(भारत सरकार का उद्यम)

# **POWER GRID CORPORATION OF INDIA LIMITED**

(A Government of India Enterprise)

# SPEED POST

Ref. No. -PGCIL/ODISHA PROJECTS/2022/M-1 / 750

Date: 23-04-2022

To,

Sh. Niraj Kulkarni, 302 B nayantara Hills Mico Circle Tidke Colony,

NASHIK, Maharashtra, Pin: 422002

Sub.: Information sought under RTI Act, 2005.

Sir,

This has reference to your Online RTI application dated 04.04.2022, received at CPIO, Bhubaneswar on 05.04.2022 for disclosing the information against Query raised in your application.

In this regard we would like to submit the information against your query, as under:

Q.N.	Query	Information
1	Purchase order Placed on M/S SCOPE for Contact resistance meter  i. ODP/BB/C and M-895/I-249/PO-13/16-17/ dtd 23.06.2016 for CRM100B plus Against Enquiry no ER II/BB/C and M-I 249/NIT-04/2015-16 dtd 02.07.2015 and  ii. WRTS II/C and M/CRM 2015/LOA 81 dtd 11.09.2015 against enquiry no WRTS II/C and M/CRM Meter 2015/2015/562/911 dtd 01.05.2015 And  iii. WR I/C and M/2014/NIT 08/ package P CR Meter BLOA 136/2386 dtd 27.11.2014	

In case, if you are aggrieved with the aforementioned reply / information then you may prefer an appeal before the first appellate authority, the details of appellate authority is as under:

Executive Director (Odisha Projects), First Appellate Authority Power Grid Corporation of India Ltd Plot No.-4, Unit-41, Niladrivihar, Chandrasekharpur, Bhubaneswar-751021.

This is for your kind information please.

Thanking you,

Yours faithfully

(B. B. Rath)

CPIO & Sr.GM/ENGG/BBSR

# पावर ग्रिड कारपोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उद्यम)



# POWER GRID CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)

27, शहीद नगर, भुवनेश्वर (ओडिशा) - 751 007 दुरभाष: 2548586, 2548174, फैक्स: 0674-2548586 27, Saheed Nagar, Bhubaneswar (Odisha) - 751 007 Tel.- 2548586, 2548174, Fax. No. 0674-2548586

# By Speed Post / Courier

Ref. No.: ODP/BB/ C&M-895/I-249/PO-13/16-17/

Date: 23.06.2016

To,

M/s. SCOPE T&M Pvt Ltd, 402, Aurus Chambers, Annex-A, S.S Amrutwar Marg, Worli, Mumbai-400 013

Tel: +91-22-4344 4244 Fax: +91-22-4344 4242

e-mail: marketing@scopetnm.com

Kind Attn: Mr. Nilay Ray, Senior Manager-Marketing

Sub: Purchase Order for "Supply of Digital Automatic Contact Resistance Meter (Make: SCOPE, Model: CRM 100B+) for various POWERGRID sub-stations under Odisha (Spcn. No. ER-II/BB/C&M-895/I-249)"

Dear Sirs,

- 1.0 This has reference to following:
- Open Tender enquiry no. ER-II/BB/C&M-895/I-249/NIT-04/2015-16 dated 02/07/2015 vide which following bid documents for the subject work issued to you.

Sl. No.	Description	No. of Pages
1	NIT ref. no.: ER-II/BB/C&M/NIT-04/2015-16 Dated: 02.07.2015	01 Copy
2	Conditions of Contract (Supply and Supply cum supervision of erection along with amendments I to X (Doc Code No.: Dc-5002-Mar-2003-Rev-0), Volume-I	01 Copy
3	Special Conditions of Contract -Volume-IA	01 Copy
4	Bid Proposal Sheet - Volume-IB	01 Copy
5	Technical Specifications - Volume- II	01 Copy

- 1.2 Your offer in response to the above enquiry which was opened in POWERGRID, Bhubaneswar office on 10.08.2015 (EMD, QR & Technical bid) and on 17.06.2016 (Price Bid).
- Our Letter Ref. no. ODP/ BB/C&M-895/I-249/NIT-04/Pkg-A/CRM/Scope/Price Bid Dated 15.06.2016 for opening of price bid.
- 1.4 Your letter for extension of validity vide Ref. LTUAD-OR-or-024 dated 22.05.2016
- 2.0 AWARD OF CONTRACT AND ITS SCOPE:
  - 2.1 With reference to above, we are pleased to place an award on you for Supply of Digital Automatic Contact Resistance Meter (Make: SCOPE, Model: CRM 100B+) for various POWERGRID sub-stations under Odisha (Spcn. No. ER-II/BB/ C&M-895/I-249) strictly in accordance with Technical Specifications & BOQ enclosed herewith.

Contd...2

कारपोरेट सेन्टर : 'सौदामिनी', प्लट नं.2, सेक्टर-29, गुरूगांव (हरियाना) - 122 001, दुरभाष: 0124-2571700 to 719, फैक्स: 0124-257 Corporate Centre: 'SAUDAMINI', Plot No.2, Sector-29, Gurgaon (Haryana) - 122001, Tel:0124-2571700-719, Pax: 0124-257 160 पंजीकृत कार्यालय : वी-9, कुतुव इंस्टीटीयुशनल एरिया, कटवारिया सगई, नई दिल्ली - 110016, Registered Office: B-9, Qutub Institutional Area (PABX : 011-26560112, 26560115, 26560193, 26564892, Website: http://www.powergritums.ia.com



This Letter of Award is subject to the Terms & conditions detailed hereunder: 2.2

The work under this Letter of Award shall be performed by you strictly in line with the bidding documents and mentioned in this Letter of Award. All other deviations and/or additional conditions, implicit or explicit, contained in your bid referred to above and your subsequent communications, if any, shall stand withdrawn without any cost implication to POWERGRID, in so far as they are repugnant to what has been stated in this Letter of Award and/or bidding documents and its subsequent amendments.

The contract is also for performance of all other activities viz.inland transportation, ii)

insurance, delivery on FOR destination site(s) basis.

The scope of work under this Letter of Award, inter-alia, includes all the items mentioned in the 23 Bill of Quantities & Technical Specifications, and all such incidental items which are not specifically mentioned in the Tender Documents and/or your bid but are necessary for successful completion of "Design, engineering, manufacturing, testing, packing and forwarding, loading, insurance, transportation, unloading, delivery at sites and demonstration of Digital Automatic Contact Resistance Meter (Make: SCOPE, Model: CRM 100B+) for various POWERGRID substations under Odisha" strictly in accordance with Technical Specifications & BOQ enclosed herewith. All the work should be done strictly in accordance with Technical Specification, Volume-II and direction of Engineering-in-Charge. The above said scope of work is only indicative. Detailed scope has been described in the Bidding Documents. Any other items not specifically mentioned in the Specifications but which are required for supply, demonstration and satisfactory operation of Digital Automatic Contact Resistance Meter are deemed to be included in the scope of the Specifications unless specifically excluded in the Tender Documents or this Letter of Award and no extra payment shall be released on this account.

### CONTRACT PRICE: 3.0

We agree to pay you the total price of Rs.10,40,591/- (Rupees Ten Lakhs Forty Thousand Five Hundred Ninety One only) towards the contract price for the complete scope of work under this Letter of Award. Break-up of the contract price for the purpose of on-account payment is given at annexure-I to this letter of Award. The price is inclusive of Excise Duty, CST @ 2% against Form 'C', F&I and all taxes and duties except Octroi/Entry Tax and shall remain FIRM till the completion of entire scope of work.

- Notwithstanding the break-up of the contract price, the contract shall, at all times, be construed as 3.1 a single source responsibility contract and any breach in any part of the contract shall be treated as breach of entire contract.
- Any increase/decrease in the taxes & duties shall be reimbursed/recovered as applicable at the 3.2 time of despatch as per schedule or actual whichever is lower.
- POWERGRID shall be entitled to deduct Income Tax/Service Tax at source in accordance with the 3.3 provisions of Income Tax Law as applicable.

4.0 WORK COMPLETION SCHEDULE:

The entire scope of work shall be completed within 12 (Twelve) Weeks from the date of this Purchase order i.e on or before 14.09.2016, however all effort shall be made by you for completion of entire scope of work as early as possible. Other terms and conditions shall be as per provision of the clause no. 14.0 of Special Conditions of Contract.

