

PRE – TENDER MEETING FOR "HIRING OF THIRD PARTY SERVICES FOR BUILDING SAFETY & TECHNICAL COMPETENCY (STC) AMONGST CNG & PNG CONTRACTUAL STAFF".

Indraprastha Gas Limited (A joint venture of Gail India Ltd., BPCL & Govt. of NCT of Delhi) is a pioneer & Leading Company which is providing CNG to automotive sector and PNG to domestic, commercial & industrial sector.

Indraprastha Gas Limited is a PNGRB authorized entity for retailing of CNG & PNG in Delhi, Noida, Greater Noida, Hapur, Ghaziabad, Meerut, Muzaffar Nagar, Shamli, Rewari, Karnal, Kaithal, Gurugram, Ajmer, Pali, Rajsamand, Fatehpur, Hamirpur and part of Kanpur. Accordingly IGL invites pre tender meeting of reputed agencies for hiring of third party services for building safety & technical competency (STC) amongst CNG & PNG contractual staff.

IGL intend to have discussion & deliberation on technical and commercial aspects for hiring of third party services for building safety & technical competency (STC) amongst CNG & PNG contractual staff and getting inputs from potential bidders for a successful competitive bidding.

The meeting shall be conducted through video conferencing online at Microsoft teams (MS Teams) platform. **Instructions to bidders for meeting through video conferencing:**

- (i) All the Bidders who have interest to attend the pre tender meeting will send the email up 2 hours prior to start of scheduled meeting will be invited to join as guests through the link shared in mail.
- (ii) Upon joining the video conference, bidders have to mention their organization name as well as representative name.
- (iii) All bidders/participants mandatorily have to pin IGL screen on their computer screens during the meeting.
- (iv) Bidders shall be allowed to discuss their queries in sequence of their responses received.
- (v) Time slot shall be allotted to each bidder to ask his queries.



INDRAPRASTHA GAS LIMITED
(A Joint Venture of GAIL (India) Ltd., BPCL & Govt. of NCT of Delhi)

(vi) Recording shall be done for the meeting.

(vii) Clarifications or queries raised shall be responded to during meeting or through subsequent email.

S.No.	Description	Schedule of Meeting
1	Pre tender Meeting for hiring of third party services for building safety & technical competency (STC) amongst CNG & PNG contractual staff.	15:00 PM to 16:00 PM on 25.09.2023

All potential bidders are requested to kindly confirm your participation at following email ids:

1. ajay.khatri@igl.co.in
2. navdeep.kanwar@igl.co.in
3. vikas.bhatt@igl.co.in
4. nisha.bhinge@igl.co.in


AGM (FRS)

Enclosure: Brief Scope of Work



BRIEF SCOPE OF WORK

1. INTRODUCTION

1.1 The scope of work includes imparting Safety and technical Competency training from recognized and certified agencies / institutes having rich experience in imparting Safety and Technical Competency/HSE /Fire & Safety training to the City Gas Distribution companies/Oil & Gas Industries and having recognition /approval from Board of technical Education / AICTE / State Government/University /Board or a renowned consultancy organization in the field of Safety and Technical Competency training / HSE /Fire & Safety training/ ISO 45001 certification.

1.2 The Training will be provided to following Target group of Participants on Safety and Technical aspects to ensure they are adequately competent to meet the Company's safety and technical standards:

CATEGORY [A] PNG STC:

Skilled staff of IGL's PNG O&M and Project (i.e. Plumbers, technicians, Supervisors, Third Party Inspectors (TPIs), Project Management Consultants (PMC, QA/QC Engineers etc.) Working for IGL's PNG O&M and Project Contractors for One Day Training Program. This includes one days Training programme comprises of a training programme of one day schedule with Half day theory and a Half-day practical session.

CATEGORY [B] CNG STC:

i) All contractual manpower in IGL (COCO, DODO etc.) /DTC/UPSRTC CNG station or CNG handling staff deployed in OMC Retail outlets or CNG O&M Technicians /Operators etc. Station (Batch Size 25 Participant). This includes One day Training programme comprises of a training programme of one day schedule with Half day theory and a Half-day practical session.

2.0 REQUIREMENT FROM TRAINING INSTITUTE/ PARTY:

The training agency /institute has to provide STC training to aforementioned categories at following City Gas Distribution geographical areas of IGL:

a) Segment – 1 NCT of Delhi training venues near metro station

IGL Bhawan, Plot No. 4, Community Centre, R.K. Puram, Sector – 9, New Delhi - 110 022
Phone: 46074607 Fax: 26171863 Website: www.iglonline.net
CIN : L23201DL1998PLC097614
An ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 Certified Organisation

- b) Segment 2 (Gautam Buddha Nagar, Ghaziabad and Hapur) training venues near metro station of Ghaziabad.
- c) Segment 3 (Kanpur, Fatehpur and Hamirpur, Muzaffarnagar, Shamli, uncovered parts of Meerut in Uttar Pradesh) training venues required in both Kanpur and Muzaffarnagar
- d) Segment 4 (Karnal, Kaithal, Rewari and Gurugram in Haryana) training venues required both in Karnal and Rewari.
- e) Segment 5 (district Ajmer, Pali & Rajsamand in Rajasthan) training venues preferably in Ajmer/ Pali.

