

ANNEXURE – 1

SCOPE OF WORK FOR IPDS

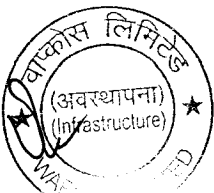
- 1.1 The PMA is responsible for the Monitoring and coordination of placement of Letter of Award , Project Planning and Implementation, Quality Monitoring, MIS & Web Portal updation and Coordination with Nodal Agency/ MoP and any other works as may be required to achieve the objectives of the scheme.
- 1.2 A copy of the specification/purchase orders and approved drawings and quality assurance plan of the supplier will be sent to the PMA.
- 1.3 The PMA shall intimate to the supplier and the TANGEDCO wherever inadequacy/ ambiguity is observed in the specification/Purchase order.
- 1.4 The supplier will provide any clarification required by the PMA.
- 1.5 The PMA has to establish their offices including requisite manpower, vehicles and other infrastructure to oversee the project in the entire EDC and ensure smooth interface with utility and contractor for day to day affairs.
- 1.6 The PMA shall make their own arrangement for the work entrusted at the supplier's works and among other things shall include proceeding to the place of inspection and back, Boarding & lodging other incidental charges etc.
- 1.7 The Illustrative Broad scope of work are as follows:
 - i) Monitoring and coordination of bidding process :

PMA to monitor and co-ordinate with TANGEDCO for placement of Letter of Award for the procurement of materials /works to be executed departmentally/partial turnkey and related activities by various procuring/executing agencies of TANGEDCO.
 - ii) Project Planning and Implementation
 - a. Assist TANGEDCO in preparation of detailed work implementation schedule in association with procurement agency/partial turnkey contractor/ Departmental Agencies for supply, installation, testing, and commissioning of the work as per approved DPRs.
 - b. Coordination & monitoring of project implementation activities.
 - c. To monitor DPR wise weekly, monthly physical & financial progress of the schemes, prepare a consolidated report & furnish to TANGEDCO for onward submission to Nodal Agency.



- d. Identification of anticipated bottlenecks in project implementation & preparation of remedial action plan in consultation with TANGEDCO and Contractor/Agencies.
 - e. To assist TANGEDCO to verify creation of assets from asset registers of the TANGEDCO.
 - f. Preparation, submission and Recommendation of the claim of TANGEDCO for fund release from Nodal Agency. 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 Nodal Agency, regarding project completion and expenditure incurred along with recommendation in accordance with the guidelines.
 - h. To assist in supervision of flow of funds in dedicated bank account of the project.
- iii) Quality Monitoring
1. To prepare a Quality Assurance (QA) Plan with the approval of the TANGEDCO .
 2. Field quality inspection of ongoing/ completed works.
 3. Joint inspection (along with representative of TANGEDCO) of material at site on sample basis i.e. 10% of major materials (Poles, Conductor, Meters, Transformers, Cables, etc.,)
- iv) MIS & Web Portal updation
1. Assisting TANGEDCO in timely updation of information on Web portal.
 2. Monthly reporting to the Project Management Cell of concerned officials of TANGEDCO .
 3. Compilation and analysis of utility level AT & C data on quarterly basis.
 4. Any other work as may be required to achieve the objectives of the scheme.
- v) Coordination with Nodal Agency/ MoP and any other works as may be required to achieve the objectives of the scheme.

All other associated works which are not listed above but are essential for successful completion of the assignment are deemed to be included in the scope of PMA Agency without any cost implication to TANGEDCO.



1.8 Discussions & Presentations:

The Consultant shall participate, interact / discuss as required, including making / attending presentations to the officials of TANGEDCO REC/ PFC / Monitoring Committee of GoI or any other agency at Tamil Nadu / New Delhi / respective District administration. The consultant shall provide periodic reports for Project Management Cell of TANGEDCO and for Web Portal updation.

1.9 Establishment of site office:

The Consultant shall be required to establish and maintain offices including deployment of adequate manpower, vehicles and other required infrastructures at Headquarters (**Chennai**) and in each of the thirty seven (37) circles

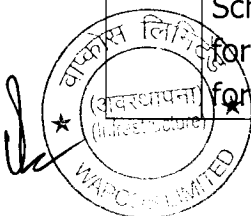
i.e. **Chennai North (Chennai), Kanchipuram, Chengalpet, Vellore, Tirupattur, Dharmapuri, Krishnagiri, Salem, Erode, Mettur, Namakkal, Gobi (Gobichettipalayam), Coimbatore North (Coimbatore), Coimbatore South (Coimbatore), Nilgiris(Ooty), Tirupur, Udumalpet, Villupuram, Tiruvannamalai, Cuddalore, Kallakurichi, Trichy Metro (Trichy), Perambalur, Karur, Thanjavur, Tiruvarur, Nagapattinam, Pudukkottai, Sivaganga (Sivagangai), Ramnad (Ramanathapuram), Dindigul, Madurai, Theni, Virudhunagar, Tirunelveli, Tuticorin and Kanniyakumari on continuous basis and as per site requirement (to be finalized in consultation with TANGEDCO) in circle offices. These offices should be easily accessible and located near the head office/ regional/circle office of the TANGEDCO .**

1.10 The persons to be deployed in Headquarter (Chennai)/ Circle level should match with the job requirement of TANGEDCO and shall be approved by TANGEDCO before deployment/ any change. The persons to be posted for field quality inspection must have prior experience in this field.

