

Scope of Work

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Objective:

To strengthen TPSODL's safety culture and ensure compliance with internal safety standards by deploying 18 qualified Safety Professionals PAN TPSODL.

Roles & Responsibilities:

Each Safety Professional will be responsible for:

- **Site Safety Supervision:**
 - Conduct daily site inspections and hazard identification.
 - Ensure use of PPE and adherence to safety protocols.
 - Monitor contractor safety compliance.
- **Incident Management:**
 - Investigate near misses, incidents, and accidents.
 - Prepare root cause analysis and corrective action reports.
 - Maintain incident logs and safety dashboards.
- **Training & Awareness:**
 - Ensuring toolbox talks and safety induction programs.
 - Organize safety campaigns and mock drills.
 - Promote behavioral safety practices.
- **Documentation & Reporting:**
 - Maintain statutory records.
 - Submit daily, weekly, and monthly safety reports.
 - Track and report safety KPIs.
- **Compliance & Audits:**
 - Surprise audits at various sites.
 - Ensure compliance with TPSODL safety standards.
 - Support internal and external safety audits.
 - Facilitate closure of audit observations.

Qualifications & Deployment:

- **Minimum Qualification:** Diploma/Degree in any branch of Engineering with PDIS/ADIS from recognised institutions approved by state council of technical education.
- **Experience:** Minimum 5 years of experience as Safety professional out of which minimum 2 years of experience in electrical utility. For electrical engineering background total year of experience can be relax to 3 years.
- **Assessment:** All candidates are subjected to thorough scrutiny by TPSODL Safety department. If the candidate has engaged previously in same role at TPSODL the assessment may not be required.
- **Deployment:** Across TPSODL divisions based on risk profile and workload. They shall be working under the direct supervision of respective TPSODL Safety Team.
- 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.
- On the basis of the performance evaluation, TPSODL safety team may recommend replacement of the candidate within a notice period of 15 days.
- The existing professionals are associated with TPSODL since more than 2 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.

- Any new deployment shall be subjected a training of two weeks at Berhampur on the cost of BA.
- Each safety professional must have a smartphone, and BA shall provide a monthly allowance of ₹349/- per professional to cover mobile service charges.

Mobility Requirement:

- All Safety Professionals must use two-wheelers (bikes) for daily site visits to ensure timely coverage across TPSODL zones
- Each professional must possess a valid driving license.
- The BA shall facilitate the mobility with a maximum limit of 1500 Kilometres per month per personal.
- BA shall pay to safety inspectors for vehicle movement at a rate of Rs 3.5 per kilometres. (Based on GPS Track). In case of non-GPS coverage travel, same to be certified by divisional safety officer.
- The BA to monitor the movement of the above officers through GPS enable bike and the access to be given to respective divisional safety officer.
- Each professional shall be paid a minimum in hand salary of ₹28,000 per month.
- Safety leader shall be paid a minimum in hand salary of ₹35,000 per month.
- 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.



Back side of the shirt



Front pocket of the Shirt

- 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.
- Each professional should cover under insurance policy & GPA (Group Personnel Accident) Policy with a minimum coverage of ₹15 Lakhs.
- Each professional shall be entitled to an annual bonus/Ex-Gracia, payable once in 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.
- 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.

Payment Terms:

- Monthly invoicing based on attendance & performance. All the attendance and performance report should be verified from TPSODL divisional safety professionals.
- Payment will be paid as per TPSODL guideline.
- Deductions applicable for absenteeism or non-performance.

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 professional 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**
 - 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.

Service Level Agreement (SLA)

Service Provider agreement					
Sl. No	Parameter	Availability Measure	Penalty Clause	Weightage	Remarks
1	Mobilization of Safety Professionals	Within 30 days of placement of order	2 % of final invoice amount + 1 % for every additional day for each safety professional from the monthly bill	10 %	
2	Availability of required number of TPSODL approved safety professionals at the site.	BA to plan the required manpower for maintaining services without any interruption	2 % of monthly bill per man days absence	20 %	
3	Safety professionals visit site at least once in a day/Operation site/Project site.	Daily site report should be submitted to respected reporting TPSODL employees.	1 % of monthly bill per absence of report or not submitting the report.	20%	
4	Valid Driving License & Two-Wheeler Availability	All deployed professionals must have valid DL and two-wheelers for site visits	1 % of monthly bill if any criteria not match.	10%	
5	Attendance & Timely Reporting	Daily attendance and report submission by morning 9:00AM	1% of monthly bill per day of delay	10%	
6	Daily site report with supporting document details submission	Report and evidence as per TPSODL format	1 % per day of monthly bill	20 %	
7	Participation in Safety Campaigns & Trainings	Minimum 1 safety event/training per week per professional	1 % per day of monthly bill	10%	