



TECHNICAL SCOPE OF WORK

CONDEMNATION OF SEAMLESS STEEL CNG CYLINDER INSTALLED IN THE CASCADE

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1. INTRODUCTION

Gujarat Gas Ltd, a Group Company of Gujarat State Petroleum Corporation Ltd., (Gujarat State Government Undertaking), is in business of distribution Natural Gas to Industrial/ Commercial/ Domestic Customers and CNG Stations in the State of Gujarat, Maharashtra, Punjab, Haryana, Rajasthan, Madhya Pradesh and Union Territory of DNH etc.

This scope of work covers minimum requirements pertains to condemnation of seamless steel CNG cylinders installed in cascade including to and fro transportation, Loading and unloading. The brief general Scope of Work details shall be as under.

2. DEFINATION

In the Bid/ Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires.

- a. The **"Bid"** shall mean the Bid submitted by the CONTRACTOR for acceptance by the GGL. The **"Contract"** shall mean the agreement and all other documents between the company and the contractor for providing the services mentioned herein.
- b. **"EIC"** shall mean Engineer In -Charge
- c. The **"GGL"** or **"Company"** or **"Owner"** shall mean GUJARAT GAS LIMITED (GGL), incorporated under company's Act 1956 having its Corporate office at Ahmedabad, Gujarat, hereinafter mentioned as **"OWNER"** which expression shall, unless repugnant to the context or meaning or meaning thereof, include all its successors, administrators, executors and assigns.
- d. **"GGL's Premises"** or **"Owner's Premises"** shall mean company's premise or its customer's premises where work is to be executed.
- e. The **"GGL Engineer-In-Charge"** or **"GGL's representative"** shall mean the person designated as such by the Gujarat Gas Limited and shall include his authorized nominee or agent, provided however that the GGL's Representative to be so designated by GGL may be one person for certain aspects of this agreement and another person for other aspects of work covered by this Bid/ Contract.
- f. **"Guarantee"** shall mean the period and other conditions governing the warranty/ guarantee in respect of the work as detailed in section hereunder.
- g. **"HSE"** shall mean Health, Safety & Environment.
- h. **"Stores"** or **"Warehouse"** shall mean the Companies Stores located at various location of Gujarat Gas Limited.
- i. The **"Supervisor" OR "work in charge"** shall mean the person deployed by the contractor for control & supervision of the work of his work force, as per the Scope of work mentioned and to receive instructions from OWNER's Engineer-In-Charge or his representative.

3. APPLICABLE CODES & STANDARDS

The Bidder shall work confirming to the following code & standards but not limited to:

- Gas Cylinder Rules,
- CCoE / PESO Guidelines,
- PNGRB T4S Retail Outlet
- IS 8198
- IS 9200
- IS 8451

4. BIDDERS/CONTRACTORS SCOPE OF WORK

- 4.1 The scope covers the minimum specified requirement for the various activities to be carried out by the Bidder toward the condemnation CNG cylinders at PESO approved Testing station and related work at the aforesaid site.
- 4.2 Bidder shall provide cylinders condemnation certificate and necessary documents along with bill/ cascade.

4.3 GGL will not pay any other applicable charges except charges mentioned in SOR/ taxes (i.e. Toll Tax, state Border Tax or any other taxes) for transportation of cascade from GGL location to bidder's facility and for transportation of remaining material from bidder facility to GGL warehouse/ CNG station.

4.4 Transportation of cascades shall be in Bidder scope. Bidder shall be responsible for providing e-way bill and applicable statutory documents for transportation of cylinder remains, frame, tubing, valve etc. from their testing plant to GGL site location/ warehouse (if applicable).

SCOPE OF WORK AT GUJARAT GAS LTD'S SITE FOR STATIONARY CASCADES CONNECTED WITH COMPRESSOR

4.5 Bidder shall visit at CNG station where stationary cascade replacement is planned and provide complete replacement plan along with spares requirement to GGL EIC of CNG station

4.6 Disconnection of cascade, tubes and fittings at GGL's site.

4.7 Fitment of spare Cascade (Provided by GGL) for continuing the operation including any tubing modification is in scope of Bidder. Cost of any spare i.e. fitting/tubing required for continuation of operation of CNG station will be borne by owner i.e. GGL.

4.8 Bidder shall install earthing strips if available at site or install earthing with 25mm² multicore copper cable with green colour sheath. 25 mm² multicore cable shall be provided by GGL for installation at site.

