

Delhi Electricity Regulatory Commission



**Request for proposal for
ACCREDITATION OF INDEPENDENT THIRD – PARTY ENERGY METER
TESTING LABORATORY
April 2012**

**Viniyamak Bhavan
C-Block, Shivalik
Malviya Nagar
New Delhi 110017**

**Tender for Testing of Energy Meters
(April 2012)**

- 1. DELHI ELECTRICITY REGULATORY COMMISSION** invites request for proposal/bid form reputed meter testing laboratory(ies) hereinafter called bidder to provide accreditation of independent third-party meter testing (ITMT) for the State of Delhi and bids for the accreditation mentioned in the Bid Document for testing of meters covered in CEA (installation and operation of meters) Regulations, 2006.
- 2.** Delhi Electricity Regulatory Commission (hereinafter referred to as the DERC or the Commission) is a body corporate set up by the Government of National Capital Territory of Delhi under the Delhi Electricity Reforms Act, 2000. Some of the major responsibilities assigned to the Commission are:

 - (a) To determine tariff for electricity including wholesale, bulk or retail and for the use of transmission facilities in the National Capital Territory of Delhi
 - (b) To regulate power purchase and procurement process of the distribution licensees including the price at which the power shall be procured from generating companies/stations etc. in the National Capital Territory of Delhi
 - (c) To issue and regulate the licences for transmission, bulk supply, distribution or supply of electricity in the National Capital Territory of Delhi
 - (d) To promote competition efficiency and economy in the activities of the electricity industry in the National Capital Territory of Delhi
 - (e) To regulate the operation of power system in the National Capital Territory of Delhi
- 3.** In the recent past, the Commission has noticed that various complaints are being made by consumers under section 142 of Electricity Act, 2003 regarding testing of energy meters in cases related to theft, tampering of energy meters etc. In some of the cases, it has been observed that a fair and transparent process for testing of the Energy Meter needs to be adopted by Distribution Licensees. The Commission has made a provision for a transparent methodology to deal with the cases related to theft, meter tampering etc in Delhi Electricity Supply Code & Performance Standards Regulations, 2007 (SOP) which is under revision. In order to install the confidence among consumers of NCT of Delhi, the Commission has decided for accreditation of NABL accredited laboratories (Third Party) in Delhi for under taking testing of Energy Meters and tampering of Energy Meters by consumers. The tentative nos. of Energy Meters available for testing on an annual basis during the last few years by various power utilities is enclosed as Annexure-I.

4. Scope of accreditation

| At Laboratory : | At Site: |
|--|--|
| Testing of Energy meter (s) Testing of EHV CT(s) & VT(s)/CVT(s) Testing of HT CT(s) and VT(s) LT CT (s) | Testing of Energy meter (s) Testing of EHV CT(s) & VT(s)/CVT(s) Testing of HT CT(s) and VT(s) LT CT (s) |

The detailed scope of accreditation indicating the items of works to be done shall be as per the Terms of Reference (TOR) attached herewith.

5. ELIGIBILITY AND QUALIFICATION REQUIREMENTS

5.1 Testing in Laboratory

The bidder must meet the organizational requirements, quality system requirements, technical requirements for acceptance/routine testing of meter(s) as per IS in laboratory as detailed in the TOR.

5.2 Testing at site

The bidder must meet the organizational requirements, quality system requirements, technical requirements for site testing of energy meter(s) as detailed in the TOR.

The Bidder shall furnish the required details to DERC along with supporting documents as the case may be.

6. LOCAL CONDITIONS

6.1 It may be necessary for Bidders to get apprised of the local conditions, which may have an effect on the performance of the accreditation covered under the Bid Documents. The Bidder is advised to obtain for himself at his own risk and cost such information as may be necessary for preparing the bid document in its completeness.

6.2 It must be understood and agreed that such factors have properly been investigated and considered while submitting the proposals. No claim whatsoever, including those for financial adjustment for the accreditation provided will be entertained by the DERC. Neither any change in the time schedule of the accreditation nor any financial adjustments arising thereof shall be permitted by the DERC which may be based on the lack of clear information or its effect on the contract.

7. CONTENT OF BID DOCUMENTS

- 7.1 The accreditation to be provided and the terms and conditions as are specified in the document with amendment as may be issued subsequently will include the following as bid document:-

| | |
|-----------|---|
| Section-1 | Instruction to Bidders, |
| Section-2 | Terms of Reference, |
| Section-3 | Commercial terms & conditions, |
| Section-4 | SCHEDULES |
| | Schedule-1 Work Schedule to be handled by the service providers for the State as a whole on annual basis. |
| | Schedule-2 Time Schedule of time period |
| | Schedule-3 Charges Schedule |

8. CLARIFICATION OF BID DOCUMENTS

- 8.1 If, Bidder finds discrepancies or omissions in the bid document or is in doubt as to the true meaning, he may request the DERC in writing, by fax or through E-mail. The DERC will clear the doubt.

