

Guideline for execution of work 12th plan DDUGJY (Erstwhile RGGVY)

During the meeting with turnkey contractors, it was observed that they have a number of queries regarding scope of work, approval of GTP/drawing, pre-dispatch inspection of materials, payments procedures, vendor approval etc. As such a guideline to address these queries is required. Accordingly a detailed guideline is hereunder:-

Scope of work

During the survey the contractors has to generally consider the following works:-

1. During survey of a village, the idea should be to access electricity to all rural households including school, Panchayat Bahavan, Public Health Centre, Agranbari, Communities Centre & others Govt. public utilities of the village. Survey of proposed infrastructure alongwith missing link to cover all above to access electricity should be carried out.
2. Cluster wise work to be taken up and electrification of UE villages to be completed as per the timeline decided by REC i.e. 31.12.16.
3. Idea is to install three phase transformer of 25 KVA/63 KVA/100 KVA as per requirement keeping in view the load growth of 5 year @ 10% per year but the installed working 1 Ph 10/16 KVA transformer should be limited to feed power to maximum 7/10 consumers. The third circuit of 11 kV if required for conversion of two phase to three phase, the same conductor should be used as it has been utilized for other two circuits. In no case the present loading in the transformer existing/installed should be more than 50%. For calculation of existing load on a transformer 500 watt for APL and 250 watt for BPL household may be considered.
4. Priority should be given to use ACSR rabbit conductor in the 11 kV trunk line as well as village infrastructure. ACS R Weasel conductor may be utilized in spar lines of village infrastructure.
5. Priority should be given to construct LT line with 3 Ph AB Cable within the village. In those villages where the LT line with bare conductor covers more than 70% of rural households, the rest of the villages should also be covered with bare conductor in LT line. On contrary if 30% of the village households are covered by bare conductor in LT line the entire village has to be covered by 3 Ph AB Cable in

LT line. The removed bare conductor may be utilized in other areas after regularization through store.

If the mixed conductor is used in LT infrastructure that should be removed and fresh conductor of adequate size may be utilized in place of it.

6. DTR metering should be carried out by in-built CT with modern facility meters.
7. The service connection is to be provided with meter and meter should be installed outside the premises.
8. The augmentation of PSS shall be considered complete only after the work is completely in all respect. Minor renovation of building, boundary wall & other civil work, earthing, renovation and modernization of PSS will also be taken up by the Agency.
9. Suitable capacitor bank will be installed after technical study of the power system at PSS as per site condition. Study report will be submitted to engineer-in-charge under intimation to CE (RE).
10. Following time period has been decided to complete the electrification of government schools.
 - i) Where only LT extension is required within 50 days.
 - ii) Where HT line, DSS & LT line is required within 80 daysfor which guideline has already been issued.
11. The BPL connection should be provided as per scope and for APL connection a separate guideline is being issued. During the survey, if number of BPL households are found more than the scope, even then all BPL has to be provided electrical connection as per REC guideline.
12. Survey should be completed Blockwise.

Based upon the survey of a block as per above scope, a summary sheet for infrastructure required along with total projected cost has to be submitted to CE (RE) after recommendation by ESE (S) and GM-cum-CE of respective area for further needful action.

Approval of field drawings related to scope of work

For Acceptance of field drawings, the contractor shall follow the procedure which is hereunder:-

All constructions drawing shall be as per REC standard complying with the acceptable relevant IS.

Sl. No	Name of work	Time line
a	All drawings shall be based upon the actual field survey & shall be submitted to Engineer-in-Charge/EEE (Project).	Zero date
b	The submitted documents shall be checked by Engineer-in-Charge/EEE(project)	Within 7 working day from the Zero date
c	The recommended drawing shall be approved by ESE (supply) under intimation to CE (RE) and GM-cum-CE concerned Area.	Within 10 working day from the Zero date

Vendor Approval

Priority should be given to the registered vendors by JBVNL and uploaded at web portal (www.jbvnl.co.in). In case of approved vendors of JBVNL, GTP/drawing will be submitted for approval. In case the agency prefers to procure materials from vendor/vendors not enlisted in JBVNL vendor list may recommend such vendors and submit the request alongwith following documents to the office of CE(RE), JBVNL:-

