

Name of Work : Outsourcing of Operation & Maintenance of Alandur Water  
Distribution Station (HT 3 Shifts) for a period of 3 years in AUA Division.

Contract No. CNT/WSS/MWB/2030/2010-11

CHECK LIST FOR THE GUIDANCE OF THE CONTRACTOR

I		The Tender schedule for the above work consists of 28 pages as detailed below:
	(i)	Checklist for the guidance of the Contractors Page – 1 to 3
	(ii)	Notice Inviting Tender Page - 4
	(iii)	Letter of Tender 2 pages Page - 5 & 6
	(iv)	Price schedule containing details of Work & Minimum key personnel Page - 7 to 10
	(v)	Recovery for default and Mandatory duties Page- 11 to 21
	(vi)	Safety measures and schedule of maintenance Page- 22 to 28
II	1	The total number of items in the work schedule – 1 No. and the departmental value works out to Rs.24,13,944.00
	2.	Tenderers are requested to sign all pages in the tender schedule and must sign letter of tender. Tenders which do not have the Signature of the Tenderer in letter of tender will be rejected.
	3.	Technical specification of the equipment offered by the Bidders if any, and any other information related to the bid may be enclosed along with Tender Schedule after duly Signing in all the pages.
	4.	Bidders are requested to verify the number of pages in the work schedule and number of items in the work schedule. Any clarification and further information required may be obtained from the Office of the Contracts and Monitoring wing on any working day.
	5.	The present tender document contains detailed estimate and price schedule. The tenderers are requested to quote the percentage variation over the departmental value in words and figures in any one of the forms in price schedule. If there is any discrepancy between words and figures, the lower among words and figures will be taken into account.  All entries should be made legibly in ink. Writing the percentage variation first in pencil and later over writing in ink should be avoided and also over writing the corrections may be avoided.  Corrections if any should be made by neatly scoring out the unwanted matter and rewriting legibly. Every such correction should be attested by the full signature of the tenderer.

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6.	<p><u>Eligibility :</u> Contractors registered in Metro water in Class III B &amp; above i.e. those who are eligible to take up the work costing more than Rs.15.00 lakh are eligible to tender for this work. Contractors registered in other departments and undertakings of the Central or State Government in the corresponding class for taking up such work, who have executed similar works of the same or higher magnitude are also eligible to tender for this work. Contractors not Registered in the Board and who intend to participate in the tender, subject to their eligibility as above are requested to obtain a copy of the Standard tender document from the Office of the Contracts wing before submitting their Tender. They should furnish Proof for their registration in the appropriate class and experience as indicated above while submitting their tenders, otherwise their tenders will be treated as non responsive. The tender received from ineligible contractors will be treated as non responsive. However the successful tenderer will have to get himself registered in the Board in the appropriate class.</p>
7.	<p>EMD shall be in the form of Demand Draft or Banker's Cheque or Pay Order drawn from Nationalised / Scheduled Bank / TNSC Bank in favour of CMWSS Board.</p>
8.	<p><u>SECURITY DEPOSIT</u> Security deposit will be collected from the successful Tenderer in the following form and manner within 14 days from the date of receipt of work order: Form in which S.D. collected. a) In the shape of NSC/NSS/KVP/Post office Time Deposits valid for the required contract period and pledged in favour of Managing Director, CMWSS Board and shall have the necessary transfer endorsement of the Post Office. ( OR ) Fixed Deposit for the required period from nationalized/schedule Bank/TNSC Bank in favour of Managing Director, CMWSS Board. ( OR ) Certified cheque/Bank Draft in favour of Managing Director, CMWSS Board payable at Chennai.</p>
b)	<p>The value of S.D will be as follows:</p>
i)	<p>for tenders with any plus percentage and upto (-)5% over departmental value – 2% of the contract value.</p>
ii)	<p>for tenders between (-)5% to (-)15% over departmental value --- 4% of the contract value.</p>
iii)	<p>for tenders, above (-)15% over departmental value --- 5% of the contract value.</p>

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9.	Recovery made to default and details of penalty are furnished in the Annexure-I at <b>Page No.11</b> . Tenderers are requested to take note of the details. The above details will be incorporated in the contract documents while executing agreement.
10	All duties, taxes such as VAT, Sales Tax and Service Tax etc. and other levies payable by the contractor under the contract or for any other cause shall be included in the rates, prices and total quoted rates submitted by the bidder. Any statutory variations in duties/taxes, which take effect from a date subsequent to the due date for receipt of tender, shall be to CMWSS Board's Account.
11.	<u>Tender Validity</u> Tenders shall remain valid for a period of not less than ninety days (90 days) after the deadline date for bid submission. A tender valid for a shorter period shall be rejected by the Employer as non-responsive.
12.	No cheque will be accepted towards Earnest Money Deposit.
13.	Tenders with conditions are liable for rejection.
14.	All entries should be made legibly in ink. Writing the percentage in figures and words first in pencil and later over writing in ink should be avoided and also over writing the corrections should also be avoided.
15.	Correction if any should be made by neatly score out the unwanted matter and rewriting legibly. Every such correction should be attested by the full signature of the tenderer.
16.	The defects liability period in respect of original civil works and pipe laying works is 5 years and thirty six months in respect of all Electrical, Mechanical and allied works.

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CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD  
NO.1, PUMPING STATION ROAD, CHINTADRI PET, CHENNAI-600 002.

NOTICE INVITING TENDER

Sealed Bids are invited from the eligible bidders for the following work.

Sl. No	Name of Work and Contract No.	Due Date	Approximate value of Tender Rs/ Lakh	E.M.D. in Rs.	Tender schedule available From - To	Eligibility	Contract Period
1	Outsourcing of Operation & Maintenance of Alandur Water Distribution Station (HT 3 Shifts) for a period of 3 years in AUA Division CNT/WSS/MWB/2030/2010-11	27.08.2010 up to 3.00 P.M.	24.14	22,100/-	11.08.2010 to 26.08.2010	Class IIIB & above	3 years
2.	Date & time for opening of tenders	on 27.08.2010 after 3.00 P.M.					
3.i	Availability of Bid Document In person	Information & Facilitation Officer, CMWSS Board, No. 1 Pumping Station Road, Chintadripet, Chennai-600002, (Telephone: 044-28451300, Extn. 227 )					
ii	Through Website	<a href="http://www.chennaietrowater.tn.nic.in">www.chennaietrowater.tn.nic.in</a> & <a href="http://www.tenders.tn.gov.in">www.tenders.tn.gov.in</a>					
4	Cost of Bid Document	Free					
5	Address for information and clarifications and for receipt of tenders	Office of Superintending Engineer, Contracts & Monitoring, 4 <sup>th</sup> Floor, CMWSS Board, Chennai – 600 002 Phone No. 044-2845 1300 Extn. 253 FAX : 044-2845 4336					
6.	e-bid submission & portal	Permitted through portal <a href="http://www.tntenders.gov.in">www.tntenders.gov.in</a>					

SUPERINTENDING ENGINEER  
(CONTRACTS & MONITORING)

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LETTER OF TENDER

To be delivered to the Superintending Engineer, C&M Chennai Metropolitan Water  
Supply and Sewerage Board at or before 3.00 P.M. on **27.08.2010**.

To  
The Managing Director  
Chennai Metropolitan Water Supply & Sewerage Board  
Chennai- 600 002  
Sir,

I/We the undersigned do hereby tender and undertake to perform, provide and execute all the works, materials matters and things described or mentioned in the Schedule (Bill of quantities) hereto annexed and the specifications thereto and drawings therein referred to (which have been produced to and carefully examined by me/us) in strict accordance with and under and subject to the terms, provisions and conditions set forth or mentioned in the said Schedule (Bills of Quantities) specifications and the drawings therein referred to, at the rates given and as stated in the Bills of quantities.

I/We herewith enclose D.D/B.C./P.O No..... dated .....for having remitted Rs..... into the Board's Cash Section as a guarantee for the due fulfillment of my/our tender, and if successful, undertake and agree to forward to the Board within fourteen days after the notification of the acceptance by the Board of this tender has been received by me/us, the sum as demanded in the Form and manner required as security for the due fulfillment of my/our contract.

I/we undertake and agree that I/We will not withdraw this tender during the period that will be required for intimation, acceptance or non/acceptance as stipulated in clause 15 on the Notice Inviting Tender or during such extended period as agreed to by me/us, such period to date from the last date by which tenders are due to be submitted to the Board and if I/We do so withdraw, I/We shall forfeit the Earnest Money Deposit to the Board.

