

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**

**400KV S/S (O&M) DIVISION WARORA**

CIN No - U40109MH2005SGC153646

Name of office	:	Office of the Executive Engineer
Office address	:	400KV S/S (O&M) Division, MSETCL, Warora Post – Shembal Tulana Road, Karanji Warora. 442907 Dist - Chandrapur
E-mail Id	:	ee4230@mahatransco.in
Website	:	<a href="https://www.mahatransco.in">https://www.mahatransco.in</a>

Ref.No:-EE/400KV/S/S (O&M)/DN/WRR/T/106 Date: - 26 FEB 2018

**SRM E-ENQUIRY**  
**Rfx No-7000007879**

To,

**Sub:** Re SRM E-Enquiry for Work for Fire & Safety Audit for 400/220KV S/S  
Warora Substations under 400KV S/S (O&M) Division, Warora.

**Ref:** (1) Circle office approval vide no. MSETCL/SE/EHV/O&M/CIR/CHD/Tech  
No.670 dt.17.04.2017.  
(2) Rfx No-7000007671.

Dear Sir/Madam,

Re SRM E-Enquiry is invited for the Work for Fire & Safety Audit for  
400/220KV S/S Warora Substations under 400KV S/S (O&M) Division, Warora  
from the registered contractor's.

The terms & Conditions are as follows:-

01. The two bid system should be followed for submitting the offers, Digitally  
signed online bids are submitted on MSETCL SRM E-tendering website i.e  
<https://srmetender.mahatransco.in>.

02. **Period of work:** - The work order will be valid 15 days from the date of  
handing over of site.

03. **Security Deposit:** - You will have to pay security deposit of @ 5% of order  
value within 7 days from the receipt of this order, through RTGS/NEFT or Bank  
Guarantee which will be refunded after completion of work.

04. **Scope of work:** - The scope of work against this contract is as detailed in  
Schedule 'B' of tender document. The work should be carried out as per the  
instructions of Engineer in-charge.

05. **Engineer in charge:** - Exe. Engineer of their respective station or their  
representative is Engineer in charge for carrying out the work

06. Income tax as per prevailing rules will be deducted from your bills.



07. **Payment:** - 100 % payment will be made after satisfactory completion of work within 45 days after receipt of bill by office of The Executive Engineer 400KV S/S O & M Division, Warora.

08. **Tools & Tackles:** - All the tools and tackles and consumables required for the work shall be arranged by the MSETCL.

09. **Penalty:-** If the contractor fails to execute the work as per the scope of work within stipulated period as above penalty towards delay @ ½ % per week maximum to the extent of 10% of order value will be levied and deducted from bill for non execution of the work.

10. **Payment to his workers:** - The contractor will have to pay minimum wages to his workers as specified by the Labour Commissioner.

11. **Jurisdiction:** - All disputes or differences arising under/out of or in connection with this contract, if concluded, shall be subjected to exclusive jurisdiction of Chandrapur Court.

12. **LAWS & REGULATION:** - This contract is governed by various labour Laws & Regulations and amendments made therein from time to time.

I] Workmen's Compensation Act.

II] Factory Act.

III] Payment of minimum wages Act.

IV] Contract Labour-Regulation & Abolition Act.

V] Industrial Dispute Act.

VI] CPF Act/Regulation and any other Labour Law and Rules as applicable time to time.

13. You shall be abide to MSETCL's standard terms and conditions regarding work contract.

14. You should submit your offer / rates against this SRM E-Enquiry online only during period from till dt.**26.02.2018 to 04.03.2018.**

15. Following documents should be enclosed along with your offer

- i) Proof of Registration of Firm under Bombay shop & Establishment Act.
- ii) Copy of PAN card.
- iii) Proof of GSTIN Registration.

16. Payment regarding EMD & Tender fees is to be made online only during sale period.

17. The right to place an order or to cancel without assigning any reason is reserve with this office.

Thanking you,

**Encl:** - A/a.

S/d  
Executive Engineer

**Copy s.w.rs to:**

- 1) The The Superintending Engineer, EHV (O&M) Circle MSETCL Chandrapur.