4.9 Pneumatic testing (using natural gas) of SS tubes after refitting of cascade at GGL's site.

SCOPE OF WORK AT GUJARAT GAS LTD'S SITE

4.10 Bidder shall load cascade on truck/Vehicle.

4.11 Bidder shall remove PG, TG and SRV of the stationary cascade (for which condemnation is required) and handover the same to GGL representative.

4.12 Safe loading of CNG cascades on truck through crane of adequate capacity/ Hydra of minimum 14 ton capacity and as per lifting plan at GGL's site.

4.13 Bidder shall ensure that no damage occurs to structures/ Civil Works at Site. If any, the same shall be repaired at Bidder's own cost.

4.14 **Bidder shall carry out following activities at his works:**

4.14.1 Unloading of CNG cascade by crane/ hydra.

4.14.2 Dismantling all fittings, tubes and cylinders.

4.14.3 Transport each cylinder to de-gasification point

4.14.4 Opening valves and De-gassing the cylinders.

4.14.5 Check readings by Gas detector for non-availability of gas in the cylinder.

4.14.6 Devolve all the cylinder valves

4.14.7 Measure Qty. of residual Oil/ Water/ moisture in all cylinder and details of quantity shall be submitted to GGL.

4.14.8 Purge the cylinder by N₂/ Steam medium or fill the cylinder with water

4.14.9 All the markings on a cylinder shall be defaced beyond recognition

4.14.10 Word 'CONDEMNED' shall be punched deeply on the shoulder in capital letters of 12 mm size.

4.14.11 The cylinder neck threads shall be completely damaged in such a manner so as to render the cylinder unserviceable.

4.14.12 The cylinder shall thereafter be cut into multiple pieces (Minimum 3 pieces). Bidder can keep neck portion of the cylinder. Rest of the cylinder cutting pieces needs to return back to GGL.

4.14.13 Cut pieces shall be flattened & de-shaped in such a way that it will not regain its shape and they cannot be re-joined/ reconstructed by welding or otherwise.

4.14.14 Issues certificate of condemnation of each cylinder as per PESO Guideline.

4.15 **Loading & Unloading of CNG Cascade:**

4.15.1 Loading/ Unloading of cascade is deemed to be carried out at any specified GGL locations/ sites/ warehouse by Bidder.

4.15.2 The Bidder providing service under this agreement, the services will start only once the vehicle reaches to GGL site.

4.15.3 Bidder will carry out following activities in case of spare/tested cascade is available for installation

- Unloading of tested/ spare cascade at CNG station.
- Installation of tested/ spare cascade at CNG station on compressor canopy or foundation as per site.