I/We further undertake to produce the Income-tax Clearance Certificate and the certificate and the Sales Tax Verification Certificate from the Commercial Tax Department of this State and agree to execute at my/our cost the agreement attached and to sign the plans therein referred to within 14 days after the notification of the acceptance of my/our tender has been received by me/us. In the event of my/our failing to make the Security Deposit or to execute the agreement in the said manner and sign the plans within the time specified for the purpose, the sum of **Rs.22,100/-** accompanying this tender shall be forfeited to the Board and this concluded contract shall in such case be considered, as having been cancelled or terminated and you may thereupon at such time or times, in such manner and on such terms as you may think fit, arrange either departmentally or by any other person or persons to carry out the works and provide, execute and do all works, materials, matters and things described or

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mentioned herein and I/We agree to be liable irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

I/We undertake to assume full responsibility for the stability and soundness of the Works/structures that will be executed by me/us as per this contract.

I/We also undertake to do all extra or varied works which may be ordered as part of this contract upon the terms provided for in the conditions and specifications. The tenders shall be valid for a period of 90 days from the last date fixed for receipt of tenders. In case my/our tender for the work of "Outsourcing of Operation & Maintenance of Alandur Water Distribution Station (HT 3 Shifts) for a period of 3 years in AUA Division" is accepted, I/We agree and guarantee to commence the said works within a period of seven days from the date of receipt of work order and complete the entire work as stipulated for a period of **3 years** from the date of commencement of work by me/us. I/We also agree that time is the essence of contract. I/We have actually inspected the site of works and have tendered for the works after such inspection.

#### UNDERTAKING

I/We have gone through the copy of standard tender document received from the Office of the Contracts and Monitoring wing and abide by the same for this contract also.

As witness my/our hand this.....day of.....2010.

Signature.....

Name and  
address:

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PRICE SCHEDULE

1. This tender has been called for in the percentage tender system. In the work schedule, detailed items of works involved in the work with specifications along with the quantity, the departmental rates and amount for individual items are furnished. The total value of the work is also furnished.
2. The tenderers are requested to quote the percentage variation over the total departmental value, which will be applicable for all items of works, individually and uniformly at which they are willing to execute the works, in the following format. In case any discrepancy / correction are found between figures and words furnished for the percentage, then the LOWER percentage among them ALONE will be taken as correct.

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**ABSTRACT**

NAME OF WORK: **Outsourcing of Operation & Maintenance of Alandur Water  
Distribution Station (HT 3 Shifts) for a period of 3 years in AUA  
Division.**

**Note:**

1. The rate for operation and maintenance of water distribution station by providing key personnel skilled and unskilled personnel's as specified in clause A&B in Page No.10.
2. The rate is inclusive of ESI & EPF and Service Tax, etc.

Sl. No.	Description of work	Rate per month	Amount for 12 months
1.	Outsourcing of Operation & Maintenance of Alandur Water Distribution Station (HT 3 Shifts) for a period of 3 years in AUA Division by providing key personnel, skilled and unskilled personnel to perform the mandatory duties specified in the schedule.	1 <sup>st</sup> year = 63187.00	Rs.7,58,244.00
		2 <sup>nd</sup> year = 66978.00	Rs.8,03736.00
		3 <sup>rd</sup> year = 70997.00	Rs.8,51964.00
	Total		Rs.24,13,944.00

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**CLAUSE I & II**

I. MINIMUM PERSONNEL TO BE AVAILABLE IN THE WATER DISTRIBUTION  
STATION

Sl. No.	Description	Requirement in Nos.
1.	B.E. (Electrical)	1
2.	Diploma Holder - DEE	1
3.	I.T.I. Electrical Grade	2
4.	Field Worker	7
	Total	11 Nos.

II. EQUIPMENT MAINTENANCE AND GENERAL MAINTENANCE

The regular equipment maintenance and General maintenance specified in the tender schedule can be carried out using team of workers.

