



Appendix B – OPGC Contractor Pre-qualification Questionnaire

This questionnaire must be completed in its entirety and accompanied with all requested attachments for review, prior to any opportunity to contract work with OPGC.

Note: Omitting or reporting false information on this questionnaire could result in the disqualification or removal from OPGC’s list of qualified contractors. OPGC reserves the right to conduct random or for-cause audits of the information stated in this questionnaire. Additional documentation may be requested by OPGC to support statements made on this questionnaire.

Company: _____
(Name)

(Street Address or Postal Box Number)

(City, State & PIN Code)

() _____

(Phone Number)

Written Safety Programs, Policies and Procedures

1. Does your company have a written health and safety policy? Yes___ No ___
If yes, attach a copy of the policy to the questionnaire.

2. Does the company have specific health and safety programs? Yes___ No ___

If yes, attach a copy of the programs to the questionnaire.

3. Does your company hold separate meetings to address safety issues? Yes___

No ___

If yes, who attends these meetings?

- All employees
- Field employees only including supervisor
- Field employees only excluding supervisor
- Supervisors/Foremen/ Site –in -Charge only

4. Do you conduct a pre-project hazard analysis? Yes___ No___

If yes please provide a copy of a completed hazard analysis

5. Do your crews conduct daily pre-work tailboard/toolbox meetings before the start of each shift/job? Yes___ No___ If yes, provide three (3) examples of completed tailboard forms.

6. Does your company conduct safety orientations for all newly hired employees?
Yes___ No___

7. Does your company provide safety training to your employees? Yes___ No___
If yes, provide a list of the safety training courses provided and participants, in
the last three (3) years.

8. Does your company maintain certificates of training for technical training
received by your employees? Yes___ No___ If yes, provide a list of the
technical training certificates maintained on your companies files.

9. Does your company conduct accident and incident investigations? Yes___
No___

If yes, does the investigation identify the root cause of the accident/incident?

Yes___ No___

10. Does your company conduct valid drivers' license verification checks on all
company employees? Yes___ No___

Safety History

Please provide data for the previous three (3) calendar years

	Year's	_____	_____

Number of accidents requiring medical attention		_____	_____

Number of lost time accidents		_____	_____

Total number of days off work due to accidents		_____	_____

Number of fatalities		_____	_____

Commissioner for workman compensation-cum-D.L.C			
Performance rating or equivalent		_____	_____

(Cost and accident frequency report)

Number of regular and overtime hours worked _____

In the past three years has your organization received written orders to comply or convictions under Occupational Safety & Health Administration (OSHA) or an equivalent safety regulatory organization? Yes _____ No _____

If yes please provide an explanation of the nature of each order to comply or conviction

I declare that the information provided here and in all attached documents is correct and complete and fully discloses all information relevant to the above questions.

Signed, sealed and submitted on behalf of:

Company name:

Signature: _____

Name & Title:

(Please Print or Type)

Dated at _____ this ___ day of _____, _____.

ZERO



Tolerance Policy

ACKNOWLEDGEMENT



Contractor Safety Management Program

OPGC strongly believes that its contractor workforce is an extension of the OPGC workforce and an essential resource required to complete contracted work programs in a safe manner. As a part of our effort to reduce accident involving contractors and ensuring that each contractor employee is going back to home safely, OPGC will be implementing its Contractor Safety Management system effectively.

PURPOSE

The purpose of Contractor Safety Management Procedure (CSMP) is to specify requirements for managing safety when contracting work.

CSMP will assist OPGC people and contractors to control exposures and prevent incidents that may cause injuries, illness, fatalities, equipment damage, fire, and damage or destruction of property at OPGC.

SCOPE

CSMP applies to all contractors and sub-contractors performing work for OPGC. It describes the Safety Management requirements for contracted work from the requisition of the work through to the Contract Closure and Contractor evaluation process. It only focuses on the Safety aspects of contracted work.

The principal components of the Safety Program will include:

- Contractor Pre-Qualification - Contract Administration
- Contract Administrator - Engineer In-charge
- Project Management - Project Manager (Factory Manager)
- Contract Monitoring - Contract Monitor (Engineer In-charge)

Zero Tolerance Policy

OPGC is working under standard safe working practices

developed according to AES Corporation Safety Standards, OHSAS 18001 guidelines and other applicable regulations. It is mandatory for its each contractor to comply with these Safety regulations to avoid an unintended event. OPGC strongly believes safety of each contractor employee working with us is equally important like an OPGC employee.

We will be following a Zero Tolerance Policy in this regard, means OPGC cannot tolerate any deviations from the applicable safety regulations to a job from OPGC Employees or Contractors. To ensure this OPGC will be initiating the follow steps

- Strict Implementation of OPGC Contractor Safety management program. We will be providing you a copy of the same.
- Minimum 50% of our safety walk downs will be devoted to contracted jobs.
- We are conducting an internal gap analysis to identify the weak points and required actions plan to improve those areas.
- Ensuring adequate competency and certification for contractors and its employees for performing the designated jobs.
- Allowing only Pre-qualified contractors to perform jobs of High or Medium risks.
- Ensuring effective supervision of the job
- Enforcement actions against violators if there is any (contractors and its employees)

OPGC Expectations from Contractors

Compliance to Safety Document system (Work Permit)

Root cause analysis of the previous accidents reveals that, the major cause of the accidents is due to deviation from work permit requirements.



- We expect that the contractor and the employees are fully complying with the OPGC work permit system.
- Many times we are observing that, even though the OPGC contact person is communicating with the supervisors, the message is not reaching to work force.
- Each contractor work force shall be aware of the Permit requirements and they shall not deviate from it.
- In case of doubt, they shall discuss with Contract Monitor (OPGC) without taking chance.
- Work shall not be proceeded (including preparation) without receiving the work permit copy and completion of Pre-job briefing by contract monitor.

Effective Site Supervision

Second major contributing factor to the accidents is lack of effective supervision at site.

- We expect that each job will have a competent supervisor on behalf of the contractor who can effectively supervise the job and communicate with OPGC employees.
- Supervisor shall not be a person for completing the contract obligation by changing the helmet color from workforce
- Supervisor will be fully responsible to ensure that the job is performed in accordance with work permit issued without deviations
- The supervisors shall be conversant with English, Hindi & Oriya languages.
- Supervisors shall not deviate from the agreed work method without taking the consent from the Contract monitor.
- Supervisors shall not replace the workforce without taking permission from contract monitor
- Supervisors shall be available full time at the work location.

Personal Protective Equipments

Appropriate PPEs have important role in reducing the probability and impact of accidents

- Contractor shall provide quality PPEs according to the job to be carried out in accordance with applicable standards
- Damaged PPEs need to replace without delay.
- Otherwise, OPGC will provide the same and will deduct from the contract amount

Competency of workforce

OPGC identified that many times the workforce provided by contractors are not competent to perform the designated jobs

- OPGC will be providing the competency requirement for the service along with the bid request

- Contractor Management to provide competent workforce
- Only Project Manager/Factory Manager approved workforce through verification of experience and relevant certification to the competency can be involved in the job.

Equipments Quality

- Contractor shall provide good condition equipments for the job
- Equipments shall operate only by competent and designated employees
- Contractor shall provide relevant certifications of the equipment before putting to service.
- Electrical Maintenance or repair (including minor) shall only be performed by approved electrical competent person. After the repair equipment shall undergo testing before putting in service

Pre-Job Briefing

A discussion amongst all workers involved in a job, which includes a description of the work to be completed, assignment of tasks to individual workers, work procedures to be used, hazards associated with the work, hazard controls for the hazards identified and emergency plans.

- It is the responsibility of Engineer In-charge from OPGC to complete the Pre-Job briefing
- The On-site Pre-Job Briefing shall be conducted for all work on every day and at every new job location before the work begins by the Engineer In-charge.
- The Pre-Job Briefing must include a review of the job safety analysis with every crew member and contractor involved in the job.
- Deal with specific problems/issues on the job. It should be relevant to the work being done.
- Be delivered where it will be most appropriate. That could be the job office, out on the site or near the tools and equipment you are talking about.
- Introduce the subject clearly. People should know exactly what Pre-Job briefing is about and why it's important to them.
- Pinpoint hazards and talk about what may happen. Information from job safety analysis should be used to explain how to control or prevent hazards.
- Use real tools, equipment, material and job site situations to demonstrate key points.
- Record the Pre-Job confirmation by taking signature of all crew members in the craft group log

ACKNOWLEDGEMENT

Zero Tolerance Policy of OPGC Contractor Safety Management System Explained by

Name: _____ Designation: _____ Company: _____

Date: _____ Place: _____ Signature: _____

The Zero Tolerance Policy understood and accepted by

Name: _____ Designation: _____ Company: _____

Date: _____ Place: _____ Signature: _____

**IB Thermal Power Station
Orissa Power Generation Corporation Ltd.**

(A Joint Venture of Govt. of Orissa & AES Corp., USA)
Banaharpali, Jharsuguda • www.opgc.co.in

Job list for Vendor Enlistment

Various jobs, being taken up by external agencies, for which OPGC invites EOI from reputed firms/agencies for vendor enlistment to expedite some critical jobs on urgent basis during requirement are as follows:

No.	Job Description	Team	Category
Motor Repair Works			
1	HT/LT Electric Motor rewinding	Electrical	Off site
2	Rotor shaft conditioning - Under cut, Metal filling & Precision cutting as per size	Electrical	Off site
3	Rotor shaft end ring crack repair	Electrical	Off site
4	Rotor balancing	Electrical	Off site
5	Brazing of motor terminal leads	Electrical	On site
6	Bearing Housing conditioning	Mechanical	Off site
Transformer Repair Works			
1	High voltage rectifier Transformer rewinding & repair	Electrical	Off site
2	Dry type Transformer winding Repair	Electrical	Off site
3	Power Transformer rewinding & repair	Electrical	Off site
4	Distribution Transformer rewinding & repair	Electrical	Off site
5	Welding Transformer repair	Electrical	Off site
Annual Maintenance			
1	Maintenance of Turbine & auxiliaries	Mechanical	On site
2	Maintenance of Boiler & auxiliaries	Mechanical	On site
3	Maintenance of Generator & auxiliaries	Electrical	On site
4	Maintenance of 6.6KV switchgear, 415V switchgear	Electrical	On site
5	Maintenance of C&I panels & instrumentation		
6	Maintenance of HT & LT motors	Electrical	On site
7	Maintenance of Power, distribution and dry type Transformers	Electrical	On site
8	Maintenance of Battery system	Electrical	On site
9	Maintenance of lighting system	Electrical	On site
10	Maintenance of switchyard & equipments	Electrical	On site
11	Maintenance of Coal handling Plant equipments	Electrical	On site
12	Maintenance of Ash handling plant, Ash recycling plant, CW treatment plant, Cooling tower, Water treatment plant, Raw water equipments		On site
Repair & Servicing			
1	Servicing of 5 Ton HOT crane	Machine shop	On site
2	Repairing of hydraulic jacks and pumps	MMBOP	Off site
3	Servicing of 25 Ton EOT crane	MMBOP	On site
4	Servicing of 5 Ton Gantry Crane	MMBOP	On site
5	Servicing of 7.5 Ton EOT crane	MMBOP	On site
6	Servicing of HOPD (hydraulic operated pneumatic device) valves- CW discharge line during AOH	MMBOP	On site
7	Repair of welding machine- 3 phase	Machine shop	Off site
8	Repair of welding machine- single phase	Machine shop	Off site
9	Repair of portable grinding machine	Machine shop	Off site
10	Repair of shaft grinding machine	Machine shop	Off site
11	Repair of portable drilling machine	Machine shop	Off site

12	Repair of plasma cutting machine	Machine shop	Off site
13	Repair of flux cored wire machine	Machine shop	Off site
14	Repair of Hydraulic Cylinder	Mechanical	On site
15	Repair of Hydraulic Jack	Mechanical	Off site
16	Repair of lifting tools & Tackles	Mechanical	On site
17	Repair of pump bowl & spider bush	Mechanical	On site
18	Repair of Hydro Motor	Mechanical	Off site
19	Impeller shaft conditioning	Mechanical	Off site
20	Impeller threading of pump shaft	Mechanical	Off site
21	Threading of shaft with different pitch	Mechanical	On site
Hiring of Vehicles/Material Handling equipments			
1	Hiring of Crane (Suku crane, Hydra-10Ton, Crane 25ton and above up to 75Ton with telescopic booms)	Mechanical	Hiring
2	Hiring of Truck (10Ton capacity and above),	Mechanical	Hiring
3	Utility vehicle with hydraulic operated trolley / dalla for transportation of scrapes.	Mechanical	Hiring
4	Dozer, Pay loader, Excavator etc.	Mechanical	Hiring
5	Hiring of light Vehicles (TATA Spacio, Bolero, Indica, Indigo, Scorpio etc.)	Mechanical	Hiring
Specialised Services:			
1	Leakage testing / inspection of MS Rubber lined tanks.	MMBOP	On site
2	Internal coating & outside painting of chemical storage tanks.	MMBOP	On site
3	Sand blasting, cleaning & Painting of tanks	MMBOP	On site
4	Sand blasting of turbine blades	Mechanical	On site
5	Online sealing of valves	Mechanical	On site
6	Wear Debris Analysis for Oil & Grease	Mechanical	Off site
7	Motor current signature Analysis	Electrical	Off site
8	Powder metal spray work for the shaft as and when required from various equipments.	Machine shop	On site
9	Mill Girth Gear teeth repair	Mechanical	Off site
10	Spline cutting (Very long slot)	Mechanical	Off site
11	Under water Services like Dredging, De-silting, under water inspection etc in sumps & intake channels	Civil	On site
12	Water proofing	Civil	On site
13	Epoxy/Cement grouting	Civil	On site
14	Road & buildings maintenance	Civil	On site
15	Earth work	Civil	On site
16	Sanitation & Cleaning of plant & colony area	Civil	On site
17	Plantation	Civil	On site
18	Internal Decorations	Civil	On site

N.B.: Bidders capable of providing more than one services, i.e. consolidated maintenance services, may also send their details for vendor enlistment.