

SCOPE OF WORK

ANNUAL CONTRACT FOR OPERATION AND MAINTENANCE OF LPG/PROPANE LPG YARD & LPG/PROPANE DISTRIBUTION PIPE LINE OF BHEL, R.C.PURAM.

SL.NO.	Description of item	Final Scope of AMC/Vendors acceptance
A	PURPOSE : Annual contract for OPERATION AND MAINTENANCE OF LPG/PROPANE Installation at LPG/PROPANE Yard & Distribution pipe line of BHEL, R.C. Puram. AMC is based on yearly basis but valied for two years.	
B	Scope of work : To Operate & maintenance of the LPG/Propane installation & Distribution system from LPG storage area to required production shops i.e from the bullets to the entry (main supply ball valve) of the various user points at BHEL, R.C.PURAM for two years maintenance.O&M of the yard as per Rules/PESO(CCOE) requirement.	
1.0	OPERATIONAL FUNCTIONS : The following aspects shall be covered.	
1.1	Supply of LPG/PROPANE gas to the various users from the stock of LPG/PROPANE installation for 24 hours(round the clock), all 365 days.	
1.2	Safety of operation: The following Safety precautions shall be taken: 1. All safety precautions as are required as per MPV(U) Rules. 2. No Hazardous materials shall be used during the operation & maintenance 3. Safety gadgets shall be used during the operation. 4.The operators shall be trained and shall undergo refresher training at least once in a year.	
1.3	To check & record stock of LPG/PROPANE every day morning, at a fixed time.	
1.4	Controlling, Checking & recording of line vapour pressure on hourly basis.	
1.5	Maintaining the required LPG/PROPANE pressure by operating suitable vaporizers.	
1.6	Checking & recording of pressure & temperature of the tanks and as well as Vaporizers on hourly basis and record the same.	
1.7	Water sprinkler system is to be operated daily and whenever required.	
1.8	Ensuring the smooth LPG supply and attending any malfunctioning of vaporizers.	
1.9	While unloading the LPG/PROPANE from outside Tankers, Recording the initial & final stock readings of the LPG/PROPANE tankers & to ensure entire LPG/PROPANE quantity is transferred in our bullets.	
1.21	Decanting of LPG/PROPANE tankers as per the safety norms & checking with soap solution for leakage & also with explosive meter while decanting process.	
1.22	To ensure that the tanker is completely emptied while decanting before the departure of the tankers, and to obtain confirmation with MPL (Plant Maintenance) & PUR(Puchage) personnel.	
1.23	Scope of the contract is operation & maintenance of LPG/PROPANE, supply from the bullet up to the entry of the various users.	
2.0	MECHANICAL	
2.1	Periodical maintenance / cleaning of valves & replacement of the same if necessary.	
2.2	Changing Valve Gaskets.	
2.3	Replacement of any mechanical parts/spares if necessary of Water pumps.	
2.4	Periodical maintenance / cleaning of LPG decanting & water recirculation pumps.	
2.5	Periodical cleaning of Vaporizers.	
2.6	Periodical maintenance / cleaning of Pressure regulators. Liquid traps & Strainers on LPG/PROPANE -liquid, vapour & water lines.	
2.7	Maintenance of water sprinkler system & Fire hydrant system & its water pumps.	

2.8	Periodical maintenance of ambient water recirculation of Vaporizers.	
2.9	Periodical checking functioning of LPG/PROPANE leak detectors.	
2.10	Replacement of sensors of LPG/PROPANE leak detectors.	
3.0	ELECTRICAL	
3.1	Maintenance of all electrical equipment	
3.2	Replacement of relays lamps etc. in the control panel in good working conditioning.	
3.3	Periodical checking of the ROV Function & Terminals of Solenoid valves.	
3.4	Checking of limit switches of different ROV'S.	
3.5	Periodical servicing of solenoids valves of vaporizers & ROV's	
3.6	Cam adjustment of different ROV's for proper indication, on control panel.	
3.7	Replacement of Indication lamps, bulbs, switches, fuses etc. in the Control panel.	
3.8	Weekly checking of all " Auto Controls & Displays " on display panel in control room.	
3.9	Maintenance of the Control Panel installed in Control Room.	
4.0	MISCELLANEOUS, HOUSEKEEPING , RECORD TO BE MAINTAINED	
4.1	Daily Log Books should be maintained for the operation of pumps & vaporizer in the formats approved by BHEL. A monthly -summarized report Indicating salient points to be submitted.	
4.2	Daily log book should be maintained to note down the shift wise activities.	
4.3	Preventive maintenance schedules other than above mentioned if found necessary or as per the requirement of BHEL.	
4.4	Monthly work schedule & Monthly narrative report to be submitted to BHEL every month.	
4.5	Party has to ensure the cleanliness of the equipment's and its surroundings of the pump house,storage water tank and inside the yard including tanks .	
4.6	Painting of different display boards related to LPG/PROPANE installation (Consumables like paint, brush, thinner will be provided by BHEL)	
4.7	Party's staff should be trained and have adequate knowledge to Act on emergencies. In addition, to handle CO2/DCP Fire Extinguishers & Fire Monitors.	
4.8	Periodical painting of the equipment's viz. Vaporizers, Pumps, Water circulation Pumps Flow meter etc. should be carried out (Consumables like paint, brush, thinner will be provided by BHEL)	
5.0	ROUTINE CHECKS & RECORD KEEPING HOURLY ROUTINE CHECK UP	
5.1	Tank Pressure.	
5.2	Tank Temperature.	
5.3	Pressure before regulator & after regulator	
5.4	Liquid line pressure.	
5.5	Flow rate of vapour	
5.6	vapour temperature	
5.7	Water pressure	
5.8	Hydrant line pressure	
5.9	Compressed Air Pressure	
5.10	Ambient Temperature	
6.0	DAILY CHECK UP	
6.1	To check the operation of ROV's for LPG/PROPANE Installation.	
6.2	To check with Explosion Meter for leakage inside yard, if any rectify it.	
6.3	To check the stock level in the bullets.	
6.4	To check the water level in water storage tank.	
6.5	Water level in vaporizers.	
	PREVENTIVE MAINTENANCE SCHEDULE	
7.0	FORTNIGHTLY MAINTENANCE	

7.1	To drain the moisture from storage tanks	
7.2	Execute liquid if any from the liquid traps	
7.3	To check the setting of Thermostats	
7.4	To check the setting of Pressure Regulators	
7.5	To Check the setting of flushing valve	
7.6	To check the Tension of 'V' Belts of pumps&compressor.	
7.7	To check the tightness of Pulleys of pumps	
7.8	To check the tightness of Pulleys of compressor.	
7.9	To check the condition of Vaporizers	
7.10	Change over of water recirculation pump & strainer servicing.	
7.11	To check the operation of sprinklers & fire Hydrants & blockage of Nozzles	
7.12	To check & rectify for leakage of the joints on tanks.i) Inlet ii)Outlet iii)Manhole cover iv) Safety Valve.	
7.13	To check the function of pressure regulators.	
7.14	Cleaning of the filter/strainer in the vapour eliminator of LPG/PROPANE Dispenser.	
7.15	Checking Temperature setting of the LPG vaporizer	
7.16	Checking the present function of the LPG Vaporizer	
7.17	Checking the low flow rate cut out of the vaporizer.	
7.18	Checking level Monitoring system alarms	
7.19	Leak test of all the hydraulic joints of the LPG Vaporizer and the total piping system.	
7.20	Visual checking of the LPG piping both above ground and in trenches.	
7.21	Pneumatic Circuit air line to be checked for any kinks/leaks etc.	
7.22	Function of the ROV's and lubricating of the actuators.	
7.23	Condition of the electrical cables.	
7.24	Checking of the condition of the pressure relief valve, temperature relief valves provided on the LPG tank and piping.	
8.0	MONTHLY MAINTENANCE	
8.1	To check the function off Flushing valve.	
8.2	To check the functioning of pressure gauges.	
8.3	To check the entire ball valves	
8.4	To check all the liquid lines from Tank to vaporizers & Tank to Decanting area.	
8.5	To check all the earthing joints &jumpers on liquid & vapour lines.	
8.6	To check the foundation bolts of pumps.	
8.7	To check the earthing resistance & record should be maintained (To maintain earth resistance below 0.5-ohm necessary watering shall be done.)	
8.8	Check the safety Measures at Yard & Control Room.	
8.9	Control Panel in Control Room Operation & Maintenance Monthly report to be made & signed by BHEL.	
9.0	QUARTERLY	
9.1	To provide labour assistance for Testing and calibration of Safety valves, GLD's & Hoses. Checking of earth pits is in the scope of vendor.	
9.2	To provide labour assistance in Checking ,Setting & Calibration of Pressure Switches, Pressure gauges, Temperature Switches & Temperature gauges.	
9.3	Overhauling of vaporizers & pumps. (period may be decided base on condition.)	
10.0	ATTENDING THE BREAK DOWN / REPAIRS	
10.1	All equipment's in the yard and LPG / PROPANE distribution system to be maintained and repaired by the vendor. The tools and testers required are in the scope of vendor.	
10.2	Operation and Maintenance contract comprises of following equipment and with its accessories of LPG/PROPANE yard & LPG/PROPANE Distribution system.	
10.3	LPG/PROPANE Storage Tanks. 2nos with its accessories.	
10.4	LPG/PROPANE Unloading Vapour recovery Compressor and its accessories.	

