नव मंगलूरु पत्तन प्राधिकरण
NEW MANGALORE PORT AUTHORITY
यांत्रिक अभियंता विभाग Mechanical Engineering Department
इलेक्ट्रिकल इंजिनियरिंग डिविजन / Electrical Engineering Division
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GST - 29AAALN0057A2ZG

No. 1/RFQ/Solar-Panel-shift/EE(E)II/2025 **Date: 11.04.2025**

To
Website

Sir,

Sub: NMPA - EE(E)II – Removing of Solar Panels from the Roof of Shed No.2 & 3 at Wharf - Quotation requested – Reg

** **

Quotations in sealed covers superscribed as "Removing of Solar Panels from the Roof of Shed No.2 & 3 at Wharf" are invited in accordance with the details, instructions and conditions of contract as detailed below. Quotations may please be sent by post/courier duly addressed to Executive Engineer (Ele)-II, Electrical division, Admin Building, NMPA, Panambur, Mangaluru-575010, so as to reach not later than **3.00PM on 15.04.2025.** Quotations will be opened on the same day at 3.30 PM in the presence of the Bidders who wish to be present.

Sl. No	Item Description.	Qty	Rate/ Unit (Rs.)	Amount (Rs.)
1	Removing of Solar Panels from the Roof of Sheds at Wharf.	400 Nos		
	Total Rs.			
	Applicable GST (%)			

Terms & Conditions:

1. The time allowed for completion of subject work is **10 (Ten) days** from the date of issue of work order.
2. The rate quoted shall be firm and applicable GST shall be mentioned separately.
3. **The Site to be inspected before quoting the rates** for the subject work.
4. The evaluation shall be done on the basis of total lowest value (L1) quoted. The GST element if any will not be considered for evaluation.
5. The tenderer should submit copy of GST Registration certificate along with the offer.

6. Please note that no advance payment will be made. Payment will be released within 15 days after satisfactory completion of the subject work to the entire satisfaction of the Engineer-in-Charge.

7. The Rates quoted should be valid for 90 days.

8. No tools, plant, labour, equipment, transport etc. required for the work will be provided by the Department and the Contractor has to make his own arrangements.

9. The Tenderer shall be responsible for making good of all the damages done during the work.

10. The Tenderer shall be responsible for taking precautionary measures for the safety of the workmen working under him and the responsibility arising due to any mishap during the work, payment of any compensation etc., lies entirely on the part of the Contractor. Safety Items required are to be provided by the Contractor.

11. The Tenderer has to submit an undertaking before the commencement of work as follows:
    i) We shall ensure that our workforce will be provided with and use all the necessary safety gears and equipments required for the job.
    ii) We shall follow all the required safety procedure while executing the job.
    iii) We indemnify the Port for any accidents / incidents while carrying out the contract.
    iv) We have read and fully understood the enclosed Standard Operating Procedures (SOP) and shall strictly follow the same while executing the job.

12. The acceptance of the Quotations rests with the competent authority of NMPA who does not bind himself to accept the lowest Tender and reserves to himself the authority to reject any or all the Tenders received without assigning any reason.

Encl: SOP.

Yours faithfully,

-Sd/-

Seal and Signature of Tenderer.

Executive Engineer (Ele)II

STANDARD OPERATING PROCEDURE (SOP) FOR WORKING ON Electrical Installations:

Workers may get exposed to safety hazards from contact with live power lines during on-site work. The prevention and control measures associated with live power lines / cables includes;

i. Only trained and certified workers shall be allowed to install, maintain, or repair electrical equipment.

ii. Deactivate and properly ground live power cables before work is performed on, or in close proximity to the lines.

iii. Ensure that live-wire work is conducted by trained workers with strict adherence to specific safety and insulation Standards. Qualified or trained employees working on transmission or distribution system shall;

   a) Distinguish live parts from other parts of the electrical system.
   b) Determine the voltage of live parts.
   c) Understand the minimum approach distances outlined for specific live line Voltages.
   d) Ensure proper use of special safety equipment and procedures when working near, or on, exposed energized parts of an electrical system.

iv. Workers shall not approach an exposed, energized or conductive part even if properly trained unless;

   a) The Worker is properly insulated from the energized part with gloves or other approved insulation.
   b) The energized part is properly insulated from the worker and any other conductive object (live-line work)

v. Strict procedures for de-energizing and checking of electrical equipment shall be in place before any maintenance work is conducted. If de-energizing is not possible, electrical installations should be moved or insulated to minimize the hazardous effects.

vi. In order to protect workers from electric shock in case of a faulty circuit to conductive equipment, all non-current carrying conductive components must be bonded together with a conductor of sufficient size. The impedance of the complete ground–fault circuit (phase conductor and bonding conductor) should be low enough to ensure sufficient flow of ground-fault current for fast operation of the proper circuit protective devices, and to minimize the potential for stray ground currents on solidly grounded systems.

vii. Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it down or appears to be insulated.

viii. Never touch a fallen overhead power line. Call the SE(E)/ EE(E) to report fallen electrical lines.

ix. Stay at least 10 feet (3 meters) away from overhead wires during on-site activities. If working at heights or handling long objects, survey the area before starting work for the presence of overhead wires.

x. Never operate electrical equipment while you are standing in water.

xi. If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI).

xii. While working on height such as structures, towers etc., use of Safety Harness, Safety Helmet is mandatory along with the other electrical PPE such as electrical hand gloves, Electrical safety shoes etc.

xiii. No personal shall carry out or attempt any work on live apparatus and mains except under authorization from the Asst. Executive Engineer or Asst.Engineer, who is on duty in a Sub Station or in charge of the overhead or underground distribution Network.

xiv. The work shall be taken up only after taking a 'Permit-to-work' as shown at **Appendix-I** and under the direct supervision of an authorized person, termed as 'Supervisor'.

xv. Where, in the interest of continuity of supply, it is necessary after taking due precautions, to work on live electrical equipment for cleaning and repair work, particularly in receiving Stations and Sub-stations, such work shall be carried out only under the personal supervision of an officer.

xvi. Except for emergencies, all work for repairs, maintenance and construction on or in close proximity to live apparatus and mains shall be pre-arranged and programmed. Accordingly, applications for pre-arranged shut-downs shall be submitted by the Asst.Engineer / Asst. Executive Engineer to the Executive Engineer, in the prescribed form at **Appendix - II** which when duly approved, will be presented to the concerned Permit Issuing Officer for switching out the apparatus and issue of 'Permit-to-work'.

xvii. These applications shall be made sufficiently in advance to enable the Permit Issuing Officer to carry out necessary load transfers, if any, and other operations in connection with the work. The duration and nature of work must be clearly explained to the Permit Issuing Officer before getting a permit.

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APPENDIX – I

PERMIT TO WORK ON 11 KV DISTRIBUTION NETWORK

I, hereby declare that the following electrical equipment/line is dead and isolated from conductors.

A caution notice has been affixed to the controlling Device

……

……

……

(Here state exactly the Electrical Equipment/line on which it is safe to work).

Signature with date, time and designation when permit is issued over phone, the name of the authorized person at opposite end must be recorded.

(Issuer)

(Receiver)

Serial Number of the permit:

(When permit is issued over phone) (Sending end/Receiving end)

i. This card after being signed by an authorized person for the work to proceed, is to be handed to the person in charge of the work and retained by that person until the work is completed or stopped by an authorized person.
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ii. The Electrical equipment mentioned hereon must not be again made live until this has been signed and returned by the person in charge of the work to an authorized person.

I, hereby declare that all me, earthing and materials under charge have cleared the equipment/line and men have warned that it is so longer safe to work on the electrical equipment specified on this card.

APENDIX – II
APPLICATION FOR PRE ARRANGED SHUT DOWNS

1. Name of the applicant:
   ……

2. Designation and address:
   ……

3. Section of line or feeder or equipment on which shutdown is required
   ……

4. Time, date and duration of shut-down: ……

5. Purpose of shutdown:
   ……

6. Consumers affected by shut-down: ……

7. Whether concurrence of competent authority obtained or not
   ……

8. Nearest contact No. ……

Signature of applicant recommending

Signature
Approved by Officer-in-charge of station