- Dismantle of existing operational cascade from CNG station.
 - Loading of existing operational cascade in truck and transportation of same from CNG station to Bidders testing facility.
 - As Crane/Hydra required for loading and unloading of cascade will be one time hence the quantity for such instances where spare cascade is available will be one time or instance.
- 4.15.4 Bidder will carry out following activities in case of spare/ tested cascade is not available
- Dismantle of existing operational cascade from CNG station.
 - Loading of existing operational cascade in truck and transportation of same from CNG station to Bidders Hydro testing facility.
- 4.15.5 Bidder can claim crane/ Hydra hiring charges only for GGL site. Hiring of crane/hydra at Bidder's site is inclusive of condemnation charges as per Schedule of Rates.
- 4.15.6 Loading / Unloading of CNG Cascade cylinder shall be carried out either by Hydra or Crane, depending on the requirement of the specific job as confirmed by GGL EIC. Any other lifting equipment identified on case basis shall also be included as part of this Bidder's scope.
- 4.15.7 For Loading Operations with Crane or Hydra the requirements include, but not limited to the following:
- 4.15.7.1 Crane/ Hydra with telescopic Boom of required capacity. The Capacity of crane/ Hydra shall be calculated by the Bidder prior to start of job keeping in view the load to lifted and the distance/ angle of lift & loading.
- 4.15.7.2 The crane/ Hydra shall have all valid documents & Certificates of registration, fitness certificates, Inspection Certificates by competent & approved external agency.
- 4.15.7.3 Bidder shall ensure that servicing of Crane/ Hydra is done as per the manufacturer requirement. Record of routine maintenance service as specified by the manufacturer must be made available to GGL.
- 4.15.7.4 All required lifting tools and tackles like Wire Rope Slings, D-Shackles, Choker Belts, Hooks, Nylon Belts, and Guide Ropes etc. should be duly tested and certified by competent person and in good condition. Test certificates of the same shall have to be provided to GGL In charge for verification and approval for using the same. Ensure Cranes/ Hydra are fitted with Spark Arresters (If applicable).
- 4.15.8 Crane/Hydra shall be equipped with Reverse Horn/ Alarm.
- 4.15.9 The following personnel with valid competency certificates are mandatory
- a. One Competent Supervisory Staff for overseeing safe execution of loading/ unloading.
 - b. One Competent Crane/ hydra Operator with valid license for operating cranes
 - c. One competent Helper for the crane operator.
 - d. Two Skilled Banks man/ Riggers.
- 4.16 Transportation of scraped material and all material of condemned cascade (Frame cut pieces, cylinder remains, spare etc.) is in bidder scope.
- 4.17 Bidder shall return all fittings, tubes, valves, instruments, cascade frame cut pieces etc. to owner for further uses. Bidder shall dismantle/ Cut cascade frame in such a way that all vertical and horizontal supports shall be separated for ease of handling.
- 4.18 Bidder shall maintain history sheet or records of condemned cylinder for minimum 2 year as per GCR 2016 and submit report to the Chief Controller of Explosive within all timeline frame provided in GCR 2016.
- 4.19 Bidder shall carry out condemnation of CNG Cascade Cylinders at CCOE approved testing facility as per latest version of IS 8198, IS 9200 Standard & Gas cylinders Rules 2016.
- 4.20 Bidder shall provide Cylinders Condemnation Certificate and necessary documents along with Bill/ Cascade.
- 4.21 Bidder shall submit cylinder Condemnation certificate of each cylinder as per GGL requirement and as per latest PESO Guideline
- 4.22 Bidder shall be responsible for indemnity of GUJARAT GAS LTD's Cascade/Cylinder at his works.
- 4.23 Bidder shall observe all prevailing HSE norms & labor laws applicable to them during the period of contract.
- 4.24 Bidder shall strictly adhere to the environment norms as per the existing local rules and Owner's environment management system.
- 4.25 Charges for loading/ unloading of Stationary Cascade at GGL CNG station includes installation/ fitting charges too excluding the spares used for installation and welding work, if performed at site.

- 4.26 Bidder to submit SOP for activities to be carried out and all activities shall be carried out as per approval of SOP issued by GGL, Any deviation in HSE requirement or other approved SOP are not acceptable.
- 4.27 If any cylinder is having valid life of more than one year, Bidder shall return these cylinder to the GGL without condemnation. Bidder shall reduce charges on prorata bases for these cylinders.
- 4.28 If any cylinder is missing in the cascade, Bidder shall intimate GGL for missing cylinder. Bidder can claim full amount for the condemnation of cascade.

5. OWNER'S SCOPE OF SUPPLY

- 5.1 Provide work permit/ work authorisation for execution of job.
- 5.2 Provide safety guidance & assistance as and when required.
- 5.3 Provide the necessary site clearance/approval for carrying out the job.
- 5.4 Inform BIDDER about the risk associated with the job & it's control measure.
- 5.5 Provide cascade for replacement with stationary cascade at CNG Station to maintain continuous operation at CNG station.
- 5.6 Provide information about HSE, Statutory & additional requirements to be fulfilled by Bidder at GGL prior to commencement or the work.
- 5.7 Gujarat Gas Ltd shall bear the transit insurance; however Bidder shall provide detail of Truck & Transporter in advance.

6. GENERAL REQUIREMENTS

- 6.1 The SERVICE PROVIDER shall arrange skilled labour/ technicians for servicing/ replacing/ handling of spares equipment's/ instruments carefully.
- 6.2 Provide proper communication facilities to all contractor personnel such as engineers, technicians etc for better connectivity and communication.
- 6.3 All the equipment, appliances or other things of whatsoever nature required in or about the execution of the work, whether of temporary or permanent nature shall be provided by the SERVICE PROVIDER.
- 6.4 Without limiting the generality thereon, SERVICE PROVIDER shall do all work necessary at each of the job which is complete in all respect with site restoration.
- 6.5 Before starting of work at site, SERVICE PROVIDER shall himself familiarize for the work having obtained approval/ clearance from OWNER.
- 6.6 SERVICE PROVIDER shall carry out work with safe operating practices and hand over in well operating condition.
- 6.7 SERVICE PROVIDER needs to perform his job within Owner's duty hours. SERVICE PROVIDER'S personal must record entry time and outgoing time in register lied at respective CNG station whenever they come to perform and attend any maintenance job at CNG Stations.
- 6.8 SERVICE PROVIDER shall strictly adhere to all the safety rules and regulations prevailing and applicable from time to time at the installations as directed by GGL.
- 6.9 SERVICE PROVIDER shall make his own arrangements to provide all facilities like boarding and transportation etc. to his workmen.
- 6.10 Driver / staff / cleaner deployed by the Contractor for providing services shall at all times be employee of the bidder and nothing would constitute or deem to constitute these personnel as employee of Gujarat Gas Ltd or working for it. Contractor shall be responsible for payment or submission of all statutory and contractual payments in respect of personnel deployed by the Contractor for fulfilling its obligation under this agreement, including but not limited wages.