2.0 TIME LINES for TANGEDCO :

Timeline for major activities is given below:-

Sl.No	Activity	Timeline
1.	Reporting of establishment of offices including deployment of requisite man power, vehicles & other infrastructure, submission of inception report and Detailed work Implementation Schedule (CPM/PERT/ BAR chart etc.,) including formulation of supervision and monitoring system for project execution.	Within 15 days from the date of issuance of LoA of this contract or as per the direction of TANGEDCO

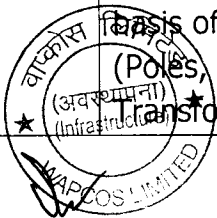


2.	Assist the utilities for placement of Letter of Award for the procurement of materials /works to be executed departmentally/partial turnkey contractor/ Agencies for supply, installation, testing, commissioning of the work as per approved DPR for IPDS works of TANGEDCO	Within 30 Days from the date of issuance of LoA
3.	Supervision and monitoring of all site works under the scope of implementing agency including quality checks in respect of material used as per Quality Assurance Plan (QAP) for IPDS works including reporting and updation of web portal & associated activities after completion of the works including Preparation and Submission of closure proposals	Till the Completion of the Assignment.

3.0 Preparation and Submission of Reports:

The consultant will prepare and submit the reports on the format prepared by the consultants and as approved by TANGEDCO (except for commencement report)

Sl.No.	Report	Frequency	Due Date/Time	No. of copies
1	Inception Report including Detailed work implementation schedule (PERT)	One time	15 days commencement of services	3
2	Progress Report	Every month	Before 3 rd day of the following month	3
3	Progress Report (Quarterly)	Every 3 month	Before 10 th day of the following 3 rd month	3
4	Monthly field quality inspection report	Every month	Before 3 rd day of the following month	3
5	Monthly Joint Inspection report (along with representative of TANGEDCO) of materials at site on sample basis of major materials (Poles, Conductor, Meters, Transformers, Cables etc.)	Every month	Before 3 rd day of the following month	3



6	Monthly report of MIS of web portal updation to the Project Management Cell of TANGEDCO	Every month	Before 3 rd day of the following month.	3
7	Quality assurance plan	As and when required	On immediate basis	3
8	Special Reports, if required by TANGEDCO	As and when required	On immediate basis	3
9	Special Reports on any important feature aspect likes claim variation etc.	Whenever Needed	On immediate basis	3
10	Final Report	Onetime	Within 30 days of completion of services/contract.	3

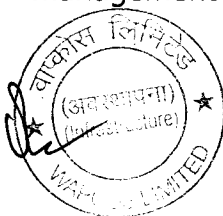
4.0 ROLE OF PMA

The elaborate scope of work of the PMA includes but not limited to the following:

- 1 The scope of the work of PMA is to provide established project management offices along with technical Manpower with requisite background (qualification and experience) and logical infrastructure for the project management services.
- 2 PMA has to hand hold TANGEDCO in implementation of the IPDS scheme projects right from the implementation planning, execution, commissioning, completion and scheme closure implemented in the entire area of TANGEDCO jurisdiction as stipulated in the MoP Guidelines.

The key activities to be carried out under the project:

- **Monitoring and co-ordination of Bidding process**
 - to monitor and co-ordinate with TANGEDCO for placement of Letter of Award for the procurement of materials /works to be executed departmentally/partial turnkey and related activities by various procuring/executing agencies of TANGEDCO.
- **Project Planning & Implementation**
 - Assisting TANGEDCO in preparation of detailed work implementation schedule (PERT) in association with the implementing agencies;
 - Verifying the detailed Survey report including freezing of bill of quantity, material and works to be executed;
 - Dashboard reporting – reporting of progress and identified risks to the senior management through an efficient reporting solution;



- Supervision and monitoring of all site works under the scope of implementing agency including quality checks in respect of material used as per quality control manual (QAP) for IPDS works;
- Preparation of weekly, monthly physical & financial progress of the schemes, and for project implementation review and reporting of quality checks in terms of inspection reports;
- Preparation of consolidated physical & financial progress report & furnishing it to TANGEDCO for onward submission to Nodal Agency
- Preparation, scrutiny and submission of reimbursement claims to TANGEDCO.
- Recommendation of the claim of TANGEDCO for fund release from Nodal Agency. The recommendation is to be supported by a report on expenditure, progress and constraints if any for timely completion of project.
- Submission of report to Nodal Agency, regarding project completion and expenditure incurred along with recommendation in accordance with the guidelines.
- To assist in supervision of flow of funds in dedicated bank account for the project.
- Identifying, highlighting and reporting areas of potential delays, cost overruns and other risks for the project;
- Recommending and supervising risk mitigation strategies for any risks identified;
- Preparation & recommend of the proposals for extension of time if any required for the approval of the MoP/GoI.
- Assistance to TANGEDCO in dispute resolution;
- Preparation of works completion reports and Scheme/project closure report;
- Preparation of reports to submitted to Government department(GoI/GoTN)/ TNERC/ Scheme Nodal agencies (REC/PFC) /Scheme funding agencies, if any;
- Attending of all meetings conducted by TANGEDCO/REC/PFC/GoI/GoTN/TNERC with notes for the Agenda and MoM.
- Organize and conduct meetings as desired by TANGEDCO and submit report/ proceedings of the meetings to TANGEDCO
- Taking suitable action against instruction given by TANGEDCO in meetings and inspections.
- Close coordination with TANGEDCO Field Officers, IPDS In-charge, Nodal officer for IPDS etc.
- Certifying additional cost, if any, for revision of DPR;

