

# **KARNATAKA POWER TRANSMISSION CORPORATION LIMITED**

No: SEE/W&M/W/ /

Date :

Office of the  
Superintending Engineer Elecl.,  
Works & Maintenance/Maintenance  
Circle, \_\_\_\_\_,  
\_\_\_\_\_.

## **TENDER NOTIFICATION (E-PROCUREMENT MODE ONLY)**

Tender for providing shift helpers for carrying out shift duties of 110KV or 66KV Sub-station located at \_\_\_\_\_ owned by KPTCL in the jurisdiction of Transmission Zone \_\_\_\_\_ in the state of Karnataka is invited from reputed Electrical Contractors possessing class-1 or Super Grade Electrical Contractor License.

1. **Bid Enquiry No.** KPTCL/SEE/ \_\_\_\_\_

2. **Scope :-** Providing shift helpers for arranging shift duties of 110KV or 66KV Sub-station located at \_\_\_\_\_ in the jurisdiction of Transmission Zone \_\_\_\_\_ in the state of Karnataka for a period of one year.

Number of persons to be engaged, academic qualifications and monthly rate of minimum wages payable to each shift staff engaged by the contractors in carrying out Shift duties of KPTCL Station is detailed below:

<b>Sl No</b>	<b>Shift Staff</b>	<b>No. of persons</b>	<b>Minimum Qualifications</b>	<b>Monthly wages payable per person in Rs.</b>
1	Shift Helpers	4 (Four)	ITI/ITC/JOC (passed after SSLC) or Wireman Certificate issued by Chief Electrical Inspector, GOK	8,000

3. **Contractual Period :-** Initially the Period of Contract is for one year and may be extended for a further period of up to one year, if the performance is satisfactory, but entirely at the discretion of the concerned Zonal Chief Engineer Electy., KPTCL.

4. **EMD (Refundable) :-** Bids shall be accompanied by bid security (EMD) amount of Rs.5,700/- and shall be paid through e-payment mode of e-procurement portal. Any other form of payment will not be accepted.

**Tender Processing Fee:-** Amount as mentioned in e-procurement portal through e-payment mode of e-procurement portal. Any other form of payment will not be accepted.

5. **Schedule of Events :**

Commencement of Registration and issue of Electronic Bid Sheets	___/___/20__ at 10:00hrs
Last date & time for seeking clarifications	___/___/20__ at 17:00hrs
Last date & time for receipt of bids through Electronic Mode only	___/___/20__ at 15:30hrs
Date & time of opening price bid sheet	___/___/20__ at 15:30hrs

The prospective bidders can download blank tender documents from e-procurement portal free of cost either by logging on to [www.kptcl.com](http://www.kptcl.com) **with hyperlink ‘e-Procurement’** or to <https://eproc.karnataka.gov.in>. However, for participation in the bidding process, they need to pay the tender processing fee as prescribed by the e-procurement portal. Bids not accompanied with the requisite tender processing fee and bid security are liable for rejection.

The bidders shall submit all the documentary evidences/supports in respect of qualifying requirements and other requirements through electronic mode only. Failure to furnish the documentary evidences/supports electronically would result in outright rejection of their offers.

The prospective bidders are advised to register in <https://eproc.karnataka.gov.in> by clicking on hyper link “Sign up”.

The bidder is required to ensure browser compatibility of the computer well in advance to the last date and time for receipt of tenders. The department shall not be responsible for non-accessibility of e-Procurement portal due to internet connectivity issues and technical glitches.

Any clarifications, if necessary, can be had from the office of the undersigned, during office hours on all working days prior to the date of opening of Tender.

Superintending Engineer Elecl.,  
W&M/M Circle, KPTCL

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## **INSTRUCTIONS TO BIDDERS**

1. **a.** The tenderer should possess a valid class-1 or Super Grade Electrical Contractor License issued by the Government of Karnataka. In case the bidder is an individual, he should possess a minimum qualification of Diploma in Electrical Engineering recognized by the Government of Karnataka and in case of firms, the proprietor should possess a minimum qualification of Diploma in Electrical Engineering recognized by the Government of Karnataka or a person with a minimum qualification of Diploma in Electrical Engineering recognized by the Government of Karnataka should be in his employment apart from the staff in shift duties.
- b. Other things being equal, Bidders with the following shall get preference:**
  - I. Engaged in construction of KPTCL Station as a Turn Key contractor and should have completed at least one Station successfully.**
  - II. Engaged in construction of KPTCL Station as a Labour Contract and should have completed at least one station successfully.**
  - III. Should have a minimum experience of one year in Shift duties of KPTCL station as a contractor.**
  - IV. Should have a minimum experience of three years in Shift duties of 33/11kV stations of ESCOMs as a contractor.**

In case, bidders in Category I, II, III & IV mentioned above quote the same rate and the existing contractor who is maintaining the particular station also quotes at the same rate as that of Category I, II, III & IV, then the station shift duties shall be awarded to the existing contractor and in case the existing contractor does not take up the award then selection shall be done by drawing lots without giving any priority among Category I, II, III & IV.

2. The prospective bidders can download blank tender documents from e-procurement portal free of cost either by logging on to [www.kptcl.com](http://www.kptcl.com) with hyperlink 'e-Procurement' or to <https://eproc.karnataka.gov.in>. However, for participation in the bidding process, they need to pay the tender processing fee and the bid security as prescribed by the e-procurement portal.

3. The bidders shall submit all the documentary evidences/supports in respect of qualifying requirements and other requirements through electronic mode only within the stipulated time. Failure to furnish the documentary evidences / credentials / supports electronically would result in outright rejection of their offers.
4. The Tender form of qualified agencies will be opened on\_\_\_\_\_ as stipulated in the tender notification document. The tender form will be opened at the office of the undersigned in presence of the bidders who choose to be present.
5. Contractors are requested to submit the list of Stations specified in 1(b) above and furnish a declaration in this regard. The number of Stations' shift duties already awarded by KPTCL/ESCOMS at the time of submitting Tenders should also be furnished. Any false declaration furnished by the Contractor/firm found at a later date, will result in termination of contract apart from recommendation to the Inspectorate Authorities for cancellation of the license. The awarded contractor shall carryout the assigned duties and in case of failure to do so, will result in termination of contract apart from recommendation to the Inspectorate Authorities for cancellation of the license. The intending Contractors are required to note that they should abide by the detailed instructions and conditions of the Tender Documents. The tenderer should produce a certificate to the effect that the tenderer possesses the list of Tools and equipments indicated in Departmental Manual No.KPTCL-2/SD/April 2001.
6. Any clarifications, if necessary, can be had from the office of the undersigned, during office hours on all working days prior to the date of opening of Tender.
7. The successful Tenderers are not eligible to be awarded more than four stations (either 220KV or 110KV or 66KV or any combination) in KPTCL at a time.

Superintending Engineer Elecl., (Elec.),  
W&M/M.....Circle, KPTCL

Copy for information with request to notify the same in their office notice Board for vide Publicity to:

- 1) The CEE (Transmission), KPTCL, .....Zone.
- 2) The Superintending Engineer (Elec.), O & M .....
- 3) Executive Engineer (Elec.), TL&SS Division, KPTCL .....
- 4) Executive Engineer (Elec.),O& M Division \_\_\_\_\_/ \_\_\_\_\_  
/ \_\_\_\_\_/ \_\_\_\_\_.
- 5) Executive Engineer (Elec.), Major Works Division, \_\_\_\_\_/  
\_\_\_\_\_ / \_\_\_\_\_.
- 6) Executive Engineer (Elec.), R.T./ \_\_\_\_\_/ \_\_\_\_\_  
/ \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_.
- 7) Copy to Executive Engineer (Elec.), (O)/DCA, W&M/M circle/  
AEE concerned /  
MF

## NOTES TO TENDER NOTIFICATION

1. Tenders shall be uploaded in the stipulated form. The name of the tenderer should be distinctly noted and signed. If, it is in the name of the firm, it should be signed by the authorised representative of the firm who shall also sign and write his name.
2. **The Contractor shall quote individually the rates for each Station** in figures and in words in the Tender – Annexure – 3 (enclosed) and the same shall be valid for 180 days from the date of opening of the tender. On the request of the bidder, KPTCL may extend the validity of the bid. The rates quoted should include provision for payment of incidental expenditures or any other expenditure that may be incurred by the Contractor as per any rule or statutory regulation of State or Central government.
3. Conditional Tenders will not be accepted and will be rejected summarily. Each Tender shall be accompanied by bid security (EMD) amount of **Rs.5,700/-** and shall be paid through e-payment mode of e-procurement portal. Any other form of payment will not be accepted. Unsuccessful Tenderer's EMD will be refunded & returned after finalisation of the tender. The Successful Tenderer's EMD will be discharged upon furnishing the Performance guarantee of **Rs.56,900/-** through DD or Bank Guarantee of **Rs.56,900/-**.
4. The successful Tenderer shall deposit **Rs.56,900/-** (Rupees Fifty-six thousand and nine hundred only) in Cash / Demand Draft as Performance guarantee or furnish a Bank Guarantee of **Rs.56,900/-** as performance guarantee to ensure due performance of the Contract within 15 days from the date of letter of award. The performance bank guarantee will be discharged without any interest after 30 days from the date of expiry of the contractual period. The performance bank guarantee shall be valid for a period 30 days more than from the date of expiry of the contractual period. No interest shall be payable by KPTCL on the EMD and Performance guarantee under any circumstances.