The said training venues shall have following facilities:

- i) Facility/Training hall:
 - The training venues having class room/training hall (through either establishing their own training center or having a tie up with some hotels etc.) at abovementioned locations (mentioned in serial no 2.0) having no litigation pending in any court of law, shall be arranged by Training Party / Training Agency.
 - The training venue shall be located at place of good connectivity, preferably near to a Metro Station etc.
 - The training venue shall have sufficient parking space available for vehicles of participants and IGL personnel.
 - Prior approval of the said training location shall be obtained from IGL before start of training.
 - It shall accommodate maximum of 35 persons (excluding the training faculties and IGL coordinator) at a time in a day.
 - The training hall shall be equipped with LED Television/ Projector with white screen, Computer, white Board, Speakers, space to display Signages / photographs, and Stationary (writing pads and pens) for each candidate relevant to training.
 - The training hall shall be well ventilated or air-conditioned.
 - The training hall shall have no open electrical wirings & fittings.
 - The training venue and its training hall shall have Emergency exit.

- There shall be arrangement of power back up in case of power failure for smooth running of training sessions.
- ii) Arrangement of Practical Demonstration cum Training:
- a) For PNG STC training, certain practical exercises like, GI thread preparation, Soldering and MDPE fusion training etc., require sufficient space for demonstrating the skill to trainees. For this a sufficient space shall be available in the training hall / room. Contractor shall needs to make all arrangements for the safety of the participant.
 - b) Training Agency has to arrange for providing practical work at height training and correct use of SCBA for PNG STC training participants through competent trainer in a safe, sound conditioned environment to ensure safety of the participant.
 - c) During practical training, the participants (all of them) will be exposed to Live Gas Fire Fighting and extinguishing the fire individually by operating 4.5. Kg CO₂, 10 KG stored pressure DCP Fire Extinguisher per batch and 75 kg DCP trolley.
 - d) Minimum requirement of extinguisher during practical training of minimum 10 nos. 10 kg DCP and 02 nos. 4.5 kg CO₂ and 01 nos. 75 kg DCP. The extinguishers should be of good quality ISI marked, properly Hydro-tested.
 - e) The arrangement of extinguishers shall be in the scope of the contractor.
 - f) Basic PPE's e.g. Helmet, Hand Gloves, Gum Boot, Safety Goggles etc. Equipment's for Working at Height, special PPEs like Fire Suites (minimum 02 Nos.) SCBA (minimum 03 Nos.) etc. shall be made available by the training Institute for the practical training.
 - g) If required all Tools and Equipment, Consumable related MDPE and GI construction work and other related Training Material viz. Electrofusion machine, Pipes, Fittings, will be made available by the M/s IGL for the practical training (in case of PNG STC training) or if required all Tools and Equipment, CNG hose, Nozzles (NZZ / NGV), Pipes, any other required Fittings, for demonstration purpose will be made available by the M/s IGL for the practical training (in case of CNG STC training) for which PNG O&M and CNG O&M departments of IGL will be asked to provide the necessary support.
 - h) IGL shall not be liable for any damage, injury or any incident arises (if any) during the practical training and demonstration.

- i) The contractor / training Institute shall agree to indemnify IGL for any direct or indirect loss or injury caused to IGL , IGL's employees/agents or IGL's contractual staff due to careless, negligent, inexperienced act or default of the contractor, his/her agents, representatives or employees.
- II) On as and when required basis, IGL reserves the right to ask the training institute to conduct the training at IGL provided venues at location mentioned in serial number 2.0 or any other new geographical areas allotted to IGL by PNGRB for city gas distribution business viz. in Haryana, Rajasthan, Uttar Pradesh etc. For arrangement of such training no additional cost will be paid to the training institute. The training institute will responsible for arranging all training aids as mentioned above in 2.0(i) and 2.0 (ii) towards theory and practical sessions for smooth running of trainings

3.0 Trainer /Faculty Competence: The training institute has to appoint persons:

- **An instructor** with relevant experience of minimum 05 years rich experience in imparting Safety and Technical Competency/HSE /Fire & Safety training to the City Gas Distribution companies/Oil & Gas Industries with BE (Mechanical/Chemical/ any branch) and capable of giving live firefighting, work at height, industrial safety related training.
- **Workshop / Practical Training technician** Instructor with basic qualification of Diploma (Mech/ Chem) or ITI from reputed institute with 03 years' experience in Gas distribution business & familiar with workshop practices such as plumbing etc.