9. AMENDMENT TO BID DOCUMENTS

- 9.1 The DERC reserves the right to issue amendments/clarifications to the Bid Documents giving reasonable time prior to the bid opening. Such amendments /clarifications etc; shall be given due consideration by the Bidders while submitting their bid. However, such amendments, clarifications etc. shall be communicated by DERC to the bidders who purchase or had purchased the bid document. The DERC will bear no responsibility or liability arising out of non-receipt of the same in time or otherwise.

10. TIME SCHEDULE

The assignment shall be implemented as indicated in the TOR. The performance of the bidder under each assignment must be to the satisfaction of DERC

10.1 LANGUAGE OF BID

The Bid document shall be in English. The correspondence and documents relating to the bid may be in Hindi/English.

11. DOCUMENTS COMPRISING THE BID

11.1 Bid submitted by the Bidder shall comprise of the following documents:

- a) Bid form duly completed and signed by the Bidder with enclosures.
- b) Schedules duly completed by the Bidder.

11.2 The Bidders shall submit a power of attorney, duly authorized by a Notary Public, indicating that the person(s) signing it has the authority to sign the bid document and that it will be binding on the Bidder to honor the offer during the validity period.

12. BID PRICES

12.1 Bidders shall quote for the accreditation on a "single responsibility" basis so that the obligations mentioned in the Bid Documents in respect of testing of meters as detailed in the TOR are fully covered.

12.2 Charges quoted by the Bidder shall be firm for a period of 3 years and thereafter subject to adjustment in the cost of labor, material etc duly rounded off to the nearest Rs. The Bidder may quote the adjustment formula.

13. CURRENCIES OF BID

13.1 Price shall be quoted in Indian Rupees only.

14. BID VALIDITY PERIOD

14.1 Bids should be kept valid for acceptance for a period of four (4) calendar months from the date of opening of bids. The bids valid for a period shorter than the specified period shall not be considered.

15. SEALING AND MARKING OF BIDS

15.1 One envelop, duly sealed and super scribed as "Technical Bid for Providing accreditation for third party meter testing." (part-1) to be opened on date mentioned in the schedule, furnishing confirmation to the technical requirement as per TOR and commercial terms and conditions with the details as required in the schedules EXCEPT THE PRICE SHEDULE enabling the commission to assess whether the offer submitted is technically acceptable and it conform to the commercial terms and conditions.

15.2 Second envelope containing the price bid (part-II) as per Schedule-2 duly sealed and super scribed as "**Schedule of charges**" for providing accreditation for

third party meter testing.

15.3 Third envelope containing the above two envelopes shall be sealed and superscribed as "Bid for providing accreditation for third party meter testing." to be opened on the date mentioned below:

15.4 All the envelopes shall be addressed to the Secretary Delhi Electricity Regulatory Commission C-Block Shivalik Malviya Nagar Delhi- 110017

16. The Bid Schedule shall be as under:

| | | |
|---|--|--------------------------------|
| 1 | Pre-bid meeting with prospective bidders | 04-05-2012 at 1500 hrs. |
| 2 | Last Date of Receipt of Bid Proposals | 17-05-2012 at 1500 hrs |
| 3 | Opening of Technical Bids | 17-05-2012 at 1600 hrs |
| 4 | Evaluation results of Technical Bids | 23-05-2012 at 1500 hrs |
| 5 | Opening of Financial Bids | 23-05-2012 at 1600 hrs |
| 6 | Listing of selected Bidder | 30-05-2012 |

17. LATE BIDS

17.1 Bids submitted after the time and date fixed for the receipt of Bids as set in Clause 16.0 shall be rejected.

18. OPENDING OF BID BY DERC

18.1 The bids will be opened in the office of the E.D. Engg. DERC by the officer(s) duly authorized by him for the purpose at 16.00 hrs on the last date of submission of bids in the presence of the authorized representatives who may wish to be present.

18.2 Bidder's authorized representative (upto two persons) may attend the bid opening and they will sign for their participation. No electronic recording device/mobile phones etc. shall be permitted during the bid opening.

18.3 The officer(s) of the DERC authorized for opening the bids will announce the necessary details of the offers received.

