



ASSAM POWER DISTRIBUTION COMPANY LTD

OFFICE OF THE CHIEF GENERAL MANAGER (PP&D)

Bijulee Bhawan, 6th Floor, Paltanbazar, Guwahati-781001

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CIN: U40109AS2003SGC007242

No. CGM (PP&D)/APDCL/IPDS/T-120/PMA/2018/ 3146

Date: 15/12/2018

To

M/s National Power Training Institute
(Ministry of Power, Govt. of India)
North Eastern Region, Guwahati
Dakhingaon, Kahilipara, Guwahati-781019

E-mail: nptiguwahati@npti.in ; nptiner@yahoo.com

Ph.: (0361) 2381329, 2381346

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Sub: Letter of Award for engagement as Project Management Agency (PMA) for the works under IPDS.

Sir (s),

This has references to the following:

1.0 Reference:

1.1 EOI vide e-mail dated 20.11.2018 from GM, R-APDRP.

1.2 Your offer vide letter No. NPTINER/APDCL/PMA/2018/938 dated 21.11.2018.

2.0 AWARD OF CONTRACT

Assam Power Distribution Company Ltd. (APDCL) is pleased to place this Letter of Award (LOA) on you accepting your aforesaid offer for engagement as Project Management Agency (PMA) for the works of IPDS in 88 towns under 19 Electrical Circles of APDCL as sanctioned by PFC Ltd. subject to fulfillment of the following:-

a. Confirmation in writing of Acceptance of this Letter of Award within 7 (Seven) days from the date of issue of this order.

b. Signing of the Contract Agreement with Assam Power Distribution Company Ltd. (APDCL) within 10(ten) days from the date of issue of this LOA.

3.0 SCOPE OF WORK:

Scope of services of PMA shall be as under:

i. Monitoring and coordination of Bidding Process (Mandatory):

a) Assist APDCL in preparation of tender documents for appointment of turnkey contractor.

b) Assist APDCL in bidding process (including pre bid meetings etc.) and technical & commercial evaluation of bids.

c) Assist APDCL for placement of Letter of Award and related other activities.

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ii. Project Planning and Implementation (Mandatory):

- a) Assisting APDCL in preparation of detailed work implementation schedule (PERT) in association with turnkey contractor.
- b) Coordination & monitoring of project implementation activities.
- c) To monitor DPR wise monthly physical & financial progress of the scheme, prepare a consolidated report & submit to APDCL for onward submission to PFC Ltd.
- d) Identification of anticipated bottlenecks in project implementation & preparation of remedial action plan in consultation with APDCL & contractor
- e) To assist APDCL to verify creation of assets from asset register of APDCL.
- f) Recommend the claim of APDCL for fund release from PFC Ltd. The recommendation is to be supported by a report on expenditure, progress and constraints if any for timely completion of project.
- g) Submit a report to PFC Ltd., regarding Project Completion and expenditure incurred along with recommendation in accordance with the guidelines.
- h) To assist APDCL in supervision of flow of funds in dedicated bank account of projects.
- i) Planning, monitoring and controlling the project in most cost-effective manner, ensure quality of workmanship, ensure safety & security and follow up with Contractors to implement project in time
- j) Day to day supervision, coordination & monitoring of project implementation activities.

iii. Quality Monitoring (Mandatory):

- a) To prepare a Quality Assurance (QA) Plan with the approval of APDCL
- b) Field quality inspection of ongoing/completed works
- c) Joint inspection (along with representative of APDCL) of material at site on sample basis i.e. 10% of major materials (Poles, Conductor, Meters, Transformers, Cable).

iv. MIS & Web Portal up-dation (Mandatory):

- a) Assisting utilities in timely updation of information on APDCL / IPDS Web portal.
- b) Periodic reporting to the Project Management Cell (R-APDRP Cell) in the office of the CGM (PP&D) of APDCL. Preparation and timely submission of all reports /MIS required by APDCL, Nodal Agency/GoI. At least 2 personnel at APDCL Bijulee Bhawan, Guwahati shall be placed throughout the project tenure.
- c) Compilation & analysis of utility level AT&C data on quarterly basis.
- d) Any other works as may be required to achieve the objectives of the scheme (IPDS).

v. Coordination with Nodal Agency (PFC Ltd.), MoP and any other works as may be required to achieve the objectives of the scheme.

Signature

vi. Project Closure & other related activities

- Recording and submission of as-built vendor data
- Providing an operation & maintenance manual in consultation with Contractors to be followed after completion of work.
- Preparation of reconciliation statement & closure reports
- Assisting in taking over the executed work.
- **Any other job not specifically mentioned but are required to complete the work in totality are deemed to be included in the scope of work.**

The circle wise details of works & parameters will be furnished on receipt of your acceptance of this LOA. Also, you may be assigned additional award of work separately as required in IPDS scheme.

3.1. Tenure of appointment:

Till the completion of IPDS project in all respect in APDCL, Assam

4.0 CONTRACT PRICE:

Award value of the contract is Rs. 2,00,00,000.00 (Two Crore) only including all taxes & duties. The prices are FIRM in all respect and shall remain unchanged throughout the currency of the contract and inclusive of TA, DA, Accommodation, Conveyance and all other travelling expenses are to be incurred by the Agency.

5.0 TERMS OF PAYMENT:

Terms of payment shall be as under:

SL. No.	Terms of Payment	Percentage of Total PMA Charge
1	To be released as mobilization advanced (if asked for)	10%
2	After completion of 50% of physical work	20%
3	After completion of 75% of physical work	20%
4	After completion of 90% of physical work	40%
5	Remaining to be released after 3 months of completion of work and release of final installment of grant to the utility by Nodal Agency	10%
	Total	100%

6. ESTABLISHMENT AND COORDINATION:

PMA has to establish their offices including deployment of requisite manpower, vehicles and other infrastructure at APDCL HQ on continuous basis & at circle/ district level on requirement to oversee the project in the entire circle/district and ensure smooth interface with utility and contractor for day to day affairs.

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7.0 PROGRESS REPORT:

Monthly progress reports will have to be submitted to the Controlling officer, Nodal Officer and District Level Project In-charge in both soft copy and hard copy.

8.0 CONTRACT AGREEMENT:

8.1 The Contract Agreement will be executed between authorized officers of M/s National Power Training Institute and APDCL within 10 days from the issue of this LOA. The Contract Agreement shall be a part of this LOA.

8.2 The acceptance of the LOA should be submitted within 7 days.

9.0 NODAL CO-ORDINATING OFFICER OF PROJECT, CONTROLLING OFFICER AND CORRESPONDENCES:

9.1 Controlling Officer: - Chief General Manager (PP&D), APDCL

9.2 Nodal Officer of the Utility: Nodal Officer, R-APDRP, APDCL

9.2 District Level Project In-Charge: - Chief Executive Officer of Electrical Circles under APDCL.

9.3 District Level Monitors: Assistant General Manager of concerned Electrical Divisions of APDCL

9.4 All correspondences shall be made to the Controlling Officer and all documents shall be addressed and submitted to him.

Please acknowledge receipt of the LOA and convey your acceptance within 7 (Seven) days from the date of issue of this Letter of Award (LOA).

Yours faithfully,

JB/har 15.12.18
Chief General Manager (PP&D)
APDCL, Bijulee Bhawan, 6th Floor
Paltanbazar, Guwahati-781001

Memo No.: CGM(PP&D)/APDCL/IPDS/T20/PMA/2018/3146(a) Date : 15.12.2018

Copy To :-

1. P.S to MD, APDCL for kind appraisal of the MD, APDCL. *This is as per the MD's approval.*
2. The Executive Director (IPDS), PFC Limited, Urjanidhi, 1, Barakhamba Lane, New Delhi - 110001
3. The Nodal Officer (GM), R-APDRP, APDCL: for information and necessary action.
4. All Chief Executive Officers of Electrical Circles under APDCL for information and necessary action.
5. All AGM(UM), APDCL: for information and necessary action.
6. All Turnkey Contractors, IPDS, APDCL: for information

JB/har 15.12.18
Chief General Manager (PP&D), APDCL