

ELECTRICAL

DO's

1. Ensure that Products/items falling under BIS's compulsory registration scheme (CRS) like LED luminaires, self ballasted LED lamps, LED Luminaires for Road and Street lighting, LED flood light, CCTV cameras/recorder, UPS Etc. are sourced only from BIS registered manufacturers. (For comprehensive list under CRS refer www.bis.gov.in)
2. Ensure that products/items falling under CRS bears the Standard Mark on the product with IS Number and Unique registration number before acceptance. The logo of the Bureau of Indian Standards (BIS) is shown. It consists of a stylized 'S' shape in blue and red, enclosed in a black rectangular border. Above the 'S' is the text 'IS' and below it is 'R - XXXXXXXX'.
3. UDM (User Depot Module) facilitates effective management of materials and makes tracking of materials easier at all stages from procurement to Consumption. Implement the same on top priority.
4. Ensure that the description in the indent for common electrical items like LED luminaires, cables and BLDC fans are as per IS and/or guidelines issued by headquarters.
3. While Items are indented as per IS specification/s, ensure that the description/technical parameters in the Indent/Schedule is in compliance with the IS specification mentioned in the Indent.
4. Before initiating Indent, ensure that the Inspection Clause is correctly mentioned especially if the value exceeds Rs.5,00,000/- Lakhs.
5. Be aware that, under GeM procurement also, third party inspection (RITES,RDSO Etc.) can be insisted.
6. Even ISI marked materials can be accepted only with the manufactures WTC (Works Test Certificate) and the Inspection Clause should indicate "Acceptance on Firm's WTC".
7. Ensure that materials received under third party (RITES,RDSO Etc.) inspection, is to be accepted with Inspection certificate/s duly accompanied by all test certificates conducted by third party (RITES,RDSO Etc.).
8. In case of third party inspection like RITES, ensure that the materials are dispatched within the due date mentioned in the IC(s).
9. Go for 'third party inspection' while procuring safety items, even if the value of the PO is less than the limit value i.e.Rs.5 Lakhs, if proper testing facilities are not available locally.
10. Ensure that materials received for special works are properly taken into account with DBR and DBI as being followed for materials under revenue.

11. Ensure that the Work/s is executed as per the Schedule/Drawings/specification in the Contract agreement.
12. Ensures that in all the Works Contract, the registers pertaining to the execution of each "Works" are maintained as mentioned in the respective Contract Agreement.
13. Ensure that a copy of the LOA along with a copy of the Tender Document is received before the commencement of the Work and agreement is received before recording of measurements.
14. Ensure that Material Transaction register, Site order register and Daily progress register Etc. are maintained for each and every Contract Work separately.
15. Ensure the mix ratio and grade of the Concrete (in all applications) used is as per IS specifications.
16. Ensure that the concrete is tested as per IS:456:2000 after 7 days (if necessary) and 28 days for acceptance. Sampling should also be as per this IS specification.
17. Ensure that before sending for DS-8, the Ferrous and non-ferrous materials are properly segregated and measurements given in KGs.
18. Whenever scrapping Insulated Copper and Aluminium Electric cables, ensure that the approximate weight of the copper or Aluminum content is mentioned separately in KGs along with the total weight.
19. Depot in-charge should ensure that Attendance register is maintained for all the contracts that needs deployment of labour on daily basis.
20. Ensure that in case of outsourced manpower Contracts, wages are paid only thorough Bank and remitted to the Bank account of contract staff.
21. Ensure that in case of outsourced manpower Contracts, minimum wages is complied with by the Contractor as per the Contract agreement and all statutory deductions like EPF, ESI Etc. are effected/remitted for the Contract staff. Necessary records for the same are to be submitted by Contractor.
22. Electrical contractor license validity to be ensured before execution of the work.
23. While recording Measurement Book follow the Engineering Codes 1315 and 1322. Only actual measurement should be recorded in the Measurement Book.
24. Ensure qualified Technical supervisor are deployed as per agreement conditions at the time of commencement of work.
25. On completion of work, site order book and field book should be handed over to Divisional office.
26. Ensure proper invoice bills and test reports as per inspection clause/ specification before accepting the material against Purchase Order/Works Contract.

27. Ensure that on-board staff are declaring the Private cash during taking over the duty. Be aware that when the Private cash Declaration exceeds the prescribed ceiling limit, (currently Rs.2,000) denomination of the cash and its purpose should be duly got certified by the Supervisor.
28. Perform the departmental stock verification without fail as per Para 10824 of ACTM.
29. Ensure proper accountal and disposal of released material.
30. Ensure that proper accountal of HSD Oil is maintained for the Power cars/ Generators. In Power Cars, the consumption should be recorded as per the mechanical flow meter in the Generator which is more accurate.
31. All the Depot in-charge should ensure that valid ID card is issued to contract staff to carry out the work.
32. Ensure the quality of materials before execution of the work as per contract conditions.
33. Earthing and foundations to be done as per the drawing/ specification.
34. Ensure the multiplication of CT coil ratio, if any, with Electrical units recorded in a 3 phase KWH meter.
35. Ensure proper sealing of Energy meters as per laid down practice.
36. Ensure recovery of Electrical Energy (EE) charges for outsiders (Stalls) before the billing due date.

DON'Ts

1. Do not extend the temporary power supply to Outsiders/Contractors without Competent Authority's approval.
2. Do not indent electric items, which are not confirming to IS specification/ISI marks.
3. Do not increase rate of any individual item/schedule during negotiation.
4. Do not fail to record the proper Chainage/ KM /Location in Measurement Book for the Works executed by the Contractor.
5. Do not accept a supply of pre-inspected items by agencies like RITES, DGS&D, RDSO etc., without checking the seal/Hologram and the supporting inspection and test certificates.
6. Do not change RDSO/RITES inspection clause to consignee inspection without approval of Competent Authority.
7. Do not dump the scraps in shop floor without accountal. Scraps should be taken in released register and processed for condemnation.
8. Do not record the measurement for such works, which are incomplete/defective.
9. Do not accept the material more than the schedule quantity without obtaining approval from competent authority.