Dated: 23.06.2016 Ref. No.: ODP/BB/ C&M-895/I-249/PO-13/16-17 / Purchase Order for "Supply of Digital Automatic Contact Resistance Meter for WERGRID sub-stations under Odisha (Spcn. No. ER-II/BB/ C&M-895/I-249)"

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# 5.0 DELIVERY DESTINATION & ENGINEER-IN-CHARGE:

Delivery destination & Engineer-in-charge details are enclosed at Annexure-III.

- 5.1 The EIC may authorize any of his officers as his representative for the execution of the subject work. For information about site location and other details, you may contact Engineer-in-Charge.
- 5.2 The overall co-ordinator for the Contract shall be DGM, Asset Management, Power Grid Corporation of India Limited, 27, Shaheed Nagar, Bhubaneswar-751007(Mob:9437575638). All correspondences shall be marked to the Engineer-in-charge with a copy to overall co-ordinator.
- 5.3 <u>CORRESPONDENCE PROCEDURE:</u> For the purpose of correspondences, the address of various departments and offices and the procedure for correspondence is given at *Annexure-IV to this LOA*.

## 6.0 PAYMENT TERMS:

The Payment under the contract will be made by POWERGRID as per the guidelines and conditions specified hereunder. All payments to be made directly to the Contractor under the contract shall be made by POWERGRID through electronic payment mechanism (e-payment) for which the necessary details shall be tied up during execution of the contract. Bidders are required to submit the necessary details as per enclosed *Schedule-9A (BPS)*, *Volume-IB*.

# 6.1 PAYING AUTHORITY:

Paying Authority shall be HOD, (F&A) Dept., Bhubaneswar. All bills along with all details shall have to be submitted by you to the Engineer-in-charge for verification and effecting payment by the paying authority.

# 6.2 EX-WORKS PRICE:

Hundred percent (100%) of the Ex-works price of the material including all taxes & duties and F&I charges shall be paid after supply, successful demonstration and commissioning and on submission of:

- a) Acknowledgement of the Letter of Award by the Contractor.
- b) Signing of an Agreement within stipulated time.
- An unconditional & irrevocable Bank Guarantee in favour of POWERGRID for ten percent (10%) of the total Contract Price towards Contract Performance Guarantee (CPG) in accordance with the provisions of Clause 43.0, Section-INB and Clause 32.0, Section-GCC of Volume-I and as per proforma attached with Annexure-C of Volume-IA (Conditions of Contract). The Bid Guarantee shall be kept valid till the CPG is accepted by the Owner.
- d) Approval of Bar Chart and submission of quality plans/sub vendors list.
- e) Evidence of dispatch (R/R or Receipted L/R)
- f) Contractor's detailed invoice.
- g) Detailed packing list.
- h) Insurance Policy/Certificate.
- Test Certificate.
- j) Material Inspection Clearance Certificate (MICC) issued by the Owner.
- k) Utilised waybill copy and reconciliation of waybill issued.
- 6.3 Works Contract Tax (WCT)/ Service Tax (ST), as applicable, shall be deducted at source as per law of the land.

Ref. No.: ODP/BB/ C&M-895/I-249/PO-13/16-17 / Dated: 23.06.2016 Page 3 of 7 Purchase Order for "Supply of Digital Automatic Contact Resistance Meter row arriogs POWERGRID sub-stations under Odisha (Spcn. No. ER-II/BB/ C&M-895/I-249)"



### TAXES AND DUTIES: 6.4

Taxes and duties (excluding entry tax/octroi duty) applicable as per Indian Tax laws, in respect of transaction between POWERGRID and you shall be paid by POWERGRID as per the Contract after each shipment. Invoices raised by you and pre-numbered invoices duly signed by authorized signatory shall be considered for payment of Sales Tax and Excise duty respectively. VATABLE invoice of the Contractor shall be considered for payment of VAT wherever applicable. Entry tax will be borne by POWERGRID.

- Taxes and duties shall be governed by Clause 15.0, Section INB and Clause 16.0, Section-GCC, 6.5 Conditions of Contract, Volume-I of the Bidding Documents.
- All payments made under the contract will be on account payment through electronic payment 6.6 mechanism (e-payment) as per details enclosed at Annexure-II along with the Invoice. Taxes as the relevant act shall be deducted at source.
- Necessary Way Bill/Road Permit (Single/Multiple) shall be issued as per your indent to 6.7 respective Engineer-in-charge.
- Bidders must indicate their State Sales tax reg. No. & Central Sales Tax regn. No., Service Tax regn. 6.8 No., if any. They must indicate their PAN registration No.