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### ANNEXURE I

#### RECOVERY TO BE MADE FOR DEFAULT

Sl.No.	Description	Amount
1.	Electrical Engineer (B.E. holder or equivalent in person) In charge	Rs.500/- per day
2.	Operator (Diploma holder)	Rs.300/- per day
3.	ITI Electrician/Mechanic/Chlorine Operator	Rs.200/- per day
4.	Field worker/Watchman	Rs.100/- per day
5.	Cleaning of site	Rs.100/- per day
6.	Photo Identity	Rs.100/- each
7.	Not wearing uniform	Rs.50/- each
8.	Safety equipments	Rs.500/- per month
9.	Loose tools	Rs.100/- per month
10.	Maintaining of registers	Rs.2000/- per month
11.	Display of staff particulars	Rs.500/- per month
12.	Disobedience of any person	To be replaced immediately
13.	Preventive maintenance not done	
14.	a) For daily maintenance items	Rs.100/- per day
	b) For weekly maintenance items	Rs.200/- per week
	c) For fortnightly maintenance items	Rs.500/- per fortnight
	d) For monthly maintenance items	Rs.1,000/- per month
15.	For not maintaining Diesel Generator batteries in good charge condition	Rs.50/- per day
16.	For not maintaining minimum diesel (200 Lit) stock	Rs.100/- day

**NOTE: The personnel mentioned in item no .1 to 4 shall be made available without fail. For repeated absence of the above key personnel more than three times in a year shall be liable for double the recovery of the amount specified above.**

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## **ANNEXURE II**

### **LIST OF MINOR REPAIRS OFTEN ENCOUNTERED AT WATER DISTRIBUTION STATION**

#### I. Electrical Works

1. Replacement of H.G. Fuses
2. Replacement of Lightning arrestor – any one of the phases
3. Replacement of jumpers
4. Replacement of insulator (porcelain) – one phase
5. Replacement of A-B switch – one phase
6. Replacement of no-volt coil for A.C.B. and O.C.B. \*
7. Replacement of jumper with socket inside the panel
8. Replacement of cable lugs including terminations
9. Replacement of burnt-out H.R.C. fuses \*
10. Replacement of moving and fixed contacts or contactors \*
11. Repairs to isolators

#### Pumpsets

1. Replacement of coupling bolt & nuts including rubber bushes
2. Replacement of worn-out impeller nut
3. Replacement of spindle nut in the sluice valve
4. Replacement of terminal plate in the motor
5. Replacement of carbon brushes and brush holder \*

#### D.G. set

1. Replacement of burnt-out spares in the battery charger of D.G. \*
2. Rewinding of self starter in the case of D.G.
3. Replacement of repairing of cut-out of D.G.
4. **GENERAL:** Replacement of bulb, choke, starter, etc.

#### **And any other related works etc.**

Note: The old parts which have been replaced should be returned to the Board wherever applicable.

\* Where applicable.

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**ANNEXURE-III**

**OBLIGATION OF THE BOARD**

1. Supply of fresh, potable water within the premises
2. Power Consumption charges will be paid by the Board directly to TNEB.
3. CMWSS Board will arrange to provide the Telephone connection in the premises and the entire telephone charges including the rent shall be paid the contractor.
4. Ensuring that all equipments and accessories are in good working condition before handing over the water distribution station. This could be decided by a joint inspection during handing over.
5. To conduct surprise checks to ascertain the effective functioning of the water distribution station. For this purpose, Board may nominate any of its officers for inspection of pumping operations without prior notice.
6. Payment will be made monthly on receipt of bills from the contractor following Board's Regulations.
7. Payment for attending minor repairs not exceeding the ceiling limits prescribed, will be made monthly on receipt of bills for the actual works carried out.
8. Prescribing of preventive maintenance schedule for adoption at different time intervals by the contractor.
9. Supply of Diesel and Engine Oil etc. for DG set.