Permits & Authorizations:

- 6.11 Apply and obtain all necessary permits/work authorisation for the related work to be performed. After completion of work a joint inspection shall be carried out at work place.
- 6.12 At least 24 hours prior notice to be given to OWNER's in charge to arrange the work permit. All work to be carried out at site under valid Permit to Work from OWNER's in charge.
- 6.13 BIDDER is responsible to collect the valid permit to work from GGL's in charge. BIDDER shall intimate to OWNER for extension of the work permit and shall collect the same from GGL's in charge.
- 6.14 In case work is executed at GGL premises, BIDDER shall carry out the work normally within day-light hours. The Concern Supervisor must approve any deviation from the normal working hours. No Work shall be carried out

without advance permission of OWNER's Engineer in charge. Approval from OWNER must be obtained in case of working hours extended beyond day-light hours as well as while working on weekly off and holidays.

- 6.15 BIDDER's shall provide the I-Card to deputed manpower. They should not be without Identity Card at OWNER sites / office as well as sites.
- 6.16 Work shall be carried out as per Safe Engineering Practice, OEM Manual & Requirement of OWNER's in charge
- 6.17 All the responsibility for the completion of job will be in the BIDDER's scope.
- 6.18 Accomplish the designated job within the specified time duration for fulfilment of the target.
- 6.19 BIDDER must refer medical emergency management policy of OWNER to handle any medical emergency on site.
- 6.20 If the work is not done as per OWNER'S Satisfaction level then do the necessary rework at your own cost.

Communications:

- 6.21 BIDDER must ensure to communicate to OWNER as per contingency plan in case of any accident during execution of job.
- 6.22 Contractor shall provide mobile phone to its staff for effective communication from his works to Gujarat Gas Ltd work In Charge / Contract Holder. However, use of Mobile phones shall be strictly being as per Gujarat Gas Ltd HSE Policies (No Mobile Phone at gas installations or during driving).

Work Planning:

- 6.23 Notify the OWNER's Engineer in Charge about all the activities planned for the day through an email along with the Progress Report. Do not commence any works on any given day without intimating the Engineer in charge of the location where the Work is to be executed for that particular day.

7. HSE REQUIREMENTS:

- 7.1 BIDDER shall apply and obtain work permit from OWNER for the work to be performed. After completion of work a joint inspection shall be done at work place.
- 7.2 BIDDER shall carry out the work within the duty hours agreed with OWNER. No Work shall be carried out without permission of Company representative beyond the official duty hours.
- 7.3 BIDDER shall ensure that all tools, appliances, machines, vehicles, or other equipment, are in safe working condition at all times and comply with current regulations and, where appropriate, are used only by authorized and competent persons. This provision includes all emergency response life-saving equipment.
- 7.4 Any breach of the HSE requirement shall be deemed by the company to be a material breach of the terms of the contract between the parties and the company shall be entitled to take appropriated action including instructing the contractor to (a) Remedy the breach; (b) Suspend the work or (c) Terminate the contract.
- 7.5 All activities shall be carried out as per OWNER documented procedure and HSE requirement and deviation from it shall be dealt very strictly.
- 7.6 BIDDER shall strictly abide by the work permit system & Safe Control of Operation Procedures wherever applicable and explained by the OWNER work in-charge.
- 7.7 BIDDER shall follow OWNER's HSE Procedure & fulfil legal compliance during the period of contract.
- 7.8 BIDDER shall observe all prevailing HSE norms & labour laws applicable to them during the period of contract.
- 7.9 BIDDER shall adhere to safe construction practice and guard against hazards and unsafe working conditions and shall comply with safety standards.
- 7.10 Action arises due to incident investigation, audit/inspection, and hazard reporting etc. shall be closed out by BIDDER as per timeline given by OWNER.
- 7.11 All incidents and injuries shall be reported promptly to OWNER.
- 7.12 BIDDER shall ensure that the safe transportation of material from warehouse to the concerned site.
- 7.13 BIDDER shall ensure its personnel are medically, physically and mentally fit to carry out the duties to which they are assigned in respect of the work.
- 7.14 BIDDER shall implement OWNER HSE Policy, HSE Management System, Life Saver and guideline issued by OWNER during the execution of Job.
- 7.15 BIDDER shall not carry out any work at any premises under construction. Permission & Instruction must be sought from OWNER's in charge in case of exceptional circumstances.
- 7.16 Emergency arrangement as agreed with OWNER like Communication system, First aid box, etc. shall be ensured at site as directed by OWNER appropriately.

- 7.17 BIDDER should ensure an injury free incident free workplace and protect people from harm caused by work activities
- 7.18 BIDDER shall arrange work related Personal Protective Equipment (Hard Hat, Safety Shoes, Uniform, Hand Gloves etc.) to his staff and ensure to wear it during the execution of job.
- 7.19 BIDDER shall ensure that temporary scaffolding, cordons, sign boards etc. erected for purpose of the assigned job are fit for use and promptly removed following completion of the job
- 7.20 During the execution of work BIDDER should ensure that it should not obstruct any or all other routine activities performed by other agencies.
- 7.21 BIDDER shall ensure that in isolated rooms or areas no single working shall be allowed /followed.
- 7.22 BIDDER shall ensure proper disposal of solid / liquid waste as per requirement of OWNER and shall ensure to follow the legal requirements associated with waste handling.
- 7.23 BIDDER to ensure that all potential hazards and near misses are reported to OWNER.
- 7.24 BIDDER shall inform all his employees that smoking inside the office premises as well as sites is strictly prohibited.
- 7.25 BIDDER's personnel shall not resort to misuse of drugs, medicines or alcohol while on duty. BIDDER shall also ensure that in no case the ability of his employees to carry out their assigned duty is impaired by use of the substances mentioned herein
- 7.26 Before starting of Job, Bidder shall ensure that tool box talk with work In-charge and identified work related site specific risk assessment is done at any location.
- 7.27 Bidder shall apply and obtain all necessary permits for cylinder testing and related work to be performed. After completion of the work a joint inspection shall be done at work place.

8. SPECIAL TERMS & CONDITIONS:

- 6.1 OWNER can recover penalty amount from invoices, if the BIDDER neglects to execute his duties as per the Scope of Work or unnecessarily delays completion of work during execution of Contract. The amount of such recovery shall be as shown below for the given parameters or mutually determined in consideration of the consequence of BIDDERS' neglect
- 6.2 Submit the bills along with Service Report to OWNER's Engineer in charge in Subsequent month.
- 6.3 If any OWNER Material/ Asset damage during the execution of job then OWNER shall recover the actual amount from BIDDER's bill.
- 6.4 No additional days will be provided during rainy season.
- 6.5 In case of any delay which is beyond the control of the Bidder and owner, than approval note for wavier of penalty along with proper justification shall be obtained from Circle Head/Zonal Head
- 6.6 If the Tender document is silent on any observations that are faced during contract period, Decision taken by GGL committee will be final and binding on the bidder
- 6.7 If there are any suggestions during post award of contract, GGL Committee will review and take decision on the suggestion

9. PENALTY TERMS

Sr. No.	Service Level Agreement	Penalty & Frequency
1	CNG station shutdown should not exceed more than 12 hours while executing the job	INR 1000/- delayed hour
2	Condemnation of individual cascade goes beyond 15 days for 40 cylinder cascade (15 days are arrived after considering/ including Sundays and intervening holidays). Condemnation period will be calculated based on date of arrival of cascade at bidder facility and date of "Ready for ready for return back remains" of cascade from bidder facility. Bidder shall communicate " Ready for ready for return back remains " Status once activities of condemnation cascade is completed	INR 500/- per day of delay

*The Cumulative Penalty shall be limited to maximum 50% of the Basic value of Contract.

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9.1 In case Bidder fail to meet the completion schedule due to below reason

- a. Force Majeure; and/or
- b. Reasons attributable to Gujarat Gas Ltd alone,

Then bidder shall not be liable to pay Penalties as mentioned above.