The bidder shall sign and return the LOI within 7 days of its date to signify acceptance of the contract. All the stipulations in the LOI shall be fulfilled within the stipulated period failing which KPTCL reserves the right to cancel the offer and forfeit the EMD deposited by the bidder.

The Contractor/Tenderer shall prepare a detailed Shift and operation schedule and finalise the same with the prior approval of the Executive Engineer Elec., TL&SS Division, ..... (Incorporate office address) as per the requirement.

5. The successful Contractor shall bind himself to abide by the rules and conditions in force and shall execute a necessary agreement **in a Non Judicial Stamp Paper of Rs.200/-** value as per Format No. 3 (enclosed) within 15 days from the date of LOI, failing which KPTCL reserves the right to cancel the offer and to forfeit the Earnest Money Deposit. Further the station shift duties may be entrusted to the next lowest Tenderer, at the L-1 rate at the discretion of KPTCL. The final acceptance of any tender will rest with the **Superintending Engineer (Elec.), W&M / M Circle.** \_\_\_\_\_  
\_\_\_\_\_ (Incorporate office address).

6. All corrections & overwriting should be duly attested by the Tenderer while submitting Tender.

7. Other conditions of the Contract are as per KPTCL Norms.

**8. The bid of the Contractor shall be accompanied with the following:**

- a. Name of the firm/Contractor.
- b. Licence No. and Validity of the Licence. (Xerox copy duly attested should be enclosed)
- c. Details of EPF / ESI Code number assigned by the concerned authorities along with the relevant documents.
- d. The tenderer should furnish the details of previous experience of this nature of station shift duties done if any, duly supported by



copies of documents, and performance certificates issued by the concerned **Executive Engineers (Elec.), TL&SS of KPTCL.**

- e. Consent letters of the proposed shift staff and their medical certificate from Govt. Doctor on their general health and suitability for shift duties before taking up the duties in the station.
  - f. Any other licenses / permits required under the State / Central Act applicable to the contractor.
9. The wages to the workers engaged by the Contractor for shift duty shall be notified from time to time.
10. The Contract is liable for termination by KPTCL by giving one-month notice in the event of breach of contract or non-performance or improper performance of the duties to the satisfaction of KPTCL Engineer in charge.
11. The successful Tenderer/Contractor shall carry out the Shift Duties in the manner applicable in the Corporations' Schedule of duties (the list of duties to be carried out is broadly indicated in Annexure '2').  
For any damage caused to the station equipment on account of negligence and willful act, the Contractor/ firm shall be directly responsible to compensate the Corporation for such damages/losses.
12. The Contractor shall have Insurance Coverage to his workers to meet any liability arising under Workmen Compensation Act or under any decree etc., against all risks including against electrical & mechanical accidents while performing shift duties and operations. The Contractor or his staff are not eligible for any compensation from KPTCL in this regard. It shall be the sole liability of the Contractor only.
13. The Contractor shall ensure that all the personnel engaged by him are adequately trained in the use of Fire Fighting Equipments maintained in the Station and the contractor shall provide the fire-fighting certificates from the recognized agency before taking the work.

14. The Contractor shall maintain all the Fire Fighting Equipments of the Station properly. Consumable items in this respect shall be provided by KPTCL. The contractor shall produce the fire-fighting certificates from the recognized agency before taking the work.
15. The Contractor shall properly maintain all the necessary FIRST AID KITS in the Station and should ensure that all the personnel engaged by him are adequately trained in administering First-aid services in case of emergencies.
16. The Contractor shall provide all the personnel engaged with color Photo Identification Card duly signed by the concerned Executive Engineer and the Agency within two weeks from the date of the award of the Contract and ensure that the shift staff should always wear the Photo-Id on duty. The Agency shall display the Shift chart indicating the names of staff on shift along with their color photos in the notice board of the Sub-Station. In case of any change of personnel, the same should be intimated to the concerned Superintending Engineer Elecl., W&M/M Circle within three days of such occurrence.
17. The Contractor shall ensure that all the personnel engaged by him should be capable of handling and rectifying normal trouble shooting QUICKLY and EFFICIENTLY so as to keep the duration of interruption at the barest minimum levels.
18. The Contractor shall ensure that all the personnel engaged by him have sound knowledge regarding 'PERMIT TO WORK SYSTEM' and 'ACCIDENT REPORT' procedures as per the prescribed proforma. The Contractor should issue and receive work permits observing all safety measures and intimate the same to immediate supervisory officer in KPTCL.
19. For the acts of negligence/mal-operation /deliberate acts of misconduct by the personnel engaged by the Contractor, the Contractor is liable to pay penalty. The Contractor can offer his explanation for consideration

by Review Committee of Executive Engineer (Elec.), TL&SS/  
Superintending Engineer (Elec.). W&M/M Circle.

The Contractor may further appeal to the concerned Chief Engineer Electy., (Transmission) for final decision on payment of penalty levied by Review Committee. The decision of Chief Engineer Electy (Transmission) in this regard shall be final and binding.

20.The Contractor shall ensure meticulous observance of the HEALTHINESS of Station auxiliary, AC & DC system of the Station.

21.The Contractor shall 'STRICTLY ADHERE' to the schedules prescribed by KPTCL in carrying out routine SHIFT, OPERATIONS as well as HOUSE KEEPING DUTIES and shall be punctual in recording equipment wise works carried out in the assigned register / log books etc, which shall be available for inspection by KPTCL Authorities.

22.The Contractor shall maintain 'OBSERVATION' and 'INSTRUCTION' Registers for effective communication between his Shift Staff.

23.The Contractor shall diligently record all the details of Station Operations in the logbook, kept for the purpose in the Station.

24.Period of Contract:

Period of Contract is for one year and may be extended for second year or part thereof, if the performance is satisfactory, but entirely at the discretion of the concerned Zonal Chief Engineer Electy., KPTCL. If Contract is not extended prior to the completion of contractual period, the contract ceases automatically forthwith without any further notice.

25. The Contractor shall ensure that each batch of the personnel shall do one shift per day of eight hours each. If, it is noticed that a member of the batch or the batch as a whole does more than one shift per day, the Tender awarded to the Contractor is liable to be terminated.

26.The Contractor shall ensure that specified numbers of staff are maintained throughout the Contract period. In case of less number of

staff found working, proportional wages shall be cut in the bill and the contract shall be liable for termination.

27.No break in the shift duty is allowed. The shift staff should continue the shift duties till his reliever assumes charge.

28. Contractor shall alone be responsible for paying monthly wages to his employees before 5<sup>th</sup> of each month. The contractor shall pay the monthly wages to the employees engaged by him only through cheques by depositing the necessary amount to their Bank accounts opened in each employees name and produce the copies of cheques through which payments were arranged together with his bills claiming the tender amount for the subsequent month regularly.

29.The Contractor shall have qualified and experienced personnel at their disposal, and the name, qualification, experience of persons to be engaged should be noted in the Blank Form. The staff engaged by the contractor to a particular Sub-Station should not work in any other Sub-station. If it is found otherwise, such staff will be barred from working in any of the Sub-station in KPTCL and the Contract would be liable for termination.

**30.The Contractor shall submit the list of candidates at the time of bidding along with relevant documents like Xerox copy of final year marks card / degree certificate / diploma certificate / ITI / ITC / JOC / SSLC or 10<sup>th</sup> standard marks card / experience certificate if any while applying to the tender. Contractor should at least furnish a list of 150% of the number of required personnel so that the tender approving authority will select the candidate from the list furnished. The Contractor can also furnish details of fresh graduates / diploma holders possessing the relevant degree / diploma certificates at the time of tender.**

31.The Contractor whose work is not satisfactory and in whose tenure electrical accidents (attributable to the contractor) have taken place will not be considered for future tenders.

32. The minimum rate of the tender should be worked out by the Contractor/Tenderer considering the following:
- a) Wages to be paid to the Shift Helpers with other Statutory Payments required under Law such as, contributions towards EPF, ESI, Statutory charges and any other charges, etc.
  - b) House keeping charges and any other charges.

The amount payable per month to the contractor for the services rendered shall be minimum of **Rs.47,400/-** for 110KV or 66KV Stations, which shall include all expenses including wages, ESI, EPF, taxes, statutory charges, etc and any other charges. Any tenderer quoting less than this will not be considered.

33. The Contractor shall provide all the personnel engaged by him with Uniform and shoes to be worn while on duty.

34. No Contractor shall be eligible to be awarded to handle more than four Stations in KPTCL at a time ( either 220KV or 110KV or 66KV or any combination).

35. In case bidders in Category I, II, III & IV mentioned in 1(b) of 'Instructions to Bidders' quote the same rate and the existing contractor who is maintaining the particular station also quotes at the same rate as that of Category I, II, III & IV, then the work shall be awarded to the existing contractor. If the existing contractor does not take up the award, then selection shall be done by drawing lots without giving any priority among Category I, II, III & IV. If the first short listed bidder chosen by lot does not agree to take up the work, then

- a. The subsequent short listed bidders chosen by lot shall be offered to take up the work and so on till the last short listed bidder.
- b. Action shall be initiated on bidders who do not accept the award to forfeit the EMD and / or to black list them from participating in any type of tenders called by KPTCL for a maximum period of five years after issuing a show cause notice and considering their reply if any.
- c. To offer L2 bidders to take up the work at L1 rate or at negotiated rate.