- 1 Firm should submit the performance certificate for successful supply of materials to PSUs, CPSUs, state Govt. under taking and central Govt. undertaking for last five years.
- 2 The proposed vendor shall be financially capable for which balance sheet for last five year shall be submitted.
- 3 Documentary evidence regarding category of the manufacturer (Micro / Small / Medium / Large) like Registration Certificate issued by Small Scale Industries (SSI) / National Small Industries Corporation (NSIC) / Directorate of Industries etc.
- 4 Copies of Type Test Certificate of materials as per relevant IS / IEC, issued by Central Power Research Institute (CPRI)/ National Test House (NTH)/Electric Research and Development Association (ERDA) labs or any NABL accredited laboratory (wherever required as per enclosed technical specification) not more than three years old and BIS certificate not more than one year old..
- 5 The executing agencies shall submit the GTP/Drawing as per the REC standard to the office of the CE(RE), JBVNL.

- 6 Apart from above, following Notarized affidavit shall also be submitted:-
- Their status of Non-blacklisting/ Debarment from any State Power Utility. The bidders who have been debarred or Blacklisted from any of the State Power utility shall not be eligible.
 - Genuineness of documents including type test report, Calibration report etc. and other relevant documents submitted.
 - The bidders who have earlier failed to execute the Purchase Order(s) of JUVNL and subsidiary companies / or Debarred/ blacklisted by JUVNL and subsidiary companies /any of the State Power Utility shall not be eligible.
 - To the effect that no blood relative or no close family member(s) or no proxies is participating in the bid including all Joint venture partners with employee of JBVNL, JUVNL and its subsidiary companies as per Office order no.686 dated 26.05.2011 of the then JSEB.
 - All the information pertaining to technical, commercial, financial and other matter mentioned in the documents and relevant paper / documents submitted in this regard are true and correct. In case of false documents/ declaration by the firm detected in future, the firm may be debarred from approved vendor list and legal action may be taken against the firm.
- 7 Firm shall have to accept all the term & condition of JBVNL without any deviation otherwise offer of the firm shall not be considered.
- 8 Any other required documents if felt necessary.

Time line for vendor approval

Sl. No	Name of work	Time line
a	Submission of all relevant and required documents by the agency to the office of CE(RE), JBVNL	Zero date
b	The scrutiny of documents and formation of committee for factory inspection after approval from competent authority.	Within 7 working day from the Zero date
c	Submission of report by inspecting committee to office of CR(RE) as per check list	Within 17 working day from the Zero date
d	Scrutiny of committee report, approval by competent authority and issue of letter for vendor approval	Within 22 working day from the Zero date

Approval of GTP/Drawing of materials / equipments

For Acceptance of GTP/Drawing, the agency shall follow the procedure which is hereunder:-

1. The agency shall submit GTP/Drawing as per TS provided in NIT and where TS is not, specified, it should be in accordance with good engineering practice/relevant IS.
2. All GTP/Drawing shall be as per REC standard complying with the acceptable relevant IS.
3. Time Line for Approval of GTP/Drawing of materials / equipments is hereunder:-

Sl. No	Name of work	Time line
a	The submission of GTP/Drawing by agency to the office of CE(RE)	Zero date
b	The submitted documents shall be checked by RE wing	Within 7 working day from the Zero date.
c	The checked GTP/Drawing shall be approved by Chief Engineer (RE) on recommendation of RE wing	Within 10 working day from the Zero date.

Material management

Project wise separate Site Stores shall be maintained and manned by turnkey contractor. Same store shall not be used for more than one project even if neighboring districts' projects are awarded to the same agency. The turnkey contractor shall deploy his own manpower in stores for round the clock security and for its day to day operation through trained Store-keeper.

Issuance and regularization of materials

- 1 The materials received and handing over to agency will route through **MRHOV** (Material received and handing over voucher) by **EEE (project)**. (Annexure-I). **EEE (project) shall act as consignee of the material on behalf of JBVNL.**
- 2 Proper records will be maintained through MRHOV and the same is preserved by the Executive Engineer (project), the agency, EEE(store) and the paying authority.
- 3 Since materials received in this stores are owned by Employer and are pre-dispatch inspected by Employer's representative, materials in a lot shall not

be issued to the sub-contractor for physical execution by Turnkey Contractor.