PENALTY MATRIX RELATED TO CPAR

Sr. No.	Parameter	Service level Agreement	Penalty
1	CPAR Section Business Performance -	CPAR Score of Business Performance section > 75% of the applicable points	In addition to corrective action by contractor at his own cost, Penalty of Rs.5,000 will be levied if monthly Business Performance points are less than 75% of the applicable points
2	CPAR Section Quality Control -	CPAR Score of quality control section > 50% of the applicable points	In addition to corrective action by contractor at his own cost, Penalty of Rs.3,000 will be levied if monthly quality control points are less than 50% of the applicable points
3	CPAR Section - Contract Management -	CPAR Score of Contract Management - CPAR Section > 50% of applicable points	Penalty of Rs.3,000 will be levied if monthly Contract Management - CPAR points are less than 50% of applicable points
4	CPAR Section - HSE and Life Saver Compliance –	CPAR Score of HSE & Life saver section > 50% of applicable points	Penalty of Rs.3,000 will be levied if monthly HSE & Life saver points are less than 50% of applicable points

PENALTY MATRIX RELATED TO INJURY CASES

Sr. No.	Parameter	Penalty (INR)
1	Fatal incident	For each fatal case either 1,00,000/- or 10 % of total contract value, whichever is lower
2	Lost time injury	For each injury case either 20,000/- or 5 % of total contract value, whichever is lower
3	Medical Treatment case / Restricted workday case (Excluding animal/insect bite cases)	For each injury case either 10,000/- or 2 % of total contract value, whichever is lower

Note: Penalty shall be imposed over and above the payment & compensation that would be made by the service provider to the injured person or family of deceased vide the statutory provisions.

ANNEXURE -1: QHSE REQUIREMENT

1. SCOPE AND APPLICATION

Contractor/Service providers are the key stake holder and an integral part of Gujarat Gas Ltd (GGL's) business. Contractors'/Service provider' Quality, Health, Safety and Environment (QHSE) performance reflects on the company's business performance and reputation. GGL has established QHSE Management Systems, Procedures & Guidelines to ensure compliance with GGL's QHSE requirements. These requirements apply to all jobs whilst conducting work for GGL including; Project, Construction, Operation & Maintenance, Field Operations and Services within any given contract or agreement.

The overall objective of QHSE management in contract/agreement is to improve the company and Contractor's/Service providers' QHSE performance in all aspects of activities. Active and on-going participation by both the GGL and Contractor/Service provider is essential to achieve this objective.

2. RESPONSIBILITIES

It is responsibility of GGL management and staffs to ensure that all Contractors/Service providers work under their direction & control are provided with relevant Integrated Management System (IMS) Policies, Procedures & Guidelines that describe the GGL requirements for undertaking work within the company. It is also the responsibility of Contractors/Service providers to ensure that their staff are informed of and comply with GGL's requirement whilst working for the company.

GGL HSE department provides advice and assistance on QHSE requirements across the complete spectrum of all work activities. Contract Owner (Department Head) and Contract Holder (Work in-charge) are responsible to ensure safe execution of work/service include the following:

- Ensuring that the QHSE Policy, Procedures & Guidelines are known and understood by all contractors'/service providers' staff and work force
- Monitoring, Inspecting & Auditing execution of work, activities to ensure adherence to the QHSE compliance requirements

The Contractors'/ Service provider' will take the responsibility for implementation of GGL's QHSE Policy, Procedures, Guidelines and other requirements with the advice and support of the GGL's Contract Owner/ Contract Holder and HSE representative.

Contractor/ Service provider to ensure that all aspects relating to QHSE are adequately addressed and implemented in accordance with the GGL QHSE requirements and QHSE Management Plan, which shall include the management processes and activities to be implemented during the course of work with GGL.

Contractor/ Service provider shall be responsible for ensuring that adequate HSE resources are put in place to enable satisfactory implementation of QHSE Management Plan.

This responsibility also applies to ensure the Health and Safety of the people are directly and indirectly engaged/ involved whilst working or present at GGL's work area/ sites.

3. MOBILIZATION

- Post selection and awarding of contract, GGL shall arrange a kick-off meeting with Contractor/ Service provider where GGL team members Contract Owner (CO), Contract Holder (CH) & HSE representative will discuss on QHSE Management aspects/ plan and requirements in order to make sure that Contractor/Service provider and their team are fully understand the expectation of GGL. During the meeting, QHSE Management Plan shall be discussed and agreed between GGL and Contractor/Service provider
- Contractor/ Service Provider shall ensure that all tools, tackles, equipment, machineries & instruments are adequately deployed and are 'Fit for Purpose'. Pre mobilisation checks/ inspection shall be carried out by GGL team for the same before the start of work.