4.0 Standard of Training

- Training start time 10.00 AM. All training shall be of Full Day i.e., Minimum 07 Hrs a day except in cases where HOD (F&S-IGL) authorizes for shorter duration.
- Each participant shall be provided with relevant stationery i.e., one writing pad, one ball pen and one printed feedback form(as decided by IGL) the start of training by the Training institute /party /agency and printed training material in a booklet form at the end of the training.
- Training and assessment courses will be restricted to 25 participants in each batch. However, HOD (F&S-IGL) reserves the right to increase or decrease the number of participants. In case of extra number of participants attending the training, extra



INDRAPRASTHA GAS LIMITED

(A Joint Venture of GAIL (India) Ltd., BPCL & Govt. of NCT of Delhi)

payment per participant basis shall be paid to be quoted separately in SOR with maximum of 35 participants.

- Training institute should arrange to provide all the participants with tea & Biscuits (one times/day/batch) as refreshment and Working Lunch (having Rice, Chappati, Dal, Dry Vegetable, Salad, Sweets, Raita) Packed Food (Lunch) packaged water as one time meal per day per batch.
- The quality of food should be good and hygienic. The institute or agency should have sufficient space and staff to make proper arrangements for the same.
- The training institute has to provide the lunch to all participants in case IGL ask the training institute to conduct training at IGL provided venues within Delhi & NCR or outside Delhi & NCR i.e. any other new geographical areas allotted to IGL by PNGRB for city gas distribution business viz. in Haryana, Rajasthan, Uttar Pradesh etc.

5.0 Training & Assessment Content/Deliverable:

- Training modules for the purpose of training needs to be approved by HOD (F&S-IGL).
- There shall be a mobilization audit prior to commence/start off the Training post the issuance of Purchase/work order wherein all necessary arrangements with regard to conditions of the Scope of work shall be presented by the Training Institute to M/s IGL.
- The Training assessment will be carried out in the presence of a panel approved by HOD (F&SIGL) and will consist of observations made during the practical sessions, viva and written multiple-choice questionnaire.

6.0 Competence Card (STC Card):

- Upon completion of the training and successfully passing the assessment (through viva or written objective type questionnaire), Training Institute will issue a Competence Card (hereinafter will be called as STC Card), to the individual participated in PNG /CNG STC Training categories only. This will be valid for a period of 12 months from the date of issuance.
- The STC Card will have a unique reference number, and will contain a photo of the individual concerned. Details of the individual's name, aadhaar number, designation, the company/contractor with whom he is employed, the discipline in which he is competent to work and the expiry date of the card will also be shown. As and when required the details of STC Cards of the deployed manpower shall be

IGL Bhawan, Plot No. 4, Community Centre, R.K. Puram, Sector – 9, New Delhi - 110 022

Phone: 46074607 Fax: 26171863 Website: www.iglonline.net

CIN : L23201DL1998PLC097614

An ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 Certified Organisation

submitted to PESO/CCoE for obtaining the licence of CNG Stations or to any regulatory authority on as and when required basis.

- In case where participant's company changed and validity remains then New STC Card will be issued by vendor.

7.0 Training Database: HOD F&S will be the custodian of the STC database. This will contain details of:-

- STC card details of all Contractor personnel /staff undergone training CNG & PNG categories.
- Training institute will maintain the complete database of all the training batches. Training institute will prepare a photo file document of each Contractor person. This comprehensive database shall be made available to HOD F&S-IGL on as and when required basis by the training institute.

8.0 Training Modules:

- Before starting the training programmes, the training institute /agency will have to prepare tailor made training module covering the basic requirements of OISD-226, PNGRB's T4S and ERDMP regulations, OISD 179, GCR 2016, OISD-105 and other statutory requirements and get the module verified from IGL.
- Training institute shall submit to M/s IGL, the Training Material cum presentation in hard copy in a booklet form with color pictures for final concurrence from HOD (F&S) of IGL. These booklets shall bear the logo of IGL and should be distributed amongst all participants.
- IGL officials will have the right to cross-check the training systems and module and may update / revise, if required.
- Apart from above, the training modules shall consist of the following topics:

[A] Fire & Safety Awareness (Applicable to both PNG STC, CNG STC):

- Clear understanding of the various terms like SAFETY, HAZARD, RISK, NEAR MISS, ACCIDENTS, UNSAFE ACT /CONDITION, TOOL BOX TALK, FIRE etc.
- Accident Reporting & First Aid, Fire Precautions.
- Safety Work Permit System.
- Clear understanding of IGL's 09 Life Saving Rules.
- Site risk assessment techniques.
- Safety in Deep Excavations/ Trenching /Confined Spaces,