36. (a) **The successful contractor shall provide the list of candidates (finalized by the tendering authority) who will be in shift for particular station, certified Xerox copy of Adar or Voter ID card along with the agreement. They should also furnish back to back agreement signed by candidate with the contractor indicating the amount of salary that is going to be deposited and details of EPF and ESI which will be deposited in their account.**
- (b) **The contractor shall provide candidates bank account nos, EPF and ESI account numbers in back to back agreements.**
- (c) **The contractor shall provide guarantee that the person provided will serve for at least one year.**

Superintending Engineer Elecl.,  
W&M/M.....Circle

**ANNEXURE No. 1**

**KARNATAKA POWER TRANSMISSION CORPORATION LIMITED**

Statement showing the academic qualification and monthly rate of minimum wages payable to shift staff engaged by Private Agency / Contractor.

<b>Sl No</b>	<b>Shift Staff</b>	<b>No. of persons</b>	<b>Minimum Qualifications</b>	<b>Monthly wages payable per person in Rs.</b>
1	Shift Helpers	4 (Four)	ITI/ITC/JOC (passed after SSLC) or Wireman Certificate issued by Chief Electrical Inspector, GOK	8,000

## ANNEXURE No. 2

### **Nature of Shift duties and operations of Stations to be carried out by Contract Agency under the Supervision of KPTCL Engineer.**

#### **General Station operations.**

1. Cleaning of Control Room, Battery & Battery Room, Control Panels, , panel indicating lamps, switchyard lighting and any other works assigned by the KPTCL Engineer.
2. Cleaning of equipments like Transformers, Breakers, Switchgears, CT's, PT's, G.O.S's Battery terminals, charger etc.,
3. Recording of parameters of lines, bus, transformers and station equipments, battery readings such as Voltage, current and specified gravity etc in the log books of KPTCL.
4. Carrying out replacement of Jumps, Tightening of Jumps and loose connection, Drawing out and pushing of breakers, switching on and off the Circuit breakers, changing of breaker oil, topping up of transformer oil, meggering of equipments, renewal of fuses, earthing while issuing L/C & removing the same while charging, operating the GOS as and when required etc., under the supervision of KPTCL Engineers.  
Reconditioning of Silica gel, Watering of Earth Pits, Checking of Earthing Connections, yard cleaning, assisting the KPTCL Staff in carrying out Regular and Routine work and any other duties assigned by KPTCL Engineer.
5. House keeping – sweeping of control room, battery room, Auxiliary room, office room of station in charge, removing of cobwebs, cleaning and maintenance of water supply and sanitary system.
6. The Shift staff should attend only one shift per day and if it is noticed that shift staff are attending more than one shift per day, the Contract shall be liable to be terminated.
7. The Contractor should provide three different batches of shift helpers attending the day-to-day works.



## Duties and Responsibility of Contractor

1. Shift duties round the clock on all Seven days in a week as per normal conditions of the Corporation, and in a Shift one Shift Helper should always be present.
2. **Orientation program for the staff deployed by the Contractor will be conducted by the respective Executive Engineer EI TL&SS Division. The Contractor shall ensure that his staff attends all such programs as and when conducted by KPTCL.**
3. Whenever any breaker trips due to line fault with relay indications, the relay indication shall be noted, reset & then the shift Staff of the Contractor should test charge the breaker once after a couple of minutes. If it again trips, the Assistant Executive Engineer (Elec.), KPTCL or any other authorized officers including the concerned O&M staff should be intimated and await for further instructions.
4. For issuing line clear and NFBC, the shift staff of the Contractor shall open the breaker at both ends, GOS and earth the line and display LC Boards on breakers and GOS under the supervision of KPTCL Engineers.
5. Shift staff of the Contractor should record Hourly readings for 24 hours correctly, including Power Transformer winding temperature, oil temperature and pressure of SF-6 breakers.
6. Shift staff of the Contractor should provide all the statistics required to the higher office.
7. Shift staff of the Contractor should assist the KPTCL staff in attending minor troubles in the breakers, maintenance of batteries, earthings, lubrication of equipment etc., including periodical maintenance.
8. KPTCL shall intimate the Shift Schedule, which should be strictly adhered to by the Contractor.

9. The Shift staff of the Contractor should strictly perform the duties pertaining to operating of the equipments like opening and closing of breakers/GOS for load shedding viz., fixing of load shedding Boards on the breakers and GOS.
10. The Shift staff of the Contractor should assist the KPTCL staff, in any work connected to the Station whenever asked to do so.
11. Any other work entrusted in the Station either in restoration of supply or in maintaining continuity of supply should be carried out.
12. Contractor should maintain all the required records, daily log books, Attendance Register and monthly Payment Register of the Shift Staff at the Station and produce the same for verification by any Inspecting Officers of KPTCL.
13. Contractor should instruct his shift staff to maintain telephone call register and to submit the copy along with telephone bill.
14. Contractor should instruct his staff to very strictly adhere to the Security measures of the station and should maintain inventory register of materials in the station yard.
15. Contractor should instruct his staff strictly not to allow unauthorized persons to enter the station premises/yard.
16. Contractor should ensure that no illegal activities are carried out in the station premises / station yard.
17. The contractor should instruct his staff not to meddle with the relay setting of the breakers set up by RT Staff, tap setting of the Power Transformers unless otherwise directed by the Asst. Exe. Engineer El./Asst. Engineer El., (Maintenance) or the Nodal officer concerned, to avoid mal operation of the relay and tap changers.