- 4 Materials for a week time may be issued to working team after permission of Engineer-in-charge with proper requisition slip. Daily accounting of materials receipt and materials issues shall be maintained by Turnkey Contractor.
- 5 Indemnity Bond to be executed by the agency in favour of the Employer against loss, damage and any risks involved for the full value of the materials. This Indemnity Bond shall be furnished by the Contractor before commencement of the supplies and shall be valid till the scheduled date of Taking Over of the equipment by the Employer.

The Contractor shall maintain an accurate and exhaustive record detailing out the list of all equipment received by him for the purpose of erection and keep such record open for the inspection of the Engineer in-charge.

PRE DISPATCH INSPECTION AND TESTING

The following procedures shall be followed for Pre-Dispatch inspections of materials:-

- 1 Inspection call may be submitted only once in a week and preferably on the first working day of the week.
- 2 Each Inspection call may be raised for not less than 15 % of the LOA quantity of the material, preferably.
- 3 Pre-dispatch inspection shall be performed on various materials at manufacturer's work place for which contractor shall be required to raise requisition giving at least 7-day time. Depending on requirement, inspection shall be witnessed by representatives of Employer, PMC and/or RQM/REC/MoP.
- 4 The turnkey contractor shall ensure that pre- dispatch inspection for materials are intimated only when the material is completely ready for inspection. On due date of inspection, if it is found that materials are not ready as per offered quantities, all expenditures incurred on deployment of various inspecting officials along with a fine of Rs. 50,000/- shall be recovered from the bills of the agency. 2nd such situation at same manufacturer/supplier shall result in rejection of name of manufacturer from list of approved vendors/sub-vendors.

Time line for pre-dispatch inspection for materials:-

Sl. No	Name of work	Time line
a	Intimation for inspection of materials to the office of CE(RE), JBVNL	Zero date
b	Deputation of representative of JBVNL/PMC and/or RQM(REC)/NQM(MoP)	Within 5 working day from the Zero date
c	Inspection of materials at manufactures works and submission of report to CE(RE), JBVNL.	Within 15 working day from the Zero date
d	Issue of dispatch instruction (DI) by CE(RE),JBVNL	Within 20 working day from the Zero date

Field Inspection

- The executed work shall be reported village wise to EEE (project) by agency.
- The 100% executed work shall inspected by PMC
- Apart from the above PMC inspection work, the following designated officer shall inspect % wise executed work as hereunder:-

- 1) EEE (Project) - 10% of total work
- 2) ESE (Supply) - 5% of total work
- 3) GM cum-CE (Supply) - 2% of total work
- 4) Head quarter Team - 1% of total work

All designated officers shall inspect villages and other infrastructure separately i.e no two officers will inspect the same village.

Payment procedure

- 1 Payments shall be made promptly by the Employer after receipt of Contractor's invoice complete in all respects and supported by the requisite documents and fulfillment of stipulated conditions, if any. All the payments made during the contract shall be on account payee only.
- 2 All the invoices under the contract shall be raised by agency on "Jharkhand Bijli Vitran Nigam Limited".

Time line for Payment procedure of work:-

Sl. No	Name of work	Time line
a	The application for payment shall be submitted to the Engineer in-charge (Electrical Executive Engineer (Project)) of concerned Electric Supply Circle	Zero date
b	The submitted bills shall be checked and verified by EEE (Project)	Within 3 working day from the Zero date
c	The verified bills shall be counter signed by ESE concerned & submitted to GM cum-CE(supply)	Within 05 working day from the Zero date
d	GM-cum-CE (S) will forward the bills to AO/Sr. manager, JBVNL for checking the verified and recommended bills from field officials	Within 06 working day from the Zero date
e	AO/Sr. manager, JBVNL will process the bill and send to CE(RE), JBVNL for admittance of the bills	Within 09 working day from the Zero date
f	The Chief Engineer (RE) will admit the bills and forward it to FC_II for obtaining the release order	Within 11 working day from the Zero date
g	FC-II will place the file before MD,JBVNL/ Competent authority (As per DoFB) for approval and release of payment	Within 13 working day from the Zero date

Road permit

The turnkey contractor shall submit the request for road permit with following documents to Chief Engineer (RE):-

- i) Enclosed format duly filled by vendor. (Annexure-II)
- ii) Copy of dispatch instruction (DI).
- iii) Copy of tax invoice/ proforma invoice.

