

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	

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9	Boudh Division	1	
10	Rayagada Division	1	
11	Gunupur Division	1	
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. 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.
4. All the required mandatory PPE (safety helmet, reflective jacket, safety shoes, safety) and other job required PPE as per the site safety requirement.
5. All work executed must be kept in proper document manner and to be certified by respective location TPSODL officials.
6. Maintenance of training record & MIS.
7. The engaged trainer lodging, boarding, fooding and transportation to be arranged by contractor.
8. Transportation should be managed in a safe manner by complying RTO norms.
9. The existing professionals may be retained based on the feedback received from the TPSODL Safety Department.
10. Feedback should be formally collected through email communication.
11. Each professional shall be paid a minimum in hand salary of ₹28,000 per month.
12. The BA shall provide the standard uniforms to each Safety professional.
13. Each professional should cover under insurance policy & GPA (Group Personnel Accident) Policy with a minimum coverage of ₹15 Lakhs.
14. Each professional shall be entitled to an annual bonus/Ex-Gracia, payable once a year.
15. The BA shall organize at least two team meeting during the contract period for all Safety Professionals. All 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 contractor 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. Candidate must have valid driving license for two-wheeler / four-wheeler (if self-drive vehicle) and following all traffic safety rules during work.
5. 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. TtT program.
3. Information related training location & contact person.
4. 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).
5. Training topic / subject for said work shall be provided by TPSODL concern department.

Uniform & PPE shall be supplied to employees as follows:

- All professional should have Single-colour full sleeve shirt.
- Safety helmet, Electrical safety shoes, Reflective jacket, confirming to IS /EN Standards.
- The Contractor shall have to maintain and submit all statutory registers / compliance for work execution and manpower deployment as required, in consultation with personnel department / statutory bodies. Also, The Contractor shall abide by the legal provision as per shops and other establishment act.
- The Contractor may visit the site before submission of the offer to study the and assess the site condition and volume of the work involved and detail scope.
- Any other general terms of ss followed by TPSODL Contract Department terms and condition.

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Service Level Agreement:

Sl. No	Parameter	Availability Measure	Penalty Clause	Weightage
1	Mobilization and training start up	Within 10 days of contract award	2 % of final invoice amount + 1 % for every additional day 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	Daily 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%

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: