, until the completion of the Contract with an approved nationalised insurance company, a Policy of Insurance in the joint names of the OWNER/PROJECT MANAGER and the CONTRACTOR against such risks and deposit such policy or policies with the ENGINEER from time to time during the currency of this Contract. The CONTRACTOR shall also indemnify the OWNER/PROJECT MANAGER against all claims which may be made upon the OWNER/PROJECT MANAGER, whether under the Workmen's Compensation Act or any other Statute in force during the currency of this Contract or at common law in respect of any employee of the CONTRACTOR or any of his approved SUB-CONTRACTOR and shall at his own expense effect and maintain, until the completion of the Contract, with an approved nationalised insurance company, a Policy of Insurance in the joint names of the OWNER/PROJECT MANAGER and the CONTRACTOR against such risks and deposit such Policy or Policies with the ENGINEER from time to time during the currency of this Contract.

The CONTRACTOR shall be responsible and liable to the Owner for all losses, which may be excluded from the Insurance Policies above referred to and also for all other damage to any property arising out of or incidental to the negligent or defective carrying out of this Contract.

**4.10.4** The CONTRACTOR shall also indemnify the OWNER/PROJECT MANAGER in respect of any costs, charges or expenses arising out of any claim or proceedings and also in respect of any award of compensation of damage arising on account of the above.

**4.10.5** The OWNER/PROJECT MANAGER/ENGINEER shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or accruing from or in respect of any such claim or damage from any sum due or to become due to the CONTRACTOR.

**4.10.6** The OWNER/PROJECT MANAGER and/or ENGINEER shall not be responsible or be held liable for any damage to person or property consequent upon use, misuse or failure of any construction tools and equipment used by the CONTRACTOR or any of his SUB-CONTRACTORS even though such construction tools and equipment be furnished, rented or loaned to the CONTRACTOR or his SUB-CONTRACTORS by the OWNER/PROJECT MANAGER. The acceptance and/or use of any construction tools and equipment by the CONTRACTOR or his SUB-CONTRACTORS shall be construed to mean that the CONTRACTOR accepts all responsibility for and agrees to indemnify and save harmless, the OWNER/PROJECT MANAGER and/or the ENGINEER from any and all claims for said damages resulting from said use, misuse or failure of such construction tools and equipment for which the OWNER/PROJECT MANAGER may be liable.

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## 5. FOSSILS, INSPECTION & TESTING

**5.1** All fossils, coins, articles of value or antiquity, human remains and structures and other remains or things of geological or archaeological or religious or artistic interest or monetary value discovered on the Site shall be the property of the OWNER/PROJECT MANAGER, except as required under applicable law. The Contractor shall take reasonable precautions to prevent his staff, labour or other persons from removing or damaging any such article or thing. The Contractor shall, immediately upon discovery of such article or thing, advise the OWNER/PROJECT MANAGER or OWNER's Representative

### 5.2 Inspection and Testing

**5.2.1** Contractor shall perform all inspection, expediting and quality surveillance as may be required for performance of the Services. Contractor's responsibilities under this sub-clause shall include, without limitation, inspecting all supplies, Materials and equipment that comprise or will comprise the Relevant Package or that are to be used in performance of the Works.

**5.2.2** The Contractor shall at its own expense carry out at the place of manufacture and/or on the site carry out all such tests &/or inspections of the plant & equipment and any part of the facilities as are specified in the contract. The Contractor shall carry out the inspection and quality control aspects as set out in Technical Specification. In the event the Owner/Project Manager establishes that the Contractor is not carrying out all such inspection and quality control aspects, the Owner/Project Manager has the right to appoint at Contractor's cost third party inspection agencies.

**5.2.3** The Contractor shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Owner/Project Manager (or their designated representatives) to attend the test and/or inspection. Contractor / Contractor's third party inspection agency shall perform such detailed inspection of all work in progress at intervals appropriate to the stage of design, engineering, procurement, fabrication, construction, erection, testing, Commissioning, start-up or Tests before Provisional Acceptance as is necessary to ensure that such work is proceeding in accordance with the Contract, the Documents, Applicable Laws, Applicable Permits, Good Engineering Practices and Prudent Electricity Industry Practice and to protect Owner/Project Manager against defects and deficiencies in such work (including any which would diminish or void the ability of Owner/Project Manager or Contractor to realise upon any manufacturer's or supplier's warranty or under any applicable insurance coverage). On the basis of such inspections, Contractor shall keep Owner/Project Manager continuously informed of the progress and quality of all work, whether performed by Contractor or any Sub-contractor, and shall provide Owner/Project Manager with Written reports which shall contain notwithstanding anything to the contrary contained herein defects and deficiencies revealed through such inspections and of measures proposed by Contractor to remedy such defects and deficiencies. Owner/Project Manager or Owner's Representative shall have the option, at Owner's /Project Manager's expense, of being present at all such inspections, and the Contractor shall give notice of all such inspections agreed.

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- 5.2.4** In the event that the progress and quality of the work is not proceeding in accordance with the Contract, Owner/Project Manager or Owner's Representative shall be entitled to make recommendations to Contractor or any Sub-contractor for the purpose of remedying such failure and any such defects and deficiencies or variances. Any inspection performed or not performed by Owner/Project Manager hereunder shall not be a waiver of any of Contractor's obligations under the Contract or be construed as an approval or acceptance of any of the work or Services hereunder or absolve the Contractor in any manner of its liabilities, responsibilities and obligations under the Contract.
- 5.2.5** The Contractor shall, where required give due notice to the Owner/Project Manager/Owner's Representative whenever such work is ready before covering up or putting out of view. The Owner's Representative shall then either carry out the inspection, examination, measurement or testing or notify the Contractor that it is considered unnecessary.
- 5.2.6** The Owner's Representative shall have the right to re-inspect any work though previously inspected and approved by him at the Site, before and after the same are erected. If by the above inspection the Owner's Representative rejects any work, the Contractor shall make good for such rejections either by replacement or modifications/ repairs as may be necessary to the satisfaction of the Owner's Representative.
- 5.2.7** The Owner/Project Manager and the Owner's Representative shall be entitled, during design, engineering, manufacture, fabrication and preparation at any places where work is being carried out, to inspect, examine and test the materials and workmanship, and to check the progress in the performance of the work at no extra cost to the Owner/Project Manager. The Contractor shall give all reasonable facilities and assistance, including access to Documents to carry out such inspection, examination, measurement and testing. All inspection and tests shall be in line with approved Inspection & Test Plans and Owner/Project Manager/Owner's Representative shall carry out necessary inspection as per the Contract. Should any inspected work or service fail to conform to the Contract, the Owner/Project Manager may reject such work or service and the Contractor shall either replace or make alterations necessary to meet Contract requirements free of cost to the Owner/Project Manager. The Owner/Project Manager's right to inspect, test, and where necessary, reject the work or service shall in no way be limited or waived by reason of any part of the work having previously been inspected, tested and passed by the Owner/Project Manager or Owner's Representative.
- 5.2.8** The Contractor shall agree, with the Owner/Project Manager/Owner's Representative about the time and place for the testing of any equipment / Materials and other parts of the Works as specified in the Contract. The Contractor shall give 15(fifteen) Days notice for inspection of indigenous Materials and 30(thirty) days for Offshore Materials. The Owner/Project Manager/Owner's Representative shall give the Contractor not less than 24 (twenty four) hours' notice of his intention to attend the Tests. The Contractor shall provide sufficient suitably qualified and experienced staff to carry out the Tests specified in the Contract. The Contractor shall present to the Owner/Project Manager/Owner's Representative the calibration certificates



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of all the testing and measuring instruments proposed to be used for carrying out the Tests. In case the Owner/Project Manager/Owner's Representative is not satisfied with the calibration certificates, the Contractor shall arrange to get the concerned instrument(s) recalibrated to the satisfaction of the Owner/Project Manager/Owner's Representative.

**5.2.9** If the Owner's Representative does not attend at the time and place agreed, or if the Contractor and the Owner's Representative agree that the Owner's Representative shall not attend, the Contractor may proceed with the Tests, unless the Owner's Representative instructs the Contractor otherwise. Participation by Owner/Project Manager or Owner's Representative in or their absence from or failure to participate in any Tests (other than the Performance Tests) shall not relieve or absolve the Contractor from any Guarantee or Warranty or obligations of Services under or in pursuance of the Contract.

**5.2.10** The Contractor shall promptly forward to the Owner/Project Manager/Owner's Representative duly certified reports of the Tests.

**5.2.11** If the Owner/Project Manager/Owner's Representative requires such equipment, materials, design or workmanship to be re-tested, the Tests shall be repeated under the same terms and conditions. Contractor shall undertake an additional testing of any material, equipment or the work, if the Owner/Project Manager/Owner's Representative believes the results of earlier Tests are not accurate or do not establish the true condition to specification of equipment, material or work being tested. If such retesting demonstrate that the work, equipment or material being so tested conforms to the requirements of Contract, then Owner/Project Manager shall bear the cost of such additional Test and the cost of any required uncovering and covering the Goods or Services and shall grant the extension of time for completion, if necessary. If however such retesting confirms Owner/Project Manager/Project Manager's conclusion and cause the Owner/Project Manager to incur additional costs, such costs shall be recoverable from the Contractor by the Owner/Project Manager and may be deducted by the Owner/Project Manager from any monies due, or to become due, to the Contractor. Neither the failure by Owner/Project Manager/Owner's Representative to discover defects, nor any payment to Contractor in respect of the Tests, shall prejudice the rights of Owner/Project Manager thereafter to require and obtain from Contractor the performance of the Services in accordance with the Contract herewith. Owner/Project Manager/Project Manager shall not be deemed to have accepted any Services as a result of any additional testing.

### **5.3 Rejection**

If, as a result of inspection, examination or testing, the Owner/Project Manager/Owner's Representative decides that any works, equipment, system, materials, design or workmanship has failed in such inspection, examination or tests or is defective or otherwise not in accordance with the Contract, the Owner's Representative may reject such Works, equipment, system, materials, design or workmanship and shall notify the Contractor promptly, stating his reasons. The Contractor shall then promptly correct or replace, such item or portion so as to pass retesting and otherwise meet and conform to such requirements. Following any such rejection,

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all expenses reasonably incurred by the Owner/Project Manager in consequence of such re-testing or inspection shall be borne by the Contractor. No changes to project schedule or increase in the contract price shall be granted with respect to such additional testing. Contractor shall solely bear any cost resulting there from.

## 6. DELAY AND EXTENSIONS OF TIME

- 6.1** The time allowed for carrying out the work as mentioned in the Contract shall be strictly observed by the Contractor.
- 6.2** The Contractor agrees that the work shall be commenced and carried on at such points and in the order of precedence and at such times and seasons as may be directed by the OWNER/PROJECT MANAGER in accordance with the schedule for completion of the work as outlined elsewhere in the Contract. The Contractor declares that he has familiarised himself with the site and rights-of-way, with all the local conditions, and with all the circumstances which may, or are likely to affect the performance and completion of the work, and that he has allowed for such conditions. However, if a time schedule is submitted by the Contractor so as to keep the phasing of work generally in line with the time schedule drawn up and to keep the components unchanged, such time schedule after approval from the OWNER/PROJECT MANAGER, shall be accepted and complied with by the Contractor and it shall form a part of the Contract. The progress of work will be checked at regular monthly intervals and the percentage progress achieved should be commensurate with the time elapsed after the award of the Contract.
- 6.3** If the Contractor shall desire an extension of time for completion of work on the grounds of his having been unavoidably hindered in its execution or any other ground, he shall apply in writing to the OWNER/PROJECT MANAGER within 7 days of the date of hindrance on account of which he desires such extension as aforesaid. This application shall invariably be accompanied by sufficient documentation giving reasons for seeking such extension. No application for such extension shall be entertained if it is not received in sufficient time to allow the OWNER/PROJECT MANAGER to consider it and the Contractor shall be responsible for the consequences arising in relation thereto. Upon receipt, OWNER/PROJECT MANAGER may accept or reject such application.

In the event of a disruption (other than suspension by OWNER/PROJECT MANAGER) to the Schedule and if in the opinion of Contractor it is not the responsibility of Contractor or its any Sub-contractor and which might have been caused due to action of any third parties which CONTRACTOR might not have reasonably prevented, and that Contract entitles Contractor to



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time extension and / or other relief from OWNER/PROJECT MANAGER, the Contractor shall notify the OWNER/PROJECT MANAGER within twenty four (24) hours and provide a written report (to the best of Contractor's knowledge at the time) of the disruption within 72 (Seventy Two) Hours of Contractor's learning of the disruption and such report shall be supplemented on a prudent, informative and timely basis thereafter not later than 14 (Fourteen) Days from the date of Contractor's first learning of such disruption. In such an event the Contractor may modify and resubmit for approval to OWNER/PROJECT MANAGER/OWNER's Representative computer based network schedule and modifications if any required to the Schedule. . Upon receipt, OWNER/PROJECT MANAGER shall take reasonable action in accordance with the Contract.

Contractor in any case has to inform to OWNER immediately upon learning of any possible hindrances to the Works which have caused or may cause delay or other impact to the Works to enable OWNER take suitable action.

**6.4** No necessity for an extension of time is anticipated but if untoward or extraordinary circumstances beyond the control of the Contractor should arise, which in the opinion of the OWNER/PROJECT MANAGER should entitle the Contractor to a reasonable extension of time, such extension may be granted but shall not operate to release the Contractor from any of his obligations, other than in relation to payment of liquidated damages for such delay (only to the extent of the extension granted by the OWNER / PROJECT MANAGER. For purpose of this clause, untoward and extraordinary circumstances are defined under clause 13.0 hereinafter. Under above circumstances, only extension of time may be granted but the Contractor will not be entitled to any additional compensation. In case of strike or lockout, the Contractor shall, as soon as possible, give written notice to the OWNER/PROJECT MANAGER, but the Contractor shall nevertheless constantly use his endeavours to prevent delay and shall do all that may reasonably be required to the satisfaction of the OWNER/PROJECT MANAGER to proceed with the work.

**6.5** The OWNER/PROJECT MANAGER shall have the right to order discontinuance/suspension of the work, in whole or in part, for such time as may be necessary in the opinion of OWNER. In such an event, the OWNER/PROJECT MANAGER will grant such extension of time for completion of the Contract which in its opinion is proper and/or other relief in accordance with Contract in consequence of such delay.

#### **6.5.1 Resumption of Work**

After receipt of permission or of instruction to proceed, the Contractor shall, after notice to the OWNER/PROJECT MANAGER, and together with the OWNER's Representative, examine the Works and Materials affected by the suspension. The Contractor shall make good any deterioration or defect in or loss of the Works or Materials, which has occurred during the suspension. The Work after resumption shall be started by the Contractor within 7 (seven) Days of receipt of permission or instruction to proceed.

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## 6.6 Rate of Progress

**6.6.1** If, at any time, the Contractor's actual progress falls behind the Schedule in any manner or it becomes apparent that it will so fall behind, the Contractor shall submit to the OWNER/PROJECT MANAGER / OWNER's Representative a revised programme taking into account the prevailing circumstances. The Contractor shall, at the same time, notify the OWNER/PROJECT MANAGER / OWNER's Representative of the steps being taken to expedite progress, so as to achieve completion within the time for completion stipulated under the Contract, including in particular the Schedule and the Guaranteed Completion Dates. The Contractor may also be asked to modify the plan, as a result of the changed circumstances due to delay, in order to complete the Work in time.

**6.6.2** If any steps taken by the Contractor in meeting his obligations under this sub clause no. 6.6 cause the OWNER/PROJECT MANAGER to incur any additional costs, such costs shall be recoverable from the Contractor by the OWNER/PROJECT MANAGER, and may be deducted by the OWNER/PROJECT MANAGER from any monies due, or that may become due, to the Contractor under the Contract or otherwise.

## 6.7 Non Performance by Contractor

**6.7.1** If the CONTRACTOR, except on account of any legal restraint upon the OWNER/PROJECT MANAGER, is preventing the continuance of the work or in case of a certificate for interim payment not paid within the period for honouring certificate, shall suspend the works or in the opinion of the ENGINEER shall neglect or fail to proceed with due diligence in the performance of his part of the Contract or if he shall more than once make default in respect of Scope of Contract, the OWNER/PROJECT MANAGER and/or the ENGINEER shall have the power to give notice in writing to the CONTRACTOR requiring that the work be proceeded within a reasonable manner and with reasonable dispatch, such notice shall purport to be a notice under this clause. After such notice shall have been given, the CONTRACTOR shall not be at liberty to remove from the site of the works or from any ground contiguous thereto any plant or materials belonging to him which shall have been placed thereon for the purpose of the works and the OWNER/PROJECT MANAGER shall have a lien upon all such plant and materials to subsist from the date of such notice being given until the notice shall have been complied with. If the CONTRACTOR shall fail for 7 days after such notice has been given to proceed with the works as therein prescribed, the OWNER/PROJECT MANAGER may proceed as provided in Clause 11.0 hereinafter.

**6.7.2** If the CONTRACTOR fails to perform as per the expectations of the OWNER/PROJECT MANAGER and consistently fails to achieve intermediate milestones as mentioned in the contract or fails to proceed with due diligence in the performance of his part of the contract or fails to make such due progress as would enable the works to be completed within period agreed, then in addition to the action proposed in clause 11 hereinafter, the OWNER/PROJECT MANAGER shall take recourse to the following (as per clause 6.7.3) :

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- 6.7.3** After giving 7 days notice of non-performance to the CONTRACTOR, as per clause 11 hereinafter, the OWNER/PROJECT MANAGER shall be at liberty to remove items or part of the scope of the works of this contract and get the same executed by third party at the CONTRACTOR's risk and cost. The OWNER/PROJECT MANAGER has the right to recover the cost difference between the actual amount spent by the OWNER/PROJECT MANAGER in getting these works executed by third party and the amount that would have been payable to the CONTRACTOR at the quoted rates of this contract.

## **7. CERTIFICATE OF COMPLETION**

### **7.1 Certificate of Virtual Completion**

Upon successful provisional takeover of the Works as per the criteria defined in Special conditions of Contract, the OWNER/PROJECT MANAGER shall issue certificate of virtual completion to the Contractor.

### **7.2 Certificate of Completion**

Upon successful final takeover of the Works as per the criteria defined in Special conditions of Contract, the OWNER/PROJECT MANAGER shall issue "Certificate of completion" or "Completion certificate" to the Contractor for the Works under this Contract. Defect liability period and warranties shall commence from the date of issuance of this certificate of completion.

## **8. LIQUIDATED DAMAGES**

### **8.1 Liquidated Damages**

Liquidated Damages shall be as per Special Conditions of Contract

## **9. WARRANTIES**

### **9.1 Contractor Warranties**

Contractor warrants to OWNER/PROJECT MANAGER with respect to the Performance of Work that all construction equipment and materials comprising the Contract Works will be new, conforming to Technical Specifications and free from defective workmanship. If OWNER/PROJECT MANAGER notifies Contractor in Writing with adequate detail of any such defects or deficiencies in the Works discovered during the applicable Warranty Period thereof, Contractor shall (a) re-perform any of the work hereunder to correct any errors, omissions, defects or deficiencies in the Works, and (b) in the case of any defective equipment or materials, at Contractor's option either repair or replace at its Cost.

### **9.2 Warranty Period**

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**9.2.1** The Warranty Period for various items/systems shall be as per Technical Specifications or as per standard industry practice in the event it is not specified in Technical specifications.

**9.2.2 To Remedy Defective Work and Defect Liability Period**

If the work or any portion thereof shall be damaged in any way excepting by the acts of the OWNER/PROJECT MANAGER, or if defects not readily detected by proper inspection shall develop before the final completion and acceptance of the whole work, the Contractor shall forthwith make good, without compensation from the OWNER / PROJECT MANAGER, such damage or defects in a manner satisfactory to the OWNER/PROJECT MANAGER / OWNER's Representative. In no case shall defective or imperfect work be retained.

Duration of defect liability period shall be as stated in Special Conditions of Contract. In case any defects in the work due to bad materials and/or bad workmanship develop in the work before the expiry of this period, the Contractor on notification by the OWNER/PROJECT MANAGER shall rectify or remedy the defects at his own cost and he shall make his own arrangements to provide materials, labour, equipment and any other appliance required in this regard. The retention of Security Deposit/Performance Bank Guarantee by the OWNER/PROJECT MANAGER during this Defects Liability Period shall be as indicated in Special Conditions of Contract. In case even on due notification by the OWNER/PROJECT MANAGER, the Contractor fails to rectify or remedy the defects, the OWNER/PROJECT MANAGER shall have the right to get this done by other agencies and recover the cost incurred, by deductions from any money due or that may become due to the Contractor or from his security deposit/ Performance Bank Guarantee.

The OWNER/PROJECT MANAGER may, in lieu of such amending and making good by the Contractor, deduct from any money due to the Contractor or from his security deposit Performance Bank Guarantee, a sum to be determined by the OWNER/PROJECT MANAGER equivalent to the cost of amending such work and in the event of such security deposit/ Performance Bank Guarantee being insufficient, recover the balance from the Contractor together with any expense the OWNER/PROJECT MANAGER may have incurred in connection therewith.

The Contractor shall remain liable under the provisions of this clause notwithstanding the passing by the OWNER/PROJECT MANAGER of any certificate, final or otherwise or the passing of any accounts.

**10.INTERIM AND FINAL PAYMENTS**

**10.1** The Contractor's organisation shall maintain an independent estimate & billing division. Contractor shall be responsible for working out the detailed quantities for various items of work, from the progressive drawings, released for construction, within two months from the date of receipt of drawings. Detailed bill of quantities along with the abstract shall be submitted to the Engineer for his approval. Increase or decrease in these approved quantities due to revision in drawings or due to Engineer's instructions shall be incorporated by the Contractor and submitted to the Engineer for revised approval within 30 days from the receipt of revised drawings/instructions.

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- 10.2** Bills are to be submitted in the format approved by the Owner/Engineer. Interim / Final bills shall be submitted on the basis of work completed against these approved quantities. Payment will be released by the Owner on verification of work completed against these approved quantities. No other method for billing shall be accepted by the Owner. Each bill shall be submitted along with the detailed measurement sheets, pour cards, reconciliation statements for all the materials issued by the Owner.
- 10.3** R.A bill shall be monthly and in computerised format prepared in Microsoft-EXCEL. The bills shall be error free and accompany all the supporting documents like JMRs, quality related documents, pour card, etc. The bill shall be submitted in soft copy (non-rewritable CDs) also.
- 10.4** Any interim payments shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed and shall not preclude the right of OWNER/ ENGINEER from getting bad, unsound and imperfect or unskilled work to be removed and reconstructed by the CONTRACTOR or be considered as an admission of the due performance of the Contract or any part thereof in any respect or the accruing of any claim nor shall it conclude, determine or affect in any way the powers of OWNER/ENGINEER under these conditions or any of them as to the final settlement and adjustment of the payment or otherwise, or in any other way vary or affect the Contract.
- 10.5** A bill shall be submitted by the CONTRACTOR each month on or before the date fixed by the OWNER for all works executed in the previous month and OWNER shall take or cause to be taken the requisite measurement for the purpose of having the same verified. If the CONTRACTOR does not submit the bill within the time fixed as aforesaid, the ENGINEER at its discretion may depute within seven days of the date fixed as aforesaid a subordinate to measure the said work in the presence of the CONTRACTOR whose counter signature to the measurement list will be sufficient warrant and the ENGINEER may prepare a bill from such list which shall be binding on the CONTRACTOR in all respects. If the CONTRACTOR fails to countersign or to record the differences within a week from the date of measurement in the manner required by the ENGINEER then in any such event, the measurements taken by the ENGINEER or by the subordinate deputed by him as the case may be, shall be final and binding on the CONTRACTOR and the CONTRACTOR shall have no right to dispute the same.
- 10.6** The final bill shall be submitted by the CONTRACTOR within two months of the date of the certificate of completion furnished by the ENGINEER, otherwise the ENGINEER'S certificate of the measurement and the total amount payable for the work accordingly shall be final and binding on all parties.
- 10.7** The CONTRACTOR shall submit all bills in printed forms and the charges in the bills shall always be entered at the agreed rates as per the Contract or in the case of any extra work ordered in pursuance of these conditions and not mentioned or provided for in the Contract at the rates subsequently accepted by the OWNER for such work.

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**10.8** In case work is nearly or is anticipated to be suspended, or in case only unimportant progress is being made, or in case it is apparent that the CONTRACTOR is about to forfeit his Contract or that the money yet due to him will not complete his Contract, the ENGINEER may, at his discretion, withhold any payment which may be due to the CONTRACTOR.

**10.9** The CONTRACTOR shall not demand, nor be entitled to receive payment for the work any portion thereof except, in the manner set forth in this Contract and only after the ENGINEER shall have given a certificate for such payment. For final payment, when the work covered by this Contract has been completed, and Completion certificate has been issued to the Contractor, the CONTRACTOR shall prepare a final abstract showing the total amount of work done and its value under and according to the terms of this Contract. The CONTRACTOR shall attach copies of the ENGINEER's completion certificate with his final abstract. From the total value thus arrived, all previous payments will be deducted and all deductions made in accordance with the provisions of this Contract and the remainder shall be paid by the OWNER to the CONTRACTOR within three months of the date of submission of the CONTRACTOR's final bill except in case of disputed items.

**10.10 Deduction from / Withholding Contractor's Bills/Payment**

**10.10.1** All costs, damages or expenses, which the Owner/Project Manager may have paid, for which under the Contract the Contractor is liable, will be claimed by the Owner/Project Manager. All such claims shall be billed by the Owner/Project Manager to the Contractor regularly as and when they fall due. Such bills shall be supported by appropriate and certified vouchers or explanations, to enable the Contractor properly identify such claims. Such claims shall be paid by the Contractor within 15 (fifteen) Days of the receipt of the corresponding bills and if not paid by the Contractor within the said period, the Owner/Project Manager may deduct the amount, from any monies due or becoming due by him to the Contractor under the Contract or may be recovered by actions of Law or otherwise, if the Contractor fails to satisfy the Owner/Project Manager of such claims.

**10.10.2** Owner/Project Manager shall have the right to withhold from any payment due to Contractor, including the final payment, such amounts as Owner/Project Manager reasonably deems necessary or appropriate to protect it because of any one or more of the following reasons:

- a. Defects in any Work, which might affect Owner/Project Manager's ability to operate Relevant Package as contemplated herein, whether or not payment has been made thereof;
- b. The filing of any vendor / tradesman's lien or similar encumbrance in respect of the Work or the Relevant Package (or any portion thereof);
- c. A dispute as to the accuracy or completeness of any request for payment received by Owner/Project Manager within 90 Days of receipt thereof or payment made there under;
- d. Contractor's failure to deliver any Performance Securities to Owner/Project Manager

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- e. Any requirement in accordance with Applicable Laws to withhold any Taxes payable by Contractor in respect of the Goods/Work or any part thereof;
- f. Contractor's failure to make payments to its Sub-contractors or Workers for Work or supply of Goods or to any statutory & Regulatory authority including amounts withheld by Contractor because of disputes between Contractor and such Persons.
- g. Any legal cases, litigations pending against the Contractor or against the Owner/Project Manager but relating to the Works or Contractor's obligations under the Contract.
- h. Any breach of the Contract by the Contractor.

**10.10.3** In addition to the provisions of the clause No.10.10.1 which relates to the recovery by the Owner/Project Manager of any amounts that the Owner/Project Manager may have paid, for which the Contractor is liable under the Contract, the Owner/Project Manager shall also be entitled to recover all the dues in terms of the Contract including Liquidated Damages for delay, Liquidated Damages for the shortfall in the guaranteed performance parameters, etc., by way of deductions from the payments due to the Contractor or that may become due to the Contractor in future or from any securities / guarantees under the Contract and / or otherwise.

**10.10.4** Notwithstanding any dispute that Contractor may have, and regardless of the basis thereof or grounds thereof, Contractor agrees that it will, for so long as the Contract has not been terminated diligently proceed with the Works up to Final Performance Acceptance and final Take-over of Relevant Package, all in accordance with the terms of the Contract.

**10.10.5** Any payment due to Owner/Project Manager by the Contractor and remaining unpaid beyond the stipulated date shall be liable to interest payment at the rate of 1(one) percentage point above the short term Prime Lending Rate of State Bank of India from the date of due to Owner/Project Manager to the date of receipt of dues from Contractor by Owner/Project Manager.

**10.10.6** Idle time charges for any reason whatsoever shall not be borne by the OWNER.

**10.11 Punch List Items:**

Contractor shall perform all Work required or appropriate for all Punch List Items within a Schedule to be mutually determined by Contractor and Owner/Project Manager after submission of the Final Request for takeover. Such Schedule shall provide for completion of all Punch List Items as soon as practicable following determination of the completion schedule, but no later than the date set forth by Owner/Project Manager. Upon completion of the Punch List Items, Contractor may submit to Owner/Project Manager and the Owner's Representative a Request for Final Takeover and shall furnish with such a request a certificate that all Punch List Items have been completed. OWNER/PROJECT MANAGER shall examine and certify claim of Contractor of having satisfactorily attended the punch list items.



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## 10.12 Change Orders

A Change Order shall be issued by the Owner/Project Manager in accordance with this clause, when either Owner/Project Manager or Contractor proposes to make any change in the Scope, Services, the Contract Price, the Performance Guarantees and/or the Schedule.

### 10.12.1 Further Detailing not a Change Order

Contractor's performance of Services shall be subject to further detailing from time to time and Contractor shall receive no additional compensation for such detailing to the extent that such detailing does not constitute a Change Order.

Notwithstanding GCC, no change made necessary because of any default of the Contractor in the performance of its obligations under the Contract shall be deemed to be a Change, and such change shall not result in any adjustment of the Contract Price or the Time for Completion.

### 10.12.2 Right to Change Order

Change Orders may be initiated by the Owner/Project Manager/Owner's Representative at any time during the Contract Period, either by instruction or by a request (the "Change Order Notice") to the Contractor to submit a proposal. If the Owner/Project Manager/Owner's Representative requests the Contractor to submit a proposal and subsequently elects not to proceed with the change, the Contractor shall not be reimbursed for the Cost incurred for proposal.

The Contractor shall not make any alteration and/or modification of the Services unless and until the Owner/Project Manager/Owner's Representative instructs or approves a Change Order in Writing.

Change Orders may be requested by the Contractor (the "Change Order Request") (i) in case its performance of Services is affected by any Change in Laws or any act or omission of the Owner/Project Manager, Owner's Representative or Owner/Project Manager's Other contractors, or (ii) to propose any change which in the Contractor's opinion will reduce the cost of constructing, maintaining or operating the Relevant Package or otherwise be of benefit to the Owner/Project Manager.

### 10.12.3 Change Order Procedure

If the Owner/Project Manager/Owner's Representative issues a Change Order Notice, the Contractor shall submit a proposal addressing the following, within fifteen (15) Days or any other period as mutually agreed:

- Description of the proposed design and/or work to be performed, and a programme for its execution together with supporting details and calculations;
- The Contractor's proposal for any necessary modifications to the Schedule
- The Contractor's proposal for any adjustment to the Contract Price, Guaranteed Completion Dates, Performance Guarantees and/or modifications to the Contract.



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**10.12.4** If the Contractor issues a Change Order Request, the Contractor shall submit a proposal addressing the following:

- a) the reasons for the request with supporting details / documents;
- b) a description of the design and/or work affected or proposed to be performed, together with programme for execution and other supporting details / calculations;
- c) the Contractor's proposal for any necessary modifications to the Schedule;
- d) the Contractor's proposal for any adjustment to the Contract Price, Guaranteed Completion Dates, Performance Guarantees and/or modifications to the Contract.

**10.12.5** The Owner/Project Manager/Owner's Representative shall respond with approval, rejection or comments within a period to be mutually agreed after receipt of such proposals.

**10.12.6** If the Owner/Project Manager/Owner's Representative instructs or approves in Writing a Change Order, the parties shall proceed with adjustments to the Contract Price, Schedule of Payments, Performance Guarantees and/or Guaranteed Time for Completion.

**10.12.7** Contractor shall not suspend performance of this Contract during review and negotiation of any Change Order, except as may be directed by Owner/Project Manager or required by Applicable Law.

**10.12.8** Payment in respect of the approved Change Orders shall be released by the Owner/Project Manager to the Contractor on satisfactory completion of such Change Order and its certification by the Owner's Representative in the same manner as applicable to corresponding milestone payments under the Contract.

### **10.13 WORK PARTLY ABANDONED**

**10.13.1** If any time after commencement of the work, the OWNER shall for any reason whatsoever, not require the Partly work thereof as specified in the Contract to be carried out, the ENGINEER shall give notice in writing of the fact to the CONTRACTOR who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the full amount of the work not having been carried out nor shall he have any claim for compensation by reason of any change having been made in the original specifications, drawings, designs and instructions which shall involve any curtailment of the work as originally contemplated.

**10.13.2** The CONTRACTOR shall be paid the charges on the cartage only of materials actually brought to the site by the CONTRACTOR and rendered surplus as a result of the abandonment or curtailment of the work or any portion thereof and taken back by the CONTRACTOR, provided however, that the ENGINEER shall have in all such cases, the right to purchase these materials at their purchase price or at current local rates whichever may be less.

### **11.TERMINATION BY THE OWNER/PROJECT MANAGER**

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If the Contractor (being an individual or a firm) commit any 'Act of Insolvency', or shall be adjudged as insolvent, or shall make an assignment or composition for the greater part in number or amount of his creditors, or shall enter into a Deed of Assignment with his creditors, or (being an Incorporated Company) shall have an order made against him or pass an effective Resolution for winding up either compulsorily or subject to the supervision of the Court or voluntarily, or if the Official Assignee of the Contractor shall repudiate the Contract, or if the Official Assignee or the Liquidator in any such winding up shall be unable, within seven days after notice to him requiring him to do so, to show to the reasonable satisfaction of the OWNER/PROJECT MANAGER that he is able to carry out and fulfil the Contract and if required by the OWNER/PROJECT MANAGER to give security therefor, or if the Contractor shall sub-contract, assign or sublet the Contract without the consent in writing of the OWNER/PROJECT MANAGER first obtained, or if the Contractor shall charge or encumber this Contract for any payments due or which may become due to the Contractor there under, or if the ENGINEER shall certify in writing to the OWNER/PROJECT MANAGER that in his opinion the Contractor.

- i. Has abandoned the Contract, or
- ii. Has failed to commence the works, or has, without any lawful excuse under these conditions suspended the progress of the works for fourteen days after receiving from the OWNER/PROJECT MANAGER written notice to proceed, or
- iii. Has failed to proceed with the works with such due diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon, or
- iv. Has failed to remove materials from the site or to pull down and replace works within seven days after receiving from the OWNER/PROJECT MANAGER written notice that the said materials or work were condemned and rejected by the OWNER/PROJECT MANAGER under these conditions, or
- v. Has neglected or failed persistently to observe and perform all or any of the acts, matters or things required by this Contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the Contractor to observe or perform the same, or
- vi. Has to the detriment of good workmanship or in defiance of the OWNER/PROJECT MANAGER's instructions to the contrary sublet any part of the Contract.

Then and in any of the said causes the OWNER/PROJECT MANAGER with the written consent of the ENGINEER may, notwithstanding any previous waiver, after giving seven days notice in writing to the Contractor, terminate the Contract. Notwithstanding any such termination, the Contractor shall continue to be responsible for all liabilities that have accrued under this Contract prior to the date of such termination. And further, the OWNER/PROJECT MANAGER with the consent of the ENGINEER by his agents or servants may enter upon and take possession of the works and all plant, tools, scaffolding, sheds, machinery, steam and other power, utensil and materials, lying upon premises or the adjoining lands or roads, and use the same as his own

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property or may employ the same by means of his own servants and workmen in carrying on and completing the works or by employing any other Contractor's or other persons or person to complete the works and the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other Contractor or other person or persons employed for completing and finishing or using the materials and plant for the works.

When the work shall be completed, or as soon thereafter as convenient, the ENGINEER shall give a notice in writing to the Contractor to remove his surplus materials and plant and should the Contractor fail to do so within a period of 14 days after receipt thereof by him, the OWNER/PROJECT MANAGER may sell the same by public auction and shall give credit to the Contractor for the amount so realised. The OWNER/PROJECT MANAGER shall thereafter ascertain and certify in writing under his hand what (if anything) shall be due or payable to the Contractor by the OWNER/PROJECT MANAGER, for the value of the said plant and materials so taken possession of by the OWNER/PROJECT MANAGER, and the expense or loss which the OWNER/PROJECT MANAGER shall have been put to in getting the works to be so completed, and the amount, if any owing to the Contractor and the amount which shall be so certified shall, thereupon, be paid by the OWNER/PROJECT MANAGER to the Contractor or by the Contractor to the OWNER/PROJECT MANAGER as the case may be, and the certificate of the OWNER/PROJECT MANAGER shall be final and conclusive between the parties.

## 12. INDEMNIFICATION

### 12.1 General Indemnity

**12.1.1** Contractor shall fully indemnify, save harmless and defend OWNER/PROJECT MANAGER, OWNER/PROJECT MANAGER's shareholders, the OWNER's Representative, and the directors, agents and employees of the OWNER/PROJECT MANAGER (the "OWNER Indemnified Parties") from and against any and all claims, including reasonable legal costs, (collectively the "Damages"), including by way of claims from third parties in respect of death or bodily injury or in respect to loss or damage to any property (other than the Works, Plant or part thereof not yet taken over) which arises out of or in consequence of the Services whilst the Contractor has responsibility for the care of the works to the extent resulting from Contractor's or any Sub-Contractor's or their agents or employees intentional act, negligence, or strict liability or omission in the performance of the Services hereunder; provided that the foregoing obligation shall not apply to the extent the OWNER Indemnified Parties are contributory negligent or strictly liable or to the extent such damages are caused by the intentional acts or omissions of the OWNER Indemnified Parties.

**12.1.2** OWNER/PROJECT MANAGER shall fully indemnify, save harmless and defend Contractor and its shareholders and the directors, agents and employees of the Contractor (the "Contractor Indemnified Parties"), from and against any and all claims, including reasonable legal costs, (collectively the "Damages") by third parties in respect of death or bodily injury or in respect to loss or damage to any property which arises out of or in consequence of the execution of the Project to the extent caused by OWNER/PROJECT MANAGER's or OWNER/PROJECT MANAGER's other contractor's strict liability, intentional act or omissions or negligence; provided that the

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foregoing obligation shall not apply to the extent the Contractor Indemnified Parties are contributory negligent or strictly liable or to the extent such damages are caused by the intentional acts or omissions of the Contractor Indemnified Parties.

## **12.2 Specific Indemnification**

**12.2.1** Contractor shall fully indemnify, save harmless OWNER Indemnified Parties from and against any claim, demand, liability, action, proceedings, cost or expense in favour of any third party with respect to

- a) Failure of Contractor, any Sub-Contractor or any of their respective Sub-Contractors to comply with Applicable Laws and Applicable Permits, Prudent Utility Practices and Good Engineering Practices.
- b) Failure of Contractor to make payments of taxes relating to Contractor's, any Sub-Contractor's income or other taxes required to be paid by Contractor pursuant to this Contract irrespective of whether they are reimbursable or to be compensated under the terms of this Contract.
- c) Any Hazardous Materials Contractor, any Sub-contractor, or any of their respective Sub-Contractors has at any time brought on and caused the release thereof on or from the Site or for which any of them is responsible by law or in the Contract.
- d) Material breach by the Contractor of any provision of this Contract.

**12.2.2** OWNER/PROJECT MANAGER shall fully indemnify, save harmless and Contractor Indemnified Parties from and against Damages in favour of any third party with respect to:

- a) Failure of OWNER/PROJECT MANAGER or any of its Other Contractors to comply with Applicable Laws and Applicable Permits.
- b) Any Hazardous Materials of OWNER/PROJECT MANAGER or any of its Other Contractors has brought on and caused the release thereof from the Project Site.

## **12.3 Intellectual Property Indemnification**

**12.3.1** In performing the Services, Contractor shall not incorporate into the Relevant Package, or use in connection with the Relevant Package or the performance of the work, any materials, methods, processes, systems or service that involve the use of any confidential information, intellectual property or proprietary rights that Contractor does not have the right to use or

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incorporate or which may result in claims or suits against Owner/Project Manager, Contractor or any Sub-contractor arising out of claims of infringement of any third party, domestic or foreign patent rights, copyrights, other proprietary rights, or intellectual property rights, licenses or agreements, or applications for any thereof, or rights of use of confidential information.

**12.3.2** Contractor shall provide Owner/Project Manager with royalty free license for the sole purpose to operate and maintain the Relevant Package.

**12.3.3** Contractor shall fully indemnify and save harmless and defend the Owner Indemnified Parties from and against any and all Damages that the Owner Indemnified Parties may suffer, incur or pay by reason of any claims or suits arising out of claims of infringement of any patent rights, copyrights or other intellectual property, proprietary or confidentiality rights with respect to equipment, designs, techniques, processes and information designed or used by Contractor or any sub-Contractor in performing the Work or supply of Goods hereunder or under the Sub-Contracts in any way incorporated in or related to the Project other than any such equipment, designs, techniques, processes and information provided by the Owner Indemnified Parties.

**12.3.4** If, in any suit or claim relating to the foregoing, a temporary restraining order or preliminary injunction is granted, Contractor shall make every effort to secure the suspension of the injunction or restraining order. If, in any such suit or claim or any part, combination or process thereof, is finally held to constitute an infringement and its use is permanently enjoined, Contractor shall promptly make every reasonable effort to secure for Owner/Project Manager a license, at no Cost to Owner/Project Manager, authorising continued use of the infringing Goods or Work. If Contractor is unable to secure such license within a reasonable time so as to not affect the project completion schedule, Contractor shall, at its own expense and without impairing performance requirements, either replace the affected Goods or Work, or part, combination or process thereof with non-infringing components or parts or modify the same so that they become non-infringing.

**12.3.5** Final payment to the Contractor by the Owner/Project Manager will not be made while any such suit or claim remains unsettled.

#### **12.4 Notice and Legal Defence**

**12.4.1** Promptly after receipt by a party of any claim or Notice of the commencement of any action, administrative or legal proceeding, or investigation as to which the indemnities provided may apply, such Party shall notify the other Party in Writing of such fact provided that the failure of a Party to give any such Notice promptly shall not excuse the indemnifying party from its indemnification obligations hereunder except to the extent any such failure actually prejudices the indemnifying Party in the defence of such matters.

**12.4.2** The indemnifying Party shall assume on behalf of the indemnified Party and conduct with due diligence and in good faith the defence thereof with counsel reasonably satisfactory to the indemnified Party; provided that the indemnified Party shall have the right to be represented

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therein by advisory counsel of its own selection and at its own expense; and provided, further, that if the defendants in any such action include both the indemnifying Party and the indemnified Party and the indemnified Party shall have reasonably concluded that there may be legal defences available to it which are different from or additional to, or inconsistent with, those available to the indemnifying Party, the indemnified Party shall have the right to select separate counsel to participate in the defence of such action on its own behalf at the indemnifying Party's expense.

- 12.4.3** The indemnified Party shall, at the request of the indemnifying Party, provide all reasonably available assistance in the defence or settlement of any such claim, action, proceeding or investigation, and all reasonable costs and expenses incurred by the indemnified Party in connection with the defence or settlement of any such claim, action, proceeding or investigation shall be reimbursed by the indemnifying Party promptly upon demand thereof. The indemnified Party shall not settle or compromise any claim, action or proceeding without the prior Written consent of the indemnifying Party such consent not to be unreasonably withheld.

#### **12.5 Failure to Defend Action**

If any claim, action, proceeding or investigation arises as to which the indemnities provided may apply, and the indemnifying Party fails to assume the defence of such claim, action, proceeding or investigation, then the indemnified Party may at the indemnifying Party's expense contest or settle such claim.

#### **12.6 Survival: Expiration of Indemnity**

The provision of this Clause 12 shall survive final take over or the termination of this Contract; provided that neither Party shall have any indemnity obligations pursuant to this Clause 12 for any claim arising out of or resulting from events or circumstances occurring after the termination of this Contract or after the expiration of the Defect Liability Period; and provided further that neither Party shall have any indemnity obligation pursuant to this Clause 12 unless notice of any such claim for indemnity by either Party is received by the indemnifying Party prior to the date that is three (3) years after the expiration of the Defect Liability Period.

### **13.FORCE MAJEURE**

#### **13.1. Definition of Force Majeure**

"In this Clause, "Force Majeure" shall mean an event or circumstance beyond the reasonable control of the Owner/Project Manager or the Contactor which could not have been foreseen, prevented or mitigated by such Party using its reasonable diligence and which makes it impossible for such Party to perform the whole or in part its obligations under the Contract, including but not limited to:

- a) Act of God.

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- b) An act of war, (whether declared or undeclared) hostilities invasion, armed conflict or an act of foreign enemies, blockade, embargo, revolution, military action, or sabotage.
- c) Contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosive, or other hazardous properties.
- d) Riot, civil commotion, terrorism or disorder, unless solely restricted to employees of the Contractor or of his Sub-contractors.
- e) Natural or regional industrial disputes or targeted disputes which are part of national or regional campaign and which is not reasonably within the powers of a Party to prevent, or which is not specific to the Party or any of his Contractors or Subcontractors.
- f) Operation of the forces of nature such as earthquake, hurricane, lightning, tidal wave, tsunami, typhoon or volcanic activity.

### 13.2 Excused Performance

If either Party is rendered wholly or partially unable to perform its obligations under this Contract because of a Force Majeure Event, that party will be excused from whatever performance is affected by the Force Majeure event to the extent so affected provided that:

- a) The affected Party gives the other Party Written Notice of the occurrence of the Force Majeure Event as soon as practicable after the occurrence of the Force Majeure Event and also gives the other Party Written Notice describing in reasonable detail the particulars of such occurrence, including an estimation of its expected duration and probable impact on the performance of such Party's obligations hereunder, and thereafter continues to furnish thereto timely regular reports with respect to continuation of the Force Majeure Event;
- b) The suspension of performance shall be of no greater scope and of no longer duration than is reasonably required by the Force Majeure;
- c) No liability of either Party which arose before the occurrence of the Force Majeure Event causing the suspension of performance shall be excused as a result of the occurrence;
- d) The affected Party shall exercise all reasonable efforts to mitigate or limit Damages to the other Party;
- e) The affected Party shall use its best efforts to continue to perform its obligations hereunder and to correct or cure the event or condition excusing performance;
- f) When the affected Party is able to resume performance of its obligations under this Contract, that Party shall give the other Party Written Notice to that effect and shall promptly resume performance hereunder.



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### 13.3 Limitations

Notwithstanding anything to the contrary contained herein:

- a) any act, event, or occurrence listed above or asserted as a Force Majeure Event that results materially from the negligence or intentional acts of the affected party (including in the case of Contractor or any Sub-contractor thereof) shall not constitute a Force Majeure Event; and
- b) The affected Party shall not be relieved from obligations under this Contract to the extent that the negligence or wilful misconduct of the affected Party (or in the case of Contractor or any Sub-Contractor thereof) contributes to or aggravates the Force Majeure Event.

### 13.4 Effect of Force Majeure Event

Neither the Owner/Project Manager nor the Contractor shall be considered in default or in Contractual breach to the extent that performance of obligations is prevented by a Force Majeure Event, which arises after the Effective Date. Except as otherwise provided in a Change Order, an extension of time shall be granted to Contractor only to the extent Contractor proves to Owner/Project Manager:

- a) The performance of the Work or supply of Goods is actually and necessarily delayed by an event of Force Majeure; and
- b) The effect of such event of Force Majeure could not have been prevented or avoided or removed despite exercise of reasonable due diligence whether before, after or during the event of Force Majeure.

### 13.5 Payment to Contractor

If, in consequence of Force Majeure, the Site or any part thereof shall suffer loss or damage, the Contractor shall be entitled to claim and receive payment for the cost of Work or supply of Goods executed in accordance with the Contract, prior to the event of Force Majeure.

### 13.6 Optional Termination, Payment and Release

Irrespective of any extension of time, if a Force Majeure Event occurs and its effect continues for a continuous period of [180 days], the Owner/Project Manager at its discretion may give to Contractor a Notice of termination, which shall take effect 30 (thirty) Days after the giving of the Notice. If, at the end of the 30 (thirty) Day period, the effect of the Force Majeure Event continues, the Contract shall terminate. If the Contract is so terminated, the Owner/Project Manager shall determine the work done and pay to the Contractor all amounts due and payable for such work.

## 14.EXTRA ITEMS



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- 14.1** Extra items if any shall be paid on the basis of vouchers of cost of materials and labour produced by the Contractor. Vouchers produced for materials, labour, machinery etc. shall be as per the prevailing market rates. The Contractor shall be paid 20 percent of the cost of materials, labour and operation of plant and machinery etc. required to execute the item towards his profit and overhead charges. Cost of materials will not be added for calculation of overheads/profits if the same is supplied by the OWNER/PROJECT MANAGER. For such extra work, the Contractor shall maintain time sheets of personnel engaged and machinery used for execution of same and get them certified by the OWNER/PROJECT MANAGER. Only such labour and plant cost based on above records, which in the opinion of the OWNER/PROJECT MANAGER is justified, shall be taken into account to determine the extra item rate.
- 14.2** Items not covered by the Schedule of Quantities but are similar in nature to the items already covered shall be paid for, the rates being worked out on the basis of rates quoted for similar items.

## **15.DRAWINGS AND SCHEDULE OF QUANTITIES**

- 15.1** One set of the drawings and specifications and schedule of quantities shall be furnished by the OWNER/PROJECT MANAGER to the Contractor, and OWNER/PROJECT MANAGER shall furnish, within such time as he may consider reasonable, one copy of any additional drawing/s which in his opinion may be necessary for the execution of any part of the work. Such copies shall be kept on the works and the OWNER/PROJECT MANAGER and their representatives shall at all reasonable times have access to the same, and they shall be returned to the OWNER/PROJECT MANAGER by the Contractor before the issue of the certificate for the balance of his account under the Contract. This contract and the signed drawings and specifications and schedule of quantities shall remain in the custody, of the OWNER/PROJECT MANAGER, and shall be produced by him at his office as and when required by the OWNER/PROJECT MANAGER or by the Contractor.
- 15.2** OWNER shall also supply construction drawings and details progressively during the contract period, to cover all the works envisaged in the scope of the contract. Construction drawings would be issued at the commencement of the work and subsequently to ensure that progress is maintained at the required pace, to meet the agreed work schedule of completion provided design data are available. If the Contractor apprehends any delay in construction for want of drawings and details, he shall, immediately advice the OWNER/PROJECT MANAGER in writing accordingly. In case the work is retarded or even stopped temporarily for lack of details and construction drawings to proceed with, the Contractor would be given extension of time to the extent his work has been held up for want of drawings. The OWNER/PROJECT MANAGER's decision in regard to the extension of time allowed on this account shall be final and binding.
- 15.3** Only figured dimensions on drawings will be followed and drawings to large scale shall generally take precedence over those to a smaller scale. Detailed drawings and notes appended thereon shall be deemed to form part of the specifications and to supersede the specification in case of discrepancies. However, all documents shall be considered mutually explanatory.

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- 15.4** CONTRACTOR shall prepare and submit detailed fabrication drawings based on the drawings and/or instructions furnished by OWNER for structural steel and works which require further detailing for successful execution of works. OWNER'S ENGINEER shall review and comment such detailed drawings submitted by CONTRACTOR. CONTRACTOR will have to re-submit the commented drawings till the OWNER approves the drawings as fit for fabrication / construction. CONTRACTOR must note that it is his responsibility to timely submit and obtain OWNER'S approval on the fabrication / detailed drawings without affecting the project progress and schedule. The CONTRACTOR must submit and adhere to fabrication / detailed drawing schedule in accordance with the project requirements and to the OWNER's satisfaction as would be decided during the kick-off meeting with him.

## **16. MEASUREMENT OF WORKS**

- 16.1** The OWNER/PROJECT MANAGER/ OWNER'S representative may from time to time intimate to the Contractor that they require the works to be measured and the Contractor shall attend or send a qualified agent to assist the OWNER/PROJECT MANAGER and OWNER'S representative in taking such measurements and calculations and to furnish all particulars or to give all assistance required by either of them.
- 16.2** Should the Contractor not attend or neglect or omit to send such agents then the measurements taken by the OWNER/PROJECT MANAGER /OWNER'S representative or approved by them shall be taken to be the correct measurements of the work. Such measurements shall be taken in accordance with the Mode of Measurements mentioned in the specification.
- 16.3** Any claim which the Contractor may have to make in respect of such measurement shall be made by him in writing to the OWNER/PROJECT MANAGER within seven days of the date of these measurements, failing which the measurements shall be deemed to have been accepted by the Contractor.
- 16.4** Where mode of measurement is not specified, the measurements will be taken at site as per I.S. Code of Practice for Measurements. The Contractor shall give all assistance for taking measurements like steel measuring tapes, scaffolds, ladder and including surveyors with surveying instruments for checking and confirming levels.

## **17. NIGHT WORK**

- 17.1** The Contractor is normally expected to work during daytime only and is required to complete the work in all respects as stipulated elsewhere. However, night work may be stipulated by the

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OWNER/PROJECT MANAGER or permitted in exigencies with prior approval of the OWNER/PROJECT MANAGER.

- 17.2** Sufficient lights shall be provided by the CONTRACTOR to safeguard the workmen and the public and to afford adequate facilities for properly placing and inspecting the material when the night work is in progress.

## **18.ARBITRATION**

- 18.1** In case any dispute or difference shall arise between the OWNER/PROJECT MANAGER or the ENGINEER on his behalf and the CONTRACTOR arising out of or in relation to or concerning this Contract or the construction, meaning, operation or effect hereof or of any clause herein contained or as to the rights, duties or liabilities of the parties hereto respectively or of the ENGINEER under or by virtue of these presents or otherwise or in connection with the subject matter of these presents or arising out of or in relation thereto (except as to matters left to the sole discretion of the ENGINEER) the same shall be referred to the arbitration of a single arbitrator in case the parties can agree upon one, otherwise, to two arbitrators, one to be appointed by each party and an umpire to be appointed by the two arbitrators before entering upon the references and in either case in accordance with and subject to the provisions of the Indian Arbitration and Reconciliation Act 1996 or any statutory modification or re-enactment thereof for the time being in force. All arbitration proceedings shall be conducted in English language only and the decision of the arbitration tribunal constituted in accordance with the above shall be final and binding upon the parties. Each party to the dispute shall bear its own costs, unless otherwise specified by the arbitration tribunal in its order. The seat and venue of all arbitration proceedings under this Contract shall be Mumbai.
- 18.2** Work under the Contract shall, continue during the arbitration proceedings and no payments due or payable by the OWNER/PROJECT MANAGER shall be withheld on account of such proceedings.

## **19.SCHEDULE OF QUANTITIES - NO CLAIM BECAUSE ACTUAL QUANTITIES DIFFER FROM PRELIMINARY STATEMENT**

- 19.1** The quantities of the various kinds of work to be done and materials to be furnished under this Contract which have been estimated and are set forth in the proposal or the Agreement or the Schedule of Quantities and Rates are the best available, but may not be accurate in any or all particulars and are only for the purpose of comparing on a uniform basis the bids offered for the work under this Contract
- 19.2** The CONTRACTOR agrees that neither the OWNER/PROJECT MANAGER nor the ENGINEER nor any of the employees or agents thereof shall be held responsible if any of the said estimated quantities should be found to be not even approximately correct in the construction of the work and that he will not at any time dispute or complain of such statement nor assert that there was

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any misunderstanding in regard to the character, size and type of work to be done or the kind or amount of the materials to be furnished or work to be done. Further, the CONTRACTOR shall make no claim for anticipated profits, for loss of profit or for damage because of a difference between the quantities of the various kinds of work to be done or materials actually delivered and the estimated quantities set forth by the OWNER/PROJECT MANAGER or the ENGINEER

- 19.3** The rates/prices quoted by the CONTRACTOR in the schedule of rates/prices shall be firm irrespective of any variation in the quantities of individual items of work and/or in the total Contract Price unless otherwise specified in Special Conditions of Contract.

## **20. CONTRACTOR INFORMED, AS TO THE CONDITIONS**

- 20.1** The CONTRACTOR shall inspect, examine and obtain all information and satisfy himself regarding all matters and things such as right of way, surface and sub-surface water conditions to be encountered, the character of equipment and facilities needed for the prosecution of work; the location and suitability of all construction materials, the quantities of various sections of the work, and local labour conditions, relating to the execution and maintenance of the works to be carried out under the Contract or any hindrances or interference's to or with construction and maintenance of the works from any cause whatsoever including any other operation of works, which may or will be carried out on or adjacent to the site of the works under the Contract and shall make allowance for all such contingencies in the Contract Price and will not raise any claims or objections against the OWNER/PROJECT MANAGER in any of such matters as mentioned above.
- 20.2** The acceptance of the order or making of a Contract will be construed as evidence that such an examination was made and later claims for labour, equipment or materials required for difficulties encountered will not be allowed.
- 20.3** Any record of subsurface condition, water records and other observations which may have been made by the ENGINEER/OWNER/PROJECT MANAGER have been made with reasonable care and accuracy. Such records may be made available to the CONTRACTOR for his information, if available, but there is no expressed or implied guarantee, as to the accuracy of the records nor any interpretation of them. The CONTRACTOR shall recognise this and form his own opinion of the character of the materials to be encountered or excavated, from an inspection of the ground and put his own interpretation on records.
- 20.4** The prices quoted by the CONTRACTOR shall be based on his own knowledge and judgement of the conditions and hazards involved and not upon any representation of the OWNER/PROJECT MANAGER or ENGINEER.

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## 21.CONTRACTOR TO PROVIDE EVERYTHING NECESSARY

- 21.1** The CONTRACTOR shall provide everything necessary for the proper execution of the Works according to the intent and meaning of the drawings, schedule of quantities and specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from and if the CONTRACTOR finds any discrepancy therein shall immediately and in writing refer the same to the ENGINEER whose decision shall be final and binding on the parties.
- 21.2** The CONTRACTOR shall supply, fix and maintain at his cost, during the execution of any works all the necessary cantering, scaffolding, staging, planking, timbering, strutting, shoring, pumping, fencing, hoarding, watching and lighting by night as well as by day, etc required not only for the proper execution and protection of the Works, but also for the protection of the public and the safety of any adjacent roads, streets, cellars, vaults, walls, houses, buildings and all other erections, matters or things, and the CONTRACTOR shall take out and remove any or all such cantering, scaffolding, staging, planking, timbering, strutting, shoring etc. as occasion shall require or when ordered to do so and shall fully reinstate and make good all matters and things disturbed during the execution of the works to the satisfaction of the ENGINEER. The CONTRACTOR shall be paid no additional amount for the above and for any access roads to be made to reach the construction site.
- 21.3** All materials shall be new and of the best respective kinds described in the schedule of quantities and/or Technical Specifications and in accordance with the Engineer's Instructions and the CONTRACTOR shall upon the request of the ENGINEER, furnish him with all invoices, accounts, receipts, certificates and other vouchers, to prove that the materials comply therewith. The CONTRACTOR shall at his own cost arrange for and/or carry out any test of materials which the ENGINEER may require. The contractor shall establish and operate a full-fledged cement and concrete testing laboratory at site and depute a full time qualified QA/QC engineer for the duration of the contract at no extra cost to the Owner/Project Manager. Such full-fledged cement and concrete testing laboratory at the site shall be as per provision of IS: 456 and CONTRACTOR shall also depute an independent qualified QA/QC engineer full-time at the site for the duration of the contract.
- 21.4** It shall be the responsibility of the CONTRACTOR to unload and store in a safe and acceptable manner all construction materials as directed by the Owner/Project Manager.
- 21.5** The CONTRACTOR is required to provide and maintain all tools, and equipment and instruments necessary to perform his work. He shall provide all fuels, lubricants and compressed air for the operation and maintenance of his construction tools.
- 21.6** The CONTRACTOR is to arrange for all his requirements of such materials including but not limited to oxygen, Acetylene, pipes, ropes, welding rods etc required for performing the Works.

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- 21.7** Samples of all materials to be used, whether cement, steel, bricks, rubble stone, aggregate, sand, timber, tiles, granite, finishing & building interior etc. shall be submitted by the CONTRACTOR and must be got approved by the Owner/Project Manager before they are used. Approved samples shall be kept with the Owner/Project Manager and all supplies shall strictly conform to the approved samples. Materials not strictly conforming to the samples are liable to the rejected.
- 21.8** The CONTRACTOR shall not sell, assign, mortgage, hypothecate or remove equipment or materials which have been installed or which may be necessary for the completion of the Contract without the written consent of the Owner/Project Manager.
- 21.9** CONTRACTOR shall provide and maintain at the site necessary number and type of machinery and equipment including survey instruments, TOTAL Station, Auto level etc. in good working condition for proper setting out and timely completion of the various works covered under Relevant Package. All arrangements for transporting the equipment to and from the site shall be done by the CONTRACTOR at his own expense. Contractor has to provide all the survey equipments including all technicians, helpers etc., for checking other works also if so desired by Owner with no additional cost of the Owner. No claim shall be entertained for mobilising additional equipment and/or personnel to complete the work within the stipulated time.
- 21.10** CONTRACTOR shall provide all fuels and lubricants required for the operation and maintenance of construction machinery and equipment as well as his transport vehicles.
- 21.11** CONTRACTOR shall at his cost arrange for all his requirements of such materials as, but not limited to, oxygen, acetylene, welding electrodes, ropes, form ties, turn-buckles, clamps, wiping rags and sand papers etc. which are required to satisfactorily perform his work.
- 21.12** It shall be ensured by the CONTRACTOR that work shall proceed uninterrupted even in the event of power failures with the help of DG Sets and Diesel compressors. As such, adequate number of diesel operated machinery (such as boring rigs, concrete mixers, vibrators, welding sets, etc.) shall be provided by the CONTRACTOR as an alternative arrangement in case electrically operated machinery are proposed to be brought to site.
- 21.13** The CONTRACTOR will be required to provide at his own cost all facilities for his office, warehouse, tool room, change room or any other building/structure required to the Works.
- 21.14** CONTRACTOR shall establish his own office / shed at specified place inside/near the project site for his worker/staff. The CONTRACTOR's office/shed shall be porta-cabin type. Only the shed for storing Cement shall be in brick masonry. In addition the office/shed shall have proper ventilation lighting and sanitary facilities. CONTRACTOR shall plan their site facilities and obtain clearance from the OWNER before construction of the Office/shed.
- 21.15** All royalties shall be paid by the CONTRACTOR as also all tolls, local and other taxes, etc. at no extra cost to OWNER. The rates quoted for excavation shall include Collector's permissions for

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Excavation permits, Royalty payments, disposal in MCGM (Debris Cell management) approved yard etc.

- 21.16** All materials supplied by the CONTRACTOR shall be of the best quality and shall conform to the Technical Specification. Approval in writing shall be obtained from OWNER before any alternative or equivalent material is proposed to be used by the CONTRACTOR.
- 21.17** The CONTRACTOR shall get tested all materials supplied by him in a OWNER approved laboratory, as directed by ENGINEER or as specified in the corresponding code of practice, at no extra cost to the OWNER. This is in addition to furnishing the Manufacturer's Test Certificate where available.
- 21.18** CONTRACTOR shall obtain all necessary permits and licenses before commencement of work at no extra cost to OWNER.
- 21.19** The CONTRACTOR shall have PF coverage, for all workmen in his permanent employee as well as those temporarily hired by him for the said project. He shall also have ESIC cover for all workmen, permanent as well as temporary if required by law. The cost for both the above viz. PF as well as ESIC shall be deemed to have been covered in the rate quoted by contractor. The OWNER shall not pay any extra charges over and above the rates quoted for these statutory payments.

## **22.TO DEFINE TERMS AND EXPLAIN PLANS**

- 22.1** The various parts of the Contract are intended to be complementary to each other, but should any discrepancy appear, or any misunderstanding arise as to the import of anything contained therein, the explanation of the OWNER/PROJECT MANAGER shall be final and binding. The correction of any errors or omissions of the drawings and specifications may be made by the OWNER/PROJECT MANAGER, when such correction is necessary to bring out clearly the intention, which is indicated by a reasonable interpretation of the drawings and specifications as a whole.
- 22.2** The OWNER/PROJECT MANAGER may from time to time prepare for his own use estimates of quantities or bills of materials required for the work. Copies of such estimate or bills of materials which may be given to the CONTRACTOR for his convenience, or any lists, weights, or quantities of materials or structures which may appear on the drawings shall not be considered as finally correct, sufficiently complete, or accurately covering any portion or all the work to be done under this Contract. Such bills or estimates may be carefully assembled and prepared but their accuracy is not guaranteed. They may or may not be accurate as to any particular detail and are given only as the best information available at the time of issue of the information. It is mutually understood that any such lists or estimates are furnished to the CONTRACTOR for his convenience only and not as lists or estimates of work to be done, many necessary items of work being omitted.



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### **23. ENGINEER TO DIRECT WORK AND ORDER ALTERATIONS, MODIFICATIONS, DELETIONS**

- 23.1** The OWNER/PROJECT MANAGER shall have the right but not obligation to direct the manner in which all work under this Contract shall be conducted in so far as may be necessary to secure the safe and proper progress and the specified quality of the work, and all work shall be done and all material shall be furnished to the satisfaction and approval of the OWNER/PROJECT MANAGER.
- 23.2** Additional drawings and explanations to exhibit or illustrate details may be provided by the OWNER/PROJECT MANAGER and shall be so provided whenever necessary and shall be binding upon the CONTRACTOR. The written decision of the OWNER/PROJECT MANAGER as to the true interpretation and meaning of the drawings and specifications and of such additional drawings and explanations shall be binding upon the CONTRACTOR.
- 23.3** If at any time the CONTRACTOR's methods, materials, or equipment appear to the OWNER/PROJECT MANAGER to be unsafe, inefficient or inadequate for securing the safety of the workmen or the public, the quality of work or the rate of progress required, he may order the CONTRACTOR to increase their safety, efficiency and adequacy, and the CONTRACTOR shall comply with such orders. If at any time the CONTRACTOR's working force and equipment are, in the opinion of the ENGINEER, inadequate for securing the necessary progress, as herein stipulated, the CONTRACTOR shall, if so directed, increase the working force and equipment to such an extent as to give reasonable assurance of compliance with the schedule of completion. The failure of the OWNER/PROJECT MANAGER to make such demands shall not relieve the CONTRACTOR of his obligations to secure the quality, the safe conducting of the work, and the rate of progress required by the Contract, and the CONTRACTOR alone shall be and remain liable and responsible for the safety, efficiency, and adequacy of his methods, materials, working force, equipment and timely completion of job irrespective of whether or not he makes any change as a result of any order or orders received from the OWNER/PROJECT MANAGER.
- 23.4** The OWNER/PROJECT MANAGER shall have the power to make any alteration in, omissions from additions to the original specifications, drawings, designs and instructions that may appear to him to be necessary or advisable during the progress of the work and the CONTRACTOR shall be bound to carry out the work in accordance with any instructions that may be given to him in writing by the OWNER/PROJECT MANAGER and such alterations, omissions, additions or substitutions shall not invalidate the Contract. Any altered, additional or substituted work which the CONTRACTOR may be directed to do in the manner above specified as part of the work, shall be carried out by the CONTRACTOR on the same conditions in all respects on which he agreed to do the main work and at the same rates as are specified in the Contract for the main work, unless such alterations are not identical with items of work and form extra items.
- 23.5** The time for completion of the work shall be extended in the time proportion that the altered, additional or substituted work bears to the original contract and the decision of the OWNER/PROJECT MANAGER shall be conclusive and binding on the CONTRACTOR.



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## 24.CONTRACTOR'S SUPERVISION

- 24.1** The CONTRACTOR shall, during the whole time the work is in progress, employ a qualified engineer to be in-charge of the works with adequate experience in handing of jobs of this nature and with the prior approval of the OWNER / PROJECT MANAGER. Such engineer shall be constantly in attendance at the site during working hours. During Contractor's representative's absence during working hours, when it may be necessary to give directions and orders by the ENGINEER / OWNER/PROJECT MANAGER, such orders shall be received and obeyed by the CONTRACTOR'S engineer in-charge who may have charge of the particular part of the work in reference to which orders are given.

If requested to do so, the ENGINEER /OWNER / PROJECT MANAGER shall confirm such orders in writing. Any directions, instructions or notices given by the ENGINEER/OWNER / PROJECT MANAGER to Contractor's Engineer-in-charge shall be deemed to have been given to the CONTRACTOR. Such engineer in-charge of CONTRACTOR shall have all necessary powers to engage labour or purchase materials and proceed with the work as required for speedy execution in accordance with the Contract.

Apart from the above, a separate and independent planning and monitoring cell of adequate and suitable back-up in the form of computers and project management software (Microsoft Project or Primavera Only) shall also be available at site full time. This cell shall prepare overall and detailed construction programmes and submit weekly / fortnightly / monthly progress and hold-up reports

- 24.2** None of the CONTRACTOR's Superintendents, engineers, supervisors or labour should be withdrawn from the work without due notice being given to the OWNER/PROJECT MANAGER/ENGINEER; further no such withdrawals shall be made if in the opinion of the OWNER/PROJECT MANAGER/ENGINEER such withdrawals will jeopardise the required pace of progress/successful completion of the work.
- 24.3** The CONTRACTOR shall employ in or about execution of the work only such persons as are careful, skilled and experienced in their respective trades, and the OWNER/PROJECT MANAGER shall be at liberty to object to and require the CONTRACTOR to remove any person employed by the CONTRACTOR in or about execution of works who in the opinion of the ENGINEER misconducts himself or is incompetent or negligent in the proper performance of his duties and all such persons shall not again be employed upon the works without the prior permission of the OWNER/PROJECT MANAGER.
- 24.4** Neither the CONTRACTOR, the OWNER/PROJECT MANAGER nor the ENGINEER shall hire or employ any employee of the other party except by mutual consent.

## 25.SETTING OUT WORKS

- 25.1** The CONTRACTOR shall set out the works and shall be responsible for the true and perfect setting out of the same and for the correctness of the positions, levels, dimensions and alignment of all parts thereof. If at any time, any error shall appear during the progress of any

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part of the work, the CONTRACTOR shall at his own expenses rectify such error, if called upon, to the satisfaction of the OWNER/PROJECT MANAGER.

- 25.2** The CONTRACTOR shall establish and maintain base lines and bench marks adjacent of the various sections of work. All such marks and stakes must be carefully preserved by the CONTRACTOR, and in case of their destruction by him or any of his employees, they will be replaced at the CONTRACTOR's expense.
- 25.3** The CONTRACTOR shall be responsible for the accuracy of all dimensions within the various sections of the work according to the figures of dimensions on the drawings.

## **26.CONSTRUCTION SUPERVISION AND WORKMANSHIP**

- 26.1** The OWNER/PROJECT MANAGER will engage his own supervisory staff at the site of works as may be deemed fit. The CONTRACTOR shall afford the supervisors every facility and assistance for examining the works and materials for checking and measuring the works and materials. The supervisors shall have no power to revoke, alter, enlarge or relax any requirement of the CONTRACTOR, but may sanction any day work, additions, alterations, deviations or omissions, or any extra work whatever as may be authorised by the OWNER/PROJECT MANAGER.
- 26.2** The Supervisors engaged by OWNER/PROJECTMANAGER will act ENGINEER's representatives and shall have power to give notice to the CONTRACTOR or to his Foreman of non-approval of any work or materials, and such work shall be suspended or the use of such material shall be discontinued, until the decision of the ENGINEER is obtained.
- 26.3** The work shall be conducted under the general direction of the ENGINEER and is subject to inspection by his supervisors to ensure strict compliance with the terms of the Contract. No failure of the ENGINEER or his supervisors during the progress of the work to discover or to reject materials, or work not in accordance with the requirement of this Contract shall be deemed as acceptance thereof or a waiver of defects therein and no payment by the ENGINEER on partial or entire occupancy of the premises shall be construed to be an acceptance of the work or materials which are not strictly in accordance with the requirements of this Contract. No changes whatsoever to any provision of the specifications shall be made without written authorisation of the OWNER/PROJECT MANAGER.
- 26.4** The CONTRACTOR shall execute the whole and every part of the work in the most substantial and workmanlike manner as regards material and in all other respects.
- 26.5** If it shall appear to the ENGINEER/OWNER/PROJECT MANAGER that any work has been executed with unsound, imperfect or unskilled workmanship, or that any materials or articles provided by him for the execution of the work are unsound, or of a quality inferior to that contracted for, or otherwise not in accordance with the Contract, the Contractor shall on demand in writing from the ENGINEER/OWNER/PROJECT MANAGER, notwithstanding that the

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same may have been inadvertently passed, certified and paid for, forthwith rectify or remove and reconstruct such work in whole or in part as the case may require or as the case may be, remove such materials or articles at his own proper charge and cost. In the event of his failing to do so within seven days of receipt of the ENGINEER'S written notice thereof, or any other period mentioned in such notice, the ENGINEER may rectify or remove and re-execute the work or remove and replace with other materials and articles complained of, as the case may be, at the risk and expense of the CONTRACTOR in all respects.

Also in the event the CONTRACTOR fails to carry out the rectification within the period stipulated above, the CONTRACTOR shall be liable to pay compensation at the rate of quarter (1/4) percent of the total Contract Value, for every week or part thereof, beyond the period stipulated above, that the rectification work remain incomplete.

- 26.6** The provisional acceptance of sections of the work for the purpose of preparing partial estimates and the payment of money for such partial estimates shall not operate as a waiver of any portion of this Contract and shall not be construed so as to prevent the ENGINEER from requiring replacement of defective work that may become apparent after the said provisional acceptance and shall not be construed in any way as the basis for a claim of extra compensation for any cause whatsoever by the CONTRACTOR.

## **27.UNFIXED MATERIALS WHEN TAKEN INTO ACCOUNT TO BE THE PROPERTY OF OWNER/PROJECT MANAGER**

- 27.1** Wherein any certificate, of which the CONTRACTOR has received payment, the ENGINEER has included the value of any unfixed materials intended for and/or placed on or adjacent to the works, such materials shall become the property of the OWNER/PROJECT MANAGER (for any loss or damage to materials the CONTRACTOR shall be responsible) and they shall not be removed from the site, except for the works, without the written authority of the OWNER/PROJECT MANAGER.

## **28.INTOXICANTS**

- 28.1** The CONTRACTOR shall not permit or suffer the introduction or use of intoxicating liquor upon the works embraced in this Contract, or upon any of the ground occupied or controlled by him.

## **29. WORK IN MONSOON AND DEWATERING**

- 29.1** The construction and erection work may entail working in monsoon also. The CONTRACTOR must maintain a minimum labour force as may be required for the job and plan and execute the construction and erection according to the prescribed schedule. No extra rate will be considered for such work in monsoon.
- 29.2** During monsoon and other period it shall be the responsibility of the CONTRACTOR to keep the construction site free from accumulating of water, at his own cost.

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- 29.3** During inclement weather, rains, CONTRACTOR shall suspend concreting for such time as the ENGINEER may direct and shall protect from damage all works already in progress or completed just then. All such temporary protective measures shall be at CONTRACTOR's cost and any damage to works shall be made good by the CONTRACTOR at his own expense. Upon resumption with ENGINEER's consent/notice, CONTRACTOR shall make good any deterioration or defect in or loss of the Works or Materials, which has occurred during the suspension.

### **30.HOLD HARMLESS CLAUSE**

- 30.1** The CONTRACTOR shall be fully responsible for the due compliance by him and his sub-contractors with all statutory requirements and with all applicable labour laws including Contract Labour Abolition and Regulation Act, Workmen's Compensation Act, P.F./E.S.I., Labour welfare fund, Act as may be applicable to the Contractor, the sub-contractors and their employees. The Contractor shall fully indemnify and save harmless the OWNER/PROJECT MANAGER from and against all claims, demands, expenses, losses, liabilities, charges, actions, suits and proceedings whatsoever including claims under aforesaid Acts and laws which may be brought or made against the OWNER/PROJECT MANAGER, its Officers or servants by reason or in consequence of any matter or thing done or omitted to be done by the CONTRACTOR and/ or the sub-contractors and all costs, charges and expenses which may become payable by the OWNER/PROJECT MANAGER in respect thereof.

### **31.DEMOBILISATION**

Upon completion of work, the CONTRACTOR shall promptly demobilise from the site and leave the place in a manner as directed by the OWNER/ENGINEER, including cleaning of the area. CONTRACTOR shall start demobilisation only after the successful completion of the contract. No equipment, plant material or personnel shall be de-mobilised from the site unless with the express consent of the OWNER's Project Manager. The OWNER reserves the right to disallow in de-mobilisation if works under this scope of this contract are not completed to his satisfaction.

### **32.NOT USED**

### **33.SUSTAINABILITY**

The Contractor shall abide to the Owner / Project Manager's Corporate Environment policy, Corporate Sustainability Policy and Tata Power Sustainable Procurement Policy (enclosed).

The Contractor should strive towards Conservation of Energy, Water, Resources and optimize transportation of Men & Materials to minimize environmental impact and reduce carbon footprint.

The Contractor should carry out the assessment of materials used for construction, operation & maintenance, consumables and accordingly phase out those materials which are environmentally hazardous.

The Contractor organization should be ISO 14001 and SA 8000 and OHSAS-18001 certified. If not, Contractor shall certify that the handling, use and disposal of all materials & products shall be consistent with sound environment management.

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The Contractor commits that: that no child labour, No forced labour, Non discrimination on the basis of caste, colour, religion, gender, disability and any other factor unrelated to the requirements of the job.

The Contractor commits to equal pay for equal value of work, especially for women. The Contractor should carry out assessment of their Sub-contractors on their Sustainability Readiness so that they comply with the above mentioned standards.

#### **34. Total Compliance to TCOC, SHE and Safety Terms & Conditions**

The Contractor shall abide and comply with Owner / Project Manager's Safety, Health & Environment policies, Safety Terms & Conditions, Sustainability and TCOC manuals / documents as enclosed, in totality.

#### **35.CHANGES IN CONSTITUTION**

Where the CONTRACTOR is a partnership firm, the previous approval in writing of the ENGINEER and the OWNER / PROJECT MANAGER shall be obtained before any change is made in the constitution of the firm and where the Contractor is an incorporated entity, the previous approval in writing of the ENGINEER / PROJECT MANAGER should be obtained before any change in Control of the Contractor. Where the CONTRACTOR is an individual or a Hindu undivided family business concern, such approval as aforesaid shall likewise be obtained before the CONTRACTOR enters into any partnership agreement where-under the partnership firm would have the right to carry out the work hereby undertaken by the CONTRACTOR.

#### **36.MISCELLANEOUS**

##### **36.1 Non-Waiver**

Neither Party shall be deemed to have waived any right under this Contract unless such Party shall have delivered to the other Party a written waiver signed by such waiving Party. No failure or successive failure by either Party to enforce any covenant or agreement, and no waiver or successive waivers by either party of any condition of this Contract, shall operate as a discharge of such covenant, agreement or condition, or render the same invalid, or impair such Party's right to enforce the same in the event of any subsequent breach thereof by the other Party.

##### **36.2 Severability**

If any of the terms, covenants or conditions hereof or the application of any such term, covenant or condition shall be held invalid or unenforceable as to either Party or as to any circumstance by any court or arbitrator having jurisdiction, the remainder of such terms, covenants or conditions shall not be affected thereby, shall remain in full force and effect and shall continue to be valid and enforceable in any other jurisdiction. In such event, the Parties shall negotiate in good faith to substitute a term, covenant or condition in this Contract to replace the one held invalid or unenforceable by a mutually agreed amendment to this Contract with a view toward achieving a valid and enforceable legal and economic effect as similar as is then reasonably possible to that originally provided for in this Contract.

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### 36.3 Survival of Provisions

In order that the Parties may fully exercise their rights and perform their obligations hereunder arising from the performance of the Work, such provisions of this Contract that are required to insure such exercise or performance shall survive the termination of this Contract for any cause whatsoever.

### 36.4 Entire Agreement

This Contract constitutes the entire agreement and contains all of the understandings and agreements of whatsoever kind and nature existing between the Parties, and supersedes, to the extent permitted by Indian law, all prior written or oral agreements, commitments, representations, communications and understandings between the Parties.

### 36.5 Amendment

No amendment, waiver or consent relating to this Contract shall be effective unless it is in writing and signed by the Parties.

### 36.6 Successors and Assigns

All of the terms and provisions of this Contract shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. This Contract is for the sole benefit of the Parties, and to the extent provided herein, the Indemnities, and is not for the benefit of any other Person.

### 36.7 Counterparts

This Contract may be executed in one or more counterparts, each of which shall be deemed to be an original and all such counterparts shall together constitute one and the same contract.

### 36.8 No Benefit to Third Parties

For the avoidance of doubt, this Contract is not intended to confer any legally enforceable rights on any Person other than the Parties, their successors in title and their permitted assignees.

### 36.9 Certification

The Contractor should be ISO 14001 and SA 8000 and OHSAS-18001 certified. In the event Contractor does not have the certification, then the Contractor should certify that the handling, use and disposal of the product shall be consistent with sound environment management.

### 36.10 Liability Limitation:

CONTRACTOR's total liability to the OWNER/PROJECT MANAGER for all matters under or arising out of this Contract, other than the Excluded Matters, is limited to 100% of the Total Contract

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value in aggregate. For the purposes of this clause 36.10, “Excluded Matters” shall mean liabilities arising on the Contractor on account of fraud, willful default, reckless misconduct by the Contractor or any regulatory penalties / third party claims that are made on the Owner on account of a breach of this Contract by the Contractor..

### **37. NOVATION**

At the Owner’s sole discretion, the Contractor shall have no objection and will fully extend co-operation for Novation of this Contract to any Tata Group Companies including Tata Power associates and subsidiaries; if the situation so warrants.

### **38. DECLARATION BY CONTRACTOR**

All articles, Clauses, Conditions, Manuals, instructions cross referred in this GCC are fully read, understood by the Contractor in their entirety for fruitful implementation.

|                                                  |                                                                                   |                                                           |
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## Appendix 2:

# Safety Terms and Conditions

| Reason for Change                                                     | Date of Last Revision               | Prepared By                | Reviewed By           | Approved by                                             |
|-----------------------------------------------------------------------|-------------------------------------|----------------------------|-----------------------|---------------------------------------------------------|
| Periodic Revision and Inclusion of Procedures and formats from BASCC. | <u>1 Aug 2023</u><br><u>(Rev 5)</u> | All Discom and CFT members | Corporate Safety Team | Suresh H Khetwani<br><br>(Chief safety and Environment) |

Corporate Safety Team.



|                                          |                                                                                   |                                                   |
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## 1.0 Objective:

The Objective of Safety Terms and Conditions is to apprise the Business Associates about various expectations from the BA to implement Tata Power Health & Safety Management System without fail.

## 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.

## 3.0 Safety Organization & Responsibilities

### 3.1 Business Associate Site Management and Supervision

Each Business Associate 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 Business Associate 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 Business Associate 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 Business Associate 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.

(For any specific & specialized work, site safety supervisor will be decided by SCG)(R6)

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 Business Associate /Sub Vendor is responsible, and will be held accountable, for the safety of their own workforce as well as that of sub-Business Associate s. 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 Business Associate Supervisors and General Staff.

Business Associate s' 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.

The BA's supervisor is the link between Tata Power Management and the BA (including his employees). (R6)

- He coordinates the work of his company's employee on site and is responsible & accountable for the safety of BA workforce. He will collaborate with site safety supervisor (SSS). BA's supervisor shall review the Safety requirements with his employees prior to the beginning of each job. Documentation of this review shall be forwarded by him to the Order Manager.(R6)

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- Assigning jobs to his workers, inspection of tools, equipment & PPEs , reporting of incidents & near-misses, housekeeping of work area and carrying out Safety Audits.(R6)
- Deployment of all applicable Safety standards & procedure as mention in Safety Term& Condition CSMF2 during execution of the jobs.(R6)
- Ensuring job specific training prior to execution of the job.(R6)
- Conducting Tool - box meeting and compliance of SOP & statutory requirements at work place, correction of all unsafe conditions and acts.(R6)
- BA'S Supervisor will deeply involve in making JSA through participation of work force.(R6)
- BA's Supervisor will invite all BA employees for participation & engagement daily ensuring 100% in either observation reporting, TBT, Mass Meeting and discussion for Risk Assessment & implementation of control measure.(R6)

### **3.3 BA Site Safety Supervisor (SSS)(R6):**

- 3.3.1 SSS will carry out daily safety audit and inspections of tools, tackles, equipment and PPEs. They will identify and help in correcting the unsafe acts and unsafe conditions created while executing job t site with the help of BA's supervisors (R6).
- 3.3.2 SSS will ensure his participations in TBT and Mass Meetings regularly. They will also ensure reporting of all incidents & near-misses and participate in incident investigation (R6).
- 3.3.3 SSS will help in risk assessment of activities while developing SOP for the job (R6).
- 3.3.4 SSS will deeply involve in making JSA through participation of work force.(R6)
- 3.3.5 SSS will assist for participation & engagement of 100% BA employees daily in either observation reporting, TBT, Mass Meeting and discussion for Risk Assessment & implementation of control measure.(R6)

### **3.4 Business Associate Workforce**

- 3.4.1 Business Associate shall provide adequate quality and quantity of manpower as mutually agreed. Generally, for each 10-15 workforce one supervisor is suggested. For all high risk jobs there shall be one Business Associates supervisor shall be deployed.(R6).
- 3.4.2 All the Business Associate 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

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institute of Disco, or other equivalent institute approved by Tata Power.

- 3.4.3 Business Associate 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.
- 3.4.4 Business Associate / Vendor shall mobilize their manpower well in advance to complete the training through TPSDI/Sill development Institute.
- 3.4.5 The Vendor / BA shall arrange or bear the conveyance and food expenses incurred during training of BA employees in Odisha Discom.
- 3.4.6 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 BASCC. Those who fail in the competency assessment shall undergo training again.
- 3.4.7 Supervisors/Welder/Electricians/Line man /Fitters /Radiographers/Riggers engaged by the Business Associate shall have valid competency certificates issued by authorized agency/Institute.
- 3.4.8 Business Associate 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.
- 3.4.9 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.
- 3.4.10 All employees shall report hazardous conditions, practices and behaviours in their work areas and correct wherever possible.
- 3.4.11 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.

### **3.5 Business Associate (Vendor) /sub-Vendor**

- 3.5.1 Vendors/Business Associate 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.
- 3.5.2 After receiving the work order/ purchase order vendor/Business Associate /bidder shall not appoint Sub-Business Associate without safety assessment of the sub-Business Associate through safety concurrence group Under Business Associate Safety Code of Conduct. Penalty of 5% of contract value will be applicable to the Business Associate if sub-Vendor is appointed without the permission of SCG and without evaluation through BASCC process.

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- 3.5.3 For engaging any sub-Vendor, the Prime Vendor as well as the sub-Vendor should be individually registered with Tata Power. Sub-contracting or hiring of others, by the BA to perform the services is subjected to specific, prior approval by the CA/OM. Such approval shall depend upon compliance with the following minimum requirements (R6):-
- i. Sub-vendors identified by the Prime vendor will be subject to the same Safety Potential Evaluation Criteria as the Prime vendor for all Medium-risk/High-risk job where supervision will be done by the sub- vendors. In such cases, vendors must have a Star-rating of 4 or above, for becoming a sub- vendor(R6).
  - ii. The SCG team shall evaluate the Safety and technical competency of the sub-contractors for High risk job(R6)
  - iii. The Departmental Head will have the authority to approve any sub-contracting process based on requirement as submitted by the Prime Vendor (See CSM F-14 Sub-Vendor Engagement Request Form).
  - iv. No Safety potential evaluation shall be conducted for sub-letting of Low risk work(R6).
  - v. The Prime vendor shall be fully liable and responsible to Tata Power for the acts, errors, and omissions of its sub-vendors and shall be relieved neither of any obligation to Tata Power under the contract, nor of any other legal requirements(R6).
  - vi. The Prime vendor shall use only sub-vendors of demonstrated experience and reliability regarding the services to be provided(R6).
  - vii. The Sub-vendor shall agree in writing to be bound by all obligations of the Prime vendor set forth in the Contract.(R6)
  - viii. Safety performance evaluation shall be done for both prime vendor & sub-vendor.(R6)

**Types of Sub-contracts and Associated Requirements (R6):**

- I. Sub - Vendor working with his own supervision:- Sub-vendors must achieve a minimum Star-rating of 3 for performing High risk jobs under Tata Power supervision or under the Principal/Main Vendor (Prime Vendor).(R6)
- II. Sub-vendor working under Prime vendor's supervision (as supplier of manpower):- Manpower-supply contracts have to be supervised by the Prime vendor and the Prime vendor's Star- rating has to be taken into consideration. Vendors supplying manpower need not qualify in the Star-rating assessment.(R6)
- III. 3. Only one level of sub-contracting is allowed, and the use of any sub-vendors must be authorised by Tata Power before any contract is finalised. Sub-vendors shall be subject to the same registration and selection/screening processes, as well as the same Safety performance requirements as those required of all Tata Power vendor's. Sub- vendor details are to be attached to the main contract during the RFQ stage. The process of sub-contracting is to be approved by the Chief / Head of the department (BASCC - Appendix#14).(R6)



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#### **4.0 Procedure (R6).**

##### **4.1 Registration of Business Associates (Vendors):**

For Vendor Registration, Contract Department will issue following documents for evaluation of Business Associate's safety capability.

- 1) **CSM F2 Safety Terms and Conditions (R6):** The document **CSM F2 Safety Terms and Conditions** provides the information about Tata Power-Division /Odisha Discom safety System to the Business Associate
- 2) **CSM F3 Safety Category Qualification Form(R6):** Business Associate will submit the **CSM F3 Safety Category Qualification Form** with all relevant details and documents to Vendor Registration Initiator, which will in turn forward it to Safety Concurrence Group (SCG) for evaluation.

##### **CSM F3 (R6): - Safety Category Qualification form**

1. "Safety Category Qualification Form" is part of vendor registration form. It needs to be filled by the Business Associate at the time of Registration and should be submitted to Requester / Order Manager with all relevant documents.
2. The same will be evaluated by Safety Concurrence Group of the Division (SCG).
3. Information provided by Business Associate will be verified during site visit.

##### **Safety Category Qualification Form**

##### **Please consider my application for**

**Category A Vendor:** Vendor eligible to carry out Very High- and High-risk O&M/Project jobs

**Category B Vendor:** Vendors eligible to carry out technical jobs, classified as Medium /~~low~~ risk

**Category C Vendor:** Vendors eligible for to carry out low or very low risk administrative and office job

**Category D vendor:** All Consultants, Medical Practitioners or vendors taking job from Tata Power and working from their own premises.

| Name of the Vendor: |                                                                    |                                  |                                                                                                |
|---------------------|--------------------------------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------|
| Sr. No              | Safety Information                                                 | Yes / No                         | Remarks                                                                                        |
| 1                   | Certified for<br>i. ISO 45001,<br>ii. ISO: 14001<br>iii. ISO: 9001 | i. Y/ N<br>ii. Y/ N<br>iii. Y/ N | If Yes, Attach copy of the certification.<br><br>If No, mention plan to get the certification. |

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|                            |                                                                                                                                                                                                                                                       |        |                                                                                                                                                              |              |                 |        |        |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|--------|--------|
| <b>Name of the Vendor:</b> |                                                                                                                                                                                                                                                       |        |                                                                                                                                                              |              |                 |        |        |
|                            | (ISO certificates to be issued from reputed accreditation agencies specified by Tata Power)                                                                                                                                                           |        |                                                                                                                                                              |              |                 |        |        |
| 2                          | Safety Statistics for current and Last Three (3) Years<br><br>- LTIFR<br><br>- LTISR                                                                                                                                                                  | Yes/No |                                                                                                                                                              | Current Year | Year 1(Last FY) | Year 2 | Year 3 |
|                            |                                                                                                                                                                                                                                                       |        | LTIFR                                                                                                                                                        |              |                 |        |        |
|                            |                                                                                                                                                                                                                                                       |        | LTISR                                                                                                                                                        |              |                 |        |        |
| 3                          | Any Compensation paid due to accidents during current and last three years?                                                                                                                                                                           | Yes/No |                                                                                                                                                              | Amount (INR) | Manhour         |        |        |
|                            |                                                                                                                                                                                                                                                       |        | Current Year                                                                                                                                                 |              |                 |        |        |
|                            |                                                                                                                                                                                                                                                       |        | Y1 (Last FY)                                                                                                                                                 |              |                 |        |        |
|                            |                                                                                                                                                                                                                                                       |        | Y2                                                                                                                                                           |              |                 |        |        |
|                            |                                                                                                                                                                                                                                                       |        | Y3                                                                                                                                                           |              |                 |        |        |
| 4                          | Any prosecution against you by statutory bodies/clients during last three years due to statutory violations, criminal negligence towards safety and dereliction of duty of care towards your employees?<br><br>Is any case still pending against you? | Yes/No | If yes, give details.<br><br>If no, give an undertaking that no case is pending against you and you have not been prosecuted by statutory bodies or clients. |              |                 |        |        |
| 5                          | Do you have Safety Policy? Safety Principles? And Lifesaving Rules?                                                                                                                                                                                   | Yes/No | If yes, attach copy of the documents available.                                                                                                              |              |                 |        |        |



|                                          |                                                                                   |                                                           |
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| Name of the Vendor: |                                                                                                                                                                   |          |                                                                                                                  |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------|
| 6                   | Do you have Safety training process?                                                                                                                              | Yes/No   | If yes, attach safety training process and average training manhour of your employees for the last three years.  |
| 7                   | Do you have a system for recording, reporting, and investigating all incidents or near misses?                                                                    | Yes / No | If yes, show the incident statistics of last three years and implementation of CAPA.                             |
| 8                   | Do you have a disciplinary action program against your employees for violation towards safety rules and procedures?                                               | Yes/No   | If yes, show the records of disciplinary action taken the last three years.                                      |
| 9                   | Do you have a reward and recognition scheme for your employees who show exemplary safe behavior and contribute to overall safety improvement at site?             | Yes/No   | If yes, show the records of Reward and Recognition given during the last three years.                            |
| 10                  | Do you engage in safety promotional activities?                                                                                                                   | Yes/No   | If Yes, Show the proof of engagement in safety promotional activities.                                           |
| 11                  | Have you been recognized or awarded or rewarded by government bodies of clients for showing excellence in safety management in your jobs during last three years? | Yes / No | If Yes, Show proof.                                                                                              |
| 12                  | Do you provide adequate quality of PPEs to your workmen?                                                                                                          | Yes/No   | If yes, please provide details of PPE Matrix and if required, samples for inspection.                            |
| 13                  | Do you have Safety organization structure e.g., Safety Officers and Safety Committees?                                                                            | Yes/No   | If yes, attach copy of the safety organization structure, details of safety committees and safety professionals. |

|                                          |                                                                                   |                                                   |
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| Name of the Vendor: |                                                                       |        |                                                                                      |
|---------------------|-----------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------|
| 14                  | Name and address of sites where work is in progress or worked earlier | Yes/No | Site details to be attached for inspection by Tata Power-Division /DISCOM Officials. |

Note: If you respond NO to any of the above questions, you can mention your plan to get the required documents.

I hereby confirm that the information provided above are true. I give my consent to be penalized as deemed fit in case any information given above are found to be false.

I will abide the general safety guidelines mentioned in the purchase order / work order and will ensure to prepare and follow site specific safe operating practices in consultation with the site-in-charge and safety professional. I will abide by penalty scheme in case of non-compliance.

Signature :

Name and Designation :

Stamp of Organization :

- 3) **CSM F4 Safety Potential Evaluation Criteria** : The SCG will evaluate the details submitted by the Business Associate based on a predetermined criteria **CSM F4 Safety Potential Evaluation Criteria along with Star Rating(R6)** for Vendor Registration and will determine the category (Category A/B/C/D) for which the Business Associate will be registered. As mentioned in the above criteria, a site visit may also be organized by SCG prior to registration under Category A and B. In case, the Business Associate does not qualify the safety criteria, the Business Associate will not be registered. However, he may apply afresh for registration after 6 months.

**CSM F4 - Safety Potential Evaluation Criteria for Vendor Registration (For Information to BA-Not to submit by BA) R6**

At the time of vendor registration, vendor will be registered under 4 categories

- 1) **Category A-** Vendors eligible to carry out High risk Jobs
- 2) **Category B-** Vendors eligible to carry out technical jobs that are Medium/~~low~~-risk
- 3) **Category C-** Vendors eligible to carry out administrative and office jobs
- 4) **Category D-** Outsourced Jobs / Consultants /Medical Practitioners / Suppliers etc

For vendors to be registered under **Category A/B**, a safety potential evaluation will be carried out based on following parameters. (Actual **score is safety capability score**)

Star rating criteria score: 5 Star- 90 to 100, 4 Star- 80 to 90, 3 Star- 70 to 80(R6)

|                                          |                                                                                   |                                                   |
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| Sr No | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Weight age (%) | Actual Score |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|
| 1     | Does the service provider have a valid 45001 Certification?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10             |              |
| 2     | <u>Performance Measure: Lead Indicator</u><br><u>(Ref to Safety Performance evaluation report CSM F11 (A) Lead indicator score)(R6)</u>                                                                                                                                                                                                                                                                                                                                                                                                        | 40             |              |
| 3     | <u>Performance Measure: Lag Indicator</u><br><u>(Ref to Safety Performance evaluation report CSM F11 (B) Lag indicator score)(R6)</u>                                                                                                                                                                                                                                                                                                                                                                                                          | 20             |              |
| 4     | Has there been any prosecution / conviction for any Contravention regarding safety and Health provision under the factories Act/Electricity Act / BOCW Act and Rules framed there under? If yes Give Zero otherwise 5 Marks.                                                                                                                                                                                                                                                                                                                   | 5              |              |
| 5     | Check the Safety orientation & training process of Service provider- Records of Safety training provided to safety officer/supervisor /workmen during last 1 year as percentage (%) of total employed by service provider<br>✓ <b>Safety Officer:</b> >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero.<br>✓ <b>Safety supervisor:</b> >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero.<br>✓ <b>Workmen:</b> >80% of employees: 10 Marks, 50 to 79% of employee: 5 Marks and <50%: Zero | 20             |              |
| 6     | Check the organizational structure for safety professionals & engineers / supervisors.<br>✓ Check Availability of number of Safety Supervisor from government recognized institute as per workforce strength. 1 in 50 employees than 5 Marks <u>otherwise Zero.</u> (R6)                                                                                                                                                                                                                                                                       | 5              |              |
|       | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 100            |              |

#### **Evaluation Criteria for Category C**

| Sr no | Description                                                                                                                                   | Weight age (%) | Actual Score |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|
| 1     | Does the Business Associate have a valid ISO 9001 certification?                                                                              | 40             |              |
| 2     | Check the Safety statistics of Service provider (If available than 10 otherwise Zero)                                                         | 10             |              |
| 3     | Check the trend LTIFR/LTISR for last 3 years (If less than 0.2 than give 20 Marks if between 0.2 to 0.3 than give 10 marks and otherwise Zero | 20             |              |

|                                          |                                                                                   |                                                   |
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|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |  |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|
| 4 | Has there been any prosecution / conviction for any Contravention regarding safety and Health provision under the factories Act/Electricity Act / BOCW Act and Rules framed there under? If yes Give Zero otherwise 10 Marks.                                                                                                                                                                                                                                                                                                                | 10  |  |
| 5 | Check the Safety orientation & training process of Service provider- Records of Safety training provided to safety officer/supervisor /workmen during last 1 year as percentage (%) of total employed by service provider<br>✓ <b>Safety Officer:</b> >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero.<br>✓ <b>Safety supervisor:</b> >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero.<br><b>Workmen:</b> >80% of employees: 10 Marks, 50 to 79% of employee: 5 Marks and <50%: Zero | 20  |  |
|   | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 100 |  |

#### **Evaluation Criteria for Category D**

Category D does not require any evaluation as it is for outsourced job outside the Tata Power company premise.

For vendor to be registered for any category, vendor's safety capability score should be  $\geq 70\%$ .

#### **4.1.1 Star Rating(R6):**

SCG will evaluate Star Rating as per following -

- Initially potential Star Rating based on CSM F4 Safety Potential Evaluation Criteria
- After 6 month actual star rating assessment to be carried out based on CSM F4 Safety Potential Evaluation Criteria and safety performance evaluation.
- Odisha Discom & New Business Star Rating process will be applicable only 1 year after implementation of it.
- Based on Safety capability score Vendors rating will be evaluated (For 3 star rated vendors - within 12 months from previous assessment date and for 4 & 5 Star rated vendors – within 24 months from previous assessment and Re-assessment within three months from previous assessment date when a vendor is unable to achieve Star rating 3)
- Category A - Vendor must require [Safety Star Rating 4](#) and above.
- Category B - Vendor must require [Safety Star Rating 3](#)

**\*Star Rating will be evaluated by Third Party from FY 26\***

|                                          |                                                                                   |                                                           |
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## 4.2 Contract Preparation(R6).

Safety bid Evaluation will be done only for medium and high risk (R6). The RFQ will be attached with **CSM F2 Safety Terms and Conditions which includes following Documents**

- 1) **CSM F6 Safety Competency Assessment Form**
- 2) **CSM F8 PPE requirements**
- 3) **CSM F9 Site Safety Management Plan Job Specific Safety Requirement (Educational and Professional Qualification, Skill & Experience Manpower, Tools, and Tackles, e.g., man lifter, use of drone, use & availability of rescue kit, Work Methodology etc.)**

Safety bid evaluation will not be done for category C and D.

BA shall submit duly filled **CSM F6 Safety Competency Form** along with the bid. SCG will evaluate the document as per the **CSM F7 Safety bid evaluation criteria**. **Site Safety Management Plan CSM F9**, defining the complete procedure of executing the job at site will be signed by the Business Associate and SCG after mutual agreement. BA will attach a copy of Site Safety Management Plan along with PO to the successful bidder. Please refer **CSM F5 Process Flow Chart for issuing RFQ and PO** significant health and safety risk associated with it.

### **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<br>1 | Month<br>2 | Month<br>3 | ..... |
|-------------------------------------------------|---------------|------------|------------|------------|------------|-------|
| <b>Project /<u>AMC</u><br/><u>Manager()</u></b> |               |            |            |            |            |       |
| <b>Site In Charge</b>                           |               |            |            |            |            |       |
| <b>Safety Manager</b>                           |               |            |            |            |            |       |
| <b>Safety Officer</b>                           |               |            |            |            |            |       |
| <b>Supervisors</b>                              |               |            |            |            |            |       |
| <b>Technicians</b>                              |               |            |            |            |            |       |

|                                          |                                                                                   |                                                   |
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|                      |  |  |  |  |  |  |
|----------------------|--|--|--|--|--|--|
| High Skilled workmen |  |  |  |  |  |  |
| Skilled workmen      |  |  |  |  |  |  |
| Semiskilled workmen  |  |  |  |  |  |  |
| Lineman              |  |  |  |  |  |  |
| Helpers              |  |  |  |  |  |  |
| Drivers              |  |  |  |  |  |  |
| Unskilled            |  |  |  |  |  |  |
| <u>Others( )</u>     |  |  |  |  |  |  |

**Instruction to Bidders:**

- Indicate the overall site manpower deployment schedule as above
- Indicate direct or subcontracted employees by using color code given below:

**Direct Bidder Employee – Green**

**Partly Direct / partly Subcontracted – Yellow**

- 4.1.1 Subcontracted – Red** If subBusiness Associate 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-Business Associate s follow the Tata Power Safety Procedure and agreed CSM F9 Site Safety Management Plan.

- Against each category, indicate minimum educational qualification and work experience
- Add rows to include other specialized manpower, if any.
- Extend columns to cover the entire duration of the proposed contract.
- 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      |                                |                   |          |      |                     |         |
| .....  |                                |                   |          |      |                     |         |

|                                          |                                                                                   |                                                           |
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### 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 Business Associate at Site. 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 -

| 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                                                                                                                                  |                  |



|                                          |                                                                                   |                                                   |
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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-( )

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

**7. Crane Deployment-( ):** 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.

| Sl No | Crane No | Location | Year |
|-------|----------|----------|------|
|       |          |          |      |
|       |          |          |      |
|       |          |          |      |

**8. Training Records-( ):** 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                                 |                  |



|                                          |                                                                                   |                                                   |
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**9. Rewards and Recognition**-( ): 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.

**CSM F7 Safety bid evaluation criteria.** If any specific condition related to Contract is required to be conveyed to the Business Associate, Site safety team will attach the same as Annexure for specific conditions of job and submit it to contract team along with safety bid evaluation form. Commercial bid of Business Associate will be considered for evaluation by contract team only if Business Associate is qualified in safety bid. Site Safety Management Plan, defining the complete procedure of executing the job at site will be signed by the Business Associate and SCG after mutual agreement. Contract shall attach a copy of Site Safety Management Plan along with PO to the successful bidder.

**CSM F7 - Safety Bid Evaluation Criteria (For Information to BA-Not to submit by BA) (R6)**

Safety Bid Evaluation will be based on following parameters.

**Evaluation Criteria**

| S. No. | Description                                | Max Marks | Criteria for evaluation                                                                             |
|--------|--------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------|
| 1.     | Qualification and Experience of manpower   | 15        | As per Clause No. 1 <b><u>CSM F6 (R6)</u></b>                                                       |
| 2.     | Tools and Tackles to be provided by bidder | 15        | To be evaluated as per approved tool list of concerned departments.                                 |
| 3      | PPE Requirements                           | 5         | To be evaluated as per approved PPEs standard and PPE Matrix specified in <b><u>CSM F8.(R6)</u></b> |

|                                          |                                                                                   |                                                   |
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|              |                                                                                                             |            |                                                                                                                                                                              |
|--------------|-------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4            | Job Safety Plan/ Method                                                                                     | 15         | To be evaluated as per as per SOP/WI/HIRA                                                                                                                                    |
| 5            | Vehicle Deployment                                                                                          | 5          | <b><u>Weightage will be given for CNG/Electrical Vehicles with endorsement of CNG kit on RC (R6)</u></b>                                                                     |
| 6            | Crane and Mechanized heavy equipment Deployment                                                             | 15         | <b><u>Date of manufacturing or running hours or stipulated in laws.(R6)</u></b>                                                                                              |
| 7            | Training Records                                                                                            | 5          | Training records to be evaluated with evidence and scoring to be done as per availability of records                                                                         |
| 8            | Certificate Accreditation                                                                                   | 5          | ISO 9001-2.5 Marks<br>ISO 45001- 2.5 Marks<br>ISO14001- 2.5 Marks. Total Max 5 Marks for all Three                                                                           |
| 9            | Safety Initiative for learnings implemented in accidents in organization and work force (Fatal / Non-Fatal) | 15         | Maximum 15 marks will be awarded for visible evidence in terms of safety initiative deployed based on learning of accident in organization and workforce in case of accident |
| 10           | Rewards and Recognition Process                                                                             | 5          | Maximum 5 marks will be awarded for R&R process evidence                                                                                                                     |
| <b>Total</b> |                                                                                                             | <b>100</b> |                                                                                                                                                                              |

**Safety Records (Lag Parameter)-**

|    |                  |                                                 |                                                                                                                                                                                                                                                                                                                                                  |
|----|------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Fatal Accident   | (-) 10 Marks for each case with max of 15 marks | For any fatality in Tata power /Other company in Current and last three years 10 marks will be deducted with maximum up to 15 marks.<br><br>For new entrant BA, these marks will be deducted for Past safety records.<br><br>If and BA found hiding such facts, then contract will be terminated immediately during the execution stage.         |
| 2  | LWDC (Non-fatal) | (-) 5 Marks for each case with max of 10 marks  | For each LWDC (Non-Fatal) case in Tata power /Other company in Current and last years, 5 marks will be deducted with maximum up to 10 marks.<br><br>For new entrant BA, these marks will be deducted for past safety records.<br><br>If and BA found hiding such facts, then contract will be terminated immediately during the execution stage. |

**Final Qualifying Criteria**

| S. No. | Description       | Max Marks          | Criteria for evaluation                                                                                     |
|--------|-------------------|--------------------|-------------------------------------------------------------------------------------------------------------|
| 1.     | Qualified Bidders | More than 70 marks | Marks Obtained.<br>60 Marks for New business-like Odisha Discom for one year from CSCC implementation date. |

|                                          |                                                                                   |                                                   |
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|          |                                                                                                                                                                       | Minimum Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Weightage (%) | Score Obtained |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|
| Manpower | Safety Officer (1 per 500 workers) or as per requirement                                                                                                              | <b>Qualification</b> - Safety Officer shall possess recognized degree in any branch of engineering with practical experience in similar industries of Min 2 years and Advance Diploma In Industrial Safety by State technical board. (Each state government prescribes the qualification of safety officer.). Require knowledge of Local language.<br><br><b>Experience</b> - Minimum 2-year experience in relevant field as mentioned in the job in PR.                                                                                                                                      | 5             |                |
|          | Safety Supervisor (1 per work site up to max. 50 workers)<br><br><u>(For any specific &amp; specialized work, site safety supervisor will be decided by SCG)/(R6)</u> | <b>Qualification</b> - Supervisor shall possess ITI/ Diploma in relevant field. PDIS is desirable, but not mandatory. Require knowledge of Local language.<br><br><b>Experience</b> - Minimum 5-year experience in relevant field as mentioned in the job in PR.<br><br><b>Training</b> – Trained and certified by Tata power Skill development Institute or equivalent institute in relevant safety procedures.<br><br><b>Note:</b> On request of the Business Associate /Users -TPDSI should vet & certify the skilled & experienced Technician if Technical Qualification is not adequate. | 5             |                |
|          | Qualified Technician (Skilled workers as electrician, rigger, fitter, welder, cable                                                                                   | <b>Experience</b> - Minimum 2-year experience (or experience prescribed by state government) in relevant field as mentioned in the job in PR.                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5             |                |

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|----------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|
|                            | <b>jointer, line men etc.)</b>                                     | <b>Training</b> – Trained and certified by TPSDI or equivalent institute in relevant safety procedures.                                                                                                                                                                                                                                                                                                                                     |    |  |
| <b>Tools &amp; Tackles</b> | Equipment / Machines/ Tools & Tackles (lifting and shifting tools) | <p>The list of Equipment /Machines / Tools and tackles to be used for job to be submitted by the Business Associate .</p> <p>Evaluation of the list will be carried out based on</p> <ol style="list-style-type: none"> <li>1) Suitability as per the relevant job</li> <li>2) Make and age of the tools from authorized agencies defined by the user.</li> <li>3) Certification by the competent authority of respective state.</li> </ol> | 15 |  |

#### **CSM F8 - PPE requirements**

The Business Associate shall ensure that the following PPE of Approved standards shall be always available and shall be used by his employees with no exception whatsoever. • PPE shall be conforming to BIS/DGMS/DIN specifications, in good condition and shall be comfortable to his employees, when used. This is indicative. For better clarification refer PPE procedure- ***TPSMS/GSP/PPE/023***. as per safety terms and condition Appendix 3 CFM 3 in detail.

#### **PPE Requirement**

|   |                                                 |                                                                                                       |
|---|-------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1 | All Business Associate 's employees at site     | Safety Florescent Jacket (orange color), Safety helmet & safety shoes with composite or steel toe cap |
| 2 | Workers mixing asphalt, cement, lime / concrete | Safety goggle & protective Hand gloves and footwear, Nose mask.                                       |
| 3 | Welders / Grinders/Gas cutters                  | Welding screen/goggles, safety shoes, leather hand gloves, aprons, leg guard                          |
| 4 | Stone breaker                                   | Protective goggle, hearing protection, anti-vibration hand gloves and Protective clothing.            |
| 5 | Electricians / Linemen                          | Rubber hand gloves <i>with correct voltage rating and expiry date normally one year</i>               |

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|   |                                                    | from Manufacturing date-( ) & Electrical resistant shoes, Safety helmet with induction strip to alert about presence of voltage for those linemen who climb the poles or work on electrical equipment |
| 6 | Workers working at a height of 1.8 Meter or above. | Double lanyard full body harness, fall arrestor and safety net made of reinforced nylon fiber ropes firmly supported with steel structures, Work positioning attachment                               |

#### **PPE Type and Testing Frequency**

| Sl. No. | Name of PPE                                                                                | IS / EN Standard          | Testing Frequency                                                                  | Remarks                                          |
|---------|--------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------|--------------------------------------------------|
| 01      | Leather Safety Shoes (Color – Black) with PU toe cap.                                      | IS:15298 (Part-2)         | Monthly and visual check every day for any crack or damage in the leather or sole. |                                                  |
| 02      | HDPE Safety helmet with chin strap and ratchet type for adjustment for non-Electrical work | IS:2925-1984              | Monthly and visual check every day for any crack in shell.                         |                                                  |
| 03      | Full body harness (Safety belt)                                                            | EN 361                    | Monthly and visual check every day of the bends and the harness.                   |                                                  |
| 04      | Electrical Safety Gloves                                                                   | EN: 60903 CE marked       | Weekly and visual check for any crack and blow test before every work.             | Manufactured not beyond 12 months.               |
| 05      | Full face visor with safety helmet                                                         | EN: 166 CE marked (Visor) | Monthly and visual check every day for any crack in shell.                         | Clear acrylic visor attached with safety helmet. |
| 06      | Fireproof jacket for chest protection                                                      |                           | Monthly and visual check every day.                                                |                                                  |
| 07      | Safety helmet with induction Strip for linemen and working for electrical work-Class E     | EN 397/2012               | Monthly and visual check everyday                                                  | Induction Strip alerts presence of voltage       |

|                                          |                                                                                   |                                                   |
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| 08 | Shorting clamps,<br>crocodile clamps,<br>Discharge Rod and<br>Neon tester |  | Monthly and visual check<br>everyday | For discharging<br>the residual<br>voltage and test<br>before touch |
|----|---------------------------------------------------------------------------|--|--------------------------------------|---------------------------------------------------------------------|

**Pictorial View of PPEs for reference purpose**

| Sl.<br>No. | Name of PPE                                                                                                                                                                                                    | IS / EN<br>Standard                                                         | Picture                                                                              |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 01         | Leather Safety Shoes<br>(Color – Black) with<br>PU toe cap.                                                                                                                                                    | IS:15298(Part-2)<br>and with test<br>report of<br>electrical<br>resistance. |    |
| 02         | HDPE Safety helmet<br>with chin strap and<br>ratchet type for<br>adjustment for<br>Nonelectrical work<br>and electrical work                                                                                   | IS:2925-1984/<br>EN 397/2012                                                |  |
| 03         | Full body harness<br>(Safety belt)<br><br>The straps at shoulder<br>and thigh shall have<br>full pad for comfort.<br>The back shall be so<br>designed that harness<br>straps do not tangle<br>with each other. | EN 361:2002<br><br>EN 358 : 2000<br><br>IS:<br>3521:1991/2002               |  |

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|----|---------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------|
| 04 | Electrical Safety Gloves – Composite type Soft electrical gloves as per size of individual. | EN: 60903 CE marked        |   |
| 05 | Full face visor with safety helmet                                                          | EN: 166 CE marked (Visor)  |   |
| 06 | Fireproof jacket for chest protection                                                       |                            |                                                                                      |
| 08 | Reflective jacket to each workman                                                           | As per Tata Power standard |  |

**These pictures are indicative. Actual product may vary.**

**Note:**

- Any other Personal Protection Equipment required beyond above list will be according to BIS or EN Standards.
- All Personal Protection Equipment will be checked by the engineer in-charge or SAFETY group of company.
- Safety Representative of the BA must maintain the record of the availability, condition and checking of the PPEs.
- All tools required as per the contract must be according to respective IS / EN standards.
- Company may revise or add the above list of PPE and their specifications as and when feel necessary. The information about new specifications /models will be circulated by the Engineer In-charge (EIC), which shall adhere by the business associated in the shortest possible time. The EIC shall issue a memo / instruction to BA with timeline for implementation. Any delay will be treated as non- compliance / safety violations.



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### **CSM F9 - Site Safety Management Plan / Method Statement**

#### **Site Safety Plan / Method Statement (Template)**

This Method Statement describes the specific safe working methods which will be used to carry out the described work. It gives details of work procedure with control measures to counter health and safety issues related to this work. The listed content of this Method Statement can be changed/modified subjected to job scope / specifications, but task specific method statement once finalized & approved, that should not be modified during work execution without permission from the approving authority.

|                                                                        |                  |             |  |
|------------------------------------------------------------------------|------------------|-------------|--|
| Project/Job Name                                                       |                  |             |  |
| <b>Scope of work: -</b>                                                |                  |             |  |
| Drawing References: -                                                  |                  |             |  |
| Detail of Sub Business Associate s involved: -                         |                  |             |  |
| Method Statement Prepared By: -<br>Designation: - (e.g., Site Manager) | <u>Signature</u> | <u>Date</u> |  |

#### **1.0 Introduction** (*Describe purpose of the work, give details of type and scope of work being carried out*)

|  |
|--|
|  |
|--|

#### **2.0 Location of Work** (*Give site address and precise location on site where work is to be carried out*)

|  |
|--|
|  |
|--|



|                                                                                                                                                                                                         |                                                             |                                                                                                                                                                                                                      |
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**3.0 Safety Document /Specific Approval Required** (Details of any safety documents or specific approval i.e., Client specific approval required to undertake the work)

**5.0 Role & Responsibilities of Personnel/Parties Involved in activities:** Clearly define roles and responsibilities of all personnel involved in activity i.e., Site management staff including sub-Business Associate s' staff, Project Manager/Site Manager of principal Business Associate , Sub Business Associate Site Manager, Project Engineer, Safety officer, Competent Supervisory Staff etc.)

**6.0 Working/Activity Description:** - *It is important that all operatives should have clear idea of those operational sequences and responsible supervisor must verify their competency prior to their engagement in operation.*

**6.1 Pre-Working Checks**

**6.2 Resources (Equipment, tools including manpower) Details** *i.e., Equipment and Tools, specific operational equipment, test kits, lifting resources, Details of materials to be used in operation, including any reference to COSHH assessments in case of use of any chemicals, Details of the manpower allocated to the task, e.g., titles, qualifications, competences, direct manpower, Business Associate s. Details of plant, tools, and equipment to be used for the work, including*

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*the availability of relevant statutory documents, checks or inspections etc. Details of fencing, barriers, cones, chains, dangers notices, warning signs etc.*

**Tools required for work:**

| Sr.No | Tools /Equipment /Machine | UOM | Required Qty. | Remark |
|-------|---------------------------|-----|---------------|--------|
| 1     |                           |     |               |        |
| 2     |                           |     |               |        |
| 3     |                           |     |               |        |
| 4     |                           |     |               |        |
| 5     |                           |     |               |        |
| 6     |                           |     |               |        |
| 7     |                           |     |               |        |
| 8     |                           |     |               |        |
| 9     |                           |     |               |        |
| 10    |                           |     |               |        |

**6.4 Operational Sequence of work:** - *Full description of the work, setting out the methodology in a sequential manner, including any reference to any identified operational restraints. Also refer here sec. 5.0 responsibilities part for every step of work sequence).*

| S. No | Activity | Details of job sequence | Risk Involved | Control Checks |
|-------|----------|-------------------------|---------------|----------------|
| 1.    |          |                         |               |                |
| 2.    |          |                         |               |                |
| 3     |          |                         |               |                |
| 4     |          |                         |               |                |
| 5.    |          |                         |               |                |

**6.7 Final Checks & restoration of work area after completion of work:** *Those checks to be carried out by responsible supervisor in witness of his line hierarchy by use of specific checklist of certain operational checks and once those completed satisfactory, PTW (if applicable) to be closed and isolation arrangements to be restored by removing barricades/cautionary tags.*

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**7.0 Task Specific Hazards:** - *Refer to Task Specific Risk Assessment and attach in appendix*

**Attachment:** - Specific Risk Assessment

In addition, please provide below control measures in risk assessment (*as applicable*).

|                                                                    |                                                                                                    |                                                                                                      |                                                                                                  |                                                                                                                       |                                                                                                    |                                                                                                           |                                                                                                     |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Fall Protection Measures: (Where Work at height cannot be avoided) |                                                                                                    |                                                                                                      |                                                                                                  |                                                                                                                       |                                                                                                    |                                                                                                           |                                                                                                     |
| Control Measures for Electrical Hazards                            |                                                                                                    |                                                                                                      |                                                                                                  |                                                                                                                       |                                                                                                    |                                                                                                           |                                                                                                     |
| Others Hazard if any (please provide details)                      |                                                                                                    |                                                                                                      |                                                                                                  |                                                                                                                       |                                                                                                    |                                                                                                           |                                                                                                     |
| Hazardous Substances to be used in job: (Attach MSDS if required)  | <br>Acute Toxic | <br>Health Hazard | <br>Corrosive | <br>Dangerous For the environment | <br>Oxidising | <br>Highly flammable | <br>Explosives |
|                                                                    | Y/N                                                                                                | Y/N                                                                                                  | Y/N                                                                                              | Y/N                                                                                                                   | Y/N                                                                                                | Y/N                                                                                                       | Y/N                                                                                                 |

**7.0 Emergency Provisions:** *Relevant operational possibility of a programme in the case of emergency situation i.e. electrical supply restoration. In addition, emergency response provisions i.e., first aiders, firefighting, and first aid arrangements, nearest onsite/offsite emergency response also to be considered during emergency planning.*

**8.0 "5S issues" / Waste Disposal/ Housekeeping and Environmental issues:** *Details waste disposal processes and or housekeeping activities, Details of environmental impacts and control measures.*

**9.0 Personal Protective Equipment (PPE):** *Tick on PPE requirements for the task/Job*

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|                                  |  |                                                                           |  |
|----------------------------------|--|---------------------------------------------------------------------------|--|
| <i>Safety Helmet / Hard Hats</i> |  | <i>Safety Shoe / Safety Boots</i>                                         |  |
| <i>Gum Boot</i>                  |  | <i>Double Lanyard Safety Harness with<br/>work positioning attachment</i> |  |
| <i>Electrical Hand gloves</i>    |  | <i>Other hand gloves</i>                                                  |  |
| <i>Eye protection</i>            |  | <i>Respiratory protection</i>                                             |  |
| <i>Ear Protection</i>            |  | <i>Electrical Arc flash suit</i>                                          |  |
| <i>Chemical resistant suit</i>   |  | <i>Reflective Jackets</i>                                                 |  |
| <i>Any Other</i>                 |  | <i>Any Other</i>                                                          |  |

#### **10.0 First Aid facilities and Nearby Hospitals Details**

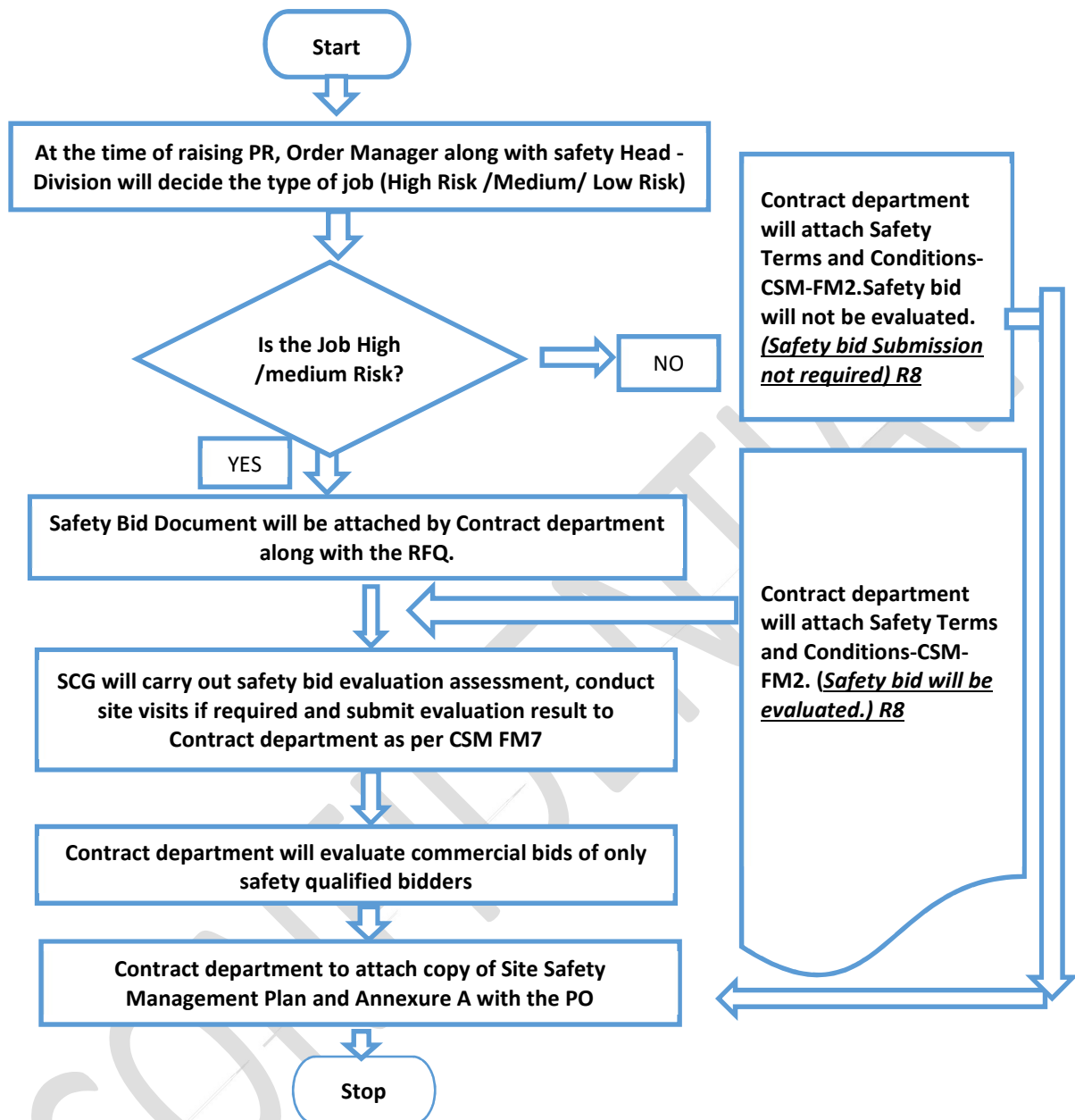
- Name of On Site First Aider
- First Aid Box Location
- Location of nearest hospital

#### **11.0 Occupational Health, Fitness and COVID-19 related Preparedness:**

- Please give a brief writeup / methodology of your organization's plan to avoid impact of the COVID-19 pandemic at Tata Power working site.
- Please give brief details of occupational health and hygiene related interventions planned by your organisation to ensure good health and fitness of workforce at Tata Power site.

#### **4.3 Contract Award - refer CSM F5 Process Flow Chart for issuing RFQ and PO.**

|                                                                                           |                                                                                   |                                                                                            |
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**4.4 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 Business Associates training and related documentation to assure its adequacy.

**4.4.1 Before issuing gate pass:**

**For Odisha Discom/New Business:** All Tata Power Business Associate and sub Business Associate 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

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Orientation Course will be for duration of minimum half day. The information provided during the orientation will include, but is not limited to Job rules, personal safety, and conduct, Hazard's reporting, reporting of injuries, Emergency procedures, Safety Activities and Program including disciplinary measure and incentives, Critical safety procedure relevant to the job

**For Tata Power Divisions:** All Tata Power Business Associate and sub Business Associate 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.

#### 4.4.2 Before start of actual work:

- 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 by Tata Power on the list of 15 critical Safety procedures mentioned under safety procedures. Duration of course is as specified by Division/Discom
- Business Associate 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.
- 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.
- After expiry of Certificate or Training /Competency Card again one day recertification of L1, L2 and L3 skill training will be provided.
- Quarterly /Half yearly(For Odisha and New business) Revalidation Test - "SHE L1 Revalidation test" will be conducted for the Business Associate 's employees to revalidate their safety awareness and knowledge.
- 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.
- 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.
- 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 Business Associate 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.
- Competency assessment of all critical workforce to be carried out for all who has taken L2 training.

#### 4.4.3 Recognition to the Prior Learning in Safety

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If “Order Manager” recommends and “Head of the Safety Department of Discom” is satisfied with the safety knowledge and competency of the employee of Business Associate , 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 Business Associate s 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.

#### 4.5 Managing Work:

Order Manger shall -

- 1) Comprehensively assess and ensure field Safety implementation against Contract requirements and the Safety Management Plan.
- 2) Maintain a follow up process that drives continuous improvement in Safety practices and avoids repetition of common errors.
- 3) Order Manager and BA should aim at optimizing Safety performance of the Contract by working in a collaborative manner during the execution of the work.

This can be achieved by:

- Ensure that potential safety hazards are identified and controlled before any contracted work starts. Hazard identification should be conducted using multi-disciplinary teams which includes members from competent safety professional/execution team/competent BA supervisor & workforce to understand and identify project-specific safety hazards.
- Monthly inspection and replacement of damaged Personal Protective equipment -PPE & Critical Equipment, lifting Tools & Tackles and hand tools used at site.
- **PTW** - PTW procedure must be adhere and implement at site.
- Reviewing the Safety Management Plan (**CSM F9– Site Safety Management Plan**) before each stage of work begins.
- **TBT & Mass Meeting**: Every day Tool box talks to be conducted based on JSA/SOP with maximum participation of BA Workforce & Safety points to be shared by BA employee & line manager and 100% participation of BA employee & workmen in to mass meeting/communication.
- **BA Self safety audit**: BA Safety Supervisor will carry out daily safety audit and inspections of tools, tackles, equipment and PPEs. They will identify and help in correcting the unsafe acts and unsafe conditions created while executing job at site with the help of BA’s supervisors.



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- All respective **Critical safety Rules & Procedures and General safety Rules & Procedures** to be use and implement at site during job.
- "Suraksha Samwad" also known as Safety Interaction is a proactive safety initiative. In this program, leadership engages with BA workmen and employees in a scheduled 30-minute session to discuss and observe safety practices in the workplace.
- **Reporting safety observations by BA employee:** This involves the active participation of the workforce in identifying and reporting safety observations, which can help prevent accidents and improve safety performance.
- **Felt Leadership for Business Associates Proprietor /Co-ordinators:** This program aims to develop leadership skills within the Business Associates Proprietor/Co-ordinators. It encourages individuals to take ownership of their work and fosters a culture of responsibility and accountability.
- **Behavior based safety program (Jivan Ki Aur):** It aims to create regular awareness among all ground staff. It seeks to sensitize them, establish relationships, foster teamwork, enhance communication, motivate and empower everyone, promote good health, and enable a happy and safe life. The program will cover various activities such as morning meetings, home visits, personal meetings, group meetings, short training sessions, games, and other forms of engagement.

#### 4.6 Periodic Evaluation:

1. During the time of job execution, regular site inspection will be carried out by the Tata Power-Division /DISCOM officials **mainly Line manager (R6)** to evaluate monthly safety performance of the Business Associate as per **CSM F11 Safety Performance Evaluation Report (R6)** and monthly score will be maintained by the Order Manager. Violations will be dealt as per **CSM F12 Safety Violation Penalty Criteria**. Please refer **CSM F10 Process Flow Chart for Safety Performance Evaluation**. Percentage of retention amount is usually mentioned in safety terms and conditions.
2. The evaluation criteria include Lead Indicators such as percentage of workers trained in TPSDI, inspection of critical equipment. Lag indicators such as Fatalities, LWDC and man-days lost.
3. In case of job stoppage due to safety violations / unsafe observations at the site, no time extension from PO completion date shall be given to the Business Associate, if such delays are attributable to Business Associate.
4. In case of fatality, limb loss or loss of property, vendor must pay for liability, legal, statutory, and additional mutually agreed settlement charges imposed by the appointed



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committee by Division Chief/CEO. This charge is over and above the retention amount. The committee will finalize penalty amount based on factors such as advice by statutory authorities, contract value and impact of accident etc.

5. Order Manager, Head of Business and functional Chief have the authority to terminate the contract as per **CSM F12 Safety Violation Penalty Criteria** Through contract department.
6. Site contract team will arrange Quarterly meeting with Order Manager to take feedback for Safety performance of Business Associates In-turn Site Leadership and Site Contract team will give feedback of safety performance so as to take Corrective actions (R6).
7. **CSM F11 Safety Performance Evaluation Report (R8) to be used to evaluate Star Rating of Business Associate for lead & Laq Indicator.**

**4.6.1 Safety performance retention:** 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 Business Associate s. The retention amount will be calculated based on contract value as below.

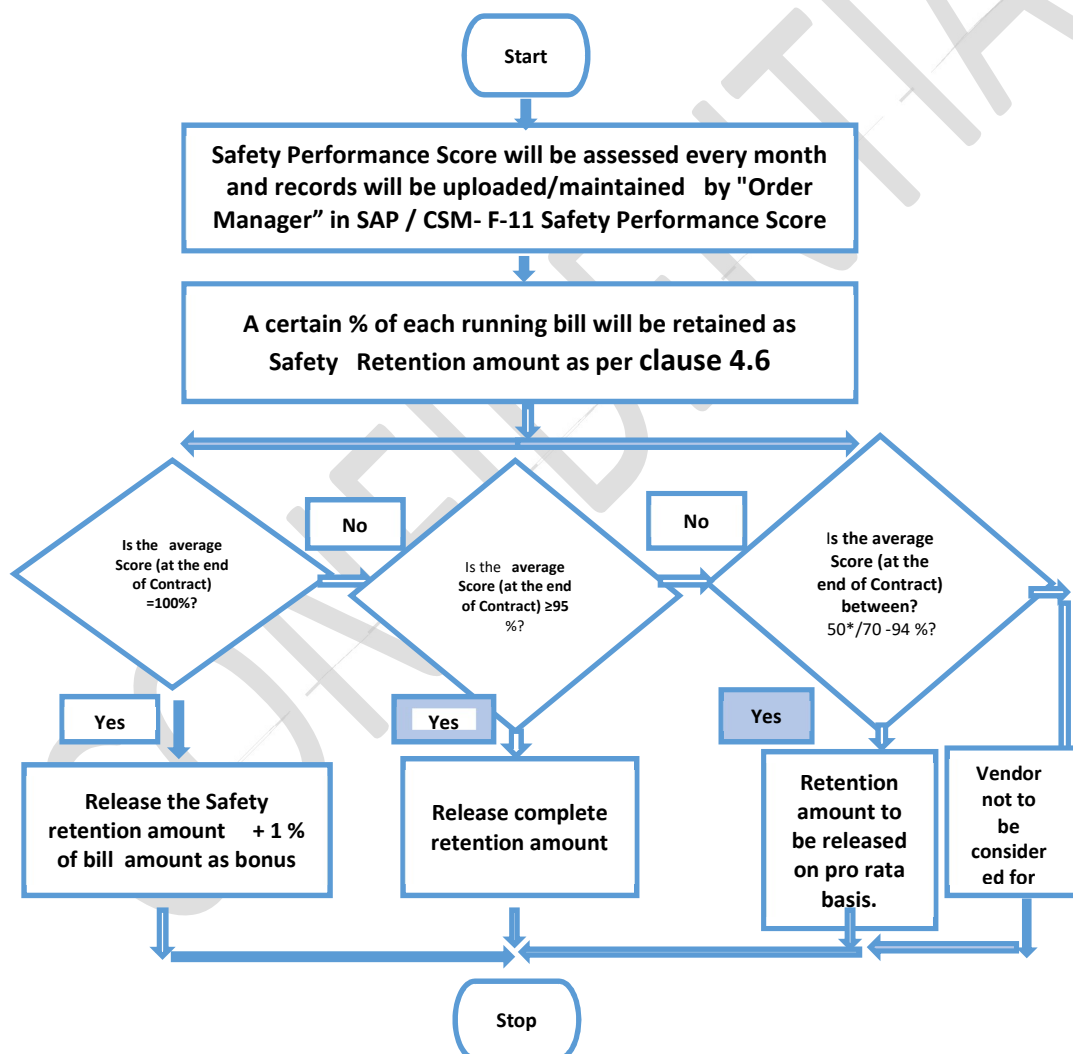
| Risk Category                             | Contract Value | Retention Amount (%) |
|-------------------------------------------|----------------|----------------------|
| Very high/High risk job/ Medium Risk jobs | Up to 10 Lakhs | 2.5                  |
| Very high/High risk job/ Medium Risk jobs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

1. The safety retention amount will not be applicable if there is clause of Contract Performance Bank Guarantee (CPBG) and safety performance of Business Associate is as per desired criteria.
2. If safety performance of Business Associate is not as per desired criteria (as per Appendix 10 – CSM F10 – Process Flow Chart for Safety Performance Evaluation and Appendix 11: CSM F11 - Safety Performance Evaluation Criteria)-then safety retention percentage as mentioned in table above will be deducted from running bill.
3. Bidder to give 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 or it shall be within its right to recover such sum from accounts payable or the CPBG or the retention of the Business Associate available with Tata Power for the said contract between the Business Associate and Tata Power.

|                                                                                   |                                                                                   |                                                                                    |
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4. The retention amount against non-safety performance saved and Penalty will go to a separate Safety Improvement Fund.
5. For the contract value of more than Rs 1 Cr or contract duration more than 12 months, the retention amount shall be released half yearly based on safety performance. For all remaining contracts, the retention amount will be released with the final bill.
6. Safety performance bonus 1% (limiting to 50 lakhs) of the invoice value will be considered at the end of the job if the contractual safety performance score is 100%

### CSM F10 – Process Flow Chart for Safety Performance Evaluation



|                                          |                                                                                   |                                                   |
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**CSM F11 - Safety Performance Evaluation Criteria (R6)**

**Safety Performance Evaluation Report- CSM F11**

**BA field safety audit (Safety Performance Evaluation for BA).**

| Division       |                                                                                                                                                                                                                                                               | Function             |                                                                  |                 |          |          |                            |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------|-----------------|----------|----------|----------------------------|
| Name of BA     |                                                                                                                                                                                                                                                               | Month                |                                                                  |                 |          |          |                            |
| Nature of Work |                                                                                                                                                                                                                                                               | PO                   |                                                                  |                 |          |          |                            |
|                | <b>A. <u>Lead Indicators</u></b>                                                                                                                                                                                                                              |                      | <b>100</b><br>(for star rating score will dividend scale of 2.5) |                 |          |          | <b>0</b>                   |
|                | -                                                                                                                                                                                                                                                             | UOM                  | <b>Target</b>                                                    |                 |          |          | Actual score for the month |
| 1              | % of employees certified in Skill development institute/ authorized agency/Card issued.                                                                                                                                                                       | % Workforce covered  | 100%                                                             | 51% to 99%      | 50%      | <50%     |                            |
|                | <b>Score</b>                                                                                                                                                                                                                                                  |                      | <b>10</b>                                                        | <b>Pro-rata</b> | <b>5</b> | <b>0</b> |                            |
| 2              | Business Associate Safety Field Audit score                                                                                                                                                                                                                   | Severity score       | 2 to 3                                                           | 3 to 4          | >4       |          |                            |
|                | <b>Score</b>                                                                                                                                                                                                                                                  |                      | <b>10</b>                                                        | <b>5</b>        | <b>0</b> |          |                            |
| 3              | Monthly inspection and replacement of damaged Personal Protective equipment -PPE by contractor(Safety shoes, Induction helmet, full body safety harness with work positioning lanyard, rubber insulated gloves, reflective jacket etc.as per Job requirement) | % of total workforce | 100%                                                             | 99% to 50%      | <50%     |          |                            |
|                | <b>Score</b>                                                                                                                                                                                                                                                  |                      | <b>10</b>                                                        | <b>5</b>        | <b>0</b> |          |                            |
| 4              | Monthly inspection and replacement of damaged Critical Equipment, lifting Tools & Tackles and hand tools used at site by BA (Neon Tester, Discharge rod,                                                                                                      | % Total T&T          | 100%                                                             | 99% to 50%      | <50%     |          |                            |

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|    |                                                                                                                                                                                 |                                |           |          |          |  |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------|----------|----------|--|--|
|    | ladders Vehicle, Tools & tackles carried out and defective equipment replaced as required.                                                                                      |                                |           |          |          |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>7</b> | <b>0</b> |  |  |
| 5  | Unsafe Conditions/Acts (Potential Hazards), near miss(Close calls), minor injury(First aid cases and MTC) cases reported                                                        | Observation / Nos of workforce | 0.50      | 0.25     | <0.25    |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>7</b> | <b>0</b> |  |  |
| 6  | Monthly R&R for workforce along with Tata power reparative monthly                                                                                                              | % of total workforce           | 10%       | 5%       | <b>0</b> |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>5</b> | <b>0</b> |  |  |
| 7  | Nos of workforce covered under program under Jivan Ki Aur/Ghar se Ghar tak/Surkhshit Pariwar ki aur                                                                             | % of total workforce           | 10%       | 5%-10%   |          |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>0</b> |          |  |  |
| 8  | Safe (designated way) Disposal of Waste generated, Records of waste (Hazardous Waste – Oily cotton waste – E-waste etc.) generation. No effluents to drain/discharges to ground |                                | YES       | NO       |          |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>0</b> |          |  |  |
| 9  | <u>Daily Toolbox talk and Weekly Mass communications covering 100 % workforce and records maintained or not(R6).</u>                                                            | % of total workforce           | 100%      | 50-100 % |          |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>5</b> |          |  |  |
|    |                                                                                                                                                                                 |                                |           |          |          |  |  |
| 10 | <u>Check for housekeeping at site(R6)</u>                                                                                                                                       | At least 3S.                   | YES       | NO       |          |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>0</b> |          |  |  |

|                                          |                                                                                   |                                                   |
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|       | B. <u>Lag Indicators</u> |  | 50<br>(for star rating score will<br>dividend scale of 2.5) |    |  |   | 0 |
|-------|--------------------------|--|-------------------------------------------------------------|----|--|---|---|
|       |                          |  | Target                                                      |    |  |   |   |
| 1     | Number of Fatalities     |  | 0                                                           | >0 |  |   |   |
| Score | Score                    |  | 30                                                          | 0  |  |   |   |
| 2     | No of LWDC - Reportable  |  | 0                                                           | >0 |  |   |   |
| Score | Score                    |  | 10 /<br>20*                                                 | 0  |  |   |   |
| 3     | Major Fire               |  | 0                                                           | >0 |  |   |   |
| Score | Score                    |  | 10 /<br>0*                                                  | 0  |  |   |   |
|       | Total score              |  | 150                                                         |    |  |   | 0 |
|       | * Odisha                 |  |                                                             |    |  | % | 0 |

#### CSM F12 - Safety Violation Penalty Criteria

##### Major Violations and Escalation matrix-

| Consequence of safety violation observed not related to incidents or accidents |                                                                                        | Violations |     |     |     |                                                                                                           |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------|-----|-----|-----|-----------------------------------------------------------------------------------------------------------|
| Sl. No.                                                                        | <u>Safety Violation</u>                                                                | 1st        | 2nd | 3rd | 4th | <u>Subsequent violation</u>                                                                               |
| 1                                                                              | Working without required PPE such as Helmet/gloves/safety shoes/Safety harness etc.    | A          | B   | C   | D   | Will Attract the same penalty as 4th violation                                                            |
| 2                                                                              | Working without proper tools and tackles                                               | A          | B   | C   | D   |                                                                                                           |
| 3                                                                              | Poor or bad condition of Crane/Hydra/Vehicle and/or Incompetent driver and/or helper). | B          | C   | D   | E   | Termination of Contract and blacklisting after repetition of violations (3 to 4 times as the case may be) |
| 4                                                                              | Improper Working at Height                                                             | B          | C   | D   | E   |                                                                                                           |
| 5                                                                              | Untrained /unauthorized workman engaged in high-risk jobs                              | B          | C   | D   | E   |                                                                                                           |
| 6                                                                              | Violation of SOP or WI or LOTO                                                         | C          | D   | E   |     |                                                                                                           |
| 7                                                                              | Working without PTW or LC / Without authorization / Without creating Safe Zone         | C          | D   | E   |     |                                                                                                           |

| Legend | Action to be Taken | Responsibility | Penalty (INR) | Repeat Violations |
|--------|--------------------|----------------|---------------|-------------------|
|--------|--------------------|----------------|---------------|-------------------|

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|          |                                                                 |                     |        |                                                                                                                                  |
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| <b>A</b> | Levy of Penalty                                                 | Order manager / EIC | 5000   | The no. of repeat violations shall be calculated cumulative during the FY and deduction will be done from the monthly bills.(R6) |
| <b>B</b> | Memo to BA and Levy of Penalty                                  | Order manager / EIC | 10000  |                                                                                                                                  |
| <b>C</b> | Memo to BA and Levy of Penalty                                  | Order manager / EIC | 25000  |                                                                                                                                  |
| <b>D</b> | Memo to BA and Levy of Penalty                                  | Order Manager / EIC | 50000  |                                                                                                                                  |
| <b>E</b> | Memo to BA, Levy of Penalty, Termination of Contract, Blacklist | Order Manager / EIC | 100000 |                                                                                                                                  |

### Other Violations and Penalty

Penalty shall be imposed on the Business Associate s under the following circumstances for breaching the contractual agreements. The list is not exhaustive, but indicative.

| Sl. No | Description of Violation                                                                      | Severity | Penalty (INR) |
|--------|-----------------------------------------------------------------------------------------------|----------|---------------|
| 1.     | Unhygienic/Bad condition of PPE                                                               | 2        | 500           |
| 2.     | Unsafe Act/Condition of Severity 4                                                            | 4        | 4000          |
| 3.     | Unsafe Act/Condition of Severity 5                                                            | 5        | 5000          |
| 4.     | No Earthing of Electrical equipment                                                           | 5        | 5000          |
| 5.     | Working without efficient supervision                                                         | 4        | 4000          |
| 6.     | Non-reporting of incidents                                                                    | 3        | 3000          |
| 7.     | Starting the job without Toolbox Talk                                                         | 4        | 4000          |
| 8.     | Electric cable tied with metal wire / Use of damaged electrical cable / Use of two core cable | 3        | 3000          |
| 9.     | Rubber mat not available in front of electrical panels.                                       | 3        | 3000          |
| 10.    | Inserting naked wire into the socket instead of a plug                                        | 5        | 5000          |
| 11.    | Inflammable materials stored inside PSS/FCC/Distribution Room                                 | 5        | 5000          |
| 12.    | Water accumulation found near electrical panels / equipment                                   | 5        | 5000          |
| 13.    | Grinding wheel/ Coupling/ Piling winch/other rotating parts without guard                     | 4        | 4000          |
| 14.    | Inadequate illumination of working area                                                       | 3        | 3000          |

|                                          |                                                                                   |                                                   |
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| 15 | Bringing inside PSS/FCC or any other work area any chemicals without approval.                                                                                                                                                                                                                                                                                                                                                                                  | 5 | 5000                                                                                                             |
| 16 | Loose materials in work area which can fall down or fly during a storm                                                                                                                                                                                                                                                                                                                                                                                          | 5 | 5000                                                                                                             |
| 17 | Misusing emergency facilities like fire hydrant line/ hose box/ spray system/ eye wash etc.                                                                                                                                                                                                                                                                                                                                                                     | 3 | 3000                                                                                                             |
| 18 | Entering restricted areas like switch yard, hazardous material storage room etc. without authorization                                                                                                                                                                                                                                                                                                                                                          | 3 | 3000                                                                                                             |
| 19 | Not using 24 V lamp inside confined spaces                                                                                                                                                                                                                                                                                                                                                                                                                      | 3 | 3000                                                                                                             |
| 20 | Bypassing/overriding safety interlocks                                                                                                                                                                                                                                                                                                                                                                                                                          | 5 | 5000                                                                                                             |
| 21 | Working besides road without proper barricading and monitoring of traffic                                                                                                                                                                                                                                                                                                                                                                                       | 5 | 5000                                                                                                             |
| 22 | Smoking in prohibited area (Closed Go-downs, Storage of flammable material, Storage of Gas cylinders, PSS , Offices etc.)                                                                                                                                                                                                                                                                                                                                       | 3 | 3000                                                                                                             |
| 23 | Improper stacking of materials in Storage Yard                                                                                                                                                                                                                                                                                                                                                                                                                  | 4 | 4000                                                                                                             |
| 24 | Sleeping at workplace                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3 | 3000                                                                                                             |
| 25 | First aid box not available / in locked condition                                                                                                                                                                                                                                                                                                                                                                                                               | 2 | 2000                                                                                                             |
| 26 | Appointment of subBusiness Associate without his Safety Bid Evaluation and/or without the permission of engineer in charge or Order manager.                                                                                                                                                                                                                                                                                                                    | 5 | 5% of order value                                                                                                |
| 27 | Bad Housekeeping with respect to <b>TPSMS/GSP/GHK/022</b> <ul style="list-style-type: none"> <li>1st Instant</li> <li>2nd instant</li> <li>3rd instant</li> <li>4th instant</li> <li>Subsequent instants</li> </ul>                                                                                                                                                                                                                                             | 2 | <ul style="list-style-type: none"> <li>1000</li> <li>2000</li> <li>5000</li> <li>10000</li> <li>10000</li> </ul> |
| 28 | Violations related to vehicles with respect to <b>TPSMS/CSP/RSP/015</b> . <ul style="list-style-type: none"> <li>Parking without wheel choke</li> <li>Parking in undesignated area</li> <li>Heavy vehicle without helper or co-driver</li> <li>Seat belt not available / not used</li> <li>Driver without license</li> <li>Heavy vehicles without reverse horn</li> <li>Using mobile phone while driving</li> <li>Lights/mirrors not working /broken</li> </ul> | 3 | 1000 per each violation                                                                                          |

|                                          |                                                                                   |                                                   |
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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------|
| 28 | <p>Violation in Gas cutting and Gas cylinder handling</p> <ul style="list-style-type: none"> <li>• Cylinder valve without guard</li> <li>• No flashback arrester</li> <li>• Leaky DA/Oxygen hose</li> <li>• Cylinders not kept in secured manner</li> <li>• Cylinder trolley not available</li> <li>• Cylinders are transported by manual rolling</li> </ul>                                                                                                                                                                                                                                                                                                                    | 5 | 2000 per each violation |
| 29 | <p>Violations in Lifting Operations w.r.t. to TPSMS/CSP/HEMS/005</p> <ul style="list-style-type: none"> <li>• Hook latch missing</li> <li>• Load raised or swung over people or occupied areas of building</li> <li>• Persons standing within the swing area of the crane</li> <li>• No barricading of crane working area</li> <li>• Use of damaged lifting tools and tackles</li> <li>• Lifting tools and tackles not tested / Test certificate expired</li> <li>• Crane operator without proper license</li> <li>• Angular loading</li> <li>• Lifting / shifting heavy material without guide rope</li> <li>• Using mobile phone during loading and unloading jobs</li> </ul> | 5 | 2000 per each violation |
| 30 | <p>Violation in Scaffolding work w.r.t. to TPSMS/CSP/SCAF/007</p> <ul style="list-style-type: none"> <li>• Unstable scaffolding/nonstandard Scaffolding in use</li> <li>• Handrails/mid rails/toe guards missing</li> <li>• Safety harness not anchored on fixed structure</li> <li>• Opening found in working platform</li> </ul>                                                                                                                                                                                                                                                                                                                                              | 5 | 2000 per violation      |
| 31 | <p>Violation in Excavation Work w.r.t. to TPSMS/CSP/EXS/002</p> <ul style="list-style-type: none"> <li>• Loose material falling into excavated pit</li> <li>• Water logging in excavated pits / trenches</li> <li>• Inadequate or no barricading</li> <li>• Undercut / cave in found on sides of excavated pits</li> </ul>                                                                                                                                                                                                                                                                                                                                                      | 4 | 2000 per violation      |
| 32 | Caution boards, danger signs (luminescent /red) along with emergency contact number are not found displayed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 | 3000                    |
| 34 | Spillage of hazardous material/chemicals during transportation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4 | 4000                    |



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**Penalty for Incidents / Accidents-( )**

| Consequence of incident / Accident |                                                                                                               | Incident / Accident |     |     |     | Action Required |
|------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------|-----|-----|-----|-----------------|
| Sr.No.                             | Type of Injury                                                                                                | 1st                 | 2nd | 3rd | 4th |                 |
| 1                                  | Major Injury (Bone injury or burn or hospitalization >48 hrs.) Non-fatal                                      | F                   | F   | G   | G   | Intolerable     |
| 2                                  | Major Injury (Bone injury or burn or hospitalization >48 hrs.) Non-Fatal (Two or more non-Fatal in one event) | G                   | G   | H   |     |                 |
| 3                                  | Single fatality                                                                                               | G                   | H   |     |     |                 |
| 4                                  | Multiple fatalities (Two or more fatalities in one event). Anywhere in Tata power.                            | H                   |     |     |     |                 |

| Legend | Action to be taken                                                           | Responsibility                   | Penalty (INR) | The no. of violations shall be calculated cumulative during FY and deduction will be done just after Consequence of incident / Accident(R6) |
|--------|------------------------------------------------------------------------------|----------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| F      | Memo to BA and Levy of Penalty                                               | Order Manager/Engineer in charge | 200000        |                                                                                                                                             |
| G      | Memo to BA and Levy of Penalty                                               | Order Manager/Engineer in charge | 500000        |                                                                                                                                             |
| H      | Memo to BA, Levy of Penalty, Termination of Contract and Blacklisting the BA | Order Manager/Engineer in charge | 1000000       |                                                                                                                                             |

## 5.0 Tools and Tackles

5.1 Tools & Tackles used to carry out the job shall be checked and inspected by Order Manager and safety Officer.

5.2 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

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Shackles, chain Block, wire ropes etc.).

5.3 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 through 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.

5.4 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.

## 6.0 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.

## 7.0 Critical safety Rules and Procedures:

Following is the list of Tata Power's critical Safety Rules and Procedures. Business Associate shall refer to approved Rules and Procedures for detailed requirements and ensure conformance

### 7.1 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**

### 7.2 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**

### 7.3 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**.

### 7.4 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

|                                          |                                                                                   |                                                   |
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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.

#### **7.5 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.

#### **7.6 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.

#### **7.7 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.

#### **7.8 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.

#### **7.9 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.

#### **7.10 Electrical Safety Procedure.**

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

|                                          |                                                                                   |                                                   |
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#### **7.11 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

#### **7.12 Hazard Identification & Risk Assessment (HIRA) Procedure:**

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.

#### **7.13 Management Of Change (MOC) Procedure:**

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.

#### **7.14 Pre-Start-up Safety Review (PSSR) Procedure.**

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.

#### **7.15 Road Safety procedure:**

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 Business Associate s. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/RSP/015.

### **8.0 General safety Rules and Procedure:**

#### **8.1 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,

#### **8.2 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

#### **8.3 Batteries Handling & Disposal**

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

#### **8.4 Material Handling and Storage Procedure:**

The purpose of this document is to provide procedures to assist the safe handling

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of materials (manual handling and mechanical handling). For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/MATL/004**.

#### **8.5 Office Safety Procedure:**

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**

#### **8.6 Earth Leakage Circuit Breaker (ELCB) Testing Procedure):**

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**.

#### **8.7 Occupational Health & Safety Legal Compliance Procedure:**

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**.

#### **8.8 Incident Reporting & Investigation Procedure:**

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**.

#### **8.9 Business Associate Safety Management Procedure.**

The purpose of this document is to engage with Business Associate s 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**.

#### **8.10 Tree Trimming Procedure:**

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**

#### **8.11 Safe Lone Working Procedure:**

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**.

#### **8.12 Good Housekeeping(5S) Procedure:**

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**.

#### **8.13 Personal Protective Equipment:**

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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**.

#### 8.14 Process Safety Management Procedure:

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](http://www.tatapower.com)) for your reference.

#### 9.0 Pre-Employment and Periodic Medical check-up:

Business Associate 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 Business Associate shall be able to produce the certificate prior to the employment. The Business Associate 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.



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## 10.0 Other Conditions:

**10.1** The manpower/vehicles/Tools & Tackles/Equipment provided shall be as per mutually

| 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       |

agreed SLA.

**10.2** No Supervision No work policy should strictly be followed.

**10.3** Test Before Touch must be ensured every time a job is being carried out in electrical network.

**10.4** HIRA /JSA as per the job scope must be prepared in detail and submitted along with Site Safety Plan by the successful bidder.

**10.5** Personal protective equipment (PPE) must always be checked before use to ensure that they are in good condition and clean. Replace them if necessary.

**10.6** All relevant PPE shall be provided by the vendor while working at the site.

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

**10.8** Site Safety Plan shall be prepared by successful bidder along with order manager. 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.

**10.9** 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.

## 11.0 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 of attorney dated -----/Board resolution dated----/letter of authority dated----, hereinafter referred to as **Business Associate [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 :

|                                                  |                                                                                   |                                                           |
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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 (Business Associate) as well as my sub-Business Associate and its employees, representatives etc.
2. That I (the Business Associate ) 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 Business Associate shall be fully responsible for ensuring occupational health and safety of its employees, representatives, agents as well as of its subBusiness Associate '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 Business Associate 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 Business Associate 's payments.
5. That the Business Associate 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 Business Associate 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 Business Associate 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.
8. That the Business Associate and its sub Business Associate s 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.



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9. That in case the Business Associate and/or any of its Sub Business Associate fail to ensure the compliance as required in terms of this undertaking the Business Associate 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 Business Associate /Sub Business Associate in complying with the same. Business Associate 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 Business Associate .

DEPONENT

VERIFICATION

Verified at .....on this \_Day of \_\_\_\_\_ 20\_\_ that the contents of the above affidavit are true and correct and nothing material has been concealed therefrom.

## **12.0 General Safety Conditions for various contracts Specific to Odisha Discom**

### **12.1 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 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.

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- 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.



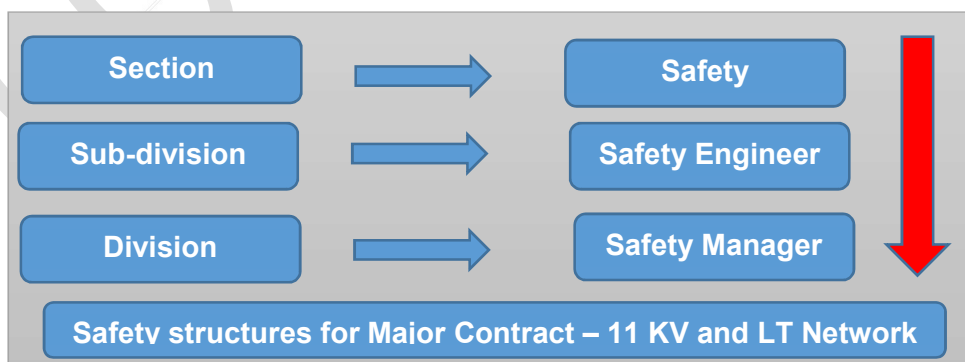
## 12.2 Safety Conditions for maintenance of 11 KV and LT Network.

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.

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- 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 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.
- 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.



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### 12.3 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.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.

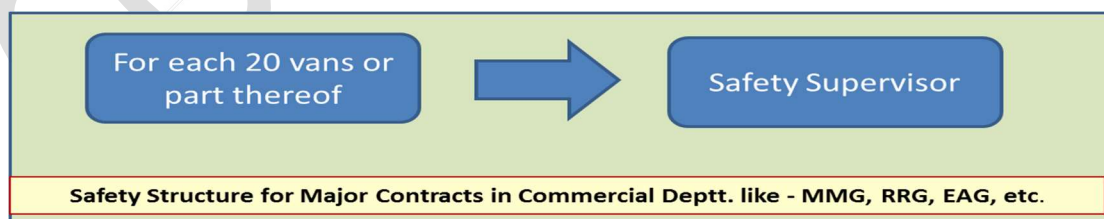


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#### **12.4 Safety Conditions for the major contract work in Commercial Department like - MMG, RRG, EAG, etc.:**

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 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.
- 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 a Safety Supervisor for managing safety at worksite.
- The BA for the RRG work shall depute one Safety supervisor.



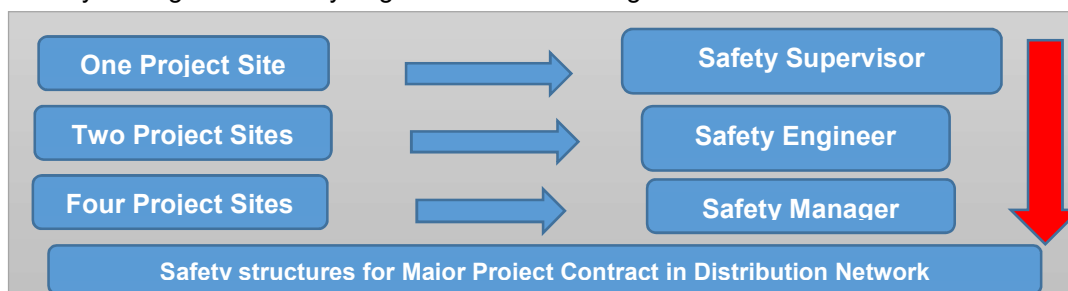
#### **12.5 Safety Conditions for Major Projects in Distribution Network**

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



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- 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 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.
- 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 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.



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CONFIDENTIAL

## CORPORATE ENVIRONMENT POLICY

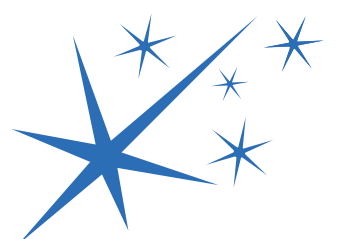
**Tata Power is committed to a clean, safe and healthy environment, and we shall operate our facilities in an environmentally sensitive and responsible manner. Our commitment to environmental protection and stewardship will be achieved by:**

- 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: 15<sup>th</sup> June, 2018





# 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.

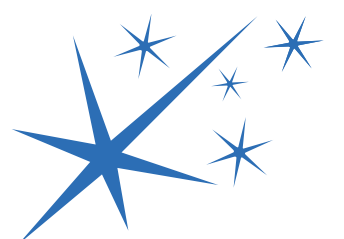


(Praveer Sinha)  
CEO & Managing Director

Date: 15<sup>th</sup> June, 2018

**TATA POWER**

Lighting up Lives!



## 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

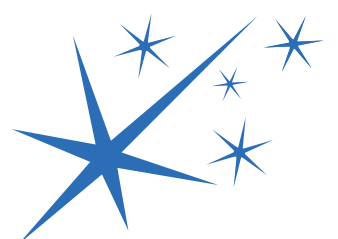
- We will uphold the values of honesty, partnership and fairness in our relationship with stakeholders
- We shall provide and maintain a clean, healthy and safe working environment for employees, customers, partners and the community
- We will strive to consistently enhance our value proposition to the 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: 15<sup>th</sup> June, 2018



# **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 |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|
| <b>Organization</b>                                                                                              |                                                                                                                                                                                                  |                |         |
| 1                                                                                                                | Does your Company have Sustainability Policy at Organization Level?<br>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                                                                                                                         |                |         |
| <b>Governance</b>                                                                                                |                                                                                                                                                                                                  |                |         |
| 1                                                                                                                | Is diversity taken into consideration when appointing board members/ senior management?<br>Do you have an independent director/s?                                                                |                |         |
| 2                                                                                                                | Has your company taken initiatives to ensure ethical practices at workplace?<br>Please share the details, Policies etc.                                                                          |                |         |
| 3                                                                                                                | Does your company have a formal process to address data security or privacy issues?<br>Please share the details, Policies etc.                                                                   |                |         |
| 4                                                                                                                | Does your company have grievance mechanism for stakeholder issues and track resolution?                                                                                                          |                |         |
| <b>Environment/ Planet</b>                                                                                       |                                                                                                                                                                                                  |                |         |
| 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?                           |                |         |
| <b>Green Technology/ Innovation</b>                                                                              |                                                                                                                                                                                                  |                |         |
| 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.)?                         |                |         |
| <b>Social/ People</b>                                                                                            |                                                                                                                                                                                                  |                |         |
| 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                                                                                                        |                |         |
| <b>Certifications: Does your company have following certifications (valid till date-please mention validity)</b> |                                                                                                                                                                                                  |                |         |
| 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

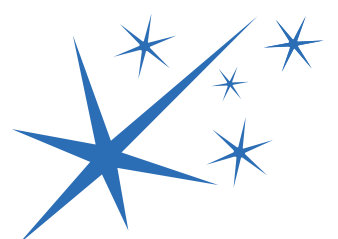
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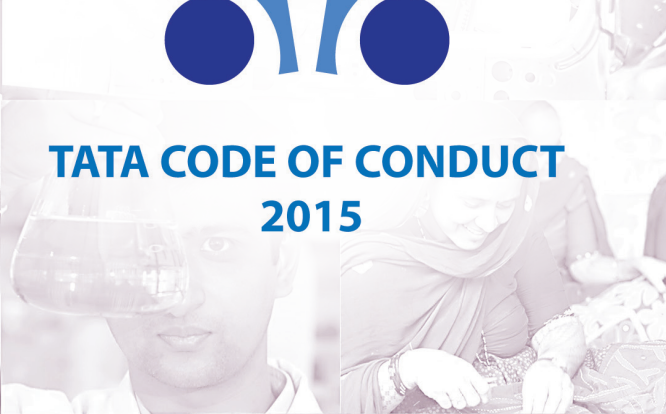
The management will commit all the necessary resources required to meet the goals of Corporate Sustainability.



(Praveer Sinha)  
CEO & Managing Director

Date: 15<sup>th</sup> June, 2018





# **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**

21<sup>st</sup> 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:



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 29<sup>th</sup> 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](mailto: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.)*





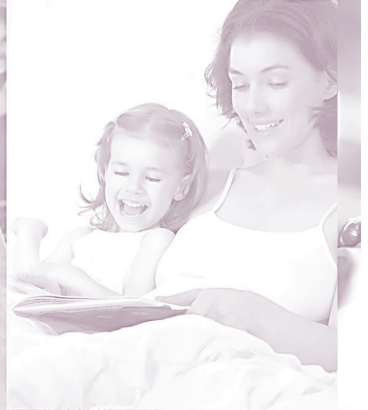
## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



NOTES

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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](mailto:ethicsoffice@tata.com)



भारत सरकार  
GOVERNMENT OF INDIA  
विद्युत मंत्रालय  
MINISTRY OF POWER  
केन्द्रीय विद्युत प्राधिकरण  
CENTRAL ELECTRICITY AUTHORITY  
मानव संसाधन विकास प्रभाग  
HUMAN RESOURCE DEVELOPMENT DIVISION

विद्युत उत्पादन के क्षेत्र में प्रशिक्षण संस्थानों की मान्यता के लिए और इंजीनियरों, पर्यवेक्षकों और तकनीशियनों के प्रशिक्षण पाठ्यक्रम के विवरण के लिए मार्गदर्शी सिद्धांत

**Guidelines for Recognition of Training Institutes in the field of Generation of Electricity including details of Training Curriculum for Engineers, Supervisors and Technicians**

**January, 2024**

# The Tata Power Company Ltd

## Undertaking by Vendor for Statutory Compliances

I undersigned, .....on behalf of M/s....."Name of Vendor Company"..... with "S&E registration no'.....having registered office at....."Address"..... confirm having received a Purchase Order from the Tata Power Company LTD to provide the services at the .....Location..... In consideration of the purchase order and in view of the terms and conditions of purchase order, I declare and undertake the following:

- 1** I/ we have the valid registration Documents (*allotment letter issued by the authorities (EPFO & ESIC) are enclosed*):

|        |                |                           |
|--------|----------------|---------------------------|
| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|

- I. PF registration code
- II. ESIC registration code

- 2** I/we agree that for all the manpower engaged by me/us under this contract (direct or engaged through a subcontractor), we ensure that:

|        |                |                           |
|--------|----------------|---------------------------|
| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|

- I. Payment to all workers by 7<sup>th</sup> of every month for the salary / wages due for the preceding month through online Bank transfers and shall submit the wage register, pay slips, bank statement etc to "The Company".
- II. Minimum wages shall be paid to all the workers.
- III. PF & ESIC deposition and respective payment challan/ ECR shall be done on or before 12<sup>th</sup> of every month for the salary / wages for the preceding month and shall submit the copy of ECR & TRRN to "The Company".
- IV. General Employee Compensation under the Employee Compensation Act, 1928 shall be taken for those who are outside the wage limits of ESIC applicability or location where ESIC is not applicable.
- V. Statutory Bonus shall be paid on or before November every year.

- 3** I/ We understand that incase if we default on payment of salary of statutory dues for our manpower engaged by us under this contract (direct or engaged through a subcontractor), for a particular month, Tata Power constitutes the right to pay wages or deposit statutory dues directly adjusting from our bills and shall deduct or charge 25% penalty on the total amount defaulted.

|        |                |                           |
|--------|----------------|---------------------------|
| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|

- 4** I/we agree that for all the manpower deployed under this contract (direct or engaged through a subcontractor), we ensure that:

|        |                |                           |
|--------|----------------|---------------------------|
| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|

- I. Appointment letter and employment card will be issued to all either by us or through our sub-contractors. The copy of the appointment letter acknowledged by the employee and certified by us will be submitted to Tata Power within 1 month of joining.
- II. Full & Final settlement of the employee will be completed in 7 days of his/her last working day and a service completion letter to be issued, the acknowledge copy of both the documents (F&F settlement and Service certificate) by the employee and certified by us will be submitted to Tata Power.
- III. For our permanent staff, 4 (I) and 4 (II) is not applicable and we shall submit an undertaking either on mail / letterhead, with their names.



All the manpower are technically qualified as per the norms of **Power IV. Sector Skill Council (PSSC) issued by Ministry of Power- GOI dt January 2024. (copy enclosed)**

|   |                                                                                                                                                                                                                                                                                                                                                                           |        |                |                           |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|---------------------------|
| 5 | I/we shall mandatorily obtain the Labour License for all the manpower deployed under this contract (direct or engaged through subcontractor/s) to cater the entire work as per PO, if the overall number of manpower deployed under this contract exceeds the permissible limit under Contract Labour Act. The Form-V will be issued in name of my Company by Tata Power. | Agreed | Not Applicable | Reason For Not Applicable |
| 6 | I shall, in case for construction job, apply for registration under BOCW Act before start of work and obtain the said registration within a month of starting its work.                                                                                                                                                                                                   | Agreed | Not Applicable | Reason For Not Applicable |
| 7 | For Clause no 6, I shall also make the payment of cess applicable under the BOCW Act for the work associated under this PO.                                                                                                                                                                                                                                               | Agreed | Not Applicable | Reason For Not Applicable |
| 8 | I/ We understand & agree to adhere all the prevailing statutory compliances and any laws, rules & regulations which may get amended from time to time. We will be solely responsible for all the compliances including compliances by my sub-vendors & for all the workers.                                                                                               | Agreed | Not Applicable | Reason For Not Applicable |
| 9 | Following will be adhered:                                                                                                                                                                                                                                                                                                                                                | Agreed | Not Applicable | Reason For Not Applicable |

I. Medical fitness certificate and police verification certificate for all my workers for Gate pass process.

Indemnify "Tata Power" from any future liability of account of statutory compliance or failure on part of me for my work in "Tata Power" in respect of all the workers including my vendors & his workers, by submitting an Indemnity Bond on non judicial stamp paper (Rs 500 non judicial stamp paper for Maharashtra state and Rs 100 for all other states or as applicable) executed by its Director/Proprietor, authorized for the purpose, and duly notarized.

III. Maintain all registers under the various Acts and shall submit to "Tata Power" as and when required.

|    |                                                                                                                                                                                                                                                                                                                                                                                                 |        |                |                           |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|---------------------------|
| 10 | I shall depute competent resource/ supervisors to ensure supervision of work, follow proper disciplinary action for misconduct, ensuring availability of all resources required to execute the contract, ensuring good work culture and behaviour among my resources as framed under the provisions of law. I will also ensure engagement and R&R of my resources as required by "The Company". | Agreed | Not Applicable | Reason For Not Applicable |
| 11 | If "clause no 4 (iv)" is not adhered, then I will ensure compliance to capability building by training/upskilling of the workers as per the norms of <b>Power Sector Skill Council (PSSC) through Tata Power Skill Development Institute (TPSDI)</b> and will bare all the cost of training.                                                                                                    | Agreed | Not Applicable | Reason For Not Applicable |
| 12 | I will make the provisions for canteen, sitting arrangement, rest rooms, washing facility, first Aid, drinking water and toilet facilities for my workers. I may consult with the order manager of "The Company".                                                                                                                                                                               | Agreed | Not Applicable | Reason For Not Applicable |
| 13 | I will constitute the "Grievance Redressal Committee" to address the grievances of our workmen deployed under the contract.                                                                                                                                                                                                                                                                     | Agreed | Not Applicable | Reason For Not Applicable |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |                |                           |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|---------------------------|
| 14 | I shall comply, wherever applicable, to requirements under the Apprentices (Amendment) Act, 2014.                                                                                                                                                                                                                                                                                                                                                                         | Agreed | Not Applicable | Reason For Not Applicable |
| 15 | I/ We understand that failure to adhere to the compliances and the timelines will attract penalties under the vendor penalty scheme attached as <b>annexure 7</b> And it may lead to holding (fully or partially) of my payments of the bills.                                                                                                                                                                                                                            | Agreed | Not Applicable | Reason For Not Applicable |
| 16 | I shall ensure submission of required information to Tata Power ("The Company") as required by The Company or any government authorities (with a copy to "The Company"), as a when required within the stipulated time frame.                                                                                                                                                                                                                                             | Agreed | Not Applicable | Reason For Not Applicable |
| 17 | I/ We understand that Tata Power constitutes the right to cancel the gate pass of any of our workman if the above conditions have not been fulfilled by us in the above mentioned stipulated time.                                                                                                                                                                                                                                                                        | Agreed | Not Applicable | Reason For Not Applicable |
| 18 | Continuous <b>default in compliance of any statutory provisions, for three months</b> , may lead to <b>termination of the contract</b> and may also lead to blacklisting my vendors' registration with "The Company".                                                                                                                                                                                                                                                     | Agreed | Not Applicable | Reason For Not Applicable |
| 19 | In case any kind of work disruption is caused to the functioning of "The Company" due to agitation or tool down by my workmen (or workers of my sub-vendors), I will take appropriate disciplinary action including cancellation of gate pass of such worker/s as well as filing a FIR with the Police Authorities within 6 hours of the incidence. The details of the disciplinary actions undertaken will be submitted to "The Company" within 7 days of such incident. | Agreed | Not Applicable | Reason For Not Applicable |
| 20 | I have read & agree to abide the guidelines, rules etc as mentioned in the Annexures (Annexure 1 to 8) and the Guidelines of Central Electricity Authority – Ministry of Power.                                                                                                                                                                                                                                                                                           | Agreed | Not Applicable | Reason For Not Applicable |

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Vendor code: \_\_\_\_\_

Witness :

**For The Tata Power Company Limited:**

Name & Signature:.....  
(Head Corp Contracts)

Name & Signature:.....  
(Head IR/ Head BHR)

## **Annexure 1**

### **Onboarding of Vendor**

**1** I shall, before start of work, obtain and submit to “The Company” a copy of:

| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|
|--------|----------------|---------------------------|

- I. PF Code allotment letter issued by the PF organization.
- II. ESIC Code allotment letter issued by the ESI authorities.
- III. Valid insurance documents (Policy) under Employees’ Compensation Act, for my employees who are not eligible for coverage under ESIC.
- IV. Copy of accepted Work Order received from “The Company”
- V. Indemnity Bond
- VI. ISM Bond
- VII. Copy of valid ISMW (if applicable)  
Submit an application for obtaining Form-V required for applying for Labour License for all the manpower deployed under this contract (direct or engaged through subcontractor/s) to cater the entire work as per PO, if the overall number of manpower deployed under this contract exceeds the permissible limit under Contract Labour Act.
- VIII. I will submit a copy of valid Labour License along with other relevant documents with reference to the work order for catering the entire work, without which gate passes would not be issued to my employees.
- IX.



## **Annexure 2**

### **Onboarding of Employees/ Manpower**

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |                |                           |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|---------------------------|
| 1 | I shall ensure safety training, medical check-up, police verification procedures for my employees (manpower deployed under this contract either direct or engaged through a subcontractor) as laid down for issue of gate-passes. I shall not engage any of my workers for work without a valid gate-pass or with a VISITOR GATE PASS. Violation of the above may lead to termination of the contract.                                                                                                                                                                                                                                                                                                        | Agreed | Not Applicable | Reason For Not Applicable |
| 2 | Temporary permission is issued only for seven days only for preparing gate passes, hence I will be required to arrange for issuance of permanent gate-pass within said timeline, by submitting required documents/ information in online gate pass portal, as applicable. Under no circumstances shall temporary permission be issued for more than 7 days.<br><br>I will complete the process of medical fitness certificate and police verification certificate of all workers within these seven days and upload documents in ONLINE GATE PASS portal. If for any reason ONLINE GATE PASS portal is non-functional then application for gate pass will be processed through manual/other available system. | Agreed | Not Applicable | Reason For Not Applicable |
| 3 | Gate Passes to be processed through Online Gate Pass Portal only, as applicable. I will obtain required registration in Online Gate Pass Portal and required data and documents of workmen will be uploaded in ONLINE GATE PASS portal for generation of gate passes.                                                                                                                                                                                                                                                                                                                                                                                                                                         | Agreed | Not Applicable | Reason For Not Applicable |
| 4 | I will facilitate transfer of PF/EPS accumulations in respect of my workers from their previous employer, if any.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Agreed | Not Applicable | Reason For Not Applicable |
| 5 | I will ensure to transfer of PF accumulations / updating KYC details of workers who will be engaged in the contract (if pending) by me within 02 months of starting of contract. Existing UAN to be continued and new UAN will not be generated.                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Agreed | Not Applicable | Reason For Not Applicable |
| 6 | I will continue with existing ESI number for all covered workmen and shall complete KYC (if pending) and issue E-Pehchan card including dependents within 15 days of starting of contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Agreed | Not Applicable | Reason For Not Applicable |

### Annexure 3: Monthly compliances

- 1** I will submit all documents as per checklist to comply with the various statutes, statutory requirement or any other requirement as may be applicable from time to time:
- I.** I will submit details of Muster roll, Wage Register, Workmen Register in excel format.
  - II.** I shall submit the Register of Workmen in prescribed Form, duly filled in all respects, immediately after starting the said job.
  - III.** I will give Wage notification to my workmen at least one week ahead. A copy of the same shall be forwarded to "The Company" for necessary witnessing of payment and certification
  - IV.** I will provide Wage Slip (as per provided format) to all my workers before disbursement of wages.
  - V.** I shall disburse wages to all my employees before 7th of every subsequent month, of the previous month under intimation to "The Company" through bank transfer and shall submit a copy of bank statement to the respective compliance team of "The Company".
  - VI.** I will deposit PF contribution on or before 12th of the subsequent month for the previous month wages and submit proof thereof to "The Company" by 15th of the month.
  - VII.** I will deposit ESI contribution on or before 12th of the subsequent month for the previous month wages and submit proof thereof to "The Company" by 15th of the month
  - VIII.** I will submit all documents as per checklist; Muster roll, Wage Register, Bank statement, Adult Register, Workmen Register, Wage Slip copies, Combined Challan & ECR & TRRN of PF deposition and Challan/ Contribution History of ESIC/ Employee Compensation Policy and all other registers including MIS Reports (Excel sheet), Employee profile to "The Company"
  - IX.** I shall get my submitted statutory compliance documents verified before 15th of every month in prescribed format (checklist) provided by "The Company" and upload the same along with PF Challan & ESIC Challan with the invoice in Ariba System for obtaining statutory clearance on uploaded bills.

|        |                |                           |
|--------|----------------|---------------------------|
| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|

- 2** I understand that failure to adhere to the compliances and the timelines will lead to holding (fully or partially) of my payments of the bills.

|        |                |                           |
|--------|----------------|---------------------------|
| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|

## **Annexure 4**

### **Renewal of Gate passes**

- 1** In case of renewal of gate pass, I will initiate the application at least Fifteen days in advance in ONLINE GATE PASS portal.

|        |                   |                                 |
|--------|-------------------|---------------------------------|
| Agreed | Not<br>Applicable | Reason<br>For Not<br>Applicable |
|--------|-------------------|---------------------------------|

## **Annexure 5**

### **Annual Compliances**

- 1** I will submit all relevant returns under all applicable enactments on or within the scheduled date and submit a copy of the same to “The Company” within seven days of the scheduled date of submission.

|        |                   |                                 |
|--------|-------------------|---------------------------------|
| Agreed | Not<br>Applicable | Reason<br>For Not<br>Applicable |
|--------|-------------------|---------------------------------|

## **Annexure 6**

### **Contract closure and/or F&F settlement**

- 1** **After completion of work and before or at the time of submission of final bills,** I will ensure the following and submit proof thereof to “The Company” enabling “The Company” to release my final bills/invoices:

|        |                   |                                 |
|--------|-------------------|---------------------------------|
| Agreed | Not<br>Applicable | Reason<br>For Not<br>Applicable |
|--------|-------------------|---------------------------------|

- I. All wage payments as per statute are made to all the workers (including subvendors) till the last day of their work in “The Company”.
- II. Compensation towards Leave with wages are disbursed to all the workers (including subvendors) till the last day of their work.
- III. Statutory bonus is paid to all the workers (including subvendors) for the period of their work.
- IV. Retrenchment compensation, if applicable, is paid to all the workers (including subvendors) as per eligibility. Notice is given to the workers regarding retrenchment and in absence of notice payment is given to the workers as per the enactment.
- V. Gratuity is paid to all the workers (including subvendors) irrespective of the fact whether the worker has /hasn't completed 5 years of continuous service with me.
- VI. Along with final payments, full & final statement is issued to all the workers engaged by me (including subvendors) for work in “The Company”.
- VII. No dues certificate obtained from all my employees (including subvendors) and copy submitted to “The Company”.
- VIII. Ensure completion of withdrawal or transfer formalities in respect of PF/EPS accumulation of all workers and submit proof thereof to “The Company” HR/IR dept after closure of contract.
- IX. Submit Form VI-A to “The Company” and surrender Labour License, if issued, to concerned Labour department in case the license is no more required for work in “The Company” and obtain clearance thereof from the Licensing Authority for submission to “The Company”.
- X. Ensure intimation to PF & ESI authorities regarding completion of work and surrendering ESI & PF sub code obtained for execution of work at “The Company”. Proof of the same will be submitted to “The Company”.
- XI. Cancel all gate passes in online gate pass portal & surrendering the access cards immediately upon closure of the said contract.

## Annexure 7

### Penalty scheme if defaulted in compliances:

I agree for the following penalty scheme which will be applicable if defaulted in compliances:

|     |                                                        |                                                                  |                                                                                                                               |                                                                                                                                                                                                                             |                                                            | Agreed                                     | Not Applicable | Reason For Not Applicable |
|-----|--------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------|----------------|---------------------------|
| S N | Applicable Act                                         | Compliance Requirement                                           |                                                                                                                               | Reference Annexure for Compliance Requirement                                                                                                                                                                               | Due Date                                                   | Deduction as a % age of Monthly Bill Value |                |                           |
| 1   | CL (R&A) Act                                           | a                                                                | Possessing Valid Labour License                                                                                               | Annexure 8 (4)                                                                                                                                                                                                              | 1 <sup>st</sup> day of work / Last day of existing license | 5                                          |                |                           |
|     |                                                        | b                                                                | Employment Card Issuance                                                                                                      |                                                                                                                                                                                                                             | 1 <sup>st</sup> day of joining of worker                   | 0.2                                        |                |                           |
| 2   | CL (R&A) Act / Payment of Wages Act                    | a                                                                | Wage payment through Cheque/NEFT to 100% of Workmen                                                                           | Annexure 8 (1)                                                                                                                                                                                                              | 7 <sup>th</sup> of following month                         | 5                                          |                |                           |
|     |                                                        | b                                                                | Wage Slip Distribution                                                                                                        | Annexure 8 (4)                                                                                                                                                                                                              | 1 day before respective wage payment                       | 1                                          |                |                           |
|     |                                                        | c                                                                | Full & Final Settlement upon separation                                                                                       |                                                                                                                                                                                                                             | 30 days from last working day of individual worker         | 2                                          |                |                           |
| 3   | EPF (MP) Act                                           | a                                                                | Deposit of PF contribution                                                                                                    | Annexure 8 (5)                                                                                                                                                                                                              | 15 <sup>th</sup> of following month                        | 2                                          |                |                           |
|     |                                                        | b                                                                | UAN Activation with mobile linkage                                                                                            |                                                                                                                                                                                                                             | 30 days from date of joining of worker                     | 0.2                                        |                |                           |
| 4   | ESI Act                                                | a                                                                | Deposit of ESI contribution                                                                                                   | Annexure 8 (6)                                                                                                                                                                                                              | 15 <sup>th</sup> of following month                        | 2                                          |                |                           |
|     |                                                        | b                                                                | ESIC & ESIC e-Pehchan Card Issuance                                                                                           |                                                                                                                                                                                                                             | ESIC E-Pehchan Card- 01 days from Joining                  | 0.2                                        |                |                           |
| 5   | Payment of Bonus Act, MW Act, PoW Act, CL (R&A) Act    | Submission of Return under Bonus Act, MW Act, PoW Act & CLR Act  |                                                                                                                               | Annexure 8                                                                                                                                                                                                                  | Bonus Act-31 <sup>st</sup> Dec                             | 0.5                                        |                |                           |
|     |                                                        |                                                                  |                                                                                                                               |                                                                                                                                                                                                                             | MW Act- 31 <sup>st</sup> Jan                               |                                            |                |                           |
|     |                                                        |                                                                  |                                                                                                                               |                                                                                                                                                                                                                             | Pow Act-31 <sup>st</sup> Jan                               |                                            |                |                           |
|     |                                                        |                                                                  |                                                                                                                               |                                                                                                                                                                                                                             | CL (R&A) Act-31 <sup>st</sup> Jan/ 31 <sup>st</sup> July   |                                            |                |                           |
| 6   | CL(R&A) Act, Factories Act, BOCW Act, EPF Act, ESI Act | Maintaining of registers/ challans under CLR Act, Factories Act, |                                                                                                                               | Annexure 8                                                                                                                                                                                                                  | 20 <sup>th</sup> of following month                        | 0.5                                        |                |                           |
| 7   | Other                                                  | a                                                                | Submission of false or fake documents                                                                                         |                                                                                                                                                                                                                             |                                                            | 10                                         |                |                           |
|     |                                                        | b                                                                | Disruption (Strike, Gate jam etc) caused to the functioning of "The Company" and Lack of disciplinary action on the worker/s. | Conducting the enquiry of the incident/s, preparing & submitting the report to Mgmt, filing of FIR in police station as & when required, taking action on the worker/s and concluding the disciplinary process. (clause 19) |                                                            | 10                                         |                |                           |
|     |                                                        | c                                                                | Delay in submission of statutory documents, checklist etc                                                                     |                                                                                                                                                                                                                             |                                                            | 1                                          |                |                           |
|     |                                                        | d                                                                | Non adherence to Gate pass, onboarding process                                                                                | Annexure 1 and 2                                                                                                                                                                                                            |                                                            | 1                                          |                |                           |
|     |                                                        |                                                                  |                                                                                                                               |                                                                                                                                                                                                                             | <b>TOTAL</b>                                               | <b>40.6</b>                                |                |                           |

## **Annexure 8**

### **List of few of the statutory requirements, not being exhaustive:**

I/We understand & agree to abide by all the Statutory Acts, Rules, amendments in Acts/ rules & notifications which may get amended / applicable from time to time.

**Following is the list of few of the statutory requirements, not being exhaustive, which I will be complying from time to time and as applicable:**

**1**

I shall comply with all applicable provisions under **THE PAYMENT OF WAGES ACT, 1936**

- I will display a notice showing the day on which the wages are paid,
- I. notice containing abstract of this Act in English and the vernacular language.
- II. I will pay wages on or before 7<sup>th</sup> of every month.
- III. Pay wages to employee for the purpose of this Act by NEFT.
- I will maintain register giving particulars of - (a) Persons employed
- IV. (b) Work performed by the employees (c) Deductions made from the wages (d) Fines imposed (e) Receipts given (f) Any other particulars in such a form as may be prescribe.
- V. I will maintain a register in Form IV for all the amount of advances sanctioned and the re-payment made.

|        |                |                           |
|--------|----------------|---------------------------|
| Agreed | Not Applicable | Reason For Not Applicable |
| Agreed | Not Applicable | Reason For Not Applicable |
| Agreed | Not Applicable | Reason For Not Applicable |

**2**

I shall comply with all applicable provisions under **THE MINIMUM WAGES ACT, 1948**

- I will Pay minimum rates of wages to each employee as declared by the State Government by bank Transfer. I will follow the minimum wages circular by the Govt Authority/ Company as declared time to time.
- II. I will maintain a Muster Roll cum Wage Register in Form II.
- III. I will Provide one day as a weekly day of rest to each employee.
- IV. I will ensure that the normal working hour in a day does not exceed 9 hours for an adult.
- I will Fix working hours in such a way so as to provide atleast half and
- V. hour rest, ensuring that the continuous working hour, does not exceed 5 hours in a row.
- VI. I will provide a holiday for a period of 24 consecutive hours, from the time his shift ends.
- VII. I will pay extra wages @ double the ordinary rate of wages for extra hours working.
- VIII. I will maintain a hard bound Inspection Book and produce it to Inspecting Officer, when required by him.

|        |                |                           |
|--------|----------------|---------------------------|
| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|

- IX. I will preserve all the registers and records maintained for a period of 3 years from the date of last entry.
- X. I will provide payment for work on a day of rest at a rate not less than the overtime rate.

**3 I shall comply with all applicable provisions under EQUAL REMUNERATION ACT, 1976**

| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|
|--------|----------------|---------------------------|

- I. I will pay equal remuneration to men and women workers for same work or work of a similar nature.
- II. I shall maintain such registers and other documents in relation to the workers employed by me.

**4 I shall comply with all applicable provisions under THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970**

| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|
|--------|----------------|---------------------------|

- I. I will provide at least 1 first aid box for every 150 workers.
- II. I will pay wages on or before expiry of 7<sup>th</sup> day of each wage-period after the last day of wage period.
- III. I will ensure the presence of authorized representative of Principal Employer at the place and time of disbursement of wages by me to workmen.
- IV. I will display a notice at the work place showing: i) wage-period, ii) place of disbursement, and iii) time of disbursement.
- V. I will keep all the records and registers at office or within the radius of 3 kms. of establishment, maintain such records and registers legibly in English, Marathi or Hindi, preserve them for a tenure of 3 calendar years from date of last entry.
- VI. I will display the wage notice in English and Hindi or in Marathi at a conspicuous place containing the following particulars:- 1. wages, 2. working hours, 3. wage -period, 4. Date of payment of wages, 5. Name and address of the Inspector having jurisdiction, 6. Date of payment of unpaid wages.
- VII. I will submit annual return in Form XXV in duplicate to Registering Officer before 15<sup>th</sup> February following the end of the year.
- VIII. I will pay wages before the expiry of 1 working day from the day on which the employee is terminated.

**5 I shall comply with all applicable provisions under THE EMPLOYEES PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1952**

| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|
|--------|----------------|---------------------------|

- I. I will submit the statement within 7 days of the close of every month.
- II. I will deduct the employee's contribution paid towards Employees Provident Fund.
- III. I will submit the duly approved form 11 by the competent authority while claiming the exemption from the PF act for my workers. (**Not valid for the Exempted PF Trusts**).
- IV. I will submit the ECR, Challan, TRRN etc on or before 14<sup>th</sup> of each month.
- V. I will maintain an inspection note-book in such form as may be specified by the Commissioner.

6

I shall comply with all applicable provisions under **THE EMPLOYEES' STATE INSURANCE ACT, 1948 AND THE EMPLOYEES STATE INSURANCE (GENERAL) REGULATIONS, 1950 AND THE EMPLOYEES' STATE INSURANCE RULES, 1950**

| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|
|--------|----------------|---------------------------|

- I. I will preserve all the register maintained for a period of 5 years from the date of last entry therein.
- II. I will register on-line on the website of Employees State Insurance within 15 days of employing the required number of employees.
- III. I will obtain correct particular of employees as required in Form 1.
- IV. I will send the declaration forms enclosed with Temporary Identification Certificate and a return in Form 3 within 10 days of furnishing the particulars to the appropriate office of ESIC.
- V. I will deliver the Temporary Identification Certificate and a copy of Form 3 to the employee.
- VI. I will take a duly filled Form 1-A from the employee having signature/thumb-impression and send it to the authority within 10 days of being furnished.
- VII. I will enter the particulars of changes given by the employee in Form 2 and send it within 10 days to the appropriate office.
- VIII. I will furnish information as required in Form 10.
- IX. I will maintain an Accident Book in Form 11 and preserve it for 5 years from the date of last entry.
- X. I will send an accident report in Form 12 to the nearest local office and Insurance Medical Officer.
- XI. I will provide the proper first-aid and arrange proper transportation for obtaining aid and care as may be required.
- XII. I will produce the Inspection Book on demand to the Inspector or any other person authorized by him.
- XIII. I will immediately report the death of the workers to the local officer, in death case.
- XIV. I will ensure that the body of deceased employee is not disposed until it has been examined by an Insurance Medical Officer.
- XV. I will ensure that no employee is dismissed, discharged or otherwise punished at any time while he/she is in receipt of benefit for Sickness, maternity, Temporary Disablement; or i. is under medical treatment for sickness; or ii. is absent due to illness arising.

7

I shall comply with all applicable provisions under **THE EMPLOYEE'S COMPENSATION ACT, 1923**

| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|
|--------|----------------|---------------------------|

- I. I will pay compensation if personal injury is caused to an employee by accident arising out of and in course of his employment.
- II. In case of death of an employee, I will deposit with the Commissioner a sum of not less than five thousand rupees as funeral expenditure.
- III. I will pay compensation only by deposit with the Commissioner.
- IV. I will submit a statement to the Commissioner detailing the circumstances attending the death of the employee and indicating the grounds if he is not liable to pay compensation on account of death.

- V. I will under any other law required to give notice to any authority of any accident occurring on his premises shall send a report to the Commissioner giving the circumstances attending the death or serious bodily injury.

- VI. If directed under a notification then I shall send a return specifying the number of injuries in respect to which the compensation has been paid during the previous year along with the amount paid.

8

I shall comply with all applicable provisions under **THE PAYMENT OF BONUS ACT, 1965**

| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|
|--------|----------------|---------------------------|

- I. I will pay bonus to its employee's in an accounting year provided that an employee shall be entitled to bonus if he has worked for at least thirty working days in that year.

- II. I will pay at least minimum bonus which shall be 8.33 per cent of the salary or wage earned by the employee during the accounting year or seven thousand Five hundred rupees whichever is higher.

- III. I will prepare and maintain a register showing the computation of the allocable surplus.

- IV. I will prepare and maintain a register showing details of the amount of bonus due to each of the employees, the deductions and the amount actually disbursed.

- V. I will send an annual return to the Inspector.

9

I shall comply with all applicable provisions under **THE INTER-STATE MIGRANT WORKMEN (REGULATIONS OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979**

| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|
|--------|----------------|---------------------------|

- I. I will make application (in triplicate) for grant of license under the Act.

- II. I will furnish such particulars to the specified authority in the State from which an Inter-State migrant workman is recruited and in the State in which such workman is employed.

- III. I will issue to every inter-State migrant workman, a pass book.

- IV. I will furnish return in respect to every Inter-State migrant workman who ceases to be employed.

- V. I will pay wages to each Inter-State migrant workman employed by me which cannot be less than the rate of wages paid by the principal employer to a workman in the lowest category directly employed by him or minimum rate of wages, whichever is higher.

- VI. I will issue service certificate on termination of employment to the migrant workman.

- VII. I will maintain displacement-cum-outward journey allowance sheet and return journey allowance register.

- VIII. I will maintain muster roll register and register of wages, register of deduction, fines and advances, maintain register of overtime.

- IX. I will display an abstract of the Act and the rules in such form as may be approved by the Deputy Chief Labour Commissioner.

- X. I will display Notices showing the rates of wages, names and addresses of the Inspectors having jurisdiction at the conspicuous places at the establishment and the work-site.



XI. I will submit half yearly return (in duplicate).

10

I shall comply with all applicable provisions under **THE PAYMENT OF GRATUITY ACT 1972**

| Agreed | Not Applicable | Reason For Not Applicable |
|--------|----------------|---------------------------|
|--------|----------------|---------------------------|

- I. I will pay the due amount of gratuity **annually** to all the employees & maintain the records. The same will be shared with my employees & also with the employer during the bill submission in month of March.
- II. I will pay the due amount of gratuity within 30 days from the date it becomes payable to the employee, net amount not exceeding 10 lakhs; and intimate the payment done to the Controlling Authority.
- III. I will deposit the amount of gratuity payable with the Controlling Authority if the claimant is minor nominee/heir.
- IV. I will authorize an officer as a representative to receive the notices on behalf of company under the Act and Rules.
- V. I will obtain insurance for securing liability for payment towards gratuity from the Life Insurance Corporation of India or any other prescribed insure; as recommended in the notification.
- VI. I will pay the due amount of premium for renewal of insurance policy obtained for securing liability for payment of gratuity.
- VII. I will serve a notice of opening of the establishment in Form A to the Controlling Authority, within 30 days of the Act becoming applicable to the establishment.
- VIII. I will serve a notice of change in Form B to the Controlling Authority within 30 days of change in name, address, employer or nature of business.
- IX. I will serve notice in Form C to the Controlling Authority before 60 days of intended closure.
- X. I will display conspicuously a notice at or near the main entrance of the establishment in bold letters in English and in a language understood by the majority of the employees specifying the name of the officer with designation authorised by me to receive notices under the Act or the Rules.
- XI. I will keep nominations in safe custody.
- XII. I will verify the service particulars of the employee with the service details within 30 days of receipt.
- XIII. I will return duplicate copy of nomination form after obtaining receipt from the employee.
- XIV. I will deposit such amount with the Controlling Authority, payable to such employee.
- XV. I will send a notice in Form L to the applicant (employee/nominee/heir; as the case may be) within 15 days of receipt of the application specifying the amount of gratuity payable, fix a date for payment of it and forward a copy of the same to the Controlling Authority.
- XVI. I will send a notice in duplicate in Form M to the applicant (employee/nominee/heir) within 15 days of receipt of the application specifying the reason for inadmissibility and forward a copy of the same to the Controlling Authority.

XVII. I will display an abstract of the Act and the Rules at or near main entrance of the establishment, in English and in language understood by the majority of employees.

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |                |                           |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|---------------------------|
| 11 | I shall comply with all applicable provisions under <b>THE MATERNITY BENEFIT ACT, 1961</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Agreed | Not Applicable | Reason For Not Applicable |
|    | <p>I will ensure not to make the woman employee do any work which is of an arduous nature or which involves long hours of standing or which in any way is likely to interfere with her pregnancy or the normal development of the foetus, or is likely to cause her miscarriage or otherwise to adversely affect her health; during the specified period.</p> <p>I. any way is likely to interfere with her pregnancy or the normal development of the foetus, or is likely to cause her miscarriage or otherwise to adversely affect her health; during the specified period.</p> <p>II. I will display the abstract of Rules in Form 9 in a conspicuous place in the language or languages of the locality.</p> <p>III. I will maintain a Maternity Benefit Register in Form 10.</p> <p>I will ensure not to: i) dismiss or discharge the women employee on account of absence during maternity period, ii) serve notice of discharge or dismissal on such a day that the notice will expire during such absence, iii) vary to her disadvantage any of the conditions of her service.</p> <p>IV. or dismissal on such a day that the notice will expire during such absence, iii) vary to her disadvantage any of the conditions of her service.</p> <p>V. I will give maternity leave for a period of 26 weeks.</p> |        |                |                           |
| 12 | I shall comply with all applicable provisions under <b>THE CHILD LABOUR (PROHIBITION AND REGULATION) ACT, 1986</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Agreed | Not Applicable | Reason For Not Applicable |
|    | <p>I will ensure not to employ any child or permit to work in : i) occupations specified in Part A of the Schedule or ii) processes specified in Part B of the Schedule.</p> <p>I. occupations specified in Part A of the Schedule or ii) processes specified in Part B of the Schedule.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |                |                           |
| 13 | I shall comply with all applicable provisions under <b>THE FACTORIES ACT, 1948 AND THE RULES</b> as & if applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Agreed | Not Applicable | Reason For Not Applicable |
| 14 | I shall comply with all applicable provisions under <b>THE SHOPS AND ESTABLISHMENTS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT AND THE RULES</b> as & if applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Agreed | Not Applicable | Reason For Not Applicable |
| 15 | I shall comply with all applicable provisions under <b>THE WEEKLY HOLIDAYS ACT, 1942.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Agreed | Not Applicable | Reason For Not Applicable |
| 16 | I shall comply with all the applicable provisions under <b>THE NATIONAL AND FESTIVAL HOLIDAY ACT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Agreed | Not Applicable | Reason For Not Applicable |
|    | <p>I will grant leave/ holiday with wages on following 3 days, i.e. 26<sup>th</sup></p> <p>I. January (Republic Day), 15<sup>th</sup> August (Independence Day) and 2<sup>nd</sup> October (Gandhi Jayanti).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |                |                           |
| 17 | I shall comply with all applicable provisions under <b>THE BUILDING AND OTHER CONSTRUCTION WORKERS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1996</b> as & if applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Agreed | Not Applicable | Reason For Not Applicable |

|    |                                                                                                                                            |        |                |                           |
|----|--------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|---------------------------|
| 18 | I shall comply with all applicable provisions under <b>APPRENTICES ACT, 1961</b> , as & if applicable.                                     | Agreed | Not Applicable | Reason For Not Applicable |
| 19 | I shall comply with all applicable provisions under <b>THE PRIVATE SECURITY GUARDS ACT AND THE RULES</b> of the State, as & if applicable. | Agreed | Not Applicable | Reason For Not Applicable |

I. I have the licence issued by the Competent Authority.

|    |                                                                                                                                                                      |        |                |                           |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|---------------------------|
| 20 | I shall comply with all applicable provisions under <b>LABOUR WELFARE FUND ACT AND THE RULES</b> of the State, as & if applicable.                                   | Agreed | Not Applicable | Reason For Not Applicable |
| 21 | I shall comply with all applicable provisions under <b>The EMPLOYMENT OF LOCAL CANDIDATES IN THE INDUSTRIES ACT AND THE RULES</b> of the State, as & if applicable.  | Agreed | Not Applicable | Reason For Not Applicable |
| 22 | I shall comply with all applicable provisions under <b>THE WORKMEN'S MINIMUM HOUSE RENT ALLOWANCE ACT AND THE RULES</b> of the State, as & if applicable.            | Agreed | Not Applicable | Reason For Not Applicable |
| 23 | I shall comply with all applicable provisions under <b>Motor Transport Workers Act 1961 AND THE RULES</b> of the State, as & if applicable.                          | Agreed | Not Applicable | Reason For Not Applicable |
| 24 | I shall comply with all applicable provisions under <b>THE MAHARASHTRA MATHADI, HAMAL AND OTHER MANUAL WORKERS (REGULATION OF EMPLOYMENT AND WELFARE) ACT, 1969.</b> | Agreed | Not Applicable | Reason For Not Applicable |

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Vendor code: \_\_\_\_\_

Witness :

**For The Tata Power Company Limited:**

Name & Signature:.....  
(Head Corp Contracts)

Name & Signature:.....  
(Head IR/ Head BHR)

- iii. Checking of BFP, its lube oil system, condensate/drip/CW pumps operation
- iv. Local Scope tube operation of BFP
- v. Charging of HP & IP bypass system

**c. Electrical Field in general**

- i. Checking stator water cooling system
- ii. Checking Hydrogen cooling system, charging of Hydrogen
- iii. Checking of seal oil system
- iv. Checking up excitation system
- v. Checking & Resetting of Relays
- vi. Electrical Isolation of supply
- vii. Checking the position of breakers/isolators/CTs/PTs
- viii. Routine checks on transformers
- ix. Drawing power from grid & giving power for charging feeders
- x. Liaison with load despatch center/calculation of daily statistics
- xi. Frequency & voltage control/checking synchronous scope
- xii. Plant Visit

**c) Maintenance/On job**

- a. HT/LT motors maintenance
- b. Transformer maintenance
- c. AC/DC supply systems, station batteries and DG sets
- d. Generator/ excitation systems
- e. Switchyard / switchgear equipment maintenance
- f. Electrical Testing Lab Activities and equipment of electrical testing lab.
- g. C&I Lab: Equipment and Tools in C&I lab. Functions and operations carried out in C&I Lab, Calibration and repairs for UCB and field instruments, Pneumatic components
- h. calibration and testing case studies, repair of UCB/Field instruments
- i. Control system - basic principles, constructional features, calibration, preventive maintenance and troubleshooting of analog control systems, level, flow, pressure and temperature control systems, component / cards used in control systems, static and dynamic timing, control valves and dampers
- j. Data acquisition system. or distributed digital control system - basic principles, constructional features, calibration, preventive maintenance and troubleshooting of digital and analog inputs to Digital Automation System (DAS) and their conditioning, I/O and interface, functioning of alarms, monitoring formats and logs, sequence of events

**d) Suggestion:**

Appropriate training on Mechanical Side of Thermal Power Plant may be included as per the organization needs.

### **(3) CURRICULUM FOR TECHNICIANS ASSISTING SUPERVISORS ENGAGED IN THE OPERATION AND MAINTENANCE OF THE COAL/Lignite BASED THERMAL POWER PLANTS**

**a) Classroom**

- a. Power plant familiarization
- b. Fundamental units and their conversion (mechanical, electrical, thermo-dynamic).
- c. Engineering drawing and practice.
- d. Principle and working of alternating current and direct current generators

- e. Principle and working of transformers and their parallel operation,
- f. Principle and working of alternating current & direct current motors, their speed characteristics, controls
- g. Storage battery- principle, construction and charging
- h. Fuels and combustion, types of fuels – their properties and testing, requirement of efficient combustion
- i. Boiler and boiler house plant and auxiliaries:
- j. Turbine and turbine house auxiliaries.
- k. Condenser and vacuum extraction plant
- l. Cooling water systems and cooling towers
- m. Water conditioning, pre-treatment and demineralization, water chemistry.
- n. Coal handling
- o. Ash handling and electrostatic precipitation
  
- p. Flow diagrams of basic cycles and scheme tracing:
  - i. Coal handling.
  - ii. Steam and condensate
  - iii. Ash and slag handling
  - iv. Station services - domestic water, air conditioning, ventilation, lifts
  - v. Air services, air compressors, switchgear
  - vi. Bearing cooling, and general service water system
  - vii. Circulating water system
  - viii. Feed water and reheating plant
  - ix. Fuel oil system
  - x. Station batteries and battery charging equipment
  - xi. Station lighting, power supply and distribution boards.
  
- q. **Power Plant Hazards**
  - i. Industrial Hazards
  - ii. Power plant hazards
  - iii. Risks, Hazards & Accidents
  - iv. Hazard Identification and Risk Assessment
  - v. Legal aspects of Safety
  - vi. Personal protective equipment & clothing
  - vii. Safety & House keeping
  
- r. **Major Safety Risks**
  - i. Fall Protection
  - ii. Road Safety
  - iii. Fire Safety
  - iv. Material Handling
  
- s. **Safety in O&M**
  - i. Introduction to E&M Safety Rules -1996
  - ii. Familiarization of Safety rules
  - iii. Basic Safety Rules SR 1 to 11.
  - iv. Different Safety documents -LWC, PTW, PTW (Romp) & SFT -Related Precautions to be taken
    - SR1. Applications of the Electrical and Mechanical Safety Rules.
    - SR2. Safety precautions for work on or adjacent to plant and high voltage apparatus.
    - SR3. Safety precautions for testing plant and high Voltage apparatus.
    - SR4. Approach to exposed high voltage conductors or insulators.
    - SR5. Safety precautions for work on or testing of medium voltage or low voltage apparatus.
    - SR6. Operation to achieve safety from the system.

- SR7. Demarcation of work areas.
- SR8. Identification of plant and apparatus.
- SR9. Safety precautions for work/testing on plant.
- SR10. Venting of plant and apparatus
- SR11. Purging of plant and apparatus.

**t. Procedure - Safety Document (LWC/PTW/PTW(ROMP) /SFT)**

- i. Preparation
- ii. Issue
- iii. Receipt
- iv. Transfer
- v. Suspension and
- vi. Cancellation
- vii. LOTO System

**b) Practicals/ On-Job**

- a. Use of machines, tools and tackles, gauges, fits and clearances, tolerances, brazing,
- b. Soldering and welding, bearings, gears and thread, fasteners
- c. Bearings types, installation and removal procedures and maintenance of clearances and tolerances, oil seals types, their applications and clearances.
- d. Lubrication and cooling principles.
- e. Electrical labs
- f. Controls and Instrumentation Lab.

**c) Suggestion:**

Appropriate training on Mechanical Side of Thermal Power Plant may be included as per the organization needs.

## **15. Curriculum for Combined Cycle Gas Turbine based Power Plants**

### **(1) CURRICULUM FOR ENGINEERS AND SUPERVISORS ENGAGED IN THE OPERATION AND MAINTENANCE OF THE COMBINED CYCLE GAS TURBINE BASED POWER PLANTS**

- a) Power sector scenario of India
- b) **Introduction to Gas turbines & Combined cycle power generation**
  - a. The Gas Turbine (Brayton) Cycle
  - b. The Steam-Water (Rankine) Cycle
  - c. Heat Recovery Steam Generator (HRSG)
  - d. The Combined Cycle
  - e. Benefits of the Combined Cycle
  - f. Plant Layout & Auxiliary systems
- c) **Constructional features of Gas turbine system**
  - a. Inlet filter system
  - b. Compressor
  - c. Combustion Chamber
  - d. Turbine
  - e. Gas Turbine (GT) Dampers

- SR6. Operation to achieve safety from the system.
- SR7. Demarcation of work areas.
- SR8. Identification of plant and apparatus.
- SR9. Safety precautions for work/testing on plant.
- SR10. Venting of plant and apparatus
- SR11. Purging of plant and apparatus.

**q) Procedure - Safety Document (LWC/PTW/PTW(ROMP) /SFT)**

- a. Preparation
- b. Issue
- c. Receipt
- d. Transfer
- e. Suspension and
- f. Cancellation
- g. LOTO System

**r) Roles & Responsibilities of CP, AP, SAP**

- a. Precautions for Isolation and Normalization function
- b. Isolation procedure as per E&M safety rule
- c. Importance of Safety Related Compliance Claim (SRCC)
- d. Safety in welding and gas cutting
- e. Safety in erection, use and dismantling of scaffolds
- f. Concept of Preventive, Predictive, Maintenance.
- g. Long-Term Short-Term Planning.
- h. Maintenance Planning of any equipments. Spare parts planning. Analyzing Past history of equipments.
- i. Understanding maintenance modules of SAP
- j. PR Raising – issues and concerns. Understanding relevant clauses of DOP, Material PO, and Service PO preparation
- k. How to prepare technical specification of an item for purchase and Understanding Material Coding. Inspection, issue & return of material.

**(2) CURRICULUM FOR TECHNICIANS ENGAGED IN THE OPERATION AND MAINTENANCE OF THE COMBINED CYCLE GAS TURBINE BASED POWER PLANTS**

**a) Classroom**

- a. Gas Power plant familiarization
- b. Fundamental units and their conversion (Mechanical, electrical, thermo-dynamic).
- c. Engineering drawing and practice.
- d. Fuels and combustion types of fuels – their properties and testing, requirement of efficient combustion Gas turbine and WHRB
  - i. General description.
  - ii. Arrangement of Gas turbines
  - iii. WHRB (Waste Heat Recovery Boiler)
  - iv. Instrumentation and Control system.
  - v. Fabrication and assembly of different parts of gas turbine and its accessories.
  - vi. High pressure welding.
  - vii. Fuel storage and transport arrangement.

- viii. Operation appreciation (start-up, running and shutdown).
- e. Water conditioning, pre-treatment and demineralization.
- f. Steam turbine and turbine house auxiliaries.
  - i. Fundamental principle of steam turbine
  - ii. Theory and operation of steam turbine
  - iii. Arrangement of steam turbine.
  - iv. Governing and protection of turbine.
  - v. Operation appreciation (start-up, running and shutdown)
- g. Handling of gas turbine, steam turbine and WHRB
- h. Condenser and vacuum extraction plant :
  - i. Purpose and function.
  - ii. Construction of surface condenser and vacuum pumps
- i. Cooling water systems and cooling towers.
- j. Flow diagrams of basic cycles and scheme tracing :
  - i. Steam and condensate
  - ii. Station services, domestic water, air conditioning, ventilation, lifts
  - iii. Air services, air compressors, switchgear.
  - iv. Bearing cooling and general service water system.
  - v. Circulating water system.
  - vi. Feed water system
  - vii. Fuel oil system
  - viii. Station batteries and battery charging equipment
  - ix. Station lighting, power supply and distribution boards
- k. Mechanical appreciation – correct use of machines, tools and tackles, gauges, fits and clearances, tolerances, brazing, soldering and welding, bearings, gears and thread, fasteners  
Station instrumentation and controls.
- l. Fire-fighting installations in thermal power station.
- m. Electric shocks, first aid, acid burn, alkali wounds, chlorine gas poisoning and their treatment.  
Duties and responsibilities of operators and plant attendants, carrying out instructions, reporting to supervisors, recording reading unusual occurrences, expected behavior, discipline, sincerity, cleanliness and love for machines.
- n. Safety of personnel and equipment, cleanliness, caution and care in power station working.
- o. How electricity is generated, transmitted and distributed i.e. generator to Consumer service board.
- p. Fundamental units, conversion and measurement of electrical quantities.
- q. Principle and working of alternating current and direct current generators and their parallel operation.
- r. Principle and working of transformers and their parallel operation.
- s. Principle and working of alternating current and direct current motors, their speed characteristics, controls.
- t. Storage battery- principle, construction and charging.
- u. Alternator cooling, different systems of cooling, advantages of hydrogen cooling over others, hydrogen plant.



### **(3) CURRICULUM FOR TECHNICIANS ASSISTING SUPERVISORS ENGAGED ON THE ELECTRICAL SIDE OF THE HYDRO ELECTRIC POWER PLANTS**

- a) Classroom Training
- b) Operation and general aspects of annual maintenance of generators and auxiliaries
  - a. Generator and its dry out
  - b. Excitation system
  - c. AVR
- c) Operation and general maintenance of common electrical auxiliaries
  - a. Station supply
  - b. Batteries and chargers, DC distribution boards and emergency lighting system
  - c. Motor winding and repairs
  - d. Understanding of electrical panel wiring
  - e. PLCC system
  - f. EOT crane
- d) Study of various components and systems within a hydro power plant that can be upgraded, such as turbines, generators, control systems, and auxiliary equipment.
- e) Techniques and methodologies for assessing the condition and performance of aging hydro power plants.
- f) Residual Life Assessment (RLA) Studies of Hydro Power Projects to assess and evaluate the condition and remaining life of critical component.
- g) Classification of R&M schemes based on scope of works:
  - a. Renovation and Modernisation (R&M)
  - b. Restoration (Res)
  - c. Upgrading (U)
  - d. Life Extension (LE)
- h) Approaches and best practices for upgrading and modernizing hydro power projects to enhance efficiency, reliability, and safety.
- i) Implementation of advanced automation and control systems for improved monitoring, operation, and maintenance of hydro power plants.
- j) Case studies of successfully renovated hydro power projects, along with the best practices, challenges faced and lessons learned.
- k) Commercial Aspects of R&M of Hydro Power plants i.e. Cost-benefit analysis, tariff determination etc
- l) Basics of Floating Solar PV on Water Bodies - Suitability of reservoir, Anchoring & Mooring Arrangements, Design parameters, Basics of Bathymetry Survey etc.'
- m) Operation and maintenance of transformers including oil filtration
- n) Types of Turbines (Kaplan, Francis, Pelton) and their usages in different Climatic and Geographical Conditions
- o) Governing System and its Relationship with Guide Vane Opening and Closing.
- p) Pumped Storage HE Projects-Need of the Hour.
- q) Flood Control Mechanism and the Operating Mechanism of Crest Gates and Under Sluice Gates.
- r) Differences between Hydro and Thermal Power Plants on Technical and Commercial Comparison.

- s) Outdoor switch yard equipment such as isolators, circuit breakers and contactors, earthing switches, CT, CVT, LA
- t) Indoor switch gear system
- u) Alarm systems - visual and audible
- v) Earthing and neutral grounding: necessity of methods for safety while handling electrical equipments. Reading electrical circuit diagrams
- w) Meggering and testing of electrical equipment, wiring and cables
- x) Maintenance of electrical switchgears
- y) Fuses-rewirable types, cartridges type, high rupturing capacity fuse, constructional features of fuse and fuse sockets, knife type high rupturing capacity fuses, use of pullers for insertion and removal, color code for fuse ratings.
- z) Motor starters and their applications- direct-on-line, star delta, rotor resistance, contactors and relays
- aa) Voltmeters, ammeters, watt meters, energy meters, meggers, multi-meters, tong testers and general information about their use
- bb) Laying and jointing of cables of voltage up to 250 V and exceeding 250 V but not exceeding 650 V
- cc) Panel wiring methods, connections, earthing, and principles of operation of small distribution transformers.
- dd) Protection relays, current and potential transformers, purposes, connections and use

**a) Practicals:**

- a. Interpretation of instrument reading and accurate logging.
- b. Workshop practices, making of spare parts, welding, gas cutting, pipe fitting methods.
- c. Introduction to various tools and tackles
- d. Shaft Alignment methods
- e. Vibrational general causes effects, remedies, measurement and balancing.
- f. Maintenance and testing of disturbance fault recorder, event sequence recorder, digital relay.
- g. Pressure gauges, Level gauges, Temperature indicator.
- h. Transfer Oil Testing.
- i. Meggering and testing of electrical equipments.
- j. Disaster Management Plan implementation and coordination
- k. Understanding Fire safety and other hazard management as per ISO
- l. Understanding of Occupational Health and Safety (OHS)
- m.

**b) Suggestion:**

Appropriate training on Mechanical and Civil Side of Hydro Electric Power Plant may be included as per the organization needs.

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | conditions, framing of Q R(Qualifying requirements), Tendering procedure & Tender opening, Tender/BID Evaluation, Loading for deviations, Price/Cost analysis, Placement of Orders, Lead time analysis. Pricing Agreement (Rate Contract), Various price basis. Vendor enlistment & Source standardization Expediting of supply from vendor, closing of POs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|  | <p><b>CONTRACTS MANAGEMENT:</b> Preparation &amp; approval of Scope of work &amp; cost estimate. Budgeting. General &amp; Special Contract Conditions, Qualifying Requirements. Mode of tendering, Single part bid/ two part bids, Tender Opening, Preparation of comparative statement, Technical Evaluation of bids in line with considering deviations &amp; cost compensation, Placement of Award, Signing of agreement, Different Bank Guarantees, Post Award Activities: Role &amp; Responsibilities of Engineers-in-charge, First RA bill. Final bill &amp; closing of contract, Arbitration cases</p> <p>Basics of Finance in Power Sector, Capital Budgeting, Capital Budgeting, Capital Budgeting, Sources of Finance, Working Capital Management, Financial Statements, Financial Statement Analysis, Financial Statement Analysis, Project Financing, Basics of Financial Modeling, Financial Modeling – Case Study, Renewable Energy Planning in India, Environmental Issues, Regulatory Issues, Health Issues, Entrepreneurship, Understanding the business environment of Renewables in India.</p> |  |

Practical session – 1 Days

Site visit to Solar & wind plant at nearby site

- a) Demonstration of technical aspects – 01 day
- b) Demonstration of O & M Practices – 01 Day

## 19. CURRICULUM FOR TECHNICIANS ENGAGED IN OPERATION & MAINTENANCE OF SOLAR PV SYSTEMS

1. Renewable Energy Scenario in India
2. Electrical Safety Electrical & Safety Rules
3. Simple First Aid, General safety of tools and equipment
4. Personal Protective Equipment
5. Fire extinguishers, Type of fire extinguishers
6. Electricity Basics
7. Fundamental of earthing system
8. Solar PV module Fundamentals - Types of modules and its applications, PV components and configuration etc.

9. Introduction to Solar Photovoltaic, Basic Principle of Photovoltaic Tech.
10. PV System Sizing - series & parallel Array
11. Fundamental temperature coefficients - Current, voltage and power fundamentals
12. Performance analysis and troubleshooting monitoring of generation per string incoming & outgoing power at junction box & Inverter level.
13. Requirement and Uses of Tools & Tackles
14. Basic knowledge of Ammeter Voltmeter, clamp meter, tong tester Irradiance sensor temperature sensors
15. Cable tray & Cable laying
16. SCADA & Control System
17. End termination of power cable
18. (LT/ HT) Commissioning & testing
19. Structure erection
20. Battery installation & Maintenance
21. Check list preparation
22. Pre -requirement of installation of sub-station equipment
23. Basics and erection of transformers, pole erection and Stringing
24. Foundation- reinforcement & Shutting
25. Operation & Maintenance
26. Soft & Entrepreneurship Skills

Practical session – 1 Days

Site visit to Solar & wind plant at nearby site

- a) Demonstration of technical aspects – 01 day
- b) Demonstration of O & M Practices – 01 Day

#### **Solar PV Lab and Solar PV Trainer /Simulation Kit:**

1. 10 KWp Grid connected Roof Top Solar PV Installation (Mono /Poly Crystalline Technology & Thin film Technology) with 10 Kw Inverter,
2. SCADA Monitoring Facility, Pyranometer, Data Logger, Temperature sensor & Irradiance Sensor etc.
3. Measuring Devices like Megger, Clamp Meter, Multimeter, Hydro Meter, Vernier Caliper, Measuring Tape Etc.

4.Fitting Tools like Double ended Flat spanner, Double End Ring Spanner, Combination Pliers, Side Cutting Pliers, Nose pliers, Nose pliers, wire Stripper, hand Crimping Tools, Cable cutter, Screw Driver etc.

5. Safety Tools like Safety Helmets, safety Belt, Nose mask, Safety Googles, PVC Hand Gloves



भारत सरकार

GOVERNMENT OF INDIA

विद्युत मंत्रालय

MINISTRY OF POWER

केन्द्रीय विद्युत प्राधिकरण

CENTRAL ELECTRICITY AUTHORITY

मानव संसाधन विकास प्रभाग

HUMAN RESOURCE DEVELOPMENT DIVISION

विद्युत प्रसारण के क्षेत्र में प्रशिक्षण संस्थानों की मान्यता के लिए और इंजीनियरों,  
पर्यवेक्षकों और तकनीशियनों के प्रशिक्षण पाठ्यक्रम के विवरण के लिए मार्गदर्शी  
सिद्धांत

**Guidelines for Recognition of Training Institutes in the field of  
Transmission of Electricity including details of training Curriculum  
for Engineers, Supervisors and Technicians**

**January, 2024**

## **19. CURRICULUM FOR TECHNICIANS ASSISTING SUPERVISORS ENGAGED IN OPERATION AND MAINTENANCE OF TRANSMISSION SYSTEM ( "Basic Course" element of Mandatory Induction Course)**

Qualifications- ITI (2 years Course) OR Experienced based employee at equivalent level

- a) Over view of Substation construction , Operation and Maintenance, Transmission Line construction  
Transmission Line Operation and Maintenance

### **b) Operation/Maintenance**

#### **Part-A- Substation**

- a) Sub-station - 132 kV and above
- b) Sub-station- Daily inspection for condition monitoring of various switchyard equipment including transformer /Reactor.
- c) Thermovision scanning of switchyard for detection of hot spot .
- d) Transformer/ Reactor Maintenance including its accessories like electrical and mechanical relays
- e) Condition monitoring of switchyard equipment like Circuit breaker , current transformer , isolators , CVT and Lightning arrestor alongwith Principle and its operation
- f) Measurement of current, voltage, power, energy, frequency and power factor
- g) Testing and connection of various protection relays like transmission line , transformer /Reactor , Bus bar protection
- h) Measurement of earth resistivity for transformer / reactor neutral earth pit
- i) Insulation testing of switchyard equipment and its importance
- j) Operation and its maintenance of Auxiliary system like ACLT , DCDB , DG set , Fire protection system operation and its maintenance Video monitoring system , Illumination system
- k) Understanding & Demonstration of cable laying , cable glanding , termination & ferruling
- l) Study of various type of power fuses, control fuses and horn gaps and its application
- m) Demonstration of discharge rod fixing and removal with safety aspect
- n) Role of Permit to work(PTW) and Sanction for test (SFT) before taking any maintenance activities in switchyard
- o) Condition monitoring, calibration and handling of various measuring testing equipment and Tools & Plant
- p) Best Earthing Practices to be implemented for different Electrical Installations

#### **Part-B- Transmission line -132kV and above**

Transmission line basic concepts like type of towers , conductors and its associated hardware. Route survey of Transmission line to recognise the type of towers and voltage level of transmission line based on conductor configuration.

- a) Transmission line foundation – types and identification of various defects on foundation
- b) Understanding Permit to Work (PTW) and isolation of transmission line before attending any transmission line defects
- c) Tower top inspection of transmission line for checking any abnormality of insulators and hardware
- d) Transmission line inspection – check list and its importance for transmission line
- e) Measurement of TFR , clearance and performing Puncture insulator disc(PID) scanning
- f) Measurement of hot spot through thermovision scanning
- g) Demonstration of conductor compression jointing for mid span and dead end joints
- h) Replacement of suspension and tension insulators
- i) Use of safety equipment, practical's followed for permit on works(PTW)
- j) Demonstration of discharge rod fixing and removal with safety aspect

- k) Tower Climbing practice up to Bottom Cross arm
- l) Tower Climbing practice up to Middle Cross arm
- m) Tower Climbing practice up to Top Cross arm
- n) Tower Climbing practice up to Earth wire peak

## **20. Curriculum for Hot-line Training (Total Duration: 11 weeks)**

### **Training Module -Live Line Maintenance using Hot Stick Method**

**(Replacement of insulators of Suspension String/Tension String/V String of 66 kV, 110 kV/132, 220kV using Hot Stick Method)**

#### **Session 1: Tower Climbing and Tower Patrolling**

- a) This training on tower climbing is generally aimed at those persons new to the tower climbing and provides a solid base for safe working on towers during transmission line maintenance work.
- b) Those attending are equipped with the key information, knowledge and practical skills required to work safely on tower using personal protection equipment (PPEs)
- c) Course Objectives & Content
  - To get rid of fear of tower climbing
  - Climbing of tower and movement on tower with safety
  - To provide knowledge about different parts of transmission line towers
  - To know about the different T&Ps required for maintenance of transmission lines
  - General transmission line maintenance and safety practices
- d) Prerequisites  
All Technicians/JE/AE/ET. Those attending should be medically fit
- e) This Tower Climbing training course uses a combination of classroom and hands-on fieldwork to train workers/supervisors/ETs for tower climbing and for safe working on height.
  - a. Introduction of various T&Ps required for live line transmission line maintenance activities
  - b. Importance of various personnel protective equipment's /safety gears used during transmission maintenance activities
  - c. Uses of double lanyard safety belts/safety helmets/safety shoes with the its benefits during tower climbing
  - d. Use of mobile fall arrester and retractable fall arresters
  - e. Introduction to various hardware fittings and its assembly
  - f. Demo of photography/TFR/Laser finder/PID/Thermo-scanning/ PG- Dart
  - g. Demonstration of tower climbing
  - h. Tower climbing training up to waist level
  - i. Tower climbing training up to cross arm level
  - j. Horizontal movement (cross arm to cross arm) on the tower with proper anchoring of double lanyard
  - k. Tower climbing training up to earth peak level
  - l. Tower climbing training with dummy load of (5-10 KG)
  - m. Earthing arrangements (how to fix discharge leads with discharge rod)
  - n. Copper bond/earth wire jumper checking
  - o. Fixing of loose copper bonds/earth wire jumpers
  - p. Safety aspects and Regulatory requirements
  - q. First Aid,



- r. Electrical safety,
  - s. Fire fighting etc
- f) (class room training)
    - a. Patrolling Norms of 220/400/765/800 KV lines
    - b. Importance of patrolling of lines and procedures
    - c. Emergency patrolling procedures
    - d. Methods of preventive maintenance
    - e. Photography of lines
    - f. Thermos canning of lines
    - g. PID of lines
    - h. Clearance measurement of lines
    - i. TFR measurement
    - j. Fault finding of lines
  - g) Evaluation of participants on the basis of following:
    - a. Their practical performance of tower climbing
    - b. Duration of tower climbing
    - c. Adoption of safety practices during tower climbing
    - d. Interest level during training program
  - h) After completing this course, the participants will understand and be capable for
    - a. Tower climbing
    - b. Working on transmission line towers with safety
    - c. Uses of personal protective equipment's
    - d. General transmission line maintenance

#### **Session- 2 (Class Room Session for insulator replacement)**

- a) Need of insulator replacement
- b) Various causes of insulator failure
- c) Introduction to various T&P required for replacement of suspension insulators
- d) Purpose/usage of all the T&P required for insulator replacement
- e) Ground arrangement required for suspension/tension/ V String insulator replacement
- f) Uses of safety gears such as retractable fall arrester.

#### **Session-3 (Practical Session on Experimental Line 66 kV, 110 kV/132, 220 kV in Cold Condition)**

- a) Climbing of tower with required T&P
- b) Safe movement on cross arms with T&P
- c) Use of PID to identify faulty/defective
- d) Fixing of pulleys, uses of metal/polyester slings
- e) Uses of chain hoist/ratchet
- f) Uses of Epoxy Glass Hot Stick and other tools
- g) Taking of load of Suspension String /Tension String /V String using Epoxy Glass Hot Stick
- h) Fixing of Static Shunt between tower to the Insulator String if needed
- i) Removal of Complete Insulator String using Epoxy Glass Hot Stick
- j) Bringing Complete Insulator String to Ground
- k) Removal of faulty insulator from Insulator String

- l) Fixing of new insulator (porcelain/glass insulators/polymer Insulators) in Insulator String
- m) Taking Complete Insulator String to its original location
- n) Fixing/Replacement of whole suspension string
- o) Removing the Tools and Tackles from the tower and sending them to the ground

**Session- 4 (Practical Session on Experimental Line on 66 kV, 110 kV/132, 220 kV after charging with 11 kV supply)**

- a) Climbing & Movement on tower & cross arms with T&P
- b) Use of PID to identify faulty/defective
- c) Fixing of pulleys, uses of metal/polyester slings
- d) Uses of Epoxy Glass Hot Stick & chain hoist/ratchet and other tools
- e) Taking of load of Suspension String /Tension String /V String using Epoxy Glass Hot Stick
- f) Fixing of Static Shunt between tower to the Insulator String if needed
- g) Removal of Complete Insulator String using Epoxy Glass Hot Stick
- h) Bringing Complete Insulator String to Ground
- i) Removal of faulty insulator from Insulator String
- j) Fixing of new insulator (porcelain/glass insulators/polymer Insulators) in Insulator String
- k) Taking Complete Insulator String to its original location
- l) Fixing/Replacement of whole suspension string
- m) Removing the Tools and Tackles from the tower and sending to the Ground

**Session- 5 (Practical Session on Live Line/ Commercial Line 66 kV, 110 kV/132, 220 kV in fully charged Condition)**

- a)
- b) Climbing on tower and going on the cross arms with T&P
- c) Use of PID to identify faulty/defective
- d) Fixing of pulleys, uses of metal/polyester slings
- e) Uses of Epoxy Glass Hot Stick & chain hoist/ratchet and other tools
- f) Taking of load of Suspension String /Tension String /V String using Epoxy Glass Hot Stick
- g) Fixing of Static Shunt between tower to the Insulator String if needed
- h) Removal of Complete Insulator String using Epoxy Glass Hot Stick
- i) Bringing Complete Insulator String to Ground
- j) Removal of faulty insulator from Insulator String
- k) Fixing of new insulator (porcelain/glass insulators/polymer Insulators) in Insulator String
- l) Taking Complete Insulator String to its original location
- m) Fixing/Replacement of whole suspension string
- n) Removing the Tools and Tackles from the tower and sending to the Ground

**21. Refresher Course Training Module- Live Line Maintenance using Bare Hand Method (05 Weeks)**  
**(Replacement of insulators of suspension string/tension string/V string 400 kV using Bare Hand Method )**

(This training module is a refresher course and the trainees can undergo this training programme only after they have undergone the 11 week induction

training as mentioned at section 21 and have relevant working experience of at least 2 years.)

### **Session-1**

- a) Purpose/usage of all the T&P required for insulator replacement
- b) Ground arrangement required for Suspension String /Tension String /V String insulator replacement
- c) Uses of safety gears such as retractable fall arrester etc.

### **Session-2 (Practical Session on Experimental Line 400kV in Cold Condition)**

- a) Climbing of tower with required T&P
- b) Safe movement on cross arms with T&P
- c) Fixing of pulleys, uses of metal/polyester slings
- d) Uses of chain hoist/ratchet
- e) Uses of Epoxy Glass Hot Stick and other tools
- f) Sending Hot man near to the Live Conductor by Epoxy glass Ladder /Hot Line Chair
- g) Taking of load of Suspension String /Tension String /V String using Epoxy Glass Hot Stick
- h) Fixing of Static Shunt between tower to the Insulator String if needed
- i) Removal of Complete Insulator String using Epoxy Glass Hot Stick
- j) Bringing Complete Insulator String to Ground
- k) Removal of faulty insulator from Insulator String
- l) Fixing of new insulator (porcelain/glass insulators/polymer Insulators) in Insulator String
- m) Taking Complete Insulator String to its original location
- n) Fixing/Replacement of whole suspension string
- o) Taking Hot man back from Live conductor
- p) Removing the Tools and Tackles from the tower and sending to the Ground

### **Session-3 (Practical Session on Experimental Line on 400 kV after charging with 11 kV supply)**

- a) Climbing of tower with required T&P
- b) Safe movement on cross arms with T&P
- c) Fixing of pulleys, uses of metal/polyester slings
- d) Uses of chain hoist/ratchet
- e) Uses of Epoxy Glass Hot Stick and other tools
- f) Use of Hot Man Suit
- g) Sending Hot Man near to the Live Conductor using Epoxy glass Ladder /Hot Line Chair
- h) Practice of Hot Man for touching & come back on live conductor
- i) Taking of load of Suspension String /Tension String /V String using Epoxy Glass Hot Stick
- j) Fixing of Static Shunt between tower to the Insulator String if needed
- k) Removal of Complete Insulator String using Epoxy Glass Hot Stick
- l) Bringing Complete Insulator String to Ground
- m) Removal of faulty insulator from Insulator String
- n) Fixing of new insulator (porcelain/glass insulators/polymer Insulators) in Insulator String
- o) Taking Complete Insulator String to its original location
- p) Fixing/Replacement of whole suspension string
- q) Taking Hot man back from Live conductor

- r) Removing the Tools and Tackles from the tower and sending to the Ground

**Session-4 (Practical Session on Live Line/ Commercial Line 400 kV in fully charged Condition)**

- a) Climbing of tower with required T&P
- b) Safe movement on cross arms with T&P
- c) Fixing of pulleys, uses of metal/polyester slings
- d) Uses of chain hoist/ratchet
- e) Uses of Epoxy Glass Hot Stick and other tools
- f) Use of Hot Man Suit
- g) Sending Hot Man near to the Live Conductor using Epoxy glass Ladder /Hot Line Chair
- h) Practice of Hot Man for touching & come back on live conductor
- i) Taking of load of Suspension String /Tension String /V String using Epoxy Glass Hot Stick
- j) Fixing of Static Shunt between tower to the Insulator String if needed
- k) Removal of Complete Insulator String using Epoxy Glass Hot Stick
- l) Bringing Complete Insulator String to Ground
- m) Removal of faulty insulator from Insulator String
- n) Fixing of new insulator (porcelain/glass insulators/polymer Insulators) in Insulator String
- o) Taking Complete Insulator String to its original location
- p) Fixing/Replacement of whole suspension string
- q) Taking Hot man back from Live conductor
- r) Removing the Tools and Tackles from the tower and sending to the Ground

**Session-5**

**Evaluation of participants on the basis of following**

- Their practical performance during training
- Adoption of safety practices during Insulator replacement and other activities
- Interest level during training program



भारत सरकार  
**GOVERNMENT OF INDIA**  
विद्युत मंत्रालय  
**MINISTRY OF POWER**  
केन्द्रीय विद्युत प्राधिकरण  
**CENTRAL ELECTRICITY AUTHORITY**  
मानव संसाधन विकास प्रभाग  
**HUMAN RESOURCE DEVELOPMENT DIVISION**

इंजीनियरों, पर्यवेक्षकों और तकनीशियनों के लिए प्रशिक्षण पाठ्यक्रम के विवरण सहित  
बिजली वितरण के क्षेत्र में प्रशिक्षण संस्थानों की मान्यता के लिए मार्गदर्शी सिद्धांत

**Guidelines for Recognition of Training Institutes in the field of  
Distribution of Electricity including details of Training Curriculum for  
Engineers, Supervisors and Technicians**

**January 2024**

**(3) Additional Courses – As per requirement of organization -**

- (i) Electrical vehicles- charging infrastructure
- (ii) Underground distribution transformer /Substations
- (iii) Installation of RMUs /FRTUs/other IT solution like ERP,

**Refresher Course-:** Requirement basis/Need basis (Recommended by the immediate superior/ Employee itself).

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**18. CURRICULUM FOR TECHNICIANS FOR ASSISTING SUPERVISORS IN THE OPERATION AND MAINTENANCE OF DISTRIBUTION SYSTEM(33 KV and below)**

**Induction Course (mandatory)**

**A. Class room**

**1.0 Common Courses**

- (i) Safety Management
  - Overview of Safety Management
  - Causes and factors of accident
  - Statutory requirement
  - Firefighting equipment and Fire prevention
- (ii) First Aid including resuscitation (artificial respiration)
- (iii) Values and Work culture
- (iv) Relevant regulations and relevant sections of Electricity Act (EA), CEA (Measures Relating to Safety & Electric Supply) Regulations, 2023 and amendments).
- (v) Necessary permissions/Clearances
- (vi) IT Applications and Cyber Security Awareness/overview
- (vii) Disaster management
- (viii) Electrical Vehicle-Charging - introduction
- (ix) Batteries Storage
- (x) Renewable overview
- (xi) **Other Government of India Initiative: MISSION LIFE-** brief presentation and video shows

**2.0 Basic Course:**

**A. Sub-transmission and Distribution Lines:**

- (i) Survey for lines at voltage – at all voltages
- (ii) Line Conductors – types, Classification, Conductor stringing, jointing/ binding, sagging & tensioning, clipping & jumpering
- (iii) Earthing arrangements
- (iv) Cable – types, cable trenches, cable routing and laying, cable jointing and junction box
- (v) Earth wire/ neutral wire, guarding, etc.
- (vi) Fixing of control devices, viz. Gang Operating Switches, fuses, isolators and earthing switches, lightning arrestors, and distribution box, etc.
- (vii) Installation of service lines. / meters/smart meters/net meter

- (viii) Street Lighting – design and layout methods.
- (ix) Line/ cable maintenance including hot line maintenance – line patrolling, inspection, periodicity, work permit, line clear and authorization, erection of temporary earth and restoration of supply, maintenance T&P and safety devices, thermo vision scanning, hot spots, etc.

#### **B. Electric Sub-Stations:**

- (i) Type, layout
- (ii) Bus bar arrangement, sub-station equipment, viz. transformers, circuit breakers, etc.
- (iii) Auxiliary systems, viz. DG set, battery system and firefighting system, etc.
- (iv) Control panel, meters, indicators and recorders and relays, etc.
- (v) Erection, testing and commissioning of equipment's/systems
- (vi) Earthing of sub-stations equipment's and soil testing
- (vii) Transformer oil and its testing
- (viii) Operation and maintenance of all equipment's, protective relays and auxiliaries.
- (ix) HVDS

#### **C. Metering**

- (i) Type of metering, viz. DT metering, feeder metering and Consumer metering.
- (ii) Meter types, their settings and operation, testing and sealing.
- (iii) Smart metering working

#### **D. Working with Technician/Practical's**

- (i) Use of Instruments-
  - Megger , tong tester, multimeters, earth tester
  - Transformer Oil testing and oil filtration
  - Measurement of earth resistance
  - Measurement of Load of transformer on L.T. Side
  - Testing of Circuit Breaker
  - Testing of CT PT
  - Installation of energy meters
  - IR Value of Power / Distribution Transformer
  - USE OF SAFETY APPLIANCES – Discharge rod, DO Fuse rod , safety belt ,
  - Conductor winding on Insulator
  - M.R.I. of energy meter
  - Measurement of cell voltage and specific gravity of Battery set
  - Crimping of lugs on conductors
  - Jointing of ACSR/AAC Conductors
  - L.T. Cable jointing

#### **E. Releasing of New Connection**

- (i) Type of connections, selection of 1-Ph or 3 Ph supply as per load,
- (ii) Checking of Wirings and Earthing, Neutral Looping etc in Independent and Multi storied Residential and commercial premises.
- (iii) Installation of meters including smart meter (1-Ph /3 Ph –prepaid),
- (iv) Importance and installations of ELCB/RCCB , Mandatory provisions of Regulations

## **B. On Job Training for Line Technicians**

### **1.0 O&M Division / Distribution Center**

- (i) To conduct readings of different types of energy meters
- (ii) Installation of different types of L.T. energy meters at consumers premises at all voltage levels
- (iii) Laying of service cable from L.T. Pole to consumer meter
- (iv) Pre /post monsoon maintenance of lines
- (v) Revenue collection and disconnection
- (vi) Installation of Distribution transformer
- (vii) Replacement of conductor
- (viii) Distribution transformer maintenance
- (ix) Replacement of failed Distribution transformer
- (x) Works under line breakdown: procedure to take permit and line patrolling
- (xi) Attend consumer complains

### **2.0 Sub-Transmission maintenance Division**

- (i) Taking readings through MRI , Load Survey and downloading in computer
- (ii) Study of MRI Reports , checking for tempering of meters
- (iii) Use of instruments for energy audit
- (iv) maintenance schedule of power transformer
- (v) Testing of power transformer
- (vi) Testing of CT/PT and combined units
- (vii) Testing of Meters at all voltage levels
- (viii) Relay connection and setting
- (ix) Control Panel wiring
- (x) Operating oil filtration plant
- (xi) Transformer oil testing

### **3.0 Additional Courses – As per requirement of organization -**

- (i) Electrical vehicles- charging Details
- (ii) Underground distribution transformer
- (iii) Installation of RMUs /FRTUs/other IT solution like ERP
- (iv) Energy Efficiency initiatives

**Refresher Course**:- Requirement basis/Need basis (Recommended by the immediate superior/  
Employee itself).

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| <b>The Tata Power Company Ltd</b>                |  | <i>Appendix 2 to CSCC<br/>Safety Terms and Conditions</i> |
| <i>Document No.<br/>TPSMS/GSR/STC/009 REV 06</i> |                                                                                   | <i>Date of Issue: 01/03/2024</i>                          |

## Appendix 2:

# Safety Terms and Conditions

| Reason for Change                                                     | Date of Last Revision               | Prepared By                | Reviewed By           | Approved by                                             |
|-----------------------------------------------------------------------|-------------------------------------|----------------------------|-----------------------|---------------------------------------------------------|
| Periodic Revision and Inclusion of Procedures and formats from BASCC. | <u>1 Aug 2023</u><br><u>(Rev 5)</u> | All Discom and CFT members | Corporate Safety Team | Suresh H Khetwani<br><br>(Chief safety and Environment) |

Corporate Safety Team.

|                                          |                                                                                   |                                                           |
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| <b>The Tata Power Company Ltd</b>        |  | <i>Appendix 2 to CSCC<br/>Safety Terms and Conditions</i> |
| Document No.<br>TPSMS/GSR/STC/009 REV 06 |                                                                                   | Date of Issue: 01/03/2024                                 |

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## 1.0 Objective:

The Objective of Safety Terms and Conditions is to apprise the Business Associates about various expectations from the BA to implement Tata Power Health & Safety Management System without fail.

## 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.

## 3.0 Safety Organization & Responsibilities

### 3.1 Business Associate Site Management and Supervision

Each Business Associate 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 Business Associate 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 Business Associate 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 Business Associate 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.

(For any specific & specialized work, site safety supervisor will be decided by SCG)(R6)

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 Business Associate /Sub Vendor is responsible, and will be held accountable, for the safety of their own workforce as well as that of sub-Business Associate s. 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 Business Associate Supervisors and General Staff.

Business Associate s' 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.

The BA's supervisor is the link between Tata Power Management and the BA (including his employees). (R6)

- He coordinates the work of his company's employee on site and is responsible & accountable for the safety of BA workforce. He will collaborate with site safety supervisor (SSS). BA's supervisor shall review the Safety requirements with his employees prior to the beginning of each job. Documentation of this review shall be forwarded by him to the Order Manager.(R6)

|                                                                                           |                                                                                   |                                                                                            |
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- Assigning jobs to his workers, inspection of tools, equipment & PPEs , reporting of incidents & near-misses, housekeeping of work area and carrying out Safety Audits.(R6)
- Deployment of all applicable Safety standards & procedure as mention in Safety Term& Condition CSMF2 during execution of the jobs.(R6)
- Ensuring job specific training prior to execution of the job.(R6)
- Conducting Tool - box meeting and compliance of SOP & statutory requirements at work place, correction of all unsafe conditions and acts.(R6)
- BA'S Supervisor will deeply involve in making JSA through participation of work force.(R6)
- BA's Supervisor will invite all BA employees for participation & engagement daily ensuring 100% in either observation reporting, TBT, Mass Meeting and discussion for Risk Assessment & implementation of control measure.(R6)

### **3.3 BA Site Safety Supervisor (SSS)(R6):**

- 3.3.1 SSS will carry out daily safety audit and inspections of tools, tackles, equipment and PPEs. They will identify and help in correcting the unsafe acts and unsafe conditions created while executing job t site with the help of BA's supervisors (R6).
- 3.3.2 SSS will ensure his participations in TBT and Mass Meetings regularly. They will also ensure reporting of all incidents & near-misses and participate in incident investigation (R6).
- 3.3.3 SSS will help in risk assessment of activities while developing SOP for the job (R6).
- 3.3.4 SSS will deeply involve in making JSA through participation of work force.(R6)
- 3.3.5 SSS will assist for participation & engagement of 100% BA employees daily in either observation reporting, TBT, Mass Meeting and discussion for Risk Assessment & implementation of control measure.(R6)

### **3.4 Business Associate Workforce**

- 3.4.1 Business Associate shall provide adequate quality and quantity of manpower as mutually agreed. Generally, for each 10-15 workforce one supervisor is suggested. For all high risk jobs there shall be one Business Associates supervisor shall be deployed.(R6).
- 3.4.2 All the Business Associate 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

|                                          |                                                                                   |                                                           |
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institute of Disco, or other equivalent institute approved by Tata Power.

- 3.4.3 Business Associate 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.
- 3.4.4 Business Associate / Vendor shall mobilize their manpower well in advance to complete the training through TPSDI/Sill development Institute.
- 3.4.5 The Vendor / BA shall arrange or bear the conveyance and food expenses incurred during training of BA employees in Odisha Discom.
- 3.4.6 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 BASCC. Those who fail in the competency assessment shall undergo training again.
- 3.4.7 Supervisors/Welder/Electricians/Line man /Fitters /Radiographers/Riggers engaged by the Business Associate shall have valid competency certificates issued by authorized agency/Institute.
- 3.4.8 Business Associate 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.
- 3.4.9 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.
- 3.4.10 All employees shall report hazardous conditions, practices and behaviours in their work areas and correct wherever possible.
- 3.4.11 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.

### **3.5 Business Associate (Vendor) /sub-Vendor**

- 3.5.1 Vendors/Business Associate 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.
- 3.5.2 After receiving the work order/ purchase order vendor/Business Associate /bidder shall not appoint Sub-Business Associate without safety assessment of the sub-Business Associate through safety concurrence group Under Business Associate Safety Code of Conduct. Penalty of 5% of contract value will be applicable to the Business Associate if sub-Vendor is appointed without the permission of SCG and without evaluation through BASCC process.



|                                                                                           |                                                                                   |                                                                                            |
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- 3.5.3 For engaging any sub-Vendor, the Prime Vendor as well as the sub-Vendor should be individually registered with Tata Power. Sub-contracting or hiring of others, by the BA to perform the services is subjected to specific, prior approval by the CA/OM. Such approval shall depend upon compliance with the following minimum requirements (R6):-
- i. Sub-vendors identified by the Prime vendor will be subject to the same Safety Potential Evaluation Criteria as the Prime vendor for all Medium-risk/High-risk job where supervision will be done by the sub- vendors. In such cases, vendors must have a Star-rating of 4 or above, for becoming a sub- vendor(R6).
  - ii. The SCG team shall evaluate the Safety and technical competency of the sub-contractors for High risk job(R6)
  - iii. The Departmental Head will have the authority to approve any sub-contracting process based on requirement as submitted by the Prime Vendor (See CSM F-14 Sub-Vendor Engagement Request Form).
  - iv. No Safety potential evaluation shall be conducted for sub-letting of Low risk work(R6).
  - v. The Prime vendor shall be fully liable and responsible to Tata Power for the acts, errors, and omissions of its sub-vendors and shall be relieved neither of any obligation to Tata Power under the contract, nor of any other legal requirements(R6).
  - vi. The Prime vendor shall use only sub-vendors of demonstrated experience and reliability regarding the services to be provided(R6).
  - vii. The Sub-vendor shall agree in writing to be bound by all obligations of the Prime vendor set forth in the Contract.(R6)
  - viii. Safety performance evaluation shall be done for both prime vendor & sub-vendor.(R6)

**Types of Sub-contracts and Associated Requirements (R6):**

- I. Sub - Vendor working with his own supervision:- Sub-vendors must achieve a minimum Star-rating of 3 for performing High risk jobs under Tata Power supervision or under the Principal/Main Vendor (Prime Vendor).(R6)
- II. Sub-vendor working under Prime vendor's supervision (as supplier of manpower):- Manpower-supply contracts have to be supervised by the Prime vendor and the Prime vendor's Star- rating has to be taken into consideration. Vendors supplying manpower need not qualify in the Star-rating assessment.(R6)
- III. 3. Only one level of sub-contracting is allowed, and the use of any sub-vendors must be authorised by Tata Power before any contract is finalised. Sub-vendors shall be subject to the same registration and selection/screening processes, as well as the same Safety performance requirements as those required of all Tata Power vendor's. Sub- vendor details are to be attached to the main contract during the RFQ stage. The process of sub-contracting is to be approved by the Chief / Head of the department (BASCC - Appendix#14).(R6)

|                                          |                                                                                   |                                                   |
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#### **4.0 Procedure (R6).**

##### **4.1 Registration of Business Associates (Vendors):**

For Vendor Registration, Contract Department will issue following documents for evaluation of Business Associate's safety capability.

- 1) **CSM F2 Safety Terms and Conditions (R6):** The document **CSM F2 Safety Terms and Conditions** provides the information about Tata Power-Division /Odisha Discom safety System to the Business Associate
- 2) **CSM F3 Safety Category Qualification Form(R6):** Business Associate will submit the **CSM F3 Safety Category Qualification Form** with all relevant details and documents to Vendor Registration Initiator, which will in turn forward it to Safety Concurrence Group (SCG) for evaluation.

##### **CSM F3 (R6): - Safety Category Qualification form**

1. "Safety Category Qualification Form" is part of vendor registration form. It needs to be filled by the Business Associate at the time of Registration and should be submitted to Requester / Order Manager with all relevant documents.
2. The same will be evaluated by Safety Concurrence Group of the Division (SCG).
3. Information provided by Business Associate will be verified during site visit.

##### **Safety Category Qualification Form**

##### **Please consider my application for**

**Category A Vendor:** Vendor eligible to carry out Very High- and High-risk O&M/Project jobs

**Category B Vendor:** Vendors eligible to carry out technical jobs, classified as Medium /~~low~~ risk

**Category C Vendor:** Vendors eligible for to carry out low or very low risk administrative and office job

**Category D vendor:** All Consultants, Medical Practitioners or vendors taking job from Tata Power and working from their own premises.

| Name of the Vendor: |                                                                    |                                  |                                                                                                |
|---------------------|--------------------------------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------|
| Sr. No              | Safety Information                                                 | Yes / No                         | Remarks                                                                                        |
| 1                   | Certified for<br>i. ISO 45001,<br>ii. ISO: 14001<br>iii. ISO: 9001 | i. Y/ N<br>ii. Y/ N<br>iii. Y/ N | If Yes, Attach copy of the certification.<br><br>If No, mention plan to get the certification. |



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|                            |                                                                                                                                                                                                                                                       |        |                                                                                                                                                              |              |                 |        |        |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|--------|--------|
| <b>Name of the Vendor:</b> |                                                                                                                                                                                                                                                       |        |                                                                                                                                                              |              |                 |        |        |
|                            | <b>(ISO certificates to be issued from reputed accreditation agencies specified by Tata Power)</b>                                                                                                                                                    |        |                                                                                                                                                              |              |                 |        |        |
| 2                          | Safety Statistics for current and Last Three (3) Years<br><br>- LTIFR<br><br>- LTISR                                                                                                                                                                  | Yes/No |                                                                                                                                                              | Current Year | Year 1(Last FY) | Year 2 | Year 3 |
|                            |                                                                                                                                                                                                                                                       |        | LTIFR                                                                                                                                                        |              |                 |        |        |
|                            |                                                                                                                                                                                                                                                       |        | LTISR                                                                                                                                                        |              |                 |        |        |
| 3                          | Any Compensation paid due to accidents during current and last three years?                                                                                                                                                                           | Yes/No |                                                                                                                                                              | Amount (INR) | Manhour         |        |        |
|                            |                                                                                                                                                                                                                                                       |        | Current Year                                                                                                                                                 |              |                 |        |        |
|                            |                                                                                                                                                                                                                                                       |        | Y1 (Last FY)                                                                                                                                                 |              |                 |        |        |
|                            |                                                                                                                                                                                                                                                       |        | Y2                                                                                                                                                           |              |                 |        |        |
|                            |                                                                                                                                                                                                                                                       |        | Y3                                                                                                                                                           |              |                 |        |        |
| 4                          | Any prosecution against you by statutory bodies/clients during last three years due to statutory violations, criminal negligence towards safety and dereliction of duty of care towards your employees?<br><br>Is any case still pending against you? | Yes/No | If yes, give details.<br><br>If no, give an undertaking that no case is pending against you and you have not been prosecuted by statutory bodies or clients. |              |                 |        |        |
| 5                          | Do you have Safety Policy? Safety Principles? And Lifesaving Rules?                                                                                                                                                                                   | Yes/No | If yes, attach copy of the documents available.                                                                                                              |              |                 |        |        |

|                                          |                                                                                   |                                                           |
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| Name of the Vendor: |                                                                                                                                                                   |          |                                                                                                                  |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------|
| 6                   | Do you have Safety training process?                                                                                                                              | Yes/No   | If yes, attach safety training process and average training manhour of your employees for the last three years.  |
| 7                   | Do you have a system for recording, reporting, and investigating all incidents or near misses?                                                                    | Yes / No | If yes, show the incident statistics of last three years and implementation of CAPA.                             |
| 8                   | Do you have a disciplinary action program against your employees for violation towards safety rules and procedures?                                               | Yes/No   | If yes, show the records of disciplinary action taken the last three years.                                      |
| 9                   | Do you have a reward and recognition scheme for your employees who show exemplary safe behavior and contribute to overall safety improvement at site?             | Yes/No   | If yes, show the records of Reward and Recognition given during the last three years.                            |
| 10                  | Do you engage in safety promotional activities?                                                                                                                   | Yes/No   | If Yes, Show the proof of engagement in safety promotional activities.                                           |
| 11                  | Have you been recognized or awarded or rewarded by government bodies of clients for showing excellence in safety management in your jobs during last three years? | Yes / No | If Yes, Show proof.                                                                                              |
| 12                  | Do you provide adequate quality of PPEs to your workmen?                                                                                                          | Yes/No   | If yes, please provide details of PPE Matrix and if required, samples for inspection.                            |
| 13                  | Do you have Safety organization structure e.g., Safety Officers and Safety Committees?                                                                            | Yes/No   | If yes, attach copy of the safety organization structure, details of safety committees and safety professionals. |

|                                          |                                                                                   |                                                   |
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| Name of the Vendor: |                                                                       |        |                                                                                      |
|---------------------|-----------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------|
| 14                  | Name and address of sites where work is in progress or worked earlier | Yes/No | Site details to be attached for inspection by Tata Power-Division /DISCOM Officials. |

Note: If you respond NO to any of the above questions, you can mention your plan to get the required documents.

I hereby confirm that the information provided above are true. I give my consent to be penalized as deemed fit in case any information given above are found to be false.

I will abide the general safety guidelines mentioned in the purchase order / work order and will ensure to prepare and follow site specific safe operating practices in consultation with the site-in-charge and safety professional. I will abide by penalty scheme in case of non-compliance.

Signature :

Name and Designation :

Stamp of Organization :

- 3) **CSM F4 Safety Potential Evaluation Criteria** : The SCG will evaluate the details submitted by the Business Associate based on a predetermined criteria **CSM F4 Safety Potential Evaluation Criteria along with Star Rating(R6)** for Vendor Registration and will determine the category (Category A/B/C/D) for which the Business Associate will be registered. As mentioned in the above criteria, a site visit may also be organized by SCG prior to registration under Category A and B. In case, the Business Associate does not qualify the safety criteria, the Business Associate will not be registered. However, he may apply afresh for registration after 6 months.

**CSM F4 - Safety Potential Evaluation Criteria for Vendor Registration (For Information to BA-Not to submit by BA) R6**

At the time of vendor registration, vendor will be registered under 4 categories

- 1) **Category A-** Vendors eligible to carry out High risk Jobs
- 2) **Category B-** Vendors eligible to carry out technical jobs that are Medium/~~low~~-risk
- 3) **Category C-** Vendors eligible to carry out administrative and office jobs
- 4) **Category D-** Outsourced Jobs / Consultants /Medical Practitioners / Suppliers etc

For vendors to be registered under **Category A/B**, a safety potential evaluation will be carried out based on following parameters. (Actual **score is safety capability score**)

Star rating criteria score: 5 Star- 90 to 100, 4 Star- 80 to 90, 3 Star- 70 to 80(R6)

|                                          |                                                                                   |                                                   |
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| Sr No | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Weight age (%) | Actual Score |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|
| 1     | Does the service provider have a valid 45001 Certification?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10             |              |
| 2     | <u>Performance Measure: Lead Indicator</u><br><u>(Ref to Safety Performance evaluation report CSM F11 (A) Lead indicator score)(R6)</u>                                                                                                                                                                                                                                                                                                                                                                                                        | 40             |              |
| 3     | <u>Performance Measure: Lag Indicator</u><br><u>(Ref to Safety Performance evaluation report CSM F11 (B) Lag indicator score)(R6)</u>                                                                                                                                                                                                                                                                                                                                                                                                          | 20             |              |
| 4     | Has there been any prosecution / conviction for any Contravention regarding safety and Health provision under the factories Act/Electricity Act / BOCW Act and Rules framed there under? If yes Give Zero otherwise 5 Marks.                                                                                                                                                                                                                                                                                                                   | 5              |              |
| 5     | Check the Safety orientation & training process of Service provider- Records of Safety training provided to safety officer/supervisor /workmen during last 1 year as percentage (%) of total employed by service provider<br>✓ <b>Safety Officer:</b> >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero.<br>✓ <b>Safety supervisor:</b> >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero.<br>✓ <b>Workmen:</b> >80% of employees: 10 Marks, 50 to 79% of employee: 5 Marks and <50%: Zero | 20             |              |
| 6     | Check the organizational structure for safety professionals & engineers / supervisors.<br>✓ Check Availability of number of Safety Supervisor from government recognized institute as per workforce strength. 1 in 50 employees than 5 Marks <u>otherwise Zero.</u> (R6)                                                                                                                                                                                                                                                                       | 5              |              |
|       | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 100            |              |

#### **Evaluation Criteria for Category C**

| Sr no | Description                                                                                                                                   | Weight age (%) | Actual Score |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|
| 1     | Does the Business Associate have a valid ISO 9001 certification?                                                                              | 40             |              |
| 2     | Check the Safety statistics of Service provider (If available than 10 otherwise Zero)                                                         | 10             |              |
| 3     | Check the trend LTIFR/LTISR for last 3 years (If less than 0.2 than give 20 Marks if between 0.2 to 0.3 than give 10 marks and otherwise Zero | 20             |              |

|                                          |                                                                                   |                                                   |
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|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |  |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|
| 4 | Has there been any prosecution / conviction for any Contravention regarding safety and Health provision under the factories Act/Electricity Act / BOCW Act and Rules framed there under? If yes Give Zero otherwise 10 Marks.                                                                                                                                                                                                                                                                                                                | 10  |  |
| 5 | Check the Safety orientation & training process of Service provider- Records of Safety training provided to safety officer/supervisor /workmen during last 1 year as percentage (%) of total employed by service provider<br>✓ <b>Safety Officer:</b> >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero.<br>✓ <b>Safety supervisor:</b> >80% of employees: 5 Marks, 50 to 79% of employee: 2.5 Marks and <50%: Zero.<br><b>Workmen:</b> >80% of employees: 10 Marks, 50 to 79% of employee: 5 Marks and <50%: Zero | 20  |  |
|   | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 100 |  |

#### **Evaluation Criteria for Category D**

Category D does not require any evaluation as it is for outsourced job outside the Tata Power company premise.

For vendor to be registered for any category, vendor's safety capability score should be  $\geq 70\%$ .

#### **4.1.1 Star Rating(R6):**

SCG will evaluate Star Rating as per following -

- Initially potential Star Rating based on CSM F4 Safety Potential Evaluation Criteria
- After 6 month actual star rating assessment to be carried out based on CSM F4 Safety Potential Evaluation Criteria and safety performance evaluation.
- Odisha Discom & New Business Star Rating process will be applicable only 1 year after implementation of it.
- Based on Safety capability score Vendors rating will be evaluated (For 3 star rated vendors - within 12 months from previous assessment date and for 4 & 5 Star rated vendors – within 24 months from previous assessment and Re-assessment within three months from previous assessment date when a vendor is unable to achieve Star rating 3)
- Category A - Vendor must require [Safety Star Rating 4](#) and above.
- Category B - Vendor must require [Safety Star Rating 3](#)

**\*Star Rating will be evaluated by Third Party from FY 26\***

|                                          |                                                                                   |                                                           |
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## 4.2 Contract Preparation(R6).

Safety bid Evaluation will be done only for medium and high risk (R6). The RFQ will be attached with **CSM F2 Safety Terms and Conditions which includes following Documents**

- 1) **CSM F6 Safety Competency Assessment Form**
- 2) **CSM F8 PPE requirements**
- 3) **CSM F9 Site Safety Management Plan Job Specific Safety Requirement (Educational and Professional Qualification, Skill & Experience Manpower, Tools, and Tackles, e.g., man lifter, use of drone, use & availability of rescue kit, Work Methodology etc.)**

Safety bid evaluation will not be done for category C and D.

BA shall submit duly filled **CSM F6 Safety Competency Form** along with the bid. SCG will evaluate the document as per the **CSM F7 Safety bid evaluation criteria**. **Site Safety Management Plan CSM F9**, defining the complete procedure of executing the job at site will be signed by the Business Associate and SCG after mutual agreement. BA will attach a copy of Site Safety Management Plan along with PO to the successful bidder. Please refer **CSM F5 Process Flow Chart for issuing RFQ and PO** significant health and safety risk associated with it.

### **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<br>1 | Month<br>2 | Month<br>3 | ..... |
|-------------------------------------------------|---------------|------------|------------|------------|------------|-------|
| <b>Project /<u>AMC</u><br/><u>Manager()</u></b> |               |            |            |            |            |       |
| <b>Site In Charge</b>                           |               |            |            |            |            |       |
| <b>Safety Manager</b>                           |               |            |            |            |            |       |
| <b>Safety Officer</b>                           |               |            |            |            |            |       |
| <b>Supervisors</b>                              |               |            |            |            |            |       |
| <b>Technicians</b>                              |               |            |            |            |            |       |

|                                          |                                                                                   |                                                   |
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|                      |  |  |  |  |  |  |
|----------------------|--|--|--|--|--|--|
| High Skilled workmen |  |  |  |  |  |  |
| Skilled workmen      |  |  |  |  |  |  |
| Semiskilled workmen  |  |  |  |  |  |  |
| Lineman              |  |  |  |  |  |  |
| Helpers              |  |  |  |  |  |  |
| Drivers              |  |  |  |  |  |  |
| Unskilled            |  |  |  |  |  |  |
| <u>Others( )</u>     |  |  |  |  |  |  |

**Instruction to Bidders:**

- Indicate the overall site manpower deployment schedule as above
- Indicate direct or subcontracted employees by using color code given below:

**Direct Bidder Employee – Green**

**Partly Direct / partly Subcontracted – Yellow**

- 4.1.1 Subcontracted – Red** If subBusiness Associate 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-Business Associate s follow the Tata Power Safety Procedure and agreed CSM F9 Site Safety Management Plan.

- Against each category, indicate minimum educational qualification and work experience
- Add rows to include other specialized manpower, if any.
- Extend columns to cover the entire duration of the proposed contract.
- 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      |                                |                   |          |      |                     |         |
| .....  |                                |                   |          |      |                     |         |



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### 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 Business Associate at Site. 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 -

| 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                                                                                                                                  |                  |



|                                          |                                                                                   |                                                   |
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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-( )

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

**7. Crane Deployment-( ):** 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.

| Sl No | Crane No | Location | Year |
|-------|----------|----------|------|
|       |          |          |      |
|       |          |          |      |
|       |          |          |      |

**8. Training Records-( ):** 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                                 |                  |

|                                          |                                                                                   |                                                   |
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**9. Rewards and Recognition**-( ): 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.

**CSM F7 Safety bid evaluation criteria.** If any specific condition related to Contract is required to be conveyed to the Business Associate, Site safety team will attach the same as Annexure for specific conditions of job and submit it to contract team along with safety bid evaluation form. Commercial bid of Business Associate will be considered for evaluation by contract team only if Business Associate is qualified in safety bid. Site Safety Management Plan, defining the complete procedure of executing the job at site will be signed by the Business Associate and SCG after mutual agreement. Contract shall attach a copy of Site Safety Management Plan along with PO to the successful bidder.

**CSM F7 - Safety Bid Evaluation Criteria (For Information to BA-Not to submit by BA) (R6)**

Safety Bid Evaluation will be based on following parameters.

**Evaluation Criteria**

| S. No. | Description                                | Max Marks | Criteria for evaluation                                                                             |
|--------|--------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------|
| 1.     | Qualification and Experience of manpower   | 15        | As per Clause No. 1 <b><u>CSM F6 (R6)</u></b>                                                       |
| 2.     | Tools and Tackles to be provided by bidder | 15        | To be evaluated as per approved tool list of concerned departments.                                 |
| 3      | PPE Requirements                           | 5         | To be evaluated as per approved PPEs standard and PPE Matrix specified in <b><u>CSM F8.(R6)</u></b> |

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|              |                                                                                                             |            |                                                                                                                                                                              |
|--------------|-------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4            | Job Safety Plan/ Method                                                                                     | 15         | To be evaluated as per as per SOP/WI/HIRA                                                                                                                                    |
| 5            | Vehicle Deployment                                                                                          | 5          | <b><u>Weightage will be given for CNG/Electrical Vehicles with endorsement of CNG kit on RC (R6)</u></b>                                                                     |
| 6            | Crane and Mechanized heavy equipment Deployment                                                             | 15         | <b><u>Date of manufacturing or running hours or stipulated in laws.(R6)</u></b>                                                                                              |
| 7            | Training Records                                                                                            | 5          | Training records to be evaluated with evidence and scoring to be done as per availability of records                                                                         |
| 8            | Certificate Accreditation                                                                                   | 5          | ISO 9001-2.5 Marks<br>ISO 45001- 2.5 Marks<br>ISO14001- 2.5 Marks. Total Max 5 Marks for all Three                                                                           |
| 9            | Safety Initiative for learnings implemented in accidents in organization and work force (Fatal / Non-Fatal) | 15         | Maximum 15 marks will be awarded for visible evidence in terms of safety initiative deployed based on learning of accident in organization and workforce in case of accident |
| 10           | Rewards and Recognition Process                                                                             | 5          | Maximum 5 marks will be awarded for R&R process evidence                                                                                                                     |
| <b>Total</b> |                                                                                                             | <b>100</b> |                                                                                                                                                                              |

**Safety Records (Lag Parameter)-**

|    |                  |                                                 |                                                                                                                                                                                                                                                                                                                                                  |
|----|------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Fatal Accident   | (-) 10 Marks for each case with max of 15 marks | For any fatality in Tata power /Other company in Current and last three years 10 marks will be deducted with maximum up to 15 marks.<br><br>For new entrant BA, these marks will be deducted for Past safety records.<br><br>If and BA found hiding such facts, then contract will be terminated immediately during the execution stage.         |
| 2  | LWDC (Non-fatal) | (-) 5 Marks for each case with max of 10 marks  | For each LWDC (Non-Fatal) case in Tata power /Other company in Current and last years, 5 marks will be deducted with maximum up to 10 marks.<br><br>For new entrant BA, these marks will be deducted for past safety records.<br><br>If and BA found hiding such facts, then contract will be terminated immediately during the execution stage. |

**Final Qualifying Criteria**

| S. No. | Description       | Max Marks          | Criteria for evaluation                                                                                     |
|--------|-------------------|--------------------|-------------------------------------------------------------------------------------------------------------|
| 1.     | Qualified Bidders | More than 70 marks | Marks Obtained.<br>60 Marks for New business-like Odisha Discom for one year from CSCC implementation date. |

|                                          |                                                                                   |                                                   |
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|          |                                                                                                                                                                       | Minimum Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Weightage (%) | Score Obtained |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|
| Manpower | Safety Officer (1 per 500 workers) or as per requirement                                                                                                              | <b>Qualification</b> - Safety Officer shall possess recognized degree in any branch of engineering with practical experience in similar industries of Min 2 years and Advance Diploma In Industrial Safety by State technical board. (Each state government prescribes the qualification of safety officer.). Require knowledge of Local language.<br><br><b>Experience</b> - Minimum 2-year experience in relevant field as mentioned in the job in PR.                                                                                                                                      | 5             |                |
|          | Safety Supervisor (1 per work site up to max. 50 workers)<br><br><u>(For any specific &amp; specialized work, site safety supervisor will be decided by SCG)/(R6)</u> | <b>Qualification</b> - Supervisor shall possess ITI/ Diploma in relevant field. PDIS is desirable, but not mandatory. Require knowledge of Local language.<br><br><b>Experience</b> - Minimum 5-year experience in relevant field as mentioned in the job in PR.<br><br><b>Training</b> – Trained and certified by Tata power Skill development Institute or equivalent institute in relevant safety procedures.<br><br><b>Note:</b> On request of the Business Associate /Users -TPDSI should vet & certify the skilled & experienced Technician if Technical Qualification is not adequate. | 5             |                |
|          | Qualified Technician (Skilled workers as electrician, rigger, fitter, welder, cable                                                                                   | <b>Experience</b> - Minimum 2-year experience (or experience prescribed by state government) in relevant field as mentioned in the job in PR.                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5             |                |

|                                          |                                                                                   |                                                   |
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|----------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|
|                            | jointer, line men etc.)                                            | Training – Trained and certified by TPSDI or equivalent institute in relevant safety procedures.                                                                                                                                                                                                                                                                                                                                            |    |  |
| <b>Tools &amp; Tackles</b> | Equipment / Machines/ Tools & Tackles (lifting and shifting tools) | <p>The list of Equipment /Machines / Tools and tackles to be used for job to be submitted by the Business Associate .</p> <p>Evaluation of the list will be carried out based on</p> <ol style="list-style-type: none"> <li>1) Suitability as per the relevant job</li> <li>2) Make and age of the tools from authorized agencies defined by the user.</li> <li>3) Certification by the competent authority of respective state.</li> </ol> | 15 |  |

#### **CSM F8 - PPE requirements**

The Business Associate shall ensure that the following PPE of Approved standards shall be always available and shall be used by his employees with no exception whatsoever. • PPE shall be conforming to BIS/DGMS/DIN specifications, in good condition and shall be comfortable to his employees, when used. This is indicative. For better clarification refer PPE procedure- **TPSMS/GSP/PPE/023**. as per safety terms and condition Appendix 3 CFM 3 in detail.

#### **PPE Requirement**

|   |                                                 |                                                                                                       |
|---|-------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1 | All Business Associate 's employees at site     | Safety Florescent Jacket (orange color), Safety helmet & safety shoes with composite or steel toe cap |
| 2 | Workers mixing asphalt, cement, lime / concrete | Safety goggle & protective Hand gloves and footwear, Nose mask.                                       |
| 3 | Welders / Grinders/Gas cutters                  | Welding screen/goggles, safety shoes, leather hand gloves, aprons, leg guard                          |
| 4 | Stone breaker                                   | Protective goggle, hearing protection, anti-vibration hand gloves and Protective clothing.            |
| 5 | Electricians / Linemen                          | Rubber hand gloves <i>with correct voltage rating and expiry date normally one year</i>               |

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|   |                                                    |                                                                                                                                                                                                       |
|---|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                                    | from Manufacturing date-( ) & Electrical resistant shoes, Safety helmet with induction strip to alert about presence of voltage for those linemen who climb the poles or work on electrical equipment |
| 6 | Workers working at a height of 1.8 Meter or above. | Double lanyard full body harness, fall arrestor and safety net made of reinforced nylon fiber ropes firmly supported with steel structures, Work positioning attachment                               |

#### **PPE Type and Testing Frequency**

| Sl. No. | Name of PPE                                                                                | IS / EN Standard          | Testing Frequency                                                                  | Remarks                                          |
|---------|--------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------|--------------------------------------------------|
| 01      | Leather Safety Shoes (Color – Black) with PU toe cap.                                      | IS:15298 (Part-2)         | Monthly and visual check every day for any crack or damage in the leather or sole. |                                                  |
| 02      | HDPE Safety helmet with chin strap and ratchet type for adjustment for non-Electrical work | IS:2925-1984              | Monthly and visual check every day for any crack in shell.                         |                                                  |
| 03      | Full body harness (Safety belt)                                                            | EN 361                    | Monthly and visual check every day of the bends and the harness.                   |                                                  |
| 04      | Electrical Safety Gloves                                                                   | EN: 60903 CE marked       | Weekly and visual check for any crack and blow test before every work.             | Manufactured not beyond 12 months.               |
| 05      | Full face visor with safety helmet                                                         | EN: 166 CE marked (Visor) | Monthly and visual check every day for any crack in shell.                         | Clear acrylic visor attached with safety helmet. |
| 06      | Fireproof jacket for chest protection                                                      |                           | Monthly and visual check every day.                                                |                                                  |
| 07      | Safety helmet with induction Strip for linemen and working for electrical work-Class E     | EN 397/2012               | Monthly and visual check everyday                                                  | Induction Strip alerts presence of voltage       |

|                                          |                                                                                   |                                                   |
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| 08 | Shorting clamps,<br>crocodile clamps,<br>Discharge Rod and<br>Neon tester |  | Monthly and visual check<br>everyday | For discharging<br>the residual<br>voltage and test<br>before touch |
|----|---------------------------------------------------------------------------|--|--------------------------------------|---------------------------------------------------------------------|

**Pictorial View of PPEs for reference purpose**

| Sl.<br>No. | Name of PPE                                                                                                                                                                                                    | IS / EN<br>Standard                                                         | Picture                                                                              |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 01         | Leather Safety Shoes<br>(Color – Black) with<br>PU toe cap.                                                                                                                                                    | IS:15298(Part-2)<br>and with test<br>report of<br>electrical<br>resistance. |    |
| 02         | HDPE Safety helmet<br>with chin strap and<br>ratchet type for<br>adjustment for<br>Nonelectrical work<br>and electrical work                                                                                   | IS:2925-1984/<br>EN 397/2012                                                |  |
| 03         | Full body harness<br>(Safety belt)<br><br>The straps at shoulder<br>and thigh shall have<br>full pad for comfort.<br>The back shall be so<br>designed that harness<br>straps do not tangle<br>with each other. | EN 361:2002<br><br>EN 358 : 2000<br><br>IS:<br>3521:1991/2002               |  |



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|    |                                                                                             |                            |                                                                                      |
|----|---------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------|
| 04 | Electrical Safety Gloves – Composite type Soft electrical gloves as per size of individual. | EN: 60903 CE marked        |   |
| 05 | Full face visor with safety helmet                                                          | EN: 166 CE marked (Visor)  |   |
| 06 | Fireproof jacket for chest protection                                                       |                            |                                                                                      |
| 08 | Reflective jacket to each workman                                                           | As per Tata Power standard |  |

**These pictures are indicative. Actual product may vary.**

**Note:**

- Any other Personal Protection Equipment required beyond above list will be according to BIS or EN Standards.
- All Personal Protection Equipment will be checked by the engineer in-charge or SAFETY group of company.
- Safety Representative of the BA must maintain the record of the availability, condition and checking of the PPEs.
- All tools required as per the contract must be according to respective IS / EN standards.
- Company may revise or add the above list of PPE and their specifications as and when feel necessary. The information about new specifications /models will be circulated by the Engineer In-charge (EIC), which shall adhere by the business associated in the shortest possible time. The EIC shall issue a memo / instruction to BA with timeline for implementation. Any delay will be treated as non- compliance / safety violations.



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### **CSM F9 - Site Safety Management Plan / Method Statement**

#### **Site Safety Plan / Method Statement (Template)**

This Method Statement describes the specific safe working methods which will be used to carry out the described work. It gives details of work procedure with control measures to counter health and safety issues related to this work. The listed content of this Method Statement can be changed/modified subjected to job scope / specifications, but task specific method statement once finalized & approved, that should not be modified during work execution without permission from the approving authority.

|                                                                        |                  |             |  |
|------------------------------------------------------------------------|------------------|-------------|--|
| Project/Job Name                                                       |                  |             |  |
| <b>Scope of work: -</b>                                                |                  |             |  |
| Drawing References: -                                                  |                  |             |  |
| Detail of Sub Business Associate s involved: -                         |                  |             |  |
| Method Statement Prepared By: -<br>Designation: - (e.g., Site Manager) | <u>Signature</u> | <u>Date</u> |  |

#### **1.0 Introduction** (*Describe purpose of the work, give details of type and scope of work being carried out*)

|  |
|--|
|  |
|--|

#### **2.0 Location of Work** (*Give site address and precise location on site where work is to be carried out*)

|  |
|--|
|  |
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|                                                                                                                                                                                                         |                                                             |                                                                                                                                                                                                                      |
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**3.0 Safety Document /Specific Approval Required** (Details of any safety documents or specific approval i.e., Client specific approval required to undertake the work)

**5.0 Role & Responsibilities of Personnel/Parties Involved in activities:** Clearly define roles and responsibilities of all personnel involved in activity i.e., Site management staff including sub-Business Associate s' staff, Project Manager/Site Manager of principal Business Associate , Sub Business Associate Site Manager, Project Engineer, Safety officer, Competent Supervisory Staff etc.)

**6.0 Working/Activity Description:** - *It is important that all operatives should have clear idea of those operational sequences and responsible supervisor must verify their competency prior to their engagement in operation.*

**6.1 Pre-Working Checks**

**6.2 Resources (Equipment, tools including manpower) Details** *i.e., Equipment and Tools, specific operational equipment, test kits, lifting resources, Details of materials to be used in operation, including any reference to COSHH assessments in case of use of any chemicals, Details of the manpower allocated to the task, e.g., titles, qualifications, competences, direct manpower, Business Associate s. Details of plant, tools, and equipment to be used for the work, including*

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*the availability of relevant statutory documents, checks or inspections etc. Details of fencing, barriers, cones, chains, dangers notices, warning signs etc.*

**Tools required for work:**

| Sr.No | Tools /Equipment /Machine | UOM | Required Qty. | Remark |
|-------|---------------------------|-----|---------------|--------|
| 1     |                           |     |               |        |
| 2     |                           |     |               |        |
| 3     |                           |     |               |        |
| 4     |                           |     |               |        |
| 5     |                           |     |               |        |
| 6     |                           |     |               |        |
| 7     |                           |     |               |        |
| 8     |                           |     |               |        |
| 9     |                           |     |               |        |
| 10    |                           |     |               |        |

**6.4 Operational Sequence of work:** - *Full description of the work, setting out the methodology in a sequential manner, including any reference to any identified operational restraints. Also refer here sec. 5.0 responsibilities part for every step of work sequence).*

| S. No | Activity | Details of job sequence | Risk Involved | Control Checks |
|-------|----------|-------------------------|---------------|----------------|
| 1.    |          |                         |               |                |
| 2.    |          |                         |               |                |
| 3     |          |                         |               |                |
| 4     |          |                         |               |                |
| 5.    |          |                         |               |                |

**6.7 Final Checks & restoration of work area after completion of work:** *Those checks to be carried out by responsible supervisor in witness of his line hierarchy by use of specific checklist of certain operational checks and once those completed satisfactory, PTW (if applicable) to be closed and isolation arrangements to be restored by removing barricades/cautionary tags.*

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**7.0 Task Specific Hazards:** - *Refer to Task Specific Risk Assessment and attach in appendix*

**Attachment:** - Specific Risk Assessment

In addition, please provide below control measures in risk assessment (*as applicable*).

|                                                                    |                                                                                                    |                                                                                                      |                                                                                                  |                                                                                                                       |                                                                                                    |                                                                                                           |                                                                                                     |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Fall Protection Measures: (Where Work at height cannot be avoided) |                                                                                                    |                                                                                                      |                                                                                                  |                                                                                                                       |                                                                                                    |                                                                                                           |                                                                                                     |
| Control Measures for Electrical Hazards                            |                                                                                                    |                                                                                                      |                                                                                                  |                                                                                                                       |                                                                                                    |                                                                                                           |                                                                                                     |
| Others Hazard if any (please provide details)                      |                                                                                                    |                                                                                                      |                                                                                                  |                                                                                                                       |                                                                                                    |                                                                                                           |                                                                                                     |
| Hazardous Substances to be used in job: (Attach MSDS if required)  | <br>Acute Toxic | <br>Health Hazard | <br>Corrosive | <br>Dangerous For the environment | <br>Oxidising | <br>Highly flammable | <br>Explosives |
|                                                                    | Y/N                                                                                                | Y/N                                                                                                  | Y/N                                                                                              | Y/N                                                                                                                   | Y/N                                                                                                | Y/N                                                                                                       | Y/N                                                                                                 |

**7.0 Emergency Provisions:** *Relevant operational possibility of a programme in the case of emergency situation i.e. electrical supply restoration. In addition, emergency response provisions i.e., first aiders, firefighting, and first aid arrangements, nearest onsite/offsite emergency response also to be considered during emergency planning.*

**8.0 "5S issues" / Waste Disposal/ Housekeeping and Environmental issues:** *Details waste disposal processes and or housekeeping activities, Details of environmental impacts and control measures.*

**9.0 Personal Protective Equipment (PPE):** *Tick on PPE requirements for the task/Job*

|                                          |                                                                                   |                                                           |
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| <i>Safety Helmet / Hard Hats</i> |  | <i>Safety Shoe / Safety Boots</i>                                         |  |
| <i>Gum Boot</i>                  |  | <i>Double Lanyard Safety Harness with<br/>work positioning attachment</i> |  |
| <i>Electrical Hand gloves</i>    |  | <i>Other hand gloves</i>                                                  |  |
| <i>Eye protection</i>            |  | <i>Respiratory protection</i>                                             |  |
| <i>Ear Protection</i>            |  | <i>Electrical Arc flash suit</i>                                          |  |
| <i>Chemical resistant suit</i>   |  | <i>Reflective Jackets</i>                                                 |  |
| <i>Any Other</i>                 |  | <i>Any Other</i>                                                          |  |

#### **10.0 First Aid facilities and Nearby Hospitals Details**

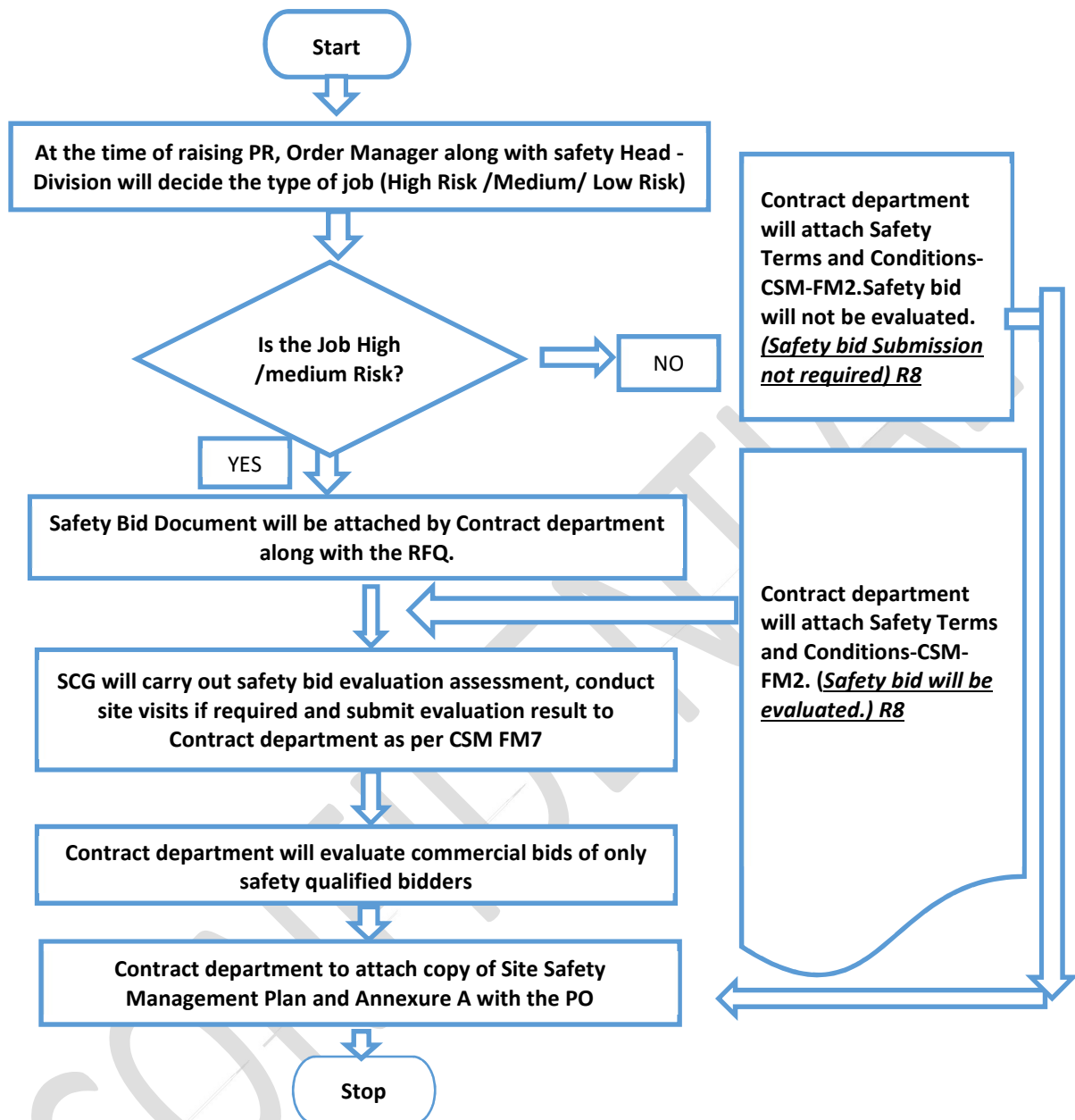
- Name of On Site First Aider
- First Aid Box Location
- Location of nearest hospital

#### **11.0 Occupational Health, Fitness and COVID-19 related Preparedness:**

- Please give a brief writeup / methodology of your organization's plan to avoid impact of the COVID-19 pandemic at Tata Power working site.
- Please give brief details of occupational health and hygiene related interventions planned by your organisation to ensure good health and fitness of workforce at Tata Power site.

#### **4.3 Contract Award - refer CSM F5 Process Flow Chart for issuing RFQ and PO.**

|                                                                                           |                                                                                   |                                                                                            |
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**4.4 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 Business Associates training and related documentation to assure its adequacy.

**4.4.1 Before issuing gate pass:**

**For Odisha Discom/New Business:** All Tata Power Business Associate and sub Business Associate 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

|                                          |                                                                                   |                                                   |
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Orientation Course will be for duration of minimum half day. The information provided during the orientation will include, but is not limited to Job rules, personal safety, and conduct, Hazard's reporting, reporting of injuries, Emergency procedures, Safety Activities and Program including disciplinary measure and incentives, Critical safety procedure relevant to the job

**For Tata Power Divisions:** All Tata Power Business Associate and sub Business Associate 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.

#### 4.4.2 Before start of actual work:

- 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 by Tata Power on the list of 15 critical Safety procedures mentioned under safety procedures. Duration of course is as specified by Division/Discom
- Business Associate 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.
- 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.
- After expiry of Certificate or Training /Competency Card again one day recertification of L1, L2 and L3 skill training will be provided.
- Quarterly /Half yearly(For Odisha and New business) Revalidation Test - "SHE L1 Revalidation test" will be conducted for the Business Associate 's employees to revalidate their safety awareness and knowledge.
- 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.
- 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.
- 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 Business Associate 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.
- Competency assessment of all critical workforce to be carried out for all who has taken L2 training.

#### 4.4.3 Recognition to the Prior Learning in Safety

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If “Order Manager” recommends and “Head of the Safety Department of Discom” is satisfied with the safety knowledge and competency of the employee of Business Associate , 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 Business Associate s 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.

#### 4.5 Managing Work:

Order Manger shall -

- 1) Comprehensively assess and ensure field Safety implementation against Contract requirements and the Safety Management Plan.
- 2) Maintain a follow up process that drives continuous improvement in Safety practices and avoids repetition of common errors.
- 3) Order Manager and BA should aim at optimizing Safety performance of the Contract by working in a collaborative manner during the execution of the work.

This can be achieved by:

- Ensure that potential safety hazards are identified and controlled before any contracted work starts. Hazard identification should be conducted using multi-disciplinary teams which includes members from competent safety professional/execution team/competent BA supervisor & workforce to understand and identify project-specific safety hazards.
- Monthly inspection and replacement of damaged Personal Protective equipment -PPE & Critical Equipment, lifting Tools & Tackles and hand tools used at site.
- **PTW** - PTW procedure must be adhere and implement at site.
- Reviewing the Safety Management Plan (**CSM F9– Site Safety Management Plan**) before each stage of work begins.
- **TBT & Mass Meeting**: Every day Tool box talks to be conducted based on JSA/SOP with maximum participation of BA Workforce & Safety points to be shared by BA employee & line manager and 100% participation of BA employee & workmen in to mass meeting/communication.
- **BA Self safety audit**: BA Safety Supervisor will carry out daily safety audit and inspections of tools, tackles, equipment and PPEs. They will identify and help in correcting the unsafe acts and unsafe conditions created while executing job at site with the help of BA’s supervisors.



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- All respective **Critical safety Rules & Procedures and General safety Rules & Procedures** to be use and implement at site during job.
- "Suraksha Samwad" also known as Safety Interaction is a proactive safety initiative. In this program, leadership engages with BA workmen and employees in a scheduled 30-minute session to discuss and observe safety practices in the workplace.
- **Reporting safety observations by BA employee:** This involves the active participation of the workforce in identifying and reporting safety observations, which can help prevent accidents and improve safety performance.
- **Felt Leadership for Business Associates Proprietor /Co-ordinators:** This program aims to develop leadership skills within the Business Associates Proprietor/Co-ordinators. It encourages individuals to take ownership of their work and fosters a culture of responsibility and accountability.
- **Behavior based safety program (Jivan Ki Aur):** It aims to create regular awareness among all ground staff. It seeks to sensitize them, establish relationships, foster teamwork, enhance communication, motivate and empower everyone, promote good health, and enable a happy and safe life. The program will cover various activities such as morning meetings, home visits, personal meetings, group meetings, short training sessions, games, and other forms of engagement.

#### 4.6 Periodic Evaluation:

1. During the time of job execution, regular site inspection will be carried out by the Tata Power-Division /DISCOM officials **mainly Line manager (R6)** to evaluate monthly safety performance of the Business Associate as per **CSM F11 Safety Performance Evaluation Report (R6)** and monthly score will be maintained by the Order Manager. Violations will be dealt as per **CSM F12 Safety Violation Penalty Criteria**. Please refer **CSM F10 Process Flow Chart for Safety Performance Evaluation**. Percentage of retention amount is usually mentioned in safety terms and conditions.
2. The evaluation criteria include Lead Indicators such as percentage of workers trained in TPSDI, inspection of critical equipment. Lag indicators such as Fatalities, LWDC and man-days lost.
3. In case of job stoppage due to safety violations / unsafe observations at the site, no time extension from PO completion date shall be given to the Business Associate, if such delays are attributable to Business Associate.
4. In case of fatality, limb loss or loss of property, vendor must pay for liability, legal, statutory, and additional mutually agreed settlement charges imposed by the appointed

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committee by Division Chief/CEO. This charge is over and above the retention amount. The committee will finalize penalty amount based on factors such as advice by statutory authorities, contract value and impact of accident etc.

5. Order Manager, Head of Business and functional Chief have the authority to terminate the contract as per **CSM F12 Safety Violation Penalty Criteria** Through contract department.
6. Site contract team will arrange Quarterly meeting with Order Manager to take feedback for Safety performance of Business Associates In-turn Site Leadership and Site Contract team will give feedback of safety performance so as to take Corrective actions (R6).
7. **CSM F11 Safety Performance Evaluation Report (R8) to be used to evaluate Star Rating of Business Associate for lead & Laq Indicator.**

**4.6.1 Safety performance retention:** 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 Business Associate s. The retention amount will be calculated based on contract value as below.

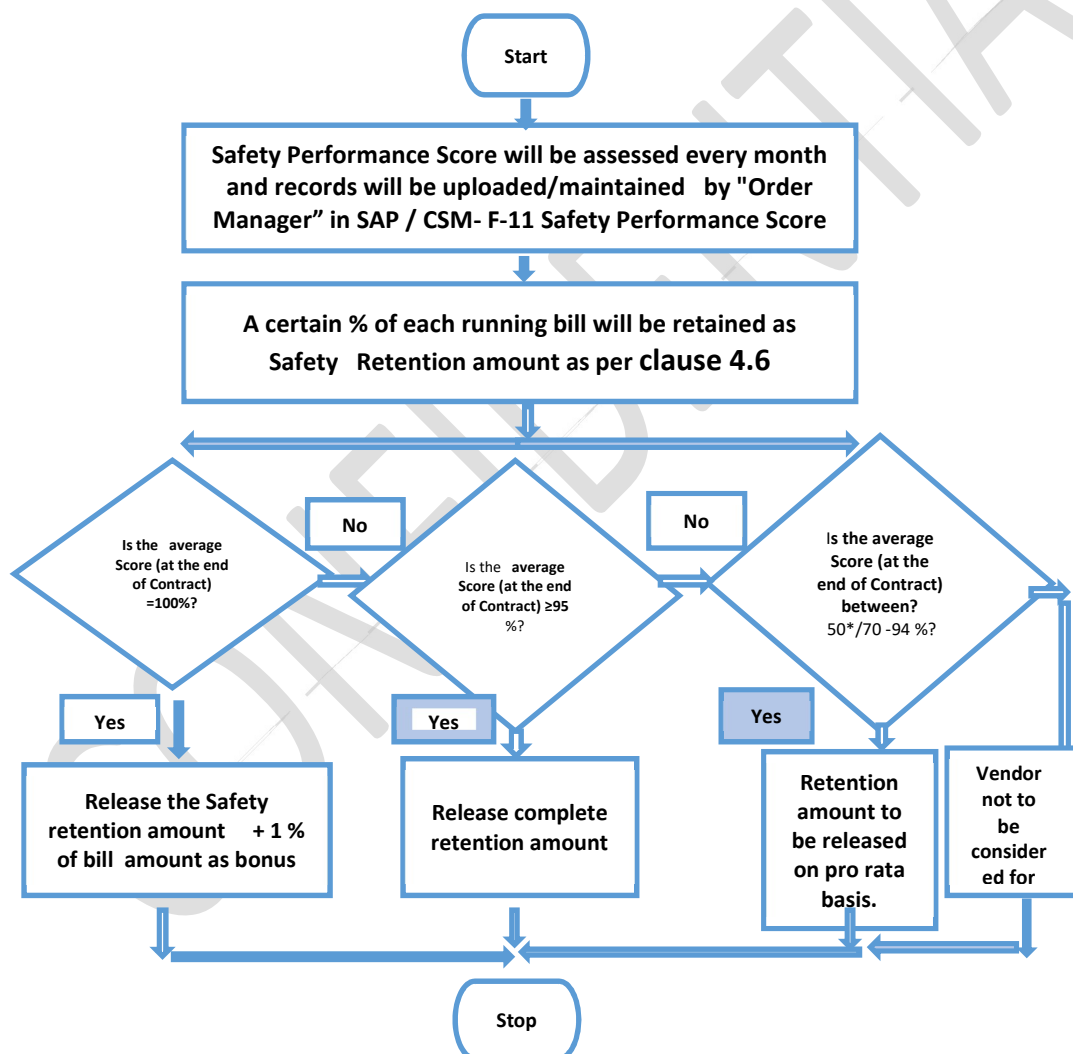
| Risk Category                             | Contract Value | Retention Amount (%) |
|-------------------------------------------|----------------|----------------------|
| Very high/High risk job/ Medium Risk jobs | Up to 10 Lakhs | 2.5                  |
| Very high/High risk job/ Medium Risk jobs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

1. The safety retention amount will not be applicable if there is clause of Contract Performance Bank Guarantee (CPBG) and safety performance of Business Associate is as per desired criteria.
2. If safety performance of Business Associate is not as per desired criteria (as per Appendix 10 – CSM F10 – Process Flow Chart for Safety Performance Evaluation and Appendix 11: CSM F11 - Safety Performance Evaluation Criteria-then safety retention percentage as mentioned in table above will be deducted from running bill.
3. Bidder to give 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 or it shall be within its right to recover such sum from accounts payable or the CPBG or the retention of the Business Associate available with Tata Power for the said contract between the Business Associate and Tata Power.

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4. The retention amount against non-safety performance saved and Penalty will go to a separate Safety Improvement Fund.
5. For the contract value of more than Rs 1 Cr or contract duration more than 12 months, the retention amount shall be released half yearly based on safety performance. For all remaining contracts, the retention amount will be released with the final bill.
6. Safety performance bonus 1% (limiting to 50 lakhs) of the invoice value will be considered at the end of the job if the contractual safety performance score is 100%

### CSM F10 – Process Flow Chart for Safety Performance Evaluation



|                                          |                                                                                   |                                                   |
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**CSM F11 - Safety Performance Evaluation Criteria (R6)**

**Safety Performance Evaluation Report- CSM F11**

**BA field safety audit (Safety Performance Evaluation for BA).**

| Division       |                                                                                                                                                                                                                                                               | Function             |                                                                  |                 |          |          |                            |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------|-----------------|----------|----------|----------------------------|
| Name of BA     |                                                                                                                                                                                                                                                               | Month                |                                                                  |                 |          |          |                            |
| Nature of Work |                                                                                                                                                                                                                                                               | PO                   |                                                                  |                 |          |          |                            |
|                | <b>A. <u>Lead Indicators</u></b>                                                                                                                                                                                                                              |                      | <b>100</b><br>(for star rating score will dividend scale of 2.5) |                 |          |          | <b>0</b>                   |
|                | -                                                                                                                                                                                                                                                             | UOM                  | <b>Target</b>                                                    |                 |          |          | Actual score for the month |
| 1              | % of employees certified in Skill development institute/ authorized agency/Card issued.                                                                                                                                                                       | % Workforce covered  | 100%                                                             | 51% to 99%      | 50%      | <50%     |                            |
|                | <b>Score</b>                                                                                                                                                                                                                                                  |                      | <b>10</b>                                                        | <b>Pro-rata</b> | <b>5</b> | <b>0</b> |                            |
| 2              | Business Associate Safety Field Audit score                                                                                                                                                                                                                   | Severity score       | 2 to 3                                                           | 3 to 4          | >4       |          |                            |
|                | <b>Score</b>                                                                                                                                                                                                                                                  |                      | <b>10</b>                                                        | <b>5</b>        | <b>0</b> |          |                            |
| 3              | Monthly inspection and replacement of damaged Personal Protective equipment -PPE by contractor(Safety shoes, Induction helmet, full body safety harness with work positioning lanyard, rubber insulated gloves, reflective jacket etc.as per Job requirement) | % of total workforce | 100%                                                             | 99% to 50%      | <50%     |          |                            |
|                | <b>Score</b>                                                                                                                                                                                                                                                  |                      | <b>10</b>                                                        | <b>5</b>        | <b>0</b> |          |                            |
| 4              | Monthly inspection and replacement of damaged Critical Equipment, lifting Tools & Tackles and hand tools used at site by BA (Neon Tester, Discharge rod,                                                                                                      | % Total T&T          | 100%                                                             | 99% to 50%      | <50%     |          |                            |

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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------|----------|----------|--|--|
|    | ladders Vehicle, Tools & tackles carried out and defective equipment replaced as required.                                                                                      |                                |           |          |          |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>7</b> | <b>0</b> |  |  |
| 5  | Unsafe Conditions/Acts (Potential Hazards), near miss(Close calls), minor injury(First aid cases and MTC) cases reported                                                        | Observation / Nos of workforce | 0.50      | 0.25     | <0.25    |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>7</b> | <b>0</b> |  |  |
| 6  | Monthly R&R for workforce along with Tata power reparative monthly                                                                                                              | % of total workforce           | 10%       | 5%       | <b>0</b> |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>5</b> | <b>0</b> |  |  |
| 7  | Nos of workforce covered under program under Jivan Ki Aur/Ghar se Ghar tak/Surkhshit Pariwar ki aur                                                                             | % of total workforce           | 10%       | 5%-10%   |          |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>0</b> |          |  |  |
| 8  | Safe (designated way) Disposal of Waste generated, Records of waste (Hazardous Waste – Oily cotton waste – E-waste etc.) generation. No effluents to drain/discharges to ground |                                | YES       | NO       |          |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>0</b> |          |  |  |
| 9  | <u>Daily Toolbox talk and Weekly Mass communications covering 100 % workforce and records maintained or not(R6).</u>                                                            | % of total workforce           | 100%      | 50-100 % |          |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>5</b> |          |  |  |
|    |                                                                                                                                                                                 |                                |           |          |          |  |  |
| 10 | <u>Check for housekeeping at site(R6)</u>                                                                                                                                       | At least 3S.                   | YES       | NO       |          |  |  |
|    | <b>Score</b>                                                                                                                                                                    |                                | <b>10</b> | <b>0</b> |          |  |  |

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|       | B. <u>Lag Indicators</u> |  | 50<br>(for star rating score will<br>dividend scale of 2.5) |    |  |   | 0 |
|-------|--------------------------|--|-------------------------------------------------------------|----|--|---|---|
|       |                          |  | Target                                                      |    |  |   |   |
| 1     | Number of Fatalities     |  | 0                                                           | >0 |  |   |   |
| Score | Score                    |  | 30                                                          | 0  |  |   |   |
| 2     | No of LWDC - Reportable  |  | 0                                                           | >0 |  |   |   |
| Score | Score                    |  | 10 /<br>20*                                                 | 0  |  |   |   |
| 3     | Major Fire               |  | 0                                                           | >0 |  |   |   |
| Score | Score                    |  | 10 /<br>0*                                                  | 0  |  |   |   |
|       | Total score              |  | 150                                                         |    |  |   | 0 |
|       | * Odisha                 |  |                                                             |    |  | % | 0 |

#### CSM F12 - Safety Violation Penalty Criteria

##### Major Violations and Escalation matrix-

| Consequence of safety violation observed not related to incidents or accidents |                                                                                        | Violations |     |     |     |                                                                                                           |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------|-----|-----|-----|-----------------------------------------------------------------------------------------------------------|
| Sl. No.                                                                        | <u>Safety Violation</u>                                                                | 1st        | 2nd | 3rd | 4th | <u>Subsequent violation</u>                                                                               |
| 1                                                                              | Working without required PPE such as Helmet/gloves/safety shoes/Safety harness etc.    | A          | B   | C   | D   | Will Attract the same penalty as 4th violation                                                            |
| 2                                                                              | Working without proper tools and tackles                                               | A          | B   | C   | D   |                                                                                                           |
| 3                                                                              | Poor or bad condition of Crane/Hydra/Vehicle and/or Incompetent driver and/or helper). | B          | C   | D   | E   | Termination of Contract and blacklisting after repetition of violations (3 to 4 times as the case may be) |
| 4                                                                              | Improper Working at Height                                                             | B          | C   | D   | E   |                                                                                                           |
| 5                                                                              | Untrained /unauthorized workman engaged in high-risk jobs                              | B          | C   | D   | E   |                                                                                                           |
| 6                                                                              | Violation of SOP or WI or LOTO                                                         | C          | D   | E   |     |                                                                                                           |
| 7                                                                              | Working without PTW or LC / Without authorization / Without creating Safe Zone         | C          | D   | E   |     |                                                                                                           |

| Legend | Action to be Taken | Responsibility | Penalty (INR) | Repeat Violations |
|--------|--------------------|----------------|---------------|-------------------|
|--------|--------------------|----------------|---------------|-------------------|

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| <b>A</b> | Levy of Penalty                                                 | Order manager / EIC | 5000   | The no. of repeat violations shall be calculated cumulative during the FY and deduction will be done from the monthly bills.(R6) |
| <b>B</b> | Memo to BA and Levy of Penalty                                  | Order manager / EIC | 10000  |                                                                                                                                  |
| <b>C</b> | Memo to BA and Levy of Penalty                                  | Order manager / EIC | 25000  |                                                                                                                                  |
| <b>D</b> | Memo to BA and Levy of Penalty                                  | Order Manager / EIC | 50000  |                                                                                                                                  |
| <b>E</b> | Memo to BA, Levy of Penalty, Termination of Contract, Blacklist | Order Manager / EIC | 100000 |                                                                                                                                  |

### Other Violations and Penalty

Penalty shall be imposed on the Business Associate s under the following circumstances for breaching the contractual agreements. The list is not exhaustive, but indicative.

| Sl. No | Description of Violation                                                                      | Severity | Penalty (INR) |
|--------|-----------------------------------------------------------------------------------------------|----------|---------------|
| 1.     | Unhygienic/Bad condition of PPE                                                               | 2        | 500           |
| 2.     | Unsafe Act/Condition of Severity 4                                                            | 4        | 4000          |
| 3.     | Unsafe Act/Condition of Severity 5                                                            | 5        | 5000          |
| 4.     | No Earthing of Electrical equipment                                                           | 5        | 5000          |
| 5.     | Working without efficient supervision                                                         | 4        | 4000          |
| 6.     | Non-reporting of incidents                                                                    | 3        | 3000          |
| 7.     | Starting the job without Toolbox Talk                                                         | 4        | 4000          |
| 8.     | Electric cable tied with metal wire / Use of damaged electrical cable / Use of two core cable | 3        | 3000          |
| 9.     | Rubber mat not available in front of electrical panels.                                       | 3        | 3000          |
| 10.    | Inserting naked wire into the socket instead of a plug                                        | 5        | 5000          |
| 11.    | Inflammable materials stored inside PSS/FCC/Distribution Room                                 | 5        | 5000          |
| 12.    | Water accumulation found near electrical panels / equipment                                   | 5        | 5000          |
| 13.    | Grinding wheel/ Coupling/ Piling winch/other rotating parts without guard                     | 4        | 4000          |
| 14.    | Inadequate illumination of working area                                                       | 3        | 3000          |



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| 15 | Bringing inside PSS/FCC or any other work area any chemicals without approval.                                                                                                                                                                                                                                                                                                                                                                                  | 5 | 5000                                                                                                             |
| 16 | Loose materials in work area which can fall down or fly during a storm                                                                                                                                                                                                                                                                                                                                                                                          | 5 | 5000                                                                                                             |
| 17 | Misusing emergency facilities like fire hydrant line/ hose box/ spray system/ eye wash etc.                                                                                                                                                                                                                                                                                                                                                                     | 3 | 3000                                                                                                             |
| 18 | Entering restricted areas like switch yard, hazardous material storage room etc. without authorization                                                                                                                                                                                                                                                                                                                                                          | 3 | 3000                                                                                                             |
| 19 | Not using 24 V lamp inside confined spaces                                                                                                                                                                                                                                                                                                                                                                                                                      | 3 | 3000                                                                                                             |
| 20 | Bypassing/overriding safety interlocks                                                                                                                                                                                                                                                                                                                                                                                                                          | 5 | 5000                                                                                                             |
| 21 | Working besides road without proper barricading and monitoring of traffic                                                                                                                                                                                                                                                                                                                                                                                       | 5 | 5000                                                                                                             |
| 22 | Smoking in prohibited area (Closed Go-downs, Storage of flammable material, Storage of Gas cylinders, PSS , Offices etc.)                                                                                                                                                                                                                                                                                                                                       | 3 | 3000                                                                                                             |
| 23 | Improper stacking of materials in Storage Yard                                                                                                                                                                                                                                                                                                                                                                                                                  | 4 | 4000                                                                                                             |
| 24 | Sleeping at workplace                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3 | 3000                                                                                                             |
| 25 | First aid box not available / in locked condition                                                                                                                                                                                                                                                                                                                                                                                                               | 2 | 2000                                                                                                             |
| 26 | Appointment of subBusiness Associate without his Safety Bid Evaluation and/or without the permission of engineer in charge or Order manager.                                                                                                                                                                                                                                                                                                                    | 5 | 5% of order value                                                                                                |
| 27 | Bad Housekeeping with respect to <b>TPSMS/GSP/GHK/022</b> <ul style="list-style-type: none"> <li>1st Instant</li> <li>2nd instant</li> <li>3rd instant</li> <li>4th instant</li> <li>Subsequent instants</li> </ul>                                                                                                                                                                                                                                             | 2 | <ul style="list-style-type: none"> <li>1000</li> <li>2000</li> <li>5000</li> <li>10000</li> <li>10000</li> </ul> |
| 28 | Violations related to vehicles with respect to <b>TPSMS/CSP/RSP/015</b> . <ul style="list-style-type: none"> <li>Parking without wheel choke</li> <li>Parking in undesignated area</li> <li>Heavy vehicle without helper or co-driver</li> <li>Seat belt not available / not used</li> <li>Driver without license</li> <li>Heavy vehicles without reverse horn</li> <li>Using mobile phone while driving</li> <li>Lights/mirrors not working /broken</li> </ul> | 3 | 1000 per each violation                                                                                          |



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| 28 | <b>Violation in Gas cutting and Gas cylinder handling</b> <ul style="list-style-type: none"> <li>• Cylinder valve without guard</li> <li>• No flashback arrester</li> <li>• Leaky DA/Oxygen hose</li> <li>• Cylinders not kept in secured manner</li> <li>• Cylinder trolley not available</li> <li>• Cylinders are transported by manual rolling</li> </ul>                                                                                                                                                                                                                                                                                                                    | 5 | 2000 per each violation |
| 29 | <b>Violations in Lifting Operations w.r.t. to TPSMS/CSP/HEMS/005</b> <ul style="list-style-type: none"> <li>• Hook latch missing</li> <li>• Load raised or swung over people or occupied areas of building</li> <li>• Persons standing within the swing area of the crane</li> <li>• No barricading of crane working area</li> <li>• Use of damaged lifting tools and tackles</li> <li>• Lifting tools and tackles not tested / Test certificate expired</li> <li>• Crane operator without proper license</li> <li>• Angular loading</li> <li>• Lifting / shifting heavy material without guide rope</li> <li>• Using mobile phone during loading and unloading jobs</li> </ul> | 5 | 2000 per each violation |
| 30 | <b>Violation in Scaffolding work w.r.t. to TPSMS/CSP/SCAF/007</b> <ul style="list-style-type: none"> <li>• Unstable scaffolding/nonstandard Scaffolding in use</li> <li>• Handrails/mid rails/toe guards missing</li> <li>• Safety harness not anchored on fixed structure</li> <li>• Opening found in working platform</li> </ul>                                                                                                                                                                                                                                                                                                                                              | 5 | 2000 per violation      |
| 31 | <b>Violation in Excavation Work w.r.t. to TPSMS/CSP/EXS/002</b> <ul style="list-style-type: none"> <li>• Loose material falling into excavated pit</li> <li>• Water logging in excavated pits / trenches</li> <li>• Inadequate or no barricading</li> <li>• Undercut / cave in found on sides of excavated pits</li> </ul>                                                                                                                                                                                                                                                                                                                                                      | 4 | 2000 per violation      |
| 32 | Caution boards, danger signs (luminescent /red) along with emergency contact number are not found displayed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 | 3000                    |
| 34 | Spillage of hazardous material/chemicals during transportation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4 | 4000                    |

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**Penalty for Incidents / Accidents-( )**

| Consequence of incident / Accident |                                                                                                               | Incident / Accident |     |     |     | Action Required |
|------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------|-----|-----|-----|-----------------|
| Sr.No.                             | Type of Injury                                                                                                | 1st                 | 2nd | 3rd | 4th |                 |
| 1                                  | Major Injury (Bone injury or burn or hospitalization >48 hrs.) Non-fatal                                      | F                   | F   | G   | G   | Intolerable     |
| 2                                  | Major Injury (Bone injury or burn or hospitalization >48 hrs.) Non-Fatal (Two or more non-Fatal in one event) | G                   | G   | H   |     |                 |
| 3                                  | Single fatality                                                                                               | G                   | H   |     |     |                 |
| 4                                  | Multiple fatalities (Two or more fatalities in one event). Anywhere in Tata power.                            | H                   |     |     |     |                 |

| Legend | Action to be taken                                                           | Responsibility                   | Penalty (INR) | The no. of violations shall be calculated cumulative during FY and deduction will be done just after Consequence of incident / Accident(R6) |
|--------|------------------------------------------------------------------------------|----------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| F      | Memo to BA and Levy of Penalty                                               | Order Manager/Engineer in charge | 200000        |                                                                                                                                             |
| G      | Memo to BA and Levy of Penalty                                               | Order Manager/Engineer in charge | 500000        |                                                                                                                                             |
| H      | Memo to BA, Levy of Penalty, Termination of Contract and Blacklisting the BA | Order Manager/Engineer in charge | 1000000       |                                                                                                                                             |

## 5.0 Tools and Tackles

5.1 Tools & Tackles used to carry out the job shall be checked and inspected by Order Manager and safety Officer.

5.2 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

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Shackles, chain Block, wire ropes etc.).

5.3 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 through 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.

5.4 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.

## 6.0 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.

## 7.0 Critical safety Rules and Procedures:

Following is the list of Tata Power's critical Safety Rules and Procedures. Business Associate shall refer to approved Rules and Procedures for detailed requirements and ensure conformance

### 7.1 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**

### 7.2 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**

### 7.3 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**.

### 7.4 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

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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.

#### **7.5 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.

#### **7.6 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.

#### **7.7 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.

#### **7.8 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.

#### **7.9 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.

#### **7.10 Electrical Safety Procedure.**

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

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#### **7.11 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

#### **7.12 Hazard Identification & Risk Assessment (HIRA) Procedure:**

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.

#### **7.13 Management Of Change (MOC) Procedure:**

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.

#### **7.14 Pre-Start-up Safety Review (PSSR) Procedure.**

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.

#### **7.15 Road Safety procedure:**

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 Business Associate s. For complete procedure kindly refer Procedure Document No - TPSMS/CSP/RSP/015.

### **8.0 General safety Rules and Procedure:**

#### **8.1 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,

#### **8.2 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

#### **8.3 Batteries Handling & Disposal**

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

#### **8.4 Material Handling and Storage Procedure:**

The purpose of this document is to provide procedures to assist the safe handling

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of materials (manual handling and mechanical handling). For complete procedure kindly refer Procedure Document No – **TPSMS/GSP/MATL/004**.

#### **8.5 Office Safety Procedure:**

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**

#### **8.6 Earth Leakage Circuit Breaker (ELCB) Testing Procedure):**

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**.

#### **8.7 Occupational Health & Safety Legal Compliance Procedure:**

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**.

#### **8.8 Incident Reporting & Investigation Procedure:**

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**.

#### **8.9 Business Associate Safety Management Procedure.**

The purpose of this document is to engage with Business Associate s 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**.

#### **8.10 Tree Trimming Procedure:**

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**

#### **8.11 Safe Lone Working Procedure:**

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**.

#### **8.12 Good Housekeeping(5S) Procedure:**

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**.

#### **8.13 Personal Protective Equipment:**



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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**.

#### 8.14 Process Safety Management Procedure:

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](http://www.tatapower.com)) for your reference.

#### 9.0 Pre-Employment and Periodic Medical check-up:

Business Associate 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 Business Associate shall be able to produce the certificate prior to the employment. The Business Associate 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.

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## 10.0 Other Conditions:

10.1 The manpower/vehicles/Tools & Tackles/Equipment provided shall be as per mutually

| 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       |

agreed SLA.

10.2 No Supervision No work policy should strictly be followed.

10.3 Test Before Touch must be ensured every time a job is being carried out in electrical network.

10.4 HIRA /JSA as per the job scope must be prepared in detail and submitted along with Site Safety Plan by the successful bidder.

10.5 Personal protective equipment (PPE) must always be checked before use to ensure that they are in good condition and clean. Replace them if necessary.

10.6 All relevant PPE shall be provided by the vendor while working at the site.

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

10.8 Site Safety Plan shall be prepared by successful bidder along with order manager. 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.

10.9 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.

## 11.0 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 of attorney dated -----/Board resolution dated----/letter of authority dated----, hereinafter referred to as **Business Associate [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 :



|                                                  |                                                                                   |                                                           |
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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 (Business Associate) as well as my sub-Business Associate and its employees, representatives etc.
2. That I (the Business Associate ) 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 Business Associate shall be fully responsible for ensuring occupational health and safety of its employees, representatives, agents as well as of its subBusiness Associate '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 Business Associate 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 Business Associate 's payments.
5. That the Business Associate 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 Business Associate 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 Business Associate 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.
8. That the Business Associate and its sub Business Associate s 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.

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9. That in case the Business Associate and/or any of its Sub Business Associate fail to ensure the compliance as required in terms of this undertaking the Business Associate 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 Business Associate /Sub Business Associate in complying with the same. Business Associate 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 Business Associate .

DEPONENT

VERIFICATION

Verified at .....on this \_Day of \_\_\_\_\_ 20\_\_ that the contents of the above affidavit are true and correct and nothing material has been concealed therefrom.

## **12.0 General Safety Conditions for various contracts Specific to Odisha Discom**

### **12.1 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 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.

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- 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.



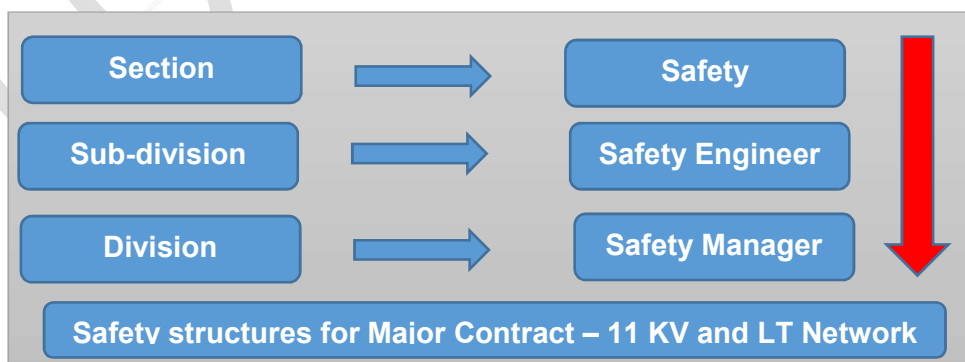
## 12.2 Safety Conditions for maintenance of 11 KV and LT Network.

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.

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- 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 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.
- 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.



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### 12.3 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.
- The BA shall participate in Safety promotional activities like celebration of Lineman day on 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.



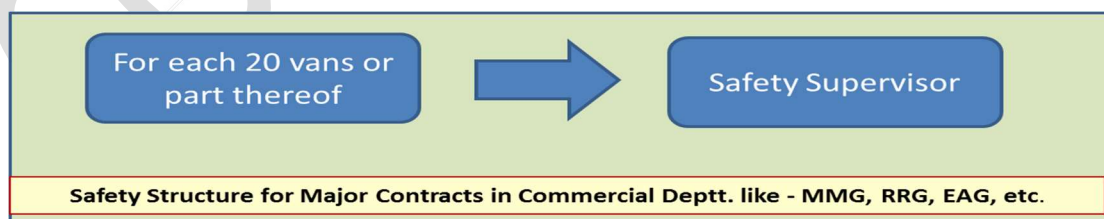


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| Document No.<br>TPSMS/GSR/STC/009 REV 06 |                                                                                   | Date of Issue: 01/03/2024                                 |

#### **12.4 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 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.
- 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 a Safety Supervisor for managing safety at worksite.
- The BA for the RRG work shall depute one Safety supervisor.

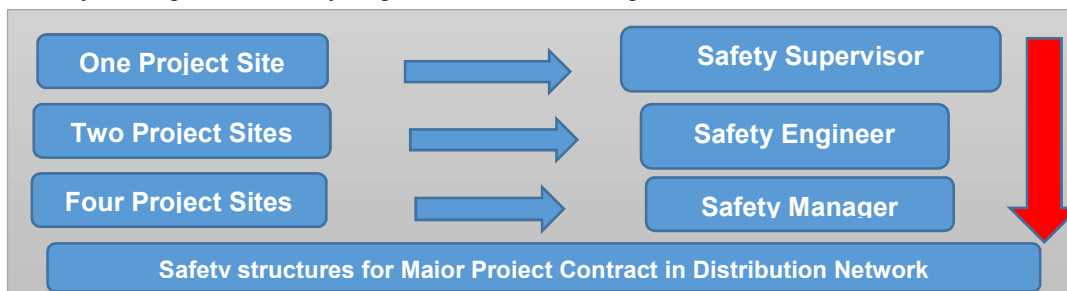


#### **12.5 Safety Conditions for Major Projects in Distribution Network**

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

|                                                  |                                                                                   |                                                           |
|--------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------|
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- 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 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.
- 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 4<sup>th</sup> March, National Fire Service Day on 14<sup>th</sup> 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.



|                                          |                                                                                   |                                                   |
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CONFIDENTIAL



## CORPORATE ENVIRONMENT POLICY

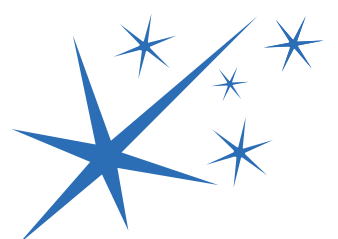
**Tata Power is committed to a clean, safe and healthy environment, and we shall operate our facilities in an environmentally sensitive and responsible manner. Our commitment to environmental protection and stewardship will be achieved by:**

- 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: 15<sup>th</sup> June, 2018



## 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.

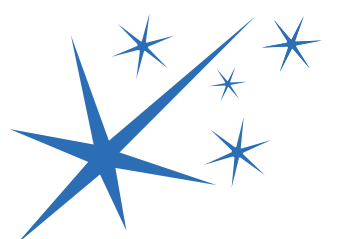


(Praveer Sinha)  
CEO & Managing Director

Date: 15<sup>th</sup> June, 2018

**TATA POWER**

Lighting up Lives!



## 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

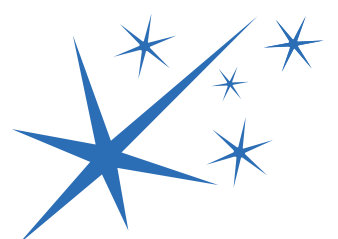
- We will uphold the values of honesty, partnership and fairness in our relationship with stakeholders
- We shall provide and maintain a clean, healthy and safe working environment for employees, customers, partners and the community
- We will strive to consistently enhance our value proposition to the 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: 15<sup>th</sup> June, 2018



# **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 |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|
| <b>Organization</b>                                                                                              |                                                                                                                                                                                                  |                |         |
| 1                                                                                                                | Does your Company have Sustainability Policy at Organization Level?<br>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                                                                                                                         |                |         |
| <b>Governance</b>                                                                                                |                                                                                                                                                                                                  |                |         |
| 1                                                                                                                | Is diversity taken into consideration when appointing board members/ senior management?<br>Do you have an independent director/s?                                                                |                |         |
| 2                                                                                                                | Has your company taken initiatives to ensure ethical practices at workplace?<br>Please share the details, Policies etc.                                                                          |                |         |
| 3                                                                                                                | Does your company have a formal process to address data security or privacy issues?<br>Please share the details, Policies etc.                                                                   |                |         |
| 4                                                                                                                | Does your company have grievance mechanism for stakeholder issues and track resolution?                                                                                                          |                |         |
| <b>Environment/ Planet</b>                                                                                       |                                                                                                                                                                                                  |                |         |
| 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?                           |                |         |
| <b>Green Technology/ Innovation</b>                                                                              |                                                                                                                                                                                                  |                |         |
| 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.)?                         |                |         |
| <b>Social/ People</b>                                                                                            |                                                                                                                                                                                                  |                |         |
| 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                                                                                                        |                |         |
| <b>Certifications: Does your company have following certifications (valid till date-please mention validity)</b> |                                                                                                                                                                                                  |                |         |
| 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

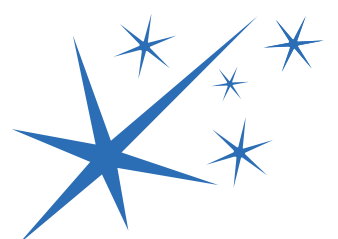
- We will uphold the values of honesty, partnership and fairness in our relationship with stakeholders
- We shall provide and maintain a clean, healthy and safe working environment for employees, customers, partners and the community
- We will strive to consistently enhance our value proposition to the 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

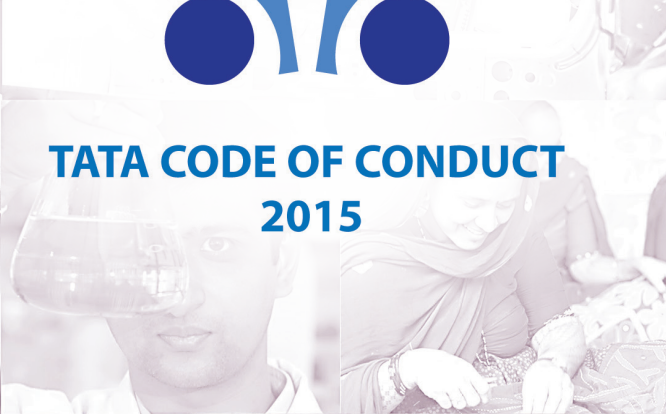
The management will commit all the necessary resources required to meet the goals of Corporate Sustainability.



(Praveer Sinha)  
CEO & Managing Director

Date: 15<sup>th</sup> June, 2018





**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**

21<sup>st</sup> 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:



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 29<sup>th</sup> 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](mailto: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.)*





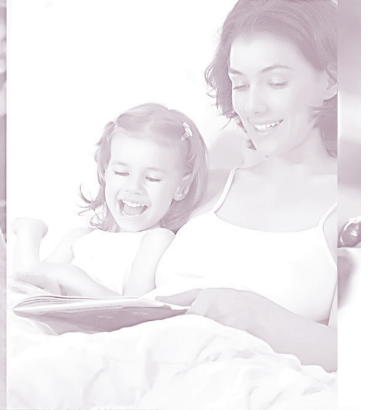


## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

[illegible]





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](mailto:ethicsoffice@tata.com)