### **QUANTITY VARIATION:** 7.0

During the execution of the contract, the Owner reserves the right to increase or decrease the quantity of item under the contract but without any change in unit price and other terms and conditions. However, such variations shall not be subject to any limitation for the individual items but the total variation in all such items under the contract shall be limited to plus or minus twenty percent (±20%) of the contract price.

### 8.0 WARRANTY:

The Equipment/materials must carry Warranty against defective material & design, poor workmanship & unsatisfactory performance etc. in line with Clause-15.0, Section GCC of General Conditions of Contract. This warranty period of the material shall be 12 months from the date of supply and complete commissioning at POWERGRID site. If the kit needs to be shifted to supplier's works for repairs within warranty period, suppliers will have to bear the cost of spares, software, transportation of kit for repair at test lab/works. The warranty certificate must be sent along with the dispatch documents

### SOCIAL ACCOUNTABILITY STANDARDS: 9.0

Bidders are required to confirm their acceptance towards all requirements of Social Accountability Standards i.e. SA 8000 as per enclosed Annexure - D (SCC) (latest standard available at www.saintl.org) and maintain the necessary records.

### LIQUIDATED DAMAGES (LD): 10.0

If the Contractor fails to perform the entire work within the time specified in the Letter of Award or any extension granted thereof, the Contractor shall pay to the Owner as liquidated damages and not as penalty, a sum of one half of one percent (0.5%) of the Contract Price for delayed portion of work for each calendar week of delay or part thereof. The total liquidated damages for delay under the contract shall, however, be subject to a maximum of five percent (5%) of the total contract price.

Ref. No.: ODP/BB/ C&M-895/I-249/PO-13/16-17/ Dated: 23.06.2016 Purchase Order for "Supply of Digital Automatic Contact Resistance Meter for various POWERGRID sub-stations under Odisha (Spcn. No. ER-II/BB/ C&M-895/I-249)"

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### 11.0 RISK AND COST:

During the period of contract, if the contractor fails to rectify any defect pointed out to him the same shall be got done by POWERGRID at the risk and cost of contractor. The difference of Actual cost incurred by POWERGRID plus 15% Overhead Charges and the amount payable to the contractor as per LOA, if he would have completed the same work, shall be recovered from the Contract Performance Guarantee or any other amount payable to the contractor.

### CONTRACT PERFORMANCE GUARANTEE(CPG): 12.0

In line with clause 18.0 of SCC, you have to submit a bank guarantee towards Contract Performance Guarantee within 15 days from the date of LOA. The value of the BG shall be equivalent to 10% of the total order value i.e of Rs. 1,04,059/- and shall be kept valid up to 90 days beyond expiry of the warranty period offered for the material i.e. initially up to 31.12.2017. The Bank Guarantee must be issued by (i) A Public Sector Bank located in India, or; (ii) A scheduled Commercial Indian Private Bank having paid up capital (net of any accumulated losses) of Rs. 1,000 Million or above (the latest annual report of the bank should support compliance of capital adequacy ratio requirement) as per list indicated in bidding documents only or (iii) A Foreign Bank or subsidiary of a foreign bank, acceptable to the Employer with overall international corporate rating or rating of long term debt not less than A(-) (A Minus) or equivalent by reputed rating agency. Further, the Bank Guarantee from Foreign Bank should be confirmed by either (i) its corresponding bank located in India; or (ii) a Public Sector Bank located in India; or (iii) a scheduled commercial private bank located in India as per list mentioned above only, in favor of POWER GRID CORPORATION OF INDIA LIMITED payable at BHUBANESWAR. The Bank Guarantee should be on a non-judicial stamp paper (Purchased in the name of issuing bank) of appropriate value as per the prescribed format of POWERGRID enclosed at Annexure-C, Special Conditions of Contact, Vol-1A. The contract performance guarantee /security deposit shall be refunded after completion of 90 days beyond expiry of warranty period against receipt of no objection from Engineer in charge and on submission of the relevant contract closing forms including CCP-10 and CCP-11 which shall be provided by POWERGRID. The security deposit shall not attract any interest. You are requested to keep your BG against EMD valid till acceptance of your CPG by POWERGRID. Alternately, Bidder may submit Bank's Demand Draft for above CPG value before release of payment. In case of Non-submission of CPG in the form of CPG in the form of DD/BG the equivalent amount shall be deducted from the bill and shall be released by POWERGRID after completion of 90 days beyond expiry of warranty period.