18.4 Bids that are not opened and read out at bid opening will not be considered for further evaluation, regardless of the circumstances.

19. CLARIFICATION OF BIDS

19.1 For clarification of bids a pre-bid meeting will be held in the Commission as per Schedule mentioned above.

20. PRELIMINARY EXAMINATION OF BIDS

- 20.1 The DERC will scrutinize the bids so received so as to ascertain that the bids received are in order.
- 20.2 The DERC may omit a minor lapse that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any Bidder on technical and financial evaluation of the bids.
- 20.3 If a Bid is substantially non responsive, it will be rejected.
- 20.4 The decision of DERC to accept or not to accept a bid shall be final.

21. CORRECTION OF ERRORS

- 21.1 Any errors or discrepancy in respect of the specified amount in the schedule of charges for an individual sub-item and in the main item of the package on account of discrepancy in figures and words of the value specified in the words will be considered for computation.

22. CONTACTING THE DERC

- 22.1 Subject to Clause 19.0 (Clarification of Bids),no Bidder shall contact DERC on any matter relating to its bid, from the time of the opening of bids to the time the approval of ITMT is finalized.
- 22.2 DERC reserves the right to accept or to reject any bid in part or full or to annul the bid process.

23. NEGOTIATIONS

- 23.1 Before the accreditation of the bidder, the DERC may hold negotiations with the bidders, whose bid has been assessed to be substantially responsive.

24. CERTIFICATE OF APPROVAL

- 24.1 Subsequent to negotiations, DERC shall notify the successful Bidders in writing by registered letter that they have been approved as an ITMT specifying one or more class i.e. 'L' and/or 'S' certification of DERC, valid for a period of three years initially subject to the terms and conditions mentioned therein.

Section -2 TERMS OF REFERENCE

1. Introduction

National Electricity Policy mandates the state electricity regulatory commission to put in place Independent Third-party Meter Testing System (ITMT) arrangements. DERC invites proposals for empanelling and accrediting one or more third party meter testing organizations for undertaking testing work of whole current L.T. Meters as per this document in the NCR of Delhi.

2. Definitions

“Act” means the Electricity Act 2003”.

“Agency” means a successful bidder who has been authorized/approved to provide accreditation of independent third party meter testing.

“Bidder” An NABL Accredited Laboratory (independent or owned by manufacturer/ licensee), intend to get approved from DERC in response to BID for independent third party meter testing accreditation in the State of Delhi.

LT meter :- Whole current meter installed for low voltage supply consumer.

“ITMT” or “Test Laboratory” means Independent Third-party Meter Testing Laboratory of the bidder.

The term used here but not defined here in shall have the same meaning as defined in the metering Regulation or by the Act in the order specified here under:

- (i) The Electricity Act 2003 (the Act)

3. Objective

The objective of accrediting an ITMT is to :

- (i) build confidence in L.T consumers in the performance and accuracy of:
 - (a) meter(s) purchased by the distribution licensee.
 - (b) meter testing carried out by the distribution licensee.
 - (c) meter(s) removed from consumer's premises.
- (ii) conduct and carry out testing at laboratory and /or site , on the request of either party, of whole current LT meter(s) for sorting out disputes between consumer and licensee

4 Accreditation to be provided

The ITMT shall be able to provide any or all of the following accreditation at its permanent laboratory and / or on site.

4.1 At permanent laboratory

4.1.1 Routine Testing of old and or removed whole current LT meter(s)

- a) Meters of Class 1.0 and inferior.

- 4.1.2 Acceptance test(s) as per requirement of licensee/ consumer whole current LT Meters of Class 1.0 and inferior.
- 4.1.3 Routine Testing of new purchased whole current LT meters Meters of Class 1.0 and inferior
- 4.2 At site Testing of whole current LT meters for accuracy requirement as per clause 4.3.1 (B) of Class 1.0 and inferior.
- 4.3 Acceptance/ Routine test to be carried out by ITMT on meters as per IS standards
- 4.3.1 Tests on meters as per IS

(A) Acceptance Test

- 1. Tests of insulation properties
 - 1.1. AC voltage tests
 - 1.2. Insulation resistance
- 2. Tests of accuracy
 - 2.1. Test of meter constant
 - 2.2. Test of starting
 - 2.3 Test of limits of error
 - 2.4. Test of limits of error
 - 2.5. Test of repeatability of error
- 3. Tests of electrical requirements
 - 3.1 Test of power consumption

(B) Routine Test

- 1. Tests of insulation properties
 - 1.1 AC voltage tests
 - 1.2 Insulation resistance test
- 2. Tests of accuracy requirements
 - 2.1 Test of starting condition
 - 2.2 Test of no-load condition
 - 2.3. Test of no-load condition

4.3.2 Other Accreditation.

- 1 Tamper and fraud detection test as per CBIP Report 88/Metering Regulation.
- 2 Software functioning testing.