After submission of above documents by vendor, Chief Engineer (RE) shall recommend to issue road permit to FC-II, JBVNL. Road permit shall be generated by account wings of JBVNL.

After receipt of road permit the vendor have to submit detailed information in enclosed format (In Excel format) for generation of “C” form for respective invoice (Annexure-III) within seven days from MRHOV to accounts section.

Time line for issue of road permit:-

Sl. no	Name of work	Time line
a	Submission of relevant documents in enclosed format by agency to the office of CE(RE), JBVNL	Zero date
b	Recommendation for issue of road permit by CE(RE), JBVNL to FC-II, JBVNL.	Within 2 working day from the Zero date
c	Issue of Road permit to agency by account wing	Within 04 working day from the Zero date

Labour License

Concerned Area Board will process the Form-V on request of Turnkey contractor so that the contractor may apply for labour license from Labour department.



Jharkhand Bijli Vitran Nigam Limited

Annexure-I

Engineering Building, HEC, Dhurwa, Ranchi-4,
FAX No. 0651 – 2400799, email – cere_jseb@yahoo.co.in

(Department of Rural Electrification)

CIN :-U40108JH2013SGC001702

Material Receipt & Handing Over Voucher (MRHOV)

Name of Store:-

Ref :- (I) Name of work : Village Electrification Work
Under 12th Plan DDUGJY (ERSTWHILE RGGVY)

Name and Address of Supplier :

(Name of District) District

No.....

Date :

(ii) Name & Address of Executing Agency :

(iii) LOA No :

Sl. No.	Material		Unit	LOA Qty	Dl. No. & Date	Dl. Qty	Present Qty			Unit Rate	Total Value as per LOA in Rs.	Challan No. & Date	Mode of Dispatch Viz Carrier, Name & RR/Gr/L.R No with date	Previous Qty	Cumulative Qty.	Remarks
	Sl. No. as per LOA	Description					Challan Qty	Rejected	Received Qty/Taken in stock							

Material received in good condition and handed over to the agency

Material taken over in good condition and entered in stock

Signature of the Engineer In-Charge, JBVNL

Signature of the authorized representative of the agency with seal

Performa for issue of e-Road Blue Permit

Annexure-III

SL.NO.	DETAILS OF CONSIGNER	
1	TIN No.	
2	Registered / Unregistered	
3	Mobile No.	
4	E-mail ID	
5	Name of Consigner	
6	Address	
7	Name & Style of business	
8	State/ Country	
9	District/ City	
10	PIN/ ZIP Code	
SL. NO.	DETAILS OF PLACE OF DISPATCH OF GOODS	
1	Dispatch Address	
2	District	
3	PIN/ ZIP Code	
SL. NO.	DETAILS OF PLACE OF DESTINATION	
	Goods Shipping Address	
	State/ Country	
	District/ City	
	PIN/ ZIP Code	
	Shipping Dispatch Date (dd/mm/yyyy)	
SL. NO.	TRANSPORT DETAILS	
	Mode of Transport/Vehicle Type	
	Vehicle Registration No./ Courier Ref. No.	
	Transporter Name	
	Transporter Address	
	Consignment Date	
	Consignment Note No./ Railway Receipt No.	
	Exit Check post Location	

SL. NO.	DETAILS OF MATERIALS	
1	Commodity Group	
2	Goods Name	
3	Purpose [Tick (✓) the right one]	
	For end consumption	
	For captive consumption	
	Capital goods	
	For resale	
	For use in manufacturing	
	For mining	
	For generation or distribution of electricity	
	For packing	
	For job work	
4	Quantity	
5	No. of Packages	
6	Total Amount (Rs.)	
SL. NO.	DETAILS OF INVOICE	
1	Invoice no.	
2	Invoice date	
3	Invoice Amount	
SL. NO.	ISSUED DATE:	CHECKPOST COUNTERFOIL
1.	Sugam(B) Permit No.	
2.	Exit Checkpost Location	
3	Vehicle No.	
4	Checkpost Exit Date	
5	Checkpost Exit Time	
Note :- Copy of respective invoice or Performa invoice should be enclosed.		

To be filled in Excel Format.

Annexure-III

Sl. No.	PO no.	PO date	e-permit no.	Invoice no.	Invoice date	Dealer name	state	Description of goods	Tin no.	Taxable Value (Amt before CST)	CST	Total	Freight & Others	Gross Total