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**ANNEXURE-IV**

**MANDATORY DUTIES OF THE CONTRACTOR**

**I. GENERAL:**

1. Operation of specified shifts / day and ensuring that back up teams would be available to take over during Sundays, Holidays and in the event of regular Operator / Labour absence including watch and ward.
2. Making sure that the levels in the sump are maintained in a safe required level and to ensure that overflowing of sump should not be allowed.
3. Operate and maintain equipment with technical staff so as to safeguard the equipments against single phasing, earth fault, phase reverse etc. in power supply.
4. Maintaining all equipment within the station as recommended by the manufacturers, with proper Logs and Records of the work carried out, as prescribed by Metro Board.
5. Operate and maintain capacitor and allied switch gear so as to maintain a power factor of not less than 0.90 lag prescribed by TNEB.
6. The power factor will not decrease or increase suddenly and if the contractor observes daily and find any decrease in the power factor it should informed to the Department Engineers (concerned Area Engineers). The Department Engineers will take immediate steps in rectifying this.
7. Test run of Genset should be carried out for a minimum of 30 minutes per week in idle condition or as recommended by the manufacturer / directed by Site Engineer. The required Diesel / lube oil will be supplied by Board and the contractor should made necessary arrangement for carting the same. However in case of emergency the contractor may arrange to purchase the required diesel / lube oil directed by the Engineer in charge and the related cost will be paid based on actuals on production of bills.
8. Care should be taken to prevent overflow from OHT or UGT.
9. Keeping the sump OHT, all Buildings and other area free from dirt and dust.

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10. Ensuring that premises are kept clean and tidy.
11. Inspection Register to be available at the Station.
12. Mandatory Regulations prescribed by CEIG and Inspector of Factories shall be followed without any lapse.
13. Head Works Log Books, Chlorinator Log Books, Diesel Generator Log Book, Preventive Maintenance Register, Attendance Register & Wage Register to be available at the Station.
14. Carrying out all operations at intervals specified shown on attached sheets for each station
15. Each station should be provided with complete set of tools and equipments required for maintaining the station.
16. The following regular equipment maintenance and general maintenance have to be carried out along with those as per preventive maintenance schedule.
  - a. De-weeding and cleaning the transformer yard.
  - b. Drying and refilling of silica jell in the breather of the transformer.
  - c. Regular watering of the earth pits in the transformer yard and maintaining proper earth resistance.
  - d. Check for any oil leak in the transformer and top up of oil (transformer oil will be supplied departmentally).
  - e. All electrical connections have to be checked.
  - f. Provide gland packing for the pumps, sluice valve etc. whenever required to avoid leakage of water. Rope has to be provided by the Contractor.
  - g. Greasing of bearings and lubricating all moving parts minimum once a week (grease has to be provided by the Contractor).
  - h. Check for tightness of coupling bolts-nuts and all other fasteners.
  - i. Check for functioning of Generator sets and vacuum pumps.

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- j. Cleaning of motors, L.T. panel etc. minimum once in a week using air blower.
  - k. Lubricating and test operating all valves for proper seating minimum once in week.
  - l. Watering of plants and trees.
  - m. Check for charging battery including the acidity in cells once in a week so as to start and operate the DG sets in any emergency requirements.
  - n. Replacement of the HG fuse if required.
  - o. Replacement of fused out bulbs, choke, starters etc.
  - p. Providing grease oil; cotton waste
17. The rates quoted by tenderer is inclusive of consumables such as grease, engine oil, packing rope, cotton waste.
18. Any minor repairs to equipment upto a limit of Rs.5,000/- per month has to be carried out urgently. Payment towards minor repairs will be paid separately on monthly basis, based on the actuals and production of certificates and vouchers. The bidder need not include the cost of minor repairs in the tender.
19. The bidder should furnish his local office and residential address along with Telephone Nos.
20. Attendance should be maintained by the contractor and the employees to sign it in every shift.
21. Ensuring that adequate manpower is available round the clock to carry out the above tasks and to prevent entry of unauthorised persons.
22. Spare (Reliever) Operator / labourers should be employed to work in that Water Distribution Station.
23. The contractor has to provide decent uniform with name badge to their staff and if they fail to wear the uniform, penalty at the rate indicated in the Annexure-I will be recovered from this monthly bill.

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24. Maintenance of plant and machineries should be as per the schedule of maintenance  
(Day/weekly/Fortnightly/Monthly) as given in Annexure-VII.

25. Following Laws shall be adhered to by the contractor wherever applicable

- a) Workmen Compensation Act, 1923
- b) Payment of Wages Act, 1936
- c) Industrial Disputes Act, 1947
- d) Minimum Wages Act, 1948
- e) Factories Act, 1948
- f) employees PF and Miscellaneous Act, 1952
- g) Payment of Bonus Act, 1965
- h) Payment of Gratuity Act, 1972
- i) Equal Remuneration Act, 1979
- j) Maternity Benefit Act 1951
- k) Contract Labour (Regulation & Abolition) Act 1970
- l) Industrial Employment (Standing Orders) Act 1946
- m) Trade Unions Act 1926
- n) Child Labour (Prohibition & Regulation) Act 1986
- o) Inter-State Migrant workmen's (Regulation of Employment & Conditions of Service)  
Act 1979
- p) The Building and Other Construction workers (Regulation of Employment and  
Conditions of Service) Act 1996 and the Cess Act of 1996
- q) Employee State Insurance Act, 1948
- r) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work)  
Act, 1982.
- s) The Bonded Labour System (Abolition) Act, 1976
- t) The Employer's Liability Act, 1938