**Copy to:**

- 1) The Manager (F&A) EHV (O&M) Circle MSETCL Chandrapur



### **SCHEDULE 'B'**

The scope of work includes checklist of following credentials;

#### **(A) SAFETY AUDIT**

- 1) Valid authorization list s/s staff - Available / not available
- 2) Valid authorization list for DISCOM staff - Available/ not available
- 3) One sample of cross permit - Available / not available
- 4) One sample of work permit - Available / not available
- 5) One sample of caution permit - Available / not available
- 6) Whether operating manual is available - Yes/No
- 7) a. Whether outage is availed as per operating manual one sample may be shown.
- b. Whether not to operator board is placed on control switch of control Panel at the time of outage
- c. Whether work proper earthing is done before issue of permit
- 8) Whether maintenance schedule is available - Yes/No
- 9) Whether work carried out during outage period as per maintenance schedule - Yes/ No
- 10) If yes, one sample may be shown during safety audit.
- 11) No of power Transformers available in the s/s with capacity wise.
- 12) Last date of quarterly maintenance of each transformer
- 13) One sample of maintenance of power transformer may be shown.
- 14) Last date of oil Testing of each transformer including DGA test carried out
- 15) Whether any abnormality found in the oil Test including DGA Test of each Transformer.
- 16) Whether all the equipments i.e. Breaker CT/ PT, isolators, L.A., CC etc. maintained as per maintenance schedule. Maintenance card should be shown in support with signature of s/s in charge.
- 17) Earth resistance of the s/s - latest value taken may be shown.
- 18) i) Condition of battery set :
- ii) Date of charge discharge cycle:
- i) No. of cells faulty
- ii) Earth resistance of each L.A.S. earth pit
- iii) LCM (Max. Min. value)
- iv) Earth resistance of each transformer pits
- 19) a. Last Date of thermography of switchyard carried out
- b. Status of hot spot pending to be attended
- c. Oil leakage in transformer or any other equipment - Yes/No
- d. SF-6 gas leakage in breaker - Yes/No
- e. Testing report of ten delta of transformer bushings/windings and CT PT units - Normal/abnormal
- f. Breaking timing of breaker - Normal/abnormal
- g. Contact resistance of breaker- Normal/abnormal
- 20) a. Whether all the main relays are Normal - Yes/No
- b. Whether setting of all the main relays are proper - Yes/No
- 21) Whether First Aid Box is available - Yes/No
- Whether all the contents in the First aid box is available with no expiry date of medicine.
- a. Are the contents of the first aid kits checked regularly?
- b. Are first aid kits replenished as necessary?



- 22) Whether adequate Fire extinguishers are available in the s/s- Yes/No
- 23) Whether all the Fire extinguishers are having validity date.
- 24) Whether all the staff are aware to use of fire extinguishers and can operate in the event of fire.  
- Yes/No
- 25) Whether any hazardous area in the s/s i.e. grass, trees below the lines etc.  
- Yes/No
- 26) Latest accident occurred in the s/s a brief note with reason may be given.
- 27) Latest occurrence in the s/s, a brief note reason.
- 28) Whether operating and maintenance staff using proper PPE (personal protective equipment) at the time operation and maintenance work.
- 29) The condition of each (PPE) : Healthy / not healthy
- 30) Whether operating staff using hand gloves while operating the isolator, discharge rods etc?  
- Yes/No
- 31) Whether operation and maintenance staff carrying aluminum ladder at knee high? -Yes/No
- 32) Whether O&M staff bearing safety shoes whenever go into the switch yard for work – Yes/No
- 33) Whether O&M staff bearing helmet whenever went to switch yard for work. – Yes/No
- 34) Whether raincoat is provided and O&M staffs go to switch yard with rain coat whenever required.  
- Yes/No
- 35) Whether cords of hand drill machine, meggers are having good insulation values and there is no leakage current. -Yes/No
- 36) Whether all the PPE are maintained satisfactorily. -Yes/No
- 37) Staffs are well acquainted with the PPE. -Yes/No
- 38) Is there any shortage of PPE? -Yes/No
- 39) Staff are using safety belt to work on high equipment line such as breaker, CT/PT, L.A. etc. -Yes/No
- 40) Condition of House Keeping
- 41) Condition of garden.
- 42) Overall outlook of the s/s :

#### 43) **TRAINING**

- 43.01) Is induction training provided for all employees including Contractors Employees?
- 43.02) Does initial training include a thorough review of hazardous and accidents associated with the job?
- 43.03) Is training provided for the use of emergency equipment?
- 43.04) Have managers and supervisors attended safety training?
- 43.05) Are training records maintained for all safety training?

#### 44) **EMPLOYEE PARTICIPATION**

- 44.01) Are workers consulted on the safety aspects?
- 44.02) Are employees encouraged to raise issues for consideration?
- 44.03) Is safety a standing agenda item?
- 44.04) Are employees encouraged to bring their concerns regarding safety to the attention of Management?
- 44.05) Are the names of safety representatives displayed?

