

SAFETY TRAINING CENTER FACILITATION WORK AT TPSODL

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Name of the work: - Annual contract for Safety Training Center Facilitation Work at PAN TPSODL operation location.

Scope of work:

1. Safety training center facilitation work through Qualified & Experienced Safety Professional as per TPSODL Training Plan & Approved Module.
2. Maintenance of training record & MIS.
3. Maintenance of records for job or activities executed under the contract and submits it to the TPSODL Concern Department on daily basis / defined timeline basis for verification and comments.

Location of Work:

The below attached list of location and number of trainers is based on current requirement and further modification may be done to the list during work execution with respect to TPSODL requirement with prior intimation to the contractor.

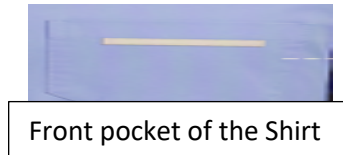
Sr. No	Training Location	No of Trainer	Remarks
1	City Circle	1	(BED I, II & III Division)
2	Chatrapur Division	1	
3	Pursotampur Division	1	
4	Hinjili Division	1	
5	Aska Circle Office	1	(AED I & II Division)
6	Digapahandi Division	1	
7	Bhanjanagar Division	1	
8	Phulbani Division	1	
9	Boudh Division	1	
10	Rayagada Division	1	
11	Gunupur Division	1	

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12	Parlakhemundi Division	1	
13	Jeypore Division	1	
14	Koraput Division	1	
15	Malakanagiri Division	1	
16	Nabarangapur Division	1	

Vendor Scope:

1. Safety training center facilitation work to be done as per the direction of TPSODL Team.
2. The engaged personnel for training must be made available for safety induction training and “**Train the Trainer**” (TtT) program prior to their engagement. All the trainer must qualify the TtT Program.
3. TPSODL will facilitate the Train-the-Trainer (TtT) program by providing the required venue and related training facilities. However, all expenses associated with the program shall be borne by the BA.
4. Maintenance of training record & MIS.
5. During TtT program trainer lodging, boarding, fooding and transportation to be arranged by BA.
6. The recruitment of trainer to be carried by keeping TPSODL Team on loop i.e., Approval of Trainer Profile, Demo Training for trainer and physical fitness of trainer.
7. Each safety professional must have a smartphone, and BA shall provide a monthly allowance of ₹349/- per professional to cover mobile service charges.
8. The BA shall also provide all necessary Personal Protective Equipment (PPE) required for safe field operations. Electrical safety shoes must be of Liberty, ACME, Bata, Allen Cooper or any equivalent brand.
9. All work executed must be kept in proper document manner and to be certified by respective location TPSODL officials.
10. They can be posted at any location of TPSODL. For each officer maximum 2 times locational transfer shall be provisioned by BA during the RC period. All such transfer expenses towards travel and household shifting of maximum one pickup truck load shall be borne by the BA.
11. The existing trainers are associated with TPSODL since more than 4 years where they are trained by our divisional safety officers and well acquainted about the location/ work scope. Therefore, it is advisable to retain them based upon the feedback received from the TPSODL Safety Department. Feedback should be formally collected through email communication.
12. Each professional shall be paid a minimum in hand salary of ₹28,000 per month.
13. The BA shall provide two pairs of uniform to each Safety professional during the RC period. The fabric of uniform must be of Vimal, Raymond, Grasim, Siyaram or any equivalent brand. The shirt must be incorporated with reflective strip.



14. Each professional should cover under insurance policy & GPA (Group Personnel Accident) Policy with a minimum coverage of ₹15 Lakhs.
15. Each professional shall be entitled to an annual bonus/Ex-Gracia, payable once a year. The minimum amount of Ex-Gracia must not be less 25% of monthly take-home salary. The professional leaving the assignment shall be paid on pro rata basis.
16. The BA shall organize at least two team meeting during the contract period for all Safety Professionals. All arrangements with lodging and boarding expenses for these meetings shall be borne by the BA.