4.4 Grouping and classification of ITMT

The bidder's laboratory shall be grouped and classified for the purpose of identification and qualification in related accreditation (described at 4.1 and 4.2) provided by the ITMT.

Class L: Laboratory testing of whole current LT meters of class 1.0 and inferior.

Class S: Site testing of whole current LT meters of class 1.0 accuracy and inferior class of accuracy.

The laboratory bidding for authorization/ approval shall clearly indicate the bid group(s) to which they wish to quote.

5.0 Main requirements

The ITMT shall meet following qualifying requirements:

5.1 Organizational requirements

- 5.1.1 The ITMT shall be an independent organization. Testing laboratories of distribution licensee shall not be eligible for bidding in their

- area/jurisdiction of supply.
- 5.1.2 The ITMT shall have sufficient qualified and experienced manpower required for above accreditation. They shall provide qualification and experience details of key personnel in their organization along with the bid as per Annex.-A
- 5.1.3 The bidder shall provide organization structure to be used for above accreditation.
- 5.1.4 The organization shall be willing to do on site testing at any location in Delhi.
- 5.1.5 ITMT shall have capacity to test at least 50 meters per day.

5.2. QUALIFYING REQUIREMENTS

The Agency/ Laboratory should be successfully running with NABL Accreditation for 4 to 5 years.

Organizational requirements

The agency/laboratory shall be an independent organization. Testing laboratories of distribution licensee shall not be eligible for bidding in their area/Jurisdiction of supply.

The bidder shall provide organization structure to be used for above accreditation.

The organization shall be willing to do an site testing at any location in Delhi.

Quality system requirements.

The quality system of bidder shall be accredited by National Accreditation Board for testing and calibration Laboratories (NABL). The testing equipments should be calibrated from independent Accredited NABL labs. The details of which shall be included in the bid.

The laboratory(s) of the Licensee and meter manufacturer shall also be considered if the NABL accreditation has been applied for, subject to submission of relevant certificate(s) in accreditation(s) applied for, to the Commission for subsequent approval for empanelment and accreditation as agency/laboratory.

Technical requirements

(i) Meters of Class 0.2s(ABT and ToD)

The best measurement accuracy of agency laboratory as accredited by NABL shall be 0.02% or better for active Energy and 0.05% or better for reactive energy using electronic test standards. For ABT meters, best measurement accuracy shall be 0.02% or better for frequency.

The test laboratory shall be able to test three phase, active and reactive meters and ABT compliant meters with current range for error measurement from 10.0mA to 6 A at various power factors as required by relevant IS.

The agency/laboratory shall be equipped with electronic harmonic free stable adjustable power source/phantom set and reference standard capable to test minimum starting currents of the meter.

The agency/laboratory shall maintain measurement traceability to National Physical Laboratory New Delhi or a laboratory recognized by International Laboratory Accreditation cooperation (ILAC)/NABL Accredited test laboratory.

(ii) Meters of Class 0.5s, 1.0 and 2.0 class:-

The best measurement accuracy of agency/laboratory as accredited by NABL shall be 0.05% or better for active Energy and 0.1% or better for reactive energy using electronic test standards.

The agency/laboratory shall be able to test both single phase and three phase, active and reactive energy meters with voltage range from 40V to 300V (phase to neutral) and current range for error measurements from 20mA to 100A at all power factors as required by relevant IS.

The power source may be one or more to meet the prescribed capacity. In case the current source of 100A is not available, the agency/laboratory having 50 A current source may be accepted.

The agency/laboratory shall be equipped with harmonic free, stable adjustable power source/phantom set and reference standard capable to test minimum starting currents of the meter.

The agency/laboratory shall maintain measurement traceability to National Physical Laboratory New Delhi or a laboratory recognized by International Laboratory Accreditation cooperation (ILAC)/NABL Accredited test laboratory.

(iii) Testing of Instrument transformers at permanent laboratory.