18. At the time of submitting the monthly bill, the Contractor should submit copies of the cheques, regarding payments made to his employees for the previous month, together with the copies of challans with code Nos. for having remitted EPF, ESI and all other statutory payments / contributions to the concerned authorities on behalf of the staff deployed by him, and also the copies of bank statement for having credited the monthly wages to the individuals Bank account of the workers engaged by him.
19. In case of exigencies, Contractor must provide suitable staff for replacement of SV lamp accessories, potheads, CT's, PT's LA's GOS and GOS contacts, HT Jumps, cables etc.,
20. The contractor shall prohibit parking of vehicles in outdoor yard of the station.
21. The Contractor should ensure that his staff possess sensitive HEARING as well as VISION Capacities in order to grasp any variation in the sound and arcing in the Switchyard. Suitable medical certificates shall be enclosed in this regard. If any abnormality is sensed, they should IMMEDIATELY bring the same to the notice of the station in charge.
22. The Contractor should ensure that his staff are Polite and possess EXEMPLARY & PLEASING mannerisms while dealing with KPTCL officers as well as General Public – either through phone or in person.

**Superintending Engineer Elecl., (Elec.),  
W&M/M.....Circle**

**ANNEXURE No. – 3**

**KARNATAKA POWER TRANSMISSION CORPORATION LIMITED**

**TENDER FORM**

**NO. SEE/W&M/M/**

M/s. \_\_\_\_\_ ,  
\_\_\_\_\_  
\_\_\_\_\_.

Dear Sir,

Please quote your lowest rate for providing shift helpers for carrying out shift duties of 110KV or 66KV Sub-Station located at \_\_\_\_\_ of this Circle and return the form duly filled in and signed within due date and time.

Detailed conditions and Guidelines are enclosed with this form.

**Superintending Engineer. (Elec.),  
W&M/M .....Circle.**

**Tender enquiry No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sl No.	Particulars of work	Unit	Rate per month	Amount in Rs.
1	Shift Helpers	4 Persons		
2	House keeping charges	L/s		
3	Servicr Charges	L/s		
4	Other Charges			
	<b>TOTAL</b>			

Note: Strike out whichever is not applicable.

EPF, ESI, Taxes, Statutory charges, etc., if any are to be specified.

Total quoted should include charges towards House keeping also.

Total quoted Amount is Rs...../- in Words.....

.....

I hereby declare that I have thoroughly gone through each and every clause of the tender documents and that I have taken into account all the statutory payments to be made at their stipulated percentage and have incorporated the same along with the miscellaneous charges at Sl No.4 (other charges) of the above table. I further agree to abide by all the terms and conditions of Tender document.

**Signature of the Tenderer  
With Contractor's / Firm's Seal**

### **FORMAT 3 :**

#### **AGREEMENT**

This Agreement made this ..... Day of ..... between Karnataka Power Transmission Corporation Limited, a Company incorporated under the Provisions of Companies Act which is having its Registered Office at Kaveri Bhavan, Kempegowda Road, Bangalore, hereinafter called “KPTCL” and M/s ..... a firm of Electrical Engineers, having their office at ..... here in after called “THE CONTRACTOR”.

Whereas the KPTCL has established a 110KV or 66KV Station ..... for the purpose of improving the system and provide better voltage conditions in the area and the Station has been commissioned, the Station has to be continuously manned by qualified Personnel for properly maintaining it.

Whereas the KPTCL is desirous of entrusting the shift duties and carrying out operations of Station round the clock to qualified Contractors who possess valid Class-1 and above Electrical Contractor License issued by Government of Karnataka, and who possess qualifications such as, a Degree / Diploma in Electrical Engineering from a recognized University / Institution of the State ;

Whereas the ‘Contractor’ has offered to the KPTCL through his letter dated ..... offering the services for carrying-out Shift Duty of the above Station, round the clock, all the Seven Days in a week of the contract period and attend to the duties on the terms and conditions specified in the Tender Notification No. ....dated ..... & notes to tender notification, duties and responsibilities of the contractor and all the Annexures to the said tender notification.

Now, therefore, this agreement witnesseth as follows :-

1. The Contractor hereby agrees to execute, fulfill and discharge the duties, obligations and responsibilities hereinafter provided, in the manner agreed, to the entire satisfaction of the KPTCL.