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## **II. ELEMINATION OF CHILD LABOUR**

1. Attention of all contractor are invited to the Child Labour (Prohibition and Regulations) Act 1986, which prohibits employment of children below 14 years of age in certain occupations and process and provides for regulations of employment of children in all other occupations and progress. Employment of child labour is prohibited in building and construction industry.
2. Hence all the contractors are requested to adhere to the provisions in the above Act and see that engagement of child labour in the operational activities of the Board are completely prohibited. Any violation of the provision will lead to penal action and removing of the contractor from the list of registered contractors.

## **III. CONTRACT LABOUR WELFARE**

The rights and benefits conferred on the workmen employed by the contractor under the provisions of various Labour Laws are the responsibility of the contractor. The contractor has to indemnify the CMWSS Board in case of loss or any damages. It is the responsibility of the contractor to take insurance policy under Workmen's Compensation Act, 1923 for each labour engaged by the contractor. The contractor will be responsible for any deficiency of safety measures to be adhered as stipulated in Annexure-V. A photocopy of the insurance under workmen's compensation Policy should be furnished to the Board. The policies should be kept alive till completion of the contract.

## **IV. SAFETY MEASURES**

1. All the work to be carried out in and around the water distribution station, like electrical faults (or) attending to maintenance work in sump and suction sump it must be under the contractor's supervision with their supervisor, at their own risk and cost.
2. The contractor should possess rubber gloves, gum boots, helmet, torch light, emergency light etc. as safety equipments in good condition.
3. Each and every employee of the contractor should have insurance cover under workmen compensation act.
4. The contractor has to carryout any minor maintenance work only after informing and getting concurrence of the Board officials incharge of that particular water distribution station.

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**V. NON-COMPLIANCE TO SCHEDULE OF WORK / MANDATORY DUTIES**

If the contractor fails to carry out any work or part of work/mandatory duties, the Board shall have the power to carry out such parts of work by engaging private agency and recover such amount including 5 (five) percent of the amount incurred from the progressive bills.

Photo Identify Cards have to be issued to the personnel and one set of these Identity Cards should be furnished to the Board and one set displayed in the Water Distribution Station.

The responsibility of the contractor to take insurance policy under Workmen's Compensation Act 1923 for each labour and a copy of insurance policy should be furnished to the Board. This policy should be kept alive till completion of the contract period.

The name and qualifications of the personnel engaged in each Water Distribution Station should be prominently displayed in the Water Distribution Station.

**VI. DUTIES AND RESPONSIBILITY OF INCHARGE (DEGREE HOLDER/DIPLOMA HOLDER)  
WATER DISTRIBUTION STATION**

- 1) He shall hold full responsibility of the pumping operations in the Water Distribution Station as prescribed by the Board
- 2) Daily report on the quantity of water received / pumped out should be sent to office with all activities of the previous day.
- 3) Inform minor/major/repairs immediately and should be present at site until completion works of repair
- 4) He shall have full responsibility for maintaining maintenance schedule such as daily, weekly, fort nightly and monthly programmes.
- 5) He should organize the daily pumping schedule as instructed.
- 6) He shall keep safety equipments and First Aid box to his custody and utilise whenever requires.
- 7) He shall be responsible for over all cleaning and keeping the station neat and tidy
- 8) To approach TNEB authority when power fails in TNEB structure/Board structure and ascertain early supply resumption.

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- 9) He shall check up P.F everyday and to maintain at minimum 0.90 as prescribed by TNEB.
- 10) In charge shall be sole responsible for carryout mandatory duties of contractor in the Distribution station and to organize the maintenance gang for routine maintenance work.
- 11) Up keeping the station such as air blowing motors, control panels, gland packing, changing Engine Oil and maintenance of battery.
- 12) Care has to be taken for workers to avoid double/triple duties as per workmen compensation Act and arrange to renewal of Insurance policy.
- 13) Recording Log Book for every hour and including starting/stopping times of the pump sets.
- 14) Check the temperature/Noise of Running units and control panel
- 15) Record daily shift activity in Log Book
- 16) Follow the instruction if any by DAE (E)/AE/JE's of the Water Distribution Station regarding pumping.
- 17) Go through previous shift activities and explain the shift activities to the reliever
- 18) Operating D.G. Set when power fails.