Instrument transformers of Class 0.2(Class 0.2s for CTs):- The best measurement accuracy of test laboratory, as accredited by NABL, shall be 0.05% and 2 min respectively for CT ratio and phase error measurement; 0.05% and 2 min respectively for PT/CVT's ratio using primary injection method with current range and system voltage range up to

- (a) Up to 33 kV current range 300 A
- (b) Up to 132 kV current range 500A
- (c) Up to 220kV Current range 1000A

Instrument transformers of Class 0.5, and 1.0 (Class 0.5s for CTS):- The best measurement accuracy of test laboratory, as accredited by NABL, shall be 0.1% and 5 min respectively for CT ratio and phase error measurement; 0.1% and 5

min respectively for PT/CVT's ratio and phase error measurement using primary injection method with current range and system voltage range up to

- (a) Up to 33 kV current range up to 300 A
- (b) Up to 132 kV current range up to 500 A
- (c) Up to 220kV. Current range up to 1000 A

The agency/laboratory shall maintain measurement traceability to National Physical Laboratory New Delhi or a NABL accredited laboratory.

Testing at Site.

- (i) Meters of Class 0.2s (ABT and ToD) at site:-

The best measurement accuracy of agency/laboratory as accredited by NABL shall be 0.1% or better for active Energy and 0.2% or better for reactive energy using electronic test standards.

For ABT meters best measurement accuracy shall be 0.1% or better for frequency.

The site test laboratory shall be able to test three phase, active and reactive meters and ABT compliant meters with current range for error measurement from 10.0mA to 6 A at various power factors as required by relevant IS.

The agency/laboratory shall be equipped with electronic harmonic free stable, adjustable power source and suitable reference standard.

The agency/laboratory shall maintain measurement traceability to National Physical Laboratory New Delhi or a laboratory recognized by International Laboratory Accreditation cooperation (ILAC)/NABL Accredited test laboratory.

- (ii) **Meters of Class 0.5s, 1.0 and 2.0 class at site:-**

The best measurement accuracy of AGENCY/LABORATORY as accredited by NABL shall be 0.2% or better for active energy and 0.5% or better for reactive energy using electronic test standards.

The AGENCY/LABORATORY shall be able to test through one or more reference standard and phantom test set, both single phase and three phase, active and reactive energy meters at all current range for error measurements from 20A to 100A at all power factors as required by relevant IS. The power source may be one more to meet the prescribed capacity. In case current source of 100A is not available, the AGENCY/LABORATORY having 50 a capacity current source may be considered.

The AGENCY/LABORATORY shall be equipped with harmonic free stable power source and reference standard capable to test minimum starting currents of the meter.

The AGENCY/LABORATORY shall maintain measurement traceability to National Physical Laboratory New Delhi or a laboratory recognized by International Laboratory Accreditation cooperation (ILAC)/NABL Accredited test laboratory.

(iii) Testing of Instrument transformers at site by laboratory

Instrument transformers of Class 0.2(Class 0.2s for CTS):- The best measurement accuracy of test laboratory, as accredited by NABL, shall be 0.05% and 2 min respectively for CT ratio and phase error measurement; 0.05% and 2 min respectively for VT/CVT's ratio and phase error measurement using primary injection method with current range and system voltage range up to

- (a) Up to 33 kV current range 300A
- (b) Up to 132 kV current range 500A
- (c) Up to 220kV. Current range 1000

Instrument transformers of Class 0.5, and 1.0 (Class 0.5s for CTs):- The best measurement accuracy of test laboratory, as accredited by NABL, shall be 0.2% and 5 min respectively for CT ratio and phase error measurement; 0.2% and 5 min respectively for PT/CVT's ratio and phase error measurement using primary injection method with current range and system voltage range up to

- (a) LT CTs current range 120 A
- (b) Up to 33 kV/ current range 300A
- (c) Up to 132 kV / current range 500A
- (d) Up to 220kV/ Current range 1000A

The agency/laboratory shall maintain measurement traceability to National Physical Laboratory or a NABL accredited laboratory. The agency/laboratory shall be NABL accredited for on site testing, current transformers and potential transformers. The agency/laboratory shall be able to test metering system components in situ after shut down and also be able to measure as found parameters of connected metering system. The agency/laboratory shall be able to measure the connected burden on CTs and VTs.

The agency/laboratory shall be able to calculate overall error of metering system. The agency/laboratory shall be able to measure and report both phase and ratio errors as per relevant IS. The agency/laboratory shall be able to measure and report both ratio and phase angle error nearest to the connected burden. The agency/laboratory shall use portable state of the art equipment to

have easy accessibility of metering system at installation site and quick completion of work.

6.0 Reporting of Testing Work

The ITMT shall supply, after testing, the test certificate to the person requesting for test and to the person(s) indicated by him. Certificate shall also contain test results.