#### **(B) SECURITY AUDIT :-**

- 1) Nos. of security Guards available in each shift.
- 2) Nos. of Gunman available in each shift.



- 3) Whether visitors registers available with security staff. – Yes/No
- 4) Whether entry of visitors and signature taken in the visitors registers. - Yes/No.
- 5) Whether I-card is asked to visitor to show by the security guard -Yes/No
- 6) Whether a pass is given to the visitor and entered in the visitor's Registers - Yes/No
- 7) The visitor register may be shown to the auditor at the time of security audit. – Yes/No
- 8) Whether gate pass is seen and signed by the security personnel.
- 9) If any vehicle is checked when coming inside and outside the s/s -Yes/No
- 10) Whether material in the vehicle is checked. -Yes/No
- 11) Whether vehicle registration no. is entered in the visitors book and signature of driver is taken in the register. -Yes/No
- 12) Whether security personnel doing patrolling work of the switch yard frequently or every hour. -Yes/No.
- 13) The condition of the fencing and boundary wall -Good/Bad
- 14) Latest theft occurred is the s/s - A brief note may be given
- 15) Whether the s/s has been declared prohibited area by the competent authority - Yes/No
- 16) Whether prohibited area board has been displayed on the gate. - Yes/No
- 17) Whether security staffs are using uniforms. -Yes/No
- 18) Whether Gunman is having valid license of the gun and competent to fire in any eventuality.
- 19) The au doing duty tactfully and keeps alert all the time -Yes/No
- 20) Whether they are sleeping in the night: -Yes/No
- 21) Whether they are doing 8 hours duty generally. -Yes/No
- 22) Whether CC TV has been provided- -Yes/No
- 23) Whether CC TV is in working condition -Yes/No
- 24) Whether metal detector provided -Yes/No
- 25) Whether metal detector is in working condition -Yes/No
- 26) Whether metal detector is utilized by the security staff whenever a visitor enters into the premises. -Yes/No

### **(C) ESCAPE LIGHTING**

- 1) Escape Lighting
- 2) Are emergency light fittings and exit signs working and in good condition?
- 3) When tested did all the emergency lights work?  
Last tested on date \_\_\_\_\_ by \_\_\_\_\_  
Is certificate of test available?
- 4) Has the system been checked by a competent person?

### **(D) FIRE FIGHTING SYSTEMS :-**

- 1) Are you satisfied that you have the appropriate firefighting equipment for your premises?  
(Obtain expert advice if necessary)
- 2) Are you aware of the manufacturer's instructions and recommendations in respect of the firefighting equipment in your premises?
- 3) Are all fire extinguishers in place and clearly visible?
- 4) Is all firefighting equipment in good working order?
- 5) Has the portable firefighting equipment been tested?  
Last tested on \_\_\_\_\_ by \_\_\_\_\_  
Is certificate of test available?
- 6) Has the Sprinkler system been tested by a competent person?

Last tested on date \_\_\_\_\_ by \_\_\_\_\_

Is certificate of test available?

7) Are all internal fire fighting risers unobstructed?

8) Are your staff members familiar with the firefighting equipment of your business?

9) Are your staffs trained in the use of firefighting equipment?

10) Are the external Fire Hydrants unobstructed?

**(E) MANAGEMENT SYSTEMS :-**

1) Are fire drills carried out every \_\_\_\_\_ weeks?

Date of last fire drill \_\_\_\_\_

2) Is the emergency evacuation plan prepared?

3) Are staff members trained and familiar with their role in the emergency evacuation plan?

4) Are staff members familiar with their role and responsibility in the event of a fire?

5) Is the external access for the fire services readily available and free of obstructions?

6) Are all staff trained and familiar with the fire hazards and risk assessment associated with your business?

**(F) MANAGEMENT SYSTEMS :-**

1) Fire Fighting lifts

Last tested on \_\_\_\_\_ by \_\_\_\_\_

Test Certificate Available

2) Dry / Wet Risers

Last tested on \_\_\_\_\_ by \_\_\_\_\_

Test Certificate Available

3) External Fire Hydrants

Last tested on \_\_\_\_\_ by \_\_\_\_\_

Test Certificate Available

4) Smoke and Heat Ventilation Systems

Last tested on \_\_\_\_\_ by \_\_\_\_\_

Test Certificate Available

*S/S*

**Executive Engineer**