- Shoring Shuttering /Barricading methods at Pipe Construction site. ☑ Avoidance of Underground utility, Electricity at Work ☑ Electrical Safety.
- PPE types and their usage.
- Manual Handling, Noise & Vibration.
- Identify correct fire extinguishers for different classes of fires
- Safely extinguish a live gas fire using correct equipment and techniques ☑ State the hazards and risks associated with uncontrolled escaping gas.
- Confined Spaces and the Use of Breathing Apparatus, including practical demonstration and use of simple Breathing Apparatus and check, prepare, test and use B.A.
- Emergency response and disaster management plan (CNG & PNG) including the office Building Evacuation during Earthquake, fire or during any other emergency.

[B] Gas Fundamental Safety (Applicable to PNG STC, CNG STC):

- Outline of gas supply system
- Conventional Uses of Natural Gas
- Physical and Chemical Properties of natural gas viz. Composition, density, Natural Gas Flammability Limits, Auto ignition temperature etc.
- Understanding of Natural Gas Odour i.e., explain about Odourisation.
- State the Hazards Associated Natural Gas i.e. Fire, explosion, ☑ Gas pressure ranges, Gas pressure conversion.

[C] GI / Cu Related work (Applicable to PNG STC Training): ☑ Safety Work Permit System.

- Safety precautions during GI Plumbing Work (practical demonstration for work at height) for PNG Contractual Staff under safe & sound conditions and in safe manner.
- GI/Cu Construction procedure and associated safety practices.
- Classification of G.I. & copper pipe
- Correct and Safe use of various tools and Equipments like GI Pipe Cutter, Ratchet Die for threading, Pipe wrench, vice, Cu pipe cutter, Bending machine, Portable Drilling Machine etc.
- Safety precautions during Soldering of Copper piping.
- Online tapping.
- Pressure testing and commissioning procedure and associated safety practices.

- Gas escape handling
- Use of Gas Detectors.

[D] MDPE (Applicable to PNG STC Training): Safety Work Permit System.

- MDPE pipeline construction procedure and associated safety practices.
- Characteristics and identification of polyethylene pipes and associated fittings
- Supply, handling and installation of polyethylene pipes and associated fittings
- Pre-jointing equipment and machine checks
- How to manufacture a Fusion joint using associated machines and equipment
- Inspection of joints for quality assurance
- Pressure testing and commissioning procedure and associated safety practices.
- Gas escape handling
- Use of Gas Detectors.

[E] CNG Compressor and related Safety aspects (Applicable to CNG STC Training): Types of CNG Compressors (Engine Driven, Motor Driven etc)
 Risks associated with CNG Compressors.

- Safety precautions during working with CNG Compressors.
- Co2 Flooding system and associated safety.
- SOP while working with CNG Compressor for any type of maintenance involving Lock out Tag out System.
- ESD system of Compressor.
- Gas escape handling.
- Role identification in case of any emergency

[F] CNG Cascade and related Safety aspects (Applicable to CNG STC Training)
 Types of CNG Cascades (Configuration, orientation) Risks associated with CNG Cascade.

- Safety precautions during working with CNG Cascade.
- High Capacity DCP Flooding system and associated safety.
- SOP while working with CNG Cascade for any type of maintenance involving Lock out Tag out System.

- Emergency Isolation system of Cascade.
- Gas escape handling.
- Role identification in case of any emergency

[G] CNG Dispensers. (Applicable to CNG STC Training): ☐ Types of CNG Dispensers (Make, Fill capacity etc.

- Risks associated with CNG Dispensers and CNG Refuelling.
- Safety precautions during working with CNG Dispensers.
- SOP of CNG Refuelling.
- SOP while working with CNG Dispensers for any type of maintenance involving Lock out Tag out System.
- ESD system of Dispensers.
- Gas escape handling.
- Role identification in case of any emergency

[H] FIRE & Emergency Handling (Applicable to both PNG STC, CNG STC):

- Theory of Fire Science.
- The theoretical sessions shall be followed by practical live gas firefighting training created by simulating the fire by means of FIRE PAN
- All safety precautions should be taken while imparting training. The training modules, fire pan and all required logistics for imparting training shall be in the scope of the contractor. IGL shall not be liable for any damage, injury or any incident arises if any during the practical firefighting training. Training agency shall take and demonstrate utmost care and safety while imparting practical firefighting training.
- This practical training will be including mock exercises and role identification of each individual to be performed in case of any emergency at their respective areas.

9.0 Method of Training: Trainer led theory sessions, Case Study, Animation, videos followed by required practical Sessions and distribution of training Material.