Where licensee/DERC desires, the testing may be witnessed by the officer(s) authorized by licensee/DERC and consumer or consumer organization or any person indicated by licensee/DERC.

Provided that where testing is conducted on account of dispute on the accuracy/operation of meter between consumer and licensee, the breaking of seals and testing shall be conducted in the presence of their representatives and test certificate (indicating errors within or beyond permissible limits) will be supplied to the parties. Provided that before conducting tests, testing methodology will be conveyed and explained to the parties.

Tests records shall contain detailed identification of the meter tested and condition of meter being tested and its seals.

Except for on site testing, delivery of meter at the test laboratory and back shall be the responsibility of requisitioner. The ITMT shall provide necessary assistance to the requisitioner in arranging dispatch after testing.

The ITMT shall keep records of all tests conducted under his authorization and furnish statistics to DERC on quarterly basis in the formats as under

Qualification and experience of Key Staff

Name

Date of Birth

Sex

Position held

Qualifications

(i) Academic (Provide name of degree, name of institution, year of achievement, specialization)

(ii) Professional

6. Specialized training

Work experience (Provide start and end date, positions held, scope of responsibilities and projects executed)

A

B

7. Skill

Section-3 COMMERCIAL TERMS AND CONDITIONS

The Terms and Conditions as set out in this documents shall prevail and shall be binding on the ITMT service provider and any change therein shall be inoperative unless expressly agreed to by the DERC. The Agency shall be deemed to have fully informed himself and to have specific knowledge of the provisions under terms and conditions of the specifications mentioned hereunder:

1. **CERTIFICATE OF APPROVAL:** Initially the ITMT shall be approved for a period of three years thereafter renewable for such period as is mutually agreed subject to fulfillment of conditionalities to the satisfaction of the Commission.
2. **RULES & REGULATIONS:** The job shall be carried out as per rules, regulations and the details given in the scope of this document. These rules and regulations may be modified by DERC from time to time and shall be intimated to the Agency.

The Agency will abide by the labour regulations and the directions of Government and such authorities enforcing the regulations and shall also comply with the relevant legislations as may be in force from time to time.

3. **LABOUR LAWS:** The Agency shall have to maintain a valid labours license under the contract labour for employing necessary manpower required EPF Scheme.
4. **ELECTRICITY RULES AND REGULATIONS:** All works shall be carried out in accordance with the latest provisions of the Indian Electricity Act/Electricity Supply Act and Indian Electricity Rules.
5. **INSURANCE:**

The agency at his cost shall arrange, secure and maintain the insurance as may be required and be obligatory in terms of law to protect its interest and interest of the licensee and the consumers.

The agency shall obtain accident liability insurance for its employees for payment of compensation on account of injury, fatal or otherwise due to accident and against loss, damage accrued by the agency during course of operations carried out by him for the purpose of complying with obligations during the currency of the certificate of approval.

The Clause entitled 'Insurance' under this section covers the insurance requirements for the portion of the works to be performed at the permanent lab as well as site lab.

6. MAINTENANCE OF FACILITIES AND PERSONNEL:

FACILITY: The Agency shall maintain all requisite facilities of its own as required to carry out in permanent Laboratory / site testing of meters / installed at the consumer / Distribution Transformer premises. The agency shall also submit the report along with the testing results, to the licensee or consumer or DERC as the case may be, within the time period mentioned in Annexure-'B'. Statistics of the meter tested shall be supplied to DERC.

The agency shall also maintain a co-ordination office with communication equipments like telephone with fax, mobile phone, Internet etc. for interaction with licensee/consumers and others. Persons in-charge or otherwise shall be available for communication during all business hours. The agency shall not change the office in charge / nodal officer, frequently.

Agency shall issue identification cards to all the personnel engaged for the purpose. The identification cards duly signed by Officer-InCharge of the agency shall have the photograph of the concerned personnel with name and logo of the agency.

7. NODAL OFFICER: To interact between the field offices and agency, DERC will appoint a nodal officer. Similarly, the agency shall communicate the name of the authorized person that would act as a Nodal Officer from its side.

8. AGENCY'S RIGHTS: The agency will be given rights to operate in the area during the currency of certificate of approval for carrying out the work of testing, which shall cease to exist on completion of the said period or on withdrawal of certificate of approval whichever is earlier.

9. Termination of Certificate of Approval:

The certificate of approval can be withdrawn any time if it comes to the notice of DERC that.

(i) The Accreditation from NABL for the accreditation to be provided expires or the laboratory fails to maintain measurement trace ability to national physical laboratory.