2. The Contractor agrees to carryout shift duties and efficiently operate station round the clock on all days in the week during the contract period and attend to the station shift duties by engaging qualified helpers in accordance with the directions and specific Instructions given in this behalf from time to time and as per standard norms and practices of Electrical Engineering.
3. The Contractor agrees for payment of Rs.....(Rupees ..... ) per month only by KPTCL which is inclusive of all remuneration, taxes, statutory charges, etc., and any other charges for the services rendered by the Contractor. On no account, any further amount shall be payable to the Contractor.
4. The Contractor agrees for the Period of Contract as for ‘one year’. If the performance is satisfactory, KPTCL at its discretion may extend the contract for one more year or part thereof. If Contract is not extended to the completion of initial one year, the contract shall stand terminated automatically without any further notice after the expiry of the contract period.
5. The Contractor agrees not to sub-lease this work to any other person/ agency and if, it is found that this work has been sublet, then the work award shall stand cancelled automatically at the cost of Contractor and Contractor is not entitled to any damage/compensation on account of such termination.
6. The Contractor agrees to maintain proper records and books and daily log, etc., of the Station as prescribed from time to time.
7. The Contractor agrees to co-ordinate the said work with that of KPTCL Officers and Engineers as per directions given.
8. The KPTCL will have a privacy of contract only with the “Contractor”, it will have nothing to do with the workers engaged by the contractor and their conditions of employment etc.,

9. The Contractor agrees for due observation and implementation of Statutory Conditions or requirements under Labour Laws applicable and persons engaged at cost.
10. The Contractor agrees to maintain the records for having remitted the EPF and ESI contributions in respect of workers engaged and produce the copies of challans towards payments made duly furnishing the Code numbers assigned by the concerned authority to KPTCL while claiming the Tender amount every month.
11. The Contractor or the Contractor's workers are permitted to work at the premises/Stations belonging to the KPTCL and they shall have no right or lien upon the premises. The Contractor with all personnel engaged for this purpose agrees to vacate the Station on termination of the contract.
12. The Contractor agrees to possess & maintain the following T & P materials:  
A good rechargeable torch with cells (visibility 50 feet), Spanner set Ring / DE, Screw Spanner– 1 No. Screw Drivers of sizes one set, Rain Coat – 3 sets, Cutting Plier – 2 Nos, 2 pairs of rubber hand gloves tested to 15kV, hand hammer, mortar pan, munties, multimeter, crowbar 4' length, Test lamp / Hand lamp.
13. The Contractor shall provide consumable items like Dettol, torch cells, PVC insulation tape, cotton waste, cheese cloth, petroleum jelly, phenol, First aid kit, broom sticks, fuse wires, HRC fuses on LT side at Contractor's cost throughout the contract period.
14. The Contractor agrees to deploy the following staff for carrying out Shift Duties.
  - (a) Shift Helpers - 4 Nos.  
apart from house keeping staff.
15. The Contractor agrees to abide by the terms & conditions of the Notes to Tender Notification and to carryout the duties / operations as mentioned in Annexure – 2 of the tender.

16. The Contractor agrees to take Insurance cover to the Workers/ Employees engaged, insured against risks of electrical & mechanical accidents while performing operations and a copy of such insurance certificate shall be produced. The Contractor or his staff is not entitled to claim any compensation from KPTCL in this regard.
17. The Contractor agrees to ensure that all the personnel engaged Helpers are adequately trained in the use of Fire Fighting Equipments maintained in the station.
18. The Contractor agrees to maintain all the Fire Fighting Equipments of the Station PROPERLY.
19. The Contractor agrees to furnish Police Verification Reports in respect of persons they engaged for the shift duties and operation of station under contract.
20. The Contractor agrees to maintain properly all the necessary FIRST AID KITS in the Station and ensures that all personnel engaged helpers are adequately trained in administering first aid services in case of emergencies.
21. The Contractor agrees to ensure that all the personnel engaged Helpers have sound knowledge about standard grounding practices to be followed while performing operations of station equipments.
22. The Contractor agrees to ensure that all personnel engaged Helpers have sound knowledge regarding PERMIT TO WORK SYSTEMS' & "ACCIDENT REPORT" procedures as per the Proforma supplied by KPTCL.
23. The contractor agrees to ensure that all personnel engaged Helpers to issue and receive work permits with the consent of station in charge officer.
24. The Contractor agrees to ensure that all personnel engaged Helpers possess basic knowledge with regard to the method of functioning as well as trouble shooting nature of the various types of equipments in the station. The staff should be capable of handling/ rectifying normal trouble shooting QUICKLY AND EFFICIENTLY, so as to keep the duration of interruption at MINIMUM LEVELS.