- GGL emphasizes on the importance of the Health and Fitness of all staff/ work force deployed at GGL work sites. Contractor/ Service provider shall adhere to medical check-up as per the GGL Health check-up matrix (as applicable)
- A proper HSE orientation and training will be organised by GGL for the Contractor/ Service provider workforce before the start of work; under no circumstances should the Contractor/ Service provider commence the work unless they have undergone the HSE training (as applicable)
- All the Bidder's workmen shall mandatorily participate in all HSE training programs arranged by Owner's HSE Department – Basic Safety Training at the time of deployment and refresher trainings at frequency defined by Owner.
- Bidder shall ensure that all of its manpower mandatorily attend any safety & technical awareness/ incident lesson learning sessions/ briefing arranged by GGL in-house.
- Contractor/ Service provider shall ensure that all their staff/ work force are provided required Personal Protective Equipment (PPEs) as per GGL PPE matrix (as applicable)
- Contractor/ Service Provider shall ensure all required emergency arrangements like Medical treatment, FIRST AID box and Firefighting equipment (as applicable)

4. EXECUTION

Contractor/ Service provider is responsible to ensure the compliance with GGL QHSE requirements. GGL overall QHSE performance is directly influenced by the contractors' performance.

- Contractor/ Service provider is responsible for QHSE compliance monitoring at site/ work activities to ensure that work/ activity is performed in a safe manner. Moreover, they are responsible for reporting of all incidents, Hazard and Near Miss that might happen during work/activity
- Contractor/ Service provider shall follow and comply with GGL "Work Permit" system
- During work execution and activities, GGL team will regularly monitor and evaluate the performance of the Contractor/Service provider to identify the shortfalls and weaknesses and assist to improve the overall performance including QHSE performance through CPAR process (as applicable)

We believe that everyone at GGL, Employees, Contractors, Service providers and Associates have the right to go home safely to their families.

QHSE Defaults and Penalties (As applicable)		
Sr. No.	Description	Penalty amount
1	Work without PtW/WA	Rs. 1,000/- per instance
2	Non-compliance - Safety Training Card (STC)	Rs. 1,000/- per instance
3	Non-compliance - Health Check up	Rs. 2500/- per person
4	Non-compliance - PPEs	Rs. 1,000/- per instance

Remark: Issuance of MEMO against HSE non compliances including above mentioned defaults shall be decided by Contract Holder

5. QHSE GUIDELINE (AS APPLICABLE) FOR ALL TYPE OF CONTRACTS


5.1 Contractor/ Service provider...

- shall ensure that all staff/ work force comply with the requirements of the GGL HSE Management System, QHSE policy, standard, procedures, guideline, plan & Life Savers at work site
- shall ensure issuance of Identity Card to their team members
- shall apply and obtain Permit to work (PtW/ WA) before start of the work
- shall arrange work related Personal Protective Equipment (PPEs) for their staff/ work force and ensure proper use during the execution of job
- shall carry out the work within the duty hours/ office hours. No Work shall be carried out without permission of GGL's representative beyond the official duty hours unless otherwise agreed upon prior to start of work and recorded appropriately

- f) shall ensure that all tools, tackles, appliances, machines, vehicles, instruments or other equipment are Fit for Purpose and maintained safe working condition at all times and are used only by authorized and competent persons
 - g) shall ensure that all the QHSE requirements are properly discussed for any sub-contracted activities with GGL. No such activity shall be performed without clearance from GGL management
 - h) shall ensure that all Hazards, Near miss, accident, incident, injuries are reported promptly to GGL. Action arises due to reported Hazards, Near miss, incident investigation; audit/ inspection shall be closed out as per agreed timelines with site in-charge
 - i) shall deploy staff & work force trained, qualified and competent for the work and well aware of risks and mitigation action/s for the activities undertaken
 - j) shall make necessary arrangements for safe custody of equipment, materials in stores/ warehouse and at site
 - k) shall ensure safe transportation, storage and handling of materials to prevent any damage which may impair safe performance of the equipment / material etc
 - l) shall initiate immediate actions to hospitalize injured person(s)
 - m) shall ensure an injury free, incident free workplace and protect people from harm caused by work activities
 - n) shall ensure use of seatbelts while driving four-wheeler and use of crash helmet for Two wheeler riders during job execution
 - o) shall ensure Lock out and Tag out (LOTO) after de-energizing and double check before starting any jobs. In case of conducting job for the purpose of fault finding & monitoring of voltage & current it is to be considered live working and all PPE'S to be worn to avoid exposure of flash arc current
 - p) shall take note that the use of open wires in sockets, use of wires with tape joints shall not be accepted at work site.
 - q) shall ensure proper collection, storage and disposal of solid / liquid waste as per GGL procedure and guideline
 - r) staff/work force shall not smoke or resort to misuse of drugs, medicines or alcohol while on duty
- 5.2 In case of any incident like fire, gas leakage etc. due to gross negligence of the Contractor's staff/work force, GGL reserves the right to impose penalty up to actual damage cost and or termination of work order depending upon the gravity of the situation.
- 5.3 Any breach of the QHSE requirements shall be deemed by the company to be a material breach of the terms & condition of the contract. GGL shall be **entitled** to take appropriate actions including instructing the contractor to (a) remedy the breach; (b) suspend the work or (c) terminate the contract.
- 5.4 All activities shall be carried out as per GGL's documented procedures and QHSE requirements, deviation from it shall be dealt with very strictly