(ii) If it comes to the notice of DERC through the licensee or otherwise that the ITMT is not functioning satisfactory or not having proper facilities initially indicated or its conduct is suspicious and no ethics are being followed.

10. NON-ASSIGNMENT: Neither party may assign nor transfer any of its rights and obligations to any person without the other party's consent.

11. CONDUCT OF AGENCY'S STAFF: If any of the Agency's employees shall in the opinion of licensee is guilty of any misconduct or incompetence or negligence, and then if so directed by licensee, the Agency shall at once remove such employee and replace the same by an equally qualified and competent substitute immediately.

12. LIEN: In case of any lien or claim pertaining to the work and responsibility of the agency for which licensee might become liable, it shall have right to recover such claim amount from the agency.

13. AGENCY TO INFORM HIMSELF FULLY: The agency shall be deemed to have carefully examined the, specifications, schedules and annexure and to have satisfied himself of the nature and character of the work to be executed and where necessary, on the site conditions and other relevant matters and details.

14. BID FORMS AND ACCEPTANCE OF BID: Each agency must prepare and submit its offer strictly according to the instructions annexed herewith. The agency may if it deems it essential submit in the envelope with its bid a short and concise memorandum or any letter accompanying the bid as to form part of the tender. Any agency wishing to submit descriptive matter for consideration may enclose along with its Bid.

The DERC is not bound to accept the lowest bid or any bid or to assign any reason for the rejection of a bid. The DERC also reserves the right to call for fresh bids.

15. COMMENCEMENT OF WORK: The agency should start the work within 30 days from the date of receipt of certificate of approval from DERC.

16. DELAY IN COMPLETION OF WORK: In the event of delay in completion of work or any part thereof as desired by licensee beyond the time limit specified, the licensee shall report the matter to DERC, which may impose a penalty or take other action it deems fit. In case of any dispute as to the fixing of the responsibility, the matter shall be referred to the DERC, whose decision shall be final and binding on both the parties.

- 17. TERMS & MODE OF PAYMENT:** The accreditation for ITMT shall be provided to the licensee or to the individual consumer including generating company in case the request for test is made by:
- (i) Licensee :** The agency will submit monthly /fortnightly fee bills to the licensee which shall be paid within 30 days from the date of submission of undisputed invoices from the agency.
 - (ii) Individual:** Charges shall be paid in advance or as mutually agreed between the agency and the consumers.
- 18. FORCE MAJEURE:** If at any point of time during the validity of the authorization, the performance in whole or in part is prevented or delayed by reasons beyond control such as hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosions, epidemics, quarantine restriction, strike, lockouts or acts of God (Hereinafter referred to as events), then notice will be given with adequate proof, within 21 days from the date of occurrence, then the provisions of delay may not be evoked by the licensee, provided further that the service shall be resumed, as soon as practicable after such event(s) has/have ceased to exist and the decision of the licensee as to whether, the accreditation have been so resumed or not shall be final and conclusive.
- 19. ACCEPTANCE OF CERTIFICATE OF APPROVAL :** The Agency shall forward its acceptance in two copies within thirty days of receipt of certificate of approval from DERC failing which, it shall be presumed that the Agency is not interested in undertaking the work.

20. CHARGES:

The Agency shall quote FIRM charges in Indian Rupees only.

The charges shall be inclusive of service tax, insurance, and other taxes and duties as applicable from time to time and shall be valid for 3 years. The break up of the same will be indicated.

It is the responsibility of the Agency to make sure about the correct rates of duty/tax if any leviable on the work/service at the time of tendering. If the rates assumed by the agencies are less than the current rates prevailing at the time of tendering, the licensee will not be responsible for the mistake.

21 PERFORMANCE SECURITY

The ITMT shall furnish performance security amounting to Rs. 10,000/to respective Discoms as per its requirement failing which may result in cancellation of the certificate of approval.

22 POWER TO VARY, AMEND OR MODIFY THE TERMS OF REFERENCE OR THE COMMERCIAL TERMS & CONDITIONS

The DERC reserves the right to vary, amend or modify the Terms of Reference and the commercial terms & conditions, as and when it deems fit, in the interest of ensuring proper implementation of the provisions of the National Electricity Policy and the Act. Such amendments and additions shall be binding on both ITMT and licensee.