### 13.0 QUALITY ASSURANCE PROGRAMME:

Material shall be inspected either before or after delivery and duly cleared for dispatch by POWERGRID. Further relevant data sheets along with the Plans/Standards/Technical Specification should be available at your works during inspection.

### PROGRESS REPORTS: 14.0

During execution of the Contract/Manufacture, the Contractor shall furnish monthly progress reports to the Owner in a format as specified by the Owner indicating the progress achieved during the month and total progress up to the month against scheduled and anticipated completion dates in respect of activities covered in programmes/schedules referred to above. If called for by the Owner, the Contractor shall also furnish to the Owner resources data in a specified format and time schedule. The Contractor shall also furnish any other information that is necessary to ascertain progress, if called for by the Owner.

Ref. No.: ODP/BB/ C&M-895/I-249/PO-13/16-17 / Dated: 23.06.2016 Purchase Order for "Supply of Digital Automatic Contact Resistance Meter for various POWERGRID sub-stations under Odisha (Spcn. No. ER-II/BB/ C&M-895/I-249)"

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# 15.0 TAKING OVER:

Upon successful completion of the supplies of materials and all the tests to be performed at site, if any, on **Digital Automatic Contact Resistance Meter** to be supplied by the Contractor, the Owner shall issue to the Contractor a taking over certificate as a proof of the final acceptance of the Goods. Such certificates shall not unreasonably be withheld nor will the Owner delay the issuance thereof on account of minor omissions or defects which do not affect the commercial operation and/or cause any serious risk to the equipment. Such certificates shall not relieve the Contractor of any of his obligations which otherwise survive by the terms and conditions of the Contract after issuance of such certificate.

# 16.0 SIGNING OF AGREEMENT:

In case of the Contract price is more than Rupees Twenty Five Lacs, Successful bidder is required to enter into a formal agreement, as per proforma enclosed at **Annexure-E** (SCC), with us within 15(fifteen) days from the date of issue of letter of award on non-judicial stamp paper of appropriate value as per Stamp Act. The stamp paper shall be purchased in the name of bidder. The agreement will be signed on 02(Two) copies. Bidder will be provided with 01(one) signed agreement and remaining copies shall be retained by POWERGRID.

# 17.0 CONTRACTOR'S REGISTRATION FOR ON - LINE BILL TRACKING:

The Contractor/Supplier may track the status of its bills using POWERGRID's 'On-line Bill Tracking' system. To use this system, the Contractor / Supplier is required to get itself registered once online at POWERGRID's website – 'www.powergridindia.com' for 'Online Bill Tracking' System contained in 'Quick Link' section of the website. Pursuant to validation of the online registration and activation of the USER ID by POWERGRID, the Contractor / Supplier may track status of bills passed and paid by POWERGRID's Corporate Centre and Regional Office under this Contract and other awarded on it by POWERGRID.

# 18.0 RESOLUTION OF DISPUTES AND ARBITRATION:

In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises. The Arbitration and conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Govt. of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorised by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

# 19.0 JURISDICTION OF CONTRACT:

The courts of Bhubaneswar shall have exclusive jurisdiction in all matters arising out of this Contract including execution of arbitration awards as per POWERGRID norms.

20.0 All other terms & conditions shall be as per bid specifications.







# 21.0 ACKNOWLEDGEMENT OF LETTER OF AWARD:

This Letter of Award is being issued to you in duplicate. We now request you to return the duplicate copy duly signed and stamped on each page within 07 days from the date of issue of this Letter of Award as proof of acknowledgement of the same by you.

We thank you, for the interest shown by you so far and expect the same cooperation in future.

Yours faithfully For and On Behalf of POWERGRID,

(Shelina Ekka) Dy.Manager(C&M)

# **Enclosed:**

- 1.0 Annexure-I: Bill of Quantity-01 Page.
- 2.0 Annexure-II: E-payment Format
- 3.0 Annexure-III: Delivery destinations/ Consignee details
- 4.0 Annexure-IV: Correspondence Procedure
- 5.0 One complete set of bidding documents

# NOO: Copy to,

- 1.0 GM (AM) Bhubaneswar/GM Sundergarh & Angul
- 2.0 DGM, AM, BBSR/Sundergarh
- 3.0 Asst.GM, F&A, BBSR
- 4.0 Chief Manager, Bolangir/Keonjhar
- 5.0 ES to ED Odisha: For kind information to ED, Odisha, Bhubaneswar.