10.5	LPG/PROPANE Unloading Decanting pumps.	
10.6	All Vaporisers	
10.7	Water recirculation pumps, Electrical, Diesel pump and jack pump.	
10.8	flushing valves	
10.9	fire hydrant pump	
10.10	Regulators	
10.11	ROV's	
10.12	NRV's	
10.13	Solenoid Valve	
10.14	water flow indicators	
10.15	Safety Valves	
10.16	Pressure Switches	
10.17	Thermostats	
10.18	Flow meters	
10.19	Ball Valves	
10.20	ROV'S with Ball Valves	
10.21	Fixed Level Gauges	
10.22	Roto Gauges	
10.23	Safety Valves	
10.24	Sprinkler Nozzles	
10.25	Excess flow valves	
10.26	Gauges	
10.27	Strainers	
10.28	Belts	
11.0	CONSUMABLES, TOOLS & TESTERS.	
11.1	Spares and consumables which required for operation & maintenance shall be in the scope of BHEL.	
11.2	The tools and testers required for OPERATION AND MAINTENANCE OF LPG/PROPANE Installation at LPG/PROPANE Yard & Distribution pipe line are in the scope of vendor.	
12.0	STATUTORY OBLIGATIONS	
12.1	The vendor should assist in clearing statutory obligations reised by various agencies for the safety of the establishment.	
13	ADMINISTRATIVE FUNCTION.	
13.1	Contract Period: For Two years from the date of awardal.	
13.2	TERMS OF PAYMENT	
13.3	Monthly Bill should be submitted in triplicate after satisfactory completion of the work.	
13.4	Payments will be released against bills certified by BHEL	
13.5	Shift wise manpower expected at site round the clock, all the days of the year.	
13.6	A - Shift, Two persons (1SW, 1USW)	
13.7	B - Shift, Two persons (1SW, 1USW)	
13.8	C - Shift, Two persons (1SW, 1USW)	
13.10	Supervisor/Reliever - 1 SW	
13.11	Operators : Should have qualification min ITI / NCVT- Fitter/ Electrical with one year experience in LPG Plant related equipment maintenance & Minimum two years experience for non ITI in operation & maintenance of LPG establishment.	
13.12	Supervisor: Minimum qualified as Diploma in Mechanical Engineering with min. two years experience in LPG plant related equipment maintenance and must be available at site irrespective of shift in case of emergency works. (Preferably Supervisor should have mechanical background)	

13.13	It is also expected that staff and operators at LPG/PROPANE yard /control room should have knowledge and background about LPG/PROPANE handling, maintenance and safety aspects. Knowledge about Fire fighting is also essential.	
14.0	TRAINING	
14.1	Periodic training should be given to all the operating and maintenance staff on following aspects.	
14.2	Operation of ROV's	
14.3	Operation of sprinkler system Mock Trail.	
14.4	Mock Drills.	
14.5	Decanting process & records.	
14.6	Disaster control plan	
14.7	Safety while handling liquid LPG/PROPANE.	
15.0	SAFETY	
15.1	All safety precautions to be taken care by the contractor as per standard rules.	
15.2	The rules of PESO(CCOE), Factories Inspectorate and recommendation of TRMS & Company safety rules would be the guiding factors for ensuring the safety.	
15.3	Inchagre should be available at site during the visit of inspections/Auditors.	
16.0	OBLIGATIONS OF THE CONTRACTOR	
16.1	Price quoted should be firm during contract period. Contractor should take care while quoting unit rates: Contractor labour rate comprising of daily unit rate consisting of daily wage rate, bonus, leave wage, leaves, PF&ESI contributions, uniform, allowance per day, DA future increase. Service Tax: The tenderer should bring out service tax is applicable or not applicable in the opposite box. If not optioned offer will be treated as nil taxes, If service tax is applicable - credits availed by BHEL.	
16.2	The agency is responsible for all the statutory requirements & documentations for ESI/PF etc. as per prevailing Government Rules/ Labour Rules. Any amount payable by BHEL on account of these requirements shall be recovered from contractors bills/deposits.	
16.3	Payment Terms: Monthly payment on submission of bill with contracting officer certification . Bill should be recorded in measurement book with details of work carried out. Release of bill payments will take minimum 30/45 days.	
16.4	PENALTY: If the agency fails to engage staff as per the scope and unable to run the LPG/Propane Yard as per the requirement intimated by in charge a penalty of Rs. 5000.00 per shift will be imposed, if the reasons for failure of shift operation are attributable to the contractor.	
16.5	In addition to the above any penalties levied by statutory authorities of the deficient operation & maintenance of LPG yard and distribution pipelines during the inspection, the same amount will be recovered from the Agency.	
16.6	Decision of BHEL representative shall be final in the matter of inspection of work or material at any stage.	
16.7	The contractor agrees to comply with the provision of all laws and more particularly with the contract labour (regulation & Abolition) Rules, 1971, the provisions of Bonus Act 1965, employees Provident Fund Act 1952, Employees State Insurance Act 1948 and such other enactment in so far as they are applicable to his workers. The contractor shall make such payments & Contributions as required under the said enactment.	

16.8	<p>The contractor also undertakes to comply with the provisions of Minimum wages Act, 1948 and Minimum Wages for Engineering Industry 1974(in Maharashtra) and the rules framed there under as well as related notifications/ orders /rules issued by the appropriate authorities. Further, the contractor shall maintain such registers and forms prescribed under aforesaid Act and relevant rules framed thereunder. The contractor further agrees to absolve M/S BHEL for all the liabilities in regard to the contract Labour as envisaged in the aforementioned Acts & the rules there under.</p>	
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