Section 4 SCHEDULES

Schedule-1

Work Schedule to be handled by the service provider for the Sate as a whole on annual basis

(For reference only)

| S.No. (1) | Item Description (2) | Total Quantity assessed on tentative basis (3) | Quantity to be tested in % (4) |
|----------------------------|--|---|---|
| 1. | Laboratory testing on random basis of newly purchased meters a) LT meters b) ABT compliant & ToD c) HT meters | | |
| 2. | On site testing of meter/metering system installed at consumer's premises/sub-stations selected on random basis. (a) ABT compliant meters at supply and load ends of open access consumers / licensee's (b) HT meters (other than open access consumers) (c) CT operated LT meters (d) Whole current LT meters | | As per requirement |
| 3. | Laboratory testing of the meters removed from the consumer's premises | | As per requirement |
| 4. | All meters/metering system, whether found defective or otherwise, on consumer's request. | | As per requirement |

Schedule-2Time Schedule

| Sr. No. | Description of Work | Time period for completing assignment |
|---------------------------------|---|---------------------------------------|
| A. SERVICE AT LABORATORY | | |
| 1. | Routine Testing of old and or removed HT & LT meter(s) as per IS standard. a) Meters of Class 0.2s (ABT and ToD) b) Meters of Class 0.5s. 1.0 and 2.0 | |
| 2. | Acceptance test(s) as per IS with latest amendments. a) Meters of Class 0.2s (ABT and ToD) b) Meters of Class 0.5s. 1.0 and 2.0 | |
| 3. | Routine Testing of new purchased meters at laboratory of following category. a) Meters of Class 0.2s (ABT and ToD) b) Meters of Class 0.5s. 1.0 and 2.0 | |
| 4. | Testing of instruments transformers for the tests cl. 4.3 a) CTs and VTs of accuracy Class 0.2 (0.2s for CTs) (i) EHT system (ii) HT system (iii) LT system b) CTs and VTs of accuracy Class 0.5 and 1.0. (0.5s class for CT(s)) (i) EHT system (ii) HT system (iii) LT system | |
| B. ON SITE TESTING | | |
| 1. | Testing of and HT and or LT meters for determination of error and no load test. a) Meters of Class 0.2s (ABT and ToD). b) Meters of Class 0.5s. 1.0 and 2.0 | |
| 2. | Testing of Instruments transformers for the tests cl. 4.3. a) CTs and VTs of accuracy Class 0.2 (0.2s for CTs) (i) EHT system (ii) HT system (iii) LT system b) CTs and VTs of accuracy Class 0.5 and 1.0. (0.5s class for CT(s)) (i) EHT system (ii) HT system (iii) LT system | |
| C. OTHER TESTING | | |
| 1. | Tamper and fraud detection test as per CBIP report 88 / Metering Regulation | |
| 2. | Software functioning testing | |

Schedule-3**Charges Schedule**

| Sr. No. | Description of Work | Charges per unit Rs. (words as well as in figures) |
|---------------------------------|---|--|
| A. SERVICE AT LABORATORY | | |
| 1. | Routine Testing of old and or removed HT & LT meter(s) as per IS standard. c) Meters of Class 0.2s (ABT and ToD) d) Meters of Class 0.5s. 1.0 and 2.0 | |
| 2. | Acceptance test(s) as per IS with latest amendments. c) Meters of Class 0.2s (ABT and ToD) d) Meters of Class 0.5s. 1.0 and 2.0 | |
| 3. | Routine Testing of new purchased meters at laboratory of following category. c) Meters of Class 0.2s (ABT and ToD) d) Meters of Class 0.5s. 1.0 and 2.0 | |
| 4. | Testing of instruments transformers for the tests cl. 4.3 c) CTs and VTs of accuracy Class 0.2 (0.2s for CTs) (iv) EHT system (v) HT system (vi) LT system d) CTs and VTs of accuracy Class 0.5 and 1.0. (0.5s class for CT(s)) (iv) EHT system (v) HT system (vi) LT system | |
| B. ON SITE TESTING | | |
| 1. | Testing of and HT and or LT meters for determination of error and no load test. c) Meters of Class 0.2s (ABT and ToD). d) Meters of Class 0.5s. 1.0 and 2.0 | |
| 2. | Testing of Instruments transformers for the tests cl. 4.3. c) CTs and VTs of accuracy Class 0.2 (0.2s for CTs) (iv) EHT system (v) HT system (vi) LT system d) CTs and VTs of accuracy Class 0.5 and 1.0. (0.5s class for CT(s)) (iv) EHT system (v) HT system (vi) LT system | |
| C. OTHER TESTING | | |
| 1. | Tamper and fraud detection test as per CBIP report 88 / Metering Regulation | |
| 2. | Software functioning testing | |

Note: The Bifurcation of charges applicable for each test listed at clause 4.3 of the document should be enclosed with this annexure for each category listed at Sr. No. A & B above.