Annexure-I to PO

# PO Ref. No.:ODP/BB C&M-895/1-249/PO-13/16-17/ dated 23.06.2016

# Bill of Quantity (BOQ) for procurement of Digital Automatic Contact Resistance Measurement kit for Odisha.

Sl.No.	Sl.No. Description of Items	Unit	Qty	Unit Rate (Rs.)	Amount (Rs.)
1 a	1 a) Supply , demonstration and commissioning of Digital Automatic Contact Resistance Meter (Make: SCOPE, Model CRM: 1008+) as per POWERGRID technical specifications (enclosed in Annexure-II) along with all attachments, Test leads, drawing & documents/manual, tools, basic software package required for carrying out test and carrying case.	S.	6	2,14,500	6,43,500
P	b) Trolly for mouting test system	No	3	30,000	000'06
5	c) Laptop PC of reputed make such as HP/Toshiba/Lenova/IBM/DELL	No	3	65,000	1,95,000
	Total excluding taxes & duties:			Rs.	9,28,500
	Excise Duty @12.5% on all items except Laptop:			12.50%	91,687.50
	Sub Total:			Rs.	10,20,187.50
	Sales tax extra against Form-C			2%	20,403.75
	Total (including ED, CST) (A):	g ED, CS	T) (A):	Rs.	10,40,591.25
(B)	Freight & Insurance charge for delivery of above on FOR destination basis to the following locations/ destinations in complete:	nations in			
(i)	(i) 765/400kV Sundergarh S/s	No.	3	Included	Included
(ii)	(ii) 400/220kV Bolangir	No.	3	Included	Included
(iii)	(iii) 400/220kV Keonjhar	No.	3	Included	Included
	Total (Freight & Insurance) (B):	r Insuran	ce) (B):		Included
	GRAND TOTAL(Supply and F&I)(A+B):	F&I) (A	( + B ):	Rs.	10,40,591

(Rupees Ten Lakhs Forty Thousand Five Hundred Ninety One only)

Notes: (1) The prices are FOR Destination.

(2) The Excise duty and sales tax shall be paid at the rate prevailing at the time of desptach.



(Shelina Ekka)



# **ANNEXURE-III**

Sl. No.	Sub-station	Delivery Destination	Engineer-in-Charge
1	Sundergarh S/S	General Manager, Power Grid Corporation of India Limited, 765/400 kV Pooling Station, At: Kenapali, PO: Kurga, Dist: Sundergarh, Odisha-770002	General Manager, Sundergarh S/s
2	Bolangir S/s	Chief Manager, Power Grid Corporation of India Limited, Bolangir 400/220 kV Sub-station Palace Lane, PO+Dist: Bolangir, Odisha-767001	Chief Manager, Bolangir
3	Keonjhar S/s	Chief Manager, Power Grid Corporation of India Limited, Keonjhar 400/220 kV Sub-station, PO: Naranpur, Keonjhar Dist: Keonjhar Odisha-758001	Chief Manager, Keonjhar





Annexure-IV

# CORRESPONDENCE PROCEDURE

1.0: All Correspondence on technical matters like technical approvals, drawings, etc. shall be addressed to:

Engineer - In - Charge as mentioned at Annexure-III to LOA

One copy of each of the above correspondence with enclosures shall be marked to:

DGM (AM)/POWERGRID/Bhubaneswar DGM (C&M)/POWERGRID/Bhubaneswar

2.0: All correspondence on contractual matters shall be addressed to:

Engineer - In - Charge as mentioned at Annexure-III to LOA

One copy of each of the above correspondence with enclosures shall be marked to:

DGM(C&M)/POWERGRID/Bhubaneswar

3.0: All correspondence on site matters shall be addressed to:

Engineer - In - Charge as mentioned at Annexure-III to LOA

4.0: All correspondence on financial matters shall be addressed to:

Engineer - In - Charge as mentioned at Annexure-III to LOA

One copy of each of the above correspondence with enclosures shall be marked to:

Asst.GM (F&A)/POWERGRID/Bhubaneswar Incharge, F&A Deptt (Angul) POWERGRID