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**VII. DUTIES TO BE ATTENDED IN SHIFT (THOZILALI)**

- 1) Keeping of all Buildings, D.G. Room and machineries free from dirt and dust
- 2) Ensuring that premises are kept clean and tidy
- 3) Ensuring that adequate manpower is available round the clock to carryout out the above task and to prevent entry of unauthorised persons.
- 4) Provide gland packing for the pumps, sluice valve etc. whenever required to avoid leakage of water.
- 5) General cleaning of all equipments buildings and the yard
- 6) Watering of plant and trees
- 7) To assist the operators to carry out the breakdown maintenance to avoid dislocation of pumping operation.
- 8) Operating of sluice valves and non-return valves
- 9) Check the functioning of Generator set, oil engine pumpset etc.

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**ANNEXURE-V**

**SAFETY MEASURES TO BE ADHERED**

1. All electrical safety equipments like hand gloves, testers and other electrical needs are to be provided by the contractor.
2. Only experienced, skilled people have to be employed by the contractor.
3. All personnel should be covered by insurance under workmen compensation act.
4. All labour act provisions have to be met with.
5. Exhibit labels of "SAFETY FIRST".

**ANNEXURE-VI**

**SPECIAL CONDITIONS**

1. The power factor will not decrease or increase suddenly and if the contractor observes daily and find any decrease in the power factor it should informed to the Department Engineers (concerned Area Engineers). The Department Engineers will take immediate steps in rectifying this.
2. The power factor observed should be recorded in the log book every day.

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**ANEXURE-VIII**

**I. LIST OF MINIMUM NO. OF SAFETY EQUIPMENTS TO BE PROVIDED BY THE CONTRACTOR IN EACH STATION**

1.	Shock proof hand gloves	-	1Pair
2.	Gum boot	-	2 Pairs
3.	Electrical line tester	-	1 No.
4.	Earth discharge rod	-	1 No.
5.	First aid box	-	1 No.
6.	Emergency light	-	1 No.

**Note:** The above is only an illustrative minimum list. The contractor must note that it is their responsibility to ensure the lives and safety of the workers employed by them. Towards this end, all the equipments of appropriate specifications should be procured and made available to the workers in usable conditions throughout the period of contract. Responsibility for any health problem or death will solely rest with the contractor.

**II. LIST OF MINIMUM NO. OF LOOSE TOOLS TO BE PROVIDED BY THE CONTRACTOR IN EACH STATION**

1.	Double end Spanners	-	1 Set
2.	Screw Driver	-	1 Set
3.	Pipe wrench	-	1 Set
4.	Cutting – Pliers	-	1 Set
5.	Long nose pliers	-	1 No.
6.	Hammer	-	1 No.
7.	Test lamp with holder	-	1 No.
8.	Megger	-	1 No.
9.	Multimeter	-	1 No.
10.	Tong Tester	-	1 No.

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11.	Hacksaw Frame	-	1 No.
12.	Spade	-	2 Nos.
13.	Crow Bar	-	1 No.
14.	Shovel	-	2 Nos.
15.	Sickles	-	2 Nos.
16.	Ring Spanner	-	1 Set
17.	Men working Post	-	1 No.
18.	Grass cutter	-	1 No.
19.	Manvetty	-	4 Nos.
20.	Country Knife	-	2 Nos.
21.	Iron Chutty	-	2 Nos.
22.	Grease Gun	-	1 No.
23.	2 Ton Pulley Block	-	1 No.
24.	Wheel Barrow	-	2 Nos.
25.	Torch Light	-	2 Nos.
26.	Hand Blower	-	1 No.

The contractor will be responsible to make available the safety equipment and loose tools as listed above. If the contractor fails to keep the safety equipment and loose tools and consumable items as listed in Annexure, the above will be procured by the Board and the cost will be deducted immediately from the bill payable to the contractor with a penalty of Rs.2000/-.

SIGNATURE OF TENDERER