ANNEXURE 2: CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR)

TYPICAL FORMAT FOR CPAR

 GUJARAT GAS	Contractor Performance Assessment Report (CPAR)	Doc. No. : HSE-F-28 Rev. No. : 03 Eff Date : 15.01.2021
GA / Function:	Month of Evaluation:	
Location:	Department:	
Type of Work/Services:	Work order number:	
Name of the Contractor / Firm:	Contractor Name:	
Contractor Work In-charge:	GGL Work In-charge:	
	Actual Marks Maximum Marks	CATEGORY Total Score
A. Business Performance (Weightage 70%)		
1 Business targets achieved within SLA or scheduled / agreed timelines	140	140 (Work Done/Work allotted)*140
B. Contract Management (Weightage 5%)		
1 Timely deployment & mobilization of qualified, competent and trained manpower & equipment	2	2
2 Supply of materials and equipment as per contractual requirements within timelines	2	2
3 Effective liaison with permission issuing authority / with private entity / other utilities	2	2
4 Timely resolution of Complaints & settlement of all site issues	2	2
5 Maintain complete records at the site & Submission of reports, Invoices / RA bills in time and promptly closing of queries	2	2
		Non-compliance/ Un-adherence Full compliance/ Adherence Not applicable 0 2 NA
C. Quality Controls (Weightage 5%)		
1 Quality of Workmanship / Job execution / Services	2	2
2 Quality of Supervision, Inspection etc.	2	2
3 Quality of Tools & Tackles, Equipment, Instruments used for GGL work	2	2
4 Quality of materials used for GGL work (Supplied by Contractor)	2	2
5 Proper storage and handling of materials & equipment at store, camp and at site	2	2
		<90% compliance 90 - 99% compliance 100% compliance/ Adherence Not applicable 0 1 2 NA
D. HSE Compliance (Weightage 10%)		
1 Adherence to use of PPE's at site	4	4
2 Immediate Incident reporting & management	4	4
3 Proper Waste management (collection, storage and disposal)	4	4
4 Minimum 2 Work place inspection per month by Project Manager / Contractor owner & Reporting of minimum 2 numbers of job related Hazard / Near-miss per month	4	4
5 No overdue actions from reported Hazard / Near-miss / WPI (Work Place Inspection) / Safety tour / Internal or External Audit Observations	4	4
		Non-compliance/ Un-adherence Partial Compliance Full compliance/ Adherence Not applicable 0 2 4 NA
E. Life Saver (Weightage 5%)		
1 Compliance to GGL Life Savers	10	10
		<80% compliance >=80% to <90% compliance >=90% compliance 0 5 10
F. Other Key Performance (Weightage 5%)		
1 Compliance with Statutory & Legal requirements	5	5
		Non-compliance/ Un-adherence Full compliance/ Adherence Not applicable 0 5 NA
2 Closure of recommendation from previous month CPAR to the satisfaction of GGL	5	5
		<80% closeout 80% - 90% closeout >90% closeout Not applicable 0 3 5 NA
NOTE : N/A (not applicable) should be used if the ratings are not going to be applied to a particular area for evaluation		
Total Actual Marks (A+B+C+D+E+F)	200	
Total Maximum Marks = All Applicable line items of (B*2 + C*2 + D*4 + F*5) + 10 + 140	200	
CPAR Score = Total Actual Marks / Total Maximum Marks x 100	100%	
Recommendations for Improvements (to be reviewed next month):		
1		
2		
3		
Evaluator (GGL)		Contractor Representative
Reviewed by GA / Function Team	Designation & Name	Signature & Date
	Work in charge	
	Technical / Function Manager	
	HSE Representative	
Approved by	GA Head / Function Head	

*Format for CPAR calculation shall be bidder information only. CPAR format may change during contract period, Prevailing format shall be considered for CPAR calculation purpose. Monthly Contractor Performance Assessment will be conducted only for the months where work is allotted/ executed.