25. The Contractor agrees to deploy staff having basic knowledge with regard to relay control scheme adopted in the station for the lines (Grid) connected to other adjacent stations. Long duration interruptions shall be checked & analysed by the station in charge AE's / AEE's / EEE's. Penalty shall be leviable on the Contractor by KPTCL in case of negligence/mal-operation / deliberate acts of misconduct by shift/maintenance staff-either equivalent cost of damages and /or loss of revenue of KPTCL/ESCOMs. This cost shall be recoverable from the Contractor either by adjusting or out of the money payable to Contractor or from the Contractor personally.
26. The Contractor agrees to deploy Helpers who are capable of carrying out EFFICIENTLY, QUICKLY AND RESPONSIBLY all the necessary operations as per the instructions of station-in-charge Engineer and in co-ordination with control staff of adjacent stations as well as with LDC KPTCL particularly during Grid failure situation.
27. The Contractor agrees to maintain 'OBSERVATION' and 'INSTRUCTION' Registers for effective communication between the personnel engaged Helpers and the Maintenance Staff of the station.
28. The Contractor agrees to ensure that the personnel engaged Helpers are aware of the importance of meticulously observing the HEALTHINESS of station auxiliary, AC & DC system of the station.
29. The Contractor agrees to 'STRICTLY ADHERE' to the schedules prescribed by KPTCL in carrying out routine SHIFT, OPERATIONS /MAINTENANCE as well as HOUSE KEEPING DUTIES like the station premises clean and agrees to be punctual in recording equipment wise works carried out in the assigned register / log books etc, which shall be available for inspection by KPTCL Authorities.'
30. The Contractor agrees to ensure that all the personnel engaged are thoroughly trained in the use of all Tools & Tackles kept in the Station.
31. The Contractor agrees not to replace the workers once engaged without the approval by the Superintending Engineer Elecl., W&M/M Circle concerned.

32. The Contractor agrees to maintain 'OBSERVATION' AND 'INSTRUCTION' registers for effective communication between its shift and the maintenance staff.
33. The Contractor agrees to ensure that each batch of the personnel shall do one shift per day of eight hours each. The Contractor agrees for termination of the tender awarded, if, it is noticed that a member of the batch or the batch as a whole does more than one shift per day.
34. The Contractor agrees to ensure that specified number of staff is maintained throughout the Contract period. The Contractor agrees for proportional cut in the monthly bills besides taking action in terms of the agreement, in case, less number of staff are found working.
35. (a) The successful contractor shall provide the list of candidates (finalized by the tendering authority) who will be in shift for particular station, certified Xerox copy of Adar or Voter ID card along with the agreement. They should also furnish back to back agreement signed by candidate with the contractor indicating the amount of salary that is going to be deposited and details of EPF and ESI which will be deposited in their account.
- (b) The contractor shall provide candidates bank account nos, EPF and ESI account numbers in back to back agreements.
- (c) The contractor shall provide guarantee that the person provided will serve for at least one year.
36. The Contractor shall provide all the personnel engaged with color Photo Identification Card duly signed by the concerned Executive Engineer and the Agency within two weeks from the date of the award of the Contract and ensure that the shift staff should always wear the Photo-Id on duty. The Agency shall display the Shift chart indicating the names of staff on shift along with their color photos in the notice board of the Sub-Station. In case of any change of personnel, the same should be intimated to the concerned Superintending Engineer Elecl., W&M/M Circle within three days of such occurrence.

37. The Contractor agrees to take full responsibility for making monthly payment as agreed to in the tender to the personnel engaged to work in Stations before 5<sup>th</sup> of each month.
38. The Contractor agrees to pay the monthly wages to the personnel engaged only through cheques by depositing the necessary amount to the personnel's Bank accounts opened in each personnel name and produce the copies of cheques through which payments were arranged together with bills claiming the Tender amount for the subsequent month regularly.
39. The Contractor agrees for termination of the contract, if any complaint is received from the Contract employees. Further KPTCL would settle the dues to the employees of the contractor to the extent of deposit available with KPTCL.
40. The Contractor agrees for KPTCL to en-cash the Bank Guarantee / Cash furnished as Performance Guarantee in case the contractor requests for termination of the agreement any day within the period of agreement unless terminated by KPTCL.
41. The Contractor agrees for termination of the contract by KPTCL at any time, if the performance of Contractor is found to be not satisfactory or the Contractor is found to have committed breach of any of the terms of Tender conditions or contract.
42. The Contractor agrees to abide by the decision of KPTCL, which shall be the final and binding, in case of any dispute regarding clause 41 of this agreement. The Contractor also agrees that he is not entitled to any loss or damages in case of termination of Contract under this clause.

In witness where of the Contractor have executed this Agreement on the day and year first above written.

Contractor/  
Authorised Signatory

For KARNATAKA POWER  
TRANSMISSION  
CORPORATION LIMITED

(1) .....

Signature .....

Name : .....

Name .....

Designation .....

Rubber Stamp

**Witness**

**Witness**

1) Name & Address

1)Name & Designation

2) Name & Address

2) Name & Designation