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Trainer Criteria:

1. The trainer provided by the BA shall have qualification, certification and experience as per TPSODL requirement i.e., B Tech with PDIS from SCTE & VT, AICT Approved institute + Minimum two year of work experience Or Diploma with PDIS from SCTE & VT, AICT Approved institute + Minimum five years of work experience.
2. Contractor must maintain proper record of the entire qualification, certificate and other important document associated with employment services.
3. Trainer engaged in Training Center Facilitation work must have undergo medical fitness and obtain Fitness Certificate from Authorized Medical Office (Not less than MBBS) as per the employment compliance guidelines.
4. Trainer must be familiar and fluent in English, Hindi and Odia language.

Facilities To Be Provided By TPSODL:

1. Issue of training module & plan.
2. Information related training location & contact person.
3. Frequency of training, training time & schedule (As decided by TPSODL Safety Officials and the contractor has to abide by the same in order to ensure maximum availability of trainer).
4. Training topic / subject for said work shall be provided by TPSODL concern department.

Leave policy & Penalties:

- **Governing Policy**
 - All leave-related matters shall be governed as per the TPSODL Business Associate (BA) Leave Policy.
- **Notice of Resignation**
 - If a safety trainer intends to leave the organization or site, the BA must notify TPSODL at least one month in advance.
 - The individual is required to serve a mandatory one-month notice period prior to departure.
- **Early Exit Penalty**
 - If the professional exits the site before completing the notice period, a penalty of ₹500 per day will be levied for the remaining notice period days.
 - This penalty is in addition to the regular daily payment.
- **Replacement Requirement**
 - A suitable replacement must be arranged within 7 days of the professional's absence.
- **Unjustified Absence Penalty**
 - For any unjustified absence, a penalty of ₹500 per day will be charged.
 - This is in addition to the regular daily payment.
- **Failure to Organize Team Meeting**
 - In the event the Business Associate (BA) fails to organize the scheduled team meeting, a penalty of ₹50,000 per meeting shall be imposed.
- **Failure to Provide Uniforms**
 - If the BA fails to provide uniforms in accordance with the prescribed specifications, a penalty of ₹2,000 per safety professional shall be levied.
- **Failure to Provide PPEs**
 - If the BA fails to supply Personal Protective Equipment (PPEs) as per the prescribed specifications, a penalty of ₹1,000 per safety professional shall be imposed.
- **Failure to Meet Ex-Gratia Conditions**

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- In the event the BA fails to comply with the Ex-Gratia condition, a penalty of ₹10,000 per safety professional shall be levied.

Qualifying Criteria for the Bidder:

- The bidder must have prior experience working with an electrical distribution utility organization.
- The bidder shall submit a satisfactory performance certificate issued by the concerned user department for the completed work.
- The bidder must have successfully completed at least one similar work order in its entirety and provide supporting documentary evidence.

Sl. No	Parameter	Availability Measure	Penalty Clause	Weightage
1	Mobilization and training start up	Within 30 days of contract award	2 % of final invoice amount + 1 % for every additional day for each safety professional from the monthly bill	30 %
2	Availability of required number of TPSODL approved trainers at site	BA to plan the required manpower for maintaining services without any interruption	2 % of monthly bill per man days absence	20 %
3	Attendance & Timely Reporting	Daily attendance and report submission by morning 9:00AM	1% of monthly bill per day of delay	15%
4	Monthly Reporting & maintenance training record and details submission	Training report and evidence as per TPSODL format, training attendance sheet and GPS location of training location, training photos	1 % per day of monthly bill	20%
5	Participation in Safety Campaigns & Trainings	Minimum 1 safety event/training per week per professional	1 % per day of monthly bill	15%
Total				100%

Service Level Agreement:

Note: Overall Monthly Penalty shall not be more than 10 % of total invoice amount by following the individual SLA items.

General Conditions of Contract:

As per TPSODL